

HR Excellence in Research

OTM-R Checklist

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Case number

2024RO298710

Name Organisation under review

The National Institute for Research & Development in Chemistry and Petrochemistry ICECHIM
Bucharest

Organisation's contact details

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Date endorsement charter and code

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OTM-R checklist

A specific self-assessment checklist is provided for OTM-R. Please report on the status of achievement, and also detail on the indicators and the form of measurement used.

- The 'Open', 'Transparent' and 'Merit-based' checkboxes are indicative of the types of policies and practices the questions refer to, as detailed in the European Charter for Researchers. They are preset in the HR Excellence in Research e-tool and cannot be changed. Institutions do not need to act in this respect.
- The difference between '+/- Yes substantially' and '-/+ Yes partially' ratings is that, in the first case, the volume of the remaining work to be done until completion is small compared to the effort that has been put so far in that direction, whereas for '-/+ Yes partially', the remaining work is either the same in volume or more than what has been achieved.
- For the 'Suggested indicators' column, whenever the user hovers the mouse over the row dedicated to each question, a small text box will pop up, indicating options of potential indicators to use. However, each institution needs to define its own means of measuring the effectiveness of its OTM-R policy, which should be further reviewed and adapted as necessary.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
OTM-R system					
Have we published a version of our OTM-R policy online (in the national language and in English)?	x	x	x	+/- Yes substantially	ICECHIM has published the institutional recruitment and promotion regulations, researcher-assessment regulations and related HR documentation on its website. A single integrated bilingual OTM-R Policy has not yet been adopted; this is a specific deliverable of Action 4 (Q2/2027). Direct link to the bilingual OTM-R Policy once adopted; annual check that the current version is publicly accessible in Romanian and English.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	+/- Yes substantially	Clear recruitment practices are already established through the Quality Management System and institutional rules. These provisions are currently distributed across several documents and will be consolidated through the integrated OTM-R Policy and concise guidance. Current QMS procedures and regulations; date/version of the integrated OTM-R Policy; evidence that the same framework covers all research profiles R1–R4 and relevant support positions.
Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	++ Yes completely	100% of HR staff and selection-committee chairs receive/update concise OTM-R guidance; all committee members receive the applicable selection guidance before the procedure; attendance/acknowledgement record.
Do we make (sufficient) use of e-recruitment tools?	x	x		-/+ Yes partially	Electronic communication is already used in parts of the process, but the current procedures require further standardisation for electronic applications. Indicators: % research vacancies allowing secure electronic submission; average processing time compared with the previous paper-based workflow; implementation milestone Q4/2026 for electronic submission.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we have a quality control system for OTM-R in place?	x	x	x	++ Yes completely	Yes, the Quality Management System includes internal and external audits for all recruitment procedures. Internal/external audit records; management review; non-conformities/corrective actions related to recruitment; annual HRS4R/OTM-R review.
Does our current OTM-R policy encourage external candidates to apply?	x	x	x	++ Yes completely	Research vacancies are publicly advertised and are open to eligible external candidates. Positions are published through ICECHIM and public research-job channels, and EURAXESS is used for relevant vacancies. The revised approach will strengthen systematic EURAXESS use and bilingual applicant information. Share of vacancies open to external candidates; candidates per vacancy; share of applications from outside ICECHIM; EURAXESS publication rate.
Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	+/- Yes substantially	The institutional strategy explicitly supports attraction of researchers from abroad and from the Romanian diaspora. Indicators: 100% of vacancies submitted to EURAXESS published in English and Romanian; English international-applicant information page; number/share of international applications; documented online-interview option where feasible.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	++ Yes completely	Equal opportunity and non-discrimination requirements are embedded in internal rules, the Code of Ethics/Conduct and the Gender Equality framework. Recruitment and selection procedures do not discriminate on protected grounds. The Gender Equality Strategy and Action Plan are being updated for the next cycle.
Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	+/- Yes substantially	Permanent employment is the general rule, statutory social protection is provided, and flexible working/part-time arrangements are available under institutional rules and the Collective Labour Agreement. Research infrastructure is a major institutional strength. Salary attractiveness is partly constrained by national/public research funding conditions. Standard vacancy template includes key working conditions and rights; Roadmap retention KPI (>75% CDI staff); annual staff/researcher feedback; relevant infrastructure-development indicators.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we have means to monitor whether the most suitable researchers apply?				+/- Yes substantially	Eligibility and professional competence are assessed through a formal two-stage process under PS-15, PP-RU-12 and the institutional recruitment regulation. However, specific indicators on the quality and reach of the applicant pool are not yet systematically consolidated; Action 4 introduces annual OTM-R recruitment indicators. Candidates per vacancy; eligible candidates per vacancy; external/international applications; recruitment duration; offer acceptance where applicable; annual OTM-R indicator summary.
Advertising and application phase					
Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		++ Yes completely	ICECHIM uses institutional templates and the requirements of the national research authority and EURAXESS. The revised Action 4 will standardise a bilingual vacancy template across externally open research vacancies. Approved standard vacancy template; sample vacancy announcements; annual check of template use.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		+/- Yes substantially	Current announcements include the legally required elements and links to the applicable competition information. The revised standard vacancy template will make working conditions, selection criteria and career-development information more systematic and visible. % vacancies using the standard template; presence of selection criteria, working conditions, timeline, application method, appeal information and career-development information.
Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		-/+ Yes partially	EURAXESS has been used when required by project documentation and for relevant vacancies, but it is not yet used systematically for all research vacancies open to external candidates. The revised Action Plan sets a proportionate target rather than claiming full use before implementation. At least 80% of research vacancies open to external candidates published on EURAXESS; justified exceptions documented; 100% of vacancies submitted to EURAXESS available in English and Romanian.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we make use of other job advertising tools?	x	x		+/- Yes substantially	Vacancies are advertised on the ICECHIM website and relevant public/national research employment channels. Other commercial job portals may be used only where resources and relevance justify the cost. List of channels used per vacancy; annual review of source of applications where available; evidence of publication on ICECHIM and national research-job channels.
Do we keep the administrative burden to a minimum for the candidate?	x			-/+ Yes partially	PP-RU-12 and the recruitment regulations aim to limit documentation to legal/project requirements. Further simplification will be achieved through secure electronic submission and standardised information. Original/supporting documents will be requested only where legally required. Number/type of documents requested at initial application stage; availability of electronic submission; candidate feedback/complaints concerning administrative burden; recruitment-processing time.
Selection and evaluation phase					

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we have clear rules governing the appointment of selection committees?		x	x	++ Yes completely	Selection committees are appointed under national law, the institutional recruitment regulation and PP-RU-12. Governance bodies approve/validate committees as required by the applicable rules. Appointment decisions; applicable regulation/procedure; audit/QMS evidence.
Do we have clear rules concerning the composition of selection committees?		x	x	++ Yes completely	Committee composition is regulated by law, institutional rules, PS-15 and PP-RU-12, with attention to scientific competence and relevant seniority/expertise. External experts are included where required. Committee appointment files; evidence of expertise; applicable legal/institutional criteria.
Are the committees sufficiently gender-balanced?		x	x	+/- Yes substantially	Gender balance is sought within the limits of available specialist expertise. The revised HRS4R approach will monitor this transparently without compromising scientific competence.

Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we have clear guidelines for selection committees which help to judge 'merit' in a way that leads to the best candidate being selected?		x	++ Yes completely	Merit is assessed against pre-established competition criteria through the institutional regulation and procedures. Evaluation may include written, oral and/or practical components and considers the professional competence relevant to the position. The broader researcher-assessment framework recognises diverse research, innovation, mentoring and institutional contributions. Published selection criteria/scoring; panel records; evidence that criteria are defined before selection; concise OTM-R guidance to committees.
Appointment phase				
Do we inform all applicants at the end of the selection process?	x		++ Yes completely	All applicants are informed of the outcome in accordance with the institutional procedure and competition announcement. % applicants informed within the applicable deadline; communication records.
Do we provide adequate feedback to interviewees?	x		++ Yes completely	Feedback/results are communicated electronically in accordance with PP-RU-12 and the competition announcement; additional information is available under the applicable procedure. Communication records; candidate requests for clarification; candidate feedback/complaints where available.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we have an appropriate complaints mechanism in place?		x		++ Yes completely	Appeal/complaint mechanisms are established by the institutional recruitment regulation, PP-RU-12 and the competition announcement. Number of appeals/complaints; resolution within applicable deadlines; corrective actions where relevant.
Overall assessment					
Do we have a system in place to assess whether OTM-R delivers on its objectives?				+/- Yes substantially	Existing QMS, annual HR/performance processes and management controls provide relevant evidence, but they do not yet constitute a dedicated OTM-R effectiveness monitoring system. Action 4 therefore introduces a small annual set of recruitment indicators using existing HR records, reviewed within the six-month HRS4R cycle. recruitment duration, candidates/vacancy, external/international applications, EURAXESS publication rate, electronic-application coverage, committee guidance, appeals/complaints and other available HR data. Results reviewed semi-annually within HRS4R and summarised annually.