

Process Description

Case number:

Name Organisation under review: **Institutul de Chimie Macromoleculară “Petru Poni” (ICMPP)**

Organisation’s contact details: Address: 41A Grigore Ghica Voda Alley, 700487, Iași, Romania, Phone: 0040332.880.220; E-mail: pponi@icmpp.ro

Date endorsement charter and code: **19.10.2022**

Process

The HRS4R process must engage all management departments directly or indirectly responsible for researchers’ HR-issues. These will typically include the Scientific Secretary of the Institute, the Head of the Personnel Department, and other administrative staff members. In addition, the HRS4R strategy must consult its stakeholders and involve a representative community of researchers ranging from R1 to R4, as well as appoint a Committee overseeing the process and a Working Group responsible for implementing the process.

Please provide the name, the position and the management line/ department of the persons who are directly or indirectly engaged in the HRS4R process in your organization.

Table 1 contains the details on the named persons in the Steering Committee (SC) and in the Working Group (WG) involved in the overseeing and, respectively, implementation of the HRS4R process in ICMPP.

Table 1. Composition of SC and WG

Name	Position	Steering Committee	Working Group	Management line / Department
Dr. Magdalena Aflori	Leader of the Working Group; Scientific Researcher, physics rank II, R3	No	Yes	Scientific coordination/Group Leader, Project 9.2 Physico-chemical properties characteristic of structured polymeric materials; Laboratory 9. Physics of Polymers and Polymeric Materials
Dr. Sergiu Coșeri	WG member; Senior researcher rank I, R4,	No	Yes	Management and scientific coordination/ Head of Laboratory 2. Polyaddition and Photochemistry
Dr. Dan-Radu Rusu	WG member; Scientific researcher rank III, R2	No	Yes	- / Laboratory 7. Electroactive Polymers and Plasma Chemistry; representative of the Employees' Syndicate
Narcis-Andrei Pricob	WG member; Legal adviser rank II Ethics, integrity and gender equality responsible	No	Yes	- / Human Resources-Payroll Office
Andrei Tutunaru	WG member; Legal adviser rank I	No	Yes	- / Legal Office
Diana Enciu	WG member; Human resources specialist	No	Yes	Human Resources-Payroll Office
Sînziana Vlad	WG secretary; Librarian	No	Yes	- / PhD Program Office – Library
Dr. Valeria Harabagiu	President of the Steering committee, Scientific researcher rank I, R4	Yes	No	Management / ICMPP Director
Dr. Marcela Mihai	SC member; Scientific researcher rank II, R3	Yes	No	Scientific Management / ICMPP Scientific Secretary; Head of Laboratory 5. Functional Polymers
Dr. Mariana Pinteală	SC member; Scientific researcher rank I, R4	Yes	No	Management and scientific coordination / Head of Laboratory 1. Center of Advanced Research in Bionanoconjugates and Biopolymers

Dr. Luminița Marin	SC member ; Scientific researcher rank I, R4	Yes	No	Management and scientific coordination / Head of Laboratory 3. Polycondensation and Thermostable Polymers
Angelica-Elena Săcăleanu	SC member ; Chief Accountant	Yes	No	Financial Management / Accounting and Financial Office
Dr. Dragoș Tofan	SC member ; Expert on human resources	Yes	No	HR Management / Head of Human Resources and Payroll Office
Dr. Raluca-Oana Andone	SC member ; Senior legal adviser, rank IA	Yes	No	Legal Office Management / Coordinator of Legal Office; President of the Ethics Commission
Dr. Narcisa-Laura Marangoci	SC member ; Young scientific researcher, R1	Yes	No	Coordination / Leader of the Projects and Marketing Office; President of the ICMPP Employees' Syndicate
Dr. Răzvan Florin Barzic	SC member ; Engineer	Yes	No	Management / Head of Technology Transfer and Maintenance Office

Note: You may add new management departments if needed.

Your organisation must consult its stakeholders and involve a representative community of researchers ranging from R1 to R4, as well as appoint a Committee overseeing the process and a Working Group responsible for the implementation of the HRS4R process.

Provide information on how the researchers groups were involved in the GAP-analysis:

Table 2. Stakeholder groups consulted through questionnaires and meetings

Stakeholder group	Consultation format	Contributions
Representatives of researchers R1	Meeting, questionnaire	Feed-back taken into account
Representatives of researchers R2	Meeting, questionnaire	Feed-back taken into account
Representatives of researchers R3	Meeting, questionnaire	Feed-back taken into account
Representatives of researchers R4	Meeting, questionnaire	Feed-back taken into account
Representatives of postdoc students	Meeting, questionnaire	Feed-back taken into account
Representatives of PhD students	Meeting, questionnaire	Feed-back taken into account

Note: You may add new stakeholder groups if needed.

Please describe how the **Committee** overseeing the process was appointed and how it worked (meetings, decisions, etc.):

On 19th October 2022, Institutul de Chimie Macromoleculară "Petru Poni" (ICMPP), represented by Director, Dr. Valeria Harabagiu, signed the Declaration of commitment to The European Charter for Researchers and The Code of Conduct for the Recruitment of Researchers. By Decision no. 464/29.11.2022, the Steering Committee (SC) responsible for overseeing the HRS4R process was appointed by Director, Dr. Valeria Harabagiu.

SC is coordinated by ICMPP Director and is composed of the representatives of all management departments of ICMPP responsible for researchers' HR issues. The president of the ICMPP Employees' Syndicate is also a member of SC. The SC members started their activity by studying the HRS4R Guideline for institutions as well as the European Charter for Researchers and Code of Conduct for the Recruitment of Researchers (C&C).

SC had several working meetings, as follows:

* 16.12.2022: - meeting of SC with WG on drafting and defining the HRS4R questionnaire for the representatives of the stakeholders' groups; The questions were grouped on the four Sections, according to the four thematic headings of the C&C, as follows: I. Ethical and professional issues; II. Recruiting/selection; III. Work & social security conditions; IV. Training & development. Six stakeholder groups were defined - researchers R1, R2, R3, R4; - postdocs; - PhD students;

* 10.02.2023: - SC members were supervising the meeting of WG with the representatives of the stakeholders' groups: specific HR issues for each group were discussed and the questionnaire was distributed to the representatives of the stakeholder groups. * Individual work of WG and SC members on analyzing the answers to the distributed questionnaire.

* 05.03.2023 - Joint meeting of SC and WG to discuss the results of the answers of the stakeholder representatives to the questionnaire; the feed-backs were further taken into account in the defining the GAP analysis, the OTM-R list and the Action Plan.

* 29.06.2023: - Joint meeting of SC and WG: discussions on the four HRS4R initial phase documents - Process description, - GAP Analysis (Charter and Code Checklist); - Open, Transparent, and Merit-based Recruitment Check-list - OTM-R; - Action Plan; The final version of these documents was established by considering the analysis of the answers of the stakeholder representatives to the questionnaire s;

* 10.08.2023: - meeting with the Scientific Council of ICMPP, presentation and approval of the HRS4R initial phase documents by the Scientific Council of ICMPP.

On 10.08.2023 HRS4R initial phase documents were submitted on the Euraxess platform.
The SC continues its work for overseeing the implementation of the HRS4R process by the WG.

Please describe how the **Working Group** doing the Gap Analysis was appointed:

The Working Group (WG), responsible for the implementation of the HRS4R process was appointed by Director Dr. Valeria Harabagiu by Decision no. 464/29.11.2022. WG is coordinated by a scientific researcher (R3) and is composed of other two researchers (one being also the representative of the Employees' Syndicate), legal and human resources specialists.

WG members firstly studied the HRS4R Guideline for institutions and the European Charter for Researchers and Code of Conduct for the Recruitment of Researchers (C&C) and made the first internal analysis based on the principles and the general provisions of the C&C.

WG had several working meetings, as follows:

- * 12.12.2022: - drafting the HRS4R initial phase document - Process description;
- * 16.12.2022: - defining the HRS4R questionnaire for the representatives of the stakeholders' groups: - researchers R1-R4; - postdocs; PhD students; under the supervision of the SC;
- * 10.02.2023: - meetings under supervision of SC with the representatives of the stakeholders' groups: - researchers R1-R4; - postdocs; - PhD students; discussions and exchanged opinions took place and the questionnaire was distributed;
- * 05.03.2023 - Joint meeting of SC and WG to analyze the results of the answers of the stakeholder representatives to the questionnaire; the feed-backs were further taken into account in the drafting of the GAP analysis, the OTM-R list and the Action Plan, under the supervision of the Steering Committee.
- * 24.03.2023: - drafting the HRS4R initial phase documents: - GAP Analysis (Charter and Code Checklist); The GAP Analysis represents a self-evaluation of ICMPP performance with regard to the 40 principles of the C&C, the identified gaps/impediments, and the initiatives needed to be addressed. The 40 principles were listed under the four thematic headings of the C&C: - Ethical and professional aspects; - Recruitment and selection; - Working conditions and social security; - Training and development;
- * 28.04.2023: - drafting the HRS4R initial phase document - Open, Transparent, and Merit-based Recruitment Check-list - OTM-R; OTM-R is the ICMPP self-assessment checklist provided to report on the status of achievement in terms of the implementation of OTM-R policies and practices, aiming at making research careers more attractive, while facilitating mobility and equal opportunities for all candidates, which are wishing to have a research carrier in the Institute. The OTM-R Checklist builds on the C&C principles related to the Recruitment of Researchers. Coupled with the Gap Analysis, it provides a clearer picture of ICMPP development needs, which will be prioritized and addressed with concrete actions, part of the Action Plan to be implemented in the upcoming years.
- * 26.05.2023: - drafting the HRS4R initial phase document - Action Plan; The Action Plan contains a sequence of activities that will be carried out to insure ICMPP advance from the current state to the target state, with regards to the implementation of the 40 principles of the C&C. The proposed activities address the improvement needs identified in the Gap Analysis and the OTM-R Checklist. The Action Plan establishes the foundation of an HRS4R management by objectives process inside ICMPP and presents its strategic vision in terms of the priority areas and implementation steps to be undertaken in the next two years.
- * 29.06.2023: - meeting with the Steering Committee for discussions on the HRS4R initial phase documents - Process description, - GAP Analysis (Charter and Code Checklist); - Open, Transparent, and Merit-based Recruitment Check-list - OTM-R; - Action Plan. Final adjustments on these 4 documents were made by considering the results of the answers to questionnaire analysis.
- * 10.08.2023: - meeting with the Scientific Council of ICMPP, presentation and approval of the HRS4R initial phase documents by the Scientific Council of ICMPP.

WG responsible for the implementation of the HRS4R process continues its work.