

OTM-R Checklist

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.roDate endorsement charter and code: **19.10.2022**

Open, Transparent, and Merit-based Recruitment Check-list: OTM-R

A specific self-assessment checklist is provided for Open, Transparent and Merit-Based Recruitment (OTM-R). Please report on the status of achievement by responding in the "Answer" column: **++Yes completely / +- Yes substantially / -+ Yes partially / -- no**. Also detail on the indicators and the form of measurement used in the "Suggested Indicators (on form of measurements)" column.

- The "Open", "Transparent" and "Merit-based" checkboxes are indicative of the type of policies and practices the questions refer to, as detailed in the C&C. They are pre-set in the HRS4R E-tool and cannot be changed. No action is needed from institutions in their 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 little as 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 in the row dedicated to each question, a small text box will pop up, indicating options of potential indicators to use. However, each institution should identify own measurements of the effectiveness of its OTM-R policy which should be further reviewed and adapted.

	Open	Transparent	Merit-Based	Answer: (++Yes completely / +- Yes substantially / -+ Yes partially / -- no)	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	++	https://icmpp.ro/public_info.php RO: https://icmpp.ro/files/intranet/Carta%20Europeana%20a%20cercetatorilor%20si%20Codu%20de%20Conduita%20in%20recrutarea%20cercetatorilor-%20RO.pdf EN: https://icmpp.ro/files/intranet/Carta%20Europeana%20a%20cercetatorilor%20si%20Codu%20de%20Conduita%20in%20recrutarea%20cercetatorilor_ENGLISH.pdf

Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	++	There are clear OTM-R procedures and practices for all types of positions described in National legislation and ICMPP documents. The latest update was on "ICMPP Internal Regulation" no. 1755 of 25.04.2023.
Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	++	Training programs for OTM-R: - 1 learning seminar for SC and WG members - 1 training for ICMPP management staff.; number of staff following training in OTM-R: 10 ICMPP management
Do we make (sufficient) use of e-recruitment tools?	x	x		++	Web-based tool for (all) the stages in the recruitment process: - All positions are advertised on the institute website https://icmpp.ro/concursuri.php - In addition, the research positions are advertised on EURAXES website https://euraxess.ec.europa.eu/jobs and on the site of the Ministry of Education http://jobs.edu.ro and https://jobs.research.gov.ro also on http://posturi.gov.ro
Do we have a quality control system for OTM-R in place?	x	x	x	++	Each application is reviewed by the Human Resources Department, by the Legal Office and by the Selection Commission; each selection is approved by ICMPP Scientific Council
Does our current OTM-R policy encourage external candidates to apply?	x	x	x	++	All recruitment and selection procedures and practices in ICMPP do not discriminate between internal or external candidates. Trend in the share of applicants from outside ICMPP: 50 (71,83%) external candidates in 2020; 16 (45,71%) external candidates in 2021; 33 (42,30%) external candidates in 2022.
Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	++	All recruitment and selection procedures and practices in ICMPP do not discriminate candidates from abroad. However, the national legislation gives priority to hiring EU citizens, thus, citizens from non-EU countries are less likely to be hired. Trend in the share of applicants from abroad: in last 3 years we had received only 44 applications from abroad, due to the lower Romanian wages as compared to EU countries.
Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	++	All recruitment and selection procedures and practices in ICMPP do not discriminate candidates belonging to any under-represented groups. Trend in the share of applicants among underrepresented groups (frequently women): 40 (56,33%) women candidates in 2020; 24 (68,57%) women candidates in 2021; 45 (69,23%) women candidates in 2022.
Is our current OTM-R policy in line with policies to	x	x	x	++	All newly selected candidates benefit of identical working conditions with the rest of ICMPP staff as concern the access to the research infrastructure, salaries, social insurances, according to the national regulation.

provide attractive working conditions for researchers?					Trend in the share of applicants from outside ICMPP: 50 (71,83%) external candidates in 2020; 16 (45,71%) external candidates in 2021; 33 (42,30%) external candidates in 2022.
Do we have means to monitor whether the most suitable researchers apply?				++	National legislation and institutional procedures and practices guarantee that the most suitable researchers are merit-based selected, according to specific criteria established for each position.
Advertising and application phase					
Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		+/-	ICMPP has guidelines / templates for advertising positions: (https://icmpp.ro/concursuri.php), according to national legislation. All information and documents are listed on the recruitment institute webpage section. Improved version of the current Internal Regulation that includes methodology for research personnel recruitment regarding the advertising of open positions will be established.
Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		++	All information and documents are listed on the recruitment ICMPP webpage section (https://icmpp.ro/concursuri.php): national legislation, institutional procedures, number/description of open positions, selection commissions, contest calendar, results, and other information.
Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		++	The share of job adverts posted on EURAXESS: 100%; all open research position are published on EURAXESS. Trend in the share of applicants recruited from outside the organization/abroad: 5 (2%) external candidates in 2020; 6 (2,67%) external candidates in 2021; 12 (4,49%) external candidates in 2022.
Do we make use of other job advertising tools?	x	x		++	All positions are advertised on ICMPP website, on national websites (http://jobs.edu.ro , https://jobs.research.gov.ro , http://posturi.gov.ro) and/or are published in a national wide circulation newspaper.
Do we keep the administrative burden to a minimum for the candidate?	x			++	Bureaucracy is kept to the minimum required as long as the legal framework requirements are met. However, some of the national administrative rules are too bureaucratic.
Selection and evaluation phase					
Do we have clear rules governing the appointment of selection committees?		x	x	++	ICMPP has clear and transparent rules for appointment the members of selection committees, based on their expertise in the field of the open position; Joint interests or kinship relations between candidates and members of the committee are not accepted. Statistics on the composition of panels: 2020: 46,15% women, 53,85% men from all committees

					2021: 44,44% women, 55,56% men from all committees; 2022: 51,55% women, 48,45% men from all committees.
Do we have clear rules concerning the composition of selection committees?		x	x	++	ICMPP has clear and transparent rules on selection committees' composition, according to national rules: 5 members per committee from which, 3 members outside the institution; international members are welcome; members are experts in the field of the position;
Are the committees sufficiently gender-balanced?		x	x	++	ICMPP traditionally applied non-discriminatory, merit-based procedures in all its activities, including the selection of recruitment committee's members. Since 2022, a Gender Equality Strategy and a Gender Equality Plan 2022-2025 were established.
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	+/-	An internal, clear set of (mostly scientific) criteria is established for every position. Based on these criteria and on the relevance of the arguments put forward by the candidates, the selection committees judge the 'merit' in a way that leads to the best candidate being selected. A more balanced (quantitative/qualitative criteria) and comprehensive version of the current Internal Regulation that includes the methodology for research personnel recruitment is needed.
Appointment phase					
Do we inform all applicants at the end of the selection process?	x			++	All applicants are announced at the end of the selection process, regardless of outcome. The selection results are public and are published on the ICMPP website.
Do we provide adequate feedback to interviewees?	x			++	All applicants receive feedback, regardless of outcome.
Do we have an appropriate complaints mechanism in place?	x			++	Each open position within a recruitment contest has an advertised calendar. This calendar provides for a minimum of 48 hours for complaints. Each complaint is recorded and judged by a complaints' commission. Candidates must receive a response within 48 hours. Statistics on complaints: 1 (one) complaint (1 in 2020, 0 in 2021, 0 in 2022)
Overall assessment					
Do we have a system in place to assess whether OTM-R delivers on its objectives?				-/+	A system to assess whether OTM-R delivers on its objectives is in debate at the steering committee level.