

# EURAXESS

## OTM-R Checklist

### Case number

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### Name Organisation under review

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## 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, also detail on the indicators and the form of measurement used.

- 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   Meritbased   Answer:**

**Suggested indicators (or form of measurement)**

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OTM-R system

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	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Have we published a version of our OTM-R policy online (in the national language and in English)?	x	x	x	-- No	No. We aim to have materials developed and published within the first 18 months of the AP implementation. The European Charter for Researchers and the Code of Conduct for the Recruitment of Research Staff are posted on the institution's website in English. The English version of the Charter of Researchers - version 2023 is published online.
Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	+/- Yes substantially	Yes, partially. There is a methodology for filling research jobs (higher education R1-R4 and secondary education) and administrative staff (higher education, secondary education) in accordance with national legislation (Law 319/2003, Law 53/2003). The updating of the contest methodologies will also include the detailing of those aspects that are insufficiently clarified in the current internal regulations (criteria for the establishment of contest committees, regulated by the law).
Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	+/- Yes substantially	Yes, partially. The training is based on the individual study of the relevant regulations (national legislation, implementing rules, codes of ethics, internal regulations). Two people from the human resources department will be trained in the field.
Do we make (sufficient) use of e-recruitment tools?	x	x		+/- Yes substantially	Yes, partially. All vacancies advertised under funded research contracts are published on www.ivb.ro portals, www.jobs.research.gov.ro and on Euraxess portal. The contest documentation is published in Romanian. It is expected that by the end of the first year of the implementation of the AP, the mandatory publication of all vacancies advertised, including on the website <a href="https://euraxess.ec.europa.eu/jobs/">https://euraxess.ec.europa.eu/jobs/</a> , will also be in English, to encourage participation of researchers from abroad..
Do we have a quality control system for OTM-R in place?	x	x	x	+/- Yes substantially	Yes, partially. Institutional quality control exists and is carried out in all areas of activity. At the time of the elaboration and completion of the OTM-R policy, the documentation of the integrated management system – SCIM – will also include the provisions of the open, transparent and merit-based recruitment policy.
Does our current OTM-R policy encourage external candidates to apply?	x	x	x	++ Yes completely	Yes. The OTM-R policy is under development and must be linked to the AP. In recent years, VBI has managed to attract a number of 5 foreign researchers who have been involved in the development of research projects. The publication of the contest announcements on the <a href="https://euraxess.ec.europa.eu/jobs/">https://euraxess.ec.europa.eu/jobs/</a> portal can help to increase the attractiveness of the VBI for potential foreign candidates. In addition, researchers from VBI are enrolled in the "MSCA matchmaking platform" and offer postdoctoral jobs in ongoing projects ( <a href="https://msca.b2match.io/participations/239526">https://msca.b2match.io/participations/239526</a> ).

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	+/- Yes substantially	Yes, but despite the efforts of public policies in the field of research and innovation, Romania remains less attractive for foreign researchers, probably due to the excessive bureaucratization of tender documents, contracting and reporting of research projects, public procurement for reagents and capital expenditure and, last but not least, a level of wages that is lower than that which can be offered in developed European countries.
Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	++ Yes completely	Yes. The existing recruitment policy is developed based on non-discriminatory principles regarding gender, race, skin color, language, religion or belief, political opinions, membership of an ethnic group, national minority, material status, age, disability or sexual orientation. These aspects are found in: - Framework methodology for job-occupation contests, - Code of Ethics at the Institute level ( <a href="https://www.ivb.ro/wp-content/uploads/2021/08/Codul-de-etica-INCDVB-v.03.pdf">https://www.ivb.ro/wp-content/uploads/2021/08/Codul-de-etica-INCDVB-v.03.pdf</a> ), - Gender Equality Plan ( <a href="https://www.ivb.ro/egalitate-de-gen">https://www.ivb.ro/egalitate-de-gen</a> ).
Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	++ Yes completely	Yes. VBI ensures optimal working conditions for employees, researchers benefiting from renovated workspace and high performance equipment, competitive at international level. The employer pays special attention to employees who return after a period of interruption of activity for raising children, to harmoniously reintegrate into the research activity, with variable working hours. In exceptional circumstances (such as the COVID-19 pandemic), the employer allowed researchers to spend part of their working time on remote work. The working hours of VBI employees established by the Collective Labor Agreement and individual labor agreements allows customized working hours, and in case of employees who are also teaching staff, variable working hours is approved, so that the didactic and research work can be harmonized, in compliance with the legislation in force.
Do we have means to monitor whether the most suitable researchers apply?				++ Yes completely	Yes. The criteria for the selection of researchers for the vacancies advertised require the evaluation and recognition of scientific merits and performances, in relation to the level of qualification and competences required by the vacancy and specified in the job description to be published at the time of the announcement of the contest. Quantitative assessment criteria are used in accordance with national legislation, as well as qualitative criteria for the professional and personal qualities of the candidate. Wherever possible, candidates are interviewed by the evaluation committee. The VBI methodology for filling vacant research jobs provides differentiated criteria in relation to the level of the vacancy (R1-R4).

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Advertising and application phase					
Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		++ Yes completely	Yes. Announcements regarding vacancies advertised comply with the requirements of the national legislation in the field, must be published in the written press, on the institution's website and on dedicated websites <a href="https://jobs.research.gov.ro/">https://jobs.research.gov.ro/</a> , <a href="https://euraxess.ec.europa.eu/jobs">https://euraxess.ec.europa.eu/jobs</a>
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	Yes. The data regarding the documents and materials that must be contained in the contest file, the contest, the selection procedure, bibliography, the contest calendar and the responsibilities of the job are published (the job description is published). However, there are some things to improve: (i) updating the contest methodologies with the criteria for the selection of the members of the contest committee; publication of the contest committee; elaboration thereof in English; creation of a section dedicated to contests on the VBI portal; (iv) section on the VBI portal on opportunities for professional career development.
Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		-/+ Yes partially	No. As mentioned in item 6, Euraxess has been so far used only in those cases where the employment is done for fixed-term research projects. The implementation of H4RS will require the use of Euraxess for open positions, both for research and administrative jobs.
Do we make use of other job advertising tools?	x	x		++ Yes completely	Yes. The contest announcements are mandatory published in a national wide circulation newspaper and on the VBI portal. It would also be worth assessing the possibility to announce the contests by additional means, in national and international scientific publications, on websites specialized in the publication of job offers, as well as to publish these announcements at the notice boards of some VBI partner institutions / universities.
Do we keep the administrative burden to a minimum for the candidate?	x			+/- Yes substantially	Yes, partially. The Human Resources Office carries out the administrative activities regarding the contest promotion process, recruitment of candidates and their selection, based on the evaluations of the competition committee. After the selection process, each candidate is informed about the results of the selection by e-mail, phone or on the VBI website, giving him all the information requested, after the end of the contest. However, for reasons related to national legislation, candidates have the obligation to submit certain documents on paper, under private signature (CV, memorandum of activity, list of works, declarations) or in a notarized written format.
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	Yes. The national requirements for the organization of contests for levels R3 and R4 require that while making the Decision appointing the Contest Committee provisions of Article 16 paragraph (2) let c. of Law 319 / 2003 on the method of training and appointing the members of the Contest committee are complied with, the observation "at the proposal of the scientific director and the scientific secretary" being mandatory.
Do we have clear rules concerning the composition of selection committees?		x	x	++ Yes completely	Yes. The framework methodology for job contests does not clearly specify the criteria for setting up selection committees, but the provisions of Law 319/2003 are complied with (for example, they are not part of research committees that are in positions below the job advertised). The setting up of evaluation committees is based on: regulations (according to which for R4 and R3 jobs the committee must also include members from outside the VBI); merit criteria and scientific recognition at institute level, being chosen as research members with an important scientific career according to the requirements of the job (s) advertised. In GAP (pos. 14) is proposed that the updated contest methodologies include clear criteria for establishing contest committees, obviously in accordance with the national law.
Are the committees sufficiently gender-balanced?		x	x	++ Yes completely	Yes. At VBI level, the number of women exceeds that of men among the researchers in the institute, without programmatically intending this. In this context, committees usually reflect proportionality, ensuring gender equality.
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	Yes. National and domestic regulations for filling vacancies provide for differentiated evaluation criteria for each category. Thus, as the career progresses, potential candidates must meet conditions that reflect the scientific expertise and impact of publications at national/international level and the funds attracted through projects in which they should hold the position of director/project manager. The methodology at the institute level provides specific criteria, corresponding to institutional performance requirements, regarding the appreciation of the merit, considering the minimum criteria imposed by the national legislation.
Appointment phase					
Do we inform all applicants at the end of the selection process?		x		++ Yes completely	Yes. Following the selection process, each candidate is informed about the results of the selection by displaying the preliminary results in the contest section on the VBI website or by email and phone.

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Do we provide adequate feedback to interviewees?		x		++ Yes completely	Yes. The secretary of the committee may, upon request, provide each candidate with all the information requested after the end of the contest. The requested information can be provided by email or by phone.
Do we have an appropriate complaints mechanism in place?		x		++ Yes completely	Yes. According to the methodology, the preliminary results displayed in the dedicated section can be contested but only in terms of the procedure for the contest. In this context, for each contest, besides the nomination of the competition committee, a committee for solving complaints is appointed, consisting of experienced researchers and a lawyer.
Overall assessment					
Do we have a system in place to assess whether OTM-R delivers on its objectives?				+/- Yes substantially	Yes, partially. The evaluation of the staff is carried out periodically. Increased visibility of announcements can increase the quality of candidates.