

Process

The HRS4R process must engage all management departments directly or indirectly responsible for researchers' HR-issues. These will typically include the Vice-Rector for Research, the Head of Personnel, 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 organisation:

Name	Position	Steering Committee	Working Group	Management line/ Department
Mircea Leabu	R4	X		Scientific Director / Top Management
Bogdan Ovidiu Popescu	R4	X		President of Scientific Council / Top Management
Cristiana Tănase	R4	X		Scientific Secretary / Top Management
Victor Eduard Peteu	R1	X		Researcher / Pathology /
Gisela Găină	R2	X		Researcher / Immunology
Ana Maria Enciu	R3	X		Researcher / Biochemistry
Mihaela Gherghiceanu	R4		X	Vice-President of Scientific Council / Middle Management
Irina Georgiana Cojocaru	Legal Advisor		X	Legal Office / Administration – First-line Management
Cătălin Filipescu	HR Responsible		X	HR Office / Administration – First-line Management

Note: Use "Add another row" button to add a new management department. 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:

Stakeholder group	Consultation format	Contributions
Researchers from IVB – all levels	The reference group taken into account was represented by the all researchers at the level of the Institute. In order to maximize the number of respondents, selection on availability criteria was chosen. The unit of selection was the employee. Method of disseminating the questionnaire: Google forms – poll. Data collection was carried out between March 15, 2023 and March 20, 2023. The total volume of the resulting sample is 36 respondents (N = 36), which represents 51.42% of the institute's total research staff.	<p>Researchers highlighted the weak points of HR management included in GAP</p> <p>The purpose of the research was to investigate the opinions of the research staff regarding the current policies at the institutional level for the research career. The design of the survey was based on the principles that the Charter and the European Code of Researchers mention and promote as recommendations in the strategic approach to the research career. For each chapter, specific questions were developed based on the 40 principles integrated in the Charter and Code, the resulting questionnaire including 32 questions.</p> <p>The questionnaire had the following specific objectives:</p> <ol style="list-style-type: none"> 1. Identification of respondents' opinions regarding the recruitment and selection process carried out at the institute level, 2. Evaluation of the research staff's perceptions of the working conditions offered within the institute, 3. Identifying the opinions about the current perspective of training and professional development that INCDVB offers to researchers, regardless of their career level 4. Identification of the respondents' perspective on the policies regarding the adherence

		of ethical principles in the research activity in INCDVB. 36 respondents (R1-R4) from a total of 70 researchers participated in the survey. The analysis of the answers assumed the assessment of the concordance between the current practice at the institutional level and the principles of the European Charter of Researchers and of the Code of Conduct for the recruitment of researchers, being particularly useful in the elaboration of the GAP analysis and the Action Plan.
The Steering Committee and the Working Group for the preparation of the application for obtaining the HR Excellence in Research certificate from the European Commission	Informal meetings throughout the preparation of the application Periodic information of the Steering Committee and the Scientific Council	<ol style="list-style-type: none"> 1. The two groups were designated by the General Director, decision no. 264P / 23.02.2023, 2. Elaboration, between 27.02.2023 – 08.03.2023, of the survey for the consultation of the community of researchers at the institutional level with the input of the Heads of laboratories, 3. Analysis of the correlations between the survey questions, carried out between 09.03.2023 – 14.03.2023, 4. Drafting and completion of the Report resulting from the consultation of the community of researchers regarding the implementation of the principles of the Charter and the European Code of Researchers between 20.03.2023 – 30.04.2023, 5. Drafting and completion of the GAP analysis, between 01.05.2023 – 31.05.2023, 6. Drafting and completion of OTM-R, between 01.06.2023 – 30.06.2023, 7. Implementation and completion of the Action Plan between 01.07.2023 – 30.09.2023 8. Analysis of the concordance between the elaborated documents and their final corrections, between 01.10.2023 - 14.10.2023.

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

<p>The appointment of the Steering Committee was voted by the members of the Scientific Council and was decided by the General Manager (resolution 264P / 23.02.2023, art. 2 add.). Thus, the Steering Committee is made up of those who lead the community of researchers in the institute: Scientific Director, President of the Scientific Council and Scientific Secretary of the Institute. Three researchers (R1-R3) joined the Steering Committee after EC initial assessment. The Steering Committee analyzed each material developed by the Working Group and the validation was carried out in informal working meetings of the Scientific Council.</p> <p>The Steering Committee analyzed each material developed by the Working Group, and the validation was carried out during the informal working meetings of the Scientific Council. The activities required to obtaining the Diploma of Excellence for Human Resources in the area of Research-Development-Innovation was initiated by the working group by developing a questionnaire regarding the perspective in the research career, in accordance with the accepted principles of the European Charter of researchers and the Code of Conduct for the recruitment of researchers, between 27.02.2023 – 08.03.2023. The design of the questionnaire was based on the fundamental chapters that the Charter and the European Code of Researchers mention and endorsed in the institute. The structure of the questionnaire, with 32 questions, was adapted after a questionnaire used by the Politehnica University of Bucharest that has HR Excellence in research award. The consultation of the community of researchers from the institute was carried out between 15.03.2023 – 20.03.2023, by using the Google form - poll system. 36 respondents from a total of 70 researchers participated in the survey (R1-R4), a percentage considered representative. Subsequently, the Working Group and the Steering Committee carried out the following activities: (1) Writing the Report on the results of the survey regarding the implementation of the principles of the Charter and the European Code of Researchers; (2) Writing and completion of the GAP analysis; (3) Drafting and completion of OTM-R; (4) Implementation and completion of the Action Plan; (5) Analysis of the concordance between the documents and their final corrections; (6) Uploading the materials on the Euraxess portal. All documents discussed with the members of the Steering Committee and the Scientific Council, consisting of 13 researchers from all institute laboratories and General Director.</p> <p>The development of the GAP was carried out based on the analysis of the survey, which identified the aspects that need to be improved in order to be in agreement with the European Charter and Code for Researchers. The action plan has defined 3 main directions of action: (1) WP 1. Ethical and professional aspects; (2) WP 2. Recruitment and</p>
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career development; (3) WP 3. Increasing IVB visibility and research excellence. Each of the 3 work packages (WP) aims to: WP1: a. Strengthening the institutional commitment regarding the ethical principles of the research profession; b. Increasing the support given to researchers in carrying out research activities; WP2: a. Increasing the quality of human resources, improving the training of young people and promoting attractive research careers, with the maintenance of the critical mass of human resource, to the extent of the available funds; b. Ensuring a transparent institutional framework for monitoring and evaluating the progress made during the research career; c. Encouraging and sustaining the mobility of researchers by participating in scientific events and/or conducting training courses in prestigious laboratories, including in laboratories of Romanian researchers from the diaspora; WP3: a. Increasing the visibility of INCDVB at the national and international level by promoting the results of the R&D activity, establishing new partnerships, increasing the mobility of human resources in order to improve their professional skills and by organizing scientific events; b. Increasing the efficiency of the dissemination and exploitation of the results of the research activity, in compliance with the standards regarding professional ethics and the protection of intellectual property.

Also, the working group proposed that, during implementation, periodic internal revisions of the HRS4R strategy should take place, taking into account either possible impediments to the implementation of the Action Plan identified by the members of the scientific community or updates to the Charter regulations at the European level. The working group will review the C&C principles and the OTM-R policy and will consider possible adaptations needed to meet the proposed objectives.

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

The appointment of the Working Group was voted by the members of the Scientific Council and was materialized by Resolution of the General Director (264P / 23.02.2023, art. 1). The working group is formed by the vice-president of the Scientific Council, the officer for human resources and the legal advisor. The GAP analysis was carried out on the basis of the Report resulting from the consultation of the scientific community regarding the implementation of the principles of the Charter and the European Code for Researchers, in conjunction with the Strategic Development Plan of the National Institute of Pathology „Victor Babeş" Bucharest (2022 – 2027), Human Resources Strategy, internal procedures and applicable national legislation.