

## HR Excellence in Research

# OTM-R Checklist

### 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 HR Excellence in Research 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)
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 partially	OTMR is published online: <a href="https://icoscdn.ro/index.php/ro/informatii-publice/hrs4r">https://icoscdn.ro/index.php/ro/informatii-publice/hrs4r</a> RO: <a href="https://icoscdn.ro/index.php/ro/informatii-publice/hrs4r">https://icoscdn.ro/index.php/ro/informatii-publice/hrs4r</a> EN: <a href="https://icoscdn.ro/index.php/en/public-information/hts4r-en">https://icoscdn.ro/index.php/en/public-information/hts4r-en</a>

	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 partially	ICOS has internal guidelines fully compliant with national law, setting out clear procedures and practices for all types of positions.
Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	-/+ Yes partially	Training programs for OTM-R: seminar for SC and WG members.
Do we make (sufficient) use of e-recruitment tools?	x	x		+/- Yes substantially	Available positions are advertised on the institute website: <a href="https://icoscdn.ro/index.php/ro/informatii-publice/concursuri">https://icoscdn.ro/index.php/ro/informatii-publice/concursuri</a> , on EURAXESS websites <a href="https://euraxess.ec.europa.eu/jobs">https://euraxess.ec.europa.eu/jobs</a> , and on the site of the Ministry of Education <a href="https://jobs.mcid.gov.ro/">https://jobs.mcid.gov.ro/</a>
Do we have a quality control system for OTM-R in place?	x	x	x	-/+ Yes partially	Each application is reviewed by the Human Resources Department and by the Selection Commission; each selection is approved by ICOS Scientific Council.
Does our current OTM-R policy encourage external candidates to apply?	x	x	x	-/+ Yes partially	ICOS does not discriminate between internal and external candidates in its recruitment and selection procedures and practices. Translated versions will be available on IQOS website

	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 partially	Recruitment of foreign experts is strongly supported. At the same time, within the framework of the current legislation, EU citizens are given priority. The relatively low number of applicants from abroad can be explained by the lower Romanian wages, when comparing to other EU countries. Translated versions on regulations on recruitment and selection procedures and practices will be available on IQOS website
Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	+/- Yes substantially	ICOS does not discriminate candidates belonging to any under-represented groups in its recruitment and selection procedures and practices.
Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	+/- Yes substantially	Recruitment in ICOS is subject to existing general regulation and legislation. In terms of access to the research infrastructure, salaries and social insurances, the selected candidates will benefit from the same working conditions as the rest of the ICOS staff.
Do we have means to monitor whether the most suitable researchers apply?				+/- Yes substantially	Each available position is accompanied by specific criteria. As such, national legislation and institutional procedures and practices ensure merit-selection of the best researchers.
Advertising and application phase					

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		+/- Yes substantially	In accordance with the national legislation, ICOS provides with guidelines/templates for advertising positions, with all information and documents available on the institute webpage, recruitment section <a href="https://icoscdn.ro/index.php/ro/informatii-publice/concursuri">https://icoscdn.ro/index.php/ro/informatii-publice/concursuri</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	Information, such as the number and description of open positions, selection commissions, contest calendar, results and other documents are available on ICOS webpage, recruitment section <a href="https://icoscdn.ro/index.php/ro/informatii-publice/concursuri">https://icoscdn.ro/index.php/ro/informatii-publice/concursuri</a> . English versions will be available soon.
Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		++ Yes completely	All available research positions are published on EURAXESS.
Do we make use of other job advertising tools?	x	x		+/- Yes substantially	All available research positions are published on ICOS website, as well as on national websites ( <a href="https://jobs.mcid.gov.ro/">https://jobs.mcid.gov.ro/</a> ).
Do we keep the administrative burden to a minimum for the candidate?	x			+/- Yes substantially	The requested documents are those necessary to assess the candidates, in compliance with the legal requirements. Administrative burden is determined by national legislation.

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	ICOS has established clear and transparent rules for appointing members in the selection committees, on the basis of their expertise in the field of the vacant position; it is not acceptable for candidates and members of the committees to be related to each other.
Do we have clear rules concerning the composition of selection committees?		x	x	++ Yes completely	Selection committees are nominated as per regulation and call descriptions. The composition of selection committees is established firstly by taking into consideration the expertise of members in the field of the position.
Are the committees sufficiently gender-balanced?		x	x	+/- Yes substantially	ICOS applies non-discrimination and meritocratic procedures in all its activities, including the selection of members of the Recruitment Board. Moreover, since 2023, a Gender Equality Strategy and a Gender Equality Plan 2023-2025 was 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	++ Yes completely	For every vacant position, internal clear set of requirements is established (i.e. publications, experience, etc.), representing the basis on which the selection committee judge 'merit' in a way that leads to the best candidate being selected.
Appointment phase					

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we inform all applicants at the end of the selection process?		x		++ Yes completely	All applicants are informed at the end of the selection process, regardless of outcome. The results are public and available on ICOS website.
Do we provide adequate feedback to interviewees?		x		+/- Yes substantially	It is a frequent practice to give feedback to all applicants, regardless of outcome.
Do we have an appropriate complaints mechanism in place?		x		+/- Yes substantially	For each open position a calendar is established. As such, there is a complaints process, providing the candidates for a minimum of 48 hours for complains. Each complain is analyzed by a complaints commission and the candidates must receive a response within 48 hours.
Overall assessment					
Do we have a system in place to assess whether OTM-R delivers on its objectives?				-/+ Yes partially	A system meant to assess whether OTM-R delivers its objective is in debate at the steering committee level.