

HR Excellence in Research

Action Plan

Action Plan

Case number

2022RO843264

Name Organisation under review

Institute of Cellular Biology and Pathology "Nicolae Simionescu"

Organisation's contact details

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1. Organisational Information

Please provide a limited number of key figures for your organisation. Figures marked * are compulsory.

STAFF & STUDENTS	FTE
Total researchers = staff, fellowship holders, bursary holders, PhD. students either full-time or part-time involved in research *	88
Of whom are international (i.e. foreign nationality) *	9
Of whom are externally funded (i.e. for whom the organisation is host organisation) *	0
Of whom are women *	67
Of whom are stage R3 or R4 = Researchers with a large degree of autonomy, typically holding the status of Principal Investigator or Professor. *	23
Of whom are stage R2 = in most organisations corresponding with postdoctoral level *	22
Of whom are stage R1 = in most organisations corresponding with doctoral level *	43
Total number of students (if relevant) *	17
Total number of staff (including management, administrative, teaching and research staff) *	124
RESEARCH FUNDING (figures for most recent fiscal year)	€
Total annual organisational budget	4321815
Annual organisational direct government funding (designated for research)	2068340
Annual competitive government-sourced funding (designated for research, obtained in competition with other organisations – including EU funding)	2253475

RESEARCH FUNDING (figures for most recent fiscal year)

€

Annual funding from private, non-government sources, designated for research

0

ORGANISATIONAL PROFILE (a very brief description of your organisation, max. 100 words)

ICBP-NS is a biomedical research institute founded in Bucharest-1979, Romania which operates under the Romanian Academy, a EU Centre of Excellence and member of the UNESCO-Molecular Cell Biology Network. Research program includes fundamental and preclinical studies in diseases of the cardiovascular system; therapeutic strategies in precision medicine. The research takes place within 8 interconnected compartments, central laboratories and a modern biobase serving all projects. ICBP-NS has a state-of-art research infrastructure and runs a doctoral program and is involved in organization of courses, lectures, practical courses, symposia and congresses. The researchers are involved in multidisciplinary projects, in collaboration with universities and clinics.

2. Strengths and weaknesses of the current practice

Please provide an overview of the organisation in terms of the current strengths and weaknesses of the current practice under the four thematic headings of the Charter and Code at your organization.

Note: Click on the name of each of the four thematic headings of the Charter and Code to open the editor and provide your answer.

Ethical and professional aspects* **Strengths and Weaknesses (max. 800 words)****Strengths**


- The ethical and professional aspects are mostly included in the institutional documents.
- The Strategy, the Code of Ethics and the ICBP-NS Organization and Operation Regulation include guidelines regarding the initiation, identification of sources and the conduct of research, research methods and research ethics, including avoiding plagiarism.
- At the level of the Institute, there are documents aligned with European requirements regarding ethical and professional aspects:
 - OP regarding the conduct of research activities - methods and management of research results
 - Risk management register.
 - specific procedures for recruitment and selection, as well as for personal performance evaluation based on non-discriminatory criteria
 - OP regarding the organization of occupational health and safety activities and labor protection.
 - Security, prevention and protection plan,
 - The Gender Equality Strategy and the Gender Equality Plan. https://www.icbp.ro/static/en/en-research/gender_equality_strategy.html
 - The OP for financial-accounting operations includes checking the compliance and correctness of expenses at each stage of project implementation.
 - In addition, the Internal Managerial Control Commission, through the risk management OP, monitors the financial management at the level of the institute, duplicated by the Internal Public Audit Procedure carried out by the Romanian Academy.
- Researchers respect the recognized ethical practices and ethical principles corresponding to the fields in which they practice research activity, in accordance with the Code of Ethics
- ICBP-NS, as a publicly funded institution, respects the rules of transparency and budgetary supervision of public funding.
- In ICBP-NS, optimal working conditions are ensured, ensuring compliance with national legislation regarding labor protection measures, occupational health and safety, and data protection.
- ICBP-NS does not allow or encourage any form of discrimination.

- The Human Resources department of ICBP-NS is responsible for respecting working conditions and data protection and their confidentiality.
- Project contracts, from European and national funding sources, contain specific obligations included in the Funding Guidelines and which are assumed by the institution, delegated under the coordination of the project director, and brought to the attention of the research team with the signing of the project work contracts, the attributions and the responsibilities being contained in the job description of each researcher.
- **Dissemination of research results** is carried out:
 - According to the strategic objective of the Institute through publications in scientific journals, this represents one of the most important responsibilities of researchers.
 - In scientific and educational events organized by ICBP-NS
 - When participating in national and international scientific, technical, invention and innovation events,
 - For the research projects implemented by ICBP-NS researchers through web pages specially created within the projects, on the Institution's web page or through other communication channels.

Weaknesses

- The code of ethics contains elements that must be updated in accordance with the 2023 edition of the European Code of Conduct for Research Integrity, including elements related to integrity.
- Although at the ICBP-NS level the documents on the principles of ethics and professional conduct are disseminated, communication must be improved in terms of awareness and understanding of them and the principles of the European Code of Conduct.
- The aspects related to the socio-economic responsibility that the research activity implies is insufficiently developed in the internal documents with which IBPC-NS operates, also insufficiently monitored, and disseminated at the level of the research staff.
- Monitoring the progress of several projects in parallel that are subject to the specific regulations of the financing lines accessed is difficult to achieve without an electronic project management tool
- There is no concise internal guidance on the internal regulations regarding the implications/obligations of the researcher/institution/funder regarding the results obtained in the context of different types of funding/service contracts for research and innovation activities
- Insufficient funding for access to all scientific publications, to consumable materials necessary for carrying out all research projects.
- There is no integrated communication plan to disseminate the results of the research carried out at the level of the Institute
- there is no General Data Protection Regulation - GDPR
- The procedures are not updated in terms of gender criteria

- the backup system for storing research data is outdated, including the data protection systems that require updates
- The IBPC-NS website does not have a user-friendly interface, with out-of-date information and without a platform that contains structured data regarding the research fields addressed
- public financial information is not updated on the existing web page.


Recruitment and selection* **Strengths and Weaknesses (max. 800 words)****Strengths**

- ICBP-NS has as a strategic objective attracting young researchers, doctoral students, and postdoctoral students.
- Positions are filled through public competition, applying ICBP-NS internal regulations, developed in accordance with national legislation that respects the principles of transparency, non-discrimination, equal opportunities, and quality standards specific to the position level.
- The process of recruitment and selection of personnel in ICBP-NS is differentiated according to the type of job and the position in the job hierarchy.
- Guiding competitors and supervising the process of recruitment, selection and promotion of researchers is a task that the institution fulfills.
- All advertisements for research job vacancies are drafted according to the Romanian legal provisions in place and published on the institutional website (<https://www.icbp.ro/news/news.php?lang=en>), on euraxess.gov.ro and on jobs.research.gov.ro
- The application includes specific conditions for potential candidates which means that only suitable researchers can meet the recruitment conditions.
- The constitution of the Evaluation Committee is based on criteria of academic merit and recognition, the members of the Committee participate in formal and informal debates, including what concerns the development of the candidate evaluation process.
- The internal regulations applied for the filling of vacant positions provide for the differentiation of the composition of the commissions and the practices used for selection, depending on the specifics of the vacant position.
- After the completion of the selection process, each candidate is informed about the selection results by e-mail/phone and on the ICBP-NS website.
- In the evaluation of candidates, ICBP-NS has a flexible approach regarding experience and age for access to a position, variations in the professional activity of candidates are not penalized, mobility experience is a plus in the evaluation of candidates, it also covers professional, formal and non- formal to the extent that they are relevant for the specifics of the targeted positions.

Weaknesses

- The recruitment process is conditioned by the approval of the positions in the organizational chart and the budget allocations for the permanent positions.

- Even if the principles of the Open, Transparent and Merit-Based Recruitment Policy are included in the majority of the procedures and practices of recruitment, promotion, selection for all types of positions specific to the positions in ICBP-NS, reformulations are necessary to be in full agreement with OTM-R requirements.
- Open, Transparent and Merit-Based Recruitment Policy is not completed and published on ICBP-NS website.
- It is necessary to complete some administrative duties of the Human Resources Department corresponding to OTM-R requirements.
- Even if the announcements are published in all online media specific to research, it is often necessary to republish the announcements, as it is difficult to recruit candidates.
- The ads do not describe in detail the working conditions and career development prospects.
- For the specific conditions of positions outside the organizational chart, competitions organized for positions included in the projects with non-reimbursable financing, no prior training of Commission members is organized.
- The component of the evaluation commissions rarely includes experts from outside the members of the Romanian Academy and from the private sector considering the nature of the ICBP-NS research activity, respectively fundamental research.
- Current criteria do not include aspects related to fundraising, socio-economic responsibility, research management.
- Due to funding from different sources (projects, programs, scholarships) there are no uniform criteria for the selection of postdoctoral staff.
- Due to the lack of legal regulations, it is not possible to establish the maximum duration of postdoctoral appointment/activity, except for those established by programs/projects.


Working conditions* **Strengths and Weaknesses (max. 800 words)****Strengths**

- ICBP-NS researchers go through the performance evaluation process annually, based on the criteria included in the Internal Performance Evaluation Procedure, by establishing quantitative and qualitative criteria specific to the career level and aligned with international standards.
- ICBP-NS has high-performance research infrastructures, laboratories, modern equipment and has in the implementation phase other new investments for research activity.
- ICBP-NS ensures remote collaboration within research networks.
- The individual employment contract practiced by ICBP-NS is created in the interest of the researcher, the conditions related to the protection and safety at work are ensured as regulated in the national legislation and transposed in the OP regarding the organization of the safety and health at work activity and the labor protection.
- Within the ICBP-NS, the principles regarding equal opportunities, non-discrimination are respected, both in terms of access for people with disabilities, and according to gender declaration.
- ICBP-NS respects in all the actions it undertakes the principles related to equal opportunities and equal treatment according to the number of women and men.
- The contracts for the research staff for an indefinite period are similar to the contracts of the staff employed in public institutions and to those of the permanent staff.
- ICBP-NS employees have facilities related to the work schedule: possibility of part-time work, flexible hours, facilities for young parents.
- At the national level, researchers have fiscal facilities for the CD activities carried out within the projects, by applying tariffs aligned at the European level.
- In ICBP-NS, the stability and continuity of employment for researchers is ensured.
- Within the ICBP-NS there is flexibility regarding the possibilities of hiring researchers on research projects, which stimulates participation in research projects.
- The main source of funding for ICBP-NS is access to research projects with non-reimbursable funding, supplemented by funds from the state budget allocated through the Romanian Academy
- Researchers have the opportunity to participate in multiple research career development programs, financed through own, national and structural funds.
- It is encouraged to participate in short-term mobilities for traveling to conferences, workshops, working groups or coordinating activities of doctoral students in co-supervision.
- In ICBP-NS, researchers are recognized as independent authors and co-authors in accordance with international practice in the field.

- The resolution of complaints regarding ethical issues rests with the Ethics Commission.
- Conflicts regarding rights and working conditions can also be resolved at the level of the Disciplinary Committee.
- Researchers are represented in advisory and decision-making bodies, where they can defend and promote not only personal interests, but also collective ones.
- The permanent research staff chooses the representatives in the commissions of the institute.

Weaknesses

- The evaluation of researchers' performances is done in a traditional way, without ensuring full transparency.
- Although the Management and specific practices of research activities are well organized, they do not have a wide dissemination and a specific methodology that includes the guidance, primarily of young researchers, to accommodate from the beginning of their career with the correct understanding and approach of freedom of research.
- The ICBP-NS infrastructure requires an update partially ensured by the ongoing projects but which do not fully cover the identified needs
- Although there are rules, there is no procedure regarding working remotely in a hybrid regime.
- At the ICBP-NS level, the Managerial Internal Control Committee must be updated so that it can closely follow the evolution of researchers and identify in the shortest possible time the errors that appear in terms of employee remuneration, so that unjustified discrepancies do not appear between those who have the same position and to find the most advantageous solutions to create the most advantageous offers to stimulate young researchers.
- Participation in continuous training activities is decided individually, not being part of a training strategy applicable unitarily at the level of the institute.
- A more effective mobility strategy is needed that includes all the needs of researchers and the sources of accessing funds for mobility, information that must also be updated in the Organization and Functioning Regulations of ICBP-NS
- It is not provided for the occupation of a research position or for career advancement, the development of a career plan, which becomes effective after the occupation of the position.
- There is no financial reward mechanism for inventor researchers, but their activity is recognized in the annual activity reports and their participation in events organized in the country or abroad is supported.
- There are no co-authorship training sessions at the ICBP-NS level.
- The results of the activity of decision-making bodies, commissions/consultation bodies, information are not popularized at the level of the ICBP-NS community.

Training and development* **Strengths and Weaknesses (max. 800 words)****Strengths**

- ICBP-NS participates in the training of doctoral students, at the level of the institute being a number of 7 doctoral coordinators.
- Doctoral studies are carried out based on the Operational Procedure regarding the organization of doctoral programs that also aim to support the thesis. Each PhD student benefits from tutoring and guidance from the coordinator or supervisor.
- Doctoral students, post-doctoral students, research assistants, novice researchers of ICBP-NS are integrated into the research teams within the departments, on specific projects and are guided throughout the activity by senior researchers and project coordinators.
- Young researchers participate in courses to develop research skills, to support innovative approaches in higher education and to stimulate attitudes and skills, respectively to increase the scientific capacity of research teams through international collaborations.
- ICBP-NS has a constant concern to develop research and transversal skills to ensure career success and performance.
- Complementary to assisted research activities, professional training courses, doctoral students, postdoctoral students and debut researchers from IBPC-NS benefit from counseling and career guidance activities.
- At the ICBP-NS level, researchers have the opportunity to participate in multiple research career development programs, financed through their own, national and structural funds.
- It is encouraged to participate in short-term mobilities for traveling to conferences, workshops, working groups or coordinating activities of doctoral students in co-supervision.
- ICBP-NS organizes workshops, intensive courses and lectures with Romanian or foreign guests to develop certain components of the research activity.
- The members of the Scientific Council have the necessary experience to guide the research, they have the availability of time, knowledge, experience, competence and commitment to provide adequate support to young researchers.

Weaknesses

- Even if at the level of the ICBP-NS strategy attracting young researchers is a main objective, the institute has yet to develop a Career Development Policy in which a personalized training path is mentioned in relation to the career level, and which proposes a strategic approach to mentoring and supervision activities.

- Supervision activities are not carried out systematically in the absence of a regulatory framework for the activity of the supervisor and the mentee.
- Participation in continuous training activities is decided individually, not being part of a training strategy applicable unitarily at the level of the institute.
- There is no methodological framework for organizing the activity of researchers to support them in their career development.
- It is not provided for the occupation of a research position or for career advancement, the development of a career plan, which becomes effective after the occupation of the position.

3. Actions

The Action Plan and HRS4R strategy must be published on an easily accessible location of the organisation's website.

Please provide the web link to the organization's Action Plan/HR Strategy dedicated webpage(s):

https://www.icbp.ro/static/en/en-careers/otmr_strategy_hrs4r.html (https://www.icbp.ro/static/en/en-careers/otmr_strategy_hrs4r.html)

Please fill in the list of all individual actions to be undertaken in your organisation's HRS4R to address the weaknesses or strengths identified in the Gap-Analysis. The listed actions should be concise, but detailed enough for the assessors to evaluate the level of ambition, engagement and the expected implementation process. The institution should strive to provide a detailed plan, not just an enumeration of actions.

Note: Choose one or more of the principles automatically retrieved from the GAP Analysis with their implementation ratings.

Proposed ACTIONS

Action 1

Updating and modernizing the ICBP-NS website to create a user-friendly interface for informing the public about research progress

GAP Principle(s)

(--) 6. Accountability

(-/+) 8. Dissemination, exploitation of results

(-/+) 9. Public engagement

Timing (at least by year's quarter/semester)

Y2/S1

Responsible

Unit

Indicator(s) / Target(s)

Working Group/Taskforce

- website with relevant information for the target groups targeted by the research results carried out by ICBP-NS (8,9) - website with updated links to all the projects carried out by ICBP-NS (8) - website with financial information (6) - no. website visitors

Proposed ACTIONS

Action 2

Updating the dedicated space on the ICBP-NS website, in the Research section, with relevant information about research opportunities

GAP Principle(s)

- (+/-) 1. Research freedom
- (+/-) 4. Professional attitude
- (-/+) 8. Dissemination, exploitation of results
- (+/-) 23. Research environment

Timing (at least by year's quarter/semester)

Y1/S2

Responsible

Unit

Indicator(s) / Target(s)

Steering
Committee
Working
Group/Taskforce
(TF)

- website with relevant information regarding opportunities related to freedoms and opportunities for research activity on the "Research" section

Proposed ACTIONS

Action 3

Creating a dedicated space on the ICBP-NS website regarding ethics and intellectual property

GAP Principle(s)

(+/-) 2. Ethical principles

(+/-) 5. Contractual and legal obligations

(+/-) 31. Intellectual Property Rights

Timing (at least by year's quarter/semester)

Y1/S2

Responsible

Unit	Indicator(s) / Target(s)
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Steering Committee The Ethics Committee	- website with relevant information regarding ethical principles and intellectual property rights on the "Research" section (2,5, 31); - Operating Regulations for the Ethics Committee (2)
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Proposed ACTIONS

Action 4

Developing facilities and benefits through the ICBP-NS intranet network and promoting it among the institute's researchers

GAP Principle(s)

(+/-) 23. Research environment

(+/-) 34. Complains/ appeals

(+/-) 35. Participation in decision-making bodies

Timing (at least by year's quarter/semester)

Y1/S2

Responsible

Unit

Indicator(s) / Target(s)

The Internal Management Control Committee Working Group/TF

- Intranet for Remote Work (23) - Information on the intranet network regarding the activities of committees/structures and regulations/instructions outlining their responsibilities structured across the operational domains of the institute: education, research, innovation, human resources, administrative capacity. (34,35)

Proposed ACTIONS

Action 5

Proposals for updating regulations in the field of public procurement for consumables specific to research activities

GAP Principle(s)

(+/-) 1. Research freedom

Timing (at least by year's quarter/semester)

Y1/S2

Responsible

Unit

Indicator(s) / Target(s)

Working
Group/TF

- Memorandum regarding the flexibility of public procurement in the field of research. - Number of entities to which the memorandum is transmitted - Feedback from authorities

Proposed ACTIONS

Action 6

Updating existing procedures at the ICBP-NS level and aligning them with HRS4R standards

GAP Principle(s)

(-/+) 3. Professional responsibility

(--) 6. Accountability

(+/-) 24. Working conditions

(+/-) 25. Stability and permanence of employment

(+/-) 26. Funding and salaries

Timing (at least by year's quarter/semester)

Y1/S2

Responsible

Unit

Indicator(s) / Target(s)

The Internal Management Control Committee Steering Committee	-Integrated Research and Administrative Operations (RAO) System (6) - Updated procedures and regulations (3,6,26) - Development and implementation of a procedure regarding hybrid and remote working conditions/developing remote working capacity and home office work. (24,25)
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Proposed ACTIONS

Action 7

Updating selection and recruitment procedures at the ICBP-NS level to improve the institute's performance by creating a more diverse area for recruiting researchers

GAP Principle(s)

(-/+) 16. Judging merit (Code)

(+/-) 17. Variations in the chronological order of CVs (Code)

(-/+) 18. Recognition of mobility experience (Code)

(+/-) 19. Recognition of qualifications (Code)

Timing (at least by year's quarter/semester)

Y1/S2

Responsible

Unit

Indicator(s) / Target(s)

Working Group/TF

- Operational Procedure for Personnel Selection with criteria related to fundraising, socio-economic responsibility, and research management. (16,17) - Operational Procedure for Personnel Selection with criteria related to filling vacant, permanent, or temporary research positions, within or outside the organizational chart, with distinct reference to mobility experience and recognition of professional, formal, and non-formal qualifications. (18,19)

Proposed ACTIONS

Action 8

Updating internal performance evaluation procedures using modern methods/tools

GAP Principle(s)

(+/-) 11. Evaluation/ appraisal systems

(+/-) 22. Recognition of the profession

Timing (at least by year's quarter/semester)

Y1/S2

Responsible

Unit

Indicator(s) / Target(s)

Scientific
Council
Working
Group/TF

- Updated Operational Procedure for staff performance evaluation, including all professional levels (11, 22) - Introducing modern methods/tools for enhancing performance improvement systems (11)

Proposed ACTIONS

Action 9

Development and implementation of internal regulations regarding remote working conditions and the institutional digital capacity for remote work

GAP Principle(s)

(+/-) 23. Research environment

Timing (at least by year's quarter/semester)

Y2/S1

Responsible

Unit

Indicator(s) / Target(s)

Working Group/TF

Regulation concerning remote working conditions and the development of institutional informational capacity for remote work

Action 10

Creation of a regulation regarding staff mobility and the engagement of foreign partners for collaboration through partnerships in project implementation and exchange of know-how and experience

GAP Principle(s)

(+/-) 29. Value of mobility

Timing (at least by year's quarter/semester)

Y2/S1

Responsible

Unit

Indicator(s) / Target(s)

Scientific Council Steering Committee

- Updated internal regulation detailing staff mobility and the recruitment of foreign personnel. - Number of exchanges of experience and know-how with international partners

Proposed ACTIONS

Action 11

Updating the Code of Ethics and Procedures regarding gender criteria to regulate aspects such as gender criteria, data protection, integrity, and morality of researchers both within and outside the institute

GAP Principle(s)

(+/-) 2. Ethical principles

(+/-) 7. Good practice in research

(+/-) 10. Non discrimination

**Timing (at least
by year's
quarter/semester)**

Y1/S2

Responsible

Unit

Indicator(s) / Target(s)

The Ethics
Committee
Steering
Committee

- Updated code of ethics incorporating elements related to integrity (2) - General Data Protection Regulation (GDPR) Policy (7) - Updated procedure regarding gender criteria (10)

Proposed ACTIONS

Action 12

Institute-wide researcher education for project implementation, result valorization, and the establishment of an electronic project management system to facilitate their implementation

GAP Principle(s)		Timing (at least by year's quarter/semester)
(+/-) 4. Professional attitude		
(+/-) 5. Contractual and legal obligations		Y2/S1
(--) 6. Accountability		
Responsible Unit	Indicator(s) / Target(s)	
Steering Committee Working Group/TF	- General procedure for project implementation, including aspects of research results valorization for the benefit of society. (4,5) - Electronic project management system to operate on the intranet. (4,6) - Guide on regulations regarding the implications/obligations of the researcher/institution/funder regarding the results obtained within the context of various types of funding/service contracts for research and innovation activities. (5)	

Proposed ACTIONS

Action 13

Developing the capacity of researchers at ICBP-NS to ensure the avoidance of plagiarism and self-plagiarism, and encouraging the publication of scientific articles in specialized journals/ publications

GAP Principle(s)

(-/+) 3. Professional responsibility

(+/-) 5. Contractual and legal obligations

**Timing (at least
by year's
quarter/semester)**

Y1/S2

Responsible

Unit

Indicator(s) / Target(s)

Scientific
Council

Program for combating plagiarism and self-plagiarism on the intranet

Proposed ACTIONS

Action 14

Research results valorization through improved communication, dissemination of know-how, and intellectual property awareness, encouraging researchers to actively participate in these efforts

GAP Principle(s)

(+/-) 5. Contractual and legal obligations

(-/+) 8. Dissemination, exploitation of results

Timing (at least by year's quarter/semester)

Y2/S2

Responsible

Unit

Indicator(s) / Target(s)

Steering
Committee

- Communication plan with identifying means and target groups to maximize the valorization of research results. (8) - Updated job descriptions for researchers, including aspects related to know-how and intellectual property. (5)

Proposed ACTIONS

Action 15

Establishing partnerships to facilitate scientific research as well as the valorization of its results

GAP Principle(s)

(-/+) 8. Dissemination, exploitation of results

Timing (at least by year's quarter/semester)

Y2/S2

Responsible

Unit

Indicator(s) / Target(s)

Scientific Council

Number of partnerships for integrating ICBP-NS into innovation clusters and hubs/networks/themes for enhancing the valorization of research results.

Proposed ACTIONS

Action 16

Strengthening HR operations at the ICBP-NS level in alignment with the OTM-R Policy

GAP Principle(s)

(-/+) 12. Recruitment

(+/-) 13. Recruitment (Code)

(+/-) 14. Selection (Code)

(+/-) 15. Transparency (Code)

**Timing (at least
by year's
quarter/semester)**

Y2/S1

Responsible

Unit

Indicator(s) / Target(s)

Steering
Committee
Working
Group/TF

- OTM-R policy document - Website containing OTM-R policy document - Internal guide for OTM-R policy implementation - Updated recruitment/selection Operational Procedure in accordance with the OTM-R policy. - Updated job description for HR responsible regarding OTM-R policy implementation

Proposed ACTIONS

Action 17

Creating an online application form to streamline the process for interested individuals applying for vacant positions at ICBP-NS

GAP Principle(s)

(+/-) 13. Recruitment (Code)

(+/-) 14. Selection (Code)

**Timing (at least
by year's
quarter/semester)**

Y1/S2

Responsible

Unit

Indicator(s) / Target(s)

Working
Group/TF

online application toolkit (13,14)

Proposed ACTIONS

Action 18

Enhancing the performance evaluation and career development process

GAP Principle(s)

(+/-) 11. Evaluation/ appraisal systems

(+/-) 13. Recruitment (Code)

(+/-) 14. Selection (Code)

(+/-) 15. Transparency (Code)

(+/-) 20. Seniority (Code)

Timing (at least by year's quarter/semester)

Y2/S2

Responsible

Unit

Indicator(s) / Target(s)

Scientific Council

-online application toolkit for the performance autoevaluation (11) - Recruitment announcements completed with written information in the letter of intent regarding working conditions and career development prospects. (13,14,15) - Incorporating into the written test questionnaire aspects related to the candidate's vision of professional development. (20)

Proposed ACTIONS

Action 19

Educating researchers in the field of research ethics and raising awareness regarding socio-economic responsibility

GAP Principle(s)

- (+/-) 1. Research freedom
- (+/-) 2. Ethical principles
- (-/+) 3. Professional responsibility
- (--) 6. Accountability

Timing (at least by year's quarter/semester)

Y2/S2

Responsible

Unit

Indicator(s) / Target(s)

Steering Committee The Ethics Committee	- Semesterly training sessions on research ethics aimed at doctoral students and young researchers. (1) - Biannual training sessions aimed at increasing staff awareness regarding social and economic responsibility. (3,6) - Annual courses on ethics and integrity. (2)
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Proposed ACTIONS

Action 20

Training staff on occupational safety conditions and risk prevention

GAP Principle(s)

(+/-) 7. Good practice in research

**Timing (at least
by year's
quarter/semester)**

Y2/S1

Responsible

Unit

Indicator(s) / Target(s)

Working

Group/TF

Occupational

Health and

Safety

Committee

Annual training sessions on occupational safety conditions and risk prevention.

Proposed ACTIONS

Action 21

Creating career development opportunities for students

GAP Principle(s)

(+/-) 13. Recruitment (Code)

(+/-) 14. Selection (Code)

**Timing (at least
by year's
quarter/semester)**

Y2/S2

Responsible

Unit

Indicator(s) / Target(s)

Working
Group/TF

- Annual Open House events - Number of flyers distributed in the academic environment - Number of young people interested in applying for jobs at ICBP-NS

Proposed ACTIONS

Action 22

Promoting ICBP-NS to attract young researchers through participation in scientific events, university events, and other similar gatherings

GAP Principle(s)

(+/-) 13. Recruitment (Code)

(+/-) 14. Selection (Code)

Timing (at least by year's quarter/semester)

Y2/S2

Responsible

Unit	Indicator(s) / Target(s)
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Steering Committee Working Group/TF	- Number of participations in job fairs dedicated to researchers - Number of new collaborations - Number of visits on the ICBP-NS website - Number of interested young individuals
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Action 23

Developing mobility programs for research

GAP Principle(s)

(+/-) 21. Postdoctoral appointments (Code)

Timing (at least by year's quarter/semester)

Y2/S1

Responsible

Unit	Indicator(s) / Target(s)
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Scientific Council	Number of mobility programs for young postdoctoral researchers
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Proposed ACTIONS

Action 24

Integration of young researchers into the ICBP-NS research teams

GAP Principle(s)

(+/-) 21. Postdoctoral appointments (Code)

Timing (at least by year's quarter/semester)

Y2/S2

Responsible

Unit	Indicator(s) / Target(s)
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Steering
Committee
Working
Group/TF

- Establishing a Young Researchers Club - Number of activities generated within the Club

Action 25

Guiding and monitoring the integration of young individuals into Institute activities

GAP Principle(s)

(-/+) 3. Professional responsibility

Timing (at least by year's quarter/semester)

Y2/S1

Responsible

Unit	Indicator(s) / Target(s)
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Steering
Committee
Working
Group/TF

- Guidance sheets for young researchers - Number of young researchers

Proposed ACTIONS

Action 26

Updating scientific progress in specific areas of knowledge related to research activities conducted at all ICBP-NS departments, including the protection and valorisation of intellectual property rights

GAP Principle(s)

(+/-) 31. Intellectual Property Rights

(-/+) 36. Relation with supervisors

(-/+) 39. Access to research training and continuous development

Timing (at least by year's quarter/semester)

Y2/S2

Responsible

Unit

Indicator(s) / Target(s)

Scientific Council

- Number of scientific seminars aimed at updating young researchers on scientific findings within ICBP-NS departments, specifically focusing on intellectual property rights protection and valorization, as well as enhancing the skills and competencies of young researchers to improve employability. - Number of trained young researchers

Proposed ACTIONS

Action 27

Enhancing the capacity of mentors in training young researchers

GAP Principle(s)

(-/+) 30. Access to career advice

(+/-) 37. Supervision and managerial duties

**Timing (at least
by year's
quarter/semester)**

Y1/S2

Responsible

Unit

Indicator(s) / Target(s)

Steering
Committee
Working
Group/TF

- Number of mentor training sessions (37) - Number of mentors providing training and career development for young researchers - Number of partnerships with stakeholders (30)

Proposed ACTIONS

Action 28

Developing a mentorship and career development strategy

GAP Principle(s)

(+/-) 29. Value of mobility

(-/+) 36. Relation with supervisors

(+/-) 37. Supervision and managerial duties

Timing (at least by year's quarter/semester)

Y2/S1

Responsible

Unit

Indicator(s) / Target(s)

Steering Committee Working Group/TF	- Career development mentorship strategy (37) - Updated internal regulation detailing mobilities (29) - Number of researchers supervised through mentoring activities (36,37) - Number of young researchers receiving career development counseling (36)
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Proposed ACTIONS

Action 29

Facilitating the development and evolution of researchers in the field of research through the creation of tools to stimulate their research efforts

GAP Principle(s)

(+/-) 28. Career development

(-/+) 38. Continuing Professional Development

(-/+) 39. Access to research training and continuous development

(+/-) 40. Supervision

Timing (at least by year's quarter/semester)

Y2/S1

Responsible

Unit	Indicator(s) / Target(s)
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Steering Committee Working Group/TF	- Developing a career development policy (28) - Evaluation and review system for career development progress (38,39,40) - Number of researchers advancing in their careers
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Unselected principles:

(++) 27. Gender balance (+/-) 32. Co-authorship (++) 33. Teaching

The establishment of an Open Recruitment Policy is a key element in the HRS4R strategy. Please also indicate how your organisation will use the Open, Transparent and Merit-Based Recruitment Toolkit and how you intend to implement/are implementing the principles of Open, Transparent and Merit-Based Recruitment. Although there may be some overlap with a range of actions listed above, please provide a

short commentary demonstrating this implementation. If the case, please make the link between the OTM-R checklist and the overall action plan. (max. 1000 words) *

The process of recruitment and selection of researchers in ICBP-NS respects the principles of an open, transparent, merit-based recruitment established by national regulations that have been transposed into the Procedures for the recruitment and selection of personnel for vacant or temporarily vacant positions within and outside the organization chart.

The procedures will be reviewed in accordance with the requirements specified in the OTM-R checklist.

The procedures for the recruitment and selection of personnel for vacant or temporarily vacant positions within and outside the organization chart, include specific conditions for auxiliary technical research personnel and for administrative personnel, for personnel recruited on research projects and respect the OTM-R principles, called lines internal directories.

The relevant aspects will be published on the ICBP-NS website.

In order to adopt such an implementation that provides for the fulfillment of the objectives established in the OTM-R Checklist, a person will be appointed from the administrative structure of ICBP-NS, respectively the human resources manager who will have the general responsibility for the realization and implementation of the procedures OTM-R, including ensuring the proper functioning of internal guidelines. This will be assisted during the 2 years of implementation of the proposed Action Plan by the representatives of the Steering Committee, of the Working Group, as well as of the Stakeholders, both regarding the implementation of the proposed actions, and regarding compliance with the proposed calendar.

If your organisation already has a recruitment strategy which implements the principles of Open, Transparent and Merit-Based Recruitment, please provide the web link where this strategy can be found on your organisation's website:

URL:

https://www.icbp.ro/resources/static_files/Grants/cardiopro/Proiectarea%20SCIM%20si%20implementarea%20la%20nivelul%20Institutului.pdf
(https://www.icbp.ro/resources/static_files/Grants/cardiopro/Proiectarea%20SCIM%20si%20implementarea%20la%20nivelul%20Institutului.pdf)

4. Implementation

General overview of the expected overall implementation process of the action plan: (max. 1000 words)

The analysis of internal regulations and practices in ICBP-NS regarding the fulfillment of the 40 principles of C&C highlighted the aspects in different areas of activity that need to be improved.

Summarizing these aspects, they were grouped into 10 categories that summarize the actions that will be taken to fulfill the C&C principles:

1. Developing and updating the existing procedures in order to align with HRS4R
2. Developing guidelines in order to support the implementation of the procedures
3. Creating a dedicated space on the ICBP-NS website, Research section, with relevant information on ethical and professional aspects
4. Development of modern application-type tools on the ICBP-NS website
5. Organizing training sessions
6. Additional responsibilities related to multidimensional career management with a role in the implementation of the RU strategy aligned with OTM-R Policy
7. Actions related to information, dissemination and awareness
8. Promoting the exchange of experience through mobility
9. Update of the backup system and storage of information/data, including data protection and security system solutions
10. Proposals to ensure the flexibility of public procurement in the field of research

The proposed actions will be the main vehicle to support the achievement of the objectives identified in the ICBP-NS Strategy and Management Plan (2023-2027).

The proposed action plan represents the transformation of the forecasts of the Research Human Resources Strategy component of ICBP-NS into concrete implementation phases over a multi-year period, with a supervisory structure and responsible persons assigned to carry out each action within the action plan as well as to achieve corresponding implicit strategic objectives.

The action plan will be implemented by the structures mentioned as Responsible and will benefit from the support of a Coordination Committee as described in the Process Description. It will coordinate and evaluate the implementation process of the ICBP-NS Action Plan.

The ICBP-NS research community will participate in the action plan implementation process by:

1. representatives of the research community, members of the coordination committee,
2. The working group, which participated in the initial phase, will continue to play its role as the main vehicle in the development of the process and will turn into a Monitoring Committee that will contribute to the implementation of the proposed actions and evaluate the implementation progress, to identify in real time problems that may arise during implementation. The Monitoring Committee will report periodically to the Coordination Committee on the progress of each action.
3. The Taskforce representing the research community will have a significant influence on the implementation process. In order to fully involve the research community, it is proposed to organize a presentation event for all staff of the activities of the HRS4R Strategy and Action Plan, as well as a document presenting a summary of the HRS4R strategy.

A survey will be conducted annually to assess ICBP-NS community satisfaction with the HRS4R strategy. The results of the survey will be evaluated by the Monitoring Committee. Two years after the implementation of the Action Plan, an internal review of the HRS4R strategy will be carried out. The monitoring committee will review the C&C principles and the OTM-R policy and consider necessary adjustments if the stated objectives are not achieved. The level of implementation of the action plan will be checked, detecting possible non-conformities and indicating the proposed corrective actions. This report will be discussed and approved by the Coordination Committee and will be presented to the decision-making structures at the ICBP-NS level for final confirmation.

Make sure you also cover all the aspects highlighted in the checklist below, which you will need to describe in detail:

Note:Click on each question of the checklist to open the editor.

How will the implementation committee and/or steering group regularly oversee progress?*



Detailed description and duly justification (max. 500 words)

The Coordination Committee will periodically analyze the progress recorded regarding the deliverables included in the Action Plan, including the achievement of the indicators.

The Monitoring Committee will analyze and be responsible for following up on compliance with the calendar for achieving the indicators, the problems encountered during implementation, the associated risks and the measures to avoid them. It will periodically present to the Coordination Committee the status of the implementation of the actions, which will discuss with the relevant parties the results obtained at each stage in order to create favorable conditions for the successful implementation of the Action Plan.

How do you intend to involve the research community, your main stakeholders, in the implementation process?*



Detailed description and duly justification (max. 500 words)

The ICBP-NS research community will participate in the action plan implementation process by:

1. representatives of the research community, members of the coordination committee,
2. The working group, which participated in the initial phase, will continue to play its role as the main vehicle in the development of the process and will turn into a Monitoring Committee that will contribute to the implementation of the proposed actions and evaluate the implementation progress, for to identify in real time problems that may arise during implementation. The Monitoring Committee will report periodically to the Steering Committee on the progress of each action.
3. The Taskforce representing the research community will have a significant influence on the implementation process. In order to fully engage the research community, it is proposed to organize a presentation event for all staff of the activities of the HRS4R Strategy and Action Plan, as well as a document presenting a summary of the HRS4R strategy

How do you proceed with the alignment of organisational policies with the HRS4R? Make sure the HRS4R is recognized in the organisation's research strategy, as the overarching HR policy.

*



Detailed description and duly justification (max. 500 words)

The proposed actions will be the main vehicle to support the achievement of the objectives identified in the ICBP-NS Strategy and in the Management Plan (2023-2027).

The proposed action plan represents the transformation of the forecasts of the Research Human Resources Strategy component of IBPC-NS into concrete implementation phases over a multi-year period, with a supervisory structure and responsible persons assigned to carry out each action within the action plan as well as to achieve corresponding implicit strategic objectives.

The HRS4R will be fully integrated and recognize in the ICBP-NS research strategy which will be the subject of an information and awareness campaign during the 2 years of implementation of the Action Plan.

How will you ensure that the proposed actions are implemented?*



Detailed description and duly justification (max. 500 words)

The gap analysis and action plan were approved by the ICBP-NS decision-making leadership structure.

Therefore, the proposed action plan has institutional support at the highest level to be implemented.

The Coordination Committee and the Monitoring Committee include all the members of the ICBP-NS management, as well as key people from the administrative structure. Those responsible for the implementation of the actions are also people who are found in the 2 committees.

The implementation process will include regular consultation with relevant stakeholders.

Taskforce members who initially participated in the gap analysis will be invited to contribute to periodic revisions of the action plan.

They will continue to play an important role in annual informal operational monitoring and formal internal monitoring at the end of each cycle.

How will you monitor progress (timeline)?*



Detailed description and duly justification (max. 500 words)

The monitoring board will periodically evaluate the progress in the implementation of all phases according to the Gantt chart of the Action Plan, in order to identify as quickly as possible the problems that may arise during the implementation, milestones and deliverables, as well as indicators will be followed.

The Monitoring Committee will periodically report on the progress of each action to the Coordination Committee, which will be able to make decisions aimed at minimizing the impact of not fulfilling the assumed tasks and controlling related risks to eliminate any problems that may arise during implementation.

There will be organization:

- quarterly meetings of the Monitoring Commission involved in the implementation of the action plan
- half-yearly meetings of the Coordination Committee in which the members of the Monitoring Commission will also participate
- organized focus groups for researchers from the ICBP-NS scientific community, especially by consulting them twice a year to receive information and assess the changing perception of researchers on C&C implementation.

How will you measure progress (indicators) in view of the next assessment?*



Detailed description and duly justification (max. 500 words)

Indicators are set individually for all planned actions.

These indicators will be periodically evaluated by the Monitoring Committee, and the Coordination Committee will be responsible for making decisions to achieve the objectives set out by the proposed Action Plan.

Additional remarks/comments about the proposed implementation process: (max. 1000 words)

In order to fully comply with the Charter and the European Code for Researchers, it is necessary to make known to the IBPC-NS community, through the IBPC-NS website and the intranet, all documents relating to the Code of Ethics, existing/revised procedures and to disseminate the aspects of good practice regarding the principles of ethics, the research process and the management of research projects.

The principles of good research practice will be described in dedicated sections of the IBPC-NS website with guidelines to guide the researcher in making a research application and implementing a research project. Also, examples of best practices in research activity will be published, which will provide relevant information to support both the implementation of research activities and the dissemination of research results.

Researchers will be supported in their research activities and through access to the database and research results available at the IBPC-NS level.

To ensure full compliance with C&C principles and the OTM-R policy, it is necessary to develop a career development policy at IBPC-NS, which coherently outlines the institutional framework, activities, mechanisms and resources, respectively the structures responsible for planning, monitoring and evaluating career performance, integrating supervision and mentoring practices.

In order to boost outgoing and incoming mobilities, a procedure will be developed, and mobilities will be considered an advantage in the evaluation and selection process.