

**HR Excellence in Research**

# Process Description

## Process Description

**Case number**

2023RO111493

**Name Organisation under review**

Institutul National de Cercetare-Dezvoltare pentru Fizica Materialelor

**Organisation's contact details**

Atomistilor 405A, Magurele, Ilfov, 077125, Romania

**Date endorsement charter and code**

12/06/2023

**Submission date to the European Commission**

05/06/2024

## 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
Lucian Pintilie	Scientific Director	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Board of Directors
Gabriela Ivanus	Economic Director	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Board of Directors
Sabin Stoica	Director of CIFRA, independent unit of INCDFM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Board of Directors
Cristian Mihail Teodorescu	R4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	President of the Scientific Council
Mirela Pavelescu	HR Officer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Administration
Gheorghe Decebal	Legal adviser	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Administration
Alexandru Evanghelidis	R2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Union Representative
Ruxandra Costescu	R4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Union Representative
Victor Diculescu	R4	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Research Department –Lab 10
Cristina Besleaga Stan	R4	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Research Department –Lab 20
Gabriel Schinteie	R3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Research Department –Lab 30
Nicoleta Apostol	R3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Research Department –Lab 40

Name	Position	Steering Committee	Working Group	Management line/ Department
Bogdan Ostahie	R2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Research Department –Lab 50
Alin Velea	R4	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Research Department –Lab 60
Andrei Kuncser	R3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Research Department –Lab 70
Florentina Neatu	R4	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Research Department –Lab 80
Alexandra Iacoban	R1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Research Department –Lab 70, representing assistant researchers, either PhD students or not
Alina Niculescu	Accountant	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Administration

Your organisation must consult its stakeholders and involve a representative community of researchers ranging from R1 to R4 (<https://euraxess.ec.europa.eu/europe/career-development/training-researchers/research-profiles-descriptors>), 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
R1 and R2 researchers	Workshop	Gap analysis and Action plan
R3 and R4 researchers	Workshop	Gap analysis, OTM-R checklist and Action Plan
Administration	Discussions with representatives	Action Plan

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

The Steering Committee was appointed by decision of the General Director. The Committee includes relevant players in the process of recruitment: Scientific Director-by law (319/2003) is the president of selection commissions for all recruitment procedures  
Economic Director-is signing the work contracts, taking care of the financial aspects and other material benefits  
Director of CIFRA-CIFRA (in English, international Center for Advanced Training and Research in Physics) is a category 2 UNESCO unit, acting as an independent unit inside the institute; it has to follow the same recruitment rules as NIMP

President of the Scientific Council-the Scientific Council is the governing body conceiving the internal recruitment rules and regulations, respecting the legal documents in force at national level, law 319/2003, law 206/2004 and Ministry Order 6129/2016.

HR Officer-is preparing the contracts and implements any changes in the work contract

Legal Adviser-is taking care that all the recruitment procedures and rules established at the level of the institute are following the national legislation in the field of work conditions and relations

The Committee has met every quarter and discussed the progress of the Working Group, making recommendations to enhance or to correct the documents for HRS4R. When the documents were finalized, they were presented to the top management body of the institute, the Administration Council, who adopted them by decision signed by the President of the Administration Council and General Director of the institute.

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

The working Group was appointed by decision of the General Director after approval in the Direction Committee of the institute.

It has representatives off all relevant stakeholders in the institute, one representative for each of the 8 research groups/laboratories, a representative of assistant researchers (R1) and a representative of Administration.

The Working Group met every two months to work on the documents and to implement recommendations and corrections suggested/required by the Steering Committee. The final form was checked by the legal adviser for conformity to the national legislation.