

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

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
Pintilie Lucian	Scientific Director	Yes	No	Board of Directors
Ivanus Gabriela	Economic Director	Yes	No	Board of Directors
Stoica Sabin	Director of CIFRA, independent unit of INCDFM	Yes	No	Board of Directors
Cristian Mihail Teodorescu	R4	Yes	No	President of the Scientific Council
Pavelescu Mirela	HR Officer	Yes	No	Administration
Gheorghe Decebal	Legal Adviser	Yes	No	Administration
Evanghelidis Alexandru	R2	Yes	No	Union Representative
Costescu Ruxandra	R4	Yes	No	Union Representative
Balan Angelica	Accountant	Yes	No	Administration
Diculescu Victor	R4	No	Yes	Research Department –Lab 10
Besleaga Stan Cristina	R4	No	Yes	Research Department –Lab 20
Schintie Gabriel	R3	No	Yes	Research Department –Lab 30
Apostol Nicoleta	R3	No	Yes	Research Department –Lab 40
Ostahie Bogdan	R2	No	Yes	Research Department –Lab 50
Velea Alin	R4	No	Yes	Research Department –Lab 60
Kuncser Andrei	R3	No	Yes	Research Department –Lab 70
Florentina Neatu	R4	No	Yes	Research Department –Lab 80

Iacoban Alexandra	R1	No	Yes	Research Department –Lab 70, representing assistant researchers, either PhD students or not
Niculescu Alina	Accountant	No	Yes	Administration

Note: You may add new management departments if needed.

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
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

Note: You may add new stakeholder groups if needed.

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 and Directorate Committee. The Committee includes relevant players in the process of recruitment:
 Scientific Director-by law 183/2024 and subsequent documents on selection and promotion procedures, to be approved by Government Decisions, is the person proposing the commissions and, usually, 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 183/2024 (replacing previous laws 319/2003 and 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 Steering Committee assisted the Working Group, making recommendations to enhance or to correct the documents for HRS4R in agreement to Charta and Code and following the critics and recommendation from the initial assessment. When the documents were finalized, they were presented to the top management body of the institute, the Administration Council, who adopted the OTM-R policy declaration (see <https://infim.ro/en/hrs4r-2/>).

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

The working Group was appointed by decision 118/2023 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), a representative of Administration, and representatives of the syndicate.

The Working Group met every month to work on the documents and to implement recommendations and corrections suggested/required by the Steering Committee, and to address the critics from the initial assessment of the HRS4R evaluation committee. The final form was checked by the legal adviser for conformity to the national legislation.