



ROMANIAN ACADEMY

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PERSONNEL RECRUITMENT AND SELECTION POLICY

INSTITUTE OF MACROMOLECULAR CHEMISTRY

"PETRU PONI"

(OTM-R POLICY)

The document includes the policy **of the Institute of Macromolecular Chemistry "Petru Poni" – ICMPP** regarding the recruitment, selection and hiring of personnel – open, transparent and based on merit



HR EXCELLENCE IN RESEARCH

2025

OTM-R Policy

ICMPP committed in October 2022 to adopt the principles of the European Charter for Researchers and to put into practice the Code of Conduct for the recruitment of researchers, starting in August 2023 the initial phase in order to obtain HR Excellence in Research.

Significant efforts have been made to develop the initial phase documents, namely the Gap Analysis, the MTO-R Checklist, the Initial Action Plan and the Process Description. In recognition of the efforts made in this regard and the actions implemented, ICMPP received the HR Excellence in Research diploma of excellence on February 28, 2025.

The ICMPP policy in the field of recruitment, selection and hiring of staff in an open, transparent and merit-based manner (OTM-R Policy) is an important component in the ICMPP development strategy¹ and in the initial action plan² assumed and its elaboration was carried out based on the recommendations provided by the European Commission in the OTM-R Package³ and taking into account the existing legal provisions at national level as well as the best national and international practices.

The OTM-R policy guarantees the recruitment of the best person for the position, equal opportunities and gender and unrestricted access of interested persons, facilitates the development of an international portfolio (based on cooperation, competitiveness, mobility) and contributes to increasing the attractiveness of the research career, as follows:

Recruitment is the process of attracting the most suitable candidates for vacant positions.

The selection process aims to identify the most suitable candidate for the available position, in strict compliance with the principles of equal opportunities and fair treatment for all participants registered in the competition.

The integration of new employees aims to accommodate them to the work team, to the values, principles and formal or informal rules specific to the institute.

Open recruitment refers to ensuring the visibility of the recruitment notice both internally and externally and to the transmission of information on vacancies through communication channels frequently used by researchers, including the Euraxess online platform.

Transparency refers to ensuring access to information both internally and especially externally by ensuring access to internal procedures and rules for those outside the institute.

Merit-based selection takes into account the candidates' full area of experience, focusing on potential in research work but taking into account creativity and level of independence. Merit will be judged both qualitatively and quantitatively, focusing on the results obtained.

¹https://icmpp.ro/hrs4r_otmr-strategy.php

²https://icmpp.ro/files/intranet/4-action_plan-ICMPP%20_round%202.pdf

³https://euraxess.ec.europa.eu/sites/default/files/policy_library/otm-r-finaldoc_0.pdf

The principles governing the recruitment and selection processes within ICMPP are:

- In order to ensure maximum visibility of vacant positions and attract as many eligible candidates as possible, the institution uses a strategic mix of communication channels, adapted to the profile of the positions and the target audience.
- Recruitment notices are drafted in a clear and concise manner, including explicit references to relevant supporting documents and information materials, to ensure transparency of the process and a good understanding of the job requirements.
- Use of selection criteria that allow the choice of the most suitable candidate in accordance with the needs of the institute and the requirements of the respective position
- In order to streamline internal processes and support the professional activity of staff, the aim is to keep administrative requests to a minimum, without compromising compliance with legal and institutional requirements
- Ensuring gender equality at all stages of recruitment and selection processes
- Regular updating of methodologies, procedures and internal regulations shall be ensured, with the aim of strengthening inclusiveness and supporting the internationalisation of recruitment and selection processes, aligning them with global best practices and standards.

ICMPP is a legal entity – it is an institute of excellence of the Romanian Academy, in the field of organic and inorganic chemistry, chemistry and polymer physics and the filling of vacant positions is carried out through competition in accordance with the provisions of national and European legislation and its own regulations, methodologies and procedures.

In accordance with national and European legislative requirements and internal regulations, this document strengthens the institutional framework necessary for the application of the OTM-R principles in three process stages:

- Stage of announcing vacancies and receiving applications
- Evaluation and selection stage
- Employment stage

Objectives of the OTM-R

- We are guided by clear principles of openness, transparency and non-discrimination in staff recruitment, in order to create a fair process, based on merit and equal opportunities.
- We aim to attract and retain high-level research professionals, in order to increase the quality and impact of the scientific activities carried out.
- Promoting quality in the recruitment process by making available to all candidates, in a transparent manner, all information related to the recruitment and selection process of researchers
- We are committed to providing equal opportunities for all candidates, actively supporting the integration of those from underrepresented groups and encouraging diversity in our teams.
- Stimulating researchers to participate in continuing professional training programmes, national and international mobilities and providing constructive feedback based on annual evaluation procedures
- Eliminating language barriers by promoting multiculturalism in the formation of research teams and the recruitment of valuable specialists at national and international level
- Ensuring adequate material infrastructure, optimal working conditions and the necessary facilities for knowledge transfer are essential elements in supporting the work of researchers and guaranteeing the long-term sustainability of research and innovation projects.

Transparency and openness

- *ICMPP staff involved in recruitment, selection and hiring processes must comply with the regulations, methodologies and internal procedures in force and communicate transparently with all candidates.* All documents related to OTM-R will be available on the institute's website, both in Romanian and in English, and training sessions will be organized dedicated to the staff involved in the recruitment, selection and hiring process.
- *In addition to the Competition Regulations , the internal rules on open, transparent and merit-based recruitment are made available to all interested parties on the institute's website.*
- *Candidates will receive assistance throughout the recruitment process, being guided to access the information posted on the institute's website, which is accessible to all those interested.*
- *Transparent communication of all vacancies.* Vacancy notices will be published on the Institute's website, on national specialised websites and/or on specialised websites managed by the European Commission (Euraxess)
- *Quality control is also applied in the recruitment, selection and hiring stage, being carried out based on the standardized procedures provided by the internal regulatory framework.*
- *Ensuring good working conditions for all employees is a priority of ICMPP. Staff will be consulted on working conditions using an annual survey, the results of which will be used to improve working conditions.*
- *Equity, inclusion, diversity, equal opportunities are fundamental values of ICMPP.* The Gender Equality Plan 2022-2025⁴ is available on the institute's website, which is to be updated periodically.
- *All candidates will be notified directly about the results of the selection process.* The rules regarding possible appeals are brought to the attention of the candidates as soon as they submit their applications.

Merit-based selection

- *The members of the recruitment and selection commissions (competition commissions) have access to training courses.* The trainings are necessary in order to develop the evaluation skills for the members of the competition commissions.
- *Each member of the competition commission knows the national and institutional criteria applicable to each field that is the subject of the competition.* The members of the competition commissions benefit from training in this regard.
- *The members of the competition commissions will be selected in order to ensure gender balance.*
- *Dissatisfied candidates can file appeals following the indications of Law 183/2024 on the status of research, development and innovation personnel or the applicable legislation in force.*

⁴https://icmpp.ro/files/intranet/ICMPP_eng_Gender%20equality%20strategy%20&%20Gender%20equality%20Plan%202022-2025_iulie.2022.pdf

Monitoring and implementation of the OTM-R policy

For the effective implementation of the OTM-R policy within ICMPP, the Scientific Council and the HR Department (SRUS) will constantly monitor compliance with the provisions of this policy. Also, according to the procedures established within the quality management system in force, compliance with all legal requirements is periodically verified in the process of organizing competitions for employment and promotion.

Each competition file is checked in terms of its composition in accordance with:

- Labor Code
- Law 183/2024 on the status of research, development and innovation personnel with subsequent amendments and completions
- GD 1569/2024 for the approval of the Methodological Norms regarding the organization of the promotion exam for obtaining the professional degree by the RDI staff in research organizations / Own exam regulations
- GD 1568/2024 for the approval of the Methodological Norms regarding the organization of competitions for filling vacant positions of RDI staff in research organizations / Own competition regulations

The heads of research departments/departments/laboratories/groups may make proposals on the composition of the research and development competition committees in a transparent manner, taking into account the gender balance, experience and qualification of the members in the field of the position, as well as their independence and the absence of conflict of interest.

Vacancy notices will be published on the Institute's website, on national specialised websites as well as on specialised websites managed by the European Commission (Euraxess).

The results of the selection process are communicated to the candidates within the deadline established by the competition calendar, usually by posting them at the institute's headquarters and on its website in compliance with the applicable rules on the protection of personal data.

All competitions within the institute have provided a mechanism for managing appeals, the candidates being informed from the time of submission of applications about the deadline for submitting any appeals, the method of submitting them, the deadline for solving the appeals.

Final provisions

Compliance with the principles established by this OTM-R Policy represents a strategic approach institutionally assumed by the institute's management and which engages the entire scientific community within it.

ICMPP aims to improve research performance, increase internationalization by attracting researchers from abroad, ensure an appropriate balance between quantitative and qualitative criteria in evaluating researchers' performance and research results, and develop a competitive and inclusive work environment.