

HR Excellence in Research

OTM-R Checklist

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Case number

2025RO328009

Name Organisation under review

ICMET Craiova

Organisation's contact details

Bdul Decebal 118 A, Craiova, 200746, Romania

Date endorsement charter and code

20/06/2025

OTM-R checklist

A specific self-assessment checklist is provided for OTM-R. Please report on the status of achievement, and also detail on the indicators and the form of measurement used.

- The 'Open', 'Transparent' and 'Merit-based' checkboxes are indicative of the types of policies and practices the questions refer to, as detailed in the European Charter for Researchers. They are preset in the HR Excellence in Research e-tool and cannot be changed. Institutions do not need to act in this 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 small 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 over the row dedicated to each question, a small text box will pop up, indicating options of potential indicators to use. However, each institution needs to define its own means of measuring the effectiveness of its OTM-R policy, which should be further reviewed and adapted as necessary.

	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 completely	The OTM-R Policy has been published in both English and Romanian on the institute webpage, https://icmet.wattmedia.ro/hsr4r/ . The principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers are available on the institute's website https://icmet.wattmedia.ro/hsr4r/ . The OTM-R policy has been disseminated to ICMET personnel on email

	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 completely	The regulations and procedures governing staff recruitment at ICMET CRAIOVA are published in Romanian and available at: https://icmet.wattmedia.ro/cariere-icmet-craiova-concursuri-angajare/ . In addition, job announcements and other relevant information regarding recruitment are regularly posted on the institute's career page: https://icmet.wattmedia.ro/cariere-icmet-craiova-concursuri-angajare/ . The Regulation on the recruitment and promotion to positions corresponding to the functions and professional grades of ACS, CS, and CS III within the research and development staff of the Institute are in line with Law 183/2024. The Regulation on the recruitment and promotion to positions corresponding to the functions and professional grades of CS II and CS I is updated, according to Law 183/2024, and the Action Plan will include a deadline for the completion and publication of the documents in both Romanian and English. Indicator: Update of regulation for CS I and CS II.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	++ Yes completely	All staff members directly involved in recruitment and selection processes at ICMET Craiova (HR representatives, recruitment committees, and management) are familiar with the applicable national legislation, internal regulations, and institutional procedures governing recruitment. Training programs are followed to ensure that all stakeholders involved in recruitment are not only compliant with legal requirements but also fully aligned with the European Charter for Researchers and the Code of Conduct. Awareness of the principles of Open, Transparent, and Merit-based Recruitment (OTM-R) has been raised through internal discussions, the dissemination of regulations, and their availability on the institute's website. Indicator: Continuous training through specific training programs will be included in the action plan

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we make (sufficient) use of e-recruitment tools?	x	x		++ Yes completely	Recruitment, selection, and promotion announcements are systematically published on multiple online platforms to ensure visibility and transparency. ICMET CRAIOVA web page, the national research portal of the Ministry of Education and Research (https://www.research.gov.ro/), and the national Agency for Employment portal (https://www.anofm.ro/). Through this multi-platform approach, the institute ensures broad dissemination, compliance with OTM-R standards, and equal access for potential candidates at the national and European levels. Indicator: Systematic use of web-based recruitment tools, with all vacant positions will be published at least on Euraxess.
Do we have a quality control system for OTM-R in place?	x	x	x	++ Yes completely	In any competition for research or administrative positions, a complaint committee and the legal department of ICMET Craiova handle any disputes raised by candidates, following the OTM-R and internal regulations.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Does our current OTM-R policy encourage external candidates to apply?	x	x	x	++ Yes completely	The institute actively encourages external candidates, including international researchers, to apply. By maintaining transparent announcements and ensuring accessibility through online platforms, the OTM-R policy fosters inclusiveness and encourages applications from external and international researchers.
Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	++ Yes completely	The recruitment policy within ICMET is fully compliant with OTM-R principles and does not discriminate against candidates from abroad.
Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	++ Yes completely	The recruitment policy within ICMET is fully compliant with OTM-R principles and does not discriminate against candidates from abroad.
Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	++ Yes completely	The institute provides attractive working conditions in line with European and national policies, including professional development opportunities, career support measures, and access to modern research infrastructure. Researchers also benefit from medical insurance and additional vacation days granted under Law 183/2025 on the Statute of Research-Development and Innovation Personnel.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we have means to monitor whether the most suitable researchers apply?				++ Yes completely	ICMET ensures that recruitment and selection processes are conducted according to clear, documented procedures that emphasize transparency and merit-based evaluation.
Advertising and application phase					
Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		++ Yes completely	ICMET Craiova has clear internal guidelines and standardized templates for advertising vacant positions. The announcement of the public competition is based on a standard form annexed to the Procedure for Recruitment, Selection, and Employment of Personnel https://icmet.wattmedia.ro/cariere-icmet-craiova-concursuri-angajare/
Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		++ Yes completely	In our job advertisements, we include references or links to all the elements required by the toolkit.
Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		-/+ Yes partially	Not yet, however this will be developed as part of the human resources strategy for researchers.
Do we make use of other job advertising tools?	x	x		++ Yes completely	We also use multiple channels to advertise positions and ensure wide visibility. Vacant positions are published on the institute's website, in public national newspapers, on social networks

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we keep the administrative burden to a minimum for the candidate?	x			++ Yes completely	The recruitment process requires only the essential documents stipulated by national legislation (Law no.183/2025), ensuring compliance while avoiding unnecessary paperwork. This approach facilitates both accessibility and efficiency for applicants. Support throughout the process is provided by the HR Department.
Selection and evaluation phase					
Do we have clear rules governing the appointment of selection committees?		x	x	++ Yes completely	The appointment of selection committees is governed by clear rules in accordance with Law no. 183/2025 and the internal regulations. Members of the selection or examination committees must have expertise in the field of the position for which the competition is organized, or in closely related fields.
Do we have clear rules concerning the composition of selection committees?		x	x	++ Yes completely	The composition of selection committees is clearly regulated by Law no. 183/2025 and internal institutional procedures, ensuring competence, transparency, and fairness.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Are the committees sufficiently gender-balanced?		x	x	++ Yes completely	While the composition of committees primarily follows the requirements of Law no. 183/2025 regarding expertise and professional rank, efforts are made to ensure gender balance whenever possible. Equal opportunities and non-discrimination principles are applied in the appointment process.
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	The formation of selection committees is based on merit and professional recognition criteria, without requiring prior participation in a training course on competence evaluation.
Appointment phase					
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 by phone and/or e-mail, and the results are published on the institute web page This ensures transparency and compliance with the principles of equal treatment.
Do we provide adequate feedback to interviewees?		x		++ Yes completely	Interviewees are informed of the outcome of the selection process and may request additional clarifications regarding their evaluation. Feedback is given in relation to the established assessment criteria, ensuring fairness and consistency.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we have an appropriate complaints mechanism in place?		x		++ Yes completely	Candidates may submit appeals regarding the recruitment and selection process within the deadlines established by law and internal regulations. The appeals are reviewed by a designated committee, independent from the initial selection committee
Overall assessment					
Do we have a system in place to assess whether OTM-R delivers on its objectives?				-- No	ICMET Craiova does not yet have a comprehensive monitoring system for OTM-R. However, such a system will be developed as part of the human resources strategy for researchers.