HR Excellence in Research

Process Description

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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

Process

The HR Excellence in Research strategy should be developed in consultation with stakeholders and involve a diverse group of researchers (from R1 to R4). It should also include the appointment of a committee to oversee the process and a working group to carry out the implementation.

Please provide the name, the position, and the management line / department of the persons who are directly or indirectly engaged in the HR Excellence in Research process in your organisation:

Name	Position	Steering Committee	Working Group	Management line/ Department
Pătru Ion	Scientific Director / Established Senior Researcher (R3)	■	☐	Scientific Director
Ioana Cinca	Economic Director	■	☐	Economic Department
Voicu Viorica	President of the Scientific Council / Recognized Researcher (R2)	■	☐	President of the Scientific Council
Daniel Coriolan Truță	Head of High Power Division / Recognized Researcher (R2)	■	☐	Head of High Power Division
Laurențiu Aurelian Vlădoi	Head of High Voltage Division / Recognized Researcher (R2)	■	☐	Head of High Voltage Division
Adrian Vintilă	Head of C-D.E.E.E.E. Division / Senior Research Engineer – ICS	■	☐	Head of C-D.E.E.E.E. Division
Cosmin-Adrian Napruiu	Legal Department / Legal Advisor	■	☐	Legal Department
Cristina Morenciu	Human Resources Office / HR Inspector	☐	■	Human Resources Office
Mădălina Vitelaru	Financial-Accounting Service / Economist	☐	■	Financial-Accounting Service

Name	Position	Steering Committee	Working Group	Management line/ Department
Livia-Andreea Dina	Ethics Commission / Early-stage Researcher (R1)	☐	■	Ethics Commission
Miruna Popa	C-D.E.E.E.E. Division / Automation Engineer	☐	■	C-D.E.E.E.E. Division
Denisa Burada	High Voltage Division / Engineer	☐	■	High Voltage Division
Ovidiu Mihăiță	High Power Division / Recognized Researcher (R2)	☐	■	High Power Division
Bogdana Lungu	Marketing, Public Relations, Mass Media Department	☐	■	Marketing, Public Relations, Mass Media Department
Cosmin Florian Cristea	Legal Department / Legal Advisor	☐	■	Legal Department

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 HR Excellence in Research process.

Provide information on how the researcher groups were involved in the gap analysis.

Stakeholder group	Consultation format	Contributions
R1 (First Stage Researcher- up to the point of PhD), i.e.mainly: doctoral students,assistants	Survey /questionnaire	The survey addressed various aspects regarding the compliance of the institution's internalprocedures with the principles promoted by the European Charter for Researchers and theCode of Conduct for the Recruitment of Researchers (HRS4R). This question was addressed to researchers and administrative staff. The questionnaire had structured questions on: recruitment of research staff, work environment,research environment, ethics, professional development, career planning, professional evaluation and feedback or relationship with ICMET Craiova and its strategy

Stakeholder group	Consultation format	Contributions
R2 (Recognised Researcher-PhD holders or equivalentwho are not yet fullyindependent), i.e. adjuncts	Survey /questionnaire	The survey addressed various aspects regarding the compliance of the institution's internalprocedures with the principles promoted by the European Charter for Researchers and theCode of Conduct for the Recruitment of Researchers (HRS4R). This question was addressed to researchers and administrative staff. The questionnaire had structured questions on: recruitment of research staff, work environment,research environment, ethics, professional development, career planning, professional evaluation and feedback or relationship with ICMET Craiova and its strategy
R3 - EstablishedResearcher (Researcherswho have developed a levelof independence)	Survey /questionnaire	The survey addressed various aspects regarding the compliance of the institution's internalprocedures with the principles promoted by the European Charter for Researchers and theCode of Conduct for the Recruitment of Researchers (HRS4R). This question was addressed to researchers and administrative staff. The questionnaire had structured questions on: recruitment of research staff, work environment,research environment, ethics, professional development, career planning, professional evaluation and feedback or relationship with ICMET Craiova and its strategy
R4 (Leading Researcher - researchers leading theirresearch area or field)	Survey /questionnaire	The survey addressed various aspects regarding the compliance of the institution's internalprocedures with the principles promoted by the European Charter for Researchers and theCode of Conduct for the Recruitment of Researchers (HRS4R). This question was addressed to researchers and administrative staff. The questionnaire had structured questions on: recruitment of research staff, work environment,research environment, ethics, professional development, career planning, professional evaluation and feedback or relationship with ICMET Craiova and its strategy

Stakeholder group	Consultation format	Contributions
Administrative staff	Survey /questionnaire	The survey addressed various aspects regarding the compliance of the institution's internalprocedures with the principles promoted by the European Charter for Researchers and theCode of Conduct for the Recruitment of Researchers (HRS4R). This question was addressed to researchers and administrative staff. The questionnaire had structured questions on: recruitment of research staff, work environment,research environment, ethics, professional development, career planning, professional evaluation and feedback or relationship with ICMET Craiova and its strategy
Human ResourcesDepartment	Consultationsand debates	Qualitative analysis of existing HR policies, identifying gaps and areas for improvement
Ethics commission	Consultationsand debates	Qualitative analysis of existing ethics code and internal procedures; identifying gaps andareas for improvement
Heads of departments	Consultationsand debates	Qualitative analysis regarding the compliance of the institution's internal procedures with theprinciples promoted by the European Charter for Researchers and the Code of Conduct forthe Recruitment of Researchers (HRS4R); identifying gaps and areas for improvement
Steering Committee	Meetings /discussions	Preparation and review of HRS4R documentation

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

On 18.06.2023 the ICMET Craiova General Director approved the adherence to the established principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers (C&C), by signing the endorsement letter.

On 29.07.2025 the ICMET Craiova General Director approved the steering committee and working group for the preparation of the application for the HRExcellence in Research Award.

The Steering Committee is composed of the following representatives:Scientific Director and Coordinator of the SteeringCommittee; Economic Director; President of the Scientific Council; Head of High Power Division; Head of High Voltage Division, Head of C-D.E.E.E.E. Division and Legal Advisor.
There were meetings of the working group with the research and administrative structures of ICMET Craiova to evaluate the existing situation (working procedures, regulations). Based on these consultations and the results of the applied questionnaires, a gap analysis will be developed and OTM-R checklist also.
Starting from the gap analysis, an action plan will be developed and submitted to the administrative structures of ICMET Craiova for consultation. After the consultations end, the proposed observations and amendments will be analyzed and integrated into the final version of the action plan.

Please describe how the working group doing the gap analysis was appointed.

On 18.06.2025 the ICMET Craiova General Director approved the adherence to the established principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers (C&C), by signing the endorsement letter.

On 29.07.2025 the ICMET Craiova General Director approved the steering committee and working group for the preparation of the application for the HRExcellence in Research Award.

A working group was also formed to implement the HRS4R process. This group, responsible for executing the actions identified in the strategy, consists of: Human Resources Office / HR Inspector, Financial-Accounting Service / Economist, Ethics Commission / Early-stage, C-D.E.E.E.E. Division / Automation Engineer Researcher (R1), High Voltage Division / Engineer, High Power Division / Recognized Researcher (R2), Marketing, Public Relations, Mass Media Department, Legal Department / Legal Advisor.

The preparatory activities started with the design of the survey on the perspective on research careers at ICMET Craiova, in accordance with the established principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers.
The questionnaire was developed following numerous meetings of the working group, with the aim of verifying how the 20 principles are applied in the entire institution's activity.

There were meetings of the working group with the research and administrative structures of ICMET Craiova to evaluate the existing situation (working procedures, regulations). Based on these consultations and the results of the applied questionnaires, a gap analysis will be developed and OTM-R checklist also.

Starting from the gap analysis, an action plan will be developed and submitted to the administrative structures of ICMET Craiova for consultation. After the consultations end, the proposed observations and amendments will be analyzed and integrated into the final version of

the action plan.