

## HR Excellence in Research

# Process Description

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**Case number**

2024RO204268

**Name Organisation under review**

Institutul National de cercetare dezvoltare pentru metale neferoase si rare

**Organisation's contact details**

B-dul Biruintei, Pantelimon, Romania

**Date endorsement charter and code**

15/03/2024

## Process

The HR Excellence in Research 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 HR Excellence in Research 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 HR Excellence in Research process in your organisation:

Name	Position	Steering Committee	Working Group	Management line/ Department
Roxana Mioara Piticescu	General Director	<input checked="" type="checkbox"/>	<input type="checkbox"/>	General Director
Adrian Mihail Motoc	Scientific Director	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Scientific Director
Mihaela Georgia Sima	HR Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>	HR Manager
Ioan Albert Tudor	R3, Head of Technology Transfer Centre	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Head of Technology Transfer Centre
Ana Maria Mocioiu	R4, Head of Analisis Laboratory, Quality Manager	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Head of Analisis Laboratory, Quality Manager
Dumitru Mitrica	R4	<input type="checkbox"/>	<input checked="" type="checkbox"/>	TVRM Laboratory
Laura Mădălina Cursaru	R4	<input type="checkbox"/>	<input checked="" type="checkbox"/>	MAN Laboratory
Cristian Bogdanescu	R3, Head of MAN Laboratory	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Head of MAN Laboratory
Radu Robert Piticescu	R4	<input type="checkbox"/>	<input checked="" type="checkbox"/>	MAN Laboratory
Beatrice Adriana Serban	R2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	TVRM Laboratory

Name	Position	Steering Committee	Working Group	Management line/ Department
Cristina Florentina Ciobota	R3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	MAN Laboratory
Geta Gheorghe	Economic Director	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Economic Director
Cepoi Liana	economist	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Economic Department
Mirela Petriceanu	IPR Specialist	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Technology Transfer Centre
Laurentiu- Florin Mosinoiu	R1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	High Pt-Met Centre

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 HR Excellence in Research process.

Provide information on how the researchers groups were involved in the GAP-analysis:

Stakeholder group	Consultation format	Contributions
Researchers	Questionnaires/Meetings/ Focus groups with 37 R1-R4 researchers	These were the main instruments used in the Gap Analysis. From the feedback provided by the questionnaires and meetings/focus-group minutes, the designated team managed to conclude the main aspects presented in the Gap Analysis, father used for the Action Plan.
Administrative and technical staff	Meetings face-to-face and online work on shared documents - a team of 11 participants	The administrative and the technical staff provided key insights into the level of implementation of the 40 Charter & Code principles; legal constraints and other regulations; procedures and documentation
Administration Council	Meetings (8 members)	The members of the Council (5 representatives of the significant Romanian Ministries) were permanently informed about the progress of the HRS4R process progress and gave their input to the findings from the Gap Analysis as well as propose measures for the Action Plan.

<b>Stakeholder group</b>	<b>Consultation format</b>	<b>Contributions</b>
Managing Committee	Meetings (6 members)	All HRS4R documents analysis

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

The Steering Committee was appointed so as to involve the management of departments considered essential for the development of the HRS4R. It is headed by the General Director and includes the directors/head of four departments (Research, Technology Transfer, HR, Economic). The Committee met regularly with members of the Working Group, the Administration Council and the Managing Committee; approved the design of the HRS4R initial phase process; participated in meetings with the administrative staff; contributed directly to the Gap Analysis, Action Plan and checklist and provided systematic feedback on various drafts of the documents; signed off on the measures in the Action Plan and, more generally, oversaw the entire process.

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

The Working Group consists of 10 persons: 8 researchers, 1 IPR, 1 economist and covers the most important areas of activity from IMNR. The Working Group designed the entire process - analysis of gaps in Charter & Code implementation, consultations with the administrative and technical staff, negotiated the Action Plan measures with the Steering Committee and drafted the documentation and the reports.