HR Excellence in Research

OTM-R Checklist

OTM-R Checklist

Case number

2024RO200614

Name Organisation under review

INCDTIM

Organisation’s contact details

Donat, 67-103, Cluj-Napoca, CLUJ, 400293, Romania

Date endorsement charter and code

06/03/2024

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28/06/2026

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 fully updated in 2026 to align with national and European regulations and is officially published in both Romanian and English on the dedicated INCDTIM website: https://en.itim-cj.ro/hrs4r/ (English version) and http://ro.itim-cj.ro/hrs4r/ (Romanian version).

	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	Internal regulations and procedures governing staff recruitment within INCDTIM have been fully updated in 2025 - 2026 to ensure complete compliance with the new Research and Development Staff Status (Law no. 183/2024), establishing a strict evaluation framework based on non-cumulative criteria. Both the updated institutional OTM-R Policy and the new Regulation for Organizing Recruitment and Promotion Contests are officially published and fully accessible in both Romanian and English via the dedicated links: http://ro.itim-cj.ro/cariera/regulamente-organizare-concurs-angajare-promovare/ (Romanian version) and https://en.itim-cj.ro/hrs4r/ (English version).

	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	The Human Resources Specialist, together with the selection committees, ensures a recruitment process in strict compliance with current national and European legislation. Continuous training is grounded in the systematic study of legal frameworks by the HR Specialist and the Scientific Council, translating these provisions directly into internal procedures and regulations. To guarantee immediate alignment, the updated OTM-R policy and the new non-cumulative evaluation regulation under Law no. 183/2024 are officially communicated via email to all appointed selection committee members upon the launch of each recruitment procedure.

	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 for research staff are officially published on the INCDTIM website, the EURAXESS portal (https://euraxess.ec.europa.eu/jobs/search), the Ministry of Research, Innovation and Digitalization portal (https://www.mcid.gov.ro/), and the National Employment Agency portal (https://www.anofm.ro/). Impact Indicators / Targets: EURAXESS Coverage: Mandatory publication of 100% of open research positions (R1–R4) on the EURAXESS portal to ensure international visibility and attract foreign researchers. Multi-Channel Dissemination: 100% compliance in utilizing all 4 mandatory web and print channels (INCDTIM website, EURAXESS, MCID, ANOFM) for every recruitment call.
Do we have a quality control system for OTM-R in place?	x	x	x	++ Yes completely	Within the institute, an OTM-R Quality Management System is implemented in accordance with ISO 9001/2015 for Research and Development of innovative products and services

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Does our current OTM-R policy encourage external candidates to apply?	x	x	x	++ Yes completely	The National Institute for Research and Development in Isotopic and Molecular Technologies has hired 10 foreign researchers as part of the PNRR projects as well as other research projects, who are still currently involved in research projects. Posting recruitment announcements on the Euraxess platform attracts foreign researchers, but the hiring process may face several obstacles: Obtaining visas and work permits can be a slow and complicated bureaucratic process, and insufficient funding to allow for relocation.
Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	++ Yes completely	The recruitment policy within INCDTIM does not discriminate against candidates from abroad, but insufficient funding and administrative barriers, including obtaining visas and work permits, prevent us from attracting a larger number of researchers. Despite public policy efforts in the field of research and innovation (such as PNRR programs aimed at attracting highly specialized human resources from abroad in research, development, and innovation activities), Romania remains less attractive to foreign researchers. Indicator: The number of foreign citizens employed within INCDTIM, namely 10 foreign citizens.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	++ Yes completely	The current procedures applied regarding recruitment, selection, and promotion do not discriminate against different underrepresented groups (women, ethnic minorities, people with disabilities). The number of female and male researchers is perfectly balanced (88 number women and 84 men), and the employment of people with disabilities is encouraged (6 - number of researchers with disabilities) through the implementation of the provisions of Law 448/2006 amended by Order 127/2024 regarding the employment of people with disabilities. Indicator: - Number of female researchers 88 / number of male researchers 84 - Number of employees with disabilities, namely 6

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Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	++ Yes completely	The OTM-R policy promotes openness and transparency in the recruitment of researchers, contributing to the creation of an attractive and trustworthy environment. Merit-based recruitment ensures that researchers are selected based on their competencies, which enhances trust in fairness and professionalism. The working conditions are attractive: flexible work schedules, working from home, professional development opportunities (training, participation in conferences), career development support (mentorship programs for early-career researchers), and access to modern research infrastructure and an additional number of vacation days granted through the application of the provisions of Law 183/2024 regarding 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	INCDTIM has robust institutional mechanisms to monitor and ensure that highly qualified researchers apply for vacant positions, grounded in our operational OTM-R Policy and the Regulation for Contests on Filling Vacant Positions within INCDTIM, both available in Romanian and English. To ensure maximum clarity and attract top-tier talent, all job announcements are rigorously screened based on the criteria established in these regulations prior to publication, highlighting both core research requirements and the competitive benefits offered by the institute.
Advertising and application phase					

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		++ Yes completely	RRecruitment within INCDTIM follows a standardized, formal workflow. Department Heads or Project Directors initiate the process by completing a formal 'Recruitment Request Form' (Referat de necesitate), which mandates the clear definition of competencies, responsibilities, and specific bibliography for the vacancy. This document serves as a mandatory pre-publication quality control tool, ensuring all job profiles are uniform and transparent. Subsequently, the Human Resources Specialist reviews and finalizes the recruitment announcement, ensuring full alignment with the institutional OTM-R Policy, internal Employment Regulations, national legislation (Law no. 183/2024), and EURAXESS standards, prior to its mandatory multi-channel publication (INCDTIM website, EURAXESS portal, and the Ministry’s platforms)

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
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	Job vacancy announcements include detailed information regarding the position's placement within the organizational chart, the application requirements, mandatory documentation in accordance with national legislation, a comprehensive job description, legal eligibility conditions, and the full recruitment and selection calendar. Indicator / Achievement: The Good Practices Guide has been updated, and an online toolkit is now fully operational. INCDTIM’s recruitment announcements are completely aligned with the OTM-R toolkit requirements. Each job advertisement systematically includes the following standardized components: Position Context: Clear organizational placement, contract type (fixed-term/permanent), and project-specific details. Job Description & Requirements: Comprehensive summary of research activities, specific eligibility criteria (education/experience), and core responsibilities. Legal & Procedural Framework: Explicit reference to the internal Recruitment Regulation, Law no. 183/2024, and H.G. no. 1568/2024, ensuring full transparency. Selection Process: Clearly defined calendar (submission deadline, exam/interview date, appeal procedures) and mandatory application documentation. Merit-Based Assessment: Detailed bibliography, thematic areas, and information regarding the

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					evaluation grid, consistent with the non-cumulative criteria established in 2026. Accessibility: Multi-channel publication links (INCDTIM website, EURAXESS, MCID) and dedicated Human Resources contact information for applicant support.
Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		++ Yes completely	The EURAXESS platform is used for all vacant positions in research.
Do we make use of other job advertising tools?	x	x		++ Yes completely	INCDTIM employs a multi-channel dissemination strategy. All research positions are mandatorily published on the INCDTIM website, the EURAXESS portal, the Ministry (MCID) platform, and the ANOFM portal to ensure broad transparency and equal opportunity. As a proactive measure to ensure the attraction of top-tier talent, the institute applies an adaptive promotion strategy: when competitive profiles are not reached through primary channels, the recruitment team actively promotes vacancies through professional networks (e.g., LinkedIn, academic mailing lists) to expand the applicant pool and attract high-quality candidates.

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Do we keep the administrative burden to a minimum for the candidate?	x			++ Yes completely	The Human Resources Specialist acts as a dedicated facilitator for both applicants and research staff, streamlining the recruitment workflow. Administrative support covers the entire lifecycle, including the drafting, publication, and promotion of job announcements, direct candidate communication regarding competition results, and personalized assistance for successful candidates throughout the hiring process. Indicator / Achievement (Minimizing Administrative Burden): To mitigate the administrative burden imposed by national recruitment legislation, INCDTIM has implemented the following measures: Digitalized Guidance: Inclusion of a comprehensive, step-by-step completion guide within the recruitment request form (Referat de necesitate), which prevents common errors that lead to redundant administrative cycles. Standardized Templates: Utilization of pre-validated, bilingual templates for all recruitment-related documents, ensuring clarity and reducing the time required for candidates to prepare their application dossiers. Dedicated Support: Direct HR assistance via a centralized email channel (resurse.umane@itim-cj.ro) for real-time clarification of legal and procedural requirements, ensuring applicants are well-informed at every stage. Legislative

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					Optimization: Continuous efforts to align internal procedures with Law no. 183/2024 to simplify documentation requirements while maintaining full compliance with national regulations.
Selection and evaluation phase					
Do we have clear rules governing the appointment of selection committees?		x	x	++ Yes completely	Competition committees are constituted nominally based on scientific expertise (e.g., Principal Researcher/CS2) and are approved by the Scientific Council and appointed by the General Director's decision. This structure guarantees a completely independent, merit-based evaluation, while the integration of the Commission Secretary from the HR Department ensures procedural and administrative compliance.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we have clear rules concerning the composition of selection committees?		x	x	++ Yes completely	Status / Progress 2026 Selection committees are constituted nominally, based on verified scientific expertise (e.g., Principal Researcher/CS2), and are formally approved by the Scientific Council and appointed by the General Director's decision. This structure guarantees a completely independent, merit-based evaluation, while the integration of a Commission Secretary from the HR Department ensures full procedural and administrative compliance. Indicator / Achievement: Internal recruitment procedures have been fully updated to incorporate clear, mandatory rules regarding the formation and composition of selection committees. These rules are explicitly codified in the institutional Employment Regulation (Regulament de angajare), ensuring full alignment with the new Research Staff Status (Law no. 183/2024).

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Are the committees sufficiently gender-balanced?		x	x	++ Yes completely	Status / Progress 2026 The composition of selection committees is strictly established in accordance with internal procedures and national legislation (Law no. 183/2024). INCDTIM ensures an adequate gender balance within all selection committees to promote diversity and impartiality throughout the evaluation process. Indicator / Achievement: Compliance with OTM-R Policy: The institutional OTM-R Policy mandates that all selection committees must uphold the principles of gender balance, meritocracy, and non-discrimination, thereby ensuring the diversity and balance of every evaluation panel. Componența comisiilor de selecție este stabilită cu strictețe în conformitate cu procedurile interne și legislația națională (Legea nr. 183/2024). INCDTIM asigură un echilibru de gen adecvat în cadrul tuturor comisiilor de selecție, pentru a promova diversitatea și imparțialitatea în procesul de evaluare.

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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	Status / Progress 2026 Recruitment Regulation: The institute maintains a recruitment regulation that establishes clear criteria for filling vacancies, ensuring the predictability of the process. Procedures and Legislation: The formation of committees and the conduct of competitions are carried out in strict accordance with internal procedures and national legislation in force, including Law no. 183/2024 and Government Decision (H.G.) no. 1568/2024. Merit-Based Evaluation: The selection process is based on standardized assessments (dossier analysis, written examination, interview), established in compliance with current legislation and internal regulations. Transparency of Criteria: For positions involving written, oral, or practical examinations, the bibliography and subject matter are established and publicly announced, providing candidates with a clear framework for preparing for the evaluation.
Appointment phase					

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Do we inform all applicants at the end of the selection process?		x		++ Yes completely	The competition for evaluating and registering the submitted applications, in accordance with the provisions of national legislation, concludes with the preparation of a report. The result, as recorded in the prepared report, is published on the institute's website.
Do we provide adequate feedback to interviewees?		x		++ Yes completely	The competition concludes with the publication of the selection process results on the institute's website. The candidate is informed of the outcome of the evaluation in accordance with national legislation.
Do we have an appropriate complaints mechanism in place?		x		++ Yes completely	The competition committee is appointed by a decision of the General Director for each competition. The decision also appoints a committee with responsibilities for handling appeals, consisting of experienced researchers and a legal expert.
Overall assessment					

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we have a system in place to assess whether OTM-R delivers on its objectives?				++ Yes completely	Status / Progress 2026 To monitor the achievement of OTM-R objectives, INCDTIM has implemented a monitoring system based on the alignment of institutional policies with European standards and national legislation, comprising the following components: Update of Procedural Frameworks: The institute has updated the GAP analysis and Action Plan to ensure full compliance with HRS4R recommendations and the new research staff status. Standardization of Processes: A recruitment, selection, and hiring policy for research staff has been implemented, defining clear and transparent criteria for all competition stages. Compliance Monitoring: Selection processes are conducted in accordance with the provisions of Law no. 183/2024 and Government Decision (H.G.) no. 1568/2024, ensuring merit-based evaluation through the formal appointment of committees. Support Instruments: To minimize administrative burden and ensure objective attainment, the institute has developed comprehensive step-by-step guides, standardized templates, and direct support channels managed by the Human Resources Department. Transparency of Indicators: The institute tracks performance indicators, such as committee gender balance and diversity, through annual statistics maintained by the Human

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					Resources Department. This system enables the evaluation of progress by directly correlating recruitment activities with the rigorous requirements of the new researcher status, thereby ensuring the achievement of the assumed OTM-R objectives.