

## TEMPLATE 3 – OTM-R Checklist

Case number: 2024RO143134

Name Organisation under review: National Institute for Research and Development on Marine Geology and Geo-ecology

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### OTM-R Checklist

A specific self-assessment checklist is provided for Open, Transparent and Merit-Based Recruitment (OTM-R). Please report on the status of achievement, also detail on the indicators and the form of measurement used.

<i>OTM-R checklist for organizations</i>					
	Open	Trans- parent	Merit- based	Answer: ++ Yes, <i>completely</i> +/-Yes, <i>substantially</i> -/+ Yes, <i>partially</i> -- No	*Suggested indicators (or form of measurement)
<b>OTM-R system</b>					
1. Have we published a version of our OTM-R policy online (in the national language and in English)?	x	x	X	--No	Not yet. The OTM-R policy will be developed during the implementation phase. GeoEcoMar recruitment policies are in line with the national regulations and internal procedures on selection and recruitment of personnel are used. Indicators:

					OTM-R strategy/policy available both in Romanian and English OTM-R strategy/policy published on <a href="https://geoecomar.ro/">https://geoecomar.ro/</a>
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	<b>-/+ Yes, partially</b>	Internal procedures containing important aspects for recruitment, selection and working conditions (methodologies, integrated management system manual, internal management control system procedures, etc.) are distributed and known by all staff. Indicators: Internal procedures reviewed and distributed to all staff; Completion of the administrative attributions of the human resources department for the implementation of the mandatory OTM-R requirements.
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	<b>-/+ Yes, partially</b>	All research staff were made aware of the rectifications brought through C&C, through participation in the survey and through planned internal audits. The Head of the Human Resources Office was also trained. As training is a continuous necessity in the field of OTM-R, specific training will be included in the annual training program. Indicators: Number of training courses in OTM-R. Number of staff who attended training courses in OTM-R. Number of training courses for the assessment of competencies, dedicated to members of selection committees.
4. Do we make (sufficient) use of e-recruitment tools?	x	x		<b>-/+ Yes, partially</b>	Recruitment/selection/promotion announcements are published through a press announcement as well as on the institute's website. For vacant positions within research projects, announcements are published, in compliance with the rules of the funding guidelines and on <a href="https://euraxess.ec.europa.eu/">https://euraxess.ec.europa.eu/</a> . Indicators: Web tools used for recruitment and publication of vacancy announcements (at least <a href="https://euraxess.ec.europa.eu">https://euraxess.ec.europa.eu</a>
5. Do we have a quality control system for OTM-R in place?	x	x	x	<b>-/+ Yes, partially</b>	Yes, GeoEcoMar has an integrated management system, which defines the recruitment and selection process,

					promotion, as well as working conditions, but it needs to be reviewed with the specific C&C requirements. Specific requirements for the OTM-R policy will be developed after the finalization of the OTM-R policy. Indicator: Quality control system aligned with OTM-R policy
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	<b>--No</b>	Basically no. The OTM-R policy will be developed during the implementation period of the initial action plan and one of its strategic objectives will be to improve GeoEcoMar's potential to attract external candidates. Indicators: Increase in the number of candidates who applied due to the OTM-R policy.
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	<b>--No</b>	Basically no. GeoEcoMar's experience with potential candidates is positive, but the recruitment and selection process, and retention, is more difficult for such applicants due to issues related to the recognition of diplomas, bureaucratic procedures and of course fluctuating funding. On the other hand, Romanian research is less attractive compared to other European countries. Indicators: Revision of the institute's website in English, with documents relevant to the OTM-R process; Documents regarding staff recruitment/selection translated into English and published on the institute's website and on <a href="https://euraxess.ec.europa.eu/">https://euraxess.ec.europa.eu/</a> ; Analysis of access for candidates from abroad.
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	<b>-/+ Yes, partially</b>	GeoEcoMar, through its Gender Equality strategy, ensures that the institute is a safe place for everyone, and all activities and processes that take place respect the principles of equality, diversity, inclusion and non-discrimination. The OTM-R policy will be developed during the implementation period of the initial action plan and will also include aspects related to underrepresented groups. Indicators: Analysis of women's applications

					Increasing the number of applicants from underrepresented groups (ethnic minorities) Support measures for pregnant women and young mothers.
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	<b>-/+ Yes, partially</b>	GeoEcoMar ensures adequate and safe working conditions for the health and safety of research personnel, as well as work schedule facilities, etc. The OTM-R policy will be developed during the implementation period of the initial action plan, and will also develop the aspect of the attractiveness of safe and optimal working conditions for all employees. Indicator: Survey on the attractiveness of working conditions, for all stakeholders, in contract with GeoEcoMar, the one who worked with the institute and among students interested in the specifics of the institute's activity.
10. Do we have means to monitor whether the most suitable researchers apply?				<b>-/+ Yes, partially</b>	At GeoEcoMar level, there is documented information implemented regarding the recruitment and employment of personnel, including research personnel, in accordance with national and internal regulations that establish clear criteria. The documents for filling positions are checked at the stage of analysis and selection of applications. Therefore, the conditions are ensured that the best applicant will fill the vacant position, but it is difficult to assess whether top candidates have chosen to apply.
<b>Advertising and application phase</b>					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		<b>-/+ Yes, partially</b>	Recruitment/selection/promotion announcements are published through a press announcement as well as on the institute's website. For vacant positions within research projects, announcements are published, in compliance with the rules of the funding guidelines and on <a href="https://euraxess.ec.europa.eu/">https://euraxess.ec.europa.eu/</a> . Indicator: The guide to good practices in the recruitment and employment process will also include an updated template for job vacancies.
12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		<b>-/+ Yes, partially</b>	The job advertisement mentions the following: - position of the position in the organizational chart;

					<ul style="list-style-type: none"> <li>- application for employment, required documents, brief job description;</li> <li>- legal conditions that must be met to be eligible for a researcher position</li> <li>- timetable of recruitment &amp; selection procedures</li> </ul> <p>Indicator: A set of online application tools will be developed as part of the Good Practice Guide.</p>
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		<b>--No</b>	<p>Until now, the Euraxess website has only been used in cases where the hiring is done within fixed-term research projects. The implementation of HRS4R will necessarily require the use of Euraxess for vacant positions put out to competition.</p> <p>Indicator: 100% percentage for ads published on EURAXESS</p>
14. Do we make use of other job advertising tools?	x	x		<b>-/+ Yes, partially</b>	<p>Yes. Job advertisements are mandatory published in a national newspaper with wide circulation and on the GeoeEcoMar website. As an additional means, job advertisements are also sent through the profile faculties/partner universities (websites or notice boards).</p> <p>Indicator: Number of locations where job vacancies are posted</p>
15. Do we keep the administrative burden to a minimum for the candidate?	x			<b>-/+ Yes, partially</b>	<p>Yes, partially. The Human Resources Office carries out the administrative activities regarding the process of promoting the competition, recruiting candidates and their selection, based on the assessments made by the competition committee. After the selection process, each candidate is informed about the results of the selection by e-mail/phone, providing all the information he/she requests, after the completion of the competition. However, for reasons related to national legislation, candidates are required to submit certain documents in letter format, assumed under private signature (CV, list of works, declarations).</p> <p>Indicator: Identify ways to minimize administrative aspects of applying for employment.</p>
<b>Selection and evaluation phase</b>					

16. Do we have clear rules governing the appointment of selection committees?		x	x	<b>++ Yes, completely</b>	Yes. According to the national requirements regarding the organization of competitions in Law 319/2003 regarding the method of training and appointing members of the Competition Commission.
17. Do we have clear rules concerning the composition of selection committees?		x	x	<b>+/-Yes, substantially</b>	Yes. The establishment of selection committees is carried out in accordance with the provisions of Law 319/2003 and internal procedures. However, the framework methodology for job competitions does not clearly specify the criteria for the establishment of selection committees. Indicator. Updating internal procedures to include clear criteria for establishing competition committees, obviously in accordance with national legislation.
18. Are the committees sufficiently gender-balanced?		x	x	<b>+/-Yes, substantially</b>	The composition of the selection committees is carried out in accordance with internal procedures and national legislation. An adequate gender balance is ensured within the selection committees. Indicator. Updating internal procedures to include clear criteria for gender balance within selection committees.
19. 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	<b>-/+ Yes, partially</b>	The selection committees are established based on criteria of merit and professional recognition, without however being required to have previously participated in an evaluation skills training course. Indicator: Conducting training courses on competency assessment, dedicated to members of selection committees.
<b>Appointment phase</b>					
20. Do we inform all applicants at the end of the selection process?		x		<b>-/+ Yes, partially</b>	Yes. After the selection process, each candidate is informed about the results of the selection by e-mail/phone, providing all the information he/she requests, after the completion of the competition. Indicator: Displaying preliminary results in the section dedicated to the competition on the institute's website.
21. Do we provide adequate feedback to interviewees?		x		<b>-/+ Yes, partially</b>	Yes. After the selection process the candidate is informed about the result obtained but not about the positive aspects and deficiencies of their job applications.

					Indicator: Feedback for candidates to present the strengths and weaknesses of their applications.
22. Do we have an appropriate complaints mechanism in place?		x		<b>+/-Yes, substantially</b>	Yes. According to the methodology, the preliminary results, displayed in the dedicated section, can be contested but only regarding the procedure of the competition. In this context, for each competition, in addition to the nomination of the Competition Commission, a complaints resolution commission consisting of experienced researchers and a lawyer is also appointed.
<b>Overall assessment</b>					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				<b>-/+ Yes, partially</b>	Through periodic internal assessments/audits of the implemented management systems, aspects that need to be improved are verified. After the development and publication of the OTM-R policy, the integrated system will be improved with aspects for Open, Transparent and Merit-Based Recruitment.