

NATIONAL INSTITUTE OF RESEARCH AND DEVELOPMENT  
FOR INDUSTRIAL ECOLOGY

**ECOIND**

EXCELLENCE IN RESEARCH AND ENVIRONMENTAL SERVICES

## **OPEN, TRANSPARENT, MERIT-BASED RECRUITMENT POLICY**

### **NATIONAL RESEARCH – DEVELOPMENT INSTITUTE FOR INDUSTRIAL ECOLOGY – ECOIND (OTM-R POLICY)**

The document contains the National Institute for Research and Development for Industrial Ecology – ECOIND policy regarding the recruitment, selection and appointment of personnel – being open, transparent and merit - based



HR EXCELLENCE IN RESEARCH

2025

## OTM-R Policy

ECOIND committed in December 2022 to adopt the principles of the European Charter for Researchers and to put into practice the Code of Conduct for the Recruitment of Researchers, starting the initial phase in January 2023 with a view to achieving HR Excellence in Research.

Significant efforts were made to develop the documents related to the initial phase, namely the Gap Analysis, the OTM-R Checklist, the Initial Action Plan and the Process Description. In recognition of the efforts made in this regard and the actions implemented, ECOIND received the HR Excellence in Research award on August 30, 2024.

The ECOIND policy in the field of recruitment, selection and appointment of personnel in an open, transparent and merit-based manner (OTM-R Policy) represents an important component in the ECOIND development strategy<sup>1</sup> and in the initial action plan<sup>2</sup> assumed, and its development was carried out based on the recommendations provided by the European Commission in the OTM-R Package<sup>3</sup> and taking into account the existing legal provisions at national level as well as national and international best practices.

The OTM-R policy guarantees the recruitment of the best person for the position, equal opportunities and gender and unrestricted access for interested persons facilitates the development of an international portfolio (based on cooperation, competitiveness, mobility) and contributes to increasing the attractiveness of a career in research.

**Recruitment** is the process of attracting the most suitable candidates for vacant positions.

**Selection** aims to choose the best candidate, ensuring equal opportunities and fair treatment for all candidates registered in the competition.

**Integration** of new employees aims to acclimate them to the work team, to the values, principles and formal or informal rules specific to the institute.

**Open recruitment** refers to ensuring the visibility of the recruitment announcement both internally and externally and to advert information on vacant positions through communication channels frequently used by researchers, including the Euraxess online platform.

**Transparency** refers to ensuring access to information both internally but especially externally by ensuring access to internal procedures and rules for those outside the institute.

**Merit-based selection** takes into account the full range of experience of candidates, focusing on research potential but also taking into account creativity and level of independence. The merit will be judged both qualitatively and quantitatively, focusing on the results obtained.

**The principles governing the recruitment and selection processes** within ECOIND are:

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<sup>1</sup> <https://www.incdecoind.ro/en/strategy/>

<sup>2</sup> [https://www.incdecoind.ro/wp-content/uploads/2024/05/Action\\_plan\\_ECOIND\\_EN\\_rev1.pdf](https://www.incdecoind.ro/wp-content/uploads/2024/05/Action_plan_ECOIND_EN_rev1.pdf)

<sup>3</sup> [https://euraxess.ec.europa.eu/sites/default/files/policy\\_library/otm-r-finaldoc\\_0.pdf](https://euraxess.ec.europa.eu/sites/default/files/policy_library/otm-r-finaldoc_0.pdf)

- Transparency in recruitment and selection processes by sending announcements that contain clear, easily accessible information and that promote equal opportunities;
- Using a mix of communication channels to promote vacancy announcements, ensuring the highest possible visibility among potential candidates;
- Use of clear recruitment advertisements that include links to detailed information materials;
- Use of selection criteria that allow the choice of the most suitable candidate in accordance with the needs of the institute and the requirements of the respective position;
- Keeping administrative burden to a minimum;
- Ensuring gender equality at all stages of the recruitment and selection processes;
- Periodic updating of methodologies, procedures and internal regulations to increase inclusion and promote internationalization in recruitment and selection processes.

ECOIND is a legal entity - national research and development institute, the filling of vacant positions is carried out through competition in accordance with the provisions of national and European legislation and its own regulations, methodologies and procedures.

In accordance with national and European legislative requirements and internal regulations, this document consolidates the institutional framework necessary for the application of the OTM-R principles in three process stages:

- Announcing vacant positions and receiving applications stage;
- Evaluation and selection stage;
- Hiring stage.

### **Objectives of the OTM-R**

- Respecting open, transparent and non-discriminatory principles in recruiting human resources;
- Improving the quality of human resources attracted to the field of research;
- Promoting quality in the recruitment process by making all information regarding the recruitment and selection process of researchers available to all candidates, in a transparent manner;
- Ensuring equal opportunities for all candidates, especially those belonging to underrepresented groups;
- Encouraging researchers to participate in continuing professional training programs, national and international mobility and providing constructive feedback based on annual evaluation procedures;
- Eliminating language barriers by promoting multiculturalism in the formation of research teams and recruiting both nationally and internationally valuable specialists;
- Ensuring an adequate infrastructure, optimal working conditions and knowledge transfer facilities in order to professionally support researchers and ensure the sustainability of research projects.

### **Transparency and openness**

- *ECOIND personnel involved in recruitment, selection and employment processes must comply with the regulations, methodologies and internal procedures in force and communicate transparently with all candidates.* All documents related to OTM-R will be available on the institute's website,

both in Romanian and English, and training sessions dedicated to personnel involved in the recruitment, selection and employment process will be organized.

- *In addition to the Competition Regulations*, the internal rules regarding open, transparent and merit-based recruitment are made available to all interested parties on the institute's website.
- The candidates will receive assistance throughout the recruitment process, being guided to access the information posted on the institute's website, which is accessible to all interested parties.
- *Transparent communication of all vacant positions*. Vacant position adverts will be published on the institute's website, on specialized national websites and/or on specialized websites managed by the European Commission (Euraxess).
- *Quality control also applies to the recruitment, selection and appointment process and is organized according to the procedures in force*.
- *Ensuring good working conditions for all employees is a priority for ECOIND*. Staff will be consulted on working conditions using within an annual survey, the results of which will be used to improve working conditions.
- *Equity, inclusion, diversity, equal opportunities are fundamental values of ECOIND*. The 2022-2025 Gender Equality Plan is available on the institute's website, and will be updated periodically.
- *All candidates will be notified directly of the results of the selection process*. The rules regarding possible appeals are brought to the attention of candidates from the moment they submit their applications.

#### **Merit-based selection**

- *Members of recruitment and selection committees (selection committees) have access to training courses*. Training is necessary to develop evaluation skills for members of the competition committees.
- *Each member of the selection committee knows the national and institutional criteria applicable to each field that is the subject of the competition*. Members of the selection committees receive training in this regard.
- *The members of the selection committees will be selected to ensure gender balance*.
- *Dissatisfied candidates may file appeals following the indications in Law no.183/2024 on the status of research, development and innovation personnel or the applicable legislation in force*.

#### **Monitoring and implementation of the OTM-R policy**

To implement the OTM-R policy within ECOIND, the Scientific Council and the HR department will monitor compliance with the provisions of this policy. On the other hand, through the procedures within the quality management system, it is verified whether all legal provisions are respected in all competitions organized for employment or promotion.

Each competition file is checked for its composition in accordance with:

- Labour Code;
- Law no. 183/2024 on the status of research, development and innovation personnel, with subsequent amendments and supplements;

- GD no.1569/2024 for the approval of the Methodological Norms regarding the organization of the promotion exam for obtaining the professional degree by R&D personnel in research organizations / Own examination regulations;
- GD no.1568/2024 for the approval of the Methodological Norms regarding the organization of competitions for filling vacant positions of RDI personnel in research organizations / Own competition regulations;
- Heads of departments/laboratories/research groups may make proposals regarding the composition of research and development competition committees in a transparent manner, taking into account the gender balance, the experience and qualification of the members in the field of the position, as well as their independence and the absence of conflict of interest.

Vacant position announcements will be published on the institute's website, on specialized national websites as well as on specialized websites managed by the European Commission (Euraxess).

The results of the selection process are communicated to the candidates within the deadline established by the competition calendar, usually by posting them at the institute's headquarters and on its website, in compliance with the applicable rules on the protection of personal data.

All competitions within the institute have provided for a mechanism for managing appeals, with candidates being informed from the time they submit their applications about the deadline for submitting any appeals, the method of submitting them, and the deadline for resolving appeals.

### **Final provisions**

Compliance with the principles established by this OTM-R Policy represents a strategic approach institutionally assumed by the institute's management and which engages the entire scientific community within it.

ECOIND aims to improve research performance, increase the degree of internationalization by attracting researchers from abroad, ensure an appropriate balance between quantitative and qualitative criteria in evaluating researchers' performance and research results, and develop a competitive and inclusive work environment.