TEMPLATE 3 – OTM-R Checklist

> Case number: 2024RO253506
>
> Name Organisation under review: The National Institute of Research and Development for Optoelectronics - INOE 2000
>
> Organisation's contact details: Roxana Rădvan, Ph.D (R4), General Director, 409, Atomiştilor, Măgurele, Romania

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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.

OTM-R checklist for organisations					
	Open	Trans-parent	Merit-based	Answer: ++ Yes, *completely* *+/-Yes, substantially* *-/+ Yes, partially* *-- No*	*Suggested indicators (or form of measurement)
OTM-R system					
1. Have we published a version of our OTM-R policy online (in the national language and in English)?	x	x	x	**++ Yes, c***ompletely*	Status: Yes. The OTM-R Policy is available in both English and Romanian on the INOE 2000 website. Additional information can be accessed https://www.inoe.ro/ro/hrs4r. The principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers are also published on the institute's website.

2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	**++ Yes, *completely***	**Status:** Yes. The regulations and procedures for staff recruitment at INOE 2000 are published in Romanian on the website, https://inoe.ro. These documents have been updated to reflect the new Staff Status for Research and Development and Law 183/2024. The Action Plan will establish a deadline for completing and publishing the documents in both Romanian and English. Regulation on the organization of competitions for filling vacant RDI positions at INOE 2000, ROPOVA-CDI, https://www.inoe.ro/images/ROPOVA-CDI-Ed2-Rev0.pdf Regulation on the organization of the promotion examination for obtaining the professional grade in research, development, and innovation, INOE 2000, REXPRO-CDI https://inoe.ro/images/REXPRO-CDI-Ed1-Rev0.pdf Regulation for the Periodic Evaluation of the Scientific Performance of RDI Staff and Their Achievements, INOE 2000, REPER-CDI https://www.inoe.ro/images/REPER-CDI-Ed2-Rev0.pdf **Indicator:** Update of procedures/regulations.
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	***-/+ Yes, partially***	**Status:** Yes. The Human Resources Specialist, in collaboration with the selection committee, oversees the recruitment process in accordance with applicable legislation. Training is grounded in the Human Resources Specialist's and the Scientific Council's study of relevant laws, as well as their implementation within internal procedures and regulations, thereby ensuring an open, transparent, and merit-based recruitment process. **Indicator:** Ongoing training through targeted programs included in the annual training plan
4. Do we make (sufficient) use of e-recruitment tools?	x	x		**++ Yes, *completely***	**Status:** Yes. Recruitment, selection, and promotion announcements are published on the institute's website as well as in a national newspaper. All vacancies under research-funded contracts are

					advertised on the INOE 2000 website and those of its subsidiaries, ICIA and IHP, in a national newspaper, on the [Euraxess portal](), and on the https://jobs.mcid.gov.ro portal. **Indicator:** Use of online platforms for recruitment and publication of vacancies – explore the ERA Talent Platform.
5. Do we have a quality control system for OTM-R in place?	x	x	x	**++ Yes, completely**	Status: Yes. The institute has implemented an OTM-R Quality Management System in line with ISO 9001:2015 standards for research and development of innovative products and services.
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	**++ Yes, completely**	Status: Yes. INOE has recruited 3 foreign researchers through PNRR and other research projects, who continue to participate in ongoing research activities. Publishing recruitment announcements on the Euraxess platform helps attract international candidates; however, the hiring process can encounter challenges, such as delays in obtaining visas and work permits and limited funding for relocation. Indicator: Growth in the number of applicants as a result of the OTM-R policy.
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	**++ Yes, completely**	Status: The recruitment policy at INOE 2000 does not discriminate against international candidates; however, limited funding and administrative challenges, including the issuance of visas and work permits, hinder the attraction of a larger pool of researchers. Despite public initiatives in research and innovation, such as PNRR programs designed to draw highly specialized international talent, Romania continues to be less appealing to foreign researchers. **Indicator:** Number of foreign nationals employed at INOE 2000, currently 3.
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	***+/-Yes, substantially***	Status: Yes. The current recruitment, selection, and promotion procedures ensure non-discrimination against underrepresented groups, including women, ethnic minorities, and people with disabilities. The institute maintains a balanced

					gender distribution among researchers (x women and y men) and promotes the employment of people with disabilities through the implementation of Law 448/2006, as amended by Order 127/2024. Indicator: Number of female researchers: 59 / Number of male researchers: 47 / Number of employees with disabilities: 2
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	**++ Yes, *completely***	Status: Yes. The OTM-R policy fosters openness and transparency in researcher recruitment, helping to create an appealing and trustworthy environment. Merit-based selection ensures that researchers are chosen according to their competencies, reinforcing confidence in fairness and professionalism. Working conditions are designed to be attractive, offering flexible schedules, telework options, professional development opportunities (such as training and conference participation), career support through mentorship programs for early-career researchers, and access to state-of-the-art research infrastructure.
10. Do we have means to monitor whether the most suitable researchers apply?				**++ Yes, *completely***	Status: Yes. INOE has mechanisms in place to promote and monitor applications from the most suitable researchers. Our OTM-R policy and internal regulations, aligned with the latest legislation, ensure transparent and merit-based recruitment processes. Additionally, the institute is planning to become a EURAXESS Center, which will further enhance visibility and accessibility of our vacancies to highly qualified national and international researchers. Monitoring of applicant profiles and numbers is carried out through internal recruitment reviews, helping us assess whether the procedures attract the most suitable candidates.
Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		**++ Yes, *completely***	Status: Yes. Recruitment, selection, and promotion announcements are published via press releases and on the institute's website. Vacancies within

					research projects are advertised in accordance with the respective funding guidelines and on the EURAXESS platform. Indicator: Plans to become a EURAXESS Center will further strengthen the use of standardized templates and best practices for position advertisements.
12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		*+/-Yes, substantially*	Status: Yes. Job vacancy announcements provide details on the position's place within the organizational structure, the required application documents in line with national legislation, a brief job description, candidate eligibility criteria, and the schedule for recruitment and selection procedures. Indicators: Plans to become a EURAXESS Center will further ensure alignment with toolkit recommendations and best practices.
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		*+/-Yes, substantially*	Status: Yes. All research vacancies are published on the EURAXESS platform to reach a wider audience. Indicator: Number of vacant positions advertised on EURAXESS. Plans to become a EURAXESS Center will further enhance the visibility and accessibility of our job postings.
14. Do we make use of other job advertising tools?	x	x		*+/-Yes, substantially*	Status: Yes. Job announcements are published in accordance with national legislation in a widely circulated national newspaper and on the websites of INOE 2000 and its subsidiaries, ICIA and IHP. Additionally, vacancies are posted on the LinkedIn platform, and partner universities and faculties are also considered for dissemination. Indicator: Number of channels where job vacancy announcements are published.
15. Do we keep the administrative burden to a minimum for the candidate?	x			*+/-Yes, substantially*	Status: Yes. The Human Resources Specialist assists candidates throughout the recruitment process, including drafting and promoting announcements, providing competition results, and supporting the selected candidate during hiring. While national legislation requires certain procedures that may

					create administrative burdens, the institute strives to minimize these by offering guidance and clear instructions. Indicator: Identifying ways to reduce administrative requirements. Plans to become a EURAXESS Center will further support streamlined and candidate-friendly procedures.
Selection and evaluation phase					
16. Do we have clear rules governing the appointment of selection committees?		x	x	**++ Yes, *completely***	Yes. The appointment of selection committees is in place and carried out according to internal procedures and national legislation. Indicator: Internal procedures have been updated to include clear criteria for forming competition committees in line with the new Staff Status for Research, Development, and Innovation. https://www.inoe.ro/images/ROPOVA-CDI-Ed2-Rev0.pdf
17. Do we have clear rules concerning the composition of selection committees?		x	x	**++ Yes, *completely***	Status: Yes. The formation of selection committees is fully in place and conducted according to internal procedures and national legislation. Indicator: Internal procedures already include clear rules on the formation and composition of selection committees. https://www.inoe.ro/images/ROPOVA-CDI-Ed2-Rev0.pdf
18. Are the committees sufficiently gender-balanced?		x	x	***+/-Yes, substantially***	Status: Yes. The committees are formed in accordance with internal procedures and national legislation, with gender balance adequately ensured. Indicators: Statistics on committee composition as outlined in the OTM-R policy, and alignment with the Gender Equality Strategy and Gender Equality Plan 2022–2025 INOE 2000.
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	**++ Yes, *completely***	Status: Selection committees are formed based on merit and professional recognition, without requiring prior training in competency evaluation. A clear set of internal criteria, primarily scientific, is defined for each position. Committees assess candidates' merit according to these criteria and the relevance of their presented qualifications and

					arguments, ensuring that the most suitable candidate is selected. https://www.inoe.ro/images/ROPOVA-CDI-Ed2-Rev0.pdf
Appointment phase					
20. Do we inform all applicants at the end of the selection process?		x		**++ Yes, *completely***	Status: The evaluation and registration of submitted applications, carried out in accordance with national legislation, concludes with the preparation of a report. The results documented in the report are published on the institute's notice board as well as on the websites of INOE 2000 and its subsidiaries, ICIA and IHP.
21. Do we provide adequate feedback to interviewees?		x		**++ Yes, *completely***	Status: The competition concludes with the publication of the selection results on the websites of INOE 2000 and its subsidiaries, ICIA and IHP. Candidates are informed of the evaluation outcome in accordance with national legislation.
22. Do we have an appropriate complaints mechanism in place?		x		***+/-Yes, substantially***	Status: For each competition, the General Director appoints the competition committee by formal decision. The decision also establishes an appeals committee, composed of experienced researchers and a legal expert, to handle any contestations.
Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				***/+ Yes, partially***	Status: To evaluate whether the Open, Transparent, Merit-based Recruitment (OTM-R) system achieves its objectives, a structured monitoring and assessment framework will be established during the implementation of the action plan. Indicator: Feedback mechanisms, including surveys, will be used to gather insights on whether the recruitment process is perceived as open, transparent, and fair in the next phase.