

## INCDCP-ICECHIM HUMAN RESOURCES STRATEGY

### I. Assessment on the implementation of the European Charter for Researchers and of the Code of Conduct for the Recruitment of Researchers within INCDCP - ICECHIM

The implementation stage of the European Charter for Researchers and of the Code of Conduct for the Recruitment of Researchers, recommended by the Commission of the European Communities in Brussels, was reviewed and approved by the Steering Committee in the meeting dated November 24, 2011 and was approved by the INCDCP-ICECHIM Board of Directors in its meeting on December 2, 2011.

The internal analysis was conducted based on the standard model posted on the European EURAXESS site and consisted in the assessment of the internal rules and practices in relation to the 40 principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers as follows:

No	EUROPEAN REQUIREMENTS	RELEVANT NATIONAL LEGISLATION	RULES AND PRACTICES OPERATING IN ICECHIM	IMPLEMENTATION STAGE IN ICECHIM
<b><i>I. ETHICAL AND PROFESSIONAL ASPECTS</i></b>				
1.	<b><u>Freedom of research</u></b>	Government Ordinance no.57/2002 on scientific research and technological development <b>Art. 29. and Art. 30. paragraph (1)</b> Law no.206/2004 on the good conduct in the scientific research, technological development and innovation <b>Art. 1. and Art. 2.</b> Law no.319/2003 on the Statute of the R & D Staff <b>Art. 24.</b> Law no. 64/1991 on patents, republished (r2) in 2007 <b>Art. 7. (1) - (2)</b> <b>Art. 8. (1) - (2)</b> <b>Art. 9. (1) - (2)</b> <b>Art. 10. (1) - (5)</b>	Code of the research ethics applied in INCDCP-ICECHIM <b>Art.2, Art.3. and Art.4.</b> <b>Art.8. (1) a), b) and c)</b> <b>Art.9. a), b), c) and d)</b> <b>Art.10. to Art.20.</b>	Implemented
2.	<b><u>Ethical principles</u></b>	Law no.206/2004 on the good conduct in scientific research, technological development and innovation <b>Art. 1. and Art. 2.</b>	Code of ethics in the research field and within INCDCP-ICECHIM <b>Art.2.</b>	Implemented

		<p>Order no.946/2005 (r1) for the approval of the Code on the internal control / management, and the internal control / management standards within public entities and on the development of the internal control / management systems</p> <p><b>Standard 1 ETHICS, INTEGRITY</b></p>	<p><b>Art.3. and Art.4.</b></p> <p>Internal Regulation INCDCP-ICECHIM</p> <p>Job description</p>	
3.	<u><b>Professional responsibility</b></u>	<p>Law no.206/2004 on the good conduct within scientific research, technological development and innovation <b>Art. 2<sup>1</sup>.</b></p> <p>Law no.319/2003 on the Statute of the R &amp; D Staff <b>Art. 24. a), b), h), i)</b></p> <p>Order no.946/2005 (r1) approving the Code on internal control / management, and internal control / management standards within public entities and on the development of internal control / management systems</p> <p><b>Standard 5 DELEGATION</b></p>	<p>Code of ethics in the research field within INCDCP-ICECHIM <b>Art.4. and Art.5. Art.11. and Art.12. Art.21. to Art.25.</b></p> <p>Job description</p> <p>Each job description provides the possibility to delegate, with the approval of the manager, tasks and the fulfillment of tasks to persons with a similar training.</p>	Implemented
4.	<u><b>Professional attitude</b></u>	<p>Government Decision no. 217/2007 approving the national strategy in the field of research, development and innovation for 2007-20133. <b>3. The Strategic objectives of RDI</b></p> <p>Government Ordinance no.57/2002 on scientific research and technological development <b>Art.30. and Art.31. Art. 66. and Art. 67.</b></p>	<p>The annual management / internal control plan of INCDCP-ICECHIM</p> <p>Quality Manual, MQ code, chapter 7.3.7</p> <p>Job description</p>	Implemented
5.	<u><b>Contractual and legal obligations</b></u>	<p>Law no.53/2003 - Labor Code (r1) <b>Art. 6. - (1) Art. 37. to Art.39</b></p> <p>Government Ordinance no.57/2002 on scientific research and technological development <b>Art. 74. and Art. 75.</b></p>	<p>Procedure for the professional training within INCDCP-ICECHIM Subchapter 6.1. Identify professional development and training needs <b>Paragraph 6.1.2.</b> The patent procedure within INCDCP-</p>	Implemented

		<p><b>Art. 77.</b> <b>Art. 80. and Art. 81.</b></p> <p>Law no.319/2003 on the Statute of the R &amp; D Staff <b>Art. 24. to Art.28.</b></p> <p>Information Package for project competitions</p>	<p>ICECHIM Internal Regulation <b>Art. 1.2.</b> Collective labor contract no. 614 / 13/4.01.2011 for the research - design employees for 2010-2015 <b>Art. II.6.</b> Monitoring Procedure of the legislation and legal information dissemination, Code: PP-OJ-01</p>	
6.	<u><b>Accountability</b></u>	<p>Law no.206/2004 on the good conduct in the field of scientific research, technological development and innovation <b>Art. 1.</b> Order no.946/2005 (r1) approving the Code on internal control / management, and internal control / management standards within public entities and on the development of internal control / management systems <b>Standard 22</b> <b>CONTROL STRATEGIES</b> <b>Standard 25</b> <b>INTERNAL AUDIT</b> Government Ordinance no. 119/1999 regarding the internal control / management and preventive financial control, republished (r1) in 2003 <b>Article 3 The overall objectives of internal / management control</b> Government Emergency Ordinance no. 94/2011 on the Organization and operation of the Economic and Financial Inspection within the economic companies <b>Art.1. to Art.4.</b></p>	<p>Code of ethics in the research field within INCDCP-ICECHIM  <b>Art.22 to Art.25</b>  Internal Regulation INCDCP-ICECHIM – Annex no.1  <b>2. Powers</b> INTERNAL AUDIT DEPARTMENT  <b>5. Powers</b> INTERNAL CONTROL DEPARTMENT  Rules for the Organization and Operation of the Internal Control MQ and the PS-04 Procedure for the Internal audit  Job description</p>	Implemented
7.	<u><b>Good practice in the research field</b></u>	<p>Law no.319/2003 on the Statute of R &amp; D Staff <b>Art. 5.</b> Law no.53/2003 - Labour Code (r1)</p>	<p>Quality Manual, MQ code – Management statement on quality policy, chap. 7.5.5</p>	Implemented

		<p><b>Art.39. (2)</b> Law no. 182/2002 on the protection of classified information <b>Art. 1. to Art.5.</b></p> <p>Government Decision no. 781/2002 on the protection of the restricted information <b>Art. 1., Art. 4., Art. 5., Art. 6., Art. 7., Art. 9. and Art. 10.</b></p>	<p>and 8.3.</p> <p>Internal Regulation INCDCP-ICECHIM <b>Art. 4.23.</b></p> <p>Code of ethics in INCDCP-ICECHIM <b>Art.14. and Art.15.</b> PS-02 and PS-03 Procedures Work instructions: Saving documents on IT support <b>Cod PS-03-IL-01</b></p>	
8.	<b><u>Dissemination, exploitation of results</u></b>	<p>Law no.319/2003 on the Statute of R &amp; D Staff <b>Art. 24. letters i), j)</b> Government Ordinance no.57/2002 on scientific research and technological development <b>Art. 85. and Art.86.</b> Government Decision no. 406/2003 for the approval of specific methodological rules related to the establishment, operation, evaluation and accreditation of the innovation and technology transfer entities, and ways to support them. <b>Art. 1., Art. 2. and Art. 3.</b></p>	<p>INCDCP-ICECHIM 2010-2013 Strategy The annual plan of management / internal control INCDCP-ICECHIM Functional organization Rules for the Organization and Operation of the Center for Technological transfer <b>Art. 3. and Art. 4.</b></p> <p>Job description</p>	Implemented
9.	<b><u>Public commitment</u></b>	<p>Government Decision no. 217/2007 approving the national strategy for research and development and innovation for 2007-20133. <b>3. The Strategic objectives of RDI</b> Clauses provided in the research contract</p>	<p>Code of ethics in the research field applied in INCDCP-ICECHIM Large scale dissemination, <a href="http://www.icechim.ro">www.icechim.ro</a>, publicity campaigns, Marketing Department, Information Dissemination, Public Relation and Media</p>	Implemented
10.	<b><u>Non discrimination</u></b>	<p>Law no.53/2003 - Labour Code (r1) <b>Art. 5. and Art. 6.</b></p> <p>Government Ordinance no. 137/2000 republished in 2007 on preventing and sanctioning</p>	<p>INCDCP-ICECHIM Internal Regulation CHAPTER VIII RULES for non-discrimination and against ANY FORMS OF</p>	Implemented

		all forms of discrimination, as amended and supplemented <b>Art. 2.</b>	INFRINGEMENT OF DIGNITY <b>Art. 8.1. to Art.8.9.</b> Employment Procedure, code PP-RU-01	
11.	<b><u>Evaluation / appraisal systems</u></b>	Government Decision no. 1062/2011 on the assessment and classification of the units and institutions within the national research and development system with a view to their certification Government Ordinance no.57/2002 on scientific research and technological development <b>CHAPTER III Evaluation of the scientific research and technological development activity</b> Law no.53/2003 - Labour Code (r1). <b>Art. 40. - (1) f)</b> Order of the Ministry of Education and Research no 4478/2011 regarding the approval of mandatory basic standards necessary for conferring higher education titles, professional degrees in research and development enabling the certification in scientific domains directed by scientific panels on key areas such as: P1 - Mathematics and Natural Sciences, P2 - Engineering Sciences and P3 - Biomedical Sciences within the National Council for the certification of Degrees, Diplomas and Academic Certificates <b>Art. 1. to Art.4.</b>	Assessment and classification of the institute for certification under the Government Decision no. 1062 / 2011  Performance appraisal procedure within INCDCP-ICECHIM  The process of periodic performance evaluation consists in the self evaluation of the staff and the evaluation made by the leader.	Implemented
<b>II. RECRUITMENT</b>				
12.	<b><u>Recruitment</u></b>	Law no.319/2003 on the Statute of R & D Staff <b>Art. 11., Art. 15. - (1) and Art. 16. - (1) Art. 34. to Art.36.</b> Order no.946/2005 (r1) for the approval of the Code on internal control / management within public entities and on	Employment Procedure , code PP-RU-01 Paragraphs 6.1.1., 6.1.5, and 6.1.6.	Implemented

		<p>the development of internal control / management systems</p> <p><b>Standard_3</b></p> <p><b>COMPETENCE,</b></p> <p><b>PERFORMANCE</b></p> <p>Government Decision no. 293/2004 on the establishment and organization of ICECHIM INCDCP</p> <p><b>Art. 20. (1) letter l)</b></p>		
13.	<b><u>Recruitment (Code)</u></b>	<p>Law no.319/2003 on the Statute of R &amp; D Staff</p> <p><b>Art. 15. and Art.16.</b></p>	<p>Employment Procedure, code PP-RU-01</p> <p><b>6.1.1. to 6.1.4.</b></p>	Implemented
14.	<b><u>Selection (Code)</u></b>	<p>Law no.319/2003 on the Statute of R &amp; D Staff</p> <p><b>Art. 15. and Art.16.</b></p>	<p>Employment Procedure, code PP-RU-01</p> <p><b>6.1.4. to 6.1.6.</b></p>	Implemented
15.	<b><u>Transparency (Code)</u></b>	<p>Law no. 76/2002 on unemployment insurance and labor force employment</p> <p><b>Art. 10. - (1)</b></p> <p>Methodological Norms for applying Law 76/2002 with subsequent amendments</p> <p><b>Art.3</b></p>	<p>Employment Procedure, code PP-RU-01</p> <p><b>NOTE 3 and NOTE 6</b></p>	Implemented
16.	<b><u>Merit Assessment (Code)</u></b>	<p>Law no.319/2003 on the Statute of R &amp; D Staff</p> <p><b>Art. 16.</b></p>	<p>Employment Procedure, code PP-RU-01</p> <p><b>Point 6.1.13 and 6.1.14.</b></p>	Partially implemented: The procedure does not explain and consider all evaluation criteria set by the European Code of recruitment
17.	<b><u>Variations in the chronological order of the CVs (Code)</u></b>	<p>Law no.319/2003 on the Statute of R &amp; D Staff</p> <p><b>Art. 15. - (1) and (6)</b></p> <p><b>Art. 16.</b></p>	<p>Procedure Employment, code PP-RU-01</p> <p><b>Annex no.6 and Annex no.7</b></p>	Implemented
18.	<b><u>Recognition of the mobility experience (Code)</u></b>	<p>Law no.319/2003 on the Statute of R &amp; D Staff</p> <p><b>Art. 16. - (1)</b></p> <p><b>Art. 26. and Art. 27.</b></p> <p><b>Art. 31. to Art. 34.</b></p> <p>Law no.53/2003 - Labour Code (r1)</p>	<p>INCDCP-ICECHIM Procedure for professional training</p> <p><b>Paragraph 6.1.2.</b></p>	Partially implemented: The Mobility factor is not fully documented

		<b>Art. 193.</b>		
19.	<b><u>Recognition of qualifications (Code)</u></b>	Order of the Ministry of Education No. 4022/2008 approving the Regulation on the organization and operation of the National Centre for the Recognition and Equivalence of Diplomas and the methodology for the recognition and equivalence of diplomas, certificates and scientific titles <b>Art.5. si Art.7.</b>	Employment Procedure, code PP-RU-01 Evaluation of registered candidates for filling positions in the research departments is done according to criteria approved by the management of the institute, including academic and professional qualifications under the rules, procedures and standards set by the national legislation, conventions and specific rules on the recognition of these qualifications. INCDCP-ICECHIM Procedure for professional training <b>Paragraph 6.1.2.</b>	Implemented
20.	<b><u>Seniority (Code)</u></b>	Order of the Ministry of Education No. 4022/2008 approving the Regulation on the organization and functioning of the National Centre for the Recognition and Equivalence of Diplomas and the methodology for the recognition and equivalence of diplomas, certificates and scientific titles <b>Art.11, Art.17. and Art.19.</b> Law no.319/2003 on the Statute of the R & D Staff <b>Art.16. (3)</b>	Employment Procedure, code PP-RU-01 <b>Paragraph 5.2. to 5.5.</b>	Implemented
21.	<b><u>Postdoctoral appointments (Code)</u></b>	Government Decision no. 217/2007 approving the national strategy for research and development and innovation for 2007-20133. <b>3. The Strategic objectives of RDI</b>	INCDCP - ICECHIM does not appoint post doctoral researchers.	Not applicable
<b>III. WORKING CONDITIONS AND SOCIAL SECURITY</b>				
22.	<b><u>Recognition of the profession</u></b>	Government Decision no. 217/2007 approving the national strategy for research, development and innovation for 2007-20133.	The research career is recognized by an adequate appointment of researchers in the	Implemented

		<p><b>3. The Strategic objectives of RDI Paragraph 1</b>  Law no.319/2003 on the Statute of R &amp; D Staff  <b>Art. 23.</b></p>	right positions, according to their training and qualifications.	
23.	<b><u>Research environment</u></b>	<p>Government Ordinance no.57/2002 on scientific research and technological development  <b>Art. 5., Art. 16., Art. 17. and Art. 29.</b>  Law no.319/2003 on the Statute of R &amp; D Staff  <b>Art. 1., Art. 6. - (1) and Art. 7. - (1)</b>  Order no.946/2005 (r1) for the approval of the Code for internal control / management, including internal control / management standards within public entities and for the development of the internal control / management systems  <b>Standard 23</b>  <b>ACCESS TO RESOURCES</b></p>	<p>Quality Manual, MQ code - Chapters 6.1. PROVIDING RESOURCES, 6.3. INFRASTRUCTURE and 6.4 WORK ENVIRONMENT</p> <p>Code of ethics in the research field applied in INCDCP-ICECHIM  <b>Art.17.</b>  <b>Art.21. (1) and (2) letter l)</b></p>	Implemented
24.	<b><u>Working conditions</u></b>	<p>Law no.319/2003 on the Statute of R &amp; D Staff  <b>Art. 1. (1) and (2), Art. 6. (1) and Art. 7. (1)</b>  Law no. 202/2002 republished in 2007, amended and supplemented, on the equal opportunities offered to both men and women.  <b>Art. 1.</b>  Law no.53/2003 - Labour Code (r1)  <b>Art. 6., Art. 7. and Art. 8. (1) - (2)</b>  <b>Art. 116., Art. 117. and Art. 118.</b>  Government Emergency Ordinance no. 96/2003 on the maternity protection at work, amended and supplemented  <b>Art. 1. and Art. 2.</b>  <b>Art. 13. to Art. 18.</b>  Law no. 448/2006 on the protection and promotion of disabled persons' rights, republished (r1) in 2008  <b>Art. 1. and Art. 2. (1)</b>  <b>Art. 83. (1)</b></p>	<p>INCDCP-ICECHIM Internal Regulation  <b>Art. 2.7. to Art. 2.9.</b>  <b>Art. 4.3., Art. 4.26., Art. 7.2. and Art.7.4.</b></p>	Implemented
25.	<b><u>Employment</u></b>	<p>Law no.53/2003 - Labour Code (r1)</p>	<p>INCDCP-ICECHIM Internal Regulation</p>	Implemented

	<u><b>Stability and permanence</b></u>	<b>Art. 12. - (1) and (2)</b> <b>Art. 82., Art. 83., Art. 84. - (1) and (2), Art. 86 and Art. 87.</b>	<b>Art. 2.7. to Art.2.15.</b> Collective labor contract for the research field - designed for 2010-2015 no. 614 / 13/4.01.2011 <b>Art. III.5.</b>	
26.	<u><b>Funding and salaries</b></u>	Law no.319/2003 on the Statute of R & D Staff <b>Art. 23.</b> Law no.53/2003 - Labour Code (r1) <b>Art. 5. and Art. 6.</b> <b>Art. 40. (2)</b>  Government Emergency Ordinance no. 111/2010 on the parental leave and the monthly allowance for children <b>Art. 1.</b>  Government Emergency Ordinance no. 158/2005 on the annual leave and the health insurance benefits <b>Art. 1. - (1), Art. 2. and Art. 3.</b>  Law no. 263/2010 on the unitary system of public pensions <b>Art. 1. and Art. 5.</b>  Law no. 76/2002 on the unemployment insurance and the promotion of employment <b>Art. 1. to Art. 4.</b>	INCDCP-ICECHIM Internal Regulation <b>Art.2.8. and Art.2.9.</b> Collective labor contract for the research and design field - for 2010-2015, no. 614 / 13/4.01.2011 <b>Art. V.1.</b> Remuneration procedure within INCDCP-ICECHIM Note related to the highly educated employees working in the Research field (CS 1, CS 2, CS 3, CS and ACS) who can obtain an unlimited monthly income if they perform both projects funded from the state budget and projects financed by international programs, to which Romania is a contributor, and if the projects result, during and after execution, in technological transfers or recovery.	Implemented
27.	<u><b>Gender balance</b></u>	Law no. 202/2002 republished in 2007 on the equal opportunities offered to both men and women, amended and supplemented <b>Art. 1. and Art. 2.</b> Law no.53/2003 - Labour Code (r1) <b>Art. 5. and Art. 6.</b>	Competition committees select the candidates depending on the meeting of the contest criteria.	Implemented
28.	<u><b>Career development</b></u>	Law no.319/2003 on the Statute of R & D Staff <b>Art. 24. d) and i)</b>	INCDCP-ICECHIM strategy in human resources for 2010-2013	Partially implemented: The strategy for career

		<p>Government Decision no. 217/2007 approving the national strategy for research and development and innovation for 2007-20133.</p> <p><b>3. The Strategic objectives of the RDI</b></p>	<p>The strategic objectives pursued by the human resource management and the human resources policy coordinates for the period 2010-2013 INCDCP-ICECHIM</p> <p><b>Paragraphs 4 - 11</b></p> <p>In order to achieve the objectives related to the human resources within INCDCP – ICECHIM, strategic directions have been set in accordance with the government policies in the field of R &amp; D and innovation. The researcher job descriptions for Levels I - III are providing that the experienced researchers should participate in the training of young graduates, by transmitting their knowledge and expertise in research and development.</p>	<p>development is not fully elaborated. Also, the mentors for each beginner have not been decided yet.</p>
29.	<u><b>Value of mobility</b></u>	<p>Law no.319/2003 on the Statute of R &amp; D Staff</p> <p><b>Art. 31. to Art. 34.</b></p>	<p>INCDCP-ICECHIM strategy in human resources for 2010-2013</p> <p>In order to achieve the objectives related to the human resources within INCDCP – ICECHIM, strategic directions have been set in accordance with the government policies in the field of R &amp; D and innovation.</p>	<p>Implemented</p>

30.	<u><i>Access to career advice</i></u>	<p>Law no.319/2003 on the Statute of R &amp; D Staff <b>Art. 23. f), g), j) and m)</b></p> <p>Law no. 76/2002 on the unemployment insurance and the employment promotion. <b>Art. 1., Art. 2. and Art. 3.</b></p>	<p>INCDPCP-ICECHIM 2010-2013 Strategy The strategic objectives pursued by the human resource management and the coordinates of the human resources policy for the period 2010-2013 INCDPCP-ICECHIM. In order to achieve the objectives related to the human resources within INCDPCP – ICECHIM, strategic directions have been set in accordance with the government policies in the field of R &amp; D and innovation.</p>	Not implemented: a career development policy has not been issued yet.
31.	<u><i>Intellectual Property Rights</i></u>	<p>Law no.319/2003 on the Statute of R &amp; D Staff <b>Art. 23. d), e), h), k), l) and m)</b></p> <p>Law no. 64/1991 on patents, republished (r2) in 2007 <b>Art. 1. to Art.6.</b></p> <p>Law no. 8/1996 on copyright and related rights <b>Art. 1. and Art. 2.</b></p> <p>Government Decision no. 406/2003 for the approval of specific methodological rules related to the establishment, operation, evaluation and accreditation of the entities dealing in innovation and technology transfer, and the ways to support tem <b>Art. 1. to Art.3.</b></p>	<p>Code of ethics in the field of research (INCDPCP-ICECHIM) <b>Art.5. Art.12 and Art.13.</b></p> <p>INCDPCP-ICECHIM Internal Regulation - Annex no.1 The Powers of the Industrial Property Department The Powers of the Technology Transfer Center</p>	Implemented
32.	<u><i>Co-authorship</i></u>	<p>Law no.319/2003 on the Statute of R &amp; D Staff <b>Art. 23. and Art. 24.</b></p> <p>Law nr.206/2004 on the good conduct in the field of scientific research, technological development and innovation <b>Art. 2<sup>1</sup>. - (6) c)</b> <b>Art. 4. - (1) a)</b></p>	It has not been documented	Not implemented
33.	<u><i>Teaching</i></u>	Law no.319/2003 on the Statute of R & D Staff	INCDPCP-ICECHIM Procedure related to	Partially

		<p><b>Art. 23. a), f), j) and m)</b>  <b>Art. 24. d), e), f) and i)</b>  <b>Art. 26. to Art. 30.</b>  Law no.53/2003 - Labour Code (r1)  <b>Art. 193. to Art.196</b>  Order no.946/2005 (r1) for the approval of the Code for the internal control / management, providing the internal control / management standards within the public entities and for the development of the internal control / management systems  <b>Standard 3</b>  <b>COMPETENCE, PERFORMANCE</b></p>	<p>professional training  <b>Point 6.1.2.</b>    Researchers job description</p>	<p>implemented:  teaching is  neither  monitored  nor paid</p>
34.	<u><b>Complains / appeals</b></u>	<p>Order no.946/2005 (r1) for the approval of the Code for internal control / management, providing the internal control / management standards within the public entities and for the development of the internal control / management systems  <b>Standard 16</b>  <b>Highlighting the IRREGULARITIES</b>  Law no.206/2004 on the good conduct in the field of scientific research, technological development and innovation  <b>Art. 4<sup>2</sup>, Art. 10. and Art. 11.</b></p>	<p>Code of ethics of research in the INCDCP-ICECHIM  <b>Art.24.</b>  INCDCP-ICECHIM Internal Regulation CHAPTER VI RULES TO HANDLE the REQUESTS OR COMPLAINTS OF THE EMPLOYEES    <b>Art. 6.1. to Art. 6.8.</b></p>	<p>Implemented</p>
35.	<u><b>Participation in decision-making bodies</b></u>	<p>Law no.53/2003 - Labour Code (r1)  <b>Art. 37. to Art. 40. (2)</b>  <b>Art. 221. - (1) and Art. 223.</b>    Law no. 62/2011 of the social dialogue  <b>Art. 27., Art. 28. - (1) and Art. 30.</b></p>	<p>Rules for the Organization and Functioning of INCDCP - ICECHIM  INCDCP-ICECHIM Internal Regulation  <b>Art. 2.7. to Art.2.15.</b>  <b>Art. 3.1.</b>  In the job description of the Researcher (grades I - III) it is stipulated:  „ (The researcher shall participate in adopting decisions, (at the level of the</p>	<p>Implemented</p>

			management of the Institute) in the scientific and technical fields; (he/she) makes proposals in the field of activity he/she is specialized in."	
<b>IV. TRAINING</b>				
36.	<b><u>Relation with supervisors</u></b>	Law no.319/2003 on the Statute of R & D Staff <b>Art. 23.</b> and <b>Art. 24.</b>	INCDCP-ICECHIM Internal Regulation <b>Art. 3.2.c), d) and e)</b> <b>Art.7.12. to Art.7.15.</b> Code of ethics in the field of research and within INCDCP-ICECHIM <b>Art.14.</b>	Partially implemented: Mentors and supervisors for all beginners have not been appointed
37.	<b><u>Supervision and managerial benefits</u></b>	Government Decision no. 217/2007 approving the national strategy on research and development and innovation for 2007-20133. <b>3. The Strategic objectives of RDI</b>  Law no.319/2003 on the Statute of R & D Staff <b>Art. 23.</b> and <b>Art. 24.</b>	INCDCP-ICECHIM strategy in human resources for 2010-2013 In order to achieve objectives related to the human resources in INCDCP – ICECHIM, directions have been set in accordance with government policies in the field of R & D and innovation.  In the job description of the Researcher (grades I - III) it is stipulated: „ - The researcher shall participate in the training of young graduates by transmitting their knowledge and expertise in the domain of research and development.” The Board of Directors’ Decision is to grant bonuses	Implemented

			for the senior department management.	
38.	<b><u>Continuing Professional Development</u></b>	Law no.53/2003 - Labour Code (r1) <b>Art. 192. to Art. 196.</b>	INCDCP-ICECHIM Procedure for the professional training <b>Paragraph 6.1.2.</b> INCDCP-ICECHIM Internal Regulation <b>Art. 3.1.g)</b> <b>Art. 3.2..x)</b>	Implemented
39.	<b><u>Access to a continuous training in the field of research and development</u></b>	Order no.946/2005 (r1) for the approval of the Code regarding the internal control / management, for internal control / management standards within the public entities and for the development of internal control / management systems <b>Standard_3</b> <b>COMPETENCE, PERFORMANCE</b> Law no.53/2003 - Labour Code (r1) <b>Art. 29. and Art. 30.</b> Law no.319/2003 on Statute R & D Staff <b>Art. 11., Art. 14. and Art. 15. - (1)</b>	Employment Procedure, code PP-RU-01 <b>Paragraph 5.1.</b>  Collective labor contract at the level of the research and design fields for 2010-2015 no. 614 / 13/4.01.2011 <b>Art. III.1.</b>	Implemented
40.	<b><u>Supervision</u></b>	Law no.319/2003 on the Statute of R & D Staff <b>Art. 24.</b>	The job description of the Scientific Director includes coordination responsibilities; The Department Manager job description includes coordination responsibilities; In the job description of the Researcher (grades I - III) it is provided: „ - The researcher shall participate in the training of young graduates by transmitting his knowledge and expertise in the research and development fields.	Partially implemented: There are not appointed mentors and supervisors for all beginners

CONCLUSIONS drawn after the internal analysis:

The human resource management within INCDCP-ICECHIM is:

- **partially in accordance** with the European Charter for Researchers (82-90%).
- **partially in accordance** with the Code of Conduct for the Recruitment of Researchers (71%)

### **Degree of implementation of the European Charter for Researchers**

In some cases, the applicable practices comply with the European requirements, but they are not documented; no records are kept accurate and sufficient in order to prove the compliance with the requirements. Although the leadership of the institute is preoccupied by the training of the young researchers, by training and mobility programs, the strategy for career development is not documented and not all beginners can benefit from the guidance of a mentor. The Department of Human Resources records its achievements only as forms of training, without systematically monitoring the career development of the employees. As long as certain young people benefit from the support and guidance of a mentor, within a program of training, and others do not, the compliance with the equal opportunities principle cannot be proved.

Teaching, in the spirit of the European Charter for Researchers is neither monitored, nor paid and is not taken into account within the performance evaluation system.

### **Degree of compliance with the Code of Conduct for the Recruitment of Researchers**

The recruitment process is documented in a procedure compliant with the legal provisions in the field, but does not provide the evaluation team with rules for assessing all the abilities and talents of candidates. The only predefined document which is useful for the assessment is the job description.

## **II. Action plan for the completion of the implementation of the European Charter for Researchers and of the Code of Conduct for the Recruitment of Researchers**

No.	EUROPEAN REQUIREMENT UNIMPLEMENTED / PARTIALLY IMPLEMENTED	ACTION	TIME LIMIT	RESPONSIBLE STAFF
1.	21. Postdoctoral appointments 28. Career development 30. Access to career advice 32. Co-authorship 33. Teaching 36. Relation with supervisors 40. Supervision	Developing a strategy for career development for researchers, according to the European Charter for Researchers	January 31, 2012	The Scientific Manager The Human Resources Manager
2.	28. Career development 32. Co-authorship 33. Teaching	Develop and implement annual strategy-derived plans for the recruitment of human	January 31, 2012	The Human Resources Manager

		<b>resources and for career development</b>		
<b>3.</b>	<b>21. Postdoctoral appointments 28. Career development 30. Access to career advice 32. Co-authorship 33. Teaching 36. Relation with supervisors 40. Supervision</b>	<b>Develop a procedure career researchers to document the designation of mentors and supervisors, relationship with supervisors, career counseling, access to training and continuous development</b>	<b>February 31, 2012</b>	<b>The Human Resources Manager</b>
<b>4.</b>	<b>2. Ethical principles</b>	<b>Completing the Code of Ethics in scientific research, technological development and innovation in the INCDCP-ICECHIM with rules of good conduct for the staff in functional services and rules of conduct of the employer for the recruitment of researchers</b>	<b>January 31, 2012</b>	<b>The Ethics Commission Chairman</b>
<b>5.</b>	<b>16. Merit assessment 18. Recognition of mobility experience 21. Postdoctoral appointments 33. Teaching</b>	<b>Review of PP-RU-04 Procedure, “Employment” and the introduction of rules for conducting interviews and evaluating candidates in compliance with all principles and aspects of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers, which are not presently operating</b>	<b>January 31, 2012</b>	<b>The Human Resources Manager</b>
<b>6.</b>	<b>16. Merit assessment 18. Recognition of mobility experience 33. Teaching</b>	<b>Review of Procedure PP-RU-04 “Performance appraisal of staff”</b>	<b>January 31, 2012</b>	<b>The Human Resources Manager</b>

	<b>40. Supervision</b>	<b>and the introduction of evaluation criteria related to mentoring.</b>		
--	------------------------	--	--	--