

## HR Excellence in Research

# Process Description

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**Case number**

2024RO223209

**Name Organisation under review**

The Oncology Institute „Prof. Dr. Ion Chiricuță” Cluj Napoca (IOCN)

**Organisation's contact details**

Republicii 34-36, Cluj-Napoca, Cluj, 400015, Romania

**Date endorsement charter and code**

06/05/2024

## Process

The HR Excellence in Research process must engage all management departments directly or indirectly responsible for researchers' HR-issues. These will typically include the Vice-Rector for Research, the Head of Personnel, and other administrative staff members. In addition, the HR Excellence in Research strategy must consult its stakeholders and involve a representative community of researchers ranging from R1 to R4 , as well as appoint a Committee overseeing the process and a Working Group responsible for implementing the process.

Please provide the name, the position and the management line/ department of the persons who are directly or indirectly engaged in the HR Excellence in Research process in your organisation:

Name	Position	Steering Committee	Working Group	Management line/ Department
Achimas Cadariu Patriciu	Professor, Research and development department coordinator	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Research and development department
Vlad Ioan Catalin	Manager, Lecturer, CSIII	<input checked="" type="checkbox"/>	<input type="checkbox"/>	IOCN
Balacescu Ovidiu	Coordinator of the genetics, genomics and experimental pathology department, CSI	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Genetics, genomics and experimental pathology department
Paul Kubelac	CSI, Medical oncology department coordinator, Lecturer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Oncology Department
Rares Buiga	CSII, Coordinator of the pathological anatomy department	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Pathological anatomy department
Gnandt Janos	Director of human resources department	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Human resources department
Eva Fischer	CSI	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Radiobiology department
Nicoleta Antone	Medical Doctor, PhD student	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Oncology Department
Alexandra Preda	Medical Doctor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Oncology Department
Daniel Cruceriu	Biologist doctor, Lecturer	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Genetics, genomics and experimental pathology department
Oana Sava	Biologist doctor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Genetics, genomics and experimental pathology department

Name	Position	Steering Committee	Working Group	Management line/ Department
Oana Tudoran	CSII, Chemist doctor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Genetics, genomics and experimental pathology department
Bogdan Pop	Medical Doctor, Research assistant	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Pathological anatomy department
Delia Nicoara	Medical doctor, PhD student	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Quality Management Department
Gavrila Maria Iulia	Medical doctor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Quality Management Department
Haiduc Alexandra	Economic specialist	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Quality Management Department
Brindusan Adrian	Legal advisor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Quality Management Department

Your organisation must consult its stakeholders and involve a representative community of researchers ranging from R1 to R4 (<https://euraxess.ec.europa.eu/europe/career-development/training-researchers/research-profiles-descriptors>), as well as appoint a Committee overseeing the process and a Working Group responsible for the implementation of the HR Excellence in Research process.

Provide information on how the researchers groups were involved in the GAP-analysis:

Stakeholder group	Consultation format	Contributions
Research and technical-administrative staff involved in IOCN research projects	First consultation on the implementation of the principles of the European Charter and Code for Researchers - questionnaire survey conducted in 2025. The way the questionnaire was disseminated was by email, with self-administered online questionnaire. The resulting total sample volume was 21 from 32.	The aim of the research was to investigate the opinions of medical doctors, university professor, lecturer and research staff as well as technical-administrative staff involved in IOCN's research projects, regarding our hospital's current policies for approaching careers in which the following specific objectives were formulated: O1: To identify the respondents' opinions on the recruitment and selection process carried out at the hospital level. O2: To assess the perceptions of medical, university professor, lecturer and research staff regarding the working conditions offered at IOCN O3: To identify the opinions expressed in relation to the current training and professional development perspective that IOCN offers to its employees, regardless of their career level O4: Identify respondents' perspective on policies regarding the respect of ethical principles in teaching and research activities For the purpose of this study, the reference population considered was represented by the academic, medical and research staff working at the IOCN. Regarding sample selection, our methodological option was to maximize the number of potential responses, correlative to the data collection method. We opted for a sample selected based on availability criteria. A total of 21 respondents (N = 21) out of a total of 32 medical, research and technical-administrative staff involved in research projects participated in the questionnaire in 2025. The results of the internal analysis were used to compare the practices and procedures applied at the hospital with the provisions of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers. They have also become the departure point for the analysis of the situation of researchers and the optimization of activities carried out by the IOCN.
Steering Committee (SC) and Working Group (WG) for the preparation of the application for the HR Excellence in Research certificate from the European Commission, under the coordination of the Research and development department coordinator	Regular meetings in physical format.	1.Report resulting from the IOCN community consultation on the implementation of the principles of the Charter and the European Code for Researchers ; 2. GAP Analysis ; 3. Checklist and Self- Assessment for Open, Transparent and Merit-based Recruitment (OTM-R) ; 4. Action Plan.

Stakeholder group	Consultation format	Contributions
The Working Group of Experts (WG-E) and the medical and researcher community of IOCN	Regular meetings within the project, internal, focused both on recommendations on the HRS4R procedure and on the project' deliverables that helped to understand the entire HRS4R process.	The role of doctors as practitioners, scientists and their commitment to research, education and medical practice in a balanced way is little analyzed at European level. Thus, legislative models and practices at national and institutional level of the partner universities in the project were analyzed, with the following topics relevant to the integration of science with academia and health care: 1.Synergies between the European research area and the hospital area; 2. Medical research, education and practice in hospitals; 3. Time devoted to health research; 4. Position of residents/doctoral candidates in the teaching hospital; 5. Integration of research-related content into training and specialty programs; 6. The role of patients not only as study participants but also as members of the patient group;

Please describe how the Committee overseeing the process was appointed and how it worked (meetings, decisions, etc.):

On June 8, 2023, The Oncology Institute Prof Dr. Ion Chiricuta Cluj Napoca, represented by Manager, Dr. Vlad Ioan Catalin, signed the Declaration of commitment to The European Charter for Researchers and The Code of Conduct for the Recruitment of Researchers.

By Decision no. 327/31.07.2023, the Steering Committee (SC) responsible for overseeing the HRS4R process was appointed by Manager, Dr. Vlad Ioan Catalin. SC is coordinated by the Research and development department coordinator and is composed of the representatives of management departments of IOCN responsible for researchers' HR issues.

On 06.05.2024 IOCN received C&C Endorment Letter confirmation.

The SC members started their activity by studying the HRS4R Guideline for institutions as well as the European Charter for Researchers and Code of Conduct for the Recruitment of Researchers (C&C).

SC had several working meetings, as follows:

\* 10.09.2024: - meeting of SC with WG on drafting and defining the HRS4R questionnaire for researchers; The questions were grouped on the four Sections, according to the four thematic headings of the C&C, as follows: I. Ethical and professional issues; II. Recruiting/selection; III. Work & social security conditions; IV. Training & development.

\* 25.11.2024: - SC members were supervising the meeting of WG: specific issues for each group were discussed.

\* 01.05.2025-09.05.2025 \* Individual work of WG and SC members on analyzing the answers to the distributed questionnaire. The resulting total sample size was *21 respondents (N = 21) out of a total of 32* research and technical-administrative staff involved in research projects.

\* 10.05.2025 - Joint meeting of SC and WG to discuss the results of the answers;

\* 16.05.2023: - Joint meeting of SC and WG: discussions on the four HRS4R initial phase documents - Process description, - GAP Analysis (Charter and Code Checklist); - Open, Transparent, and Merit-based Recruitment Check-list - OTM-R; - Action Plan; The final version of these documents was established by considering the analysis of the answers of the stakeholder representatives to the questionnaire s;

\* On 04.07.2025 HRS4R initial phase documents were submitted on the Euraxess platform. The SC continues its work for overseeing the implementation of the HRS4R process by the WG

Please describe how the Working Group doing the Gap Analysis was appointed:

By Decision no. 326/31.07.2023, the Working Group (WG) responsible for the preparation of the application for the HR Excellence in Research Award was appointed by Manager, Dr. Vlad Ioan Catalin. WG is coordinated by Iulia Gavrilă and is composed of the representatives of departments of IOCN.

WG members firstly studied the HRS4R Guideline for institutions and the European Charter for Researchers and Code of Conduct for the Recruitment of Researchers (C&C) and made the first internal analysis based on the principles and the general provisions of the C&C.

\* 10.09.2024: defining the HRS4R questionnaire for the researcher community from IOCN, under the supervision of the SC

\* 25.11.2024: meeting under supervision of SC regarding the questionnaire.

\*30.12.2024: the questionnaire was distributed;

\* 10.05.2025: Joint meeting of SC and WG to analyze the results of the answers of the stakeholder representatives to the questionnaire;

\* 11.05.2025: discussions about the initial filling out of the online forms: GAP Analysis (Charter and Code Checklist), - Open, Transparent, and Merit-based Recruitment Check-list - OTM-R;- Action Plan;

\* 04.06.2025: an extension for the completion of the pending sections in the HR Excellence in Research (HRS4R) dashboard, specifically the **Gap Analysis, OTM-R Checklist, and Action Plan, was requested.**

\* 03.07.2025: meeting with the Steering Committee for discussions on the HRS4R initial phase documents - Process description, - GAP Analysis (Charter and Code Checklist); - Open, Transparent, and Merit-based Recruitment Check-list - OTM-R; - Action Plan. Final adjustments on these 4 documents, and the approval of the documents.

\* On 04.07.2025 HRS4R initial phase documents were submitted on the Euraxess platform. The SC continues its work for overseeing the implementation of the HRS4R process by the WG

