

TEMPLATE 1 – GAP ANALYSIS - PROCESS

Case number: 2023RO161304

Name Organisation under review: University of Agronomic Sciences and Veterinary Medicine of Bucharest

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PROCESS

The HRS4R process must engage all management departments directly or indirectly responsible for researchers' HR-issues. ¹ These will typically include the Vice-Rector for Research, the Head of Personnel, and other administrative staff members. In addition, the HRS4R strategy must consult its stakeholders and involve a representative community of researchers ranging from R1 to R4², 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 HRS4R process in your organisation:.

Name	Position	Degree	Steering Committee	Working Group
Gina Fîntîneru	PhD, Professor, Faculty of Management, Economic Engineering in Agriculture and Rural Development Vice-Rector for Scientific Research, Innovation, and Technological Transfer	R4	Yes	No
Mircea Mihalache	PhD, Professor, Faculty of Agriculture Vice-Rector for Education at the University of Agronomic Sciences and Veterinary Medicine of Bucharest	R4	Yes	No
Teodor Trașcă	PhD, Professor, Faculty of Animal Productions Engineering and Management Vice-Rector for coordinating activities supporting ethics and university	R4	Yes	No

	deontology, decision-making transparency, and relations with the Senate.			
Livia Vidu	PhD, Professor, Faculty of animal productions engineering and management Director of the Council of Doctoral Schools	R4	Yes	No
Răzvan Panait	PhD, Human Resources Director	R3	Yes	No
Liliana Bădulescu	PhD, Professor, Head of Research Centre for Studies of Food Quality and Agricultural Products	R4	No	Yes
Maria Toader	PhD, Associate Professor, Faculty of Agriculture	R3	No	Yes
Ligia Ion	PhD, Associate Professor, Faculty of Horticulture	R3	No	Yes
Monica Marin	PhD, Professor, Faculty of Animal Productions Engineering and Management	R4	No	Yes
Mariana Ioniță	PhD, Professor, Faculty of Veterinary Medicine	R4	No	Yes
Corina Predescu	Senior Lecturer, Faculty of Veterinary Medicine	R2	No	Yes
Alina Orțan	PhD, Associate Professor, Faculty of Land Reclamation and Environmental Engineering	R3	No	Yes
Alina Mirela Sandu	PhD, Associate Professor, Faculty of Land Reclamation and Environmental Engineering	R3	No	Yes
Cătălina Voaideş	PhD, Associate Professor, Faculty of Biotechnologies	R3	No	Yes
Ionela Mituko Vlad	PhD, Associate Professor, Faculty of Management, Economic Engineering in Agriculture and Rural Development	R3	No	Yes
Mihaela Iordăchescu	PhD Researcher, Research Centre for Studies of Food Quality and Agricultural Products	R2	No	Yes
Oana Venat	PhD student, Eng. Research Centre for Studies of Food Quality and Agricultural Products	R1	No	Yes
Ecaterina Ștefan	PhD, Internationalization Directorate	Administrative staff	No	Yes

Aurora Ciubuc	PhD, Doctoral Studies Direction	Administrative staff	No	Yes
Ana Maria Savu	Human Resources Direction	Administrative staff	No	Yes

Your organisation must consult its stakeholders and involve a representative community of researchers ranging from R1 to R4³, as well as appoint a Committee overseeing the process and a Working Group responsible for the implementation of the HRS4R process.

*The term 'Human Resources' is used **in the largest possible sense**, to include all researchers (Frascati definition: Proposed Standard Practice for Surveys on Research and Experimental Development, Frascati Manual, OECD, 2002) disregarding the profile, career ,level', type of contract etc. etc.*

For a description of R1-R4, see

<https://euraxess.ec.europa.eu/europe/career-development/training-researchers/research-profiles-descriptors>

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

*Stakeholder group	*Consultation format	Outcomes
Vice-Rector for Research, Innovations and Technical Transfer, Project Working Group	Hybrid meeting, 2023, June 6 th	The HRS4R process was started in 2023 under the Institutional Development Grant CNFIS-FDI-2023-F-0715. The action schedule was aligned with project activities and necessary steps to meet these deadlines were identified. An October 1 deadline was established for submitting the adherence request and deliver the first draft of GAP analysis, considering the impact of exam periods, dissertation defences, and admissions on member availability. It was agreed that work would proceed concurrently on two essential documents: the GAP analysis and the Action Plan. The project working group was also informed of a change in the submission process, which would now will be conducted online through the EURAXESS website.
Vice-Rector for Research, Innovations and Technical Transfer, USAMV Bucharest Project Working Group	Hybrid meeting, 2023, June 14 th	The members recommended adhering to the established documentation submission methodology and conducting public consultations following the application to meet indicator requirements. These consultations were to be facilitated through direct engagement, extended meetings, or Google Forms, which would allow USAMV employees to respond regarding the compliance with the European Charter for Researchers and the Code of Conduct principles. The next

		meeting was proposed to validate the first stage of the adherence process, specifically focusing on the submission of the adherence request. The stages of the HRS4R process - the "initial phase," "implementation phase," and "renewal phase" - were also reviewed.
Vice-Rector for Research, Innovations and Technical Transfer, USAMV Bucharest Project Working Group	Hybrid meeting, 2023, September 20 th	The existing composition of the project working group was analysed, with adjustments made based on factors such as member availability, health conditions, and other constraints. A revised composition was prepared for submission and approval. The Rector's decision 545/02.10.2023 established the Working Group responsible for HRS4R documents elaboration, stakeholders' consultation (academic community, researchers, PhD students and technical-administrative staff involved in research projects). October was proposed as the deadline for completing the first phase of the adherence process, specifically for submitting the adherence application. Each member of the Working Group was advised to review the principles they had worked before and to contribute to finalize GAP analysis.
Working Group	Hybrid meeting, 2023, September 28 th	The working document GAP analysis was updated with the latest modifications and additions provided by the Working Group members. It was decided that the Code of Ethics and Professional Conduct would be revised to align with the principles of the Researchers' Charter and the European Code of Ethics. Discussions covered the potential inclusion of Erasmus faculty mobility as an evaluation criterion. Additionally, it was agreed to incorporate regulations from USAMV Doctoral Schools concerning professional recognition. Updates to the Labor Code were also discussed, with an emphasis on reflecting these changes in official documents and ensuring alignment between the Employment Contract (CIM) and the Labor Code. Regarding gender equality, it was agreed to incorporate relevant information from major funding sources, education laws, and research contracts, and to maintain this principle up to the annotations in the Code. The next steps were established as follows: conducting consultations across all 40 principles, holding an in-person consultation, drafting the final document, and developing the action plan.
USAMV Bucharest Academic community researchers, PhD students in research projects Working Group,	Hybrid meeting, 2023, October 17 th	The first consultation on applying the principles of the European Charter and Code for Researchers was a survey carried out between late September 2023 and October 2023. This survey consists in the form of first GAP analysis for all 40 principles and circulated via institutional email, send by each head of department from university to all USAMV B academic community. Each member has notifications by emails and was asked to give feedback to the Working group. Since the

		<p>response rate was too low compared to the total number of university employees, the Working Group recommended the following: an extended survey would be resent as a Google Form, with the response deadline set for before the middle December 2023.</p>
Rector	2023, October 17 th	<p>The Rector successfully initiated the Letter of Endorsement for the Charter for Researchers and the Code of Conduct for the Recruitment of Researchers (Charter and Code) (document 7159/17.10.2023), marking the implementation of the first stage. A case number was assigned to the application.</p>
Vice-Rector for Research, Innovations and Technical Transfer, Working Group	Regular sessions between October-November 2023	<p>Between October and November 2023, the Working Group reviewed various questionnaire frameworks to ensure that the results would clearly outline the implementation process and identify specific needs on the subject.</p> <p>The survey link was provided here: https://docs.google.com/forms/d/1971PuzFUNaiMuGDwgMJ5lFGRvj7goTTQ-2YtrlzRJac/edit?ts=6560d2e3</p>
USAMV Bucharest Academic community, researchers, PhD students involved in research projects, Working Group	2023, November 28 th – 2023 Winter holidays	<p>The second consultation on applying the principles of the European Charter and Code for Researchers was a survey carried out between late November 2023 to middle December 2023. During this session of public consultation with the USAMV academic community, 348 responses were collected, providing opinions and valuable recommendations for the GAP Analysis.</p> <p>The internal survey (348 respondents) provided a detailed demographic profile of the USAMV research community: 68.4% female and 31.6% male; most respondents were aged 41–50 (30.7%) and 51–60 (30.5%). Career stages were mainly mid-career (R2 – 23.6%; R3 – 33.3%), while early-career researchers R1 (PhD students, postdocs, assistants) represented 41.7%, while R4 was represented by 18.4%. Execution roles dominated (82.2%) compared to leadership (17.8%).</p> <p>The results of this survey is separately in the document: hrs4r_form_initial_phase_survey_USAMV_Bucharest</p>
Vice-Rector for Research, Innovations and Technical Transfer, Working Group	Hybrid meeting, 2024, March 19 th	<p>The working group reviewed all the results obtained from the questionnaire distributed throughout the USAMV. The responses were categorized primarily by the degree of indicator implementation, using levels such as "Yes, completely," "Yes, substantially," "Yes, partially," and "No."</p>

		Drawing on responses from the 348 participants in the Human Resources Strategy for Researchers (HRS4R) questionnaire, which supports implementing the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers, the GAP Analysis was updated, offering a clarified view of USAMV's position on the indicators needed to complete Phase 1.
Vice-Rector for Research, Innovations and Technical Transfer, Working Group	Hybrid meeting, 2024, April 15 th	The HRS4R process continued in 2024 under the Institutional Development Grant CNFIS-FDI-2024-F-0679. The action schedule was aligned with project activities and necessary steps to meet these deadlines were identified. Due to the implementation of the new legislation on higher education, since September 2023, a number of documents were reviewed, that impose a new revision of GAP Analysis.
Vice-Rector for Research, Innovations and Technical Transfer, Working Group	Hybrid meeting, 2024, July 19 th	Following the approval of the USAMV Code of Conduct, the principles identified in the GAP analysis were reviewed, and their implementation status was assessed. Additionally, discussions were held to revise and complete actions outlined in the action plan, taking into account updates in LAW no. 183 of June 10 th , 2024, concerning the status of research, development, and innovation personnel.
Working Group	2024, September 19 th	The last drafts of the GAP Analysis and Action plan were submitted to the Steering Committee for analysis.
USAMV Bucharest Working Group	Regular meetings, October – November 2024,	During these meetings, the Working Group reviewed the key documents required to complete this phase: 1. Process Description; 2. GAP Analysis; 3. OTM-R Checklist; and 4. Action Plan. All other documents prepared by the working group members were verified and submitted to Steering committee.
Steering Committee Working Group	Online meetings, 4-14 November 2024,	The Steering Committee and Working Group reviewed all HRS4R documents before to submission.

Please describe how was appointed the Committee overseeing the process:

The Steering Committee was appointed to involve leaders from departments essential to the development of the HRS4R. Led by the Vice-Rector for Research, Innovation, and Technological Transfer, the committee also includes the Vice-Rector for Education and Quality Evaluation and Assurance, the Vice-Rector responsible for university ethics and deontology, transparency in decision-making, and Senate relations, as well as the Director of Doctoral Schools and the HR Director. The Committee regularly met with Working Group members, approved the design of the initial phase of the HRS4R process, participated in meetings

with the Administrative Council, contributed directly to the GAP Analysis, Action Plan, and checklist, and provided systematic feedback on document drafts, especially in the last months. Additionally, it endorsed the measures outlined in the Action Plan and, more broadly, oversaw the entire process.

Please describe how was appointed the Working Group responsible for the implementation of the HRS4R process:

The HRS4R process was supported from two research grants, CNFIS-FDI-2023-F-0715 and CNFIS-FDI-2024-F-0679. The Working Group, responsible for conducting HRS4R-related activities, was formed based on the principle of representativeness, ensuring inclusion from all seven faculties, the Human Resources Directorate, the Internationalization Directorate, and the main University's research body - the Research Center for Studies of Food Quality and Agricultural Products. Members from the faculties, research staff, or personnel associated with these entities were selected based on their expertise, analytical and synthesis skills, and active engagement in scientific research and ongoing professional development. The nominations received validation through the Rector's decision (545/02.10.2023), and the Working Group became responsible for the implementation of the HRS4R process.

Throughout the HRS4R process, the Working Group ensured representativeness from all faculties and research structures. Transparency was safeguarded through systematic consultations, surveys, and interviews, enabling the collection of input from a wide range of disciplines, career stages, and institutional roles. This inclusive approach guaranteed that both the Gap Analysis and the Action Plan were grounded in the diverse perspectives and needs of the entire academic community.