ACTION PLAN

2021-2023

(regarding the implementation of the principles included in the European Charter for Researchers and the Code of Conduct for Recruiting Researchers)

No.	Proposed ACTIONS	GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s) / Target(s)
1.	Revising and updating the Institutional Ethics Code according to the European Researchers Charter and the Code of Conduct for Recruiting Researchers: Introducing responsibility for plagiarism and responsibility towards the employer and the financier.	Ethical principles Accountability	Quarter IV 2021	Working group*, Human Resources Specialist	Revised and updated Institutional Ethics Code
2.	Organization of Researchers' Training Sessions on Professional Responsibility with the participation of representatives of the National Competent Authorities (ANACEC – National Agency for Quality Assurance in Education and Research). The trainings will aim to explain the importance of responsibility for the product of research in order to avoid plagiarism.	Professional responsibility	Quarter I 2022	Vice-director for research, ANACEC, Heads of Departments	Training sessions on Professional Responsibility, 50 participants
3.	The revision of the individual employment contract sample (CIM) with the addition of the provisions on the obligation of researchers to inform their employers and financiers about delays or changes in the project.	Professional attitude	Quarter II 2022	Working group, HR specialist	Revised individual employment contracts

4	Organization of informative sessions on copyright in the field of literature.	Contractual and legal obligations	Quarter II 2022	Vice-director for research, AGEPI, Heads of Departments	Courses with the participation of AGEPI, 60 participants
5.	Placing the Regulation on Registration of Copyright and Related Rights (developed by AGEPI) on the IRP website, in order to inform the researchers.	Contractual and legal obligations Intellectual Property Rights	Quarter III 2021	IT specialist	Updated website
6.	Introducing some stipulations in the institutional documents (Regulation of Organization and Functioning) according to Law no. 133 of 08.07.2011 regarding the protection of personal data.	Good practice in research	Quarter I 2022	Working group	Revised Regulation in accordance with Law no. 133 of 08.07.2011 regarding protection of personal data
7.	Using the employees' personal data only with the written consent of the former.	Good practice in research	Permanently	HR specialist	Informed scientific staff
8.	Introducing provisions on the principle of non-discrimination in the IRP Statute and in the institutional HR Strategy.	Non-discrimination	Quarter III 2022	Working group	Updated IRP Statute and HR strategy
9.	Updating and renaming the Attestation Regulation into the Regulation of Evaluation in line with Labour Law and the provisions of the Charter.	Evaluation/ appraisal systems	Quarter III 2021	Working group, HR Specialist	Updated Regulation of Evaluation (attestation), Evaluation of the researchers

10.	The initiation of the annual Evaluation process of the scientific staff according to the updated Regulation of Evaluation.	Evaluation/ appraisal systems	Quarter IV 2021	Heads of departments	Scientific staff assessment according to the updated regulation
11.	Developing an Institutional Staff Recruitment Regulation.	Recruitment	Quarter III 2021	Working group, HR Specialist	Institutional Staff Recruitment Regulation
12.	The initiation of scientific staff recruitment according to the new Institutional Staff Recruitment Regulation, identifying efficient means (collaboration agreements with foreign research institutions and informing letters on vacancies) to inform and encourage different categories of potential researchers to apply for vacancies.	Recruitment (Code)	Quarter I 2023	HR Specialist, Committee for staff selection	Initiated recruitment process; agreements with foreign research institutions and informing letters on vacancies sent
13.	Establishing a Committee for Staff Selection in accordance with the provisions of the Code	Selection (Code)	Quarter I 2022	IRP administra-tive staff	Established Committee for Staff Selection
14.	Updating the Regulation of 2014 regarding the contest for scientific positions within the Institute of Philology.	Recruitment (Code) Selection (Code) Transparency (Code)	Quarter II 2022	Working group	Updated Regulation of 2014 regarding the contest for scientific positions within the Institute of Philology
15.	Introducing transparency provisions in the IRP Statute and in the Institutional Regulations on Employment.	Transparency (Code)	Quarter III 2022	Working group	Updated documents

16.	Improving the vacancies column on the site and describing the prospects for research career development.	Transparency (Code)	Quarter IV 2021	IT specialist	Updated website
17.	Unification of the staff evaluation system according to the provisions of the Code. (Updating the Attestation Regulation and its correlation with the Regulation on how to establish the performance bonus).	Judging merit (Code)	Quarter II 2021	Working group	Modified regulation
18.	Introducing provisions regarding the recognition of lifelong professional development model in the HR Strategy	Seniority (Code)	Quarter IV 2022	Working group	Updated HR strategy
19.	Introducing provisions on recognition of mobility in the institutional Evaluation Regulation	Recognition of mobility experience (Code) Value of mobility	Quarter III 2022	Working group	Updated institutional Evaluation Regulation
20.	Amending the individual employment contracts and other normative acts with provisions on the obligation of employers to provide counselling for career guidance and job assistance.	Access to career advice	Quarter III 2022	IRP administra-tive staff	Modified individual employment contract.
21.	Modifying the IRP Statute with employer's obligations regarding intellectual property rights.	Intellectual Property Rights	Quarter III 2022	Working group	Updated IRP Statute
22.	Organizing informative seminars on opportunities to improve scientific research and about the quality of co-authorship.	Intellectual Property Rights	Quarter IV 2022	Vice-director for research, AGEPI Heads of Departments	Seminars on opportunities to improve scientific research, 50 participants
23.	Elaboration of annual institutional plans of internships and continuous professional training sessions.	Access to research training and continuous development	Quarter IV 2022	HR specialist	Developed annual plan

24.	Periodic updating of the IRP website with information on continuing professional training.	Access to research training and continuous development	Periodically	IT specialist	Updated website
25.	The Institute of Philology will send requests to the Ministry of Education, Culture and Research and to the Ministry of Finance to ensure the implementation of Directive 1999/70 / EC (1)	Stability and permanence of employment	Quarter I 2022	HR Specialist, Accountant	Requests to the Ministry of Education, Culture and Research and to the Ministry of Finance
26.	The Institute of Philology will modify the Code of Ethics and develop a specific procedure for examining appeals and complaints and resolving labour disputes.	Complains/ appeals	Quarter II 2023	HR specialist	Specific procedure for examining appeals and complaints and resolving labour disputes
27.	To introduce some changes in the internal regulations and in the job description for coordinating researchers, e.g. the responsibility for coordinating and supervising the researchers in the team he/she manages.	Relation with supervisors Supervision and managerial duties Supervision	Quarter III 2022	HR Specialist	Updated internal regulations and job description.
28.	Using EURAXESS to ensure our research vacancies reach a wider audience	Recruitment (Charter, Code) Career development	Permanently	HR Specialist	The use of EURAXESS

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