HR Excellence in Research

OTM-R Checklist

OTM-R Checklist

Case number

2025RO390501

Name Organisation under review

Cantacuzino National Military Medical Institute for Research and Development

Organisation’s contact details

Splaiul Independentei 103, Bucharest, Bucharest, 050096, Romania

Date endorsement charter and code

15/12/2025

OTM-R checklist

A specific self-assessment checklist is provided for OTM-R. Please report on the status of achievement, and also detail on the indicators and the form of measurement used.

- The 'Open', 'Transparent' and 'Merit-based' checkboxes are indicative of the types of policies and practices the questions refer to, as detailed in the European Charter for Researchers. They are preset in the HR Excellence in Research e-tool and cannot be changed. Institutions do not need to act in this respect.
- The difference between '+/- Yes substantially' and '-/+ Yes partially' ratings is that, in the first case, the volume of the remaining work to be done until completion is small compared to the effort that has been put so far in that direction, whereas for '-/+ Yes partially', the remaining work is either the same in volume or more than what has been achieved.
- For the 'Suggested indicators' column, whenever the user hovers the mouse over the row dedicated to each question, a small text box will pop up, indicating options of potential indicators to use. However, each institution needs to define its own means of measuring the effectiveness of its OTM-R policy, which should be further reviewed and adapted as necessary.

	Open	**Transparent**	**Meritbased**	**Answer:**	**Suggested indicators (or form of measurement)**
OTM-R system					
Have we published a version of our OTM-R policy online (in the national language and in English)?	x	x	x	-- No	No dedicated institutional OTM-R policy is published either in Romanian or in English. But we will strive to aprove and publish the policy in both languages on the Institutional website during the implementation phase of the action plan.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	+/- Yes substantially	Detailed recruitment, promotion, evaluation and ethics procedures exist, but they are not yet reunited into one practical OTM-R guide. We aim to create a consolidated internal OTM-R guide.
Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	-- No	Ethics and professional-development activities exist, but we have no dedicated OTM-R training program documented for recruitment. As such we will designate people who will be specially trained in this area.
Do we make (sufficient) use of e-recruitment tools?	x	x		-/+ Yes partially	Vacancies and results are published online on the institutional webpage, but applications and recruitment remain paper-based. Furthermore we will try to (in accordance with military regulations) to publish advertised vacancies, in English, on sites like https://euraxess.ec.europa.eu/jobs/ or our institutional webpage.
Do we have a quality control system for OTM-R in place?	x	x	x	-/+ Yes partially	Formal recruitment procedures and administrative checks exist, but there are no dedicated OTM-R review quality systems. We will implement a short OTM-R review to be completed after each recruitment procedure.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Does our current OTM-R policy encourage external candidates to apply?	x	x	x	+/- Yes substantially	Competitions are public, but vacancies are advertised only on the institutional website and only in Romanian. To this affect we will add English variants for the vacancies advertisements and we'll extend the publications to other portals like https://euraxess.ec.europa.eu/jobs/
Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	-- No	Vacancies are Romanian-only and are not systematically advertised on EURAXESS or other international channels. As such we will strive to enlarge the institutional awareness by posting vacancies in English on international portals like https://euraxess.ec.europa.eu/jobs/
Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	++ Yes completely	Internal rules (like the Ethics Code which can be found on the institutional webpage https://cantacuzino.mapn.ro/webroot/fileslib/upload/files/Codul%20de%20%20etic%C4%83%2C%202024.pdf) address non-discrimination and harassment (on any and all matters regarding skin color, religion, race, national minority, gender, age, disability and so on). All employees of INCDMM "Cantacuzino" are under the obligation to ensure equal chances to everyone and that all evaluation criteria are merit based.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	+/- Yes substantially	Job advertisements include some basic conditions, but the salary framework, paid leave, benefits and development opportunities are not clearly presented before signing the contract (but these are standard practices in the public sector). Employees returning from maternity leave are eased into work until they reaccommodate to fulltime working requirements. Employees with disabilities receive special care and support to ensure they are as unhindered as possible in their work.
Do we have means to monitor whether the most suitable researchers apply?				++ Yes completely	Yes we do. Vacancies are filled only after potential employees are vetted according to their scientific performance and merits. The institutional methodology (https://cantacuzino.mapn.ro/webroot/fileslib/upload/files/Metodologia%20si%20procedura%20de%20organizare%20concurs%20pentru%20functiile%20de%20cercetare%202025.docx.pdf) for filling vacant spots ensures that only individuals who pass a rigorous verification of their skills and knowledge advance. Interviews are held with all candidates. Earlier stages (assistants and R1) must pass a written exam before being admitted to the interview.
Advertising and application phase					

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		+/- Yes substantially	The Institute follows a clear set of rules and guidelines for filling vacancies in accordance with the official methodology (https://cantacuzino.mapn.ro/webroot/fileslib/upload/files/Metodologia%20si%20procedura%20de%20organizare%20concurs%20pentru%20functiile%20de%20cercetare%202025.docx.pdf). Furthermore we will improve this by using other platforms or portals to advertise our vacancies.
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	Advertisements include substantial procedural information, such as a short description of the position, the contest timeline, bibliography, selection procedure, minimum wage. However, some elements still need to be addressed (for example, clearly stating what, if any, career development opportunities exist).
Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		-- No	Research vacancies are not currently published systematically on EURAXESS.
Do we make use of other job advertising tools?	x	x		-/+ Yes partially	Vacancies are published on the institutional website and at partner universities through teachers and students , but no other national or international recruitment platforms are used.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we keep the administrative burden to a minimum for the candidate?	x			-/+ Yes partially	Candidates must submit a substantial physical dossier and present supporting documents or originals for verification (as per current national legislation). After the selection process ends, candidates can read the results on the INCDMM "Cantacuzino" website.
Selection and evaluation phase					
Do we have clear rules governing the appointment of selection committees?		x	x	++ Yes completely	The methodology clearly defines who proposes, approves and appoints selection and the appeals committees.
Do we have clear rules concerning the composition of selection committees?		x	x	++ Yes completely	Committee size, expertise, seniority, external membership, incompatibilities and conflicts of interest are clearly regulated.
Are the committees sufficiently gender-balanced?		x	x	++ Yes completely	Even though the majority of personnel enlisted with our institute are women, committees are selected to be as gender-balanced as possible.
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	Clear evaluation criteria, scoring rules, tests and individual evaluation forms have been created.
Appointment phase					

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we inform all applicants at the end of the selection process?		x		+/- Yes substantially	Results are published on the Institute's website using candidate unique codes, but individual notification for every applicant does not occur.
Do we provide adequate feedback to interviewees?		x		-/+ Yes partially	Candidate results and scores are posted on the Institute's website and brief feedback is given during the interview phase, but no formal procedure requires individual candidate feedback after the evaluation ends.
Do we have an appropriate complaints mechanism in place?		x		++ Yes completely	Appeal stages, deadlines, submission procedures, separate review and publication of outcomes are clearly established and described in the recruitment process.
Overall assessment					
Do we have a system in place to assess whether OTM-R delivers on its objectives?				-- No	Currently, no formal system is in place to assess whether OTM-R delivers on its objectives