



## ***Action Plan***

**The Human Resources Strategy for Researchers incorporating the**

**European Charter for Researchers**

**and the Code of Conduct for the  
Recruitment of Researchers**

**at the National Institute for Economic Research**

**updated version**

**September 1**

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***Action Plan***

The Action Plan was prompted by the European Charter for Researchers and Code of Conduct for the Recruitment of Researchers. The “Charter and Code” (C&C) is a set of forty general principles and requirements which specify the rights and responsibilities of researchers and their employers and put transparency rules during the recruitments process. Specifically, The European Charter for Researchers specifies the roles, responsibilities and entitlements of researchers as well as of employers while the Code of Conduct sets principles and requirements in order to ensure observance of values such as transparency of the recruitment process and equal treatment of all applicants.

The **Action Plan** was shaped and updated after an analysis of the internal procedures which was based on feedback received from researchers of all grades and categories. This way, the NIER aims at the constant improvement of its working environment and its adaptation to the changing circumstances. In order to achieve this aim, the NIER’s intention is to repeat similar internal evaluations that will keep the action plan updated.

| <b>Action Plan for Adopting the C&amp;C principles</b>           |  |  |                     |                         |
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| <b>PRINCIPLE</b>   | <b>ACTION</b>  | <b>RESPONSABLE</b>   | <b>Target dates</b> | <b>Status</b>           |
| <b><u>I Ethical and professional aspects</u></b><br><b>(2;3)</b> | <ul style="list-style-type: none"> <li>Elaboration of the Code of Ethics according to international regulations (standards of ethical conduct, including chapter on professional deontology, sanctions etc.)</li> </ul> <p><i>N.B. The last version of CE was approved at the Scientific Council of NIER at 23.03.2017</i></p> | Deputy director for scientific activity, Department of Human Resources Management, Legal advisor | Continuously        | Elaborated; implemented |
|  | <ul style="list-style-type: none"> <li>Reviewing and adjusting individual employment contracts and job descriptions as well as Collective Labor Contract</li> </ul> <p><i>N.B. The last version of CE was approved at the Scientific Council of NIER at 5.02.2016</i></p>  | Department of Human Resources Management, Legal advisor  | Continuously        | Elaborated; implemented |

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|  | <ul style="list-style-type: none"> <li>• Installing anti-plagiarism software and offer access to all researchers and PhD students of the NIER in checking scientific papers, etc. for plagiarism<br/><i>N.B. It was installed the Advego Pagiatus 1.3.097 in January, 2016</i></li> <li>• Discuss issues regarding good research practice and scope out a Guide on Good Practice in research, technology development and innovation (relying on the current Regulation for organization of scientific research activity), which will refer to all procedures and regulations that coordinate research activity.<br/><i>N.B. The Guide on Good Practice in research, technology development and innovation was approved at the Scientific Council of NIER 04.03.2017, also it was signed a “Declaration of good governance in scientific field”, drafted by the Ministry of Education of Moldova.<br/>( <a href="https://ince.md/ro/noutci-i-evenimente/noutati/847-declaracia-privind-buna-guvernare.html">https://ince.md/ro/noutci-i-evenimente/noutati/847-declaracia-privind-buna-guvernare.html</a> )</i></li> </ul> | <p>IT manager</p> <p>Deputy director for scientific activity,<br/>Scientific Council of NIER</p> | <p>On going</p> <p>Continuously</p> | <p>Implemented, completed</p> <p>Completed</p> |
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|  | <ul style="list-style-type: none"> <li>• Appointment of data privacy officer (HR) who would provide consultancy services to employees on data privacy.<br/><i>N.B. Employees of NIER at the necessity can be benefited by a consultancy services on data privacy by HR Manager and by the Legal advisor, any time it is necessary.</i></li> <li>• Taking part in trainings on Protection of intellectual property rights” (or inviting experts from the AGEPI), “Financial and Economic management in Research” and “Management of National and international projects”.<br/><i>N.B. The NIER takes part at many events organized by AGEPI, and because we have a signed agreement of co-operation with this organization, our organization is involved in many common scientific researches. Also, the NIER’s library, every year takes part at the annual republican competition organized by the AGEPI, on intellectual property rights, etc and was awarded 1 and 2 places. (<a href="http://brts.md/?p=329">http://brts.md/?p=329</a> )</i></li> </ul> | <p>Department of Human Resources Management, Legal advisor</p> <p>Deputy director for scientific activity, Public Relations, International Cooperation and Technology Transfer Department, Republican Technical Scientific Library (RTSL)</p> | <p>Continuously</p> <p>On going</p> | <p>Implemented</p> <p>Implemented</p> |
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|                                     | <ul style="list-style-type: none"> <li>Promoting initiatives related to dissemination of scientific results to members of civil society (Open Days, Researchers' night events, media talk-shows etc.) and identify new ways of promoting science.</li> </ul> <p><i>N.B. It was installed at the Republican Scientific – Technological Library of NIER from 2016 the IRBIS Program which is very useful as well as for researchers from NIER and for visitors of the library. Also, from January 1, 2017 started its functioning a new Program of Repositorium of papers, articales, for scientific researchers from NIER and not just for them. In order to contribute to the dissemination of their won results. Also, the NIER emphasized to the the author rights and on private aspects of ouputs of scientists.</i></p> <p><i>The NIER actively takes part at many events such as: Researchers' night, UE day, Conferences, summer schools, etc were deseminates its results and find partners for collaborations and for common projects, all this information can be found on our site in Romanian and English versions. <a href="https://ince.md/en/">https://ince.md/en/</a></i></p> | <p>Deputy director for scientific activity,<br/> Heads of Departments,<br/> International Cooperation and Technology Transfer Department;<br/> Republican Technical Scientific Library (RTSL)</p> | <p>On going</p> | <p>Implemented</p> |
|                                     |   |   |                 |                    |
| <p><b><u>II Recruitment</u></b></p> | <ul style="list-style-type: none"> <li>Development of the Regulation for</li> </ul>   |   |                 |                    |

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| <p>(12; 15; 21)</p> | <p>announcing vacancy calls for scientific researchers within NIER (researchers' recruitment, selection process, selection criteria, recognition of qualifications, mobility, and vacancy calls announcement). Establishment and activity of the Selection Committee in accordance with the Charter and Code principles. Information of candidates about both: the used method for the selection process (publish on the institution website) and the weaknesses of their application. Provide consultancy and offer instructions for new or/ and returning employees.</p> <p><i>N.B. All vacancies are published on the site of NIER <a href="https://ince.md/ro/functii_vacante.html">https://ince.md/ro/functii_vacante.html</a> and also in mass-media. For example in Monitorul oficial al RM, <a href="http://monitorul.md/">http://monitorul.md/</a> Being established in 1994, Monitorul Oficial of RM, was entitled to carry on the task of publishing the official journal of Moldova, which had initially been released in 1994. Since its first number, this paper began to produce a concise chronicle of the main historical, political and cultural events, which contributed to the progress and foundation of the modern Moldovan state.</i></p> | <p>Deputy director for scientific activity, Department of Human Resources Management, Legal advisor</p> <p>Deputy director for scientific</p> | <p>On going</p> | <p>Regulation developed and approved</p> |
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|  | <ul style="list-style-type: none"> <li>• Publish calls for researcher recruitment on the EURAXESS website.</li> </ul> <p><i>N.B. On EURAXESS web portal, the NIER announces about events organized by it, such as our Annual International Conference (the 12'th Edition), about the Scientific Journal "Economy and sociology" ( "B" Category), etc., also useful information is disseminated on many sites and portals, but as about job vacancies due to complicated situation of financing science field in Moldova, and due to legal frames and its lacks, the NIER cannot be attractive for foreign potential personnel, that is why, NIER is collaborating within consortiums in some international projects with international partners, <a href="https://ince.md/en/">https://ince.md/en/</a></i></p> <p><i>Also, annually, NIER invites experts from various socio-economic fields as key note speakers within trainings of 1-2 weeks especially for young scientific researchers, PhD students, etc. For example: <a href="https://ince.md/en/index.php?do=search">https://ince.md/en/index.php?do=search</a></i></p> | <p>Recruitment Committee,<br/>Department of Human<br/>Resources Management</p> | <p>On necessity</p> | <p>Partially</p> |
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|  | <ul style="list-style-type: none"> <li>To improve and modify the guidelines for the recruitment and appointment of postdoctoral researchers, including the maximum duration and the objectives of such appointments which should be established by the NIER while appointing postdoctoral researchers. It should be taken into account the specific time spent in prior postdoctoral appointments at other institutions and take into consideration that the postdoctoral status should be transitional, with the primary purpose of providing additional professional development opportunities for a research career in the context of long-term career prospects.</li> </ul> <p><i>N.B. Doctoral School of NIER is open mind and encourages new candidates from abroad, as well as mobility grants for NIER's PhD students, and has many realizations in this field. For example with supporting by embassies in RM, NIER's researchers can take part in some trainings, etc as in China, last 5 years, every year one of nier's researchers has a scholarship for a period of 3 weeks in China.</i></p> | <p>Scientific secretary,<br/>Department of Human<br/>Resources Management</p> | <p>Continuously</p> | <p>Regulation developed and implemented by Doctoral School of NIER</p> |
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|   | <a href="https://ince.md/en/index.php?do=search">https://ince.md/en/index.php?do=search</a><br><a href="#">h</a>  |  |              |  |
| <b><u>III Working conditions and Social Security</u></b><br><b>(24; 26; 28)</b> | <ul style="list-style-type: none"> <li>Review the collective and individual contracts, amend the internal regulation with aspects related to individualise working program, with flexible timetable with the aim of becoming a family friendly institution.<br/><i>N.B. The Collective and Individual Contracts stipulates all issues mentioned above.</i></li> </ul>   | Department of Human Resources, Lugal advisor, Department of Accounting | Continuously | Updated collective and individual contracts, implemented |
|   | <ul style="list-style-type: none"> <li>Maintain and improve favorable wages policy by reviewing and modifying the Internal Regulation of the NIER in order to establish the awards and material aid for the employees from the NIER; stimulate researchers to participate in European projects by organizing/ participate at informative seminars/ workshop on research funding opportunities.<br/><i>N.B. NIER encourages its employees to be involved in international scientific events, projects, events, etc. That is why, According to the ASM's Regulation of competitions, every year, researchers can obtain financial bonuses not just by winning project, but also for applications, either the project did not win. There are many competitions within NIER, every year in December, scientific researchers take part with their results and the best win the title of "Researcher of Year".</i></li> </ul> | Centrale Directorate; Department of Accounting                         | Continuously | Updated Internal Regulation                              |

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|   | <ul style="list-style-type: none"> <li>Promoting mobility as a part of researchers' career by organizing along with the Centre of International Projects information of the ASM seminars on calls regarding financial mobility, increasing the number of mobility projects, intensify virtual mobility, etc.</li> <li>Detecting potential partners for elaborating some eligible international projects (consortium) via Euraxess network and other channels.</li> <li>Development of continuous training programs, especially for young researchers (PhD students) and their familiarization with the all existing opportunities. Feedback on quality and relevance of such courses.</li> </ul> | <p>Deputy director for scientific activity,<br/>International Cooperation and Technology Transfer Department</p> <p>Heads of Departments,<br/>International Cooperation and Technology Transfer Department</p> <p>Deputy director for scientific activity<br/>Department of Human Resources Management,<br/>International Cooperation and Technology Transfer Department</p> | <p>Continuously</p> <p>Continuously</p> <p>Continuously</p> | <p>Number of seminars and information seminars organised as well as number of attendees</p> <p>Agreements and mobility projects</p> <p>Projects</p> |
| <b><u>IV Training</u></b><br><b>(38;39)</b> | <ul style="list-style-type: none"> <li>Database of internal experts and organizations of internal training</li> </ul>  | International Cooperation and Technology Transfer Department   | On going  |   |

***Action Plan***

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|  | <ul style="list-style-type: none"> <li>• Establishment of procedures for submitting and reviewing complaints, part of the Guide on Good Practice in research, technology development and innovation and monitoring the users feed-back with regarding the NIER's site.</li> <li>• Periodic evaluation of researchers relying on their feedback (questionnaires). If it will be necessary - the possibility to manage all conflicts.</li> </ul> | <p>IT manager, Department of Human Resources Management, International Cooperation and Technology Transfer Department</p> <p>Deputy director for scientific activity, Department of Human Resources Management</p> | <p>Continuously</p> <p>On necessity</p> | <p>Interactive discussion/<br/>questionnaires<br/>Elaborated guide</p> <p>Elaborated Guide</p> |
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