

EURAXESS

Process Description

Case number

2023RO94290

Name Organisation under review

New Europe College

Organisation's contact details

Str. Plantelor, 21, Bucharest, Romania, Bucharest, 023971, Romania

Date endorsement charter and code

18/04/2023

Submission date to the European Commission

Process

The HRS4R 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 HRS4R 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 HRS4R process in your organisation:

Name	Position	Steering Committee	Working Group	Management line/ Department
Valentina Sandu-Dediu	Rector	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Administration
Lelia Ciobotariu	Executive Director	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Administration
Alina Hera	Financial and Administrative Coordinator	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Administration
Ioana Wasiucioneck	Program Coordinator / Public Relations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Administration
Constantin Ardeleanu	Reseacher	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Academic staff
Cătălin Țăranu	Researcher	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Academic staff
Ana-Maria Sîrghi	Program Coordinator / Public Relations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Administration

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 HRS4R process.

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

Stakeholder group	Consultation format	Contributions
Academics (fellows and researchers)	Two focus group with 13 R1-R4 researchers and fellows in the social sciences and humanities.	The two focus groups were one of the key tools used in the Gap Analysis. Because focus groups encourage informal, open-ended discussions, we found them ideal for gathering personal experiences, both positive and negative, from our community. Our goal was to create a supportive environment where participants could openly discuss their careers and NEC's HR practices. The two focus groups were designed to gather a representative sample from each category of NEC researchers (fellows and researchers who were also former fellows), gender and age groups, and academic field. The focus groups provided an in-depth look at the fellows' and researchers' experiences with the NEC. A summary is available in the Internal Consultation Report published on the NEC website (https://nec.ro/wp-content/uploads/2024/04/HRS4R-Internal-Consultation-Report.pdf).
Academics (researchers and fellows)	Survey with 40 academic respondents on all items	The internal survey was conducted online and consisted of 45 questions, including demographic, rating scale and open-ended questions. The survey collected information on the four key areas identified by the European Commission in the Charter and Code for Researchers that directly affect research staff: 1) ethical and professional aspects; 2) recruitment and selection; 3) working conditions; 4) training and development. There were 40 responses to the survey, representing a good sample of the various categories of research staff currently or formerly employed by NEC.
Administrative staff	Meetings and collaborative online work on shared documents (up to five participants)	The administrative staff provided key insights into the level of implementation of the 40 principles, NEC internal regulations etc.

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

The Steering Committee (SC) has been established to involve the management of key individuals essential to the development of HRS4R. The SC is chaired by the NEC Rector and includes the Executive Director and the Financial and Administrative Coordinator, who is also responsible for Human Resources. The SC met regularly with the WG and the administrative staff involved in the process. It also contributed directly to the

drafting and revision of the Gap Analysis and Action Plan documents.

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

The WG consisted of five people, two of whom were academics with some experience in research administration. The WG drafted the Gap Analysis in consultation with other colleagues in the NEC administration and with the SG. It prepared the Action Plan, which was finalized with input from the SC.