

Policy of Open, Transparent and Merit-Based Recruitment (OTM-R) of Researchers at the National Veterinary Research Institute (NVRI)

I. General information

The OTM-R policy is in accordance with the Institute's strategy to raise the international profile and attractiveness of the institute and to strengthen research cooperation with prestigious international research centres.

The implementation of the OTM-R policy is necessary for the recruitment of highly qualified researchers from Poland and abroad, which is particularly important in the process of implementation of national and international research projects.

The recruitment rules (OTM-R) set out in the European Charter for Researchers and the "Code of Conduct for the Recruitment of Researchers". guarantee the selection of candidates with the best qualifications, enable to ensure equal opportunities and access for all (regardless of religion or belief, gender, disability or sexual orientation), as well as allow candidates to develop in an international environment, increasing the attractiveness of scientific career.

A survey was conducted at the NVI-NRI regarding the issues related to the introduction of the HR Strategy for scientific workers and OTM-R policy. The results of the survey allowed to identify the areas requiring improvement in the HR Strategy for researchers, as well as the need to carry out trainings aimed at providing employees with additional information on HRS4R.

One of the main challenges for the Institute for the subsequent years is to improve the recruitment procedures. They aim at allowing Polish and foreign researchers to apply for scientific positions in competitions.

The current procedures and good practices are not sufficiently "open" to foreign candidates. Actions have been planned to improve the procedures used so far.

II. OTM-R

The recruitment procedures for candidates for research posts are described according to 3 stages.

1. Competition notice and application

The recruitment procedures at the Institute may be initiated at the request of the heads of individual scientific institutes. The recruitment process shall start upon the acceptance of the application by the Institute's Director.

The HR Department shall bear responsibility for the correct preparation of the content of the competition notice and its compliance with the provisions of the Director's Order No. 15/2011 of 27th June 2011, as amended, on the recruitment and promotion of the NVI-NRI employees to research positions. The Order sets out the minimum requirements for a given position.

All competition notices are published on the website of the NVI-NRI, on the website of the Ministry of Science and Higher Education, in the Public Information Bulletin (BIP) and on the EURAXESS website. The application may be submitted in person, sent by e-mail or by post.

All documents submitted by candidates are kept by the HR Department, on a confidential basis and in accordance with applicable regulations.

2. Evaluation and selection of candidates

In the NVI-NRI, two Competition Committees were appointed by Order of the Director No 14/2018 of 11th April 2018:

- 1) a committee for competitions for a research assistant and assistant professor posts
- 2) a committee for competitions for a full professor and associate professor posts

The HR Department forwards all submitted applications to the chairman of the Competition Committee. At first, there is a formal initial selection of the candidates. The candidates, whose documents are verified and approved, are invited to a job interview, which shall be held at the Institute. Upon each job interview, the minutes of the competition for the research position are drawn up, in which the Competition Committee recommends or advises against employing a given candidate. The minutes are forwarded to the Director of the NVI-NRI for acceptance or rejection of the given application.

All candidates receive feedback from the HR Department on the results of the competition.

3. Signing the Employment Contract

The candidate selected for a research position must obtain the approval of the Scientific Board of the NVI-NRI before signing an employment contract, in accordance with the Act on Research Institutes. The candidate is obliged to provide the HR Department of the Institute with documents confirming his/her qualifications and scientific achievements.

In the case of refusal to sign the employment contract, the Competition Committee has the right to propose a position to the person who received

the next position in the competition without announcing a new competition.

III. Planned activities within OTM-R

The NVI-NRI requires changes and improvements to existing procedures, practices and indicators for assessing compliance with OTM-R requirements. New activities related to the compliance with the OTM-R requirements have been included in the Action Plan of the HR Strategy for Researchers (HRS4R) for 2019-2022. They contain:

1. Establishment of an internal quality control mechanism for the OTM-R procedures in conjunction with the evaluation of the implementation of HRS4R;
2. Monitoring of recruitment processes;
3. Development of a recruitment procedure that includes all the principles and practices applied in the NVI-NRI; (form of submitting the applications, minimum deadlines for publication of competition notices, introduction of an obligation to inform all candidates participating in the recruitment process of the results of the recruitment process along with justification for the Commission's decision on the pros and cons of the candidate)
4. Placing in job advertisements, description of working conditions and career prospects.
5. Internal training on OTM-R rules for Competition Committees, HR Department and all persons involved in recruitment processes;
6. Introducing the possibility of conducting on-line recruitment at the stage of submitting the documents.
7. Translating the Institute's website into English and providing information on recruitment procedures for foreigners in the HRS4R strategy section;
8. Making information on the procedures for candidates for research posts available on the NVI-NRI website.

IV. Contact

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Accepted on

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