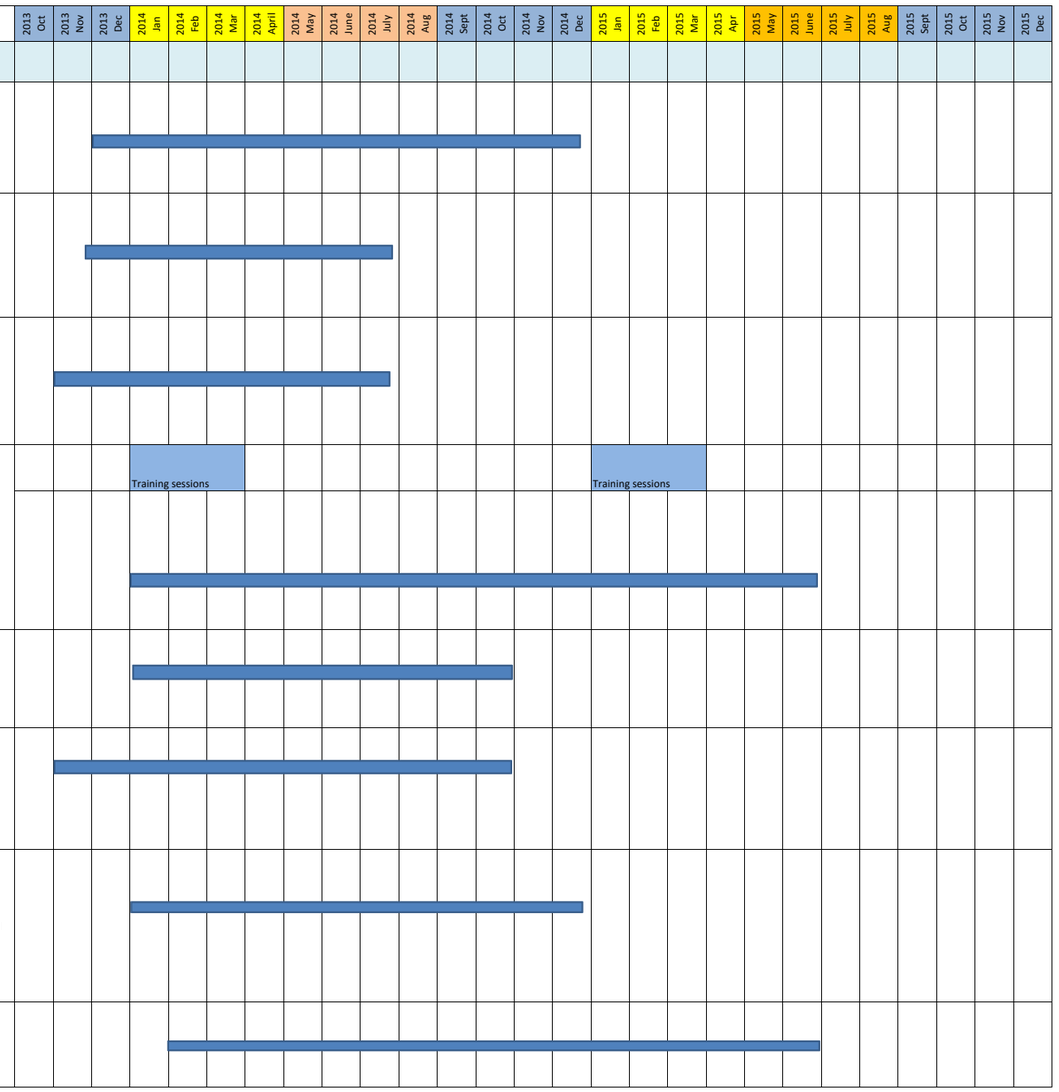
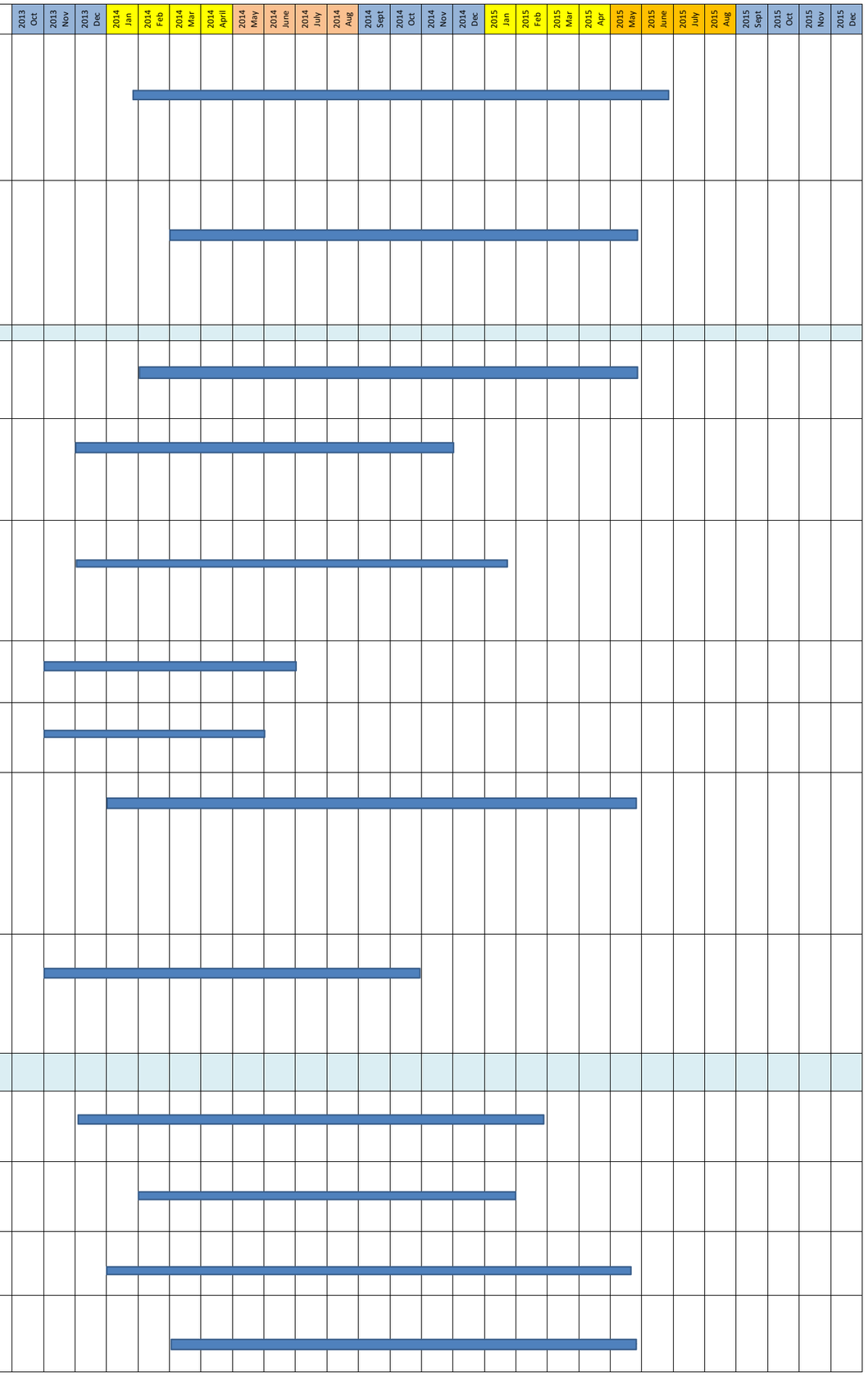
	Actions	Responsable	Deliverables	Status
I. Ethical and professional aspects				
1. Research freedom WG1	Setting up an internal Working Group to better define the constraints of researchers and the way they can be solved (e.g. operational constraints.The researches need a better distribution of research locations). A report will be drafted on the constraints inventory and the impact on researchers'activity	Directors of Departments Central Research Institute (ICCS) Administration Manager	Report	Done
3. Professional responsibility	Quality assurance procedure will be elaborated in order to ensure the checking on regular basis for all the academic work. The Schedule of the implementation stages The researchers should formally assume their responsibility that the submitted papers are out of plagiarism	Central Research Institute (ICCS) Spiru Haret University Commission for Approval of Academic Positions for Teaching Staff Spiru Haret University Comission for Academic Ethics	Procedure; Schedule of impementation	Done
4. Professional attitude WG2	RUP (Unique Register for Projects) to update in real time all the changes Making the reports public and notifies each research grand holder Updating the project approval procedure Setting up an Interdepartmental Working Group (research, accounting, human resources) to assist the project implementation	Central Research Institute (ICCS) Quality Assurance Department Project Manager IT Department	Update the project approval procedure	Done
5. Contractual and legal obligations WG3	Setting up regular training sessions for researchers to raise awareness concerning the rights and obligations (e.g. Intellectual Property Rights) Monitoring annually the misconducts of research projects in terms of legal/contractual obligations A team able to gather all the information in real time and to post it on Funding opportunities website section http://cercetare.spiruharet.ro/en/index.php Working Group making visible Funding opportunities section as annual calendar of deadlines	Human Resources Department Judiciary Office Central Research Institute (ICCS) Quality Assurance Department	Schedule of training sessions Report about the impact of tranining sessions Annual Report-Monitor the misconduct of research projects	Done
6. Accountability WG4	Working Group to elaborate a more detailed procedure for the internal preventive financial audit Making public the internal financial reports for each funded projects	Accountancy Department Central Research Institute (ICCS) Quality Assurance Department	Procedure for the internal preventive financial audit	Done
7. Good practice in research WG5	Setting up a training program for researchers in order to make them aware of data protection and confidentiality protection requirements Updating the internal procedure concerning the data protection and confidentiality to be in line with EU/RO legislations and good practices	Central Research Institute (ICCS) Quality Assurance Department IT Department Legal Department	Training program Updating the internal procedure concerning the data protection and confidentiality	Done
8. Dissemination, exploitation of results WG6	Procedure to disseminate the results of a collective work Setting up a training program for researchers in order to make them aware of their rights and legal responsabilities Working Group to create a manual of communication and dissemination-that sets up common rules for the research results presentations	Legal Departament Committee for Scientific Research (made up from representatives of researchers and students) Central Research Institute (ICCS)	Procedure to disseminate the results of a collective work Training program Manual of communication and dissemination	Partialy delayed
9. Public engagement	Stimulate interdisciplinarity, researchers from different areas of research should work together The final reports to be written in two styles: using specific scientific vocabulary and the usual vocabulary for larger audience	Central Research Institute (ICCS) Directors of Departments of Faculties	Report	Done



	Actions	Responsable	Deliverables	Status
10. Non discrimination	Setting up a training program for researchers in order to make them aware of gender, age, ethnic, national or social origin, religion or belief, sexual orientation, language, disability, political opinion, social or economic condition. Working Group to evaluate the non-discrimination internal practices; annual report to be published.	Central Research Institute (ICCS)	Training program	Done
11. Evaluation/ appraisal systems WG7	Working Group to assess the impact of evaluation of researchers performance A standardized system of indicators to compare the results	Directors of Research Centers Central Research Institute	Report	Done
II. Recruitment				
12. Recruitment	A study on research environment and the optimal rapport between the time allocated to teaching and to research. The results of the study will be used to personalize the Individual Work Contract in order to improve teaching and research skills.	Central Research Institute (ICCS)	Study	Done
13. Recruitment (Code)	The recruitment announcements will be posted on EURAXESS website (starting with 2014) as they are now published in the Official Gazette, in Opinia Nationala weekly newspaper and on the official website Ministry of National Education www.jobs.edu.ro	Department of Personnel Recruitment Human Resources Department – Spiru Haret University	Posting the recruitment announcements on EURAXESS	Done
14. Selection (Code)	Modifying Internal Methodology concerning Hiring Teaching Staff and Researchers in order the selection committees to have an adequate gender balance Setting up a training program for the members of selection panels to be aware of gender balance Working Group to identify the selection criteria/tools to measure and compare the candidate USH researcher professional profile- profesiogram standardized	Department of Personnel Recruitment Human Resources Department - Spiru Haret University	Revised Internal Methodology concerning Hiring Teaching Staff and Researchers	Done
15. Transparency (Code)	Leaflets for candidates explaining recruitment process, job description and the list of the recognized documents Making available information for candidates in the European Union in English language	Department of Personnel Recruitment Human Resources Department – Spiru Haret University	Leaflets	Done
16. Judging merit (Code)	Include additional information on The European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers in documents to be distributed to candidates	Department of Personnel Recruitment	Leaflets	Done
18. Recognition of mobility experience (Code) WG8	Upgrade procedures for recognition of all forms of mobility experience Implementation of a promotion strategy on mobilities in European spaces (bilateral agreements with universities from European Union)	USH Top Management Team International Relations Department USH ERASMUS Office	Revised procedures for recognition of all forms of mobility experience Promotion strategy	Done
21. Postdoctoral appointments (Code)	Offering career advice to researchers for their international visibility Providing regularly information, guidance, and advice on short term scientific missions Offering career advice and development opportunities for postdoctoral researchers taking into account the context of long-term career prospects	Career Orientation Center Center of Professional Advancement Central Research Institute (ICCS) in collaboration with Doctoral Schools in Romania and abroad		Delayed
III. Working conditions and social security				
22. Recognition of the profession	Upgrade of procedures for recognition of experience from foreign countries Introduction of incentives for gaining foreign experience To set up a methodology for obtaining an equilibrium share of 50% teaching, 30% research and 20% services for society.	USH Top Management Team Human Resources Department – Spiru Haret University	Uprgade of procedures for recognition of experience from foreign countries Methodology	Done
23. Research environment	Partnership in co-authorship, projects, scientific events, international network in order to enhance methodological methods Strategy to attract industry representatives in investing in research & innovation partnerships	Directors of Research Centers (at least one for each faculty) Director of - Central Research Institute (ICCS)	Strategy	Done
25. Stability and permanence of employment WG8	Working Group to coordinate the mechanism of attracting research funds on regular basis (at least a minimum amount of money in order to ensure the work environment stability)	Departments of Faculties		Done
26. Funding and salaries	Introduction of incentive schemes for exceptional achievements in research	Council of Trustee, Spiru Haret University		Partially done



	Actions	Responsable	Deliverables	Status	2013 Oct	2013 Nov	2013 Dec	2014 Jan	2014 Feb	2014 Mar	2014 April	2014 May	2014 June	2014 July	2014 Aug	2014 Sept	2014 Oct	2014 Nov	2014 Dec	2015 Jan	2015 Feb	2015 Mar	2015 Apr	2015 May	2015 June	2015 July	2015 Aug	2015 Sept	2015 Oct	2015 Nov	2015 Dec
28. Career development	A need to identify mentors/programs for further career development for SHU researchers Development opportunities for (post)doctoral researchers taking into account the context of long-term career prospects Medium term objective: Setting up a doctoral school (for interdisciplinary research)	Departments of Faculties Central Research Institute (ICCS) Central Research Institute (ICCS) in collaboration with Doctoral Schools in Romania and abroad	Doctoral school (for interdisciplinary research)	Partially Delayed																											
29. Value of mobility	Further development of ERASMUS mobility programs	ERASMUS Office International Relations Department	Further development of ERASMUS mobility programs	Done																											
30. Access to career advice	Development opportunities for (post)doctoral researchers taking into account the context of long-term career prospects Short term qualifications for academic staff	Central Research Institute (ICCS) in collaboration with Doctoral Schools in Romania and abroad	*Short term qualifications for academic staff*	Done																											
31. Intellectual Property Rights	Organizing research seminar on protection of Intellectual property rights, including copyrights in order to protect the research process, dissemination and results of research	Central Research Institute (ICCS)	Research seminar	Done																											
32. Co-authorship	Promotion of more intensive collaboration at project proposals, participation in conferences, publishing research results and writing papers	Central Research Institute (ICCS)		Done																											
35. Participation in decision-making bodies	A better consulting collaboration among the bodies of decision making and the teaching staff An interdisciplinary commission to correlate research from various fields	Departments of Faculties Council of Department for each faculty (made up from researchers)	Interdisciplinary commission																												
IV. Training																															
36. Relation with supervisors	A better guidance for young researchers offered by senior researchers To set up an interdisciplinary PhD school	Board of Trustee Central Research Institute (ICCS) Directors of Departments of Faculties	Interdisciplinary PhD school	Delayed																											
37. Supervision and managerial duties	Constant training for senior researchers Active participation of senior researchers in young researchers' activities	Departments of Faculties	Training	Done																											
38. Continuing Professional Development	A better awareness concerning research activities and professional development with businesses Research seminars for continuous development of research skills and competencies (knowledge on methodological issues, a better cooperation with knowledge users and businesses, writing a project proposal) A permanent call for proposals	Central Research Institute (ICCS)	Research seminars	Done																											
39. Access to research training and continuous development	A research budget plan in supporting excellent researchers to participate in international conferences and workshops.	Council of Trustee, Spiru Haret University	Research budget plan	Done																											
40. Supervision	A regular and structured relation with supervisors	Directors of Departments of Faculties	*Maintaining a regular and structured relation with supervisors*	On-going																											