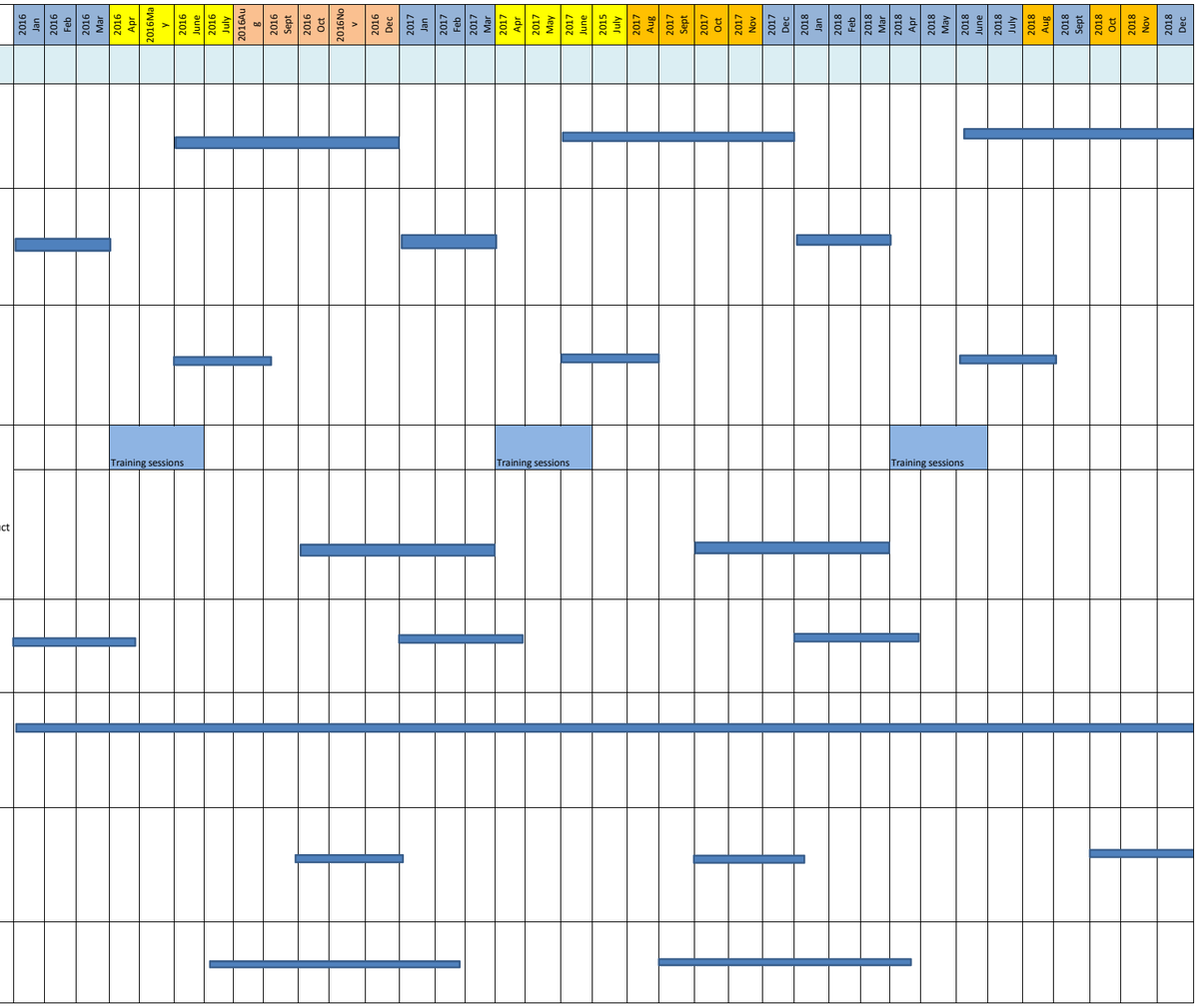
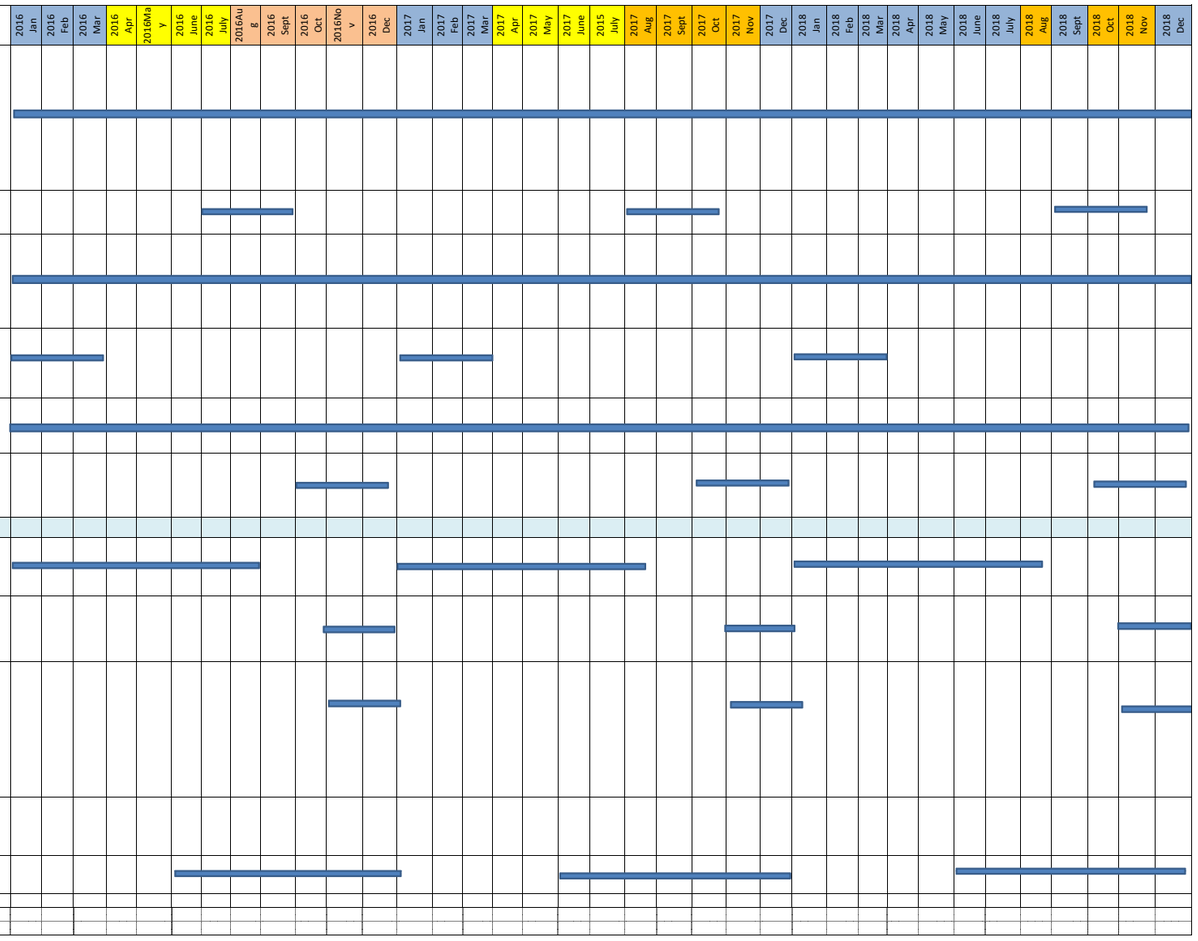
	Actions	Responsable	Deliverables
I. Ethical and professional aspects			
1. Research freedom WG1	Setting up an internal Working Group to better define the constraints of researchers and the way they can be solved (e.g. operational constraints. The researches need a better distribution of research locations). A report will be drafted on the constraints inventory and the impact on researchers'activity	Directors of Departments Central Research Institute (ICCS) Administration Manager	Annual Report
3. Professional responsibility	Quality assurance culture will be promoted in order to ensure high quality academic work. 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	Communication plan to promote the QA organisational culture; Schedule of impementation
4. Professional attitude WG2	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	Study on research visibility
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 traninng sessions Annual Report-Monitor the misconduct of research projects
6. Accountability WG4	Perfom regularly the internal preventive financial audit Making public the internal financial reports for each funded projects	Accountancy Department Central Research Institute (ICCS) Quality Assurance Department	Financial auditing report
7. Good practice in research WG5	Annual training program for researchers in order to make them aware of data protection and confidentiality protection requirements	Central Research Institute (ICCS) Quality Assurance Department IT Department Legal Department	Annual training program
8. Dissemination, exploitation of results WG6	Evaluation on the dissemination effectiveness Setting up a training program for researchers in order to make them aware of their rights and legal responsabilities	Legal Departament Committee for Scientific Research (made up from representatives of researchers and students) Central Research Institute (ICCS)	Report on the dissemination effectiveness Training program
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



	Actions	Responsable	Deliverables	2016 Jan	2016 Feb	2016 Mar	2016 Apr	2016May	2016 June	2016 July	2016Aug	2016 Sept	2016 Oct	2016Nov	2016 Dec	2017 Jan	2017 Feb	2017 Mar	2017 Apr	2017 May	2017 June	2015 July	2017 Aug	2017 Sept	2017 Oct	2017 Nov	2017 Dec	2018 Jan	2018 Feb	2018 Mar	2018 Apr	2018 May	2018 June	2018 July	2018 Aug	2018 Sept	2018 Oct	2018 Nov	2018 Dec
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)	Analysis on non-discrimination practice																																				
11. Evaluation/ appraisal systems WG7	Working Group to assess the impact of evaluation of researchers performance WG to evaluate the implementation effects of the standardized system of indicators to compare the results	Directors of Research Centers Central Research Institute	Annual Report																																				
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																																				
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																																				
14. Selection (Code)	Working Group to identify the selection criteria/tools to measure and compare the candidate USH researcher professional profile- profesiogram standardized No new actions needed	Department of Personnel Recruitment Human Resources Department - Spiru Haret University	non																																				
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	non																																				
16. Judging merit (Code)	Researchers' evaluation against performance criteria established by SAPIC, no new actions needed	Department of Personnel Recruitment	annual report on HR performance evaluation																																				
18. Recognition of mobility experience (Code) WG8	No new actions needed 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	Annual statistics on mobility																																				
21. Postdoctoral appointments (Code)	Offering career advice to researchers for their international visibility Providing regularly information, guidance, and advice on short term scientific missions	Career Orientation Center Center of Professional Advancement Central Research Institute (ICCS) in collaboration with Doctoral Schools in Romania and abroad	non																																				
III. Working conditions and social security																																							
22. Recognition of the profession	Maintaining an equilibrium share of 50% teaching, 30% research and 20% services for society.	USH Top Management Team Human Resources Department – Spiru Haret University	Study																																				
23. Research environment	Partnership in co-authorship, projects, scientific events, international network ing 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)	Study on strategy implementation																																				
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	Success rate report																																				
26. Funding and salaries	Introduction of incentive schemes for exceptional achievements in research	Council of Trustee, Spiru Haret University	Estimating the financial effort to sustain incentive schemes at least until 2020																																				

	Actions	Responsable	Deliverables
28. Career development	Identifying career development opportunities for (post)doctoral researchers 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)
29. Value of mobility	Further development of ERASMUS mobility programs	ERASMUS Office International Relations Department	Annual report on Erasmus mobilities
30. Access to career advice	Short term qualifications for academic staff	Central Research Institute (ICCS) in collaboration with Doctoral Schools in Romania and abroad	Annual schedule of available CPD training programs
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)	Seminar on Intellectual property (annually)
32. Co-authorship	Promotion of more intensive collaboration at project proposals, participation in conferences, publishing research results and writing papers	Central Research Institute (ICCS)	more visibility on ResearcherID, Research Gate and Academia
35. Participation in decision-making bodies	A better consulting collaboration among the bodies of decision making and the teaching staff Sustain the work of the interdisciplinary commission	Departments of Faculties Council of Department for each faculty (made up from researchers)	Interdisciplinary commission - Annual Report
IV. Training			
36. Relation with supervisors	Survey on relation with supervisors conducted once a year among young researchers To set up an interdisciplinary PhD school	Board of Trustee Central Research Institute (ICCS) Directors of Departments of Faculties	Survey report
37. Supervision and managerial duties	Constant training for senior researchers Active participation of senior researchers in young researchers' activities	Departments of Faculties	Training statistics
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)	CPD statistics - annual report
39. Access to research training and continuous development	no new actions needed	Council of Trustee, Spiru Haret University	non
40. Supervision	A regular and structured relation with supervisors - an annual survey	Directors of Departments of Faculties	Survey report