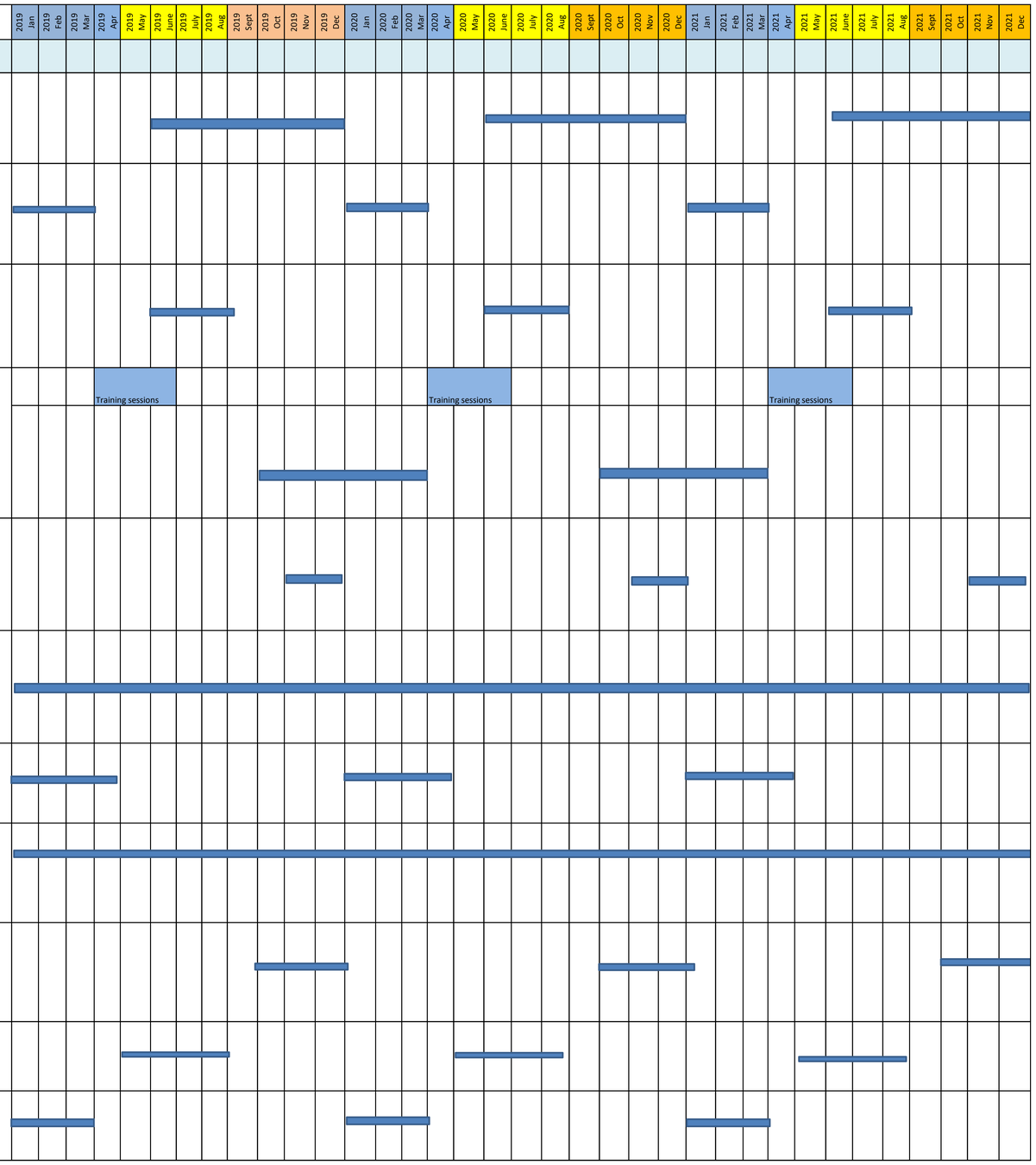
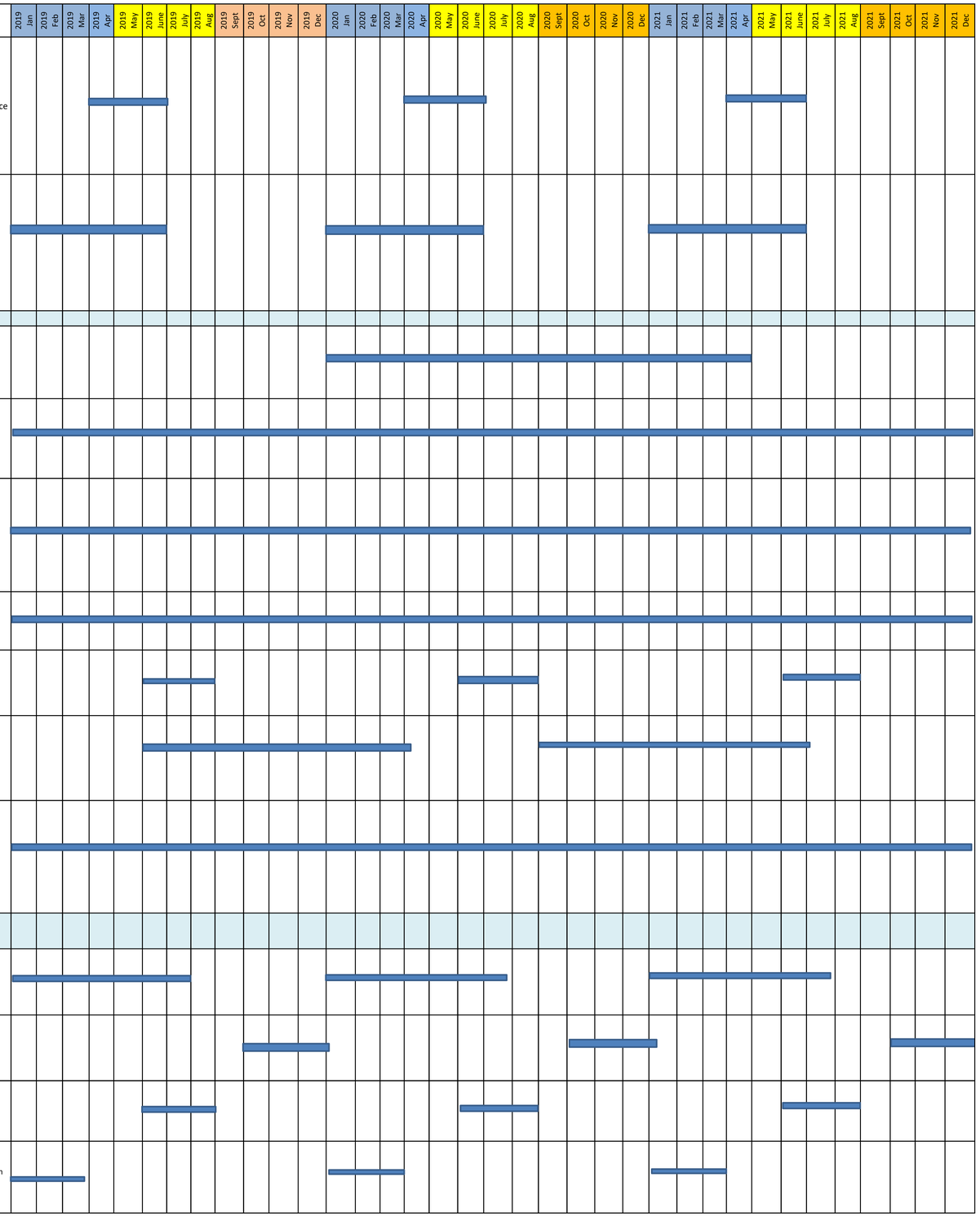
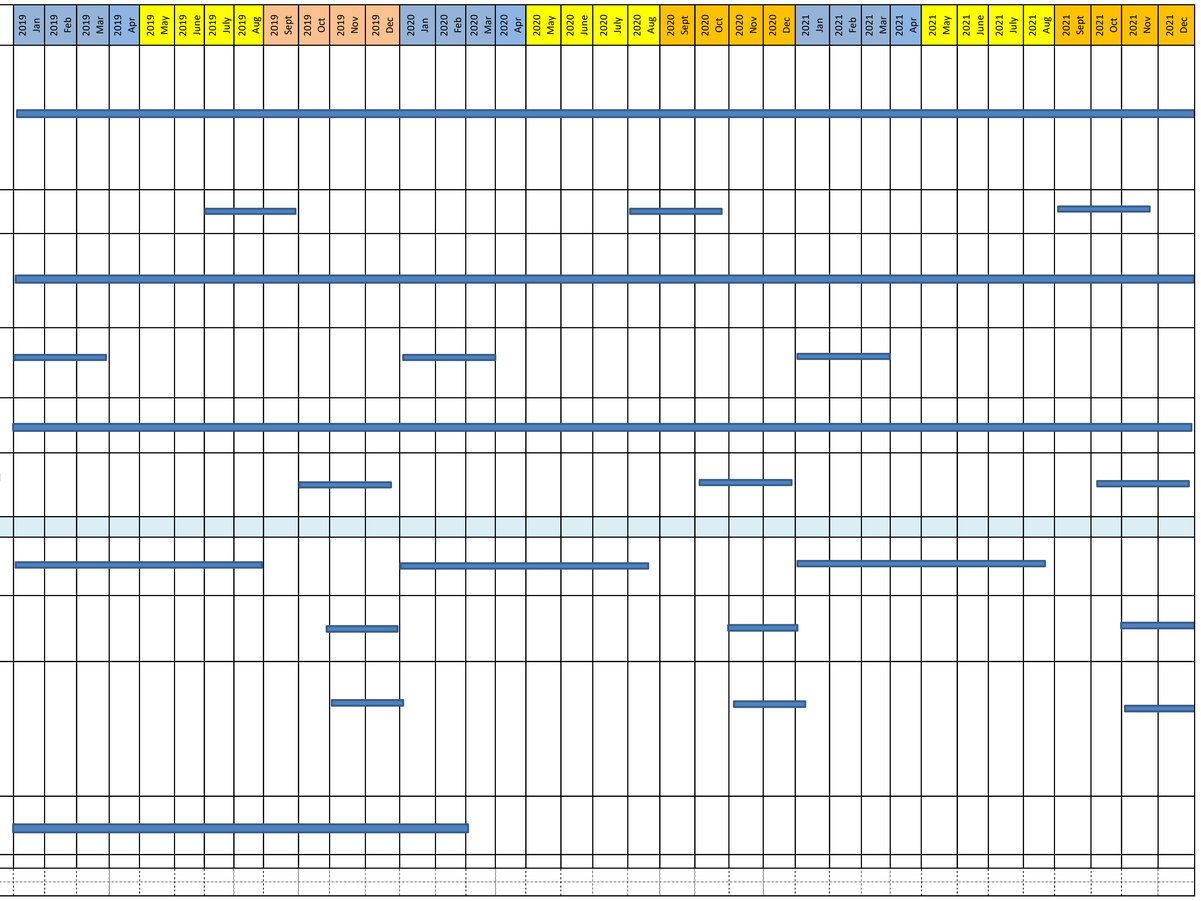
	Actions	Responsable	Deliverables
I. Ethical and professional aspects			
1. Research freedom WG1	Setting up an internal Working Group to better define the constraints of researchers and the way they can be solved (e.g. operational constraints. The researches need a better distribution of research locations). 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 Working Group 2(research, accounting, human resources) will 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	Organizing training sessions for researchers to raise awareness on their rights and obligations (e.g. Intellectual Property Rights) Monitoring annually the misconducts of research projects in terms of legal/contractual obligations Working Group making visible Funding opportunities section as annual calendar of deadlines	Human Resources Department Legal Office Central Research Institute (ICCS) Quality Assurance Department	Schedule of training sessions Report about the impact of traninning sessions
5.Contractual and legal obligations	Annual Monitoring of the misconducts cases in terms of legal/contractual obligations.	Legal Office Quality Assurance Department	Annual Report - Monitor the misconduct in research projects
6. Contractual & legal 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	Central Research Institute (ICCS)	webpage with updated information
7. 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
8. Continuing Professional Development (CPD)	Annual training program for researchers to raise awareness on data protection and data confidentiality. Training session on project implementation Training session on good practices in efficient financial management (the complete list of training sessions is published at the beginning of the academic year)	Central Research Institute (ICCS) Quality Assurance Department IT Department Legal Department	Annual training program
9. 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
10. 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
11. Public /Social engagment	Create the Knowledge Transfer Center - USH PROBUSINESS New Action -in the updated 2016-2018 AP	USH ProBusiness - unit	Activity Report - annually Fully functional Unit



	Actions	Responsable	Deliverables
12. 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.	Central Research Institute (ICCS)	Analysis on non-discrimination practice
13. Evaluation/ appraisal systems WG7	Assessing the impact of introducing the standardized evaluation/appraisal system (SAPIC) - academic & research results Training session on how to write and publish in top-rank journals (yearly) WG5 to evaluate the SAPIC's implementation effects	Directors of Research Centers Central Research Institute	Report on SAPIC's impact
II. Recruitment			
14. Recruitment	Studying the working environment conditions, and the optimal report between teaching and research workload	Central Research Institute (ICCS)	Working Conditions Survey report
15. 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
16. 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
17. 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	leaflet
18. 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
19. 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
20. Postdoctoral appointments (Code)	Offering career advice to young PhD graduate to diversify career opportunities (eg. providing information about available short-term scientific mission competitions in the COST framework) 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			
21. Recognition of the profession	Maintaining and equilibrium between teaching and research workload, at least 25% time dedicated to research.	USH Top Management Team Human Resources Department – Spiru Haret University	Study
22. Research environment	Stimulating partnership in co-authorship, project proposal drafting, project implementation, organizing scientific events etc	Directors of Research Centers (at least one for each faculty) Director of - Central Research Institute (ICCS)	Statistics
23. Stability and permanence of employment WG8	Strategic plan to attract business representatives to invest in research & innovation partnership Design a mechanism of attracting research funds on regular basis to ensure work environment stability	Departments of Faculties	Success rate report
24. 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
25. 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)
27. Value of mobility	Further development of ERASMUS mobility programs	ERASMUS Office International Relations Department	Annual report on Erasmus mobilities
28. 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
29. Intellectual Property Rights	Organizing at least one seminar yearly on Intellectual Property Rights, copyright and Open access policies	Central Research Institute (ICCS)	Seminar on Intellectual property (annually)
30. Co-authorship	Promoting a more intensive cooperation in publishing	Central Research Institute (ICCS)	more visibility on ResearcherID, Research Gate and Academia
31. Participation in decision-making bodies	Establishing a Interdisciplinary Steering Committee A better consultation of governing/managerial bodies	Departments of Faculties Council of Department for each faculty (made up from researchers)	Interdisciplinary commission - Annual Report
IV. Training			
32. 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
33. Supervision and managerial duties	Training for senior researchers Active participation of senior researchers in young researchers' activities	Departments of Faculties	Training statistics
34. Continuing Professional Development	Raising awareness on CPD programs elaborated in cooperation with business representative (marketing campaign) Developing CPD and lifelong learning programs according researchers'needs and expectations	Central Research Institute (ICCS)	CPD statistics - annual report
35. Access to research training and continuous development	Establishing clear rules, procedures, methodologies to regulate supervision New	Council of Trustee, Spiru Haret University	non