

## TEMPLATE 3 – OTM-R Checklist

Case number: [2022BG765736](#)

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### OTM-R Checklist

A specific self-assessment checklist is provided for Open, Transparent and Merit-Based Recruitment (OTM-R). Please report on the status of achievement, also detail on the indicators and the form of measurement used.

<b><i>OTM-R checklist for organisations</i></b>					
	<b>Open</b>	<b>Trans- parent</b>	<b>Merit- based</b>	<b>Answer: ++ Yes, completely +/-Yes, substantially -/+ Yes, partially -- No</b>	<b>*Suggested indicators (or form of measurement)</b>
<b>OTM-R system</b>					

1. Have we published a version of our OTM-R policy online (in the national language and in English)?	x	x	x	++	<a href="http://www.bio21.bas.bg/imb/?id=179">http://www.bio21.bas.bg/imb/?id=179</a>
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	++	„Rules for implementation of the law for the development of the academic staff in Bulgaria at IMB " from 28.01.2021.
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	++	HR officer, Scientific secretary, and Senior scientists from the Scientific Council of the institute are all familiar with OTM-R
4. Do we make (sufficient) use of e-recruitment tools?	x	x		++	All advertisements for academic positions available at the institute are published in Bulgarian in State Gazette and on the IMB' site: <a href="http://www.bio21.bas.bg/imb/?id=160">http://www.bio21.bas.bg/imb/?id=160</a> Open positions are also advertised in Euraxess ( <a href="https://euraxess.ec.europa.eu/jobs/search?f%5B0%5D=job_country%3A746&amp;f%5B1%5D=keywords%3Achromatin%20biology">https://euraxess.ec.europa.eu/jobs/search?f%5B0%5D=job_country%3A746&amp;f%5B1%5D=keywords%3Achromatin%20biology</a> ) and Nature careers: <a href="https://www.nature.com/naturecareers/job/12796216/positions-available-in-chromatin-biology/">https://www.nature.com/naturecareers/job/12796216/positions-available-in-chromatin-biology/</a>
5. Do we have a quality control system for OTM-R in place?	x	x	x	++	According to „ Rules for implementation of the law for the development of the academic staff in Bulgaria at IMB " from 28.01.2021, there are clear rules about who can apply for a specific academic position, evaluation criteria, number of the referee and etc.
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	++	Yes. 10 out of 56 research staff have come outside the IMB.
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	++	Yes. To attract more researchers from abroad recently we started publishing job advertisements on Euraxess platform as well as on Nature careers site.

8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	++	Our current OTM-R policy is good enough. More than half of the current research staff is women as well as up to 10% are disabled people.
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	+ -	Working conditions for researchers at IMB are good: possible work from home and irregular working hours. Paid maternity leave in Bulgaria is 2 years (The Social Security Code of the Republic of Bulgaria). Salaries however are low relative to the average salaries in the EU.
10. Do we have means to monitor whether the most suitable researchers apply?				++	The scientific committee evaluates and makes the selection of the most appropriate candidate. Members of the committee are experienced researchers with sufficient expertise. More than half of selection comity members are from other research institutions and Universities.
<b>Advertising and application phase</b>					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		++	We already publish in Euraxess. Published information about suitable openings include short information about the institute and working conditions, job description, qualifications required, information about the procedure with deadlines and contacts.
12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		++	Yes
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		++	Yes: <a href="https://euraxess.ec.europa.eu/jobs/search?f%5B0%5D=job_country%3A746&amp;f%5B1%5D=keywords%3Achromatin%20biology">https://euraxess.ec.europa.eu/jobs/search?f%5B0%5D=job_country%3A746&amp;f%5B1%5D=keywords%3Achromatin%20biology</a>
14. Do we make use of other job advertising tools?	x	x		++	Yes, the advertisements for academic positions available at the institute are published in State Gazette and on the IMB' site: <a href="http://www.bio21.bas.bg/imb/?id=160">http://www.bio21.bas.bg/imb/?id=160</a> as well as on Euraxess: <a href="https://euraxess.ec.europa.eu/jobs/search?f%5B0">https://euraxess.ec.europa.eu/jobs/search?f%5B0</a>

					<a href="#">%5D=job_country%3A746&amp;f%5B1%5D=keywords%3Achromatin%20biology)</a> and Nature careers: <a href="https://www.nature.com/naturecareers/job/12796216/positions-available-in-chromatin-biology/">https://www.nature.com/naturecareers/job/12796216/positions-available-in-chromatin-biology/</a> The advertisements are also communicated at science conferences as well as personally to colleagues from Bulgaria and abroad.
15. Do we keep the administrative burden to a minimum for the candidate?	x			+ -	All necessary documents for application are listed in the „Rules for implementation of the law for the development of the academic staff in Bulgaria at IMB " from 28.01.2021. For convenience, the applicant can send the documents via post. Applications for positions that do not require implementation of the law are accepted by email.
<b>Selection and evaluation phase</b>					
16. Do we have clear rules governing the appointment of selection committees?		x	x	++	The Director of IMB appoints selection committees. Their composition is proposed by the department head that announces the vacancy and is approved by the Scientific council of the institute. Committee members are selected based on their expertise, but the gender balance is almost always taken into consideration too.
17. Do we have clear rules concerning the composition of selection committees?		x	x	++	There are clear rules concerning the composition of selection committees („Rules for implementation of the law for the development of the academic staff in Bulgaria at IMB " from 28.01.2021). Five (2 external) committee members select the assistant professors and 7 members (3 external) the associate professor or full professors. The number of Associate professors and professors in each committee is also specified.
18. Are the committees sufficiently gender-balanced?		x	x	++	The committees are sufficiently gender balanced. In committees appointed last year (2022) 43 men and 50 women were included in total.

19. Do we have clear guidelines for selection committees which help to judge 'merit' in a way that leads to the best candidate being selected?			x	++	The selection committees use,, Rules for implementation of the law for the development of the academic staff in Bulgaria at IMB " from 28.01.2021 to assess each candidate.
<b>Appointment phase</b>					
20. Do we inform all applicants at the end of the selection process?		x		++	All applicants at the end of the selection process are informed via email or phone.
21. Do we provide adequate feedback to interviewees?		x		++	All candidates are evaluated by the selection committee and all statements and reviews are available on the institute website. The Chairman of the selection committee prepares a report with a motivated proposal for the election of only one of them.
22. Do we have an appropriate complaints mechanism in place?		x		++	There have been no complaints until now but there is a procedure at the institute. All complaints are evaluated by the Scientific Council.
<b>Overall assessment</b>					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?					We plan to use regularly a questionnaire to obtain the staff's opinion about the recruitment process.