

Informative note

on the implementation of the action plan of the human resources strategy of the researcher

The Human Resources Strategy for Researchers of Nicolae Testemitanu SUMPh of the Republic of Moldova was approved at the Senate meeting of 09.10.2015 minutes no.6 / 2, encompassing the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers.

It should be mentioned that, on April 7, 2014, Nicolae Testemitanu State University of Medicine and Pharmacy adhered to the European Charter of Researchers and the Code of Conduct for the Recruitment of Researchers, being the fourth institution in the field of research and innovation in the Republic of Moldova.

Nicolae Testemitanu SUMPh is part of the EURAXESS Network - Researchers in Motion - which is a unique initiative launched by the European Commission (European Union) to promote research careers and facilitate the mobility of researchers across Europe.

HRS4R requires the following 5 steps:

1. Internal analysis of evaluation of the norms and practices of Nicolae Testemitanu SUMPh in relation to the C&C principles;
2. Publication on the University's website of the results of the internal analysis and of the action plan for the implementation of the C&C principles;
3. Confirmation by the European Commission;
4. Implementation of the Human Resources Strategy for researchers and internal self-assessment (through the existence of quality assurance mechanisms);
5. External assessment at least once every 4 years.

The evaluation of the actions set out in the action plan is shown in the table below:

**The activity plan
for implementation of the Human Resources Strategy for Researchers in the period 2015-2018**

Principles / specific objectives	The actions to be implemented	Officer in charge	Deadline	Monitoring indicators	Comments, actions taken.
I. Ethical and professional aspects (1-7)	1.1 The revision and adjustment of the Moral Code and the Regulation of the Ethics Committee with reference to international regulations (professional deontology, management, etc.)	<ul style="list-style-type: none"> • Vice-rectors • Research Ethics Committee SUMP Ethics Committee <ul style="list-style-type: none"> • Legal Department • Department of Science 	Quarter I, 2016	<ul style="list-style-type: none"> ✓ Moral Code ✓ Regulation of the Research Ethics Committee amended and approved 	<p>Code of ethics and professional deontology of the scientific and teaching staff, the NAACER CC decision of 18.12.2018 no 7.</p> <p>It is in the process of working. The statute of the University Ethics Committee is in line with international regulations. Planned to be submitted for approval to the Senate from April 2019.</p>
	1.2 The revision and adjustment of the individual employment contracts of the researchers taking into account the specificity of activity.	<ul style="list-style-type: none"> • Human Resources Department <ul style="list-style-type: none"> • Legal Department 	Quarter IV, 2015	✓ Individual employment contracts adjusted	The university contracts with the teaching and scientific staff were adjusted in 2018. Made 100%
	1.3 Installation of the anti-plagiarism system with open access for researchers in order to verify the scientific works	<ul style="list-style-type: none"> • Department of Information and Communication Technology 	Quarter II, 2016	✓ The anti-plagiarism system installed	<p>On March 25, 2015, at the Senate meeting, the Regulation regarding the prevention of academic plagiarism at Nicolae Testemitanu State University of Medicine and Pharmacy was approved (placed on the web page). The regulation is elaborated to ensure the protection of the intellectual property, the respect of the copyright, the protection of the literary and scientific works, the results of the scientific research and innovation. At the same time, the types of plagiarism and the way of using the anti-plagiarism program are explained.</p> <p>Thus, each member of the university community - student, resident, master, doctoral student, administrative, didactic or scientific staff must</p>

					respect the intellectual property rights and the principles of good practice. Done
<p>1.4 Development of the Guide of good practice in research (GLP/GCP) of Nicolae Testemitanu SUMPh and submission to the Scientific Council for approval</p> <p>Distribution of the guide to stakeholders by means of <i>Document distribution register DDR 4.2.3</i></p>	<p>Vice-rector for scientific activity</p> <ul style="list-style-type: none"> • Science Department • Human Resources Department • Legal Department • Scientific Council Communication and Public relations Department 	Quarter I, 2016	<ul style="list-style-type: none"> ✓ The guide of good practice in research developed ✓ The guide of good practice in research approved ✓ RDD 4.2.3 	<p>The requirements of ISO 17025: 2006 are applied and implemented, based on which the Quality Research Manual is developed, approved on 18.12.2015 and placed in UIMS.</p> <p>It is worked, based on the operational procedures approved and used at different stages.</p> <p>The laboratories of: Biochemistry, Scientific Center in the field of Medicine, Genetics, Tissue Engineering and cell cultures, described the general procedures for sampling, transportation and storage of biological materials, etc.</p> <p>SOPs are in the process of being completed / approved</p>	
<p>1.5 Periodic familiarization (at least once in the quarter) of the researchers with the provisions of the internal documentation by placing it on the SUMPh website, in UIMS, information sessions, etc.</p>	<ul style="list-style-type: none"> • Science Department • Doctoral School 	In process	<ul style="list-style-type: none"> ✓ Documents placed on the pe SUMPh website, in UIMS, ✓ Information sessions documented by minutes 	<p>The informing of the researchers on the new or updated / adjusted documents takes place through the institutional e-mail, web pages or intranet UIMS.</p> <p>The examination of the documents during the meetings is documented by the minutes.</p> <p>It is done periodically</p>	
<p>1.6 Identification and appointment of the person who will provide consultancy to the researchers, regarding data management (including personal)</p>	<ul style="list-style-type: none"> • Humas resources Department • Legal Department 	Quarter III, 2015	<ul style="list-style-type: none"> ✓ Appointed person 	<p>At the moment, Mr. Gh. Curocichin gives a consultation, afterwards Mrs. E.Groza is expected to be appointed (in the process of training).</p>	
<p>1.7 Organizing continuous training courses, workshops, round tables with the theme</p>	<ul style="list-style-type: none"> • Science Department • Doctoral School 	during 2016 (Quaters II – III)	<ul style="list-style-type: none"> ✓ At least 2 courses completed, ✓ Training 	<p>1. Periodically from 2017 (<i>at the beginning of the year</i>) in relation to the introduction of the IP discipline in the university study plan, for</p>	

<p>"Protection of intellectual property rights" (invitation of AGEPI experts), "Project management. Economical and Financial Aspects in Research ", etc.</p>			<p>certificates issued</p>	<p>the PhD students of the first year of studies lectures in the field of PI are organized. At the same time, all interested people (conference researchers, university lecturers) are invited.</p> <ol style="list-style-type: none"> 2. The courses were held on February 2-3, 2017; in 2018 on February 27 and 28. <i>(participants from the university received certificates of participation).</i> 3. On 22.03.2017, SUMPh representatives attended the launching conference of an European project of technical assistance with the generic: "Support for ensuring the respect of intellectual property rights". Organizing part – AGEPI. <i>(There were 2 persons from Nicolae Testemitanu SUMPh and they received certificates of participation).</i> 4. On 19.06.2018, AGEPI organized a workshop with the generic: The limits and restrictions in the manufacture of pharmaceutical products related to IP". <i>(Participants received certificates).</i> 5. On 12.10. 2018 by AGEPI in cooperation with the European Union Project a technical assistance seminar "Support for ensuring the respect of intellectual property rights in the Republic of Moldova" was organized. Theme: "Commercialization of intellectual property objects at universities and research institutions in the European Union and the Republic of Moldova" <i>(Participants received certificates).</i>
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<p>Dissemination and application of results (8), public commitment (9)</p>	<p>(8) Participation in the events organized by the Agency for Innovation and Technology Transfer (AITT).</p> <p>(9) Conducting campaigns to popularize civil society with the scientific results obtained / achieved (Open Day, Research night, etc.) Stimulating the participation of researchers in radio and TV programs.</p>	<ul style="list-style-type: none"> • ScienceDepartment • Doctoral school 	<p>2015-2019 at the time of organization</p>	<p>✓ At least 1 popularized annual event</p>	<ol style="list-style-type: none"> 1. Training seminar with the title "<i>Protection and valorisation of intellectual property in the Republic of Moldova</i>". Organized by AGEPI, May 19, 2015, AGEPI Conference Hall. (2 participants - from the university). 2. University employees participated in the Competition "Top of innovations", ed. the VI, organized by AITT in December 2016, where the top of the most valuable inventions of 2016 was established. The University's collaborators obtained 4 places in the field (with the first place - professor Ion Mereuta, Nicolae Testemitanu SUMPh in collaboration with the Institute of Oncology; 2nd place - "Method of treatment of intravesical obstruction caused by benign prostate hyperplasia", associate professor Vitalie Ghicavii, chair of urology and surgical nephrology) and 2 Diplomas of Excellence ("Method of prophylaxis of the appearance of pathological reflexes in surgical manipulations", Associate professor Ianos Coretchi, Department of Pharmacology and Clinical Pharmacology; and "Method of decellularization of the liver", the team of the Laboratory of tissue engineering and cell cultures, associate professor V. Nacu). 3. Annually the university participates in the International Specialized Conference MoldMedizin & MoldDent in September with the scientific achievements obtained during the academic year. (8-11 september 2015; 7-10 september 2016; 13-16 septembere 2017; 12-
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					<p>14.09.2018 - Certificate of participation).</p> <p>4. The University participated in the "European Researchers Night", AS RM. ed. II, September 25, 2015 and September 23, 2016;</p> <p>5. <i>Nicolae Testemitanu</i> SUMPh participated with the scientific achievements obtained during the years 2014-2016 at the ethno-cultural complex <i>Vatra</i> on AS RM anniversary, June 12, 2016.</p> <p>6. On <i>November 10, 2018</i>, the "International Day of Science", an event organized by the MECC at the History Museum (promoting science);</p> <p>7. Traditionally, every year the University researchers participate in the Republican Competition "<i>The best rationalizer of the year in the Republic of Moldova</i>" and "<i>The best young rationalizer of the year</i>", the results are announced on the Day of Inventors and Rationalizers (the last Saturday of June). On July 4, 2017, the Round Table dedicated to the Day of the Inventor and the Rationalizer, inside the Republican Clinical Hospital, the Medical Scientific Library, 3-rd floor, INFOMEDICA Information Center no. 3, was organized.</p>
II. Recruitment (10-21)	(10) Development of the Regulation for organizing the competition for filling the vacancies of scientific researchers at Nicolae Testemitanu SUMPh, with clear requirements regarding the recruitment of	<ul style="list-style-type: none"> • Science Department • Human Resource Department • Legal Department 	Quarter I, 2016	✓ Regulation developed and approved	Government Decision on approving the Regulation on the way of filling the teaching vacancies in the higher education institutions no. 854 of 21.09.2010

	<p>researchers, selection criteria, recognition of qualifications, mobility, announcement of vacancies, selection procedure, activity standards of the of the Selection commission based on the principles of the University Charter and the Code of Ethics.</p> <p>Adjusting / improving the criteria for assessment of merits of scientific researchers and the clear criteria for promotion in positions at Nicolae Testemitanu SUMPh</p>		Quarter III, 2016		In draft
	(21) Development of the Regulation on the organization of postdoctoral studies at Nicolae Testemitanu SUMPh	<ul style="list-style-type: none"> • Vice-rector for scientific activity • Doctoral school 	Quarter I, 2016	✓ Regulation developed and approved	Government Decision of May 29, 2018 no. 499 on the approval of the Regulation on the organization and conduct of postdoctoral programs. Regulation on the organization and conduct of postdoctoral programs Nicolae Testemitanu SUMPh, submitted for approval at the Senate meeting.
	<p>Informing the candidates about the selection process at Nicolae Testemitanu SUMPh with placing the relevant information on the institution's website.</p> <p>Integration of new and / or returning employees researchers at Nicolae Testemitanu SUMPh</p>	<ul style="list-style-type: none"> • Selection commission • Human Resources Department • Legal Department <ul style="list-style-type: none"> • EURAXESS local contact point 	2015-2019, at the time of organization	✓ Placing relevant information on the institution's website	<p>Regularly.</p> <p>The information relevant to the selection process is placed in the box https://usmf.md/ro/posturi-vacante (new site is in work, maintenance) Permanently.</p> <p>The employed and returning researchers are informed about the opportunities of the program: https://usmf.md/ro/cercetare-66/departamentul-stiinta/strategia-resurselor-umane/euraxess-researchers-motion is realized permanently.</p>

	Placement of the sample employment applications for researchers on EURAXESS and Nicolae Testemitanu SUMPh web-sites.	<ul style="list-style-type: none"> • Science Department • Human Resources Department • EURAXESS local contact point 	2015- 2019	✓ Sample employment applications for researchers	Sample employment applications for teaching and scientific staff placed on the university's website under the heading: resurseumane.usmf.md
	Review of collective and individual employment contracts and supplementing with aspects related to flexibility, individuality of work program	<ul style="list-style-type: none"> • Human Resources Department • Legal Department 	Quarter III, 2015 and when necessary	✓ Collective and individual employment contracts Updated	Collective contract for 2018-2021 was updated in June, 2018 Job-description of a candidate for a vacant position (researcher, senior researcher, coordinating researcher, main researcher, head of laboratory) can be found on a SUMPh website. Link: https://resurseumane.usmf.md/ro/resurse-umane-pentru-documente/recrutarea-si-selectarea-personalului
	Development of continuing training programs for researchers at Nicolae Testemitanu SUMPh level and familiarizing researchers with the opportunities offered by them	<ul style="list-style-type: none"> • Science Department • Doctoral School • Human Resources Department 	Quarter IV, 2016	✓ Developed programs, (minimum 2)	Courses in the quality of Research Methodology: (L.Spinei, R. Gramma, Valica V., Parii S. and others); Courses organized for doctoral students: 1. Methodology of biomedical research; 2. Research ethics; 3. Evidence-based medicine; Good Clinical and Laboratory Practices; Information technologies applied in research; II. 16 people from different clinical and theoretical specialties are trained by RECIF UEC in the period June 2018 - February 2019 (in total 4 weeks). Done
	Stimulating the participation of SUMPh researchers in projects funded by EU or international organizations	<ul style="list-style-type: none"> • Science Department • Department of International relations • Doctoral School 	Quarter II, 2015-2019	✓ Computerized seminars documented by minutes (minimum 4)	Computerized seminars on EU-funded projects are regularly organized in medical institutions, in the field of science and innovation, that are part of the Consortium of the Doctoral School of Medicine

					under the auspices of the Nicolae Testemitanu SUMPh. At the same time, individual consultations with the researchers interested in applying the project proposals at Nicolae Testemitanu SUMPh, are held. Done
The value of mobility (29)	Development of the Regulation on bilateral exchange (mobility of researchers) at SUMPh level. Improvement of information services on EURAXESS HelpDesk	<ul style="list-style-type: none"> • Science Department • Doctoral School • EURAXESS local contact point 	Quarter II, 2017	✓ Regulation developed and approved	Regulation on the organization of academic mobility in at Nicolae Testemitanu SUMPh, approved at the Senate meeting no. 3/5 of 2017.
	Signing of new agreements on the mobility of researchers, research internships with universities, research institutions from abroad	<ul style="list-style-type: none"> • Vice-rector for scientific activity • Vice-rector for international relations • Vice-rector for quality assurance and integration in education • Doctoral school 	2015- 2019, At the time of signing the agreement	✓ Mobility agreements signed (minimum 2)	In draft: Collaboration agreement between the Department of Management and Psychology, Nicolae Testemitanu SUMPh and the Medical Psychology Discipline, Faculty of Medicine, Carol Davila UMF - Bucharest, Romania. In the process of development of collaboration agreement with the International Center for Genetic Engineering and Biotechnology (ICGEB) and the Republic of Moldova (professor Gh. Curocichin).
Career evolution (28, 30,33,38, 39)	Assessment of researchers needs to be included in continuing training programs	<ul style="list-style-type: none"> • Science Department • Doctoral School 	Quarter IV, anual	✓ Number of assessments (minimum one annual recorded / documented assessment)	According to the current need, they are contained in the Standard ISO 9001:2015 NDI 7.1.2 Training need PRO 7.1.2 Training programs
	Applying clear internationally accepted criteria for placing on the	<ul style="list-style-type: none"> • Science Department • Doctoral School 	Quarter I, 2017	✓ Criteria applied	Journal RJHS (A. Belii) The author's guide placed on the SUMPh website, which contains the clear criteria for placement on the list of authors, and in each

	authors list of researchers in scientific papers indicating the contribution of each	<ul style="list-style-type: none"> Human Resources Department 			edition of the Journal Done
	Drafting of the share of didactic norms for the scientific researchers depending on their activity		Quarter III, 2016	✓ Share of norms elaborated	In 2018 a lesson course, at the Doctoral School for all the advisors who were informed about the appearance on the list of authors and the order of placement according to the contribution, was organized (professor Gh.Curocichin)
	Stimulating the participation of scientific researchers in training programs, including in distance education		2015- 2019	✓ At least 10 researchers annually involved in training programs	(Curocichin Gh., Gudumac V., Valica V., Parii S., Prisacari V., Diug E., Nacu V., Sardari V., Andrieş L., Ciobanu N., Vudu L. and others) involved in the training process. Done
	Regular organization of workshops, round tables for the sustainable development of research skills, support at the workplace		2015- 2019	<ul style="list-style-type: none"> ✓ 2 workshops, ✓ 3 round tables, ✓ 5 workplace supports 	The Companies / Associations in the fields discuss the doctoral and postdoctoral theses, the laboratory sessions) 2017.09.12 - Scientific Conference on Biotechnology and Personalized Medicine organized within the International Exhibition MoldMedizin & MoldDent; The organization of interdisciplinary scientific clubs is planned (<i>Journal Club</i>)
	Development of the Intellectual Property Management Regulations of Nicolae Testemitanu SUMPh harmonized with the provisions of EU law	<ul style="list-style-type: none"> Science Department Legal Department 	Quarter II, 2016	✓ Regulation developed and approved	The regulation on the innovation activity is in the prefinal version
Notifications and complaints (34)	Development of confidential and informal assistance procedures for resolving conflicts related to activity, disputes and threats with their inclusion in the SUMPh	<ul style="list-style-type: none"> Science Department SUMPh Ethics Committee Legal Department 	Quarter III, 2016	✓ Guide developed	The Center for Psychological Counseling and Career Guidance (CPCCG) is formed, where each employee can address, including SUMPh researchers. Regulation on organization and activity of the Center for Psychological Counseling and Career

	Guide of Good Practice in Research				Guidance at Nicolae Testemitanu SUMPh of the Republic of Moldova, approved at the Senate Meeting, minutes no. 2 / 14 of 22.02.2018 Mariana Cernitanu). The modification to the Statute of the University Ethics Committee initiated, and it is submitted for approval at the Senate meeting (it is planned to be approved in March - April 2019).
	Designing of the "Green Line" application on the SUMPh website for receiving notifications and complaints from researchers providing the necessary confidential assistance	<ul style="list-style-type: none"> • Department of Communication and Public Relations • Department of Information Technology and Communication 		✓ Functional application	We do not have a green line (itself), but other tools for submitting complaints are established, which are: Register of Complaints and Non-Compliances, Register of petitions submitted to the USMF "Nicolae Testemitanu". University anti-corruption line: 032 205 875 Electronic notifications / petitions can be sent to the e-mail addresses: contact@usmf.md, petitii@usmf.md or anticorruption@usmf.md At the same time, there is the possibility that the researchers can register for appointment to the representatives of the administration, according to the program.
Public commitment Supervision (36, 37, 40)	(36) Development of the sample job-description of the researcher and the sample job-description of the doctoral advisor of Nicolae Testemitanu SUMPh	<ul style="list-style-type: none"> • Science Department • Human Resources Department 	Quarter II, 2015	✓ Sample job-descriptions of researchers and doctoral advisors developed and approved	Institutional regulation on organization and conducting of the Program of doctoral studies, approved by the meeting of University Senate on 11.11.2015, minutes no. 7/4. (Chapter III "Doctoral advisor" contains his obligations and rights); The contract of higher doctoral studies for doctoral students is also signed by the advisor (3 ex.)
	(37) Adjustment of doctoral studies contracts and contracts with doctoral advisors stipulating the rights and obligations of the	<ul style="list-style-type: none"> • Doctoral School 	Quarter IV, 2015	✓ Updated contracts	See p. 36. The update is done when needed

	parties, according to EU requirements				
	(38) Periodic assessment of doctoral advisors based on the feedback of doctoral students (questioning)		Quarter IV, annual	✓ Advisors reports ✓ Questionnaires for doctoral students	The last assessment took place in 2015 (before the organization of the doctoral school); In draft

Information on the fluctuation of scientific staff in the period 2016-2018

Category of employees	2016		2017		2018	
	Employed	IEC expiration	Employed	IEC expiration	Employed	IEC expiration
Teaching staff (<i>basic staff</i>)	60	58	41	46	45	62
Teaching staff (<i>external cumulation</i>)	91	90	103	95	105	107
Scientific staff (<i>basic staff</i>)	5	7	6	5	5	7
Scientific staff (<i>external cumulation</i>)	10	7	6	5	4	13