



NATIONAL  
MARINE  
FISHERIES  
RESEARCH  
INSTITUTE



HR EXCELLENCE IN RESEARCH

**National Marine Fisheries Research Institute  
Gdynia, Poland**

# OTM-R POLICY

OPEN TRANSPARENT  
MERIT BASED RECRUITMENT

**October 2018**

## **I. Introduction**

Open, transparent and merit-based recruitment (OTM-R) ensures that the best person for the job is recruited. It brings benefits to researchers, institutions and a country's research system. More specifically, OTM-R makes research careers more attractive, ensures equal opportunities for all candidates and facilitates mobility. It boosts trans and international co-operation. This in turn promotes optimal circulation of scientific knowledge.

The National Marine Fisheries Research Institute which participates in the Human Resources Strategy for Researchers has reviewed the current recruitment processes in a reflective and self-critical way, amending them where necessary to improve our openness and transparency as benchmarked against the Charter and Code.

In this connection the NMFRI Code of Conduct for the recruitment of researchers<sup>1</sup> has been improved so as to recognize the OTM-R principles.

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<sup>1</sup> <http://mir.gdynia.pl/hr-excellence-in-research/?lang=en>

## II. Research posts at the NMFRI and OTM-R phases

The Institute can employ researchers at the following positions:

- 1) Assistant (equivalent to R1);
- 2) Senior scientist (equivalent to R2);
- 3) Institute's professor (equivalent to R3);
- 4) Professor (equivalent to R4).

There have been three OTM-R phases identified:

- 1) Advertising and application phase;
- 2) Evaluation and selection phase;
- 3) Appointment phase.

### *Ad 1) Advertising and application phase*

The director of the institute, the deputy director for scientific matters and/or the head of a scientific department may undertake an initiative to create a new research post.

The employees of the NMFRI Personnel and Management Organization Section help with drafting of the research post announcements and check their coherence with the OTM-R principles. All announcements are published on the official NMFRI website, on the website of the Ministry of Science and Higher Education in the Public Information Bulletin and on the EURAXESS portal (in Polish and English language versions). All candidates can send their applications electronically. At this stage of recruitment, no original documents are needed. All submitted applications are stored by the NMFRI for 6 months from the end of recruitment in accordance with applicable law. All candidates who send their applications receive an automatic email reply that their application has been received.

### *Ad 2) Evaluation and selection phase*

The initial selection of candidates is made by the members of the Competition Commission appointed by the Director's order. The composition of the Commission should be balanced in terms of gender. The Commission selects from among the submitted candidates those who received the highest scores in the course of internal evaluation process of the candidates based on the rules set out in Appendix 2 to the Code of Conduct for the recruitment of researchers at the National Marine Fisheries Research Institute. The selected candidates are invited for an interview or in special situations, e.g. in case of foreigners or persons with disabilities, the interview may take the form of a videoconference with the members of the Competition Commission.

### ***Ad 3) Appointment phase***

All candidates receive feedback from the Competition Commission in case they did not meet formal requirements - information what was missing. The candidates selected for an interview - information which candidate's skills need improvement. Each candidate has the right to appeal against the results of the competition within 7 days from the date of their publication on the NMFRI website.

The candidate selected for a research post, according to Polish law, must obtain the approval of the NMFRI Scientific Council before signing the employment contract (Act on research institutes - Articles 29.2–29.12). The selected candidate is required to provide documents confirming their qualifications and scientific achievements.

### **III. Actions planned at the Institute with respect to OTM-R**

The Institute takes actions related to fulfilling the OTM-R requirements. So far, the following activities have been carried out:

- 1) In November 2017, training was conducted by an external consultant on drafting of the research post announcements / determining the competencies needed for the scientific post dedicated for the Commission for Scientific Staff, human resources employees and all persons involved in recruitment processes, project managers and heads of scientific departments. This provided the basis for unifying the OTM-R principles;
- 2) The *checklist* was used as a self-assessment tool to determine the degree to which our current practices are OTM-R compliant and identify where improvements could be made;
- 3) The NMFRI website containing information about competitions for scientific posts has been translated into English;
- 4) Information about procedures for candidates for scientific posts at the NMFRI has been translated into English and made available on the Institute's website;
- 5) A guide entitled “The position of a researcher at the NMFRI - promotion paths, requirements and benefits” was prepared and published.