

## TEMPLATE 1 – GAP ANALYSIS - PROCESS

Case number: 2022BG765736

Name Organisation under review: ***Roumen Tsanev Institute of Molecular Biology, Bulgarian Academy of Sciences***

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### PROCESS

The HRS4R process must engage all management departments directly or indirectly responsible for researchers' HR issues. <sup>1</sup> These will typically include the Vice-Rector for Research, the Head of Personnel, and other administrative staff members. In addition, the HRS4R strategy must consult its stakeholders and involve a representative community of researchers ranging from R1 to R4<sup>2</sup>, as well as appoint a Committee overseeing the process and a Working Group responsible for implementing the process.

Please provide the name, the position, and the management line/ department of the persons who are directly or indirectly engaged in the HRS4R process in your organisation:

Name	Position	Management line/ Department
Assoc. Prof. Anastas Gospodinov	Director	Roumen Tsanev Institute of Molecular Biology
Dr. Shazie Yusein-Myashkova	Assistant Professor HR Logo Contact Person PR	Department of Structure and Function of Chromatin
Elena Tonovska	Human resources expert	Roumen Tsanev Institute of Molecular Biology

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Anna Georgieva	Chief Accountant	Roumen Tsanev Institute of Molecular Biology
Prof. Romyana Mironova	Head of a department	Department of gene regulation
Prof. Iva Ugrinova	Head	Department of Structure and Function of Chromatin
Assoc. Prof. Nikolay Tzvetkov	Head	Department of Biochemical pharmacology and drug design
Assoc. Prof. Stoyno Stoynov	Head	Laboratory of Genomic stability
Prof. Georgi Miloshev	Head	Laboratory of genetic, epigenetic and aging
Prof. Margarita Apostolova	Head	Medical and Biological Research Laboratory
Penyo Ivanov	PhD student	Laboratory of genetic, epigenetic, and aging
Dr. Temenuga Guesheva	Assoc. Professor	Department of Molecular biology of the cell cycle
Dr. Sonya Uzunova	Assist. Professor	Laboratory of Genomic stability
Dr. Anelia Balacheva	Assist. Professor	Department of Biochemical pharmacology and drug design
Dr. Elena Krachmarova	Assist. Professor	Department of Gene Regulation

Your organization must consult its stakeholders and involve a representative community of researchers ranging from R1 to R4<sup>3</sup>, as well as appoint a Committee overseeing the process and a Working Group responsible for the implementation of the HRS4R process.

*The term 'Human Resources' is used in the largest possible sense, to include all researchers (Frascati definition: Proposed Standard Practice for Surveys on Research and Experimental Development, Frascati Manual, OECD, 2002) disregarding the profile, career 'level', type of contract etc. etc.*

For a description of R1-R4, see

<https://euraxess.ec.europa.eu/europe/career-development/training-researchers/research-profiles-descriptors>

Provide information on how the above groups were involved in the GAP-analysis:

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*Stakeholder group	*Consultation format	Outcomes
Working group (WG)	Meetings and emails	Preparation of the GAP Analysis and Action plan
Steering Committee (SC)	Meetings and emails	Approve the Action plan and oversee the implementation process

Please describe how was appointed the **Committee overseeing** the process:

Free text 200 words maximum

At the beginning of September 2023, the Director of IMB appointed two groups: the Working Group (WG) and the Steering Committee (SG). All department heads (R4) at the Institute were involved in the **Steering Committee (SC)** together with Assoc. Prof. Anastas Gospodinov (Director of IMB).

The steering committee got acquainted with the Gap analysis and approved the Action plan draft prepared by the Working group at the beginning of March. In the future, it will monitor the implementation of the Action Plan of IMB.

Free text 200 words maximum

Please describe how was appointed the Working Group responsible for the implementation of the HRS4R process:

The Working Group (WG) involves representatives from of each department and laboratory. The members are selected also based on their experience level so that the committee to include scientists from all levels:

- Assis. Prof. Shazie Yusein-Myashkova- Department of Structure and Function of Chromatin (R2)
- Penyo Ivanov -PhD student in Laboratory of genetic, epigenetic, and aging (R1)
- Assoc. Prof. Temenuga Guesheva- Department of Molecular biology of the cell cycle (R3)
- Assist. Prof. Anelia Balacheva-Department of Biochemical pharmacology and drug design (R2)
- Assist. Prof. Sonya Uzunova -Laboratory of Genomic Stability (R2)
- Assist. Prof. Elena Krachmarova-Department of Gene Regulation (R2)

-Prof. Margarita Apostolova -Medical and Biological Research Laboratory- (R4)

as well as administrative personnel:

- Elena Tonovska (Human resources expert)

-Anna Georgieva (Chief accountant).

On the first meeting, WG analysed the EC Consensus Report from the initial submission of the institute's documents for the HR award application. The committee decided what are next steps and distributed the tasks. A questionnaire was designed based on the 40 principles of The European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers (Charter and Code). All researchers at the institute were asked to fill out the questionnaire. Results were analysed at the next WG meetings and based on that areas that need improvement were identified. Following this WG started to meet each week and work intensively on GAP analysis document draft. The draft was ready in January 2024. After revision, the document was approved by the Director-Assoc. Prof. Gospodinov. WG begin preparation of the action plan at the end of January 2024. The draft was discussed at the Steering committee meeting at the beginning of March 2024. The final version of the document was approved by the Director on 28.03.2024