

OTM-R Checklist

Case number:

Name Organisation under review: Institut d'Estudis Espacials de Catalunya

Organisation's contact details: ieec@ieec.cat

SUBMISSION DATE:

DATE ENDORSEMENT CHARTER AND CODE:

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 details on the indicators and the form of measurement used.

<i>OTM-R checklist for organisations</i>					
	Open	Trans- parent	Merit- based	Answer: ++ <i>Yes, completely</i> +/- <i>Yes, substantially</i> -/+ <i>Yes, partially</i> -- <i>No</i>	*Suggested indicators (or form of measurement)
OTM-R system					
1. Have we published a version of our OTM-R policy online (in the national language and in English)?	x	x	x	<i>Yes, completely</i>	Yes, we have published a version of our OTM-R policy online. https://www.ieec.cat/en/
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	<i>Yes, completely</i>	A communication has been sent to all staff detailing the OTM-R (Open, Transparent and Merit-based Recruitment) procedures implemented within the Institution. This communication also

					<p>included the official OTM-R document for reference.</p> <p>Furthermore, clear guidance is provided for prospective candidates on how to apply for available positions through our website (insert link here), ensuring transparency and ease of access throughout the application process.</p>
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	<i>Yes, completely</i>	<p>We sent the detailed procedures to all staff via email.</p> <p>Additionally, internal meetings were held with the Principal Investigators (PIs) to address any questions or clarify aspects of the procedure.</p>
4. Do we make (sufficient) use of e-recruitment tools?	x			<i>Yes, completely</i>	We utilise LinkedIn, InfoJobs, and EURAXESS whenever necessary.
5. Do we have a quality control system for OTM-R in place?	x	x	x	<i>Yes, completely</i>	The Human Resources Department registers all candidates and interview reports. Additionally, the Principal Investigator (PI) or Manager prepares a final report for each vacancy, summarising the candidates, their merits, interview scores, and the selected individual.
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	<i>Yes, completely</i>	Yes, the calls and their bases are published through our website and other appropriate channels such as LinkedIn.
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	<i>Yes, completely</i>	In the document titled "GENERAL PRINCIPLES AND PROCEDURE OF SELECTION," there is a dedicated section, "3.2 Calls and Announcements," which addresses this matter in detail. Some of the job advertisements are published on platforms such as EURAXESS and LinkedIn to ensure wider visibility and reach to potential candidates.
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	<i>Yes, completely</i>	In the document titled "GENERAL PRINCIPLES AND PROCEDURE OF SELECTION," there is a dedicated section, "3.2 Calls and Announcements," which

					specifically addresses this aspect. This information is also clearly stated in each individual job call, ensuring that all relevant details are consistently communicated to potential applicants.
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	<i>Yes, completely</i>	Yes, the OTM-R policy is fully integrated into the HR Global Action Plan, which is strategically focused on creating and promoting attractive working conditions for researchers. This approach aims to enhance the recruitment process and foster a supportive environment for research professionals.
10. Do we have means to monitor whether the most suitable researchers apply?				<i>No</i>	While we do not currently monitor this, we can incorporate this aspect into our candidate evaluation template to ensure it is systematically assessed moving forward.
Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		<i>Yes, completely</i>	Yes, we have a template in place to identify the required qualifications and a separate template for advertising positions, ensuring consistency and clarity throughout the recruitment process.
12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		<i>Yes, completely</i>	Yes, we include references to ensure that candidates have access to all the relevant information and necessary resources.
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		<i>Yes, partially</i>	While we publish some calls, not all of them are shared publicly. However, we are actively working on integrating EURAXESS and LinkedIn to expand our reach and improve visibility for future calls.
14. Do we make use of other job advertising tools?	x	x		<i>Yes, completely</i>	We utilise LinkedIn and InfoJobs for recruitment purposes.
15. Do we keep the administrative burden to a minimum for the candidate?	x			<i>Yes, completely</i>	Yes, we handle the majority of the administrative process.
Selection and evaluation phase					

16. Do we have clear rules governing the appointment of selection committees?		x	x	<i>Yes, completely</i>	In the document titled "GENERAL PRINCIPLES AND PROCEDURE OF SELECTION," there is a specific chapter, "3.6 Evaluation and Selection Commission," which addresses this point in detail.
17. Do we have clear rules concerning the composition of selection committees?		x	x	<i>Yes, completely</i>	In the document entitled "GENERAL PRINCIPLES AND PROCEDURE OF SELECTION," there is a dedicated section, "3.6 Evaluation and Selection Commission," which provides detailed information on this matter.
18. Are the committees sufficiently gender-balanced?		x	x	<i>Yes, completely</i>	In the document entitled "GENERAL PRINCIPLES AND PROCEDURE OF SELECTION," there is a specific section, "3.6 Evaluation and Selection Commission," which addresses this point and discusses gender balance. Additionally, we have published our Gender Equality Commitment to further emphasise our dedication to promoting equality.
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	<i>Yes, completely</i>	The document entitled "GENERAL PRINCIPLES AND PROCEDURE OF SELECTION" contains relevant information on this matter. Additionally, there is an annex specifically dedicated to candidate evaluation.
Appointment phase					
20. Do we inform all applicants at the end of the selection process?		x		<i>Yes, completely</i>	Yes, we ensure that all applicants are informed upon the conclusion of each selection process.
21. Do we provide adequate feedback to interviewees?		x		<i>Yes, completely</i>	Yes, we duly inform all applicants upon the conclusion of each selection process.
22. Do we have an appropriate complaints mechanism in place?		x		<i>Yes, completely</i>	Yes, this is outlined in the general procedure and is also clearly explained in each job offer. Furthermore, no complaints have been received over the past year.

Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				Yes, completely	We have decided to hold regular meetings to review and validate its objectives.