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# RESEARCH STAFF RECRUITMENT POLICY

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## Open Transparent and Merit-Based Recruitment (OTMR)

VERSION	DATE	MODIFICATION
V1	18/11/2020	Version approved by Direction
V1.2	04/06/2021	Manual edition and alignment with HRS4R
	10/06/2021	Approval by Direction
	29/06/2021	Approval by the Board of Trustees
V2	15/12/2021	Updated version following the restructuring of the new Direction. Includes additional details on the differentiation between temporary, interim, and permanent positions.
V2.1	24/01/2022	Direction approval of the updated version submitted to the Board of Directors
	29/03/2022	Approval by the Board of Trustees
V3	15/03/2023	Incorporation of the Category Evaluation Committee. Exceptional candidates are accepted.  Adaptation of the procedure to the recommendations from the HRS4R Site Visit and to the applicable legal framework. Language policy included.
	30/05/2023	Document approved by Direction and previously informed to the Works Council prior to approval by the Board of Trustees.

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## 1. INTRODUCTION

The Centre Tecnològic de Telecomunicacions de Catalunya (CTTC) adhered in October 2013 to the “*European Charter for Researchers*” and “*The Code of Conduct for the Recruitment of Researchers*”, demonstrating its commitment to providing a high-quality research environment for European researchers.

Since then, CTTC has been working to implement the principles established in the “*Charter and the Code*”, meeting the requirements of the “*Human Resources Strategy for Researchers*” (HRS4R). Further information can be found at: <https://www.cttc.cat/talent/hrs4r/>

Recruitment through Open, Transparent and Merit-based Recruitment (OTM-R) processes is one of the key pillars of “*The European Charter for Researchers*” and of the “*Code of Conduct for the Recruitment of Researchers*”, adopted in 2005.

OTM-R ensures the recruitment of research staff with the most suitable profile for each position and brings benefits for researchers, institutions, and the research system.

Effective recruitment and selection are crucial to the success of CTTC. Therefore, the center is fully committed to implementing open, transparent and merit-based recruitment (OTM-R) procedures in all its selection processes. This recruitment policy establishes the criteria and procedures necessary to ensure that the selection process is fair, transparent, merit-based, and free from prejudice and discrimination, in accordance with the principles of “*The Code of Conduct for the Recruitment of Researchers*”.

The Code of Conduct for the Recruitment of Researchers includes the following principles:

- Merit-based recruitment processes
- Gender-balanced selection committees
- Experienced Selection Committee with the appropriate competencies
- Open, transparent and merit-based recruitment (OTM-R) procedures Assessment based on both the merits and the future potential of the candidate
- Chronological variations or gaps in CVs should not be penalized and must be considered in the context of career development
- Recognition of experience
- Recognition of professional qualifications
- Recognition of lifelong professional development (seniority)

- Establishment of clear rules for the recruitment of postdoctoral researchers, including duration, objectives, etc.

For further details on each principle, please consult: <https://euraxess.ec.europa.eu/jobs/charter/code>

## 1.1. Scope

This staff selection policy applies to all CTTC scientific staff, regardless of whether their employment relationship is permanent or temporary.

### DEFINITIONS:

- **Structural staff:** Personnel with a permanent or interim contract whose position and remuneration are included in the organization's salary budget.
- **Non-structural staff:** Personnel hired under temporary or project-based contracts (e.g., MRR contracts, indefinite contracts for scientific-technical activities, predoctoral contracts, postdoctoral contracts, etc.).
- **Salary budget:** The set of salary and non-salary remunerations received by CTTC permanent employees as well as interim staff, subject to the limits established by the General State Budget Law (Ley de Presupuestos, LPGE) and other applicable regulations.

## 1.2. Responsibilities

Members of the Selection Committee are responsible for:

- Conducting the selection process in accordance with the principles of OTM-R and the procedure established by CTTC in this document, as well as the specific all of each call.
- Participating in the meetings and activities of the Selection Committee.
- Proposing the best candidate to fill the vacancy in accordance with the rules published in the call.

The Human Resources Department is responsible for:

- Providing advice on best practices and methodologies for recruitment and selection.
- Ensuring the independence and impartiality of the Selection Committee.
- Providing logistical and administrative support is necessary to carry out the recruitment process.

## 2. SUBMISSION OF RECRUITMENT REQUESTS TO DIRECTION

For the recruitment of non-structural positions, the Heads of the Research Units must submit a request to Direction for the opening of a new job call or for changes in contractual status. This must be done through the Recruitment Request Form and the corresponding call text.

Forms will not be accepted without the required validation from the Administration, which will verify eligibility criteria and compliance with labor regulations and CTTC human resources policies.

For structural positions, a recruitment form is not required. Direction will inform the relevant Research Unit, which will then prepare the call text and submit it to Direction for approval.

The call must follow the model approved by Direction and must necessarily include:

- Description of the position offered
- Type of contract offered
- Required qualifications and other access requirements
- Selection system: merit-based competition
- Evaluation criteria and scale, including required experience and competencies according to CTTC professional categories and research career profiles (R1–R4)
- Composition of the Selection Committee
- Contractual conditions (working hours, holidays, etc.)
- Deadline for submission of applications
- Expected starting date, if applicable
- Reference to CTTC's equal opportunities and commitment policy (text and the HRS4R logo) *"CTTC offers and promotes a diverse and inclusive environment and welcomes applicants regardless of age, disability, gender, nationality, race, religion or sexual orientation. CTTC seeks to increase the number of women in those areas where they are underrepresented and therefore explicitly encourages women to apply. CTTC is committed to increasing the number of individuals with disabilities in its workforce and therefore encourages applications from such qualified individuals."*

Candidates must provide two reference contacts, of which only one may belong to CTTC staff. If considered appropriate, the Selection Committee may contact the references provided.

Any change in contractual status will always require a new job offer and the full recruitment procedure. If the contract is linked to a different project, a new application form must be submitted, and the relevant (VIP) documentation must be updated beforehand.

The recruitment policy will be available on the CTTC website.

Recruitment of new personnel at CTTC will always require a selection process, except in cases where recruitment takes place through an external organization within the framework of a personal grant or fellowship (e.g., Juan de la Cierva, Ramón y Cajal, Beatriu de Pinós, FI, FPI, ERC, etc.). When the number of grants per institution is limited, CTTC will prioritize candidates based on relevant aspects of their CV.

### 3. SELECTION COMMITTEE

To fill any vacancy at CTTC, a proposal including the members of the Selection Committee must be submitted to Direction. Direction must approve this proposal and make it public in the Direction Committee.

For non-structural positions, the proposed composition of the Selection Committee must be included in the recruitment request form.

In all cases, members of the Selection Committee must hold a professional category equal to or higher than the category of the position offered.

It is recommended that all members of the Selection Committee participate in all stages of the selection process.

The selection committee members will vary according to the characteristics of the job position to be published. The Chairperson of all committees is the Director of the center who, by default, delegates to:

- Nonstructural positions (Predoc, Postdoc, Scientific-technical contract, Recovery, Transformation and Resilience Plan and other temporary contracts):
  - Chairperson: Head of the corresponding Research Unit (RU)
  - Secretary: Main researcher of the project
  - Member: Representative appointed by the Works Council (Comité de Empresa)

In exceptional and duly justified cases, the participation of a committee member may be replaced by the subsequent validation of the selection report by the Works Council before its submission to the Board of Directors.

- Interim positions:
  - Chairperson: Head of the corresponding Research Unit (RU)
  - Secretary: Sponsor of the corresponding RU
  - Member: Representative appointed by the Works Council (Comité de Empresa)
- Structural permanent positions (impacts the salary budget and the replacement rate):
  - Professional categories R1-R2-R3:

- Chairperson: Head of the corresponding RU
- Secretary: Promoter of the corresponding RU
- Board Members:
  - One representative appointed by the Works Council
  - Minimum one external expert\*
- Professional category R4:
  - Chairperson: Head of the CTTC
  - Secretary: Head of the corresponding RU
  - Board Members:
    - One representative appointed by the Works Council
    - Minimum two external experts\*

*\*When external personnel participate in the process, the Chair of the Selection Committee must ensure that the confidentiality agreement is signed by the external participant in accordance with GDPR regulations.*

In the case of positions not linked to a specific Research Unit (RU), the call will request that candidates indicate their preferred RU. The Direction will determine the composition of the Selection Committee in each case.

It is essential that the Selection Committee is independent, that no conflicts of interest exist among its members, and that decisions are objective and evidence-based, rather than based on personal preferences, in accordance with the principles established in the Code of Conduct for the Recruitment of Researchers for Open, Transparent, and Merit-Based Recruitment of Researchers (OTM-R).

It is recommended that all members of the Selection Committee participate in all stages of the selection process. The committee members (CE) are responsible for ensuring that the process is conducted correctly, but they are not responsible for the evaluation of the applications.

In general, the participation of external experts in the evaluation process is always recommended. Whenever possible, gender diversity should also be maintained, in accordance with the guiding principles of “The Code of Conduct for the Recruitment of Researchers”.

External evaluation reports are not binding, although they must be considered throughout the selection process.

Decisions regarding candidates will be made by consensus within the Selection Committee. In case of disagreement, the Chair of the Selection Committee may cast a deciding vote to resolve ties.

When the participation of external evaluators as members of the panel is necessary, it is recommended that the process be conducted remotely, with meetings and interviews held online, to avoid extraordinary expenses (such as travel and per diem). If any compensation is required, it will be applied per the provisions of Decree 138/2008, of 8 July, on service-related allowances (Decret 138/2008, de 8 de juliol, d’indemnitzacions per raó del servei).

## 4. PUBLICATION OF THE JOB OFFER

Once the selection process proposal has been approved, the documentation and call text will be sent to the Human Resources Department through the Direction Secretariat so that the call can be published.

The job offer will be published on the CTTC website appropriate job portals and dissemination platforms. Note that publication on the EURAXESS portal is mandatory.

The call must remain open for a minimum period of 15 days for predoctoral contracts and 1 month for other positions. Shorter periods require a justified request approved by Direction.

If no eligible applications are received before the deadline, the call may be automatically extended by the Chair of the Selection Committee, who must inform CD afterwards.

Vacancies may be advertised on different platforms if privacy and equal opportunity measures are guaranteed. The Human Resources Department will act as the central contact point and will collect all applications.

Under any circumstances, the members of the Selection Committee must not interact directly with candidates.

## 5. EVALUATION AND SELECTION OF APPLICATIONS

The evaluation process will begin on the closing date of the call unless it is extended. The Chair of the Selection Committee will establish the meeting schedule and the general evaluation guidelines, which must comply with the principles of the Code of Conduct for the Recruitment of Researchers and OTM-R.

### 5.1. Selection and interviews

The Human Resources Department will provide the Chair of the Selection Committee with all applications received.

All applications must be reviewed. The process will include:

- Verification of eligibility according to the requirements of the call
- Pre-selection of candidates for interviews
- Conducting interviews (preferably remotely)

All candidates must be treated equally, and interviewers must follow the same format (remote or in person).

Selection criteria must focus both on the past performance of candidates and their future potential. The emphasis will depend on the profile of the position offered. The emphasis should vary according to the

profile of the position offered and in accordance with the principles of “*The Code of Conduct for the Recruitment of Researchers*”. Evaluation criteria must be consistent with the requirements of the position. Candidates with exceptional CVs may be selected even if they do not meet all competencies required for the category, if this is specified in the call. In such cases, the professional category assigned will depend on the candidate’s qualifications, experience and current CV.

## 5.2. Proposal of candidates

Once the evaluation process has been completed, the Selection Committee will prepare a prioritized list of candidates to fill the position. Candidates will be ranked EXCLUSIVELY according to their competencies and relevance for the position described in the call.

## 6. REPORT TO DIRECTION

Once the selection of candidates by the Selection Committee has been completed, the report of the entire process must be sent:

- To the person responsible at the CTTC of HRS4R (Quality Programs Director) for Direction information, if applicable, and particularly if any irregularities in the process are detected.
- To the Internal Delegated Evaluation Committee (CDEI), via email ([CDEI@cttc.es](mailto:CDEI@cttc.es)).

The evaluation report must be signed by all members of the Selection Committee. Prior to signing, each member must declare: “*To the best of our knowledge and understanding, the actions of the committee have followed the Code of Conduct for the Recruitment of Researchers.*”. This Code of Conduct is available on the CTTC website or directly at: <https://euraxess.ec.europa.eu/jobs/charter/code>

## 7. INTERNAL DELEGATED EVALUATION COMMITTEE (CDEI)

The internal delegated evaluation committee (hereinafter CDEI) is responsible for preparing a motivated proposal regarding the category, subcategory, and position within the level scale (low, medium, high) for the person responsible for the Research Unit (RU). The person in charge of the RU proposes the level based on the CDEI recommendation and the remuneration corresponding to the Director. With the Director’s agreement, the RU head informs HR so that the formal JOB offer can be made to the selected candidate.

If the RU head disagrees with the CDEI proposal, the matter must first be resolved through discussion; if unresolved, an allegation may be raised to Direction. The CDEI will act ex officio in both structural and non-structural positions, as well as in personnel promotion processes.

The committee is composed of a stable team of 3 members, expandable with 2 additional members for evaluations of personnel in categories R1–R4:

- A member of the Board of Directors
- A senior researcher proposed by Direction
- HR Manager

For R4 category evaluations, two additional external members\* will join the internal evaluation committee. Internal members must have a category equal to or higher than the candidate being evaluated.

*\*When external personnel participate, a confidentiality agreement must be signed in accordance with GDPR regulations.*

If necessary, a substitute member may be designated to prevent conflicts of interest or cover justified absences.

## Participation of External Evaluators

When external evaluators are required, it is recommended to conduct the process remotely, via online meetings or interviews, to avoid extraordinary costs. If compensation is applicable, the following criteria will apply:

- Due to review: €41.67 per application review.
- Due to travel: according to CTTC's travel policy; no payment if no travel occurs.

Prior authorization is required for any compensation.

## 8. FORMAL OFFER AND CONTRACTING

Once the Selection Committee report has been endorsed by the Board of Directors and the category assignment validated by Direction, the relevant documentation will be delivered to the CTTC Human Resources Department to issue the formal offer to the first candidate on the prioritized list.

Upon acceptance of the offer through signature, the contracting procedure begins.

If the candidate declines the offer, the position may be offered to the next candidate on the prioritized list, after evaluation of the professional category by the CDEI.

If no candidates accept the offer, the selection process is considered deserted, and the process may restart with a new call.

During the month of August, the Board of Directors does not meet; therefore, no hiring will take place.

## 9. NON-SELECTED CANDIDATES

In accordance with the principle of “Transparency” of “The Code of Conduct for the Recruitment of Researchers”, all applicants will receive written notification at the end of the selection process.

Candidates who reached the interview stage and requested it may get feedback regarding the strengths and weaknesses of their application. For the rest of the applicants who did not reach the final stages of the process, a standard email will be sent informing them of the result of the selection process. In any event, all candidates may request more information on the outcome of the process.

CTTC will establish a procedure to address complaints from applicants who believe they have been treated unfairly or incorrectly. In this case, the process will be handled by HR, giving the applicant a response within the maximum reasonable time from the complaint submission.

## 10. DIVERSITY AND EQUAL OPPORTUNITIES

CTTC is an equal opportunity employer and is committed to diversity and inclusion. All qualified applicants will be considered for employment regardless of race, colour, religion, sex, sexual orientation, gender identity, national origin, age, disability, or any other basis protected by applicable state or local law.

## 11. INCOMPATIBILITY REGIME

As a public sector foundation, during the time that the CTTC staff provide their services, they are subject to:

- Law 53/1984 on incompatibilities of personnel in the service of Public Administrations (Ley 53/1984, de 26 de diciembre, de incompatibilidades del personal al servicio de Administraciones Públicas)
- Law 21/1987 on incompatibilities of personnel in the service of Generalitat (Ley 21/1987, de 26 de noviembre, de incompatibilidades del personal al servicio de la Administración de la Generalidad)

Regarding to the researcher staff, they are also subject to the Spanish Science, Technology and Innovation Law 14/2022 (Ley 14/2022, de 1 de junio, de la Ciencia, la Tecnología y la Innovación)

Performing a second job or professional activity in the public or private sector requires prior authorization. Failure to comply with incompatibility regulations may lead to disciplinary action.

## 12. DATA PROTECTION

All applications received through the CTTC website are managed by the Human Resources Department.

All information is treated with strict confidentiality and used exclusively for the management of the selection process. The information will be made available to the members of the Selection Committee to the extent necessary for the management of the process.

In accordance with applicable data protection regulations, candidate data will be stored in a personal data file owned by the foundation to manage the recruitment process and, where appropriate, the employment relationship (employment contract, payroll preparation, tax settlement and social security contributions, communications to official authorities, training, and other related matters).

Likewise, the entity responsible for processing the data is CTTC.

Candidates have the right to:

- Access
- Rectify
- Erase
- Oppose processing
- Request data portability
- Restrict processing

When this right is based on prior consent, the authorization granted may be revoked at any time.

Rights regarding personal data may be exercised by sending a written request to the Data Protection Coordinator, either by email or postal mail. The request must always be accompanied by a photocopy (printed or as an attached file) of an ID card, passport, or other valid legal document identifying the requester.

The transfer or disclosure of personal data for purposes unrelated to the employment relationship will require specific consent.

## 13. LANGUAGE POLICY APPLICABLE IN RESEARCH STAFF RECRUITMENT

To ensure the provision of a scientific service of equitable quality and international excellence, and respecting CTTC's management autonomy in recruitment matters knowledge of Catalan or Spanish is not required as a prerequisite to apply for CTTC research positions.