OPEN, TRANSPARENT AND MERIT-BASED RECRUITMENT (OTM-R) POLICY

Document owner: ARAID HR Group.
Document Version & History of changes:

Version Nº	Data	Main Modifications
V1.0	December 2019	Content into new format, updated information, removed errata.
V2.0	April 2020	Information on redress procedures. Data Privacy and GDPR.
V3.0	December 2020	Transparency
V4.0	April 2021	Gender Policy

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Introduction

The Aragon Foundation for Research & Development (ARAID) is an Agency created by the Government of Aragon with the aim of promoting research, development and innovation in Aragon. It is a non-profit organization, with the legal status of a Foundation, authorized by the Decree 223/2005 of the Government of Aragon, on October 25th, 2005.

The main activity of the Foundation is the incorporation of researchers. For this the Foundation launches regular calls for attraction of researchers, open to experienced Researchers of various fields of Research and Knowledge, with accredited quality of their work at international level. ARAID activities reinforce Aragon commitment with research and creation of knowledge, offering researchers a stable and viable professional setup for the development of their careers.

The main objectives of ARAID are:

- To develop active policies aimed to improve the human and scientific resources in research and innovation in Aragon, as a factor of regional development.

- To promote the interest of the citizens in Aragon and of the society as a whole in matters related to research and innovation, by disseminating research results and innovation efforts made in the region, to make innovation & creativity defining characteristics of Aragon.

- To establish scientific and academic collaborations with other national and international public and private organizations with similar goals and activities.

- To carry out studies and produce reports on research and innovation in the region, and to promote actions that facilitate R&D and help develop regional research and innovation policies.

- To support meetings, conferences, forums and other forms of analysis and interdisciplinary debate about R&D needs and policies. To increase dialogue on research and innovation between the academia and industry sectors and the Aragon administration.

- To support to the R&D agents and Institutions in their fundraising efforts, providing assistance for search for external funding and the preparation of funding request proposals.

- To promote research, development, and innovation as key tools for social and economic progress in the region of Aragon.

Human Resources Strategy

ARAID is aware of the importance of management of human resources, and the value of talent and has established clear policies and procedures to ensure the above objectives are achieved.

The objectivity and merit-based focus of the recruitment procedures, already represented in ARAID´s Internal Rules, adhere to principles of equality, merit, capacity and openness, and are designed to foster open, transparent practices based on the curricular merits of candidates.

Likewise, the policy complies with the OTM-R (Open, Transparent and Merit-based Recruitment of researchers) recommendations and the European Charter for Researchers and the Code of conduct for the Recruitment of Researchers (C&C) of the European Commission, already endorsed by ARAID in 2010, and recognized by the HR Logo award on 2015.

OTM-R Policy - General principles

ARAID staff selection processes are carried out through the competitive calls system:

Procedure

All job offers for the recruitment of researchers are published on the ARAID website, expanding the dissemination in social networks and, occasionally, on other websites such as the Region of Aragón employment portal or EURAXESS, indicating a deadline date for acceptance of applications, the requirements for the post and documentation to be submitted.

Once the application period is closed, the eligibility of candidates is assessed. Those with any rectifiable error in their candidacy are notified and allowed a correction period, after which the eligible candidates are identified. According to the number of applications received from each area, evaluation panels are formalized. Each application will be evaluated by at least 2 expert, external and independent scientists in the area / line of research of said application. The experts come, in general, from the databases of the ACPUA, the ANEP or the CNEAI, and on certain occasions, the collaboration of prestigious scientists integrated in the ARAID Board of Trustees may be requested.

The evaluation of the applications received is based on peer review, with scientific excellence and leadership capacity being the main criteria and according to the criteria established in the call.

Each expert issues a brief report on the candidate and gives a numerical rating. Once the scores have been obtained by the evaluators, the ARAID management team prepares an ordered list of scores for the preselection of candidates to be interviewed.

Interview and Contract Negotiations

The pre-selected candidates are invited to an interview where criteria such as the impact of the research line both in the center and in Aragon, the necessary resources provided by the center for the development of the activity, the ability to lead and form its own research group in the short term, among others. These interviews are conducted by the ARAID management team, and the scientific head of the research line of the host Center / Department is present at them. Also, the Director of the Candidate Researcher's Host Center or the person delegated, and the ARAID Scientific Patrons who wish to participate can attend.

Interviews are conducted in person or by videoconference, in order to adapt to the needs of the candidates.

At the end of the interview phase, a final list is issued, ordered from highest to lowest score, and sent to the Board of Trustees for approval, together with the working conditions offered.

It is ARAID Management´s intention to ensure that the evaluation of the candidates is objective and impartial, in accordance with the established criteria and taking into account their academic and professional merits.

Contracts

All ARAID workers will have an employment contract in accordance with national labor legislation and social security coverage and regulated according to the collaboration agreements established with the different host institutions in Aragon.

Redress Procedure

Candidates can access their external evaluation and receive personal notification of the results of the selection process

They can also send their complaints and comments about the process to ARAID. Once noticed ARAID reviews each claim individually to identify problems and improve the procedures.

ARAID staff selection processes ensure the following principles are guaranteed:

Public nature of ARAID calls

All selection processes are carried out through a public call on the ARAID website (Calls section) and are disseminated through the social networks of ARAID and the Host Institutions and other specialized national and international websites. The call specifies the number of jobs offered, the characteristics of the position, the requirements, the evaluation criteria, the evaluation process, the closing date of the call and information on personal data protection.

Equal opportunities and non-discrimination

ARAID, has begun the preparation of a Gender Equality Plan, through an internal survey to all its staff. It is the intention of ARAID to comply with the national legislation regarding registration and formalization of the Equality Plan.

Candidates meeting the selection process access requirements are evaluated applying principles of equality, not discriminating in any way for reasons of sex, age, ethnic, national or social origin, religion or belief, sexual orientation, language, disability, political opinions and social or economic status.

Transparency

ARAID is subject to the Regional and National laws on transparency of public institutions, and reports to the Aragon regional government that periodically audits transparency on the decision making of the Foundation and the information provided in its webpage. Candidates are notified of receipt of their application and the result of the selection process.

Merit and capacity

Candidates are evaluated applying principles of merit and ability, assessing the CV and the

candidate's suitability for the level of responsibility required to implement the project the candidate presents. Besides the online evaluation, interviews are held according to the criteria set prior to the evaluation of candidates.

Professionalism, objectivity and impartiality

Evaluations are performed by an independent panel of experts provided by ACPUA with at least 2 professionals from each research area. All possible efforts are made to achieve gender balance in the composition of the evaluation panels. Quality of the selection processes is annually screened for constant improvement by ARAID Management.

Data Privacy and Protection

All information will be handled only for the Call selection purposes, and in accordance with the GDPR local and EU rules on Data Privacy. Specific approval is requested in the selection procedure for the purpose and use of the obtained data. An auto certification for veracity of the provided data is requested during the application, and candidacies that are shortlisted are subject to scrutiny, that may become a request to provide physical prove of merits and validation of degrees in case contracts are to be formalized.