



OTMR CURRENT POLICY

OTMR SYSTEM

Why is the CSIC system attractive?

- General – An excellent environment for professional development
- CSIC is the leading scientific institution in Spain, the fourth in Europe, and the eleventh in the world according to international scientific excellence indicators. It conducts scientific activity across all fields of knowledge and has a presence throughout the national territory.
- A diverse and inclusive organisation: CSIC values and promotes diversity in talent, skills and capacities.
- Welcome Manual available in Spanish and English, offering general information about CSIC, useful links, and practical details for anyone joining the organisation (Spanish: https://www.csic.es/sites/default/files/2023-09/Manual_de_Bienvenida-CSIC-2023.pdf; English: https://www.cabd.es/uploaded_files/files/Manual_de_Bienvenida-CSIC%202022-EN.pdf).
- Recruitment through open competitive processes or civil service appointments.
- With a strong commitment to good practices in human resources management, aligned with the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers, CSIC received the “HR Excellence in Research” Award in March 2021, following preparatory work that began in 2019.
- This is implemented through the Human Resources Strategy for Researchers (HRS4R), with full documentation available on the dedicated website: <https://hrs4r.csic.es>.
- Scientific Environment
- Collaborative and interdisciplinary science: Interdisciplinary Thematic Platforms (PTIs) and CSIC Hubs (Conexiones).
- Numerous national and international agreements with research bodies, universities, foundations, public administrations, and the private sector.
- Promotion of international mobility: IMOVE Programme for predoctoral researchers; Fulbright Programme for postdoctoral, technical, and management staff.
- Strong institutional commitment to Open Science policies (Digital.CSIC).
- Robust central structure supporting researchers in communication, scientific culture, scientific strategy, career development, access to funding (local, national, European, international), innovation, entrepreneurship, and knowledge transfer.



- Mentoring programmes for young researchers in the final years of their PhD (CAMINO CSIC Programme).
- Working Conditions
 - III Gender Equality Plan ([20220405_III_PIG_AECSIC.pdf;jsessionid=042D4AF536448ACBF3F74EF719597AFF](#)).
 - CSIC Protocol for the Prevention and Intervention against Sexual and Gender-based Harassment ([protocolo-prevencion-acoso-csic-2024.pdf](#)).
 - CSIC Protocol for the Prevention and Intervention against Workplace Harassment ([Protocolo_Actuacion-Acoso_Laboral_CSIC.pdf\(icmab.es\)](#)).
 - Continuous development: CSIC Training Plan aligned with the CSIC Strategic Plan / HRS4R ([PLAN%20DE%20FORMACI%c3%93N%202024\(3\).pdf](#)).
 - Work–life balance and flexibility: Possibility of 3 days of remote work per week as a general rule ([Plan_Trabajo_Distancia_CSIC_20230411\(2\).pdf](#)).
 - Social Action Plan ([Plan%20de%20Accion%20Social%202024\(2\).pdf](#)).
 - Psycho-emotional training: #BIEM CSIC 360 project.



The following describes the OTM-R policy across the different recruitment phases.

I. PUBLICATION AND APPLICATION PHASE

		CIVIL SERVANT POSITIONS	LABOUR CONTRACT POSITIONS
PUBLICATION	Where calls are published	https://sede.csic.gob.es/tramites/convocatorias-de-personal	- https://intranet.csic.es/convocatorias-de-contratacion-de-personal - https://sede.csic.gob.es/tramites/convocatorias-de-personal
	Where publication is announced	<u>Intranet</u>: Information Bulletin (<i>Boletín Informativo</i>) <u>Website</u>: CSIC – Training and Employment – Calls (redirects to the electronic office). Other <u>channels</u>: Email announcements via the Information Bulletin. <u>ICUs</u>: SGARH emails Managers and Directors with the publication notice and key milestones of the selection process.	On the intranet: https://intranet.csic.es/convocatorias-de-contratacion-de-personal, under the section <i>Scientific Management – Personnel Calls</i>, information is published on ‘activities that cover a broad period of a researcher’s scientific career, from the final years of university training to advanced postdoctoral specialisation. In addition, training for technical staff and professionals specialised in knowledge transfer is also promoted’. On the <u>website</u>: - CSIC website – Training and Employment – Calls - CSIC website – Training and Employment – Employment Pool - CSIC website – Training and Employment – Postdoctoral Career Development – Expressions of Interest search tool. Other <u>channels</u>: social media, research group websites, advertisements on external platforms such as Nature Careers, and newsletters with information on vacancies. Some <u>ICU websites</u> also include a dedicated Employment and Training section.
	Use of EURAXESS	Used occasionally.	EURAXESS job posting guide published on the intranet (HRS4R section; Guia+Hosting+Offers+EURAXESS_vfinal (csic.es)).



APPLICATION	How to apply	- IPS application system - Application guide (with simple infographics in Spanish)	Subsidised programmes: via the Common Electronic Registry (REC) or other official electronic registries.
	Information template for offers	No standard template.	No standard template.
	Reduction of administrative burden	Determined by the Ministry's call (MCIU).	The CSIC Management Contract (Order PCM/829/2023) includes the SIMPLIFICA project to reduce administrative requirements and facilitate applications, especially for international candidates.
	Support for candidates	- Dedicated email for each process. - Information in the personnel management manual for ICU staff. - A guide for researchers applying to these processes is being developed (Spanish + English) — expected second semester 2024. - FAQs for civil service selection processes.	- Email for project-funded contracts: bolsa@csic.es. - Additional email : programas_subvencionados@csic.es - CSIC employment pool registration guide (English version available). - “Working at CSIC” booklet (WIT Welcome Manual)
	Attracting foreign talent	The guide will be translated into English.	Employment pool registration guide available in English.



2. SELECTION AND EVALUATION PHASE

		CIVIL SERVANT POSITIONS	LABOUR CONTRACT POSITIONS
SELECTION	Rules for appointing selection committees	- Manual for selection board members (career scientific bodies – TS, RS, RP) published in Spanish in http://sac.csic.es/sgarh/tribunales/index.html.	- The managing unit provides the selection committees with information on the different phases of the process via email.
		- There are specific rules on the composition of selection boards for civil service posts, which cover aspects such as gender balance and the participation of internal members (CSIC) and external members (non-CSIC). - Article 26.6 of the Science Act: “The selection bodies for civil service and labour staff may include persons, whether Spanish or foreign, who may or may not have an employment relationship with the Public Research Organisation and regardless of the type of relationship, provided that they can be considered professionals of recognised standing in research, experimental development, knowledge transfer or innovation in the relevant field.” - Article 53 of Organic Law 3/2007 on balanced representation in selection committees. - Articles 11 and 13 of Royal Decree 364/1995 of 10 March, approving the General Regulations on	- Article 26.6 of the Science Act. - Article 53 of Organic Law 3/2007 on balanced representation in selection committees. - Article 30 of Royal Decree 364/1995 of 10 March, approving the General Regulations on the Entry of Staff into the Service of the General State Administration and on the Provision of Posts and Professional Promotion of Civil Service Officials of the General State Administration. - CSIC Conflict of Interest Manual (https://www.cnb.csic.es/documents/ConflictosInteresCSI C.pdf).



		the Entry of Staff into the Service of the General State Administration and on the Provision of Posts and Promotion of Civil Service Officials of the General State Administration. - CSIC Conflict of Interest Manual (https://www.cnb.csic.es/documents/ConflictosInteresCSIC.pdf) - Online meetings with selection boards and individual support on questions, resignations, etc., provided to each member of the board via emails from VAACT and from the Civil Service Recruitment Service (sspf@csic.es)	
	Under-represented groups	- A quota is reserved for persons with a disability rating equal to or greater than 33%, in accordance with Article 59 of the revised text of the Basic Statute of Public Employees (TREBEP), approved by Royal Legislative Decree 5/2015 of 30 October. - No information regarding age, sex or race is taken into account during the selection and evaluation process. - In addition to the 7% reservation quota set out in TREBEP, selection processes are adapted for candidates with disabilities, as established in Royal Decree 2271/2004 of 3 December, which regulates access to public employment and the provision of posts for persons with disabilities.	- A quota is reserved for persons with a disability rating equal to or greater than 33%, in accordance with Article 59 of the revised text of the Basic Statute of Public Employees (TREBEP), approved by Royal Legislative Decree 5/2015 of 30 October. - No information regarding age, sex or race is taken into account during the selection and evaluation process. - In addition to the 7% reservation quota set out in TREBEP, selection processes are adapted for candidates with disabilities, in accordance with Royal Decree 2271/2004 of 3 December, which regulates access to public employment and the provision of posts for persons with disabilities. - Recusal and abstention mechanisms under Law 40/2015 apply. - Selection committees sign a declaration confirming the absence of conflict of interest and that they have viewed the video on avoiding gender bias in evaluation. - Presidential Resolution on the operation of the employment pool, including the rules governing selection



			and evaluation committees, available in Spanish at https://sede.csic.gob.es/tramites/bolsa-de-trabajo
EVALUATION		- Recusal and abstention rules under Law 40/2015 apply. - Selection committees sign a declaration of absence of conflict of interest and confirmation that they have viewed the video on avoiding gender bias in evaluation. - A document is provided to selection committees summarising the principles of the revised European Charter for Researchers.	- Recusal and abstention mechanisms under Law 40/2015 apply. - Selection committees sign a declaration confirming the absence of conflict of interest and that they have viewed the video on avoiding gender bias in evaluation
	Rules of procedure for selection committees	- For career scientific civil service positions, training meetings are held with the chairs of all selection committees to review obligations, rights, recommendations and to resolve questions. - An ad hoc FAQ document for civil service selection processes (+SSPF) is drafted after the meeting with the committee. This document is not published. - A recommendations guide for selection committees is being developed, based on the Charter, the Code, and the HRS4R. This aims to raise awareness, provide training, and disseminate HRS4R/OTM-R principles and procedures among selection committees and staff involved in the recruitment process. The tentative deadline is the first semester of 2025.	Presidential Resolution on the operation of the employment pool, which sets out the rules governing selection and evaluation committees, available in Spanish at https://sede.csic.gob.es/tramites/bolsa-de-trabajo .
	Interviews	Regarding interviews in selection processes, it should be noted that the OEP processes already include oral scientific presentations involving	- In the stabilisation processes for Doctor FC labour staff and in the call for permanent contracts for Distinguished Researchers, an oral presentation is required.



		discussion between the committee and the candidates.	- In the case of the Employment Pool, the current Resolution (for both the agreement-based pool and the FC pool) states: "To assess suitability and appropriateness, and to verify and, where applicable, confirm the merits listed in the curriculum vitae and in the supporting documentation provided, the Committee may arrange a personal interview with applicants. The interview may be conducted using electronic or telematic means."
--	--	--	--

3. APPOINTMENT PHASE

		CIVIL SERVANT POSITIONS	LABOUR CONTRACT POSITIONS
PUBLICATION	Successful candidates are informed of their scores	For access processes to the career scientific civil service bodies, the scores of candidates in the different phases of the process are published.	- Until now, candidates who fail are informed upon request. - For contracts formalised through the employment pool, both the provisional and final resolutions are published, including the list of candidates who participated in the process and their evaluation (score).
APPEALS	Appeal procedures	Administrative appeals may be lodged under Law 39/2015 of 1 October on the Common Administrative Procedure. Once the administrative decision is final, candidates may also file an administrative judicial appeal in accordance with Law 29/1998.	Certain recruitment processes already include objection mechanisms, such as the employment pool, which opens a period between the publication of the provisional and final lists for submitting claims, and subsidised programme calls, whose terms also provide an objection period before publication of the final lists.
COMPLAINTS AND SUGGESTIONS		The CSIC electronic office includes a Complaints and Suggestions section (https://sede.csic.gob.es/quejas-y-sugerencias), which is open to the public and does not require electronic certificates.	



ANNEX – Documents

OTM-R SYSTEM

- Welcome Manual in Spanish and English (Spanish: https://www.csic.es/sites/default/files/2023-09/Manual_de_Bienvenida-CSIC-2023.pdf; English: https://www.cabd.es/uploaded_files/files/Manual_de_Bienvenida-CSIC%202022-EN.pdf).
- III Gender Equality Plan (https://documenta.csic.es/alfresco/download/d/workspace/SpacesStore/6b2a5201-9b92-4c5e-a502-ccb5cf462212/20220405_III_PIG_AECSIC.pdf?sessionId=042D4AF536448ACBF3F74EF719597AFF).
- CSIC Protocol for the Prevention and Intervention against Sexual and Gender-based Harassment (<https://www.csic.es/sites/default/files/2024-05/protocolo-prevencion-acoso-csic-2024.pdf>).
- CSIC Protocol for the Prevention and Intervention against Workplace Harassment (http://icmab.es/images/gender/Protocolo_Actuacion-Acoso_Laboral_CSIC.pdf).
- CSIC Training Plan aligned with the CSIC Strategic Plan / HRS4R ([PLAN%20DE%20FORMACI%c3%93N%202024 \(3\).pdf](#)).
- Remote Work Plan ([Plan_Trabajo_Distancia_CSIC_20230411 \(2\).pdf](#))
- Social Action Plan ([Plan%20de%20Accion%20Social%202024 \(2\).pdf](#)).

I. PUBLICATION AND APPLICATION PHASE

- EURAXESS Job Posting Guide (HRS4R section; [Guia+Hosting+Offers+EURAXESS_vfinal \(csic.es\)](#))
- CSIC Management Contract ([BOE No. 173/2023, Provision 16872](#))

2. SELECTION AND EVALUATION PHASE

- Manual for Members of Selection Committees for Career Scientific Civil Service Bodies (TS, RS, RP), in Spanish. <http://sac.csic.es/sgarh/tribunales/index.html>
- CSIC Conflict of Interest Manual <https://www.cnb.csic.es/documents/ConflictosInteresCSIC.pdf>



ANNEX – Links

- Dedicated website for the Human Resources Strategy for Researchers (HRS4R): <https://hrs4r.csic.es>.
- Digital.CSIC, CSIC's institutional repository: <https://digital.csic.es>.

OTM-R SYSTEM

1. PUBLICATION AND APPLICATION PHASE

- Publication of calls on the electronic office: <https://sede.csic.gob.es/tramites/convocatorias-de-personal>
- Publication of calls on the intranet: <https://intranet.csic.es/convocatorias-de-contratacion-de-personal>

2. SELECTION AND EVALUATION PHASE

- President's Resolution governing the operation of the employment pool, including the rules concerning selection and evaluation committees, available in Spanish at: <https://sede.csic.gob.es/tramites/bolsa-de-trabajo>.

3. APPOINTMENT PHASE

- The CSIC electronic office includes a Complaints and Suggestions section: <https://sede.csic.gob.es/quejas-y-sugerencias>.