



PROPOSALS FOR IMPROVING THE OTMR 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 outlines the proposed improvements to the OTM-R policy across the different phases of staff recruitment.

I. PUBLICATION AND APPLICATION PHASE

		PROPOSED IMPROVEMENTS	RESPONSIBLE UNIT
PUBLICATION	Where calls are published	- Update the English translation of the resolutions governing the labour staff employment pool.	- President's Cabinet.
		Promote the dissemination of expressions of interest prior to the launch of SOLAUT: - Link the employment pool application to BDEI. - Prepare a document to encourage researchers to publicise expressions of interest. - Publish expressions of interest on EURAXESS, BDEI and ICU websites. - Draft a guide on the publication procedure.	- SGAI. - DPE. - SGARH. - VICYT.
	Where publication is announced	- Publish all job offers with standardised information.	- VICYT. - SGARH.
		- Reconfigure the website and review the site map regarding calls and the employment pool. - Create a working group to implement a Single Access Point (SAP). This "single button" on the website—labelled, for example, "Career Path", "Training and	For recruitment-related aspects: - SGARH. - VICYT, together with DPE - VRI. - SGAI.



		Employment Opportunities” or “Professional Opportunities”—should cover both civil service and labour research staff and redirect users to the electronic headquarters, structured into categories. - Prepare a career development document.	
	Use of EURAXESS	- Increase the use of EURAXESS by promoting awareness through information sessions, creating templates, and providing training and guidance materials for researchers on how to use it and the relevant procedures.	- VRI.
		- Take actions to ensure that all ICUs are affiliated with the institutional “CSIC” HRS4R profile, in order to publish offers and standardise naming conventions (Institute acronym-CSIC; for joint institutes, include the university).	- VRI.
		- Enable automatic upload of job offers/vacancies in XML format to EURAXESS.	- SGAI.



APPLICATION	How to apply	- Improve the emails sent from the employment pool when a candidate is selected to participate in a recruitment process, making them more informative (position details, location, purpose, timeline, salary, conditions, contract type and duration, etc.).	- SGARH. - SGAI.
	Information on the offer (template)	- Develop a standard template (e.g. including dropdown options; “killer questions”).	
		- Draft and publish a manual on the rights and duties of research staff.	- SGARH.
		- Draft and publish a user-friendly salary table.	- SGARH.
	Support for candidates during the process	- Prepare a welcome manual for international staff (foreign candidates or those wishing to return).	- SGARH - WIT
	Attracting foreign talent	- Translate the employment pool into English.	- President’s Cabinet - SGAI



2. SELECTION AND EVALUATION PHASE

		PROPOSED IMPROVEMENTS	RESPONSIBLE UNIT
EVALUATION	Rules of procedure for selection committees	- Develop an informational briefing (“info capsule”) for selection committees.	- VAACT.
		- Consolidate frequently asked questions for civil service selection processes into a single document.	- SGARH.



3. APPOINTMENT PHASE

		PROPOSED IMPROVEMENTS	RESPONSIBLE UNIT
PUBLICATION	Successful candidates are informed of their scores	- Develop a standard email template for mass communication to candidates from the employment pool who are not selected.	- SGARH. - SGAI.
		- Improve the employment pool application with regard to contract formalisation.	- SGAI



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>.