



BASQUE CENTER  
ON COGNITION, BRAIN  
AND LANGUAGE



# HUMAN RESOURCES STRATEGY FOR RESEARCHERS (HRS4R)

&

“HR Excellence” Award  
- CURRENT SITUATION -

- **Introduction to the HRS4R & HR Award**
  - Timeline & current situation
  - Gap analysis and action plan status
- **OTM-R**
- **Working group**
- **General meetings and social events**

# INTRODUCTION TO THE HRS4R AND THE HR AWARD

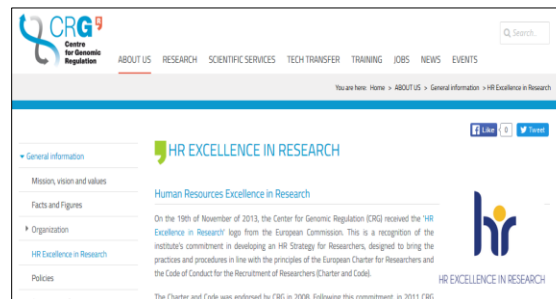
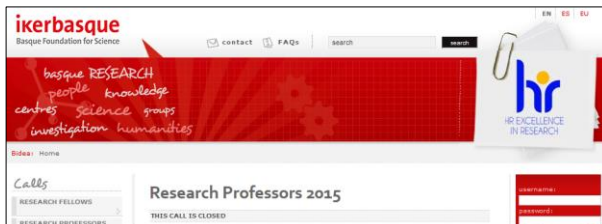
## THE EUROPEAN CHARTER & CODE ( C&C)

- The C&C was created by the European Commission in 2005 and includes:
  - **European Charter for Researchers:** List of general principles, requirements, role and responsibilities both for researchers and funders.
  - **Code of Conduct for the Recruitment of Researchers:** Standard rules for a transparent recruitment and selection process.



## THE “HR Excellence in Research” Award

- The **HRS4R**, “HR Strategy for Researchers” supports research institutions in the implementation of the C&C in their policies and practices.
- The “HR Excellence in Research” logo identifies the organizations as providers and supporters of a stimulating and favourable working environment for researchers.





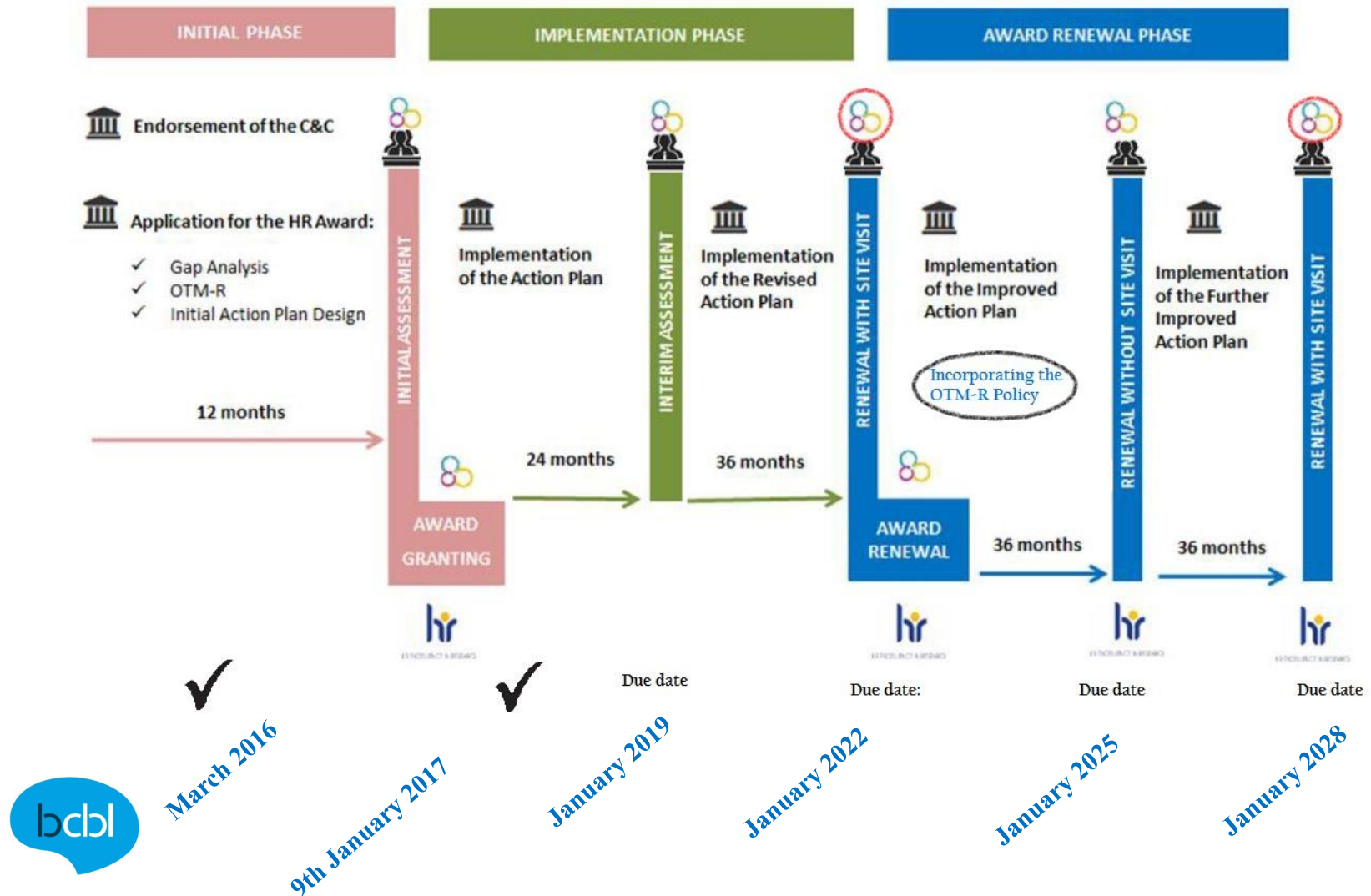
## BENEFITS

- **For the RESEARCHERS:**
  - Being the focus of the Action Plan based on their feedback
  - Involvement in the continual improvements that concern the researchers
  - Being informed about the comparison between the current situation at the BCBL and the C&C principles.
  - Feedback about the future Action Plans about the HR strategies for researchers
- **For the BCBL:**
  - Continual improvements of the HR and C&C in research
  - Competitiveness among the best Centers of Excellence
  - Visibility & Attractiveness for
    - Funding organizations, sponsors and partners
    - Researchers looking for a new employer
    - Partners and other institutions willing to collaborate in research



# INTRODUCTION TO THE HRS4R AND THE HR AWARD

## TIMELINE: STEPS TO FOLLOW TO GET THE HR AWARD



# INTRODUCTION TO THE HRS4R AND THE HR AWARD

## THE SURVEY

### ■ Topics:

1. Ethical and Professional Aspects
2. Recruitment
3. Working Conditions and Social Security
4. Training

#### Principle 3: PROFESSIONAL RESPONSIBILITY

Researchers should make every effort to ensure that their research is **relevant to society** and does **not duplicate** research previously carried out elsewhere. They must avoid plagiarism of any kind and abide by the principle of intellectual property and joint data ownership in the case of research carried out in collaboration with a supervisor(s) and/or other researchers. The need to validate new observations by showing that experiments are reproducible should not be interpreted as plagiarism, provided that the data to be confirmed are explicitly quoted. Researchers should ensure, if any aspect of their work is delegated, that the person to whom it is delegated has the competence to carry it out.

3.A I, as a researcher, try to conduct research in innovative and relevant topics for society while avoiding the duplication of research previously carried out elsewhere, respecting the I.P's or supervisor's principles of intellectual property and joint data ownership.

- How much do I agree with this principle? (1) Not at all (10) Completely

1	2	3	4	5	6	7	8	9	10

- How far is the BCBL from achieving this principle? (1) Very Far (10) We are already there

1	2	3	4	5	6	7	8	9	10

3.B Before delegating a task or a duty, supervisors should ensure that those to be put in charge of it have the relevant training and competency to carry it out.

- How much do I agree with this principle? (1) Not at all (10) Completely

1	2	3	4	5	6	7	8	9	10

- How far is the BCBL from achieving this principle? (1) Very Far (10) We are already there

1	2	3	4	5	6	7	8	9	10

- Please feel free to add any suggestion or comment about the principle here:

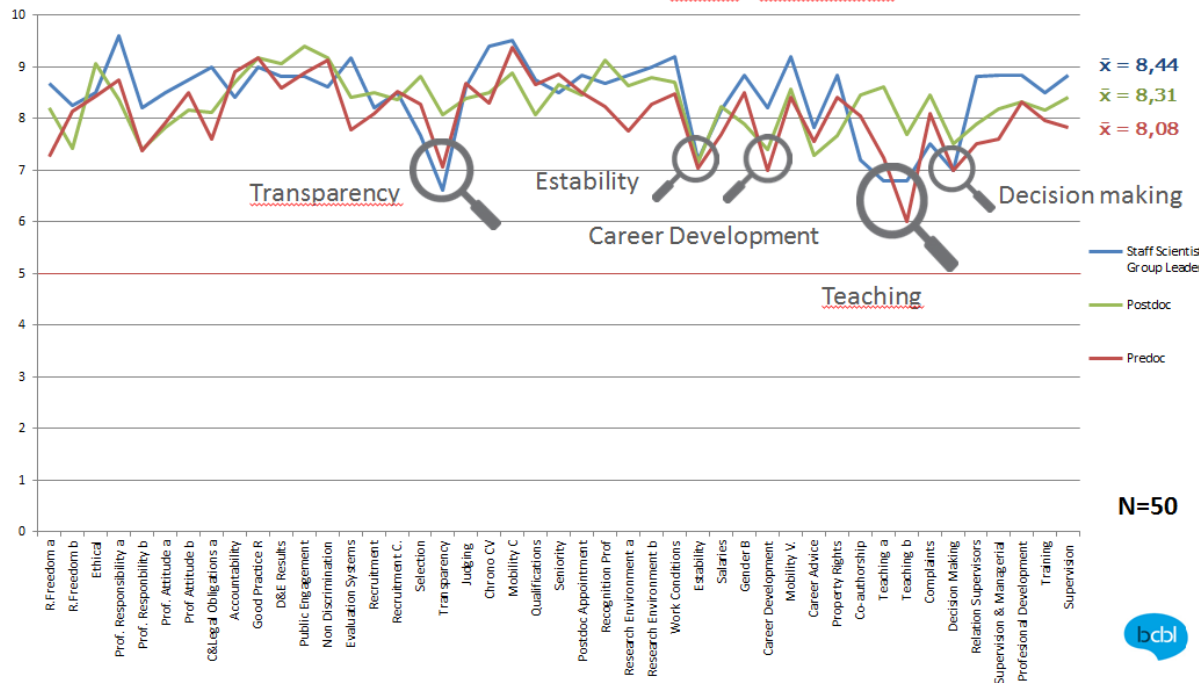


# GAP ANALYSIS AND ACTION PLAN 2018/2019

How far – Staff / Group Leaders, Postdocs vs PreDocs.  
Where to start > ACTION PLAN.

Average Staff Scientist/Group Leaders,  
Postdoc & PreDoc How Far = **8,28**

HR EXCELLENCE IN RESEARCH




CATEGORY	IMPROVEMENT AREA	GENERAL COMMENTS	ACTION	RESPONSIBLE	DUE DATE
<b>TRAINING</b> 	<b>SUPERVISION</b>	Culture of mentoring, promote discussion withing groups, number of students per supervisor, monitor supervision, supervision for group leaders, best mentor prize, enhance supervision skills	<ul style="list-style-type: none"> <li>Structured group meetings to ease interaction/discussion, identify training needs, solve problems</li> <li>Training, evaluation and feedback to group leaders/supervisors in academic and human resources related issues</li> </ul>	o Group Leaders with the management team support	--
	<b>CAREER DEVELOPMENT</b>	Career development plan for every PhD student, regular feedback and evaluation, advice on scientific/non scientific pathways, succesful job search	<ul style="list-style-type: none"> <li>Compulsory career development plan definition and follow-up</li> <li>Workshop on scientific/non scientific pathways, succesful job search</li> </ul>	o Group Leaders and supervisors o Management team	--
	<b>SPECIFIC TRAINING</b>	List of experts, access to experts, technical training (R, python, MRI, EEG, MEG, Anatomy, Signal Processing, ethics, programming, statistics)	<ul style="list-style-type: none"> <li>New tool "Training Forum"</li> </ul>	o IT department: Creation of the tool o Volunteers needed: Update and maintenance Forum coordinator	--
	<b>INTERACTION</b>	Ways for researchers to share their knowledge and skills with others who are interested	<ul style="list-style-type: none"> <li>Informal interaction informal meetings</li> </ul>	o BCBL management team	--
	<b>GRANTS</b>	Information about funding opportunities	<ul style="list-style-type: none"> <li>Update and improve the grant section in the wiki</li> </ul>	o BCBL admin team	--
<b>RECRUITMENT</b> 	<b>TRANSPARENCY</b>	Improve job section of the web, more detailed calls, more feedback to candidates, external evaluators	<ul style="list-style-type: none"> <li>Implementation of the OTM-R work process</li> </ul>	o BCBL management team	2018 4Q



## GAP ANALYSIS AND ACTION PLAN 2018/2019

Category/DOC	CAC Proc. Ref.	Other related Proc/Doc	CAC/Proc/Doc Name	Key activity	Action	Responsible	Implementation date	Indicator/Target Description	Status
Academic and Professional Progress	11	11.14.16.24	Evaluation Systems	2015	Definition and publication of the evaluation criteria	M. Aracosta	May '16 and yearly	Being a researcher at the University of Barcelona	Completed
Academic and Professional Progress	11	11.14.16.24	Evaluation Systems	2015	Professional Development that is implemented including academic supervisors' evaluation meetings and feedback on personal achievements	M. Aracosta	May '16 and yearly	Being a researcher at the University of Barcelona	Completed
Recruitment and Selection	11	11.16.16.21	Emergency	2015	CIMA-B: Position Call Files will be generated for every selection process. These will include all the relevant data and requirements of the position and will be delivered to every candidate	A. Fernandez	May '16	CIMA-B plus being a researcher at the University of Barcelona	Ongoing
Recruitment and Selection	11	11.16.16.21	Emergency	2015	CIMA-C: The selection process will use SCIL. Human Resources have to select all cases of the candidates and offer feedback about the selection process's results	A. Fernandez	May '16	CIMA-B plus being a researcher at the University of Barcelona	Ongoing
Recruitment and Selection	11	11.16.16.21	Emergency	2015	CIMA-C: Career development plans to be more explicit during the selection process	A. Fernandez	May '16	Being a researcher at the University of Barcelona	Ongoing
Recruitment and Selection	11	11.16.16.21	Emergency	2015	CIMA-C: Information about selection processes to be communicated publicly	A. Fernandez	May '16	CIMA-B plus being a researcher at the University of Barcelona	Ongoing
Recruitment and Selection	21	21.11	Position appointment	2015	Update and improve the grant section in the web - Research Career path	Management Team	2016.02	Being a researcher at the University of Barcelona	Ongoing
Recruitment and Selection	21	21.11	Position appointment	2015	CIMA-B: Position Call Files will be generated for every selection process. These will include all the relevant data and requirements of the position and will be delivered to every candidate	M. Aracosta A. Fernandez	June '16 and yearly publicly	CIMA-B plus being a researcher at the University of Barcelona	Ongoing
Recruitment and Selection	21	21.11	Position appointment	2015	Definition of the criteria, guidelines and achievements to take into account in order to get a permanent position at the center (PGC to Posdoc or Posdoc to Staff Position)	M. Aracosta A. Fernandez	June '16 and yearly publicly	Being a researcher at the University of Barcelona	Completed
Recruitment and Selection	21	21.11	Position appointment	2015	Research Career path to be shared with researchers. Toolkit available at CIMA-B and being a research career path (and not a teaching career path)	M. Aracosta A. Fernandez	June '16 and yearly publicly	Being a researcher at the University of Barcelona	Ongoing
Working Conditions and Social Security	21	21.11.15.21.24	Stability	2015	Definition of criteria for stability in the employment conditions	M. Aracosta A. Fernandez	June '16 and yearly publicly	Being a researcher at the University of Barcelona	Completed
Working Conditions and Social Security	21	21.11.15.21.24	Stability	2015	Implementation of a stability of employment plan based upon professional development of researchers. Fund on the basis of the research	M. Aracosta	May '16	Being a researcher at the University of Barcelona	Completed
Working Conditions and Social Security	21	21.11.15.21.24	Stability	2015	Plan to improve the basic salary funding for salaries offered by the funding agencies to be implemented	M. Aracosta	May '16	SCSL policy	Completed
Working Conditions and Social Security	21	21.11.15.21.24	Stability	2015	Definition of scales and salary allowances based on performance and experience	M. Aracosta	May '16	SCSL policy	Completed
Working Conditions and Social Security	21	21.16.16.20	Career Development	2015	RDP: Professional Development Plan	M. Aracosta	Jun '17	Being a researcher at the University of Barcelona	Completed
Working Conditions and Social Security	21	21.16	Career Development	2015	Main evaluation criteria public	M. Aracosta	Jun '17	Being a researcher at the University of Barcelona	Completed
Working Conditions and Social Security	21	21.16.16.20	Career Development	2015	Definition of specific career development strategy for researchers	M. Aracosta	Jun '17	Being a researcher at the University of Barcelona	Completed
Working Conditions and Social Security	21	21.16.16.20	Career Development	2015	Periodic Supervision to pre docs	M. Aracosta	Jun '17	Being a researcher at the University of Barcelona	Completed
Working Conditions and Social Security	21	21.16.16.20	Career Development	2015	Merits will be awarded (subsidium or addition will be appointed)	M. Aracosta	Jun '17	Being a researcher at the University of Barcelona	Completed
Working Conditions and Social Security	21	21.16.16.20	Career Development	2015	The plan will be communicated within the web and its meeting	M. Aracosta	Jun '17	Being a researcher at the University of Barcelona	Completed
Working Conditions and Social Security	21	21.16.16.20	Career Development	2015	Temporary career development plan definition and follow-up	Group leaders and research staff	Jun '17	Being a researcher at the University of Barcelona	Completed
Working Conditions and Social Security	21	21.16.16.21	Career Advice	2015	Structured meetings and guidance	A. Fernandez	Jun '17	Being a researcher at the University of Barcelona	Completed
Working Conditions and Social Security	21	21.16.16.21	Career Advice	2015	External collaboration agreements with local coaching companies will be explored	A. Fernandez	Jun '17	Being a researcher at the University of Barcelona	Completed
Working Conditions and Social Security	21	21.16.16.21	Career advice	2015	Workshop on scientific/health scientific, public, university job search	Organized events	every year	Being a researcher at the University of Barcelona	Ongoing
Working Conditions and Social Security	21	21.16	Decision Making	2015	Regular meetings of Group leaders	L. Lopez	Jun '17	Being a researcher at the University of Barcelona	Ongoing
Working Conditions and Social Security	21	21.16	Decision Making	2015	Helping to discuss about decisions. Last meeting every week	L. Lopez	Jun '17	Being a researcher at the University of Barcelona	Ongoing
Working Conditions and Social Security	21	21.16	Decision Making	2015	Researches are talking part in the WG	L. Lopez	Jun '17	Being a researcher at the University of Barcelona	Ongoing
Working Conditions and Social Security	21	21.16	Decision Making	2015	Annual review on SCIL community	L. Lopez	Jun '17	Being a researcher at the University of Barcelona	Completed
Working Conditions and Social Security	21	21.16	Decision Making	2015	Session open to BSCB community	L. Lopez	Jun '17	Being a researcher at the University of Barcelona	Completed
Working Conditions and Social Security	21	21.16	Decision Making	2015	"Show always open" policy running	L. Lopez	Jun '17	Being a researcher at the University of Barcelona	Ongoing
Working Conditions and Social Security	21	21.17	Decision Making	2015	Include researchers' representations in the WG for the IMBSCB	L. Lopez	Jun '17	Being a researcher at the University of Barcelona	Ongoing
Training and Development	40	40.16.16.40.47	Relation Supervisors	2015	Supervisors' training and coaching: new appointments for supervisor and graduate student roles	L. Lopez	Jun '16	Being a researcher at the University of Barcelona	Completed
Training and Development	40	40.16.16.47	Relation Supervisors	2015	Supervisors' evaluation (annual, agreed and recurrent)	L. Lopez	Jun '16	Being a researcher at the University of Barcelona	Completed
Training and Development	40	40.16.16.47	Relation Supervisors	2015	Supervisor role defined	L. Lopez	Jun '16	Being a researcher at the University of Barcelona	Completed
Training and Development	40	40.16.16.47	Relation Supervisors	2015	P supervisor and supervisor do not match, a change of supervisor process will be implemented	L. Lopez	Jun '16	Being a researcher at the University of Barcelona	Ongoing
Training and Development	40	40.16.16.47	Relation Supervisors	2015	Schedule and define training systems and opportunities	L. Lopez	Jun '16	Being a researcher at the University of Barcelona	Completed
Training and Development	40	40.16.16.47	Supervision & Managerial	2017	Evaluation of the tool	Work Tool Training Group	Jun '18	Being a researcher at the University of Barcelona	Pending
Training and Development	40	40.16	Training	2015	Specific annual and personal training	L. Lopez	Jun '16	Being a researcher at the University of Barcelona	Completed
Training and Development	40	40.16	Training	2015	Implement supervisor of the supervisor	L. Lopez	Jun '16	Being a researcher at the University of Barcelona	Completed
Training and Development	40	40.16.16	Training	2015	Implement Oubdoun	L. Lopez	Jun '16	Being a researcher at the University of Barcelona	Completed
Training and Development	40	40.16	Training	2015	RDP: Professional Development Plan (see Annex 5)	L. Lopez	Jun '16	Being a researcher at the University of Barcelona	Completed
Training and Development	40	40.16	Training	2015	Supervision of supervisors	M. Aracosta	Jun '17	Being a researcher at the University of Barcelona	Completed
Training and Development	40	40.16	Training	2015	Implement 1 subdirector and two advisors (one from the research community and one from the IMBSCB)	M. Aracosta	Jun '17	Being a researcher at the University of Barcelona	Completed
Training and Development	40	40.16	Training	2015	RDP: Professional Development Plan	M. Aracosta	Jun '17	Being a researcher at the University of Barcelona	Completed
Training and Development	40	40.16.16.40.47	Supervision	2017	Structured group meetings to meet interested/consultants, identify training needs, solve problems	Work Tool Training Group	Jun '18	Being a researcher at the University of Barcelona	Ongoing
Training and Development	40	40.16.16.47	Supervision	2017	Training, evaluation and feedback to group leaders/supervisors in academic and research related areas	Work Tool Training Group	Jun '18	Being a researcher at the University of Barcelona	Ongoing



Some of the issues were related to:

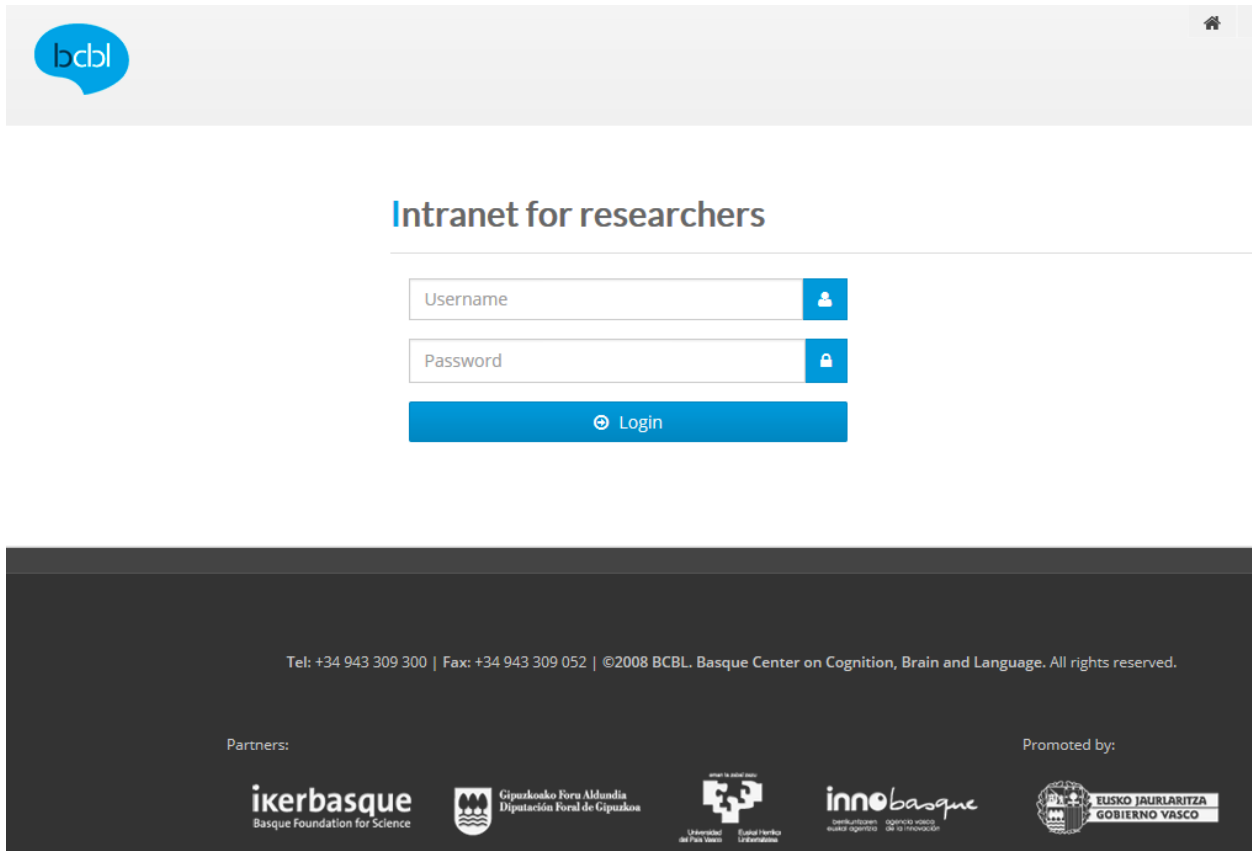
- Evaluation criteria
- Evaluation system
- Feedback
- Career development
- Training needs
- Relation with supervisors

# Self Assessment portal

<https://intranet.bcbl.eu/>




<https://intranet.bcbi.eu/>





The screenshot shows the BCBL Intranet for researchers login page. At the top left is the BCBL logo. The main heading is "Intranet for researchers". Below this are two input fields: "Username" and "Password", each with a blue button containing a user icon and a lock icon respectively. A blue "Login" button is positioned below the password field. At the bottom, a dark grey footer contains contact information, a list of partners, and a list of promoting organizations.

bcbl

## Intranet for researchers

Username 


Password 


 Login


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Partners:

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Basque Foundation for Science


 **Gipuzkoako Foru Aldundia**  
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 **Unibertsitatea**  
Universidad del País Vasco

 **Eusko Herriko Unibertsitatea**

**innobasque**  
Instituto Vasco de Investigación y Desarrollo Tecnológico

Promoted by:

 **EUSKO JAURLARITZA**  
GOBIERNO VASCO



<https://intranet.bcbl.eu/>

The screenshot displays the BCBL Intranet interface. On the left, there is a 'my Profile' dropdown menu with the following options: Books and book chapters, Articles, Congresses, Participation in research projects, My research group, Curriculum Vitae, Other Info, All my profile, and Logout. Below this is an 'Administrator' dropdown menu with options: List publications, Profiles, and Export. The main area features a grid of 12 icons, each representing a different category of activity or document. The categories are arranged in two rows of six. The first row includes: books and books chapters, publications, congresses & proceedings, research projects, my research group, and curriculum. The second row includes: doctoral dissertations, master degree, courses given, managerial activities, patents, spin-off supported, prizes and honours, and other merits and matters.

Category	Icon Description
books and books chapters	Icon of a book with a magnifying glass
publications	Icon of a paperclip with a plus sign
congresses & proceedings	Icon of a speech bubble with a plus sign
research projects	Icon of a lightbulb
my research group	Icon of a briefcase
curriculum	Icon of a document with a plus sign
doctoral dissertations	Icon of a megaphone
master degree	Icon of a diploma
courses given	Icon of two people with a plus sign
managerial activities	Icon of a key
patents	Icon of a wrench
spin-off supported	Icon of two interlocking rings
prizes and honours	Icon of a certificate
other merits and matters	Icon of a star

Training session coming soon

## GAP ANALYSIS AND ACTION PLAN 2018/2019



HR EXCELLENCE IN RESEARCH



Category/C&C	C&C Prior ID	C&C Start Date	C&C End Date	C&C Frequency	C&C Priority	How Assessed	Action	Responsible	Implementation Date	Information Produced	Impact/Effect	Status
Research and Professional Support	13	15.10.2020		Evaluation Systems	2021	Definition and publication of the evaluation criteria	At Amman	At Amman	May '16 and yearly	being implemented	being a positive change	Completed
Research and Professional Support	14	15.10.2020		Infatation Systems	2021	Professional Development plan to be implemented including annual appraisal/evaluation meeting and feedback about personal achievements	At Amman	At Amman	May '16 and yearly	being implemented	being a positive change	Completed
Recruitment and Selection	15	15.10.21		Temporary	2021	OTDR-6 Position Call Offs will be generated for every selection process. These will include all the relevant data and requirements of the position and will be approved by every candidate	At Amman	At Amman	May '16	being implemented	being a positive change	Completed
Recruitment and Selection	16	15.10.21		Temporary	2021	OTDR-6 Criteria the selection process is used. KCLs Human Resources team will select out of the candidates and offer feedback about the selection process's results.	At Amman	At Amman	May '16	OTDR-6 of call being implemented	being a positive change	Completed
Recruitment and Selection	17	15.10.21		Temporary	2021	OTDR-6 Career development plans to be more explicit during the selection process	At Amman	At Amman	May '16	being implemented	being a positive change	Completed
Recruitment and Selection	18	15.10.21		Temporary	2021	OTDR-6 Information about selection processes to be communicated publicly	At Amman	At Amman	May '16	being implemented	being a positive change	Completed
Recruitment and Selection	19			Temporary	2021	Update and improve the great section in the web   Research Career path	KCLs At Amman	At Amman	2018-2021	updating information	being a positive change	Completed
Recruitment and Selection	20			Temporary	2021	OTDR-6 Position Call Offs will be generated for every selection process. These will include all the relevant data and requirements of the position and will be approved by every candidate	At Amman At Amman	At Amman	May '16 and yearly renewed	OTDR-6 of call being implemented	being a positive change	Completed
Recruitment and Selection	21	15.10.21		Periodic appointment	2021	definition of the rights, guidelines and advancements to take into account to be up to date a permanent position of the center (OTDR-6 Position to Post to Post)	At Amman At Amman	At Amman	July '16 and yearly renewed	being a positive change	being a positive change	Completed
Recruitment and Selection	22	15.10.21		Periodic appointment	2021	OTDR-6 Position Call Offs will be generated for every selection process. These will include all the relevant data and requirements of the position and will be approved by every candidate	At Amman At Amman	At Amman	May '16 and yearly renewed	OTDR-6 of call being implemented	being a positive change	Completed
Recruitment and Selection	23	15.10.21		Periodic appointment	2021	OTDR-6 Position Call Offs will be generated for every selection process. These will include all the relevant data and requirements of the position and will be approved by every candidate	At Amman At Amman	At Amman	May '16 and yearly renewed	OTDR-6 of call being implemented	being a positive change	Completed
Recruitment and Selection	24	15.10.21		Periodic appointment	2021	OTDR-6 Position Call Offs will be generated for every selection process. These will include all the relevant data and requirements of the position and will be approved by every candidate	At Amman At Amman	At Amman	May '16 and yearly renewed	OTDR-6 of call being implemented	being a positive change	Completed
Recruitment and Selection	25	15.10.21		Periodic appointment	2021	OTDR-6 Position Call Offs will be generated for every selection process. These will include all the relevant data and requirements of the position and will be approved by every candidate	At Amman At Amman	At Amman	May '16 and yearly renewed	OTDR-6 of call being implemented	being a positive change	Completed
Recruitment and Selection	26	15.10.21		Periodic appointment	2021	OTDR-6 Position Call Offs will be generated for every selection process. These will include all the relevant data and requirements of the position and will be approved by every candidate	At Amman At Amman	At Amman	May '16 and yearly renewed	OTDR-6 of call being implemented	being a positive change	Completed
Recruitment and Selection	27	15.10.21		Periodic appointment	2021	OTDR-6 Position Call Offs will be generated for every selection process. These will include all the relevant data and requirements of the position and will be approved by every candidate	At Amman At Amman	At Amman	May '16 and yearly renewed	OTDR-6 of call being implemented	being a positive change	Completed
Recruitment and Selection	28	15.10.21		Periodic appointment	2021	OTDR-6 Position Call Offs will be generated for every selection process. These will include all the relevant data and requirements of the position and will be approved by every candidate	At Amman At Amman	At Amman	May '16 and yearly renewed	OTDR-6 of call being implemented	being a positive change	Completed
Recruitment and Selection	29	15.10.21		Periodic appointment	2021	OTDR-6 Position Call Offs will be generated for every selection process. These will include all the relevant data and requirements of the position and will be approved by every candidate	At Amman At Amman	At Amman	May '16 and yearly renewed	OTDR-6 of call being implemented	being a positive change	Completed
Recruitment and Selection	30	15.10.21		Periodic appointment	2021	OTDR-6 Position Call Offs will be generated for every selection process. These will include all the relevant data and requirements of the position and will be approved by every candidate	At Amman At Amman	At Amman	May '16 and yearly renewed	OTDR-6 of call being implemented	being a positive change	Completed
Recruitment and Selection	31	15.10.21		Periodic appointment	2021	OTDR-6 Position Call Offs will be generated for every selection process. These will include all the relevant data and requirements of the position and will be approved by every candidate	At Amman At Amman	At Amman	May '16 and yearly renewed	OTDR-6 of call being implemented	being a positive change	Completed
Recruitment and Selection	32	15.10.21		Periodic appointment	2021	OTDR-6 Position Call Offs will be generated for every selection process. These will include all the relevant data and requirements of the position and will be approved by every candidate	At Amman At Amman	At Amman	May '16 and yearly renewed	OTDR-6 of call being implemented	being a positive change	Completed
Recruitment and Selection	33	15.10.21		Periodic appointment	2021	OTDR-6 Position Call Offs will be generated for every selection process. These will include all the relevant data and requirements of the position and will be approved by every candidate	At Amman At Amman	At Amman	May '16 and yearly renewed	OTDR-6 of call being implemented	being a positive change	Completed
Recruitment and Selection	34	15.10.21		Periodic appointment	2021	OTDR-6 Position Call Offs will be generated for every selection process. These will include all the relevant data and requirements of the position and will be approved by every candidate	At Amman At Amman	At Amman	May '16 and yearly renewed	OTDR-6 of call being implemented	being a positive change	Completed
Recruitment and Selection	35	15.10.21		Periodic appointment	2021	OTDR-6 Position Call Offs will be generated for every selection process. These will include all the relevant data and requirements of the position and will be approved by every candidate	At Amman At Amman	At Amman	May '16 and yearly renewed	OTDR-6 of call being implemented	being a positive change	Completed
Recruitment and Selection	36	15.10.21		Periodic appointment	2021	OTDR-6 Position Call Offs will be generated for every selection process. These will include all the relevant data and requirements of the position and will be approved by every candidate	At Amman At Amman	At Amman	May '16 and yearly renewed	OTDR-6 of call being implemented	being a positive change	Completed
Recruitment and Selection	37	15.10.21		Periodic appointment	2021	OTDR-6 Position Call Offs will be generated for every selection process. These will include all the relevant data and requirements of the position and will be approved by every candidate	At Amman At Amman	At Amman	May '16 and yearly renewed	OTDR-6 of call being implemented	being a positive change	Completed
Recruitment and Selection	38	15.10.21		Periodic appointment	2021	OTDR-6 Position Call Offs will be generated for every selection process. These will include all the relevant data and requirements of the position and will be approved by every candidate	At Amman At Amman	At Amman	May '16 and yearly renewed	OTDR-6 of call being implemented	being a positive change	Completed
Recruitment and Selection	39	15.10.21		Periodic appointment	2021	OTDR-6 Position Call Offs will be generated for every selection process. These will include all the relevant data and requirements of the position and will be approved by every candidate	At Amman At Amman	At Amman	May '16 and yearly renewed	OTDR-6 of call being implemented	being a positive change	Completed
Recruitment and Selection	40	15.10.21		Periodic appointment	2021	OTDR-6 Position Call Offs will be generated for every selection process. These will include all the relevant data and requirements of the position and will be approved by every candidate	At Amman At Amman	At Amman	May '16 and yearly renewed	OTDR-6 of call being implemented	being a positive change	Completed
Recruitment and Selection	41	15.10.21		Periodic appointment	2021	OTDR-6 Position Call Offs will be generated for every selection process. These will include all the relevant data and requirements of the position and will be approved by every candidate	At Amman At Amman	At Amman	May '16 and yearly renewed	OTDR-6 of call being implemented	being a positive change	Completed
Recruitment and Selection	42	15.10.21		Periodic appointment	2021	OTDR-6 Position Call Offs will be generated for every selection process. These will include all the relevant data and requirements of the position and will be approved by every candidate	At Amman At Amman	At Amman	May '16 and yearly renewed	OTDR-6 of call being implemented	being a positive change	Completed
Recruitment and Selection	43	15.10.21		Periodic appointment	2021	OTDR-6 Position Call Offs will be generated for every selection process. These will include all the relevant data and requirements of the position and will be approved by every candidate	At Amman At Amman	At Amman	May '16 and yearly renewed	OTDR-6 of call being implemented	being a positive change	Completed
Recruitment and Selection	44	15.10.21		Periodic appointment	2021	OTDR-6 Position Call Offs will be generated for every selection process. These will include all the relevant data and requirements of the position and will be approved by every candidate	At Amman At Amman	At Amman	May '16 and yearly renewed	OTDR-6 of call being implemented	being a positive change	Completed
Recruitment and Selection	45	15.10.21		Periodic appointment	2021	OTDR-6 Position Call Offs will be generated for every selection process. These will include all the relevant data and requirements of the position and will be approved by every candidate	At Amman At Amman	At Amman	May '16 and yearly renewed	OTDR-6 of call being implemented	being a positive change	Completed
Recruitment and Selection	46	15.10.21		Periodic appointment	2021	OTDR-6 Position Call Offs will be generated for every selection process. These will include all the relevant data and requirements of the position and will be approved by every candidate	At Amman At Amman	At Amman	May '16 and yearly renewed	OTDR-6 of call being implemented	being a positive change	Completed
Recruitment and Selection	47	15.10.21		Periodic appointment	2021	OTDR-6 Position Call Offs will be generated for every selection process. These will include all the relevant data and requirements of the position and will be approved by every candidate	At Amman At Amman	At Amman	May '16 and yearly renewed	OTDR-6 of call being implemented	being a positive change	Completed
Recruitment and Selection	48	15.10.21		Periodic appointment	2021	OTDR-6 Position Call Offs will be generated for every selection process. These will include all the relevant data and requirements of the position and will be approved by every candidate	At Amman At Amman	At Amman	May '16 and yearly renewed	OTDR-6 of call being implemented	being a positive change	Completed
Recruitment and Selection	49	15.10.21		Periodic appointment	2021	OTDR-6 Position Call Offs will be generated for every selection process. These will include all the relevant data and requirements of the position and will be approved by every candidate	At Amman At Amman	At Amman	May '16 and yearly renewed	OTDR-6 of call being implemented	being a positive change	Completed
Recruitment and Selection	50	15.10.21		Periodic appointment	2021	OTDR-6 Position Call Offs will be generated for every selection process. These will include all the relevant data and requirements of the position and will be approved by every candidate	At Amman At Amman	At Amman	May '16 and yearly renewed	OTDR-6 of call being implemented	being a positive change	Completed
Recruitment and Selection	51	15.10.21		Periodic appointment	2021	OTDR-6 Position Call Offs will be generated for every selection process. These will include all the relevant data and requirements of the position and will be approved by every candidate	At Amman At Amman	At Amman	May '16 and yearly renewed	OTDR-6 of call being implemented	being a positive change	Completed
Recruitment and Selection	52	15.10.21		Periodic appointment	2021	OTDR-6 Position Call Offs will be generated for every selection process. These will include all the relevant data and requirements of the position and will be approved by every candidate	At Amman At Amman	At Amman	May '16 and yearly renewed	OTDR-6 of call being implemented	being a positive change	Completed
Recruitment and Selection	53	15.10.21		Periodic appointment	2021	OTDR-6 Position Call Offs will be generated for every selection process. These will include all the relevant data and requirements of the position and will be approved by every candidate	At Amman At Amman	At Amman	May '16 and yearly renewed	OTDR-6 of call being implemented	being a positive change	Completed
Recruitment and Selection	54	15.10.21		Periodic appointment	2021	OTDR-6 Position Call Offs will be generated for every selection process. These will include all the relevant data and requirements of the position and will be approved by every candidate	At Amman At Amman	At Amman	May '16 and yearly renewed	OTDR-6 of call being implemented	being a positive change	Completed
Recruitment and Selection	55	15.10.21		Periodic appointment	2021	OTDR-6 Position Call Offs will be generated for every selection process. These will include all the relevant data and requirements of the position and will be approved by every candidate	At Amman At Amman	At Amman	May '16 and yearly renewed	OTDR-6 of call being implemented	being a positive change	Completed
Recruitment and Selection	56	15.10.21		Periodic appointment	2021	OTDR-6 Position Call Offs will be generated for every selection process. These will include all the relevant data and requirements of the position and will be approved by every candidate	At Amman At Amman	At Amman	May '16 and yearly renewed	OTDR-6 of call being implemented	being a positive change	Completed
Recruitment and Selection	57	15.10.21		Periodic appointment	2021	OTDR-6 Position Call Offs will be generated for every selection process. These will include all the relevant data and requirements of the position and will be approved by every candidate	At Amman At Amman	At Amman	May '16 and yearly renewed	OTDR-6 of call being implemented	being a positive change	Completed
Recruitment and Selection	58	15.10.21		Periodic appointment	2021	OTDR-6 Position Call Offs will be generated for every selection process. These will include all the relevant data and requirements of the position and will be approved by every candidate	At Amman At Amman	At Amman	May '16 and yearly renewed	OTDR-6 of call being implemented	being a positive change	Completed
Recruitment and Selection	59	15.10.21		Periodic appointment	2021	OTDR-6 Position Call Offs will be generated for every selection process. These will include all the relevant data and requirements of the position and will be approved by every candidate	At Amman At Amman	At Amman	May '16 and yearly renewed	OTDR-6 of call being implemented	being a positive change	Completed
Recruitment and Selection	60	15.10.21		Periodic appointment	2021	OTDR-6 Position Call Offs will be generated for every selection process. These will include all the relevant data and requirements of the position and will be approved by every candidate	At Amman At Amman	At Amman	May '16 and yearly renewed	OTDR-6 of call being implemented	being a positive change	Completed
Recruitment and Selection	61	15.10.21		Periodic appointment	2021	OTDR-6 Position Call Offs will be generated for every selection process. These will include all the relevant data and requirements of the position and will be approved by every candidate	At Amman At Amman	At Amman	May '16 and yearly renewed	OTDR-6 of call being implemented	being a positive change	Completed
Recruitment and Selection	62	15.10.21		Periodic appointment	2021	OTDR-6 Position Call Offs will be generated for every selection process. These will include all the relevant data and requirements of the position and will be approved by every candidate	At Amman At Amman	At Amman	May '16 and yearly renewed	OTDR-6 of call being implemented	being a positive change	Completed
Recruitment and Selection	63	15.10.21		Periodic appointment	2021	OTDR-6 Position Call Offs will be generated for every selection process. These will include all the relevant data and requirements of the position and will be approved by every candidate	At Amman At Amman	At Amman	May '16 and yearly renewed	OTDR-6 of call being implemented	being a positive change	Completed
Recruitment and Selection	64	15.10.21		Periodic appointment	2021	OTDR-6 Position Call Offs will be generated for every selection process. These will include all the relevant data and requirements of the position and will be approved by every candidate	At Amman At Amman	At Amman	May '16 and yearly renewed	OTDR-6 of call being implemented	being a positive change	Completed
Recruitment and Selection	65	15.10.21		Periodic appointment	2021	OTDR-6 Position Call Offs will be generated for every selection process. These will include all the relevant data and requirements of the position and will be approved by every candidate	At Amman At Amman	At Amman	May '16 and yearly renewed	OTDR-6 of call being implemented	being a positive change	Completed
Recruitment and Selection	66	15.10.21		Periodic appointment	2021	OTDR-6 Position Call Offs will be generated for every selection process. These will include all the relevant data and requirements of the position and will be approved by every candidate	At Amman At Amman	At Amman	May '16 and yearly renewed	OTDR-6 of call being implemented	being a positive change	Completed
Recruitment and Selection	67	15.10.21		Periodic appointment	2021	OTDR-6 Position Call Offs will be generated for every selection process. These will include all the relevant data and requirements of the position and will be approved by every candidate	At Amman At Amman	At Amman	May '16 and yearly renewed	OTDR-6 of call being implemented	being a positive change	Completed
Recruitment and Selection	68	15.10.21		Periodic appointment	2021	OTDR-6 Position Call Offs will be generated for every selection process. These will include all the relevant data and requirements of the position and will be approved by every candidate	At Amman At Amman	At Amman	May '16 and yearly renewed	OTDR-6 of call being implemented	being a positive change	Completed
Recruitment and Selection	69	15.10.21		Periodic appointment	2021	OTDR-6 Position Call Offs will be generated for every selection process. These will include all the relevant data and requirements of the position and will be approved by every candidate	At Amman At Amman	At Amman	May '16 and yearly renewed	OTDR-6 of call being implemented	being a positive change	Completed
Recruitment and Selection	70	15.10.21		Periodic appointment	2021	OTDR-6 Position Call Offs will be generated for every selection process. These will include all the relevant data and requirements of the position and will be approved by every candidate	At Amman At Amman	At Amman	May '16 and yearly renewed	OTDR-6 of call being implemented	being a positive change	Completed
Recruitment and Selection	71	15.10.21		Periodic appointment	2021	OTDR-6 Position Call Offs will be generated for every selection process. These will include all the relevant data and requirements of the position and will be approved by every candidate	At Amman At Amman	At Amman	May '16 and yearly renewed	OTDR-6 of call being implemented	being a positive change	Completed
Recruitment and Selection	72	15.10.21		Periodic appointment	2021	OTDR-6 Position Call Offs will be generated for every selection process. These will include all the relevant data and requirements of the position and will be approved by every candidate	At Amman At Amman	At Amman	May '16 and yearly renewed	OTDR-6 of call being implemented	being a positive change	Completed
Recruitment and Selection	73	15.10.21		Periodic appointment	2021	OTDR-6 Position Call Offs will be generated for every selection process. These will include all the relevant data and requirements of the position and will be approved by every candidate	At Amman At Amman	At Amman	May '16 and yearly renewed	OTDR-6 of call being implemented	being a positive change	Completed
Recruitment and Selection	74	15.10.21		Periodic appointment	2021	OTDR-6 Position Call Offs will be generated for every selection process. These will include all the relevant data and requirements of the position and will be approved by every candidate	At Amman At Amman	At Amman	May '16 and yearly renewed	OTDR-6 of call being implemented	being a positive change	Completed
Recruitment and Selection	75	15.10.21		Periodic appointment	2021	OTDR-6 Position Call Offs will be generated for every selection process. These will include all the relevant data and requirements of the position and will be approved by every candidate	At Amman At Amman	At Amman	May '16 and yearly renewed	OTDR-6 of call being implemented	being a positive change	Completed
Recruitment and Selection	76	15.10.21		Periodic appointment	2021	OTDR-6 Position Call Offs will be generated for every selection process. These will include all the relevant data and requirements of the position and will be approved by every candidate	At Amman At Amman	At Amman	May '16 and yearly renewed	OTDR-6 of call being implemented	being a positive change	Completed
Recruitment and Selection	77	15.10.21		Periodic appointment	2021	OTDR-6 Position Call Offs will be generated for every selection process. These will include all the relevant data and requirements of the position and will be approved by every candidate	At Amman At Amman	At Amman	May '16 and yearly renewed	OTDR-6 of call being implemented	being a positive change	Completed
Recruitment and Selection	78	15.10.21		Periodic appointment	2021	OTDR-6 Position Call Offs will be generated for every selection process. These will include all the relevant data and requirements of the position and will be approved by every candidate	At Amman At Amman	At Amman	May '16 and yearly renewed	OTDR-6 of call being implemented	being a positive change	Completed
Recruitment and Selection	79	15.10.21		Periodic appointment	2021	OTDR-6 Position Call Offs will be generated for every selection process. These will include all the relevant data and requirements of the position and will be approved by every candidate	At Amman At Amman	At Amman	May '16 and yearly renewed	OTDR-6 of call being implemented	being a positive change	Completed
Recruitment and Selection	80	15.10.21		Periodic appointment	2021	OTDR-6 Position Call Offs will be generated for every selection process. These will include all the relevant data and requirements of the position and will be approved by every candidate	At Amman At Amman	At Amman	May '16 and yearly renewed	OTDR-6 of call being implemented	being a positive change	Completed
Recruitment and Selection	81	15.10.21		Periodic appointment	2021	OTDR-6 Position Call Offs will be generated for every selection process. These will include all the relevant data and requirements of the position and will be approved by every candidate	At Amman At Amman	At Amman	May '16 and yearly renewed	OTDR-6 of call being implemented	being a positive change	Completed
Recruitment and Selection	82	15.10.21		Periodic appointment	2021	OTDR-6 Position Call Offs will be generated for every selection process. These will include all the relevant data and requirements of the position and will be approved by every candidate	At Amman At Amman	At Amman	May '16 and yearly renewed	OTDR-6 of call being implemented	being a positive change	Completed
Recruitment and Selection	83	15.10.21		Periodic appointment	2021	OTDR-6 Position Call Offs will be generated for every selection process. These will include all the relevant data and requirements of the position and will be approved by every candidate	At Amman At Amman	At Amman	May '16 and yearly renewed	OTDR-6 of call being implemented	being a positive change	Completed
Recruitment and Selection	84	15.10.21		Periodic appointment	2021	OTDR-6 Position Call Offs will be generated for every selection process. These will include all the relevant data and requirements of the position and will be approved by every candidate	At Amman At Amman	At Amman	May '16 and yearly renewed	OTDR-6 of call being implemented	being a positive change	Completed
Recruitment and Selection	85	15.10.21		Periodic appointment	2021	OTDR-6 Position Call Offs will be generated for every selection process. These will include all the relevant data and requirements of the position and will be approved by every candidate	At Amman At Amman	At Amman	May '16 and yearly renewed	OTDR-6 of call being implemented	being a positive change	Completed
Recruitment and Selection	86	15.10.21		Periodic appointment	2021	OTDR-6 Position Call Offs will be generated for every selection process. These will include all the relevant data and requirements of the position and will be approved by every candidate	At Amman At Amman	At Amman	May '16 and yearly renewed	OTDR-6 of call being implemented	being a positive change	Completed
Recruitment and Selection	87	15.10.21		Periodic appointment	2021	OTDR-6 Position Call Offs will be generated for every selection process. These will include all the relevant data and requirements of the position and will be approved by every candidate	At Amman At Amman	At Amman	May '16 and yearly renewed	OTDR-6 of call being implemented	being a positive change	Completed
Recruitment and Selection	88	15.10.21		Periodic appointment	2021	OTDR-6 Position Call Offs will be generated for every selection process. These will include all the relevant data and requirements of the position and will be approved by every candidate	At Amman At Amman	At Amman	May '16 and yearly renewed	OTDR-6 of call being implemented	being a positive change	Completed
Recruitment and Selection	89	15.10.21		Periodic appointment	2021	OTDR-6 Position Call Offs will be generated for every selection process. These will include all the relevant data and requirements of the position and will be approved by every candidate	At Amman At Amman	At Amman	May '16 and yearly renewed	OTDR-6 of call being implemented	being a positive change	Completed
Recruitment and Selection	90	15.10.21		Periodic appointment	2021	OTDR-6 Position Call Offs will be generated for every selection process. These will include all the relevant data and requirements of the position and will be approved by every candidate	At Amman At Amman	At Amman	May '16 and yearly renewed	OTDR-6 of call being implemented	being a positive change	Completed
Recruitment and Selection	91	15.10.21		Periodic appointment	2021	OTDR-6 Position Call Offs will be generated for every selection process. These will include all the relevant data and requirements of the position and will be approved by every candidate	At Amman At Amman	At Amman	May '16 and yearly renewed	OTDR-6 of call being implemented	being a positive change	Completed
Recruitment and Selection	92	15.10.21		Periodic appointment	2021	OTDR-6 Position Call Offs will be generated for every selection process. These will include all the relevant data and requirements of the position and will be approved by every candidate	At Amman At Amman	At Amman	May '16 and yearly renewed	OTDR-6 of call being implemented	being a positive change	Completed
Recruitment and Selection	93	15.10.21		Periodic appointment	2021	OTDR-6 Position Call Offs will be generated for every selection process. These will include all the relevant data and requirements of the position and will be approved by every candidate	At Amman At Amman	At Amman	May '16 and yearly renewed	OTDR-6 of call being implemented	being a positive change	Completed
Recruitment and Selection	94	15.10.21		Periodic appointment	2021	OTDR-6 Position Call Offs will be generated for every selection process.						



Category C&C	C&C Principle#	Other involved Principles	C&C Principle Name	Gap Analysis Year	Action	Responsible	Implementation due date	Indicator/Target/Control/Evidence	Status
Recruitment and Selection	15	14, 16, 21	Transparency	2015	OTM-R: Position Call Fiches will be generated for every selection process. Those will include all the relevant data and requirements of the position and will be delivered to every candidate	A. Fernandez	May'16	OTM-R in place	Ongoing
Recruitment and Selection	15	14, 16, 21	Transparency	2015	OTM-R: Once the selection process is over, BCBIL Human Resources team will contact each of the candidates and offer feedback about the selection process's results	A. Fernandez	May'16	OTM-R in place	Ongoing
Recruitment and Selection	15	14, 16, 21	Transparency	2015	OTM-R: Information about selection processes to be communicated publicly	A. Fernandez	May'16	OTM-R in place	Ongoing
Recruitment and Selection	21	15	Postdoc appointment	2015	OTM-R: Position Call Fiches will be generated for every selection process. Those will include all the relevant data and requirements of the position and will be delivered to every candidate	M. Arocena A. Fernandez	June'16 and yearly workshops	OTM-R in place	Ongoing
Recruitment and Selection	21	30	Postdoc appointment	2015	Research Career path to be shared with researchers. Toolkit available at wiki and training to be provided every year (externally if funding is granted)	M. Arocena A. Fernandez	June'16 and yearly workshops	- wiki - survey	Ongoing
Working Conditions and Social Security	30	15, 16, 28	Career advice	2017	Workshop on scientific/non scientific pathways, succesful job search	Management team	every year	lab meetings agenda	Ongoing
Working Conditions and Social Security	35	3,15	Decision Making	2015	Researchers are taking part in the WG	L. Lopez	May'17	to be appointed	Ongoing
Working Conditions and Social Security	35	37	Decision Making	2015	Include researchers representatives in the WG for the HRSAR	L. Lopez	May'17	to be appointed	Ongoing
Training and Development	37	15	Supervision & Managerial	2017	o Creation of the tool o Volunteers needed: Update and maintenance Forum coordinator	New tool "Training Forum"	Dec'19		Pending

# ACTION PLAN 2018/19:ONGOING / PENDING ACTIONS:

Category C&C	C&C Principle Name	Action	Implementation due date	Indicator/Target/Control/Evidence	Status
Recruitment and Selection	<b>Transparency</b>	OTM-R: Position Call Fiches will be generated for every selection process. Those will include all the relevant data and requirements of the position and will be delivered to every candidate	May'16	OTM-R in place	Ongoing
Recruitment and Selection	<b>Transparency</b>	OTM-R:Once the selection process is over, BCBL Human Resources team will contact each of the candidates and offer feedback about the selection process's results	May'16	OTM-R in place	Ongoing
Recruitment and Selection	<b>Transparency</b>	OTM-R:Information about selection processes to be communicated publicly	May'16	OTM-R in place	Ongoing
Recruitment and Selection	<b>Postdoc appointment</b>	OTM-R: Position Call Fiches will be generated for every selection process. Those will include all the relevant data and requirements of the position and will be delivered to every candidate	June'16 and yearly workshops	OTM-R in place	Ongoing
Recruitment and Selection	<b>Postdoc appointment</b>	Research Career path to be shared with researchers. Toolkit available at wiki and training to be provided every year (externally if funding is granted)	June'16 and yearly workshops	- wiki - survey	Ongoing
Working Conditions and Social Security	<b>Career advice</b>	Workshop on scientific/non scientific pathways, succesful job search	every year	lab meetings agenda	Ongoing
Working Conditions and Social Security	<b>Decision Making</b>	Researchers are taking part in the WG	May'17	to be appointed	Ongoing
Working Conditions and Social Security	<b>Decision Making</b>	Include researchers representatives in the WG for the HRS4R	May'17	to be appointed	Ongoing
Training and Development	<b>Supervision &amp; Managerial</b>	o Creation of the tool o Volunteers needed: Update and maintenance Forum coordinator	Dec'19		Pending

# Open Transparent & Merit-based Recruitment




HR EXCELLENCE IN RESEARCH



- ✓ ensures that the **best person for the job is recruited**
- ✓ brings **benefits** to researchers, institutions, a country's research system,
- ✓ contributes to the full implementation of the **European Research Area (ERA)**
- ✓ improves the **cost-effectiveness** of investments in research.
- ✓ guarantees **equal opportunities and access** for all
- ✓ makes **research careers** more attractive

# OTM-R BCBL PROCESS AND CALENDAR

 OTM-R PROCESS	2017				2018				2019			
	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q
1) Review current recruitment policy, practices and procedures												
2) Develop and put in place a revised OTM-R policy												
3) Publishing the OTM-R policy												
4) Quality control system												
5) Establish or adapt an internal OTM-R guide												
6) Training and awareness raising within the institution												
7) E-recruitment												

## 1) Review current recruitment policy, practices and procedures

Template 1 – Annex: Open, Transparent, Merit-Based Recruitment Check-list OTM-R Checklist for organisations						
	Open	Transparent	Merit-Based	Answer: ++ Yes, completely +/- Yes, substantially -/+ Yes, partially -- No	Suggested indicators (or from of measurement)	BCBL comments July 2017
<b>OTM-R system</b>						
1. Have we published a version of our OTM-R policy online (in the national language and in English)?	x	x	x	NO	[weblink]	
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	NO	[Date of latest update; ensure that it is sent to all staff]	
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	NO	- Existence of training programmes for OTM-R - Number of staff following training in OTM-R	
4. Do we make (sufficient) use of e-recruitment tools?	x	x		YES substantially	Web-based tool for (all) the stages in the recruitment process	<a href="http://www.bcbl.eu/calls">http://www.bcbl.eu/calls</a>
5. Do we have a quality control system for OTM-R in place?	x	x	x	NO		
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	NO	Trend in the share of applicants from outside the organisation	
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	NO	Trend in the share of applicants from abroad	
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	NO	Trend in the share of applicants among underrepresented groups (frequently women)	
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	NO	Trend in the share of applicants from outside the organisation	
10. Do we have means to monitor whether the most suitable researchers apply?				YES		
<b>Advertising and application phase</b>						
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		NO		
12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit? [see Chapter 4.4.1 a)]	x	x		NO		
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		YES substantially	The share of job adverts posted on EURAXESS; Trend in the share of applicants recruited from outside the organisation/abroad	
14. Do we make use of other job advertising tools?	x	x		YES	distribution lists in neuroscience	
15. Do we keep the administrative burden to a minimum for the candidate? [see Chapter 4.4.1 b)]	x			YES		specified once logged in <a href="http://www.bcbl.eu/calls">http://www.bcbl.eu/calls</a>
<b>Selection and evaluation phase</b>						
16. Do we have clear rules governing the appointment of selection committees? [see Chapter 4.4.2 a)]		x	x	NO	Statistics on the composition of panels	
17. Do we have clear rules concerning the composition of selection committees?		x	x	NO	Written guidelines	
18. Are the committees sufficiently gender-balanced?		x	x	NO		
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	NO	Written guidelines	
<b>Appointment phase</b>						
20. Do we inform all applicants at the end of the selection process?		x		YES		standard general feedback
21. Do we provide adequate feedback to interviewees?		x		YES substantially		standard general feedback (does not include strength/weakness)
22. Do we have an appropriate complaints mechanism in place?		x		NO	Statistics on complaints	
<b>Overall assessment</b>						
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				NO		

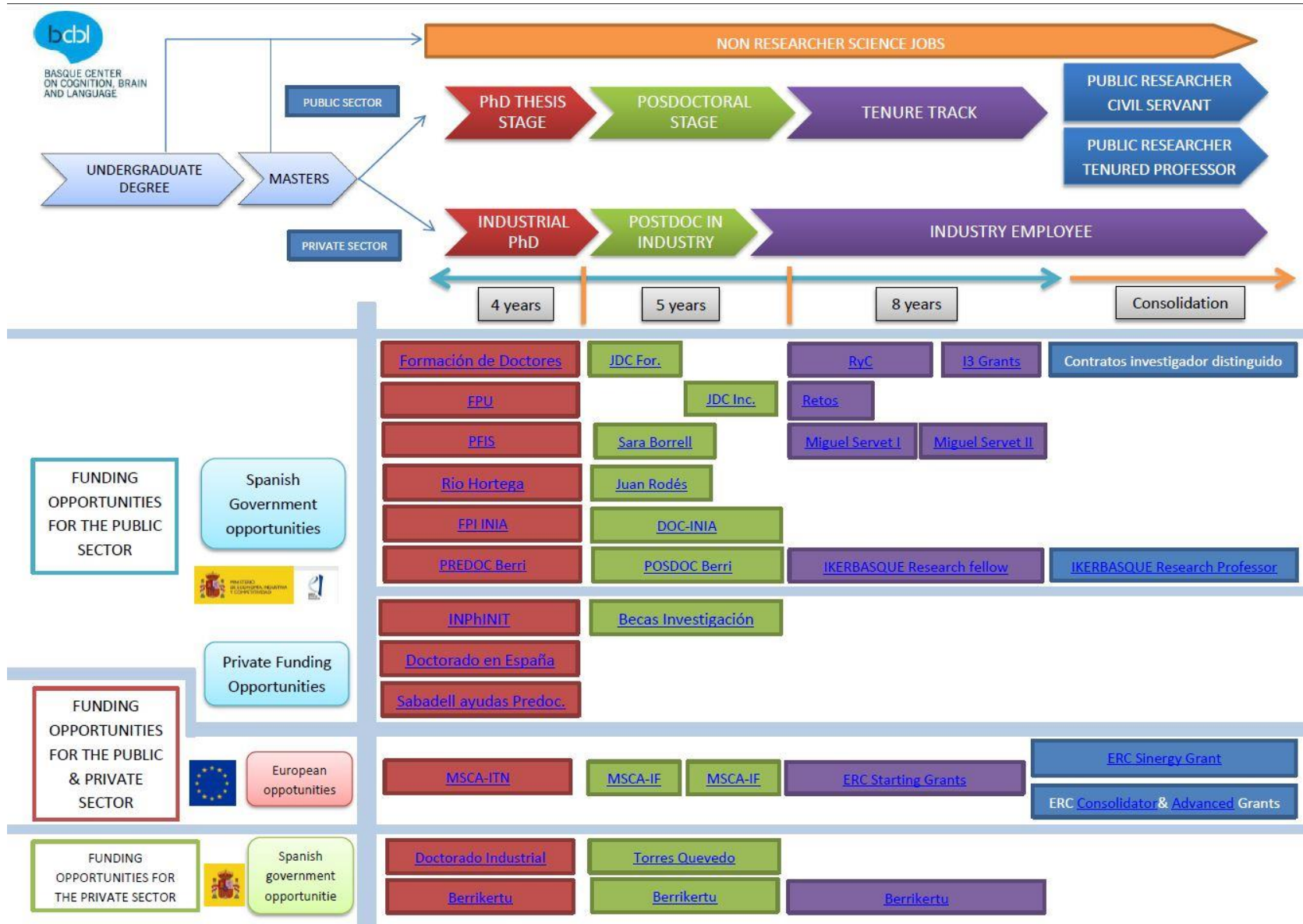
# ACTION PLAN 2018/19:ONGOING / PENDING ACTIONS:

Category C&C	C&C Principle Name	Action	Implementation due date	Indicator/Target/Control/Evidence	Status
Recruitment and Selection	Transparency	OTM-R: Position Call Fiches will be generated for every selection process. Those will include all the relevant data and requirements of the position and will be delivered to every candidate	May'16	OTM-R in place	Ongoing
Recruitment and Selection	Transparency	OTM-R:Once the selection process is over, BCBL Human Resources team will contact each of the candidates and offer feedback about the selection process's results	May'16	OTM-R in place	Ongoing
Recruitment and Selection	Transparency	OTM-R:Information about selection processes to be communicated publicly	May'16	OTM-R in place	Ongoing
Recruitment and Selection	Postdoc appointment	OTM-R: Position Call Fiches will be generated for every selection process. Those will include all the relevant data and requirements of the position and will be delivered to every candidate	June'16 and yearly workshops	OTM-R in place	Ongoing
Recruitment and Selection	Postdoc appointment	Research Career path to be shared with researchers. Toolkit available at wiki and training to be provided every year (externally if funding is granted)	June'16 and yearly workshops	- wiki - survey	Ongoing
Working Conditions and Social Security	Career advice	Workshop on scientific/non scientific pathways, succesful job search	every year	lab meetings agenda	Ongoing
Working Conditions and Social Security	Decision Making	Researchers are taking part in the WG	May'17	to be appointed	Ongoing
Working Conditions and Social Security	Decision Making	Include researchers representatives in the WG for the HRS4R	May'17	to be appointed	Ongoing
Training and Development	Supervision & Managerial	o Creation of the tool o Volunteers needed: Update and maintenance Forum coordinator	Dec'19		Pending

# ACTION PLAN: RESEARCHER CAREER PATH



HR EXCELLENCE IN RESEARCH



# ACTION PLAN 2018/19: ONGOING / PENDING ACTIONS:

Category C&C	C&C Principle Name	Action	Implementation due date	Indicator/Target/Control/Evidence	Status
Recruitment and Selection	Transparency	OTM-R: Position Call Fiches will be generated for every selection process. Those will include all the relevant data and requirements of the position and will be delivered to every candidate	May'16	OTM-R in place	Ongoing
Recruitment and Selection	Transparency	OTM-R: Once the selection process is over, BCBL Human Resources team will contact each of the candidates and offer feedback about the selection process's results	May'16	OTM-R in place	Ongoing
Recruitment and Selection	Transparency	OTM-R: Information about selection processes to be communicated publicly	May'16	OTM-R in place	Ongoing
Recruitment and Selection	Postdoc appointment	OTM-R: Position Call Fiches will be generated for every selection process. Those will include all the relevant data and requirements of the position and will be delivered to every candidate	June'16 and yearly workshops	OTM-R in place	Ongoing
Recruitment and Selection	Postdoc appointment	Research Career path to be shared with researchers. Toolkit available at wiki and training to be provided every year (externally if funding is granted)	June'16 and yearly workshops	- wiki - survey	Ongoing
Working Conditions and Social Security	Career advice	Workshop on scientific/non scientific pathways, successful job search	every year	lab meetings agenda	Ongoing
Working Conditions and Social Security	Decision Making	Researchers are taking part in the WG	May'17	to be appointed	Ongoing
Working Conditions and Social Security	Decision Making	Include researchers representatives in the WG for the HRS4R	May'17	to be appointed	Ongoing
Training and Development	Supervision & Managerial	o Creation of the tool o Volunteers needed: Update and maintenance Forum coordinator	Dec'19		Pending

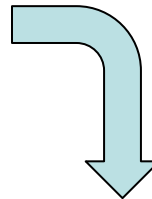
## Mission: implementation/monitoring of Action Plan

Current components: Miguel, Larraitz and Ana



Representatives from each research category (Group Leaders/ Postdocs/ PhDs and Technicians) are welcome.

**Diversity matrix** to be developed, looking for balance in gender, category, department, current involvement in other bcbl committees (scientific, ethics, master and doctorate program commission, ombudsman, etc.)



DIVERSITY MATRIX BCBL	ETHICS	OMBUDS	LABS	ADMIN	PREDOC	POSTDOC	SCIENTIFIC COMMITTEE	ETHICS COMMITTEE	HHRR
MALE 1	x		x		x			x	x
MALE 2		x		x		x			
MALE 3		x			x		x		x
FEMALE 1			x			x		x	
FEMALE 2	x				x			x	
FEMALE 3		x		x			x		

## General meetings and social events



- February: **Annual retreat** (past results & future goals + **team building**)
- June: **Scientific retreat** (including poster session)
- July: **Picnic** in Miramón
- September: **HR meeting** > survey (biannually)> Next, Fall'2019.
- December: **Christmas Pizza party**





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ON COGNITION, BRAIN  
AND LANGUAGE

Thanks for your  
Cooperation