



PRINCIPLES FOR RECRUITING ICAC STAFF

OPEN, TRANSPARENT AND MERIT-BASED RECRUITMENT OF RESEARCHERS
(OTM-R) PROGRAMME DOCUMENT, VERSION 1



INSTRUCTION 3/2017 OF 30 MARCH REGARDING THE PRINCIPLES FOR CONTRACTING STAFF

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IDENTIFICATION:		
CATALAN INSTITUTE OF CLASSICAL ARCHAEOLOGY		
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1. Introduction

The Catalan Institute of Classical Archaeology (hereinafter the ICAC) was awarded the HRS4R distinction on 29 March 2015. Receipt of the distinction was preceded by the Institute's signature of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers promoted by CERCA (Research Centres of Catalonia), to which the ICAC belongs. In addition, as a prior requirement to receiving the distinction, the Institute approved an Action Plan (2015-2018), the objective of which is to improve staff conditions in ethical and professional aspects, working conditions, social security, training and recruitment.

In parallel to the implementation of the ICAC Action Plan, the Human Resources Management Steering Group, under the European Research Area, submitted the report on the Open, Transparent and Merit-based Recruitment of Researchers (OTM-R). This report sets out an OTM-R package to allow the research centres that have been awarded the HRS4R distinction to review their recruitment policies and seek out areas for improvement. THE OTM-R package includes a series of tools and encourages the drawing up of a document that sets out the principles and guidelines that should govern a good staff recruitment policy. Thus, the document we submit on the ICAC's recruitment principles is included in our research centre's OTM-R package.

2. Objectives and area of application

2.1. The general objectives of the ICAC's Principles for Staff Recruitment (hereinafter the Principles) are:

2.1.1. To work for the centre's continuous improvement in its ability to attract, select and recruit candidates of excellent quality to provide the Institute with a team capable of advancing in research excellence.

2.1.2. To guarantee fair and transparent recruitment based on equality of opportunity in the occupation.

2.1.3. To avoid discrimination in recruitment in terms of gender, civil status, sexual orientation, disability, nationality, creed, politics or religion, or any other type of discrimination.

2.1.4. To comply, at all times, with the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers promoted by the European Commission to guarantee fair and transparent recruitment.

2.2. The area of application of these principles is the recruitment of ICAC research staff and it is also a basic benchmark for the recruitment of staff for the scientific-technical services and research management and support staff.

3. Regulatory framework

The ICAC is part of a public administration consortium and is subject to the public regulations governing recruitment. These regulations are in line with the principles expressed here. The basic legal regulations to take into account in the staff recruitment procedure are:

3.1. Royal Legislative Decree 2/2015 of 23 October, approving the consolidated text of the Workers' Statute Act.

3.2. Royal Legislative Decree 5/2015 of 30 October, approving the consolidated text of the Basic Public Employee Statute Act.

3.3. Act 8/2006 of 5 July, regarding measures for the conciliation of the personal, family and work life of the staff at the service of the public administrations of Catalonia.

3.4. Organic Act 1/2001 of 28 December, regarding measures for comprehensive protection against gender violence.

3.5. Organic Act 3/2007 of 22 March regarding the effective equality of men and women.

3.6. Act 5/2008 of 24 April, regarding the right of women to eradicate male violence.

3.7. Act 17/2015 of 21 July, regarding the effective equality of women and men.

3.8. Act 14/2011 of 1 June, regarding science, technology and innovation.

3.9. Organic Act 15/1999, regarding the protection of personal data.

3.10. The ICAC Statutes.

3.11. The corresponding collective workers agreement.

4. Principles

The ICAC's principles for staff recruitment are as follows.

4.1. Procedures. Recruitments must follow suitable procedures in keeping with the positions announced and must be open, transparent and internationally comparable.

4.2. Calls and announcements. The rules of the calls for recruitment must describe in detail, among others, the requirements, knowledge, abilities, rights and obligations, and must be sufficiently open to encourage prospective candidates to apply. On the other hand, the time between the announcement of the call for applications and the period to reply must be reasonable. The call rules must be announced through the most suitable channels for them to reach the maximum number of people.

4.3. Transparency. The calls must clearly explain the procedure that will be followed in the recruitment, the selection criteria, the number of positions available and the prospects for professional development. The candidates must be informed of the different stages in the admission, assessment and selection procedure. Moreover, on completing the procedure, candidates must be informed of the results and, wherever possible, of the strengths and weaknesses of their candidatures.

4.4. Position. The call rules must set out the level of the position offered in accordance with the European Framework for Research Careers (R1, R2, R3, or R4). Therefore, it will be necessary to adapt the requirements, knowledge and abilities requested to the level of the research career that is being offered. Thus, there will be clearly stated and differentiated rules in the recruitment of researchers in predoctoral training (R1) and that of postdoctoral researchers (R2 to R4). There will also be a clear distinction between the different levels of postdoctoral researchers; there must be a distinction between the permanent recruitment of senior researchers (R4) and temporary recruitment. In the latter, it will be necessary to differentiate the initial stage of postdoctoral researcher (R2) from that of junior researcher (R3).

The length of all temporary contracts must be set out and must correspond to that of the levels of the research career and must take into account that the postdoctoral level must be transitory and provide additional professional opportunities for the development of a research career in the context of the long-term career prospects.

4.5. Selection. The candidate assessment and selection committees must be made up of members who have the knowledge and experience to assess the candidates. The committees will be balanced in gender terms. Whenever possible a wide range of selection practices should be used, including assessment by external experts and interviews. The language used by the candidates in the competitive documentation should also be taken into account when constituting the committee, to enable a suitable assessment to be made.

4.6. Evaluation of the merits. The assessment process must take into account that the call rules are set in accordance with the level of the position offered and must consider the curriculum of the candidates as a whole, their potential as researchers and their creativity. As a consequence, the merits must be evaluated both qualitatively and quantitatively, focusing on the outstanding results from a diversified professional career and not only on the number of publications. For this reason, the bibliometric indices must be considered in a wider framework of assessment criteria, such as training, teaching, teamwork, leadership in pioneering research, research management and knowledge transfer.

4.7. Recognition of qualifications. The qualification levels required must be in keeping with the needs of the position offered. A suitable evaluation must be ensured of the academic and professional qualifications, including the unofficial ones, of all the candidates, in particular in the context of international and professional mobility. It is necessary to inform candidates of the regulations that govern recognition of these qualifications under national legislation and to facilitate consultation and suitable use for the authentication of the qualifications.

4.8. Curricular training and seniority. Given that professional qualifications can be acquired in the initial stage of a career, ongoing professional development must also be recognised. Interruptions in a research career or variations in curricular training must not be penalised and must be considered as the particular evolution of the career and, as a consequence, as a potential contribution to the professional development of the researcher. The candidates must submit curriculums that reflect and suitably document the progress and successes in their professional career, which must be appropriate for the position. In terms of seniority, systems of consideration should be sought that do not discriminate against a candidate on the basis of the year in which they began their scientific career.

4.9. Recognition of mobility. All mobility experience must be evaluated as a valuable contribution to the professional development of a researcher. This includes, for example, a period in another institution in Spain or another country, or a change from one discipline to another, in both the predoctoral and postdoctoral stages.

4.10. Allegations and appeals. The call rules must provide for the possibility that the candidates may wish to make allegations regarding the way in which they have been evaluated and present the corresponding appeals.

4.11. The use of languages. The fact that the working language of the ICAC is Catalan does not exclude the use of other languages in its day-to-day activity. A humanities research centre specialising in the classical civilisation and culture requires the use of the different languages inherited from that civilisation, including Spanish, Italian, French, Portuguese and other Romance languages. On the other hand, the use of English is becoming increasingly important, especially in scientific publications. Thus, knowledge of Catalan is not normally required to be able to take part in any of the competitive calls to fill positions at the ICAC and the use of languages such as those previously mentioned is accepted. Only in the case of permanent positions, such as that of senior researcher (R4), is it necessary to accredit knowledge of Catalan and Spanish, in application of the regulations in force.

The ICAC will also offer advice to anyone who wishes to improve their knowledge of Catalan or any of the other previously mentioned languages.

4.12. Other contracts. These principles for research staff recruitment must also be used as a basic reference for the recruitment of staff for the scientific-technical and research management and support services.

5. Recruitment management

In recruitment management, it is necessary to take into account the managers involved in the staff recruitment procedures, the candidate assessment and selection committees, and the dissemination of the job offers.

5.1. Managers

For the suitable recruitment management of ICAC staff, the institution's administration will ensure compliance with the principles described in this document and will give recommendations and assistance to all those involved in the recruitment procedures. It will particularly attempt to comply with the following objectives.

5.1.1. To ensure compliance with the ICAC's recruitment principles in all the processes for the attracting and recruiting talent for the Institution.

5.1.2. To guarantee compliance with the regulations on equality and diversity and to promote equality of opportunity throughout the entire recruitment procedure.

5.1.3. To guarantee compliance with the regulatory framework described in the Section 3 of these principles.

5.1.4. To safeguard the applications with the maximum confidentiality and discretion.

5.1.5. To ensure that the assessment and selection committees propose their nominations respecting these principles and that they take into account the suitability of the candidates for the positions offered.

5.1.6. To ensure that the candidate assessment and selection criteria are those described in the calls for the positions, and that they take into account the qualifications of the applicants, their skills, knowledge, experience and the rest of the requirements specified in the job offers.

5.1.7. To guarantee a fair, transparent and coherent focus throughout the recruitment process.

5.1.8. To support and offer resources and assistance to all those involved in the assessment and selection procedures, as well as in the tasks of disseminating the job offers.

5.1.9. To disseminate the recruitment actions through, among others, external advertising, internal advertising, distribution lists, social media and international links.

5.1.10. To ensure the use of languages throughout the procedure with respect to Principle 4.11.

5.2. Assessment and selection committees

5.2.1. The majority of procedures for the recruitment of staff for the ICAC will have a committee to carry out a candidate assessment and selection process, in accordance with the specific rules of the call and with these regulatory principles. Whenever possible, the majority of the members of the assessment and selection committee will not belong to the ICAC. Only in cases where it is not pertinent to the public concourse will a committee not be formed.

5.2.2. The number of members of the assessment and selection committees will vary according to the call and in the majority of cases there will be an external assessment of the candidates by more than one assessor per candidate. These assessors must not be ICAC researchers or researchers assigned to the ICAC, and they must be specialists in the subject or line of research of the candidate's proposed researcher activity.

The assessors must declare that they do not have any conflict of interest that could affect their participation in the assessment and that they do not find themselves in any of the following situations.

1. They have a personal or first-degree family relationship with the candidate.
2. They have been recused or have declared a friendship or enmity with the candidate.
3. They have a contractual relationship, shared research projects or cooperated on publications in the past three years with the candidate.

5.2.3. When an assessment and selection committee is constituted, it must comply with gender balance criteria. The person in charge of constituting the assessment and selection committee will do everything possible to achieve gender and diversity balance in its members.

5.2.4. The members who participate in the assessment and selection procedures will be informed of these ICAC recruitment principles to ensure that they comply with them. When nominating the members of the assessment and selection committees, the ICAC will ensure that they are able to attend to the linguistic diversity that may occur among the participants in the call. This will be especially relevant when undertaking the interviews, if any are programmed.

5.2.5. When there is no public announcement and it is not necessary to contract a specific person, the ICAC's database of curriculums received will be taken into account.

5.3. Dissemination

The main objective of a strategy of advertising the offers of positions that are announced to the public is to attract the best candidates in a transparent manner. Advertising campaigns will be orientated as follows.

5.3.1. All the offers of positions that are open to the public will be announced through the ICAC website with the aim of maintaining and increasing the transparency of the institution. They will also be published on the institution's bulletin board.

5.3.2. Whenever possible, offers of positions that are open to the public will be announced in the ICAC's *Archeonea* newsletter and also through the institution's emailing list. Both communications channels inform an important number of persons and institutions in our area of knowledge in Spain and Europe.

5.3.3. It will also be obligatory to disseminate the offers of research positions on the EURAXESS portal.

5.3.4. Offers for positions that are expected to last more than one year and are open to the public will be announced in the *Official Gazette of the Government of Catalonia* (DOGC).

6. Assessment, selection and recruitment procedure

6.1. The procedure for the recruitment of staff for the ICAC must comply with the legal framework that corresponds to a public administration research body. Thus, staff recruitment will respect public employment rights in accordance with the principles of equality, merit and ability. The reference legal framework for staff recruitment is set out in Section 3.

6.2. The ICAC will select staff through procedures that guarantee the aforementioned principles, as well as those set out below.

6.2.1. Dissemination of the calls and their rules.

6.2.2. Transparency.

6.2.3. Impartiality and professionalism of the members of the assessment and selection bodies.

6.2.4. Independence and technical discretion in the actions of the assessment and selection bodies.

6.2.5. Adaptation of the content of the selection procedures to the functions or tasks to be carried out.

6.2.6. Agility of the selection procedures, without prejudicing objectivity.

6.2.7. Proportionality between the length of the selection procedures and that of the contracts.

6.3. These contracts will correspond to positions in the ICAC that will be occupied in accordance with the following classifications and categories.

6.3.1. ICAC staff are classified as follows:

- a) research staff, organised as follows: new or predoctoral researcher (R1, according to the standard European classification), postdoctoral researcher (R2, who may be for training or incorporation), junior researcher (R3) and senior researcher (R4);
- b) scientific-technical services staff;
- c) research management and support staff.

6.3.2. The categories of the ICAC positions are:

- a) researcher;
- b) senior technician superior;
- c) middle-ranking technician;
- d) specialist or administrative technician;
- e) auxiliary technician or auxiliary administrator;
- f) assistant, peon and professional groups.

6.4. The procedure for the recruitment of staff for the ICAC can follow either the ordinary or urgent procedure. The urgent procedure can be agreed to when the public needs interest makes it advisable, with the express resolution of the ICAC director being essential. In the application of the urgent procedure, the corresponding contractual mode will be used and it will not be possible to reduce by half the periods relating to the submission of applications and appeals.

6.5. Permanent employment contract. Staff may be recruited to the ICAC on a permanent or temporary basis. With respect to the former, it falls to the ICAC Board of Directors, the maximum governing body of the institution, to approve the position and authorise the recruitment, that will have been proposed by the director. Nevertheless, in the permanent employment contract, apart from the specifications of the position itself and the appointment of the assessment and selection committee, the recruitment procedure is similar to that of the temporary employment contract through an ordinary call.

In accordance with the provisions of the ICAC statutes, the Board of Directors will appoint the posts of director, subdirector and administrator.

6.6. Temporary employment contract. The ICAC may use all the types of temporary full- or part-time work contracts permitted under the legislation. The length of a temporary work contract can be between one day and three years or that established under a specific contractual modality or under the legal regulations that protect the contract. The ICAC director will authorise the temporary recruitment procedure and will resolve it.

For the purposes of the procedure to be followed in the recruitment, the classification of the length of the contracts of this instruction will be as follows:

- 6.6.1.** Brief contract, with a maximum length of 3 months;
- 6.6.2.** Short contract, with a length of between 3 months and 1 day and 6 months;
- 6.6.3.** Medium-term contract, with a length of between 6 months and 1 day and 12 months;
- 6.6.4.** Long contract, with a length of between 12 months and 1 day and 36 months.

6.7. The temporary employment contract must follow the procedure established in one of the following types:

- 6.7.1.** Ordinary call
- 6.7.2.** Abbreviated call
- 6.7.3.** Simplified call

In brief contracts, with a maximum length of 3 months, the direct recruitment procedure will be followed.

6.8. Temporary employment contract through an ordinary call. In general terms, the recruitment and selection process in the ordinary calls will follow the phases described below:

- 1st phase: preparation, approval and dissemination of the call
- 2nd phase: receipt of the candidates' applications
- 3rd phase: assessment of the applications and provisional resolution
- 4th phase: concession, formalisation, incorporation and follow-up of the contracts

6.8.1. In the 1st phase of preparation, approval and dissemination of the call, the following stages will be included:

- 1st stage: Initiation of the dossier for the temporary employment contract, in which the following documents will be drawn up: recruitment proposal signed by the head researcher or technician who proposes it and that will serve to describe the

position (functional content, organisational environment and professional profile); certificate of credit reserve in the current budget and a cost estimate for future years, and resolution of the ICAC administrator of the initiation of the recruitment dossier.

2nd stage: Drawing up and approval of the call in which the following documents will be prepared: rules for the call, the application form, the resolution of the ICAC director for the approval of the call and the announcement for the *Official Gazette of the Government of Catalonia* (DOGC).

3rd stage: Dissemination of the call with publication (resolution and rules) on the ICAC website, where all the documents and other information relating to the call assessment and selection procedure will be incorporated, on the bulletin board, on the EURAXESS website, and the dissemination of the information via the habitual channels used by the Institute, and other ICT environments considered suitable for a successful dissemination of the call. More detailed Information can be found in Section 5.3 of these principles.

4th stage: beginning of the procedures for the appointment of the call assessment and selection committee (hereinafter the CAS).

6.8.2. In the 2nd phase of the receipt of the candidates' applications, the following stages will be distinguished:

1st stage: Receipt of the candidates' applications in accordance with the provisions of the call and the articles set out in Act 39/2015 regarding the registration and receipt of the documents submitted by persons interested in the call. Submission of the application and all subsequent procedures can be made by electronic means (electronic registration), by post or in person. Applicants will receive continuous attention throughout the procedure through the email address personal@icac.cat or by telephone, if necessary.

2nd stage: Provisional list of the candidates admitted and excluded, period for rectifying the reasons for exclusion, resolution of the administrator on the rectifications presented.

3rd stage: Definitive list of candidates admitted and excluded and the resolution of the administrator on the failure to admit and renouncement of candidates.

6.8.3. In the 3rd phase of assessment of the candidates' applications and provisional resolution of concession of the contracts, the following stages will be distinguished:

1st stage: Appointment and constitution of the call assessment and selection committee, initiation of the candidate assessment procedure in accordance with that stipulated in the rules for the call. More detailed information available in Section 5.2.

2nd stage: External assessment of the candidates under the expert review system, if envisaged in the call. More detailed information available in Section 5.2.2. of these principles.

3rd stage: Interview by the CAS of the candidates, if envisaged in the call. In some circumstances, the interview may be carried out by video conference. The interview can be an ideal resource for seeking clarification, complementary information, and to complete the information the CAS has on the candidate.

4th stage: Proposal for a provisional resolution of concession of the contracts by the CAS with the list of reserve candidates. At this stage, all the candidates will be informed of the number of points they have been awarded in the competition and the period they have to present an appeal to the resolution.

5th stage: Proposal for a definitive resolution of the CAS that will be taken to the ICAC management and will contain the evaluation of the allegations presented and other matters that may arise with respect to the recruitment of the call beneficiaries.

6.8.4. In the 4th phase of the concession, formalisation, incorporation and follow-up of the contracts, the following stages will be distinguished:

1st stage: Definitive resolution of the concession of the positions by the ICAC director. Against that express resolution of concession or denegation, the interested parties may present an appeal to the ICAC Board of Directors.

2nd stage: Signing of the temporary work contracts with the beneficiary candidates.

3rd stage: Incorporation of the contracted persons to the positions. The newly contracted persons will be attended to by the ICAC Research Department management and support, who will inform them of the terms and conditions of the contract, welcome them to the centre with a detailed explanation of all matters they need to be aware of (rights and duties, health and safety, etc.). Also, and in accordance with the nature of the contract, they will receive the support of a tutor during the first months of their stay at the institution, at least until they have completed the contract trial period. In the case of researchers, the tutor will be part of the research team the newly contracted person is joining.

4th stage: Monitoring and assessment of the contracted persons according to the clauses established in the call.

6.8.5. In addition to the procedure established in the previous sections, the ordinary call rules will take into account the following aspects: the object of the call, the number of contracts offered, the requirements the candidates must meet, the specific characteristics of the contracts, the amount of the payments, the documentation to be provided, the period for the submission of applications, the instructions regarding the procedure and the evaluation of applications, the rights and obligations of the contracted persons, the compatibility of the contract, the interruptions (if applicable), the renuncements, the revocations, personal data protection, the codes of conduct, the applicable administrative resources, the workplace risks and other aspects considered opportune in order to comply with the principles described in this document.

The rules for the call will also mention compliance with the accreditation of the Human Resources Strategy for Researchers (HRS4R), the European Charter for Researchers and the Code of Conduct. It will also refer to the membership of the European Science4Refugees initiative.

Annexed to the call will be the documents necessary to complement the information and facilitate the applications procedure, including the following annexes: an application form, an acceptance form, and a list of the ICAC research teams.

6.9. Temporary employment contract through an abbreviated call. In general terms, the recruitment and selection process of the abbreviated calls follow the phases described below.

6.9.1. The abbreviated call will be the specific recruitment mode for medium-term contracts of between 6 months and 1 day and 12 months and also for long-term contracts for which the urgent procedure has been approved.

6.9.2. The procedure to be followed will be the same as that for the ordinary call, with the exception of Stages 4 and 5 of the 3rd phase of the call in reference to the processing of allegations. In the abbreviated call, the CAS will approve the provisional resolution that will be taken to the ICAC management.

6.9.3. Neither will it be necessary to carry out the procedure for announcing the call in the DOGC when the abbreviated call is for a period of between 6 months and 1 day and 12 months.

6.10. Temporary employment contract through a simplified call. In general terms, the recruitment and selection process of the simplified calls will follow the phases described below.

6.10.1. The simplified call will be the specific recruitment mode for short-term contracts of between 3 months and 1 day and 6 months, as well as for medium-term contracts for which the urgent procedure has been approved. The main characteristic of the simplified call is the preparation of a job offer, instead of rules for a full call. The procedure will have the following phases:

- 1st phase: preparation, approval and dissemination of the offer
- 2nd phase: receipt of the candidates' applications
- 3rd phase: assessment and concession agreement
- 4th phase: concession, formalisation, incorporation and follow-up of the contracts

6.10.2. In the 1st phase of the preparation, approval and dissemination of the offer, the following stages will be distinguished:

1st stage: Initiation of the dossier for the temporary employment contract in which the following documents will be drawn up: recruitment proposal signed by the person in charge, researcher or technician promoting it and that will serve to describe the position (functional content, organisational environment and professional profile); the certificate of credit reserve in the current budget and, if applicable, a cost estimate for the following financial year; the drawing up of the offer of work, and the resolution of the ICAC administrator for the initiation of the recruitment dossier.

2nd stage: Resolution of the ICAC director in which the offer with its characteristics is approved.

3rd stage: Dissemination of the offer with the publication of the offer on the ICAC website, where all the documents and other information relating to the call assessment and selection procedure will be incorporated; on the bulletin board; on the EURAXESS website if the offer is for a medium-term contract; and the dissemination of the information via the habitual channels used by the Institute and other ICT environments considered convenient for a suitable dissemination of the offer.

4th stage: Appointment of the offer assessment and selection committee.

6.10.3. In the 2nd phase of the receipt of the application, the candidates will make an application in writing to participate in the offer, to which they will attach their curriculum, which will be accompanied by the certificates that accredit the curricular merits that may be authenticated at the time they are registered, in accordance with the provisions of Article 16 of Act 39/2015, or they will be previously authenticated on the formalisation of the contract. The submission of the application and all subsequent procedures can be carried out by electronic means (electronic registration), by post or in person.

6.10.4. In the 3rd phase of the assessment of the applications submitted and of the concession agreement of the contracts, the procedure will be as follows: 1) appointment and constitution of the CAS for the offer, 2) assessment of the candidates in accordance with the provisions of the offer of work, 3) interview of the candidates by the CAS, if envisaged in the call, and 4) proposal of concession from the CAS of the contracts and the list of reserve candidates.

6.10.5. In the 4th phase of concession, formalisation, incorporation and follow-up of the contracts, the procedure will be as follows: 1) definitive resolution by the ICAC director of the concession of the positions; against this express resolution of concession or denegation, the interested parties may present an appeal to the ICAC Board of Directors; 2) signing of the temporary work contracts with the beneficiary candidates; 3) incorporation of the contracted persons in the positions, and 4) follow-up and assessment of the contracted person according to the clauses established in the contract.

The newly-contracted persons will be attended to by the ICAC Research Department management and support, who will inform them about the term and conditions of the contract, will welcome them to the centre with a detailed explanation of all matters they need to be aware of (rights and duties, health and safety, etc.). Also, in accordance with the nature of the contract, they will receive the support of a tutor during the first months of their stay at the institution, until they have completed at least the contract trial period. In the case of researchers, the tutor will be part of the research team the newly-contracted person is joining.

6.10.6. In addition to the procedure established in the previous sections, the call offer will describe, among others, the following aspects: the object of the offer, the number of contracts offered, the requirements the candidates must meet, the specific characteristics of the contract, the amount of the payments, the period of presentation for applications and the procedure that will be followed for the assessment of the applications.

6.10.7. The temporary work contract to be signed will contain, among other content, the rights and obligations of the contracted persons, the compatibility of the contract, personal data protection, the codes of conduct and ethics and other aspects considered opportune in accordance with the legislation in force.

6.11. Direct temporary employment contract. Direct recruitment will be the specific recruitment mode for brief contracts with a maximum length of 3 months and also for short-term contracts for which the urgent procedure has been approved. In direct recruitment, it will not be necessary to initiate a public call procedure. The procedure will follow the following phases:

1st phase: preparation and approval of the recruitment proposal

2nd phase: evaluation and recruitment proposal

3rd phase: concession, formalisation, incorporation and follow-up of the contract

6.11.1. In the 1st phase of preparation and approval of the recruitment proposal, approval will be given to the dossier for the temporary employment contract, which will consist of: the recruitment proposal signed by person in charge, researcher or technician promoting it; a certificate of credit reserve in the current budget and, if applicable, a cost estimate for the following financial year; resolution of the ICAC administrator for the approval of the recruitment dossier that will describe the characteristics of the position or positions, and the appointment of the CAS that will preside over it.

The description of the position or positions will detail, among others, the following aspects: the object of the contract and it will serve to describe the position (functional content, organisational environment and professional profile), the number of contracts, the requirements the candidates must meet, the specific characteristics of the contract and the amount of the payments.

6.11.2. In the 2nd phase of the assessment and recruitment proposal, the CAS will select the candidates or group of candidates based on the curriculums in the ICAC curriculum database, which will include, among others, personnel previously contracted. Next, the CAS will interview the chosen candidate or group of candidates, if it considers it convenient, and will subsequently propose the recruitment of the chosen candidate and the list of reserve candidates to the ICAC director.

6.11.3. In the 3rd phase of the concession, formalisation, incorporation and follow-up of the contracts, the procedure will be as follows: 1) definitive resolution of the ICAC director for the concession of the position or positions, 2) signing of the temporary work contracts with the beneficiary candidates, 3) incorporation of the contracted persons to the positions and 4) follow-up and assessment of the contracted person according to the clauses established in the contract. The contracted persons will receive the same support and tutoring as in the other contractual modes.

The signed temporary work contract will state, among others, the rights and obligations of the contracted persons, the compatibility of the contract, personal data protection, the codes of conduct and ethics and other aspects considered opportune in accordance with the legislation in force.

6.12. The documentation related to the recruitment procedures will be held in the ICAC general archive, which will comply with the regulations governing public administration archives.

6.13. The ICAC also participates in the competitive calls convoked by different national or European public administrations. In these cases, the recruitment procedure to be followed will be that established by the convoking institution. Once the subsidy for the recruitment of the candidate has been awarded and the corresponding requirements have been completed, the procedure laid out in Section 6.8.4. will be followed.

7. Monitoring and self-assessment of the principles

7.1. The ICAC is audited annually on its compliance with the legislation in force governing the procedures to be followed in different aspects and especially in personnel matters. This audit is external and is directed by the Delegated Intervention of the Government of Catalonia.

In addition to the aforementioned audit, the ICAC will instigate a procedure to verify compliance with the principles described in this document. This verification procedure will comprise two modes: that of the control of each of the calls for job offers and the external assessment within the framework of the periodic reviews of the HRS4R accreditation.

7.2. After each call in the ordinary (Section 6.8) or abbreviated (Section 6.9) mode, a quality control questionnaire (checklist) will be completed, which will deal with compliance with the principles described in this document and in the legislation in force. This self-assessment document will have a specific section dealing with the aspects to be improved or considered in future calls.

7.3. Annually, coinciding with the preparation of the ICAC's annual report, a quality control questionnaire (checklist) will be completed, which will deal with compliance with the principles described in this document and in the legislation in force regarding the group of calls in the simplified mode (Section 6.10) and for direct recruitment (Section 6.11).

7.4. Coinciding with the assessment of compliance with the HRS4R accreditation, a multiannual self-assessment of compliance with the principles described in this document will be submitted; it will summarise the quality control documents referred to above (Sections 7.2 and 7.3).

7.5. It must be noted that the ICAC has workers' representatives chosen by the workers themselves who, in accordance with the legislation in force, undertake the task of monitoring, checking and proposing matters related to the institution's staff.

7.6. The director will make an annual report of the activity carried out to the ICAC Board of Directors so that it can supervise and approve it and, in that framework, also supervise compliance with these principles.

8. Review of the principles

Following the multiannual assessment of compliance with the HRS4R accreditation and given that their conclusions will modify, if appropriate, these principles, incorporating new proposals. It will be up to the ICAC Board of Directors to give the definitive approval to the new text of the ICAC's recruitment principles as proposed by the director of the Institute.

Joan Gómez Pallarès
ICAC Director