COMPUTER VISION CENTER

Open, Transparent and Merit-based Recruitment of Researchers

(Updated Q4 2019)

	Open	Transparent	Merit- based	Answer: Yes completely/Yes substantially/ Yes partially/No	Suggested indicators (or form of measurement)
OTM-R system					
1. Have we published a version of our OTM-R policy online (in the national language and in English)?	x	x	x	Yes, partially.	HRS4S Webpage online in English (already done 23/09/2019). OTM-R Policy description doc in the HRS4S Webpage HRS4S Webpage of the OTM-R policy online in Spanish and Catalan (Q4 2019)
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	Yes, partially.	Clear procedures are established for all the levels. Only partial written guidelines have been created for all the levels. Action: Generate the internal written guidelines for all the levels (by Q12020) Internal Document guide for every type of position: – Senior Mid for Postdoc PhD. Guidelines, not written .- Pre-doc .- Internships Written guidelines (call)
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	Yes, partially.	All the documentation has been analyzed and in the folders in Q1 2019. Specific Training in OTM-R (Q1-2020)
4. Do we make (sufficient) use of e-recruitment tools?	x	x	x	Yes, completely	List of recruitment tools: Euraxess LinkedIn Email lists MORE
5. Do we have a quality control system for OTM-R in place?	x	x	x	Yes, substantially	Directorate has been informed about the current state of the award. The CVC HRS4R workgroup makes a continuous follow up every 4 weeks. The CVC HRS4R work group will increase the representativity for the different levels of workers (Q4-2019).
6. Does our current OTM-R policy encourage external candidates	x	x	x	Yes, substantially	For all mid/long term positions

to apply?					For very urgent short contracts for specific project support (~2 months) local candidates are selected.
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	Yes, completely	CO-Fund contracts (8 applications) are aligned to provide a tenure track position for researchers. CVC and UAB are fully aligned through the P-SPHERE CO-FUND project. CVC and CERCA (the Catalan Network of Research Centers) are fully aligned within the HRS4R and with the joint project for CO-FUND researchers.
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	Yes, completely	CVC has a proactive approach to attract women researchers in all the stages (pre-doc and post-doc) CVC participates with the Catalan Government in the Program DonaTIc, promoting our women researchers for visibility, acknowledgement and rewards. CVC participates with the Spanish Government FECYT for the promotion of women researchers in outreach projects such as ExperimentAI, in which the work done by women researchers have a particular emphasis. The CVC has an active policy with agreements with international bodies to attract researchers from any part of the world, regardless their cultural background.
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	Yes, completely	Beyond the salary, which is fixed by the Spanish law, the CVC provides a career development plan with support (resources, infrastructure, etc.). It is fully aligned with the UAB policy.
10. Do we have means to monitor whether the most suitable researchers apply?	x	x	x	Yes, substantially	CVC has a proactive policy to invite most suitable researchers to apply to the most relevant positions. The CVC will develop its Alumni program Q1-2020, in order to guarantee a mechanism for talent attraction.

Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x		x	Yes, substantially	All mid/long positions are announced in Euraxess and CVC website. Only the urgent short term (~2months) contracts are not announced in Euraxess but in the CVC website. All the positions are announced at the CVC

					website ([link](#)) and promoted through social media ([Facebook](#), [Twitter](#), [LinkedIn](#)) and specialized mailing lists. The workgroup is developing a comprehensive document summarizing the procedures advertising of positions in all levels (Q4-2019)
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	X	Yes, partially	There is some information that has not been included. Inform all involved parties in the dissemination of work positions to review the relevant information.
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x	x	Yes, completely	Euraxess is used as the main tool for dissemination of open position at CVC. - 11 job positions have been posted in Euraxess from (2015-2019).
14. Do we make use of other job advertising tools?	x	x	x	Yes, completely	All the positions are announced at the CVC website ([LINK](#)) and promoted through social media ([Facebook](#), [Twitter](#), [LinkedIn](#)) and specialized mailing lists.
15. Do we keep the administrative burden to a minimum for the candidate? [see Chapter 4.4.1 b)]				Yes, completely	CVC provides its own webtools to keep the administrative burden to a minimum for the candidate. We request the minimum required documentation to apply. If the candidate is then selected, he will need to provide all the documentation listed in the CV.

Selection and evaluation phase					
16. Do we have clear rules governing the appointment of selection committees? [see Chapter 4.4.2 a)]		x	x	Yes, partially	The CVC uses UAB guidelines as the reference for selection and evaluation phase. All the internal CVC procedures are well established for each department, but they are not written in a comprehensive document of guidelines. All the senior permanent positions are approved by the CVC Scientific Advisory Board Guideline document for the SAB Q1 2020 aligned with OTM-R All the senior non-permanent positions are validated by ad-hoc committees. Guideline document for non permanent positions Q1 2020 aligned with OTM-R All junior positions and internships are validated by the direction board Guideline document for non permanent positions Q1 2020 aligned with OTM-R

17. Do we have clear rules concerning the composition of selection committees?		x	x	Yes, substantially	Written guidelines
18. Are the committees sufficiently gender-balanced?	x	x	x	Yes, partially	The CVC proactively searches for women for all the committees. Nonetheless, due to the intrinsic gender imbalance in the field, it results very difficult to have sufficiently balanced committees.
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	x	x	Yes, partially	The CVC proactively looks for researchers of the maximum level for all the committees, and explicitly fosters "merit" in order the make the best candidate to be selected. The new CVC - OTM-R policy will include detailed rules to help to judge merits.

Appointment phase					
20. Do we inform all applicants at the end of the selection process?	x	x	x	Yes, completely	All the candidates in all the levels are properly informed at the end of the selection process as part of the guidelines of the CVC General Guidelines for Recruitment at CVC Q1 2020.
21. Do we provide adequate feedback to interviewees?	x	x	x	Yes, substantially	All the candidates for mid/long term positions receive a report at the end of the selection process as part of the guidelines of the CVC. Junior positions are not receiving a proper feedback report if not selected. General Guidelines for Recruitment at CVC Q1 2020.
22. Do we have an appropriate complaints mechanism in place?	x			Yes partially	All the candidates can address to an email address for comments and complaints regarding the process, as part of the General Guidelines for Recruitment at CVC Q1 2020. There is no specific email for complaints. Q1-2020

Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?	x	x	x	Yes, substantially	The Directorate of the CVC has a specific follow up of the OTM-R process every 4 weeks, reported by the associate director (ok Q1-2019). The working group on HRS4R has a specific follow up on OTM-R each 2 weeks.