

# INiBICA

INSTITUTO DE INVESTIGACIÓN E  
INNOVACIÓN BIOMÉDICA DE CÁDIZ

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## OTM-R POLICY

INT-002-V1.1

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## Contenido

1. Presentation of the OTM-R FCADIZ-INIBICA Policy.....	3
2. General principles .....	3
3. Selection Process .....	5
3.1 Phases.....	5
3.2 Working conditions.....	8
3.3 Hiring .....	9
4. References .....	11
5. Validity .....	11

## 1. Presentation of the OTM-R FCADIZ-INIBICA Policy

FCADIZ aims to ensure that the best candidate joins the team, and for this purpose, this hiring and personnel selection policy document has been created, with the objective of aligning with an open, transparent, and merit-based selection process (OTM-R: Open, Transparent and Merit-based Recruitment:). The Human Resources department aims to ensure that communication, training, and professional development of FCADIZ researchers are carried out in a flexible work environment. To achieve this, selection mechanisms have been put in place in accordance with the constitutional principles of equality, merit, and ability. Furthermore, international mobility and knowledge exchange among researchers are encouraged, ultimately contributing to increasing the quality of research. Although FCADIZ is a small institution, it does not want to be left out of the strategy that involves implementing an OTM-R policy, as it represents one of the fundamental pillars of the European Charter for Researchers and the Code of Conduct for their Recruitment (<https://euraxess.ec.europa.eu/jobs/charter/european-charter> and <https://euraxess.ec.europa.eu/jobs/charter/code>). To achieve this, improvements have been made and errors have been rectified in the selection and hiring processes at FCADIZ, ensuring equal opportunities, merit, and ability for researchers, technical staff, and management personnel.

## 2. General principles

The selection and hiring of personnel in different categories will be carried out at the Foundation through a competitive process, which will be subject to the following criteria:

a) **Publicity.** Job postings, along with their regulatory bases, will be published on the website (<https://inibica.es/ofertas-de-empleo/>) and on a nationally or internationally renowned job portal. In the case of scientific positions, the offers will be published on the EURAXESS job page. The job postings will include a detailed description of the general and specific requirements for applicants, the specific reference of the offered position, the functions to be performed, the competition rules, and the opening and closing dates of the call. Registration for job offers will be done online.

b) **Transparency.** Job postings will define the minimum general and specific requirements (including language requirements) for applicants, the evaluation criteria for the competition, and the right to claim or pursue legal remedies at each stage of the process.

c) **Equality.** Job postings must ensure that no applicant is excluded except in cases where they do not meet the minimum requirements. Candidates who meet the minimum requirements will be evaluated without discrimination based on gender, age, ethnic,

national or social origin, religion, beliefs, sexual orientation, language, disability, political opinion, or social/economic status.

d) **Call.** Call for competition. Clear regulatory bases will be specified, which will always include the following important aspects:

- Job Description
  - Objective of the call
  - Project in charge
  - Maximum deadline for incorporation
  - Type and duration of contracts
  - Economic endowment
  - Number of positions offered
- Profile of the Person to be Hired
  - Candidate requirements
  - Functions to be performed
  - Selection system or process with specified criteria
- Documents to be submitted
- Method and deadline for submitting applications
- Selection Committee
- Formalization and submission of applications
- Deadline for submitting applications
- Provisional and Final Resolution

e) **Merit and ability.** The selection process should be based on the assessment of the CV through a pre-established scoring system, conducting interviews, or any other system that ensures the objectivity of the process. Career interruptions or temporary variations in CVs will not be penalized, as they are considered part of professional evolution and valuable contributions to the professional development of researchers within a multidisciplinary trajectory.

g) **Professionalism and impartiality.** The selection committee (which may vary depending on the type of vacancy) for each competition will consist of members belonging to the same or higher professional category as the applicants. The affinity to a specific position will be determined by professionals from the same macro area or management sphere, and an ethical commitment will be signed to avoid conflicts of interest with the competition applicants.

### 3. Selection Process

Each selection process follows the general principles described above. From here, the steps in each selection process are detailed in the following table:

#### 3.1 Phases

##### Phase 1 - Vacancy Advertisement

This phase is included in the general principle of vacancy advertisement.

##### Phase 2 - Selection Committees

Regarding the composition of the committee, a new composition will be designated for each vacancy with a minimum of three members, with diverse levels of experience and competencies, ensuring a balanced representation of both men and women.

The Selection Committee guarantees appropriate evaluation and assessment of academic and professional qualifications, including non-official qualifications, for all research personnel, especially in the context of international and professional mobility. The evaluation criteria must be consistent with the requirements of the position being offered. The names of the members of the Selection Committee are published.

The selection processes will be differentiated between research personnel and management personnel, so the committees and selection criteria will also be different.

The structure would be as follows:

*Chairperson:* Name and Surname (Principal Investigator/Researcher responsible for the call)

*Members:*

- Name and Surname (Selected by the Principal Investigator/Researcher)
- Name and Surname, HR Representative or equivalent (always an administrative staff member)

##### Phase 3 - CV Screening

The HR team will receive and register the applications. Candidates must submit their application following the procedure and terms established in the call.

The online registration system will automatically send an email to each candidate to confirm the receipt of the application and another email to rrhh@inibica.es with all the submitted documentation.

During the interview phase, candidates will be notified via email about the assigned code for tracking the selection process.

#### Phase 4 - Interviews

The HR team will forward the received applications to the members of the Selection Committee, who will verify the full compliance with the admission requirements and subsequently assess the merits of the candidates.

The pre-selection of candidates will be based on the CVs and in accordance with the requirements specified in the job offer. The selection process will consider the candidate's entire experience to qualitatively and quantitatively evaluate their merits. If deemed necessary, the Selection Committee may verify recommendation letters and request relevant certificates.

Once the eligibility of the candidates has been evaluated, face-to-face or virtual interviews will be scheduled with the finally pre-selected candidates.

The excluded candidates will be informed through the Provisional Resolution Act published on the website where the vacancy was posted, with a period of 3 days for claims.

Career breaks or interruptions, such as maternity/paternity leave, caring for dependents, or volunteering, will not be penalized or evaluated negatively, in accordance with the specific guidelines included in FCADIZ-INIBICA's HR plan. Most of the available positions at INIBICA do not establish strict deadlines for obtaining the required qualifications for different roles. The overall career progression and achievements throughout one's life are taken into account.

#### Phase 5 - Publication of Provisional Resolutions and Contract Proposal Phase

The provisional resolutions and contract proposals will be published on the institutional websites with a 3-day period for claims. An individual code assigned to each candidate will be published, but not their names and surnames.

All candidates will be informed of the results of the selection and hiring process via email.

We have provided an email address for applicants to submit complaints or suggestions, as well as for those who want their data to be removed from our database.

#### Phase 6 - Contract Formalization

The eligible candidate to be hired must comply with all legal contract requirements and validate their qualifications and other requirements stated in the call before or after the contract formalization. The Manager is responsible for formalizing the contract.

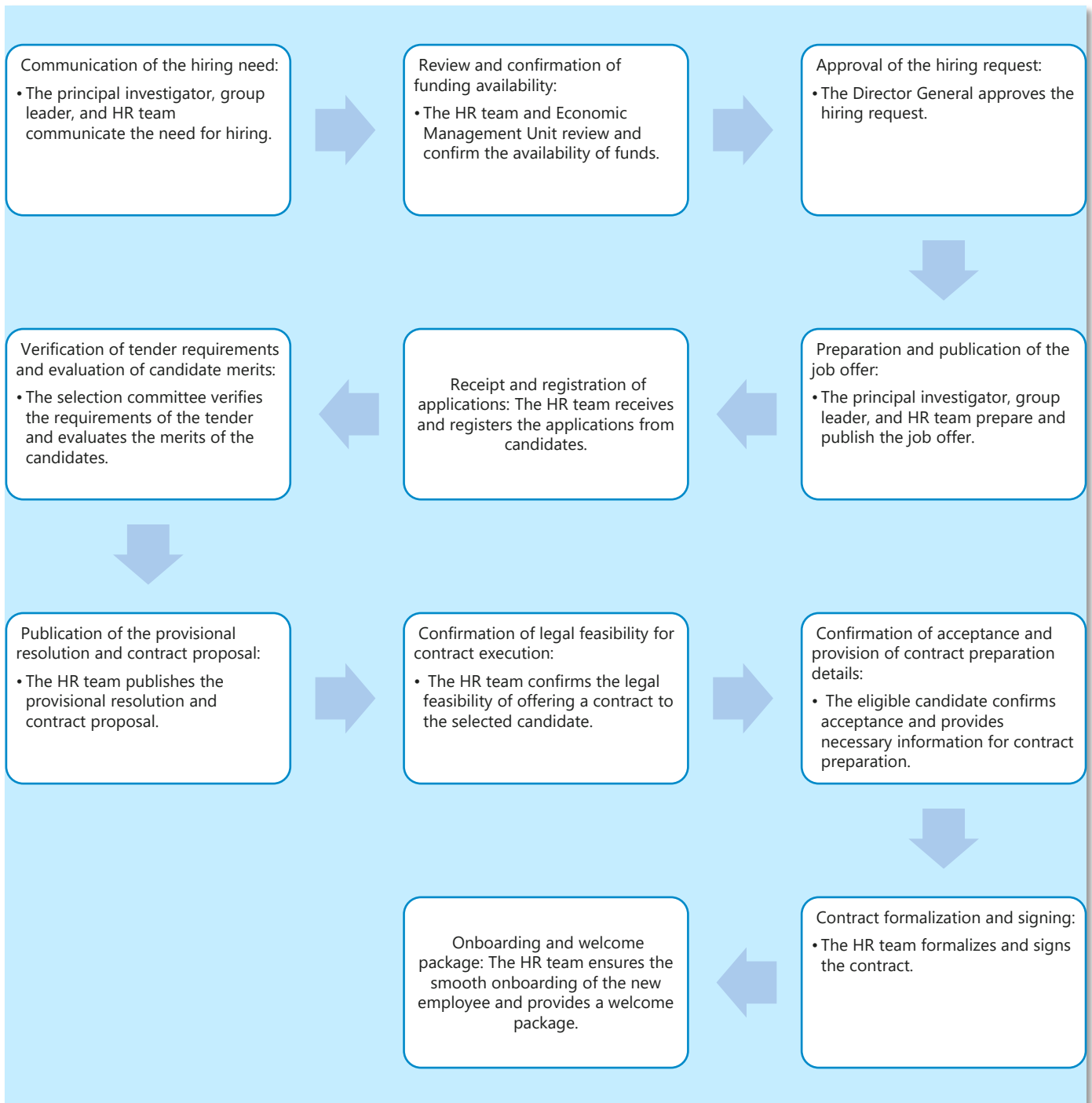
Social Security registration will be completed on the first working day, and the contract will be signed in writing by all parties within the first ten working days.

The entire hiring process takes approximately one month, minimizing administrative burden for the candidate.

### Phase 7 - Incorporation and Reception

At the time of contract signing, various documentation (identification card, email account, labor regulations, registration in Fund@net, etc.) will be provided/delivered, and the hired person will be informed about available documentation through the intranet.

Scheme of our OTM-R policy:



### 3.2 Working conditions



FCADIZ-INIBICA offers all its employees working conditions in line with Spanish labor legislation and C&C principles, with full social security coverage, as well as state-of-the-art technology to carry out high-quality research or technical activities. Additionally, the foundation fully embraces the principles set forth in the European Charter for Researchers by incorporating important work-life balance measures into its labor regulations.

Upon hiring, all employees will receive the current labor regulations. Furthermore, this information will be accessible to all personnel through the Transparency portal.

### 3.3 Hiring

The preferred selection system of the Foundation is a public competition based on merits to fill vacancies. This competition must be conducted with respect for the principles of equality, merit, capacity, and publicity.

**Hiring needs:** Depending on each case, the hiring managers will identify the current needs of their research group, area, department, or service to search for candidates to fill a vacancy. The process will be carried out in collaboration with the HR department. The form (call) used will aim to specify the characteristics of the vacancy to be made public, including the required qualifications, working hours, type of contract, duration, place of work, and the project or work to which the contract is linked in the case of fixed-term contracts.

**Prior authorization:** The hiring proposal will be submitted to the FCADIZ-INIBICA Management for the call's signature before making the vacancy public.

**Competition call:** The regulatory bases of the competition will be clearly specified, and they will include the following important aspects:

- Objective of the competition call
- Candidate requirements
- Type and duration of contracts
- Economic provisions
- Selection system or process with specified criteria
- Composition of the selection committee
- Formalization and submission of applications
- Deadline for application submission
- Maximum resolution period
- Maximum incorporation period

**Publicity:** The calls, as well as their subsequent resolutions, must be widely published on the INiBICA website and on any other website where the vacancy was announced. A minimum period of 10 working days will be established from the publication of the call until the maximum reception date.

**Selection:** A selection committee will be formed to evaluate the submitted applications. The committee will consist of a minimum of three people, all with qualifications equal to or higher than those required for the vacancies subject to the competition. The committee will assess the applications based on the characteristics described in the call for vacancies, the merits presented by the candidates, and the criteria established in the call. The selection committee will propose the hiring of the candidate with the highest score or the best objective evaluation by the tribunal. The proposal shall be recorded in minutes, including the meeting date, committee members, selected candidates, and criteria used for the proposal. The minutes must be dated and signed by all tribunal members.

**Resolution:** The tribunals' resolutions will be made public using the mentioned publicity mechanisms. Likewise, the selected and non-selected candidates will be informed of the resolution.

**Contract formalization:** The contracted individuals must meet the legal requirements and verify their qualifications and other requirements specified in the call before or after formalizing the contract. The Foundation Manager is responsible for formalizing the contract. The employee will be enrolled in Social Security on their first working day, and the written contract may be formalized within the first ten working days, informing the INEM Office accordingly within that period. Additionally, the contract will include three clauses regarding confidentiality, intellectual property, and conflict of interest.

**Confidentiality:** All personnel linked to FCADIZ-INIBICA in any capacity must comply with confidentiality obligations and commit to not disclosing, under any circumstances, any information related to scientific, technical, economic, or internal organizational aspects belonging to the Foundation, to which they may have had access during their affiliation, unless such information is in the public domain or its disclosure is required by law.

**Intellectual Property:** The economic rights derived from the contract's object belong to the Foundation, only in cases of inventions obtained by personnel contracted by the Foundation. The Principal Investigator and, where applicable, the research team may publish results directly or indirectly related to any aspect covered by the contract's object, explicitly acknowledging FCADIZ as the funding entity. When the Foundation decides to partially or fully disclose results related to the contract's object, it must always respect the interests of the researchers who developed them, acknowledging their status as authors.

**Conflict of Interest:** The researcher commits to informing FCADIZ of any conflict of interest that may arise during the contractual relationship.

#### 4. References

Open, Transparent and Merit-based Recruitment of Researchers

([http://ec.europa.eu/euraxess/pdf/research\\_policies/OTM-R-finaldoc.pdf](http://ec.europa.eu/euraxess/pdf/research_policies/OTM-R-finaldoc.pdf))

#### 5. Validity

This policy will come into effect on the date of signing. It will be subject to annual review, and if no modifications are made, it will be tacitly renewed.