

**PRINCIPLES FOR HIRING ICAC STAFF**

**DOCUMENT OF THE OPEN, TRANSPARENT, AND MERIT-BASED RECRUITMENT OF  
RESEARCHERS (OTM-R) PROGRAM, VERSION 3**

TARRAGONA, JUNE 2022

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IDENTIFICATION:		
INSTITUT CATALÀ D'ARQUEOLOGIA CLÀSSICA		
PRINCIPLES FOR HIRING ICAC STAFF		
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## **1. Presentation**

The Catalan Institute of Classical Archaeology (hereinafter ICAC) was awarded the HRS4R label on March 29, 2015. The achievement of this award was preceded by the Institute's adherence to the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers, which was promoted by CERCA (Centres de Recerca de Catalunya), to which the ICAC belongs. Additionally, as a prerequisite for obtaining the award, the Institute approved an Action Plan (2015-2018) aimed at improving staff conditions in ethical and professional aspects, working conditions and social security, training, and recruitment.

Parallel to the implementation of ICAC's Action Plan, the Steering Group of Human Resources Management under the European Research Area presented the report on the Open, Transparent, and Merit-based Recruitment of Researchers (OTM-R). This report defines an 'OTM-R package' for research centers awarded the HRS4R label to review their recruitment policies and seek improvements. The OTM-R package includes a set of tools and promotes the drafting of a document establishing the principles and guidelines that should govern a good recruitment policy. Therefore, the document we present on the principles for recruitment at ICAC is included in our research center's OTM-R package.

Following the external evaluation conducted by the HRS4R label on the achievement of the objectives of the Action Plan (2015-2018) in March 2021, a new Action Plan for the 2021-2023 triennium was approved. Given the conclusions from the evaluation and the experience of recent years, the first version of the Principles approved in 2017 was modified in June 2021.

This year 2022, it is necessary to modify the Principles again due to the changes brought about by the labor reform approved by Royal Decree-Law 32/2021, of December 28, on urgent measures for labor reform, ensuring employment stability, and transforming the labor market. The new regulatory framework places indefinite hiring as the central axis of the system and only allows temporary hiring for specific situations. This latter contractual modality was very widespread in the research field, causing a very complicated situation in the first months of 2022.

To find a solution to the deadlock in research hiring in the public sector, Royal Decree-Law 8/2022, of April 5, was approved, adopting urgent measures in the field of labor contracting for the Spanish System of Science, Technology, and Innovation. This new RDL allows indefinite hiring without being part of the public employment offer or affecting the increase

in the wage bill. This new regulatory framework bridges the labor reform and the new science law, which is about to begin its parliamentary process.

Therefore, we need to modify these principles governing ICAC's labor recruitment to adapt them to the new labor regulations.

## **2. Objectives and Scope of Application**

- 2.1. The general objectives of the Principles for the recruitment of ICAC staff (hereinafter Principles) are:
  - 2.1.1. To ensure the continuous improvement of the center's ability to attract, select, and hire high-quality personnel, providing the Institute with a team capable of advancing research excellence.
  - 2.1.2. To guarantee fair and transparent recruitment based on equal employment opportunities.
  - 2.1.3. To prevent discrimination in staff recruitment based on gender, marital status, sexual orientation, disability, nationality, political or religious beliefs, or any other type of discrimination.
  - 2.1.4. To always comply 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 ensure fair and transparent recruitment.
- 2.2. The scope of application of these Principles is the recruitment of ICAC research staff and also serves as a basic reference for the recruitment of scientific-technical service staff and research management and support staff.

## **3. Regulatory Framework**

ICAC is a consortium belonging to the public administration, and the public procurement regulations apply to it, which regulation is aligned with the principles outlined here. The basic legal norms to be taken into account in the personnel recruitment procedure are as follows:

- 3.1. Organic Law 1/2001, of December 28, on comprehensive protection measures against gender violence.
- 3.2. Organic Law 3/2007, of March 22, 2007, on effective equality between men and women.
- 3.3. Organic Law 3/2018, of December 5, on personal data protection and guarantee of digital rights.
- 3.4. Royal Legislative Decree 2/2015, of October 23, approving the revised text of the Workers' Statute Law.
- 3.5. Royal Legislative Decree 5/2015, of October 30, approving the revised text of the Basic Statute of Public Employees Law.

- 3.6. Law 31/1995, of November 8, on occupational risk prevention.
- 3.7. Law 8/2006, of July 5, on measures for the reconciliation of personal, family, and work life of staff serving the public administrations of Catalonia.
- 3.8. Law 5/2008, of April 24, on women's right to eradicate male violence.
- 3.9. Law 14/2011, of June 1, on science, technology, and innovation.
- 3.10. Law 17/2015, of July 21, on effective equality between women and men.
- 3.11. Royal Decree-Law 6/2019, of March 1, on urgent measures for the guarantee of equal treatment and opportunities between women and men in employment and occupation.
- 3.12. Royal Decree 103/2019, of March 1, approving the Statute of predoctoral research staff in training.
- 3.13. Royal Decree-Law 32/2021, of December 28, on urgent measures for labor reform, guaranteeing stability in employment, and transforming the labor market.
- 3.14. Royal Decree-Law 8/2022, of April 5, adopting urgent measures in the field of labor contracting of the Spanish System of Science, Technology, and Innovation.
- 3.15. The collective labor agreement applicable.
- 3.16. The ICAC Statutes.
- 3.17. The Protocol of the Catalan Institute of Classical Archaeology for the prevention, detection, and action against situations of sexual harassment and gender-based harassment and discrimination, approved on December 11, 2020.

#### **4. Principles**

- 4.1. **Procedures.** Recruitment must follow appropriate procedures to the advertised positions and must be open, transparent, and internationally comparable.
- 4.2. **Calls and Announcements.** The bases of the calls for recruitment must describe in detail, among other things, the requirements, knowledge, skills, rights, and obligations, and must be sufficiently open to encourage potential candidates to apply. Moreover, the time between the announcement of the call for applications and the deadline for responses must be reasonable. The bases of the calls must be announced through the most appropriate channels to reach the maximum number of people.
- 4.3. **Transparency.** Calls must clearly state the procedure to be followed in recruitment, selection criteria, the number of available positions, and prospects for professional development. Applicants must be informed of the different stages of the admission, evaluation, and selection process. Additionally, upon completion of the process, they must be informed of the results and, if possible, of the strengths and weaknesses of their applications.
- 4.4. **Workplace.** The bases of the call must set the level of the offered position according to the European framework for the research career (R1, R2, R3, or R4). Therefore, the requirements, knowledge, and skills required must be adapted to the level of the research

career being offered. Thus, there will be clear and distinct rules in the recruitment of predoctoral research staff (R1) compared to postdoctoral research staff (R2 to R4). There will also be a clear distinction between different levels of postdoctoral research staff; fixed-term contracts for senior research staff (R4) must be distinguished from temporary contracts. Within the latter, a distinction must be made between the initial stage of postdoctoral research staff (R2) and that of junior research staff (R3). All temporary contracts must specify the duration, which must correspond to one of the research career levels and must take into account that the postdoctoral level should be transitional and provide additional professional opportunities for developing a research career within the long-term career prospects.

- 4.5. **Selection.** Evaluation and selection committees for candidates must be composed of members with the knowledge and experience to assess them. The committees must be gender-balanced whenever possible. A wide range of selection practices should be used, such as evaluation by external experts and interviews, whenever possible. The language used by candidates in the application documentation will also be taken into account when forming the committee, ensuring they can be adequately evaluated.
- 4.6. **Evaluation of Merits.** The evaluation process must consider what is established in the call bases according to the level of the offered position and must take into account the overall curriculum of the candidates, their potential as researchers, and their creativity. Consequently, merits must be evaluated both qualitatively and quantitatively, focusing on the results that stand out from a diverse professional trajectory and not just the number of publications. Therefore, bibliometric indices must be weighted within a broader framework of evaluation criteria, such as training, teaching, teamwork, leadership in pioneering research, research management, and knowledge transfer.
- 4.7. **Recognition of Qualifications.** The required qualification levels must align with the needs of the job position. Adequate evaluation of academic and professional qualifications, including unofficial ones, of all candidates, particularly in the context of international and professional mobility, must be ensured. Information regarding the regulations governing the recognition of these qualifications in national legislation should be provided, facilitating their consultation and appropriate use for title validation.
- 4.8. **Curricular Training and Seniority.** Given that professional qualifications can be acquired early in one's career, ongoing professional development must also be recognized. Interruptions in research careers or variations in curricular training should not be penalized; they should be considered as the particular evolution of one's career and, consequently, as a potential contribution to the professional development of the researcher. Applicants must present well-documented resumes reflecting the progress and achievements of their professional trajectory, which should be appropriate for the job position. Regarding seniority, weighting systems should be devised that do not discriminate against applicants based on when they started their scientific career.

- 4.9. **Recognition of Mobility.** All mobility experiences should be valued as valuable contributions to the professional development of a researcher. This includes stays in other institutions within the country or abroad, or switching from one discipline to another, both in the predoctoral and postdoctoral stages.
- 4.10. **Allegations and Resources.** The call bases must provide the possibility for applicants to submit allegations regarding how they have been evaluated and to present the corresponding resources.
- 4.11. **Language Use.** Although Catalan is the working language of ICAC, the use of other languages in the institution's daily activities is not excluded. A research center specializing in humanities, particularly classical civilization and culture, requires the use of various languages derived from this civilization, such as Spanish, Italian, French, Portuguese, and other Romance languages. However, the use of the English language is increasingly relevant, especially in scientific publications. Therefore, knowledge of the Catalan language is not usually required to apply for any of the job positions at ICAC, and the use of the mentioned languages is allowed. Only for permanent positions, such as senior research positions (R4), is proof of proficiency in Catalan and Spanish required, as per regulations. ICAC offers assistance for those who wish to improve their knowledge of the Catalan language or any of the other languages mentioned above.
- 4.12. **Other Contracts.** These principles for the hiring of research personnel should also serve as a basic reference for the hiring of personnel in scientific and technical services and in research management and support roles.

## **5. Recruitment management**

Recruitment management must take into account the managers involved in the recruitment procedures, the Evaluation and recruitment procedures, the committees for the evaluation and selection of candidates, and the dissemination of job offers.

### **5.1. Managers**

For the proper management of the hiring of ICAC personnel, the ICAC's administration shall ensure compliance with the Principles described in this document and shall provide ICAC's staff with the necessary recommendations and assistance to all those involved in hiring procedures. recommendations and assistance to all those involved in contracting procedures. Valued to comply in particular with the following objectives.

- 5.1.1. To ensure compliance with ICAC's Hiring Principles in all processes for hiring and attracting talent to ICAC. 5.1.1. To ensure compliance with the ICAC Hiring Principles in all processes for hiring and attracting talent to the institution.
- 5.1.2. To ensure compliance with the regulations on equality and diversity and to promote equal opportunities throughout the recruitment process. 5.1.2. To ensure compliance with equality

and diversity regulations and to promote equal opportunities throughout the entire recruitment process.

- 5.1.3. To ensure compliance with the regulatory framework described in section 3 of these principles.
- 5.1.4. To evaluate applications with the utmost confidentiality and discretion.
- 5.1.5. To ensure that evaluation and selection committees propose appointments in accordance with these Principles and take into account the suitability of applicants for the positions offered.
- 5.1.6. Ensure that the criteria for evaluating and selecting applicants are those described in the calls for applications, and that the qualifications of the applicants, their qualifications, skills, knowledge, experience and other requirements specified in the job advertisements are taken into account.
- 5.1.7. Ensure a fair, transparent and consistent approach throughout the recruitment process.
- 5.1.8. Provide support, resources and assistance to all those involved in the evaluation and selection procedures, as well as in the dissemination of the offers.
- 5.1.9. Disseminate recruitment actions, among others, in external and in internal advertising, distribution lists, social networks and international links.
- 5.1.10. To ensure that the use of languages throughout the procedure respects the principle 4.11.
- 5.2. Evaluation and Selection Commissions
  - 5.2.1. In most of the procedures for the hiring of ICAC personnel, there will be a committee that will carry out the evaluation and selection process of candidates, in accordance with the specific terms and conditions of the call for applications and with these regulatory principles. Whenever possible, an effort will be made to ensure that the majority of the members of the Assessment and Selection Committee (hereinafter CAS) do not belong to ICAC. In cases where public competition is not relevant, a CAS will not be constituted.
  - 5.2.2. The number of members of the evaluation and selection committees will vary according to the call for applications, and most of the time, there will be an external evaluation of the applicants carried out by more than one evaluator per application. These evaluators cannot be research staff of ICAC or research staff affiliated with ICAC, and they must be specialists in the subject matter or research line related to the applicant's proposed research activity.

The evaluators must declare that they have no conflicts of interest in participating in the evaluation and that they do not find themselves in any of the following situations:

    1. Having a personal or family relationship of first degree with the candidate.
    2. Having been recused or having a manifest friendship or enmity with the candidate.
    3. Having a contractual relationship, sharing research projects, or collaborating on publications in the last 3 years with the candidate.



- 5.2.3. When forming a CAS, gender balance must be ensured. The person responsible for forming the CAS will do everything possible to achieve gender balance and diversity among its members.
- 5.2.4. The members participating in the evaluation and selection procedures will be informed of these Principles for the Contracting of ICAC to ensure compliance. When appointing members of the evaluation and selection committees, ICAC will ensure that they can accommodate the linguistic diversity among the participants in the call for applications. This will be particularly relevant when conducting interviews, when scheduled.
- 5.2.5. When there is no public competition and a specific person does not need to be hired, the database of received resumes held by ICAC will be taken into account.
- 5.3. Dissemination  
The main objective of a job advertising strategy for public competition positions is to attract the best candidates in a transparent manner. The advertising campaigns will be oriented as follows.
  - 5.3.1. All job offers that are subject to public competition will be made known on ICAC website in order to maintain and strengthen the transparency of the institution.
  - 5.3.2. Whenever possible, job offers that are subject to public competition will be disseminated in ICAC's Archeonea newsletter and also through the institution's mass email news distribution. Both communication channels reach a significant number of individuals and institutions within our field of knowledge at the Spanish and European levels.
  - 5.3.3. The dissemination of job offers for research staff on the EURAXESS portal will also be mandatory.
  - 5.3.4. Job offers with a duration of more than one year that are subject to public competition will be announced in the Official Gazette of the Government of Catalonia (DOGC).

## **6. Procedure for Evaluation, Selection and Hiring**

- 6.1. The procedure for hiring personnel at ICAC must comply with the legal framework applicable to a public research administration. Therefore, in labor hiring, the rights of public employment will be respected in accordance with the principles of equality, merit, and capability. The legal framework for labor hiring is outlined in section 3.
- 6.2. ICAC will hire personnel through procedures that will ensure the previously stated principles and the following ones:
  - 6.2.1. Dissemination of calls and their bases.
  - 6.2.2. Transparency.
  - 6.2.3. Impartiality and professionalism of the members of the evaluation and selection commissions.
  - 6.2.4. Independence and technical discretion in the actions of the evaluation and selection members.

- 6.2.5. Suitability between the content of the selection procedures and the functions or tasks to be performed.
- 6.2.6. Agility, without prejudice to objectivity, in the selection procedures.
- 6.2.7. Proportionality between the duration of the selection procedures and of the contracts.
- 6.3. These contracts will correspond to positions at ICAC that will be filled in accordance with the following classification and categories
- 6.3.1. ICAC's personnel is classified in:
- Research staff, categorized as follows: early-stage or predoctoral researchers (R1, according to the standard classification in Europe), postdoctoral researchers (R2, which may be training or incorporation), junior researchers (R3), and senior researchers (R4);
  - Staff for scientific and technical services;
  - Management and research support staff.
- 6.3.2. The categories of positions at ICAC are:
- researcher;
  - senior technician;
  - mid-level technician;
  - specialist technician or administrative staff;
  - technical assistant or administrative assistant;
  - subordinate, laborer, and professional groups.
- 6.4. In the procedure for the labor hiring at ICAC, either a standard or urgent processing route may be followed. Urgent processing can be agreed upon when reasons of public interest warrant it, and it will require the express resolution of the director of ICAC. In the application of the urgent processing procedure, the corresponding contractual modality will be used, and the deadlines for the submission of applications and appeals cannot be reduced by half.
- 6.5. **Permanent, indefinite, and temporary hiring.** The hiring of personnel at ICAC can be permanent, for an indefinite period, or for a fixed term. Regarding the former, it is the responsibility of the ICAC's Governing Council, which is the highest governing body of the institution, to approve the position and authorize the hiring, which must be proposed by the director.
- 6.5.1. The procedure for permanent hiring, apart from the specific requirements of the position to be filled and the appointment of the CAS, will be the standard call for applications.
- 6.5.2. Indefinite or fixed-term contracts will be approved by the director and managed within the framework of these Principles and in accordance with the instructions issued.
- 6.5.3. In accordance with the provisions of ICAC Statutes, the Governing Council will appoint and/or hire the positions of director, subdirector, and administrator.

- 6.6. **Hiring through standard call for applications.** In general terms, the recruitment and selection process in standard calls for applications, which involve permanent hiring, follows the phases described below:
- 1<sup>st</sup> phase: Preparation, approval, and dissemination of the call for applications;
  - 2<sup>nd</sup> phase: Reception of applications from candidates;
  - 3<sup>rd</sup> phase: Evaluation of applications and provisional resolution;
  - 4<sup>th</sup> phase: Granting, formalization, onboarding, and monitoring of contracts.
- 6.6.1. In phase 1a of preparation, approval, and dissemination of the call for applications, the following stages will be included:
- 1<sup>st</sup> stage: Initiation of the ordinary call for permanent labor hiring will occur when ICAC Governing Council has approved the position(s) to be called and the corresponding public employment offer has been published.
  - 2<sup>nd</sup> stage: Drafting and approval of the call, which will include the following documents: Call bases, application form, resolution of the director approving the call, and announcement for the Official Gazette of the Government of Catalonia (DOGC).
  - 3<sup>rd</sup> stage: Dissemination of the call with the publication of the call (resolution and bases) on ICAC website, where all documents and other information related to the evaluation and selection process will be incorporated. This will also include publication on the EURAXESS website, if applicable, and dissemination of the news through the usual channels used by the Institute and other information and communication technology environments deemed appropriate for effective dissemination of the call. More detailed information can be found in section 5.3 of these Principles.
  - 4<sup>th</sup> stage: Initiation of the procedures for the appointment of the CAS for the call.
- 6.6.2. In phase 2a of receiving applications from candidates, the following stages will be distinguished:
- 1<sup>st</sup> stage: Receipt of applications from candidates in accordance with what is established in the call and the provisions set forth by Law 39/2015 regarding the registration and reception of documents submitted by those interested in the call. Applications and all subsequent management can be submitted electronically (electronic registry), by post, or in person. Applicants will receive continuous support throughout the process via email at [personal@icac.cat](mailto:personal@icac.cat) or by phone, if applicable.
  - 2<sup>nd</sup> stage: Provisional list of accepted and rejected applicants, a deadline for addressing reasons for exclusion, and a resolution from the administrator regarding the amendments submitted.
  - 3<sup>rd</sup> stage: Final list of accepted and rejected applicants and the resolution from the administrator regarding inadmissibility and withdrawal of applications.
- 6.6.3. In phase 3a of evaluating applicants and provisional resolution for contract awards, the following stages will be distinguished:

1<sup>st</sup> stage: Appointment and constitution of the CAS for the call, initiation of the evaluation procedure for applicants according to what is stipulated in the call's bases. More detailed information can be found in section 5.2.

2<sup>nd</sup> stage: External evaluation of applicants if provided for in the call through an expert review system. More detailed information can be found in section 5.2.2 of these Principles.

3<sup>rd</sup> stage: Interview by the CAS with applicants if stipulated in the call. In some circumstances, the interview may be conducted via videoconference. The interview should serve as a suitable means to seek clarifications, complementary information, and to complete the information that the CAS has about the applicant.

4<sup>th</sup> stage: Provisional proposal for contract awards from the CAS with the list of reserve applicants if applicable. At this stage, all applicants will be informed of their scoring results in the competition and the deadline they have to appeal against the aforementioned resolution.

5<sup>th</sup> stage: Final proposal for contract awards from the CAS, which will be submitted to the ICAC management, including the evaluation of the appeals submitted and any other issues that may arise regarding the hiring of the beneficiaries of the call.

6.6.4. In phase 4a of granting, formalization, onboarding, and monitoring of contracts, the following stages will be distinguished:

1<sup>st</sup> stage: Resolution of the award of positions by the director of ICAC, which will be final. Against this express resolution of award or denial, interested parties may file an appeal before ICAC Governing Council.

2<sup>nd</sup> stage: Signing of temporary labor contracts with the beneficiaries.

3<sup>rd</sup> stage: Onboarding of the hired individuals into their positions. The hired individuals will be attended to by ICAC's Management and Research Support Area, which will inform them about the terms and conditions of the contract, welcoming them to the center with a detailed explanation of all matters they need to consider (rights and duties, health and safety, etc.). Depending on the nature of the contract, they will also receive support from a tutor during the first months of their stay at the institution until they have at least completed the probationary period of the contract. In the case of researchers, the tutor will be part of the research team to which the new hire will be integrated.

4<sup>th</sup> stage: Monitoring and evaluation of the hired individuals according to the clauses established in the call.

6.6.5. In addition to the procedure established in the previous sections, the bases of the standard call will take into account the following aspects: the purpose of the call, the number of contracts offered, the requirements that applicants must meet, the specific characteristics of the contracts, the amount of remuneration, the documentation to be provided, the deadlines for submitting applications, instructions regarding the procedure and evaluation of applications, the rights and obligations of the hired individuals, the compatibility of the

contract, interruptions if applicable, resignations, revocations, personal data protection, codes of conduct, relevant administrative appeals, occupational risks, and any other aspects deemed appropriate to comply with the principles described in this document. The bases of 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. The call will also state adherence to the European initiative for refugees, Science4Refugees.

The call will annex the necessary documents to complement the information and facilitate the processing of applications, such as the following annexes: application form, acceptance form, and curriculum data form.

- 6.7. Indefinite or fixed-term contracts. ICAC may use all types of indefinite or fixed-term labor contracts with full-time or part-time dedication that the legislation allows. The duration of these labor contracts will be determined by a specific contractual modality or by the legal regulations governing the contract. The director of ICAC will authorize the hiring procedure and will resolve it.

The types of contracts may include:

1. Training contracts;
2. Fixed-term contracts funded by European funds;
3. Fixed-term contracts due to production circumstances;
4. Fixed-term contracts for temporary replacements;
5. Indefinite contracts.

- 6.7.1. For the purposes of the hiring procedure, the classification of the duration of contracts in this instruction will be as follows:

1. Training contract in alternation: minimum duration of 3 months and maximum of 2 years;
2. Training contract for professional practice: minimum duration of 6 months and maximum of 1 year;
3. Fixed-term contract funded by European funds (Next Generation or other funds): duration as allowed by the subsidized project;
4. Fixed-term contract due to unforeseen circumstances in production: maximum duration of 6 months;
5. Fixed-term contract for occasional events: maximum duration of 90 days;
6. Fixed-term contract for temporary replacements: duration corresponding to cover for temporary work incapacity or to fill vacant positions.
7. Indefinite contract for scientific-technical activities;
8. Indefinite contract for non-scientific-technical activities.

- 6.7.2. Temporary labor hiring must follow the established procedure in one of the following modalities:

1. Direct hiring;
  2. Public offer.
- 6.8. **Direct hiring** will be the appropriate modality for short contracts with a maximum duration of 6 months. In direct hiring, it is not necessary to initiate a procedure with a public call. The procedure will follow the following phases:
- 1<sup>st</sup> phase: Preparation and approval of the hiring proposal;
  - 2<sup>nd</sup> phase: Evaluation and hiring proposal;
  - 3<sup>rd</sup> phase: Granting, formalization, onboarding, and monitoring of the contract.
- 6.8.1. In phase 1 of preparation and approval of the hiring proposal, the file for temporary labor hiring will be approved, which will consist of: a hiring proposal signed by the responsible person, researcher, or technician promoting it; a certificate of budgetary credit reservation in the current budget, and, if applicable, an estimate of the cost for the next financial year; a resolution from the administrator of the ICAC approving the hiring file, which will describe the characteristics of the position or positions and appoint the Assessment and Selection Committee (CAS) that will preside over it.
- 6.8.2. In the description of the characteristics of the position or positions, the following aspects will be outlined, among others: the purpose of the contract, the number of contracts, the requirements that candidates must meet, the specific characteristics of the contract, and the amount of remuneration.
- 6.8.3. In phase 2a of evaluation and hiring proposal, the CAS will select the candidate or group of candidates based on the resumes available in ICAC's curricular database, which includes, among others, previously contracted personnel. The CAS will then interview the selected candidate or group of candidates if deemed appropriate and will subsequently propose, with justification, the hiring of the chosen candidate along with a list of reserve candidates to the director.
- 6.8.4. In phase 3a of granting, formalization, onboarding, and monitoring of contracts, the following steps will be taken: 1) definitive resolution from the director approving the position or positions; 2) signing of temporary labor contracts with the successful candidates; 3) onboarding of the contracted individuals to their positions; and 4) monitoring and evaluation of the contracts according to the clauses established in the contracts.
- 6.8.5. The temporary labor contract to be signed will include, among other things, the rights and obligations of the contracted individuals, the compatibility of the contract, the protection of personal data, the codes of conduct and ethics, and other aspects deemed appropriate in accordance with current legislation.
- 6.9. **Public offer** will be the standard hiring modality for contracts lasting 6 months and 1 day or longer, whether fixed-term or indefinite. The procedure will follow these phases:
- 1<sup>st</sup> phase: preparation, approval, and dissemination of the offer;
  - 2<sup>nd</sup> phase: reception of applications from candidates;
  - 3<sup>rd</sup> phase: evaluation and agreement on the grant;

- 4th phase: granting, formalization, onboarding, and monitoring of the contracted individuals.
- 6.9.1. In the 1st phase of preparation, approval, and dissemination of the offer, the following stages will be distinguished:
- 1st stage: Initiation of the file for temporary labor contracting, which will include the following documents: a hiring proposal signed by the responsible researcher or technician promoting it; a certificate of budgetary credit reservation for the current budget and, if applicable, a forecast of costs for future fiscal years; and a resolution from the administrator of ICAC initiating the hiring file.
- 2nd stage: Resolution from the director of the ICAC approving the offer with its characteristics.
- 3rd stage: Dissemination of the call with the publication of the announcement (resolution and bases) on ICAC website. Additionally, it will be disseminated on the EURAXESS website if it is a position for research personnel, through the usual channels used by the Institute, and through other environments deemed appropriate for good dissemination of the call.
- 4th stage: Appointment of the Evaluation and Selection Committee for the offer by the director of ICAC.
- 6.9.2. In phase 2 of the reception of applications, candidates will submit a written request to participate in the offer, attaching their curriculum vitae, which must be accompanied by certificates verifying their curricular merits. These documents can be authenticated at the time of registration, in accordance with Article 16 of Law 39/2015, or they must be authenticated prior to the formalization of the contract if the beneficiary of the offer has not done so beforehand.
- 6.9.3. In phase 3 of the evaluation of submitted applications and the agreement on the granting of contracts, the following steps will be taken: (1) Appointment and constitution of the Evaluation and Selection Committee (CAS) for the offer; (2) Evaluation of the candidates according to the stipulations in the job offer; (3) Interview of the candidates by the CAS if provided for in the announcement; (4) Proposal from the CAS for the granting of contracts, along with a list of reserve candidates.
- 6.9.4. In phase 4 of the granting, formalization, incorporation, and monitoring of contracts, the following steps will be carried out: (1) Final Resolution: The director will issue a resolution approving the granting of the positions; (2) Contract Signing: The temporary or indefinite labor contracts will be signed with the selected candidates; (3) Incorporation: The hired individuals will be incorporated into their respective positions; (4) Monitoring and Evaluation: The performance of the contracted individuals will be monitored and evaluated according to the clauses established in their contracts.



- 6.9.5. In addition to the procedure established in the previous sections, the job offer will describe, among other things, the following aspects: the purpose of the offer, the number of contracts available, the requirements that candidates must meet, the specific characteristics of the contract, the amount of compensation, the deadline for submitting applications, the duration of the contract, which may be fixed-term, anticipated, or indefinite, and the procedure to be followed for evaluating the applications.
- 6.9.6. The temporary or indefinite labor contract will include, among other things, the rights and obligations of the contracted individuals, the compatibility of the contract, the protection of personal data, codes of conduct and ethics, and other aspects deemed appropriate in accordance with current legislation.
- 6.10. **Contracting of Fixed-Term Positions Funded by Competitive External Assistance.** ICAC participates in competitive calls issued by various national or European public administrations. In these cases, the contracting procedure will follow the guidelines set out in the call from the inviting institution. Once the grant for the hiring of the selected candidate has been awarded and the corresponding requirements fulfilled, the procedure outlined in section 6.9.4 will be followed, but a resolution from the director will not be necessary.
- 6.11. **Contracting of Fixed-Term Positions for Temporary Replacements to Cover Vacant Positions (Interim).** When it is necessary to formalize a temporary interim contract to cover a vacant fixed position, the public offer procedure described in section 6.9 will be used.
- 6.12. **Extension of Duration and/or Commitment of Contracts.** For extraordinary and duly justified reasons, the duration and/or commitment of temporary labor contracts may be extended. A resolution from the director of ICAC will be required to approve the contract modification, which will subsequently be formalized with the corresponding addendum to the existing contract.
- 6.12.1. Before the resolution from the director of ICAC, the administrator will draft the proposal for the extension of the current contract, which will be accompanied by a technical report outlining the reasons for the proposal, signed by the responsible person, researcher, or technician promoting it. This will also include a certificate of the credit reservation made in the current budget and, if applicable, a forecast of the cost for the next financial year.
- 6.12.2. The dedication of contracts signed part-time may be extended, whenever necessary, to full-time dedication in any of the contractual modalities described above.
- 6.12.3. The duration of temporary contracts may be extended whenever necessary, without modifying the type of contract signed and as long as current legislation permits, up to a maximum duration that will be determined according to the following modalities:
1. Training contract in alternation for a maximum of 2 years;
  2. Training contract for professional practice for a maximum of 1 year;



3. Fixed-term contract funded by European funds (Next Generation or other funds) for the maximum duration allowed by the subsidized project;
  4. Fixed-term contract for unforeseen production circumstances for a maximum of 6 months, and it can only be extended once within the total of 6 months;
  5. Fixed-term contract for occasional events for a maximum of 90 days;
  6. Fixed-term contract for temporary substitutions for as long as necessary to cover a leave of absence due to temporary incapacity or to fill a vacant position.
- 6.12.4. The procedure outlined in this article will not need to be followed when the contracts have a projected duration rather than a fixed duration. The projected duration can only be extended up to the maximum duration described in the previous point.
- 6.13. **Archiving of Contractual Documentation:** The documentation related to contracting procedures will be kept in the general archive of ICAC, in compliance with the regulations governing public administration archives.

## **7. Procedure for Evaluation, Selection and Hiring**

- 7.1. ICAC undergoes annual audits to ensure compliance with current legal regulations, particularly regarding personnel procedures. This external audit is conducted by the Delegated Intervention of la Generalitat de Catalunya.
- In addition to this audit, ICAC will implement a verification procedure to assess adherence to the principles outlined in this document. This verification procedure will consist of two modalities: monitoring of each offered call for applications and external evaluation as part of the periodic reviews for the HRS4R accreditation.
- 7.2. After each ordinary call for applications (section 6.6.), a quality control questionnaire (Checklist) will be completed. This questionnaire will focus on compliance with the principles outlined in this document and current legal regulations. The self-evaluation document will include a specific section on aspects to improve or consider for future calls for applications.
- 7.3. Annually, in conjunction with the preparation of ICAC's annual report, a quality control questionnaire (Checklist) will be completed. This questionnaire will focus on compliance with the principles outlined in this document and current legal regulations regarding all job offers (section 6.9) and direct hiring (section 6.8).
- 7.4. Alongside the evaluation of compliance with the HRS4R accreditation, a multiannual self-assessment will be presented regarding adherence to the principles outlined in this document. This self-assessment will summarize the quality control documents discussed in the previous sections (7.2 and 7.3).
- 7.5. It should be noted that ICAC has employee representatives elected by all workers, who, in accordance with current legislation, carry out the tasks of monitoring, controlling, and proposing issues related to the personnel of the institution.
- 7.6. Annually, the director informs ICAC Management Board about the activities carried out for their supervision and approval. In this context, compliance with these principles will also be monitored.

## **8. Review of the Principles**

After the multiannual evaluation of compliance with the HRS4R accreditation and considering its conclusions, these Principles will be amended, if necessary, to incorporate new proposals. They may also be modified as needed to align with current regulations. The approval of the new wording of the Principles for ICAC's hiring will fall under the responsibility of ICAC's Board of Directors, based on a proposal from the director of the Institute.