

OTM-R Checklist

Case number: 2019ES372619

Name Organisation under review: **BC3 BASQUE CENTRE FOR CLIMATE CHANGE – KLIMA ALDAKETA IKERGA**

Organisation's contact details: Ane García Pereira (People department) – people@bc3research.org

Telph. + 34 944014690

Date endorsement charter and code: 12/ 2013

Open, Transparent, and Merit-based Recruitment Check-list: OTM-R

A specific self-assessment checklist is provided for Open, Transparent and Merit-Based Recruitment (OTM-R). Please report on the status of achievement by responding in the "Answer" column: **++Yes completely / +- Yes substantially / -+ Yes partially / -- no**. Also detail on the indicators and the form of measurement used in the "Suggested Indicators (on form of measurements)" column.

- The "Open", "Transparent" and "Merit-based" checkboxes are indicative of the type of policies and practices the questions refer to, as detailed in the C&C. They are pre-set in the HRS4R E-tool and cannot be changed. No action is needed from institutions in their respect.
- The difference between "+/- Yes substantially" and "-/+ Yes partially" ratings is that in the first case the volume of the remaining work to be done until completion is little as compared to the effort that has been put so far in that direction, whereas for "-/+ Yes partially", the remaining work is either the same in volume or more than what has been achieved.
- For the "Suggested indicators" column, whenever the user hovers the mouse in the row dedicated to each question, a small text box will pop up, indicating options of potential indicators to use. However, each institution should identify own measurements of the effectiveness of its OTM-R policy which should be further reviewed and adapted.

	Open	Transparent	Merit-Based	Answer: (++) Yes completely / +- Yes substantially / -+ Yes partially / -- no)	*Suggested indicators (or form of measurement) BC3's improvement action
OTM-R system					
Have we published a version of our OTM-R policy online (in the national language and in English)?	x	x	x	+/-Yes, substantially	[https://www.bc3research.org/hrs4r] Further Improved Action Plan - Action FIAP1_A6: Guarantee an updated OTM-R policy in line with the strategy of the

					center, as well as with the current needs of BC3 (HR2.2)
Do we have an internal guidesetting out clear OTM-R procedures and practices forall types of positions?	x	x	x	+/-Yes, substantially	[Date of latest update; ensure that it is sent to all staff] – November 2023; published in February 2024
Is everyone involved in the process sufficiently trained inthe area of OTM-R?	x	x	x	-/+ Yes, partially	- Existence of training programs for OTM-R - Number of staff following training in OTM-R Further Improved Action Plan - Action FIAP1_A6: Guarantee an updated OTM-R policy in line with the strategy of the center, as well as with the current needs of BC3 (HR2.2)
Do we make (sufficient) use ofe-recruitment tools?	x	x		+/-Yes, substantially	Web-based tool for (all) the stages in the recruitment process Further Improved Action Plan - Action FIAP1_A6: Guarantee an updated OTM-R policy in line with the strategy of the center, as well as with the current needs of BC3 (HR2.2) FIAP1_A11_Looking for efficient and excellent administrative work processes (HR3.4)
Do we have a quality controlsystem for OTM-R in place?	x	x	x	-/+ Yes, partially	Further Improved Action Plan - Action FIAP1_A6: Guarantee an updated OTM-R policy in line with the strategy of the center, as well as with the current needs of BC3 (HR2.2) FIAP1_A11_Looking for efficient and excellent administrative work processes (HR3.4)
Does our current OTM-R policy encourage external candidates to apply?	x	x	x	++ Yes, completely	Trend in the share of applicants from outside the organisation
Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	++ Yes, completely	Trend in the share of applicants from abroad
Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	+/-Yes, substantially	Trend in the share of applicants among underrepresented groups (frequently women) FIAP1_A1_Complete the extended actions of 2020-2023 Equality plan and Develop the 2024-2027 Equality Action Plan (HR1.1-4; HR1.2)
Is our current OTM-R policy in line with policies to provide attractive working	x	x	x	+/-Yes, substantially	Trend in the share of applicants from outside the organization

conditions for researchers?					FIAP1_A5_Set a labour framework for the excellence in research and the centre (HR2.1)
Do we have means to monitor whether the most suitable researchers apply?				++ Yes, completely	People department has direct feedback from the PI of the call, and can also support within the recruitment process
Advertising and application phase					
Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		++ Yes, completely	
Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		+/-Yes, substantially	BC3 includes required/desirable skills and tasks/responsibilities, working conditions, gender equality policies... in the job Ads.
Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		++ Yes, completely	- The share of job adverts posted on EURAXESS through Science Careers.eu - Trend in the share of applicants recruited from outside the organisation/abroad
Do we make use of other job advertising tools?	x	x		++ Yes, completely	Academics Position; Research Gate; ScienceCareers; Bizkaia Talent and Social networks
Do we keep the administrative burden to a minimum for the candidate?	x			++ Yes, completely	Once the candidate has applied for the job offer, the system will be sent an online application survey
Selection and evaluation phase					
Do we have clear rules governing the appointment of selection committees?		x	x	++ Yes, completely	Statistics on the composition of panels (Defined at the OTM-R Policy)
Do we have clear rules concerning the composition of selection committees?		x	x	++ Yes, completely	Written guidelines (Defined at the OTM-R Policy)
Are the committees sufficiently gender-balanced?		x	x	+/-Yes, substantially	Written guidelines (Defined at the OTM-R Policy)
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	+/-Yes, substantially	Written guidelines (Step by step interview guide)
Appointment phase					
Do we inform all applicants at the end of the selection process	x			++ Yes, completely	
Do we provide adequate feedback to interviewees?	x			-/+ Yes, partially	BC3 provides general feedback but not specific feedback except for very punctual cases.
Do we have an appropriate complaints mechanism in place?	x			+/-Yes, substantially	Statistics on complaints (The survey is ready to be integrated into the process) FIAP1_A11_Looking for efficient and excellent administrative work processes

					(HR3.4)
Overall assessment					
Do we have a system in place to assess whether OTM-R delivers on its objectives?				+/-Yes, substantially	<p>The OTM-R policy is annually reviewed by the HRM and policy editions are published based on the recommendations.</p> <p>BC3 will also conduct the OTM-R Checklist in a regular basis (with GAP analysis) in order to follow the process.</p>

Comments:

*Suggested indicators (or form of measurement) from EU EURAXESS are kept in brown.

BC3 has added under the same cell of *suggested indicator (*Suggested indicators (or form of measurement)/ BC3's improvement action) a comment on the action to improve the section question. These notes are in black.

Color codes:

Implementation score	Color code
++ Yes, completely	
+/-Yes, substantially	
-/+ Yes, partially	
-- No	