

ARAID - OTM-R CHECKLIST

Version History: V2 Version Revised 28/10/2020 – V3 Second Revision 30/09/2021

	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 completely	https://www.araid.es/en/content/best-practices-research
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	Yes substantially	In the Selection Procedure, Plan and Web HR Section
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	Yes substantially	All Admin Personnel in charge of the Calls and Contracts preparation are part of the HR Strategy group. Researchers involved in the HR group have received training and attend the meetings.
4. Do we make (sufficient) use of e-recruitment tools?	x	x		Yes partially	Online System: Euraxess, Linkedin and tweeter (Updated each call)
5. Do we have a quality control system for OTM-R in place?	x	x	x	Yes partially	The evaluation procedure is supported by the ACPUA Quality Assurance and Strategic Foresight in Higher Education (ACPUA) Public. The process is updated after each Call Evaluation based on evaluators and applicants comments.
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	Yes partially	There have been calls in the past with specific mobility requirements. The selection criteria encourages candidates that have had at least 2 post

					doc positions at an Institution different to their alma mater. Host Institutions do promote the Calls at Congresses and via their network, looking for candidates.
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	Yes partially	The OTM-R policy prevents discrimination, including that against foreign applicants. It does not encourage specifically foreign researchers.
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	Yes partially	Araid has started a Gender Policy Plan to ensure Gender Balance and non-discrimination. The Spanish/foreigners ratio, as well as the female/male and R2-R3-R4 ratios are taken into account when measuring the evolution of staff stats in Araid.
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	Yes substantially	Undefined term contracts and flexible policies oriented to support professional development. Former Araid's have obtained tenured positions.
10. Do we have means to monitor whether the most suitable researchers apply?		x		No	Host Institutions decide which candidates receive the support letter. There are several actions planned by the HRS4R group: We monitor the candidates that open a application but do not receive letter of support. We request information from Hosts on how many candidates contacted them. Monitoring is not fully effective yet.
Advertising and application phase					

<p>11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?</p>	<p>x</p>	<p>x</p>		<p>Yes substantially</p>	<p>The Call guide is published and updated every time the Call is open. We manage to publish calls every year (different number of positions available), and the Call is now known as stable and set at the end of the year. The open period to attract applications is of at least 2 months, and Host Institutions usually start their promotion and search months in advance.</p>
<p>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)]</p>	<p>x</p>	<p>x</p>		<p>Yes substantially</p>	<p>Yes, we provide complete info in the website and Euraxess. Also, the Call Office answers the questions as they arrive.</p>
<p>13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?</p>	<p>x</p>	<p>x</p>		<p>Yes completely</p>	<p>Yes, we have been publishing our Calls in Euraxess since 2010. As fellowships and contracts. Contact information and website is provided. Questions are answered and when needed applicants are redirected to the list of available Institutions.</p>
<p>14. Do we make use of other job advertising tools?</p>	<p>x</p>	<p>x</p>		<p>Yes substantially</p>	<p>Yes, via the Host Institutions, and social media, such as LinkedIn and tweeter.</p>
<p>15. Do we keep the administrative burden to a minimum for the candidate? [see Chapter 4.4.1 b)]</p>	<p>x</p>	<p>x</p>		<p>Yes completely</p>	<p>Yes, CV and Project Templates are a simplified Marie Curie Individual fellowship template. There is an auto certification that allows to proceed to the evaluation. There is no need to provide degree title evidence for validation or work permits until</p>

					successful candidates receive a formal offer. When noticed, candidatures that are having problems or that have extraordinary situations do receive specific attention by the Call team.
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 completely	Yes – The number of selection panels (and subpanels) depends on the applicants in each area. The expert evaluator members required for the evaluation panels are provided by the ACPUA - Quality Assurance and Strategic Foresight in Higher Education (ACPUA). The number of evaluators per panel (determined by the number of applicants in each panel), the female/male ratio and the procedure (each applicant is evaluated by 2 different evaluators) are pre-set by ARAID.
17. Do we have clear rules concerning the composition of selection committees?		x	x	Yes completely	Yes, and this information is also available online: http://www.aragon.es/Departamentos/OrganismosPublicos/Organismos/ACPUA/NP/ci.Banco_evaluadores_new.detal/elnaem?channelS
18. Are the committees sufficiently gender-balanced?		x	x	Yes substantially	ARAID requests ACPUA to try and provide a list of potential expert evaluators that contains 50% male/female evaluators in each panel. ARAID contacts these experts and seek

					availability, trying to maintain the 50% ratio.
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	Yes substantially	<p>For the ARAID Calls, the selected expert evaluators are part of ACPUA bank of evaluators that are already experienced in evaluating CVs and projects at least in fellowship programmes. They receive access to access all the information: CV, project proposed and LOIs, and a evaluation tool user guide. They also receive support by the admin and call committee (on how to access the system, and how to perform the evaluation). The evaluation form contains questions that aim to judge merit as well as a comments section. There is no specific criteria to assign marks, this lies under the expert evaluator's responsibility.</p> <p>First at 3rd year and then each 5 years, ARAID requires an external evaluation of research performance. This one is divided in several steps: First the IP of the Host Institution prepares a progress report, and similar to the first evaluation, ACPUA provides a list of external evaluators that have to fill an evaluation form. Third, there is an interview with the ARAID researcher to analyse together the results obtained.</p>

					There is an additional six yearly research merit (accumulated six research years) voluntary external performance evaluation by ANECA (Quality Public National) which is the public system to evaluate the merits of researchers as tenured public servants. This one is done following the public guidelines by the National Agency for Quality Assessment and Accreditation. This one is also monitored in GAP and HRS4R Plan, as Foundations were excluded from this for several years. This one is very important to accumulate merits to apply for tenured positions.
Appointment phase					
20. Do we inform all applicants at the end of the selection process?		x		Yes completely	By email. On the outcome as pre-selected or not to the short list invited to interviews. And publicly at the end of the call, when contracts are agreed.
21. Do we provide adequate feedback to interviewees		x		Yes substantially	We provide the marks received and access to the evaluators filled forms and comments. This is not mandatory, but we still send both marks and comments. Applicants cannot access the marks of other applicants nor the final ranking.

22. Do we have an appropriate complaints mechanism in place?		x		Yes substantially	ARAID complies with the Transparency Law on public activities (Law 25March 8/2015) that establishes norms and procedures for access to information. Complaints are studied to introduce improvements in the next Evaluation.
Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?		x		Yes partially	We are annually evaluated by the transparency committee of the regional government. ARAID’s governing board and the Regional Ministry of R&D also monitor the progress of the Agency. New metrics are being introduced as the Agency leads to its 15 th year of activity, e.g. number of ARAIDs that have obtained higher responsibility, management, or moved out by winning tenured positions.