INSTITUTO DE ASTROFÍSICA DE CANARIAS - HR STRATEGY - GAP ANALYSIS

Name Organisation under review: INSTITUTO DE ASTROFÍSICA DE CANARIAS - IAC

Organisation's contact details: c/ Vía Láctea s/. 382015. La Laguna. Tenerife. Spain.

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SUBMISSION DATE: JANUARY 2018

DATE ENDORSEMENT CHARTER AND CODE: 30TH JANUARY 2017

PROCESS (MAX. 300 WORDS)

On January, 20th 2017, the Director of the IAC, Prof. Rafael Rebolo López, signed the letter with the declaration of endorsement by Instituto de Astrofísica de Canarias of the 40 principles of the "European Charter for Researchers" and the "Code of conduct for the recruitment of researchers" and its commitment to get involved in the process of implementing a human-resources strategy for researchers.

Afterwards, the Director's Board of the IAC, during its March's meeting (CD 09/2017), approved the working group as well as the planning for the GAP Analysis and the Action Plan (see Annex I).

The group had working meetings on monthly basis, and prepared an on-line survey to get a sense on the perception of our research community on the degree of commitment of the IAC with the 40 principles of the European Charter.

On May, 2th, there was a presentation for all the researchers (R1-R4) at the IAC of the working plan and the on-line survey (Annex II), and from that day, the survey was open to all researchers. On May 9th, there was another presentation on the Human Resources Strategy, with an external expert from EURAXES, and a representative of the University of La Laguna (Annex III). After the deadline for the on-line survey, the working group collated the answers and studied the questions posed by the researchers. The on-line survey was answered by 104 researchers of a total of 195 (R1-35%, R2-19%, R3-11%, R4-39%) (Annex IV).

Studying the answers and the median scores for every question, we identified   the areas where the researchers wanted more information and the ones thought by them to be amenable to improvement. As a complement to the on-line survey, there were brainstorming sessions with every group, and with the Research Division Committee and Graduate Students Division Committee (Annex V).

GAP ANALYSIS

European Charter for Researchers and Code of Conduct for the Recruitment of Researchers : GAP analysis overview			
Status: to what extent does this organisation meet the following principles?	+ = **fully** implemented +/- = **almost but not fully** implemented -/+ = **partially** implemented - = **insufficiently** implemented	In case of -, -/+, or +/-, please **indicate the actual "gap"** between the principle and the current practice in your organisation. If relevant, please list any national/regional legislation or organisational regulation currently impeding implementation	Initiatives already undertaken and/or suggestions for improvement
Ethical and Professional Aspects			
1. Research freedom	+		
2. Ethical principles	-/+	The information on legal regulations and ethical principles offered to researchers starting a contract at the IAC may be insufficient.	To include this kind of legal information in the welcome package and make it available on the intranet.
3. Professional responsibility	+		
4. Professional attitude	-/+	There might not be enough information about the funding mechanisms when researchers start their contract at the IAC	To include this kind of funding information in the welcome package and on the intranet.
5. Contractual and legal obligations	+/-	There might not be enough information about the legal regulations when researchers start their contract at the IAC	To include this kind of legal information in the welcome package and on the intranet.
6. Accountability	+/-	There might not be enough information about the legal	To include this kind of legal information in the

		regulations when researchers start their contract at the IAC	welcome package and on the intranet
7. Good practice in research	+		
8. Dissemination, exploitation of results	+		
9. Public engagement	+		
10. Non discrimination	+		
11. Evaluation/ appraisal systems	-/+	For R1 to R3 Groups there is a evaluation/appraisal system on a yearly basis, but for R4 this internal system does not exist. There are external protocols from the Ministry (sexenios) and an internal system for the productivity, to be improved.	To adopt an internal evaluation/appraisal system for the group R4 and add a special one for R3 at the end of the second year.
Recruitment and Selection – please be aware that the items listed here correspond with the Charter and Code. **In addition**, your organisation also needs to complete the checklist on **Open, Transparent and Merit-Based Recruitment** included below, which focuses on the operationalization of these principles.			
12. Recruitment	+/-	The published version of our OTM-R policy online is only available in Spanish, and needs to be reworded.	Offer a new version of the OTM-R policy in both languages online.
13. Recruitment (Code)	+		
14. Selection (Code)	+		To implement an interview system as part of the selection process.
15. Transparency (Code)	+/-	Although the candidates are informed during the whole process about the steps taken and the documents published, they are not informed about the strengths and weaknesses of their applications. We have not found an effective way to do so given the large number of applications received every year.	To inform the candidates who enquire about their strengths and weaknesses. Make sure all the information needed to apply is included in the English translation of the call for applications, and that the information is consistent. Clarify the requisites in the call for applications,

			and add a link to the legal aspects in English as well as in Spanish.
16. Judging merit (Code)	+/-	No interview system is implemented during the researchers selection process, and therefore information about the candidates' merits may be missed.	To introduce an interview phase as part of the evaluation process.
17. Variations in the chronological order of CVs (Code)	+/-	The variations are taken into consideration and they are not penalised in the selection process, but this is not well explained in the application calls.	To introduce a more clear explanation about how these variations in chronological order of the CVs are taken into account by the selection committees; and to add a sentence in the call requesting candidates to explicitly mention any career breaks/variations they may have been through.
18. Recognition of mobility experience (Code)	+/-	The candidates may not be fully aware of the legal aspects and requisites in the call for applications, since the web page were the call is announced may not include all legal documents in English.	Make sure all the information needed to apply is also included in the English translation of the call for applications, and that the information is consistent. Clarify the requisites and evaluation criteria in the call for applications, adding a link to the legal aspects in English as well as in Spanish.
19. Recognition of qualifications (Code)	+/-	The candidates may not be fully aware of the legal aspects and requisites in the call for applications, since the web page were the call is announced may not include all legal documents in English language.	Make sure all the information needed to apply is also included in the English translation of the call for applications, and that the information is the consistent. Clarify the requisites and evaluation criteria in the call for applications, adding a link to the legal aspects in English as well as in Spanish.
20. Seniority (Code)	+		
21. Postdoctoral appointments (Code)	-/+	The IAC establishes in its calls for applications the maximum duration of the postdoctoral appointments, and	Not much we can do about it, since there are very few R3 and R4 positions compared to the

		this duration is observed in the contracts. However, due to Spanish regulations for S&T and the funding of the projects, most postdoctoral researchers have multiple contracts chained.	needs of the projects. It is possible to work with the Ministry to establish a new category of permanent positions for Specialized Technicians, which those in the R2 group may apply for.
Working Conditions and Social Security			
22. Recognition of the profession	+/-	R1 researchers feel they are not recognized as professionals, but as students.	To improve the communication flow with R1 researchers about their professional status.
23. Research environment	+		
24. Working conditions	+/-	There is enough flexibility at the IAC with the organization of the researcher's time, but working from home is not allowed within the Spanish Administration, and therefore it is not so easy to make this happen. Due to the increase in the number of researchers in the last few years, there is not enough room in the IAC headquarters, and offices must be shared by two, three, or more researchers. In the case of R1, the offices hold between 8 and 22 people.	Not much we can do but keep on trying to be as flexible as we can with our researchers' work schedule. Try to increase the amount of money given to researchers that move to the IAC, especially those who move with their families. . The internal IAC page should be in English. Try to have a new building with around 50 new offices for researchers
25. Stability and permanence of employment	-/+	Legal Spanish Regulations for the public employment are difficult for the permanence of the employment. IAC does as much as possible to improve the stability of our researcher's employment, but it does not depend on our institution.	There could be actions taken by the IAC: e.g. establishing clear criteria that e.g. the RyC fellows need to meet by their 4th year, which - if met - would lead to a narrow profile for the position opened.
26. Funding and salaries	+		
27. Gender balance	+/-	IAC aims for it, but the truth is that the number of candidates goes down going up in the scale from groups R1 to R4/While there is parity for R1 recruitment, women are	We will introduce a clearer explanation in the calls about maternity leaves and gender balance, encouraging applications from women.

		sometimes only 10% for R4 positions.	
28. Career development	-/+	Although there is a Mentorship Programme at the IAC, it is not very effective providing support and guidance for the personal and professional development of researchers.	To improve our Mentorship Programme, to provide guidance and support for the personal and professional development of Researchers, motivating them and contributing to the reduction of insecurities in their professional future. To communicate these changes in the Programme to our Researchers.
29. Value of mobility	+/-	It is recognised, but not specifically stated in calls.	To explicitly mention in calls that mobility will be positively valued in the selection process.
30. Access to career advice	-/+	Although there is a Mentorship Programme at the IAC, it is not very effective providing support and guidance for the personal and professional development of researchers.	To improve our Mentorship Programme, to provide guidance and support for the personal and professional development of Researchers, motivating them and contributing to the reduction of insecurities in their professional future (e.g. organizing workshops with industries etc.). To communicate these changes in the Programme to our Researchers. For R3 annual meetings with the Head of Research (or Director) can be organized.
31. Intellectual Property Rights	-	There is not enough information about Intellectual Property Rights when researchers start their contract at the IAC.	To include this kind of funding information in the welcome package and at the intranet.
32. Co-authorship	-	There is not be enough information about Co-authorship when researchers start their contract at the IAC.	To include this kind of funding information in the welcome package and make it available on the intranet. To make sure sensible co-authorship guidelines are followed, and co-author status is given to those who deserve it in papers including IAC researchers.
33. Teaching	+/-	Being a Research Institution, and not a University means	To offer training for teaching and coaching

		that teaching is not the main activity of our researchers, although, most of them help teaching duties at the University (ULL), according to our Agreement. Of course, training early stage researchers is an important part of their activity.	activities. To provide more information to R2 and R3 researchers about the possibility of teaching at the ULL.
34. Complains/ appeals	-	There is not such a ombudsman/woman role at the IAC	To create the figure of an ombudsman/woman at the IAC.
35. Participation in decision-making bodies	+		
Training and Development			
36. Relation with supervisors	-/+	R1 and R2 feel that they do not have a way to express problems about relations with their supervisors.	At part of the annual report, a question about this can be included . To improve the Mentorship Programme. To ease the steps required for a supervisor change in case it is needed.
37. Supervision and managerial duties	+/-	There is not enough training for coaching, teaching and management activities for researchers at IAC.	To improve the training for teaching, coaching and managing activities. To help improving the communication between the ULL and the IAC about teaching and coaching activities.
38. Continuing Professional Development	+/-	The IAC encourages its researchers to continually improve themselves, but we lack training opportunities that are not specifically for research but for other competences such as managing, giving presentations,etc.	To have a "Training Plan" for every R1-R4 level on: Human Resources, Managing, English, Presentation skills, time management, gender bias, stress management, etc. To push R1 (&R2) in their use of the English language and to give presentations - crucial for the effective communication of their scientific results.

39. Access to research training and continuous development	+/-	Communication on several aspects is not always properly given to R1 and R2 researchers.	Make sure that there is a continuous and clear flow of information about funding opportunities/avenues, the various routes for PhD projects, TFM and TFG (emails from the University are sent to the astros mailing list, and are self-explanatory) etc.
40. Supervision	+		

Template 1 – Annex: Open, Transparent and Merit-based Recruitment Check-list[1]
OTM-R checklist for organisations

	Open	Trans-parent	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	-/+	http://www.iac.es/info.php?op1=26&op2=130 Spanish version only
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	-/+	As a public body, we have general procedures for public employment, but not an internal guide to be follow for everyone involved in the process at the IAC.
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	-/+	- Existence of training programmes for OTM-R: Yes, - Number of staff following training in OTM-R : 3
4. Do we make (sufficient) use of e-recruitment tools?	x	x	x	++	Web-based tool for all stages of the recruitment process

					http://www.iac.es/jobs/research/ http://vivaldi.ll.iac.es/ensenanza/solicitudes/
5. Do we have a quality control system for OTM-R in place?	x	x	x	+/-	The Recruitment and Selection Process at the IAC has a newly implemented internal control system, compatible with the ISO9001 standard.
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	++	About 85% are applicants from outside the IAC.
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	++	About 60% are applicants from abroad.
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	++	About 35% of the applicants are women.
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	++	About 85% are applicants from outside the IAC.
10. Do we have means to monitor whether the most suitable researchers apply?	x	x	x	+/-	We use different on-line platforms to ensure the most suitable researchers apply to our calls: https://jobregister.aas.org/ https://euraxess.ec.europa.eu/ http://eas.unige.ch/ http://www.sea-astronomia.es/drupal/ The selected candidates, once hired, have an internal evaluation procedure on a yearly basis, so we keep on evaluating their suitability during the project.
Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		++	We always use the same templates.
12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant	x	x		+/-	We have to include references to: - professional development

section of the toolkit? [*see Chapter 4.4.1 a) of the OTM-R expert report*[2]]					opportunities - career development prospects
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		++	- 100% of job adverts posted on EURAXESS. - About 85% are applicants from outside the IAC. - About 60% are applicants from abroad.
14. Do we make use of other job advertising tools?	x	x		++	We use different on-line platforms to ensure the most suitable researchers apply to our calls: https://jobregister.aas.org/ https://euraxess.ec.europa.eu/ http://eas.unige.ch/ http://www.sea-astronomia.es/drupal/
15. Do we keep the administrative burden to a minimum for the candidate? [*see Chapter 4.4.1 b)* [45]]	x			++	Applicants do not have to provide original certificates during their applications. We always use a recruitment tool.
Selection and evaluation phase					
16. Do we have clear rules governing the appointment of selection committees? [*see Chapter 4.4.2 a)* [45]]		x	x	++	For R1: The Selection Committee always includes the Graduate Students Division Committee. For R2 and some R3: The Selection Committee always includes the Research Division Committee. Form some R3 (RYC Programme): External Committee named by the Ministry for every call. For R4: The selection Committee is named by the Ministry for every call, with some of the members form the IAC R4 staff, and others from other public centres.

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2   http://ec.europa.eu/euraxess/index.cfm/services/researchPolicies

17. Do we have clear rules concerning the composition of selection committees?		x	x	++	For R1: The Selection Committee always includes the Graduate Students Division Committee. For R2 and some R3: The Selection Committee always includes the Research Division Committee. Form some R3 (RYC Programme): External Committee named by the Ministry for every call. For R4: The selection Committee is named by the Ministry for every call, with some of the members form the IAC R4 staff, and others from other public centres.
18. Are the committees sufficiently gender-balanced?		x	x	+/-	As much as they can be, taking into consideration the staff balance.
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	-/+	There are no written guidelines, except for those included in the call.
Appointment phase					
20. Do we inform all applicants at the end of the selection process?		x		++	Applicants are duly informed about every step in the process.
21. Do we provide adequate feedback to interviewees?		x		-	There are no interviews during the process.
22. Do we have an appropriate complaints mechanism in place?		x		++	As a public body there is a public and transparent mechanism for handling complaints. In practice, there are very few complaints. About 4% of the applicants complained for the R1 calls. About 1% for the R2 and some R3 calls. For the rest of R3 and R4, the call is external to IAC.

Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				-	The Selection Process has a newly implemented internal control system, compatible with the ISO9001

ANNEX I

MINUTES OF THE DIRECTOR'S BOARD 09/2017

INFORMACION DEL COMITE DE DIRECCION

REUNION 15/03/17   **CD: 09/17**

Participación Consorcio NIRPS.

Se trata de un consorcio para la fabricación y puesta en marcha del instrumento NIRPS (espectrógrafo infrarrojo ultra-estable de alta resolución espectral) para el telescopio de 3.5m de la ESO en el Observatorio de La Silla. La participación del IAC en este proyecto sería principalmente liderar el paquete de trabajo relacionado con el fiber link, así como colaborar en el mantenimiento del instrumento. La financiación para asegurar esta participación, que se estima actualmente en unos 200 k€ y 2,5 FTE, se buscará a través del Plan Estatal de I+D+i.

El CD da su conformidad a los términos del convenio propuesto. Se indica que se revise y actualicen los compromisos financieros que esto implica para el IAC, y que se proceda a enviar a Servicios Jurídicos para informe, así como para obtener la autorización previa de Hacienda. Se designa a Jonai Isai González Hernández como responsable científico en el IAC en relación con esta actuación.

Convenio Consorcio de Bomberos para la instalación de un repetidor de comunicaciones en el OT.

El Subdirector expone la solicitud por parte del Consorcio de Bomberos para poder instalar un repetidor de comunicaciones en el OT. Se hará de forma que se garantice que no habrá interferencia alguna con los equipos del IAC, y que si se produjera, se retiraría inmediatamente.

El CD da su conformidad, e indica que se proceda a recabar informe de Servicios Jurídicos para su firma.

Proyecto COLETA.

La Coordinadora de Instrumentación presenta el documento elaborado conforme se solicitó en el Comité de Dirección anterior.

Se requiere que se presente a Comité de Dirección las condiciones del contrato con la empresa con la que se colaboró en su momento para el proyecto AIM (Asteroid Impact Mission), relacionado con esta nueva actuación, para revisar las cláusulas específicas relativas a confidencialidad.

Asimismo, el CD necesita conocer el número de horas de dedicación que precisa este proyecto, así como el interés explícito de empresas que puedan participar en el mismo, para que así pudiera tener recorrido en el ámbito de IACTec.

Plan de Actuación *European Charter & Code 2017*.

A la vista de la solicitud presentada por el Responsable de RRHH, se aprueba la composición del Grupo de Trabajo y del Cronograma de Actuación para la elaboración del Análisis GAP y del Plan de Acción para el cumplimiento de los 40 principios del *European Charter & Code*. El Grupo de trabajo comenzará con la ejecución del mismo según el plan previsto.

El grupo de trabajo estará compuesto por Alfonso Ruigómez Momeñe (responsable del grupo), Carlos Allende Prieto, Giuseppina Battaglia, Irene Fernández Fuarros, Carmen García de Sola y Alejandra Martín Gálvez.

Proyectos de Tesis Doctoral.

La Coordinadora de Enseñanza Superior presenta la relación de nuevas propuestas de proyectos de Tesis Doctoral 2017. Se publicará la lista de proyectos aprobados, así como los que quedarían aprobados con condicionantes.

ANNEX II

PRESENTATION OF THE WORKING PLAN. MAY 2017

THE EUROPEAN CHARTER & CODE FOR RESEARCHERS

- https://euraxess.ec.europa.eu/jobs/charter

- In 2005, the European Commission adopted a European Charter for Researchers and a Code of Conduct for the Recruitment of Researchers. These two documents, addressed to researchers as well as research employers and funders in both the public and private sectors, are key elements in the EU's policy to boost researchers' careers.

- In January 2017, IAC commits to get involved into the process of implementing a Human Resources Strategy for Researchers (HRS4R), applying the Charter and Code 40 Principles

THE "HR EXCELLENCE IN RESEARCH"

- The award gives public recognition to research institutions that have made progress in aligning their human resource policies with the principles set out in the "Charter & Code".

- Institutions that have been awarded the right to use the icon can use it to highlight their commitment to implement fair and transparent recruitment and appraisal procedures for researchers.

HR EXCELLENCE IN RESEARCH

SPANISH INSTITUTIONS WITH THE "HR ESCELLENCE IN RESEARCH" AWARD….
HTTPS://EURAXESS.EC.EUROPA.EU/JOBS/HRS4R#SHOW_SPAIN

AGAUR

Agenzia Andaluza del Conocimiento (AAC) (9.1.2017)

ARAID

Achucarro Basque Center for Neuroscience

August Pi i Sunyer Biomedical Research Institute (IDIBAPS)

Basque Center for Applied Mathematics – BCAM

Basque Center on Cognition, Brain and Language (BCBL) (9.1.2017)

BC3, Basque Centre for Climate Change

Barcelona Supercomputing Center - Centro Nacional de Supercomputación

CIRCE

Catalan Institute for Water Research (ICRA)

Catalan Institute of Classical Archaeology (ICAC)

Center for Demographic Studies (CED UAB)

Centre de Recerca en Economia Internacional (CREI)

Centre de Recerca Matemàtica (CRM)

Centre for Ecological Research and Forestry Applications (CREAF)

Centre for Genomic Regulation (CRG)

Centre for Research in Agricultural Genomics (CRAG)

Computer Vision Centre (CVC)

BIOCRUCES (10.2.2017)

FOREST SCIENCES CENTRE OF CATALONIA (CTFC)

ICFO – The Institute of Photonic Sciences

ICFO – The Institute of Photonic Sciences

IFAE

IKERBASQUE - Basque Foundation for Science

IMDEA Materials Institute

IMDEA Water Institute

IMIM (Institut Hospital del Mar d'Investigacions Mèdiques)

IRBLleida

ISGLOBAL – CREAL

Institut Català de Nanociència i Nanotecnologia (ICN2)

Institut d'Investigació Biomèdica Sant Pau

Institut d'Investigació Biomèdica de Bellvitge (IDIBELL)

Institut d'Investigació Biomèdica de Girona Dr. Josep Trueta (IDIBGI)

Institut d'Investigació Sanitària Pere Virgili (IISPV)

Institute for Bioengineering of Catalonia (IBEC)

Institute for Research in Biomedicine (IRB Barcelona)

Institute of Agrifood Research and Technology (IRTA)

Instituto de Investigación Sanitaria Aragón (10.2.2017)

Instituto de Salud Carlos III (ISCIII)

Medical Research Institute of Palma (IDISPa) (17.1.2016)

Spanish Centre for Cardiovascular Research (CNIC)

The Centre Tecnològic de Telecomunicacions de Catalunya (CTTC)

The Medical Research Institute of the Hospital La Fe (IIS La Fe)

University of La Laguna (10.2.2017)

The Medical Research Institute of the Hospital La Fe (IIS La Fe)

University of La Laguna (10.2.2017)

Universitat Autónoma de Barcelona (UAB)

Universidad Autonoma de Madrid (19.12.2016)

Universitat de Lleida (UDL) (30.12.2016)

Universidad Carlos III de Madrid (30.12.2016)

Universidade de Santiago de Compostela (USC) (10.2.2017)

Universitat Pompeu Fabra

Universitat Rovira i Virgili

Universitat de Barcelona

Vall d'Hebron Institute of Research (VHIR)

WORKING GROUP AND CALENDAR

- Working Group at the IAC:
  - Alfonso Ruigómez Momeñe (HHRR)
  - Carlos Allende Prieto (Researcher)
  - Giuseppina Battaglia (Researcher)
  - Irene Fernández Fuarros (Research and Graduate Students Divisions)
  - Carmen García de Sola (HHRR)
  - Alejandra Martín Gálvez (OTRI)

TASK	DEADLINE
Commitment Letter	Jan 30th
Working Group (CD)	March 31st
On-line Survey at IAC	May 15th
Info Day Euraxess at IAC	May 9th
GAP Analysis IAC	July 31st
Action Plan IAC	November 15th
CD	November 22nd
Info Day and Communication Action Plan	November 24th
Action Plan Euraxess	November 27th

ON-LINE SURVEY AT IAC

- https://goo.gl/forms/I8CxxVj8hi11uSSh1

- WHY PARTICIPATE???

Google Calendar - Mes de n ✕ | HRS4R Survey IAC ✕ | HRS4R | EURAXESS ✕ | Instituto de Astrofísica de C ✕ | HRS4R Survey IAC

https://docs.google.com/forms/d/e/1FAIpQLSf7kwbnFqvc3zFASIPsyllT2Unbl_8RjHhLjBDW04XoPW58EA/view

HRS4R Survey IAC

This HRS4R (Human Resources Strategy for Researchers) survey contains 37 statements about IAC Human Resorces policy for researhcers. You may find more information about this European initiative at: https://euraxess.ec.europa.eu/jobs/hrs4r

*Obligatorio

Please indicate your profile from the list (more info
https://euraxess.ec.europa.eu/europe/career-development
/training-researchers/research-profiles-descriptors) *

Elige ▼

SIGUIENTE

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HRS4R Survey IAC

*Obligatorio

1 RECRUITMENT

1.1- Recruitment. The INSTITUTO DE ASTROFÍSICA DE CANARIAS (hereafter IAC) establishes recruitment procedures which are open, transparent, and efficient, as well as tailored to the positions advertised, and internationally comparable. *

Please, choose an option in accordance with your level of agreement with this statement

	1	2	3	4	5	
Strongly disagree	○	○	○	○	○	Strongly agree

(Optional) Comments/Propose realistic actions

Tu respuesta

1.2- Selection. IAC selection committees count with a diverse expertise in multiple disciplines, an adequate gender balance and proper training *

Please, choose an option in accordance with your level of agreement with this statement

	1	2	3	4	5	
Strongly disagree	○	○	○	○	○	Strongly agree

(Optional) Comments/Propose realistic actions

Tu respuesta

GRACIAS!!

ANNEX III

PRESENTATION EURAXES-ULL. MAY 2017

Information session
HUMAN RESOURCES STRATEGY for RESEARCHERS
Instituto de Astrofísica de Canarias (Aula), May 9th.

11h35-11h50: Welcome.
Enric Pallé, IAC Head of Research Division. Jesús Burgos, IAC General Administrator.

11h50-12h20: Implementation of the European HRS4R strategy.
Izaskun Lacunza, Euraxess Network Spain.

12h20-12h50: HRS4R experience at Universidad de La Laguna (ULL).
Gustavo Marrero, Head of International Projects department

12h50-13h00: Questions/Discussion and end of session.
HRS4R IAC working group

More info: secinv@iac.es / otri@iac.es

ANNEX IV

ANSWERS AFTER THE ONLINE SURVEY

1.1- Recruitment. The INSTITUTO DE ASTROFÍSICA DE CANARIAS (hereafter IAC) establishes recruitment procedures which are open, transparent, and efficient, as well as tailored to the positions advertised, and internationally comparable.

	1	2	3	4	5
R1	0	1	7	14	10
R2	1	0	2	10	7
R3	0	3	3	3	3
R4	1	5	4	17	13

1.2- Selection. IAC selection committees count with a diverse expertise in multiple disciplines, an adequate gender balance and proper training

	1	2	3	4	5
R1	0	2	7	16	7
R2	0	1	7	5	7
R3	0	0	5	5	2
R4	1	2	8	12	17
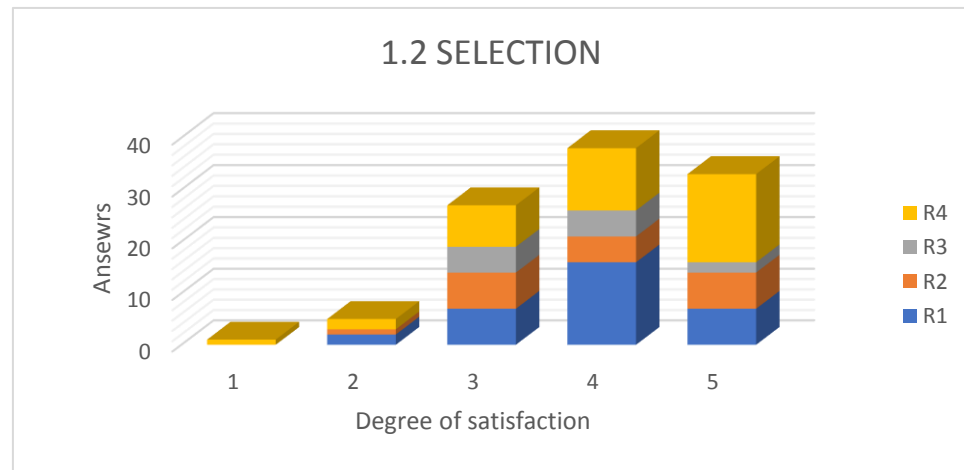
SECTION 1. RECRUITMENT

1.3- Transparency. Candidates are informed prior to the selection about the recruitment process and selection criteria. They are also informed after the selection process about the strengths and weaknesses of their application.

	1	2	3	4	5
R1	3	4	8	11	6
R2	2	4	4	5	5
R3	1	5	3	2	1
R4	1	8	14	11	6

1.3 TRANSPARENCY
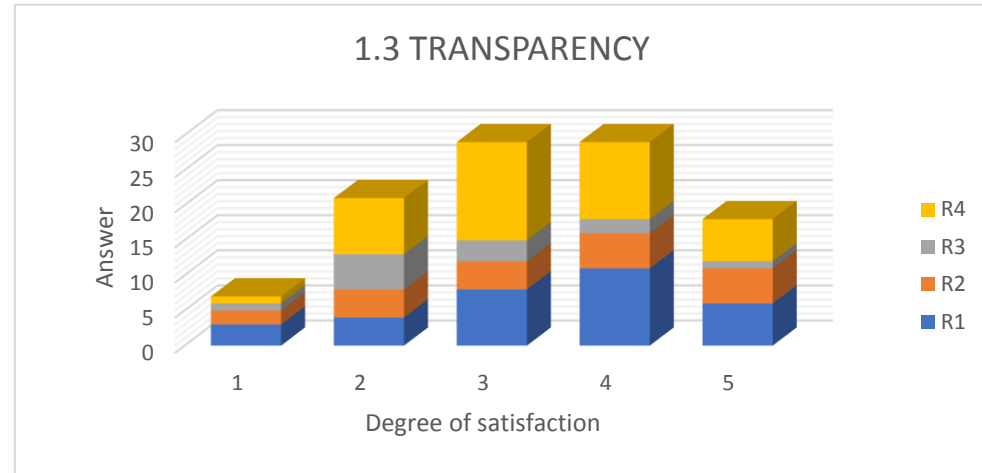
1.4- Evaluation criteria. The selection process takes into consideration all the relevant merits, including number of publications, teaching, teamwork, knowledge transfer, management of research and innovation, and public outreach activities

	1	2	3	4	5
R1	3	1	9	11	8
R2	0	2	5	11	2
R3	0	0	4	5	3
R4	1	3	5	19	12

1.4 EVALUATION CRITERIA
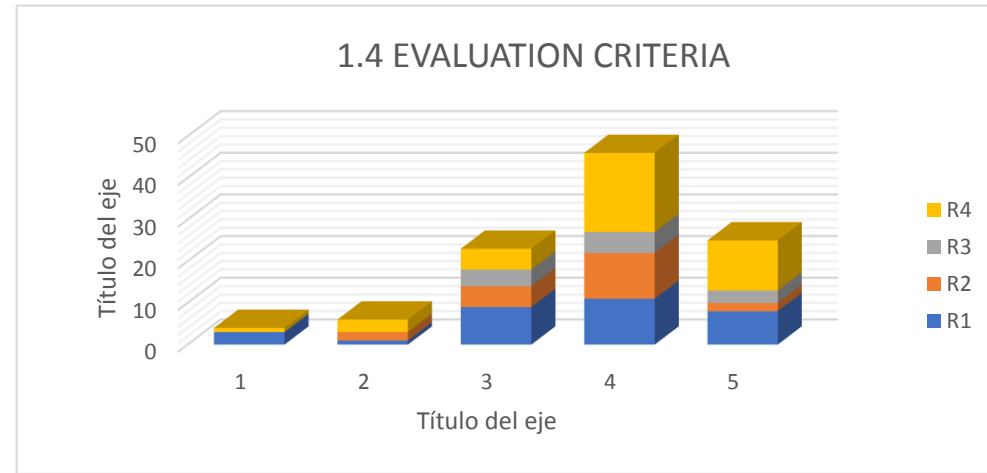
1.5- Variations in the chronological order of CVs. Career breaks or variations from the standard chronological order of CVs are not penalised in the selection process.

	1	2	3	4	5
R1	4	4	15	6	3
R2	0	2	7	8	3
R3	0	0	5	3	4
R4	0	9	15	13	3

1.5- Variations in the chronological order of CVs
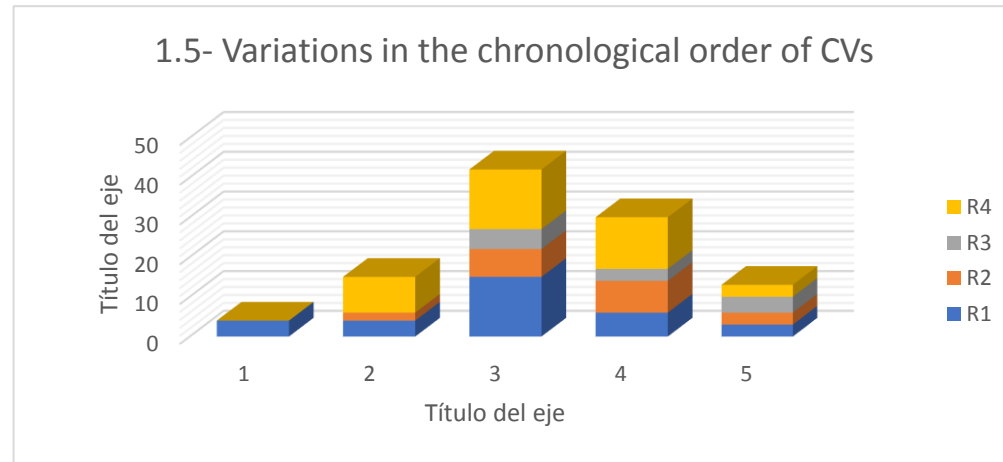
1.6- Gender bias. Women researchers are not penalised by bias in the selection process (for instance, the bias that links women to care responsibilities that could be seen as an obstacle for "full commitment" in the professional career).

	1	2	3	4	5
R1	2	3	12	4	11
R2	0	0	5	10	5
R3	0	0	5	1	6
R4	0	1	3	13	23
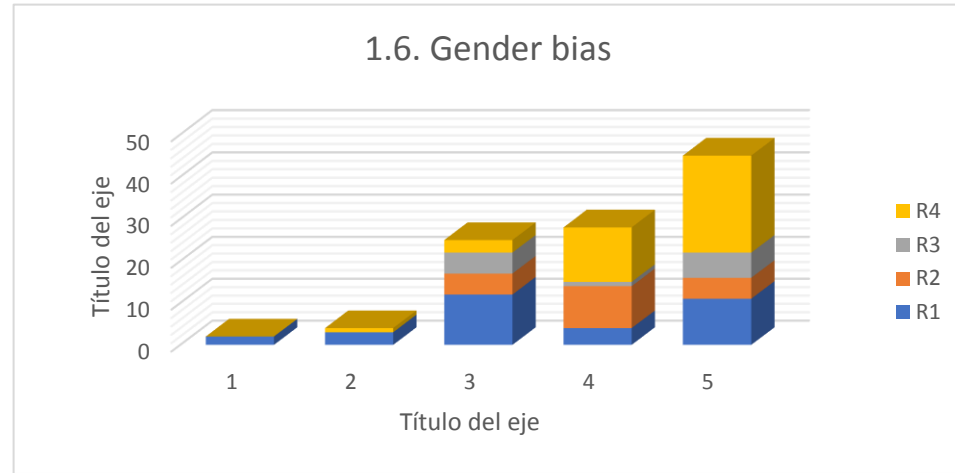
1.7- Recognition of the value of mobility. IAC considers any mobility experience (geographical, trans-disciplinary, inter-sectorial) as a valuable contribution to the professional development of a researcher.

	1	2	3	4	5
R1	1	2	8	10	11
R2	0	3	3	6	8
R3	0	1	1	3	7
R4	2	3	6	16	13
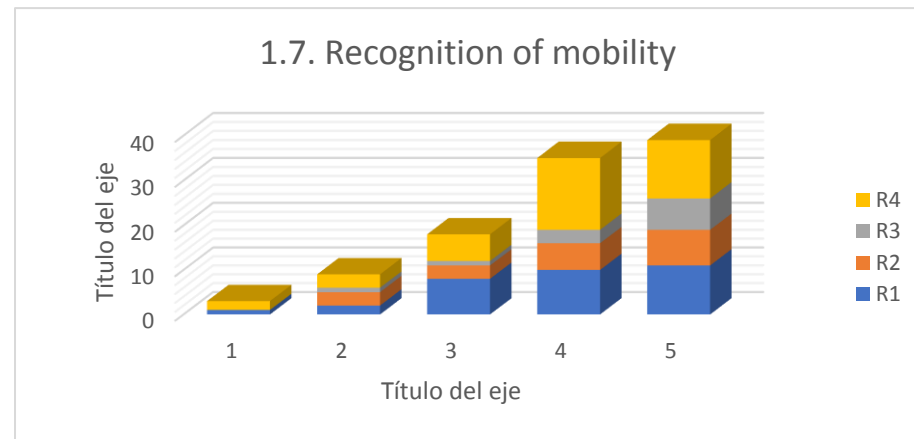
1.8- Recognition of qualifications. IAC makes an appropriate assessment and evaluation of the academic and professional qualifications of all researchers, in particular within the context of international and professional mobility. The merit is judged both qualitatively and quantitatively

	1	2	3	4	5
R1	1	1	12	14	4
R2	0	0	4	13	3
R3	0	1	3	5	3
R4	0	3	7	18	12

1.8. Recognition of qualifications
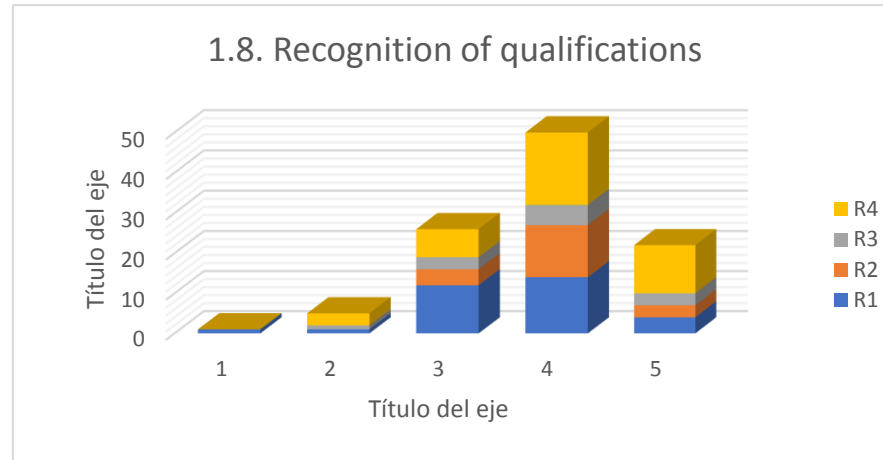
1.9- Professional Career. IAC recognizes the importance of the development of a professional career, in line with the needs of the position, and not letting the level of qualifications be a barrier to entry.

	1	2	3	4	5
R1	3	3	18	4	4
R2	1	3	7	7	2
R3	0	0	6	3	3
R4	0	6	11	19	4

1.9. Profesional Career

1.10- Post-doctoral appointments. Postdoctoral status should be transitional. To this goal, IAC has established clear rules and explicit guidelines for the recruitment and appointment of postdoctoral researchers, including the maximum duration and the objectives of such appointments.

	1	2	3	4	5
R1	2	1	17	9	3
R2	3	4	6	5	2
R3	0	3	6	2	1
R4	3	3	11	8	15
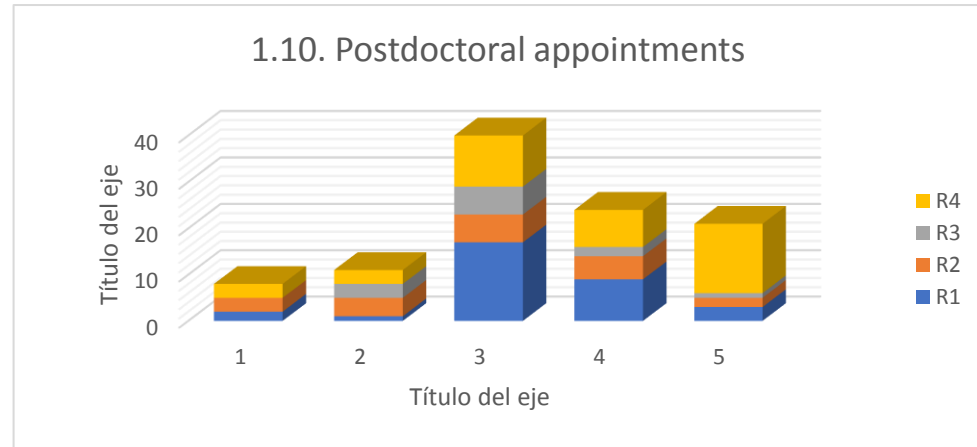
1.10. Postdoctoral appointments

2.1- Professional Recognition. IAC recognizes all researchers engaged in a research career as professionals (from the graduate stage).

	1	2	3	4	5
R1	3	1	4	12	12
R2	0	0	1	9	10
R3	0	0	0	8	4
R4	0	1	8	9	22
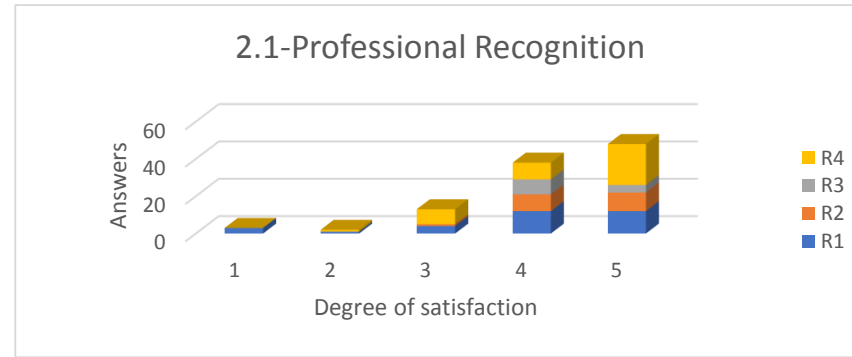
2.2- Non-discrimination. IAC does not discriminate against researchers in any way on the basis of gender, age, ethnic, national or social origin, religion or belief, sexual orientation, language, disability, political opinion, social or economic condition.

	1	2	3	4	5
R1	0	1	2	7	22
R2	0	1	0	8	11
R3	0	0	2	2	8
R4	1	0	1	6	32
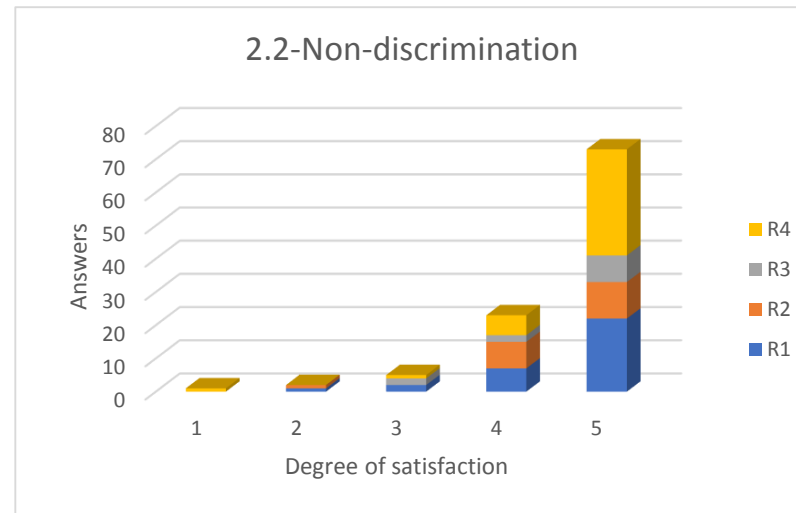
2.3- Welcome guidance. IAC provides support in the relocation process of researchers wh[...] starting their contracts.

	1	2	3	4	5
R1	3	9	3	9	8
R2	0	1	3	8	8
R3	0	2	1	2	7
R4	2	2	9	13	14

2.3- Welcome guidance
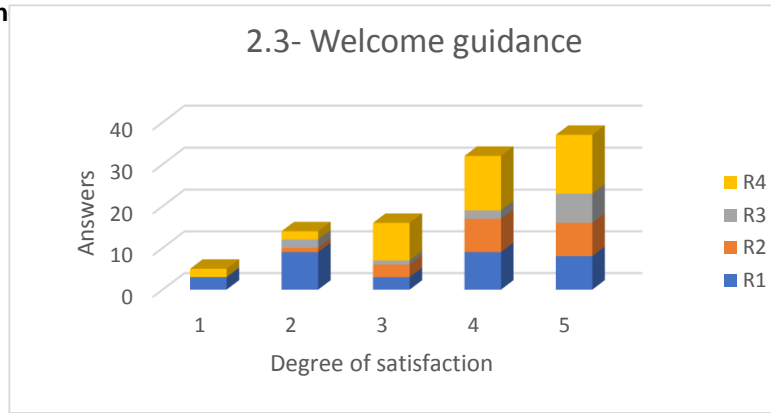
2.4- Research environment. IAC ensures the most stimulating research or research training environment, ensuring access to resources and opportunities

	1	2	3	4	5
R1	0	1	6	15	10
R2	0	1	2	10	7
R3	0	0	2	5	5
R4	2	0	4	19	15

2.4- Research Environment
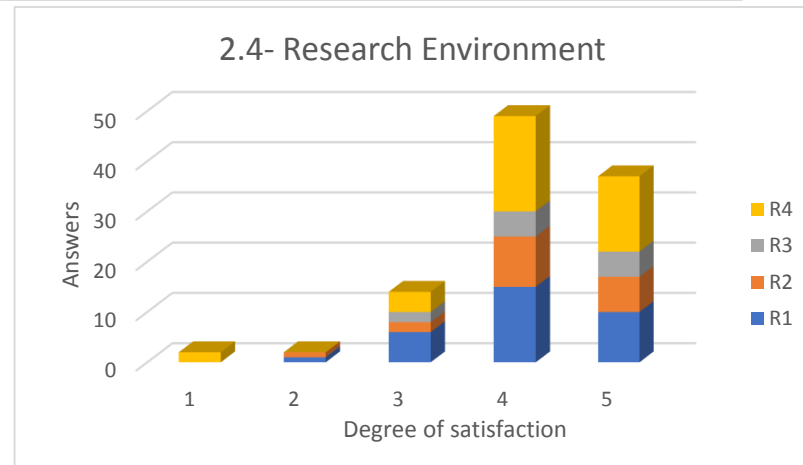
2.5- Working conditions. IAC provides working conditions which allow flexibility to combine family and work, and to facilitate a high research performance.

	1	2	3	4	5
R1	0	6	4	11	11
R2	0	4	2	6	8
R3	0	0	3	1	8
R4	1	5	10	10	14

2.5-Working Conditions
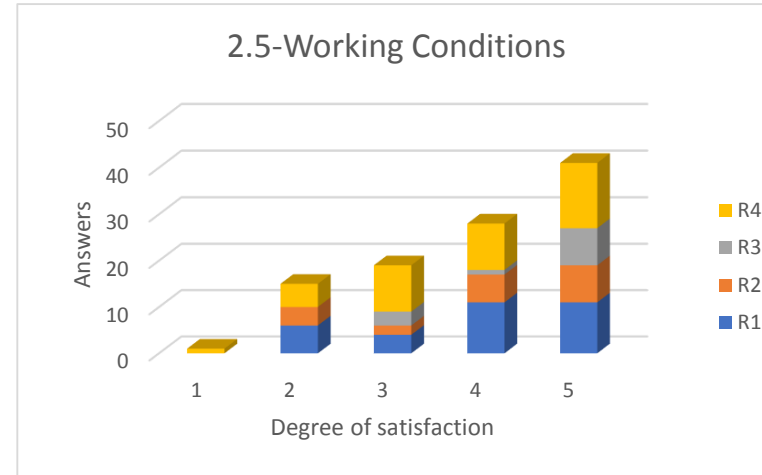
2.6- Stability and permanence of employment. IAC ensures the performance of researchers is not undermined by instability of employment contracts and IAC is committed to improving stability of researcher's employment conditions.

	1	2	3	4	5
R1	1	7	9	10	5
R2	2	6	5	6	1
R3	0	3	3	4	2
R4	2	9	14	12	3

2.6-Stability and permanence of employment
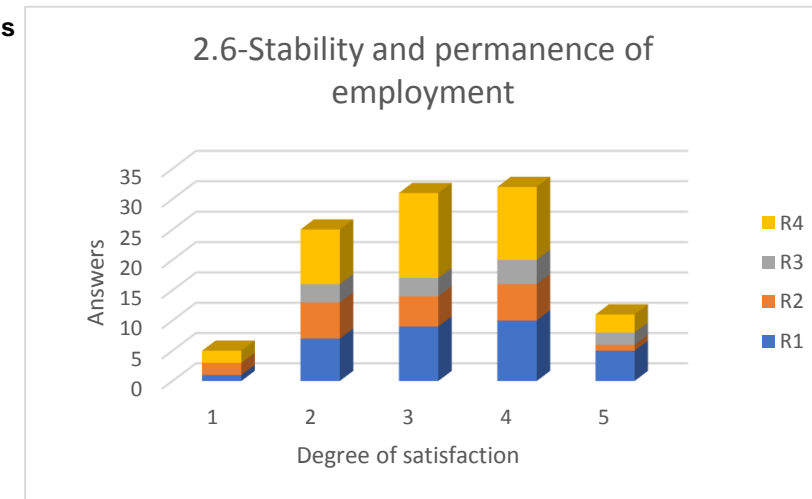
2.7- Funding and salaries. IAC ensures that researchers enjoy fair salaries, with appropriate benefits

	1	2	3	4	5
R1	0	4	5	17	6
R2	0	0	2	13	5
R3	0	0	4	6	2
R4	0	9	9	12	10
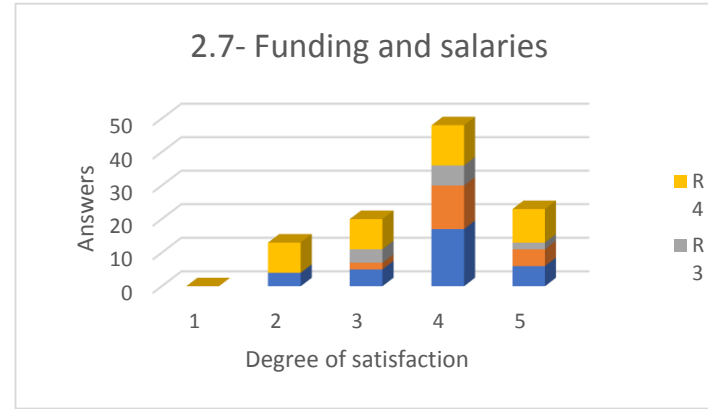
2.8- Gender balance. IAC aims for gender balance at all staff levels.

	1	2	3	4	5
R1	1	4	8	9	10
R2	0	1	6	8	5
R3	0	1	3	4	4
R4	1	5	8	14	12
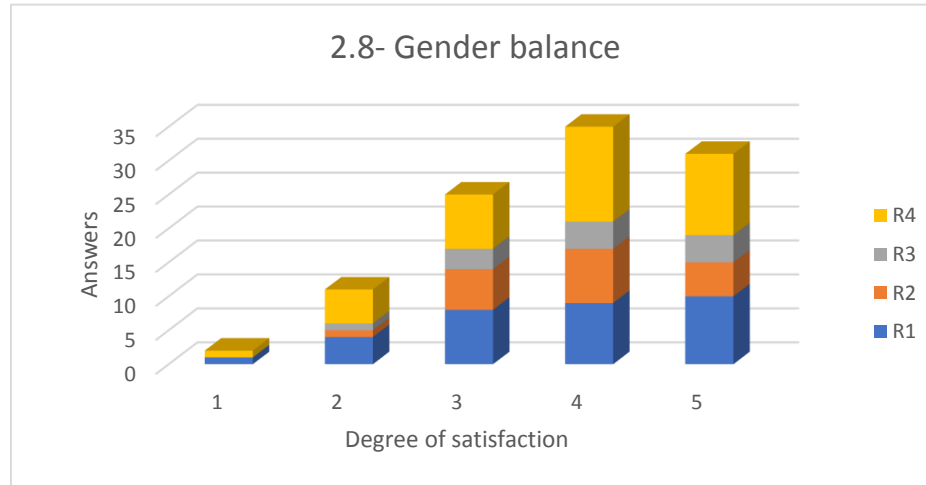
2.9- Value of mobility. IAC recognizes the value of mobility (geographical, inter-sectorial, inter- and trans-disciplinary and virtual mobility, as well as mobility between the public and private sector) as an important means of enhancing scientific knowledge, and as such it is considered in the selection process.

	1	2	3	4	5
R1			3	10	11	8
R2			0	7	6	7
R3			1	5	3	3
R4		1	4	11	17	7

2.9- Value of mobility
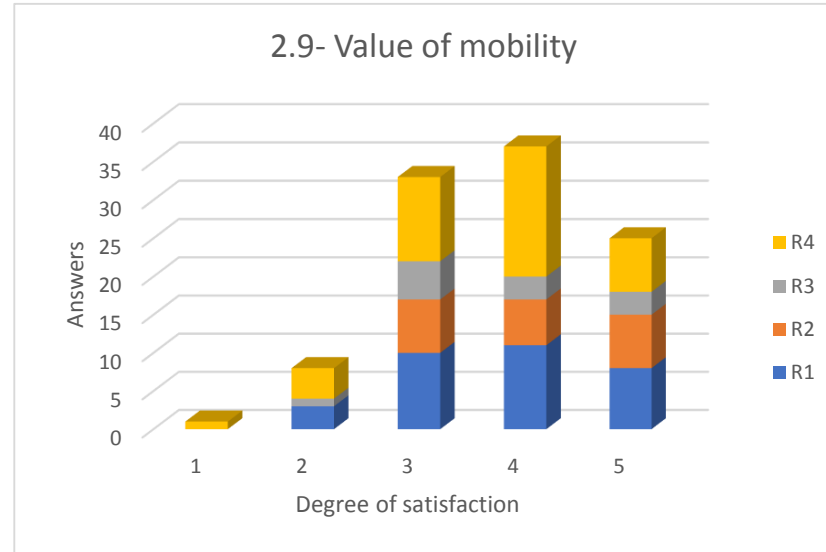
2.10- Intellectual Property Rights. IAC ensures the protection of Intellectual Property Rights of the researchers' R&D results.

	1	2	3	4	5
R1			1	12	8	11
R2				6	6	8
R3				4	4	4
R4			3	13	14	10
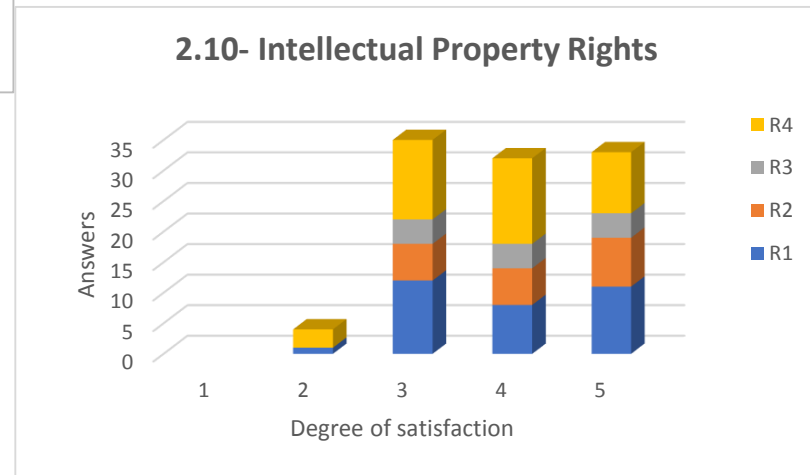
2.10- Intellectual Property Rights

2.11- Co-authorship. IAC develops strategies, practices and procedures to provide researchers at all stages with a framework that ensures their right to be recognised as co-

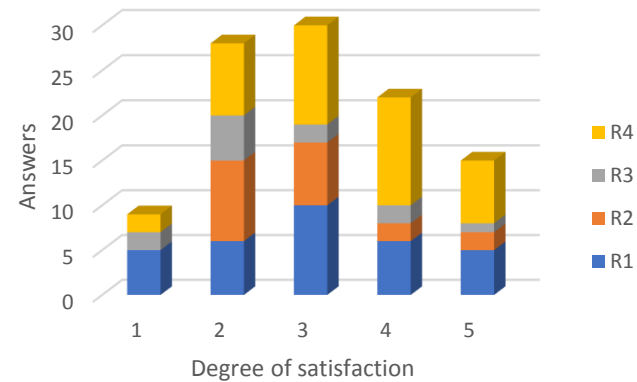|	1	2	3	4	5
R1	2	2	11	9	8
R2			8	5	7
R3			5	4	3
R4	1	3	10	12	14

2.11- Co-authorship. IAC develops strategies
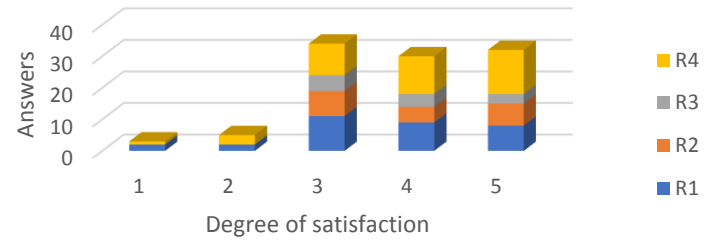
2.12- Teaching. IAC considers teaching a valuable option in the researchers' career path. The IAC provides suitable training for teaching and coaching activities.

	1	2	3	4	5
R1	5	6	10	6	5
R2		9	7	2	2
R3	2	5	2	2	1
R4	2	8	11	12	7

2.12- Teaching

2.13- Complains/ appeals. IAC establishes appropriate procedures, possibly in the form of an impartial (ombudsman-type) person, to deal with complaints/appeals from researchers

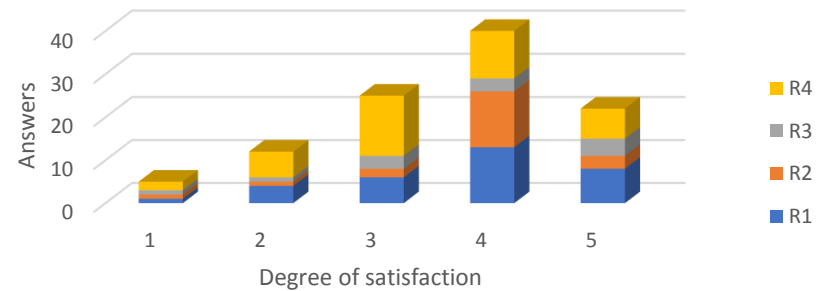|	1	2	3	4	5
R1	5	3	12	8	4
R2	1	2	10	5	2
R3	1	1	6	3	1
R4	4	2	11	20	3

2.13- Complains/ appeals
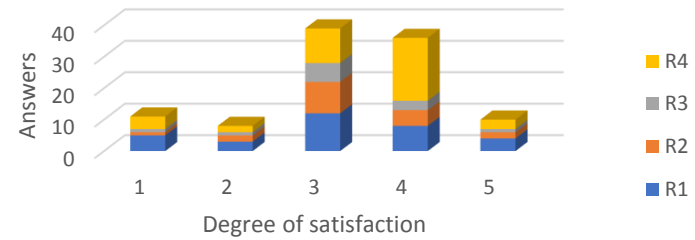
2.14- Participation in decision-making bodies. IAC allows researchers to be represented in the relevant information, consultation and decision-making bodies of the institution.

	1	2	3	4	5
R1	1	4	6	13	8
R2	1	1	2	13	3
R3	1	1	3	3	4
R4	2	6	14	11	7

2.14- Participation in decision-making bodies

3.1- Research freedom. IAC encourages staff to focus on their research with freedom, taking into account limitations to this freedom that could arise as a result of legal and ethical constraints affecting their research activities.

	1	2	3	4	5
R1		1	7	12	12
R2			3	6	11
R3			2	3	7
R4		1	1	13	25

3.1- Research freedom
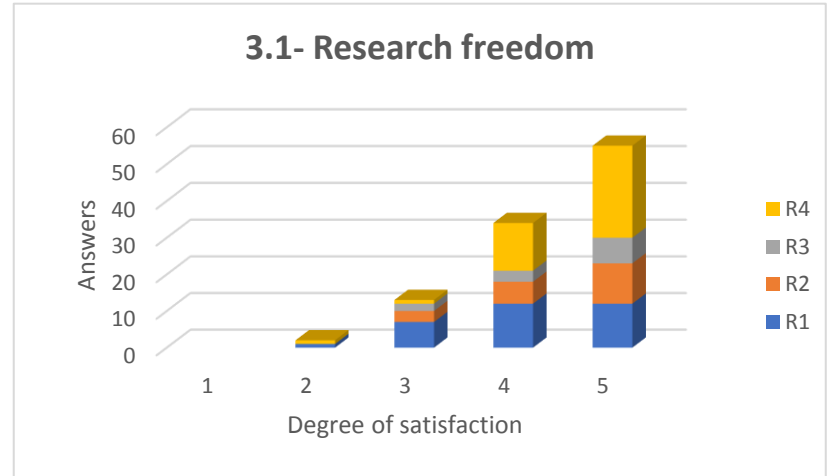
3.2- Ethical principles. IAC encourages researchers to adhere to recognised ethical and fundamental ethical principles appropriate to their discipline.

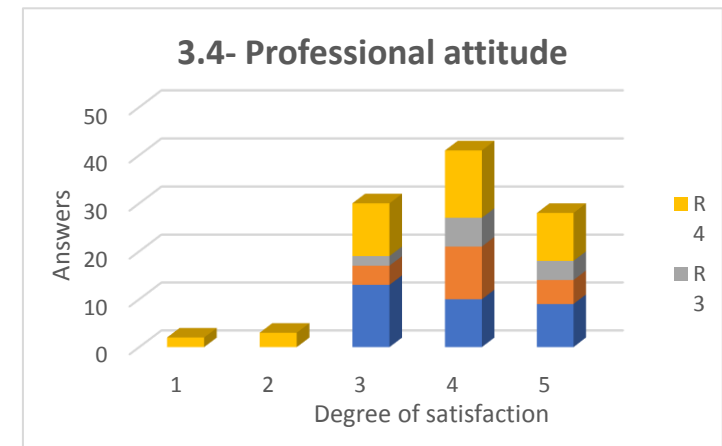|	1	2	3	4	5
R1		3	5	13	11
R2			3	9	8
R3			5	4	3
R4		3	6	14	17

3.2- Ethical principles .

3.3- Professional responsibility. IAC promotes researches to make every effort to ensure that their research is relevant to society and does not duplicate research previously carried out elsewhere

	1	2	3	4	5
R1	1	2	9	8	12
R2			3	9	8
R3			5	4	3
R4		6	8	16	10
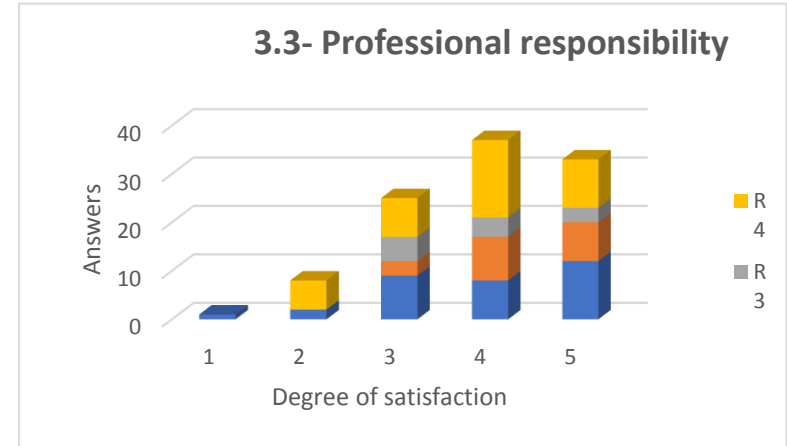
3.4- Professional attitude. IAC encourages researchers to become familiar with the strategic goals governing their research environment and funding mechanisms. IAC also urges researchers to seek all necessary approvals required for their research, and to access the resources provided to them.
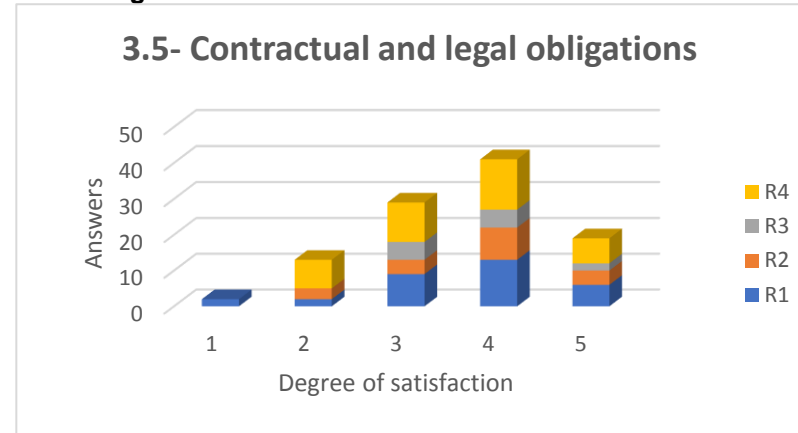
	1	2	3	4	5
R1			13	10	9
R2			4	11	5
R3			2	6	4
R4	2	3	11	14	10

3.5- Contractual and legal obligations. IAC promotes that researchers at all levels become familiar with national, sectoral, or institutional regulations governing training and/or working conditions.

	1	2	3	4	5
R1	2	2	9	13	6
R2		3	4	9	4
R3			5	5	2
R4		8	11	14	7

3.6- Accountability. IAC promotes that researchers adhere to the principles of sound, transparent, and efficient financial management.

|	1	2	3	4	5
R1		2	13	10	7
R2			7	8	5
R3		1	5	4	2
R4	1	4	11	15	9

3.7- Good practice in research. IAC promotes among the researchers the adoption of safe working practices for health and safety, and for them to be familiar with the current national legal requirements regarding data protection and confidentiality.

	1	2	3	4	5
R1	1		7	12	12
R2			1	8	11
R3		1	2	2	7
R4		5	6	12	17

3.8- Dissemination, exploitation of results. IAC supports researchers in the task of dissemination, exploitation, and communication of their research results.

	1	2	3	4	5
R1			7	12	13
R2		1	1	5	13
R3		1	1		10
R4		3	2	15	20
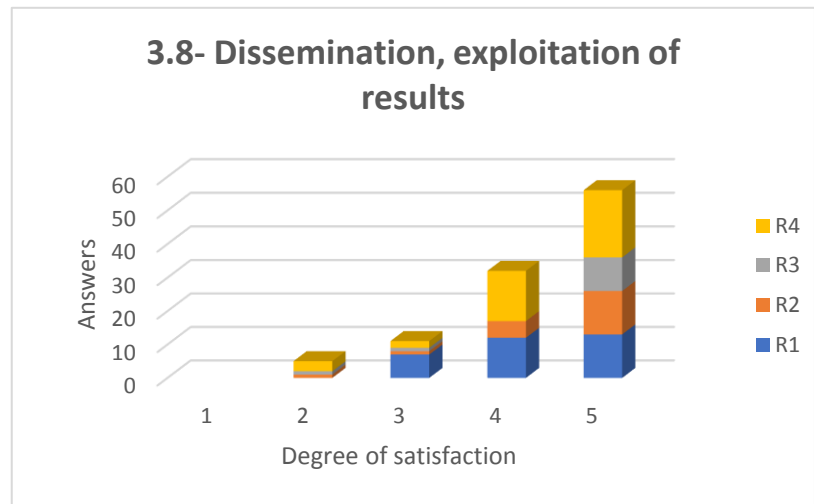
# SECTION 3. ETHICAL AND PROFESIONAL ASPECTS

4.1- Supervision. Early stage researchers have a structured and regular relationship with their supervisors (e.g. hold regular meetings, obtaining feedback by means of reports and seminars, work in accordance with agreed schedules, milestone)

	1	2	3	4	5
R1	2	3	7	11	9
R2		2	4	6	8
R3			4	5	3
R4	1	2	7	14	16
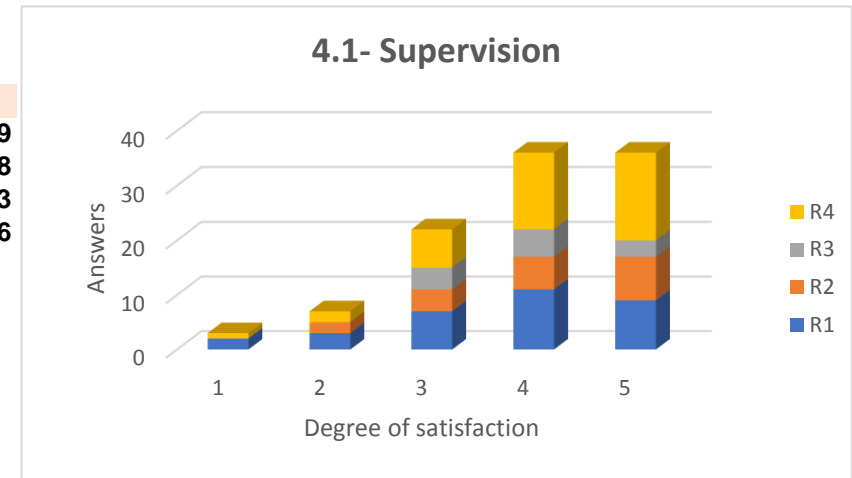
4.2- Supervision and managerial duties. Senior researchers build up a constructive and positive relationship with early-stage researchers, in order to set the conditions for an efficient transfer of knowledge, and for the successful development of the researchers' careers.
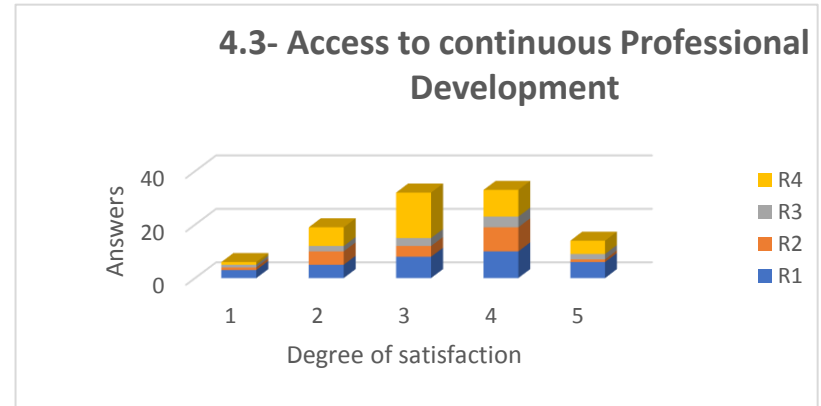
|	1	2	3	4	5
R1	4	3	7	8	10
R2			8	6	6
R3		1	5	4	2
R4		2	8	21	9
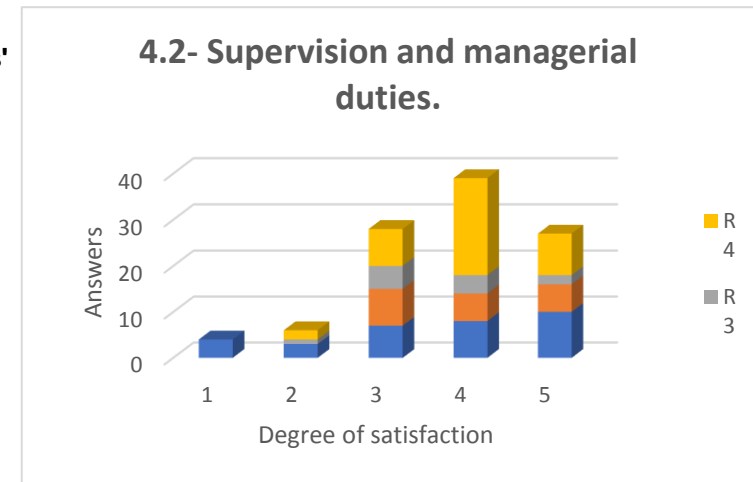
4.3- Access to continuous Professional Development. IAC ensures that all researchers at any stage of their career are given the opportunity for professional development, designing a specific career development strategy for researchers at all stages of career.

	1	2	3	4	5
R1	3	5	8	10	6
R2	1	5	4	9	1
R3	1	2	3	4	2
R4	1	7	17	10	5

4.3- Access to continuous Professional Development

4.4- Access to career advice. IAC offers career advice to researchers at all stages of their careers, including the availability of mentors providing guidance for personal and professional development.

|	1	2	3	4	5
R1	7	4	11	3	7
R2	1	3	7	7	2
R3	2	1	2	3	4
R4	2	8	12	12	6

4.4- Access to career advice
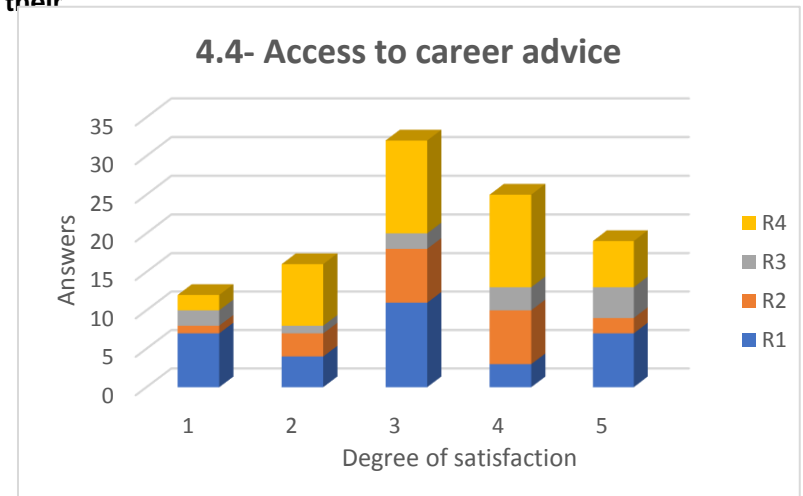
4.5- Evaluation/appraisal system. The IAC has introduced evaluation/appraisal systems for assessing the professional performance of all researchers on a regular basis, in a transparent manner by an independent committee (preferably international, in the case of senior researchers).

	1	2	3	4	5
R1	5	1	11	10	5
R2	2	6	6	5	1
R3		3	3	5	1
R4	7	11	13	6	3

4.5- Evaluation/appraisal system
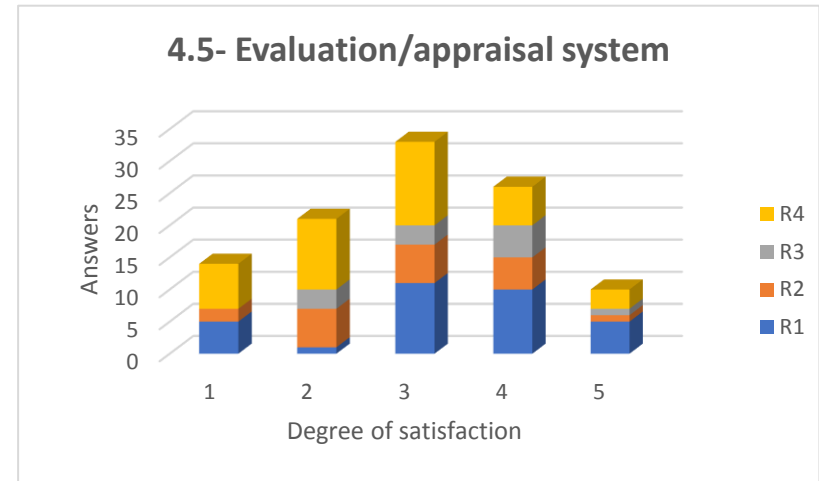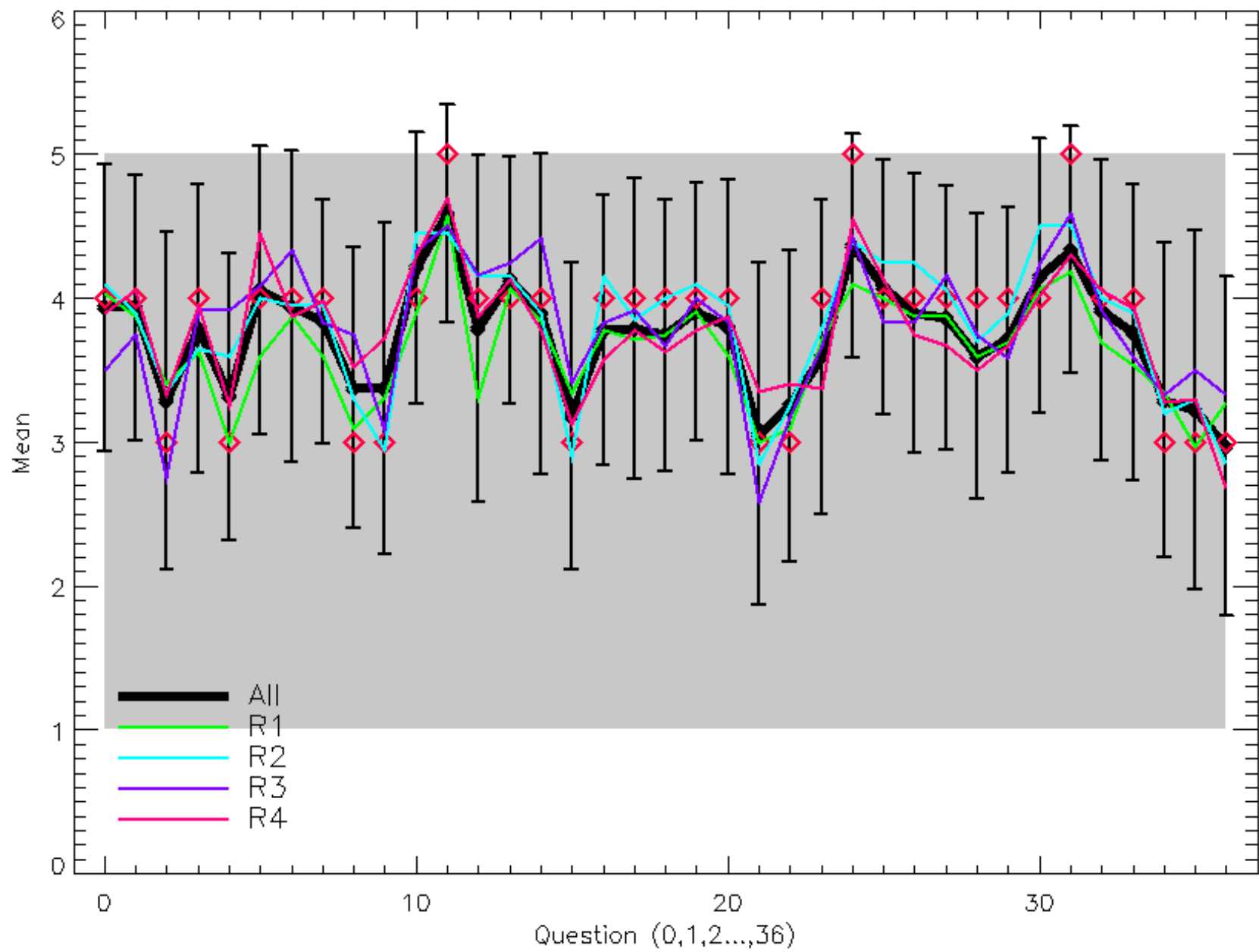
ANNEX V

BRAINSTORM SESSIONS MEMBERS

GROUP	MEMBERS	ROL	MAIL
R1	RUIGÓMEZ MOMEÑE, ALFONSO	CHAIR	
	PINNA, FRANCESCA	ARC 2015	fpinna@iac.es
	PRIETO ARRANZ, JORGE	FPI SO 2014	jparranz@iac.es
	TAIBI, SALVATORE	FPI2015	staibi@iac.es
R2	MARTÍN GÁLVEZ, ALEJANDRA	CHAIR	
	BARRENA DELGADO, RAFAEL	PD PN	rbarrena@iac.es
	MÉNDEZ ABREU, JAIRO	PD SO	jairo@iac.es
	MONELLI, MATTEO	AS OOCC	monelli@iac.es
	POIDEVIN, FREDERICK	PD MC	fpoidevin@iac.es
R3	BATTAGLIA, GIUSEPPINA	CHAIR	
	GARCÍA ROJAS, JORGE	ADV SO	jogarcia@iac.es
	DANNERBAUER, HELMUT	RYC2015	helmut@iac.es
	DE LEÓN CRUZ, JULIA	ADV SO	jmlc@iac.es
	DALLA VECCHIA, CLAUDIO	RYC2016	caius@iac.es
	SIMÓN DÍAZ, SERGIO	ADV SO	ssimon@iac.es
R4	ALLENDE PRIETO, CARLOS	CHAIR	
	GALLART GALLART, CARME	PO	gallart@iac.es
	KNAPEN, JOHAN	PO	jhk@iac.es
	MUÑOZ TUÑÓN, CASIANA	PO	cmt@iac.es
	RUBIÑO MARTÍN, JOSÉ ALBERTO	PO	jalberto@iac.es
SELECTION COMMITTEES	FERNÁNDEZ FUARROS, IRENE	CHAIR	
	ACOSTA PULIDO, JOSÉ ANTONIO	CE	jap@iac.es
	ARÉVALO MORALES, MARÍA JESÚS	CORENS	corens@iac,es
	ARMAS PADILLA, MOTSERRAT	CI	marmas@iac.es
	ASENSIO RAMOS, ANDRÉS	CI	aasensio@iac.es
	DALLA VECCHIA, CLAUDIO	CI	caius@iac.es
	ESTEBAN LÓPEZ, CÉSAR	CE	cel@iac.es
	FALCÓN BARROSO, JESÚS	CI	jfalcon@iac.es
	GALLART GALLART, CARME	CI	gallart@iac.es
	PALLÉ BAGO, ENRIC	CORINV	corinv@iac.es
	PÉREZ HERNÁNDEZ, FERNANDO	CE	fph@iac.es

TIME	DATE
9:00	20/06/2017
12:00	20/06/2017
10:30	20/06/2017
10:00	07/07/2017
10:00	26/06/2017