OTM-R CHECKLIST

	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)?	-/+	-+	-+		There is not a single document of CREAF OTM-R Policy. Currently, it is found scattered within a set of documents available on the webpage (e.g. transparency, protocols, etc.). A new action will compile the OTM-R relevant aspects included in these documents in a single one, which will summarize CREAF's OTM-R Policy. As other public administrations in Catalonia, CREAF has a Transparency Portal in which main details of its OTM-R policy are provided (http://www.creaf.cat/research-innovation-and-knowledge-transfer-terrestrial-ecology) Specific protocols of recruitment and selection are also included (www.creaf.cat/transparency/strategic-plans-annual-reports-and-otm-r-policy).
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	++	++	++		[OCT 2017] There is a set of specific protocols (www.creaf.cat/transparency/strategic-plans-annual-reports-and-otm-r-policy).
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	--	--	--		No. A training programme on OTM-R policy for the Management Team, administrative staff and principal investigators has been proposed as new action.
4. Do we make (sufficient) use of e-recruitment tools?	++	++	++		All the stages of the recruitment process are based on e-tools

					Web-based calls: EURAXESS and CREAF's webpage www.creaf.cat/work-with-us E-tools of the UAB also are regularly used for posting calls.
5. Do we have a quality control system for OTM-R in place?	+/-	+/-	+/-		There is not an unique specific control system (e.g. OTM-R Commission) but a set of complementary ones, including: Regular audit of administrative procedures by Public Administration (Board of Trustees) Periodic assessment of the CERCA institution (to which CREAF belongs) Specific procedures of recruitment protocols
6. Does our current OTM-R policy encourage external candidates to apply?	++	++	++		Ratio of applicants from outside the organisation in calls of two last years: **57%** It should be noted that CREAF is in a university hub (UAB) and MSc. students of the UAB have been considered as *inside* applicants.
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	+/-	+/-	+/-		Ratio of applicants from abroad in calls of the two last years: **8.5%** Specific actions are proposed in the current Strategic Plan of CREAF. It should be noted that comparatively low salaries in Spain often discourage high level candidates from abroad. Specific initiatives to overcome these constraints, such as a project proposal for the Severo Ochoa (Spanish Government) call, are being pursued.
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	+/-	+/-	+/-		Ratio of women in calls of the two last years: **46%** Recommendations for achieving gender balance are included in the Equality Plan and in the recruitment procedures (www.creaf.cat/transparency/strategic-plans-annual-reports-and-otm-r-policy). Gender policy will be strengthened in a new Equality plan
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	+/+	+/+	+/+		Ratio of applicants from outside the organisation in calls of the two last years: **57%** It should be noted that CREAF is in a university hub (UAB) and university students have been considered as *inside* applicants.

10. Do we have means to monitor whether the most suitable researchers apply?	--	--	--		Not considered because of lack of funding. A benchmarking of potential candidates for EU junior and senior researcher has been included in the *Severo Ochoa* proposal of CREAF (2017)
Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	++	++	++		Job adverts are regularly posted at • The CREAF webpage (for both local and international adverts, at least in local –Catalan and Spanish- languages; www.creaf.cat/work-with-us) • The EURAXESS webpage (international calls)
12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	+/-	+/-	+/-		Depending on case
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	+/-	+/-	+/-		25-33% of job averts (mostly regarding international projects and grants) are regularly posted on EURAXESS, Ratio of applicants from outside the organisation in calls of the two last years: **57%** Ratio of applicants from abroad in calls of the two last years: **8.5%**
14. Do we make use of other job advertising tools?	++	++	++		CREAF's webpage has a specific job advert section (www.creaf.cat/work-with-us)
15. Do we keep the administrative burden to a minimum for the candidate?	++	++	++		Yes. Totally. CREAF admits transmission of supporting documents by electronic means, via e-mail.
Selection and evaluation phase					
16. Do we have clear rules governing the appointment of selection committees?		+/-	+/-		General rules have been included in specific protocols recently set up (www.creaf.cat/transparency/strategic-plans-annual-reports-and-otm-r-policy).
17. Do we have clear rules concerning the composition of selection committees?		+/-	+/-		General rules have been included in specific protocols recently set up (www.creaf.cat/transparency/strategic-plans-annual-reports-and-otm-r-policy).
18. Are the committees sufficiently gender-balanced?		-/+	-/+		Committees are not yet gender-balanced because of the comparatively low number of women in R3 and R4 research categories A specific equality plan is aimed at increasing gender balance in research staff and, to extent possible, in selection committees.
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?			++		Selection guides are included in specific protocols recently set up and available on the CREAF's web (www.creaf.cat/transparency/strategic-plans-annual-reports-and-otm-r-policy).

Appointment phase					
20. Do we inform all applicants at the end of the selection process?		++			Personally, to each candidate, via e-mail from Direction
21. Do we provide adequate feedback to interviewees?		++			Via e-mail from Direction
22. Do we have an appropriate complaints mechanism in place?		++			Supported by Public Administration rules. Also, the centre accounts for a set of complain mechanisms for different purposes: General mechanisms for CREAF's staff • CREAF's Union • Psycho-social risk protocols Complaint mechanisms on recruitment processes (www.creaf.cat/transparency/strategic-plans-annual-reports-and-otm-r-policy). Complaint mechanisms for the public in general contacte@creaf.uab.cat; http://www.creaf.cat/research-innovation-and-knowledge-transfer-terrestrial-ecology/access-public-information There have been no complaints in the last 2 years
Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?	--	--	--		Not yet. We are preparing a website with basic result indicators of OTM-R policy at CREAF (New proposed action)