

# **OTM-R Policy (Open, Transparent and Merit-based Recruitment)**

**June 2025**

## INTRODUCTION

The International Centre for Numerical Methods in Engineering (CIMNE) joined the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers (Charter & Code) in 2013.

Open, transparent, and merit-based recruitment, referred to as the OTM-R policy, is one of the pillars of the European Union's Charter & Code, and it is also a core component of CIMNE's Human Resources Strategy.

In 2015, CIMNE was awarded the "HR Excellence in Research" label, which recognizes compliance with the principles established by the European Commission aimed at continuous improvement in recruitment, training, and talent acquisition, among other areas.



HR EXCELLENCE IN RESEARCH

To ensure compliance with these principles, the following procedure is established:

### A. ADVERTISING AND TRANSPARENCY

All employment at CIMNE must be accessed through an open job call. CIMNE will publish all its job openings on its institutional website. Additionally, research staff vacancies may also be posted on the EURAXESS JOBS platform. Optionally, vacancies may also be posted on the "Feina Activa" portal of the Government of Catalonia and, where appropriate, on other regional or international platforms. In addition to these, the Centre may use any other means it considers appropriate to increase visibility.

The job posting will include the requirements and evaluation criteria to be used by the selection committee. Selection procedures may include tests on theoretical and practical knowledge, professional aptitude questionnaires, interviews, or other methods that objectively help determine the suitability and qualifications of candidates for the position in question.

### B. STAFF RECRUITMENT CALLS

The department where the vacancy arises must submit a request to the CIMNE People Department, which will initiate the approval process with the General Management and/or the appropriate managerial unit. The process file must include a credit sufficiency certificate signed by the entity's Financial Management and/or the

relevant unit.

The calls will be published by the CIMNE People and Communications Department and must include the following information:

1. Total number of positions available.
2. Professional category and specialization, if applicable.
3. Job duties.
4. Location and workplace.
5. Requirements for applicants, including the required level of Catalan (for support staff) and, where applicable, foreign language skills.
6. Application submission deadline (minimum of 5 working days).
7. Selection process (tests and criteria to be evaluated).
8. Evaluation system (scoring criteria and accreditation methods).

#### Evaluation criteria:

- i. **Academic Qualifications**  
Only qualifications relevant to the role will be considered, as specified in the call. Lower-level degrees necessary to obtain the required degree will not be considered.
- ii. **Training and Continuing Education**  
Only training directly related to the duties of the position will be evaluated, based on duration, difficulty, curriculum, and whether it included evaluation.
- iii. **Professional Experience**  
Experience in similar roles or categories will be assessed, based on relevance and similarity to the open position. CIMNE may verify the authenticity of the experience and merits claimed; any falsification will lead to automatic exclusion.
- iv. **Catalan Language Proficiency**  
This will be accredited with official certificates or through a test as per applicable regulations. For international research calls, Catalan knowledge may be optional but will still be considered a merit.
- v. **Knowledge of Other Languages (if applicable)**  
If relevant to the role, knowledge of other languages may be evaluated using official certificates or through testing.
- vi. **Selection Tests / Interviews**  
Where appropriate, selection tests may be held, including eliminatory tests and interviews with the most suitable candidates.

**Each of these six criteria may have different weightings depending on the role. All criteria and their weightings must appear in the job call. No merit may be evaluated if it was not explicitly stated in the call.**

In accordance with Article 24 of the Workers' Statute, for internal promotions, seniority at CIMNE will be valued as a merit. However, all internal applicants must still meet the job requirements.

#### STAFF RECRUITMENT FOR PROJECTS FUNDED BY EXTERNAL BODIES

CIMNE regularly participates in research projects funded by public and private organizations at the Catalan, Spanish, European, or international levels.

In such cases, the selection process specified in the project's own call rules will apply. If not specified, this OTM-R policy will be applied as a supplement.

## **STAFF RECRUITMENT COMMITTEE**

For each call, the General Management and/or managerial unit will appoint a staff selection committee composed of an odd number of members (excluding the alternate), representing different CIMNE departments. The committee will be collegiate, impartial, and professional, with gender balance promoted. The committee will include a Chair, a Secretary, one member, and one alternate. All committee members must sign a declaration of no conflict of interest regarding the candidates.

At the discretion of management, a standing or position-specific technical selection body may be appointed, and external advisors may be consulted. Such advisors may assist the committee but will not have voting rights and must also sign a conflict-of-interest declaration.

For valid committee constitution, the presence of the Chair, Secretary, and at least one member is required. Committee members act in a personal capacity and not on behalf of any third party.

All committee members have voice and vote. Decisions are made by simple majority.

Committee operations shall follow the regulations outlined in Section 3, Chapter II, Preliminary Title of Law 40/2015, of October 1.

## **PROCESS DEVELOPMENT**

1. The relevant department identifies a vacancy and submits a proposal with conditions, requirements, and merits.
2. The People Department informs General Management and the Project Director to confirm the need and funding eligibility. Financial Management verifies available budget.
3. General Management appoints the selection committee: Chair, Secretary, one member, and one alternate (Secretary must be from the People Department).
4. The call is published on CIMNE's website and relevant platforms.
5. After the deadline, the People Department shares applications with the committee.
6. All committee members submit signed declarations of no conflict of interest.
7. The committee reviews applications and prepares a list of accepted and rejected candidates, signed by the Chair and Secretary, and publishes it on the website.
8. Accepted candidates may be invited to selection tests or interviews.
9. An evaluation report and hiring proposal are issued, signed by the Chair and Secretary.
10. The committee may request additional documentation, clarification, or external advice before final approval.
11. Management submits the final hiring proposal to the Director for approval and publication.
12. Until contracts are signed and candidates begin work, no economic compensation will be granted.

The contract start date indicated in the call is indicative and may vary (e.g., due to work permit processing). Typically, contracts begin on the 1st or 16th of each month whenever possible.

## **JOB RESERVATIONS FOR PEOPLE WITH DISABILITIES**

According to Decree 86/2015, of June 2, and Royal Decree 407/2015, of May 24, CIMNE will reserve 2% of its positions for persons with certified disabilities, depending on staff evolution.

## **INTERPRETATION AND SUPPLEMENTARY PROVISIONS**

This policy shall be interpreted in accordance with the EBEP, the Legislative Decree 1/1997 of October 31 (regarding public employment in Catalonia), the Spanish Science Law, the Workers' Statute, and other applicable laws related to CERCA centres of the Government of Catalonia.



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