

OTM-R Checklist

Case number: 2021IT599284

Name Organisation under review: National Institute of Oceanography and Applied Geophysics - OGS

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Date endorsement charter and code: 2005

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**. Details on the indicators and the form of measurement used are given 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 compared to the effort that has been made 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 their 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)
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 completely	In English https://www.ogs.it/en/human-resource-strategy-researchers-hrs4r In Italian https://www.ogs.it/it/persone/Human-Resource-Strategy

Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	Yes substantially	The recruitment of all categories of researchers is currently governed by internal regulations which ensure that the procedures for the recruitment and career progression of researchers are open, transparent and meritocratic. All internal regulations on the matter are published on the website and on the Intranet of the Institute in Italian.
Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	Yes completely	The administrative staff of the offices dedicated to both recruitment and selection procedures and personnel recruitment and management are adequately trained and periodically updated on regulations, technical and IT aspects and are familiar with the HRS4R of the OGS. The first provides the selection boards with clear instructions for carrying out the selection procedures (reference legislation, forms, documents explaining the procedural steps, etc.), as well as continuous advice during the entire procedure. The second provides the people hired with all the necessary information and indications to find the regulations and procedures to fulfill the required activities.
Do we make (sufficient) use of e-recruitment tools?	x	x	...	Yes completely	The procedures are fully computerized, including the meetings and work of the commissions, which can also take place electronically on the basis of internal regulations.
Do we have a quality control system for OTM-R in place?	x	x	x	Yes substantially	OGS uses a control system for recruitment based on: evaluation of the quality and transparency of all types of positions offered according to the needs of scientific personnel; internal control system to verify compliance with the OTM-R criteria established by Italian legislation and internal regulations.
Does our current OTM-R policy encourage external candidates to apply?	x	x	x	Yes completely	OGS guarantees that access to researcher and technologist profiles always takes place through a public selection open to external candidates and which is given the maximum

					possible publicity, with the possibility of reserving a minority quota of places for internal personnel with specific qualifications and professional experience.
Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	Yes completely	OGS invites foreign citizens to participate in the tenders by publishing the notices on its website, on Euraxess and through social networks (Linkedin in particular). The notices always include the information required of foreign citizens to be able to participate and the email contact of the office responsible for providing information, also in English.
Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	Yes completely	Recruitment rules are carefully designed to avoid gender, nationality or other discrimination and to ensure equal access and treatment for everyone.
Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	Yes substantially	OGS guarantees attractive working conditions for its researchers by providing them with access to research funds, technical and professional resources (libraries and electronic resources, training) and safe working conditions with a good trade-off between work and personal time. OGS monitors the perception of organizational well-being, quality and occupational safety through periodic surveys and undertakes to constantly improve working conditions in order to be an attractive institution.
Do we have means to monitor whether the most suitable researchers apply?	Yes substantially	The competition and selection calls provide for specific technical-scientific requirements for participation. Therefore, the evaluations carried out by the selection board identify the most suitable candidates.
Advertising and application phase					
Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x	...	Yes substantially	All notices and related forms are published according to standard models and with English versions.
Do we include in the job advertisement references/links to all the elements foreseen in	x	x	...	Yes substantially	All relevant elements of the OTM-R are included in the tender. Actions are foreseen

the relevant section of the toolkit?					which will lead to a further improvement of the clarity and transparency of the information of the recruitment procedures.
Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x	...	Yes completely	All job advertisements are published on the Euraxess portal.
Do we make use of other job advertising tools?	x	x	...	Yes completely	The competition and selections calls are published on the national INPA portal (https://www.inpa.gov.it/), on the OGS website, on Euraxess and are advertised on the main social networks.
Do we keep the administrative burden to a minimum for the candidate?	x	Yes completely	The documentation requested from candidates is strictly limited to what is actually necessary for a fair, transparent and meritocratic selection. In accordance with national legislation, OGS allows candidates to use self-certification for most of the required documentation. Application forms, as well as all required documents, must be submitted electronically only. Furthermore, OGS does not require financial contributions to participate in the selections.
Selection and evaluation phase					
Do we have clear rules governing the appointment of selection committees?	...	x	x	Yes completely	The appointment of Selection Commissions is compulsorily governed not only by national laws but also by internal regulations to guarantee open, meritocratic and transparent recruitment. The requisites that must be possessed by each member of the Selection Commissions are expressly provided for and described in the internal regulations.
Do we have clear rules concerning the composition of selection committees?	...	x	x	Yes completely	The criteria for appointing Selection Boards take into account the need to ensure that members have the experience and expertise necessary to evaluate candidates. International experts may also be involved in the judging committees, especially when their expertise is necessary to evaluate the candidates' specific knowledge or when the evaluation must be carried out in a language other than Italian. In any case, even the internal components are fluent in written

					and spoken English. The competent administrative offices verify that each member of the Commissions possesses the requisites, including scientific ones, of adequate experience and competence to evaluate the candidates. Furthermore, each member of the Selection Commissions must to provide a declaration certifying that there are no causes of incompatibility (family ties and/or conflict of interest) between them and the candidates. The Commission remains the same throughout the selection procedure or competition and undertakes to complete the procedure within a maximum deadline which is published for everyone on the website
Are the committees sufficiently gender-balanced?	...	x	x	Yes completely	Gender balance is always duly considered in the composition of commissions which always include members of different genders.
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 completely	The internal regulations and the competition procedures of OGS provide the general evaluation criteria with which the Selection Commissions must comply. These criteria take into account the candidates' knowledge and experience and their growth potential also in relation to the type of procedure (young or senior researchers). The notices of competition contain a broad description of the knowledge and skills required. Before the announcement is published, it is verified that the needed requirements are not so specific that the qualities required, while maintaining a scientifically adequate profile, are not such as to discourage potential candidates.
Appointment phase					
Do we inform all applicants at the end of the selection process	x	Yes completely	The dates for carrying out all the tests are published on the site and always ensure a minimum number of days' notice.

					The intermediate and final results are communicated and made available to applicants through the OGS website. Scores and evaluations are displayed in detail for each evaluation criterion and each test performed. The criteria used in the work of the Commission are also published.
Do we provide adequate feedback to interviewees?	x	Yes completely	Candidates can ask the competent offices to view their score and/or evaluation comments, as well as exercise their right of access to the documents and view all the documentation relating to the procedure, including the marks and/or evaluation comments received from the other candidates.
Do we have an appropriate complaints mechanism in place?	x	Yes completely	The procedures for accessing the documents and appealing against the Commission's decision are contained in each notice of competition. All the information, contacts and necessary forms are also provided.
Overall assessment					
Do we have a system in place to assess whether OTM-R delivers on its objectives?	Yes substantially	An internal assessment of the OTM-R objectives is carried out every year in the context of the Strategic Plan and the Planning of personnel needs, with the support of the Scientific Committee.