

OTM-R CHECKLIST 2018-2021 - LNEG (March 2021 V2)

OTM-R CHECKLIST FOR INSTITUTIONS					
OTM-R SYSTEM	OPEN	TRANSPARENT	MERIT-BASED	ANSWER	SUGGESTED INDICATORS (OR FORM OF MEASUREMENT)
1. Have we published a version of our OTM-R policy online (in the national language and in English)?	X	X	X	Yes	Our OTM-R policy is available at LNEG website https://www.lneg.pt/en/european-charter-for-researchers-code-of-conduct-for-the-recruitment-of-researchers/
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	X	X	X	Yes	Hiring of researchers is in accordance with Decrees Law 124/99 (Researcher Career), 55/2013 (Scientific employment), 57/2016 (PhD contracts) and law 40/2004 (Fellowship Statutes). The recruitment of fellows and PhD researchers follows the guidance available online in Portuguese and in English in FCT (Fundação para Ciência e Tecnologia) (http://www.fct.pt/apoios/bolsas/docs/RegulamentoBolsasFCT.pdf ; http://www.fct.pt/apoios/bolsas/docs/RegulationFellowships.pdf).
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	X	X	X	Yes	There is a clear concern in the Institution to ensure an OTM Recruitment of Researchers and a dissemination action on principles and practices in the open, transparent and merit based recruitment was held in January 2021.
4. Do we make (sufficient) use of e-recruitment tools?	X	X	X	Yes	All steps of recruitment are available using e-tools: Colaboração » LNEG – Laboratório Nacional de Energia e Geologia

					Collaboration » LNEG – Laboratório Nacional de Energia e Geologia
5. Do we have a quality control system for OTM-R in place?	X	X	X	No	Hiring of researchers is in accordance with Decrees Law 124/99 (Researcher Career), 55/2013 (Scientific employment), 57/2016 (PhD contracts) and law 40/2004 (Fellowship Statutes). The recruitment of fellows and PhD researchers follows the guidance available online in Portuguese and in English in FCT (Fundação para Ciência e Tecnologia) (http://www.fct.pt/apoios/bolsas/docs/RegulamentoBolsasFCT.pdf ; http://www.fct.pt/apoios/bolsas/docs/RegulationFellowships.pdf).
6. Does our current OTM-R policy encourage external candidates to apply?	X	X	X	Yes	Candidates are from outside the Institution, monitored by HR department
7. Is our current OTM-R policy in line with policies to attract researchers from abroad	X	X	X	Yes	This is an increasing tendency and is required by national policies regulated by FCT. http://www.fct.pt/apoios/bolsas/docs/RegulationFellowships.pdf
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	X	X	X	Yes	Our recruitment policy made no distinction between European candidates from inside and outside the EU and are gender-balanced
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	X	X	X	Yes partially	Our Institution is represented in several international and networks organizations (EERA, EGS, ESEIA, IEA, COPERNICUS) with joint programs that promote and assure technical, technological and scientific orientation. We disseminate opportunities within international network.

10. Do we have means to monitor whether the most suitable researchers apply?				No	The advertising of the profile of the researchers in national and international websites guarantees that the information is spread to a wide diversity of researchers including the most suitable. The choice of the researcher is based on the suitability of the candidates CV. It is not foreseen any other mechanism to monitor the suitability of the candidates.
Advertising and application phase					
11. Do we have guidelines or templates (e.g. EURAXESS) for advertising positions?	X	X	X	Yes	e.g. Colaboração » LNEG – Laboratório Nacional de Energia e Geologia Collaboration » LNEG – Laboratório Nacional de Energia e Geologia
12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	X	X	X	Yes	Colaboração » LNEG – Laboratório Nacional de Energia e Geologia Collaboration » LNEG – Laboratório Nacional de Energia e Geologia
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	X	X	X	Yes	Within the Euraxess Website, advertising is ensured in the Portuguese Portal for Research Employment Era Careers
14. Do we make use of other job advertising tools?	X	X	X	Yes	The Institution uses era careers portal to ensure advertising. e.g. www.eracareers.pt , www.dre.pt www.bep.gov.pt .
15. Do we keep the administrative burden to a minimum for the candidate?	X	X	X	Yes	Electronic application
Selection and Evaluation Phase					

16. Do we have clear rules governing the appointment of selection committees?	X	X	X	Yes partially	Selection committees appointment is made by the institution administration board and is clearly stated in the advertising
17. Do we have clear rules concerning the composition of selection committees?	X	X	X	Yes partially	Selection committees composition is adequate to the researchers for the relevant scientific area
18. Are the committees sufficiently gender-balanced?	X	X	X	Yes	This rule is observed when it is possible depending on the availability of the relevant scientific area
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	X	Yes	The advertising states clearly the way to evaluate the candidate in accordance with a merit-weighting formula. e.g. Colaboração » LNEG – Laboratório Nacional de Energia e Geologia Collaboration » LNEG – Laboratório Nacional de Energia e Geologia
Appointment phase					
20. Do we inform all applicants at the end of the selection process?	X	X	X	Yes	All applicants are informed on the committee decisions. e.g. “Form of disclosure / notification of results: The candidates will be notified by e-mail of the application reception and selection panel decision. Therefore, during the selection period the candidates should check their e-mail daily. The final selection results will be also published in LNEG Alfragide Campus, Estrada da Portela – Zambujal – Alfragide, Portugal”.
21. Do we provide adequate feedback to the interviewees?	X	X	X	Yes	Feedback is given by <i>e-mail</i>
22. Do we have an appropriate complaints mechanism in place?	X	X	X	Yes	Complaints mechanism is established in: http://www.fct.pt/apoios/bolsas/docs/RegulationFellowships.pdf : ARTICLE 18. RELEASE OF RESULTS 1. The evaluation results are released as indicated in the notice of the call, up to 90

					working days after the deadline for submission of applications. 2. If the decision on awarding the fellowship applied for is unfavorable, applicants have a period of 10 working days, as of the above-mentioned release, to submit their comments by means of a previously scheduled appeals process, under the terms established in the Administrative Procedure Code, if they so wish. 3. In relation to the final decision referred to in the previous number, an appeal may be lodged with the highest body of the funding entity within 15 working days after the relevant notification
Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?	X	X	X	Yes partially	Our OTM-R policy and the above mentioned procedures assure the accomplishment of an open, transparent and merit-based recruitment