Process Description

Case number: **2022ES865532**
Name Organization under review: **CENTRO NACIONAL DE INVESTIGACION SOBRE LA EVOLUCION HUMANA, CENIEH**
Organization's contact details**:** **Carmen Gutiérrez** (rrhh@cenieh.es / carmen.gutierrez@cenieh.es)
Date endorsement charter and code: **29/11/2022**

Process

The HRS4R process must engage all management departments directly or indirectly responsible for researchers' HR-issues. These will typically include the Vice-Rector for Research, the Head of Personnel, and other administrative staff members. In addition, the HRS4R strategy must consult its stakeholders and involve a representative community of researchers ranging from R1 to R4, as well as appoint a Committee overseeing the process and a Working Group responsible for implementing the process.

Please provide the name, the position and the management line/ department of the persons who are directly or indirectly engaged in the HRS4R process in your organisation:

Name	Position	Steering Committee	Working Group	Management line/ Department
MARIA MARTINON	DIRECTOR	No	No	Direction
CARLOS DE QUEVEDO	MANAGING DIRECTOR	No	Si	Management Area
CARMEN GUTIERREZ	HHRR MANAGER	No	Si	Management Area
NOHEMI SALA	SENIOR RESEARCHER (R4)	No	Si	Research Area
MICHAEL TOFFOLO	RESEARCHER (R3)	No	Si	Research Area
BELEN NOTARIO	LABORATORY TECHNICIAN	No	Si	Technical Area
FERNANDO JIMENEZ	LABORATORY TECHNICIAN	No	Si	Technical Area

Note: You may add new management departments if needed.

Your organisation must consult its stakeholders and involve a representative community of researchers ranging from R1 to R4, as well as appoint a Committee overseeing the process and a Working Group responsible for the implementation of the HRS4R process.

Provide information on how the researchers groups were involved in the GAP-analysis:

Stakeholder group	Consultation format	Contributions
Predoctoral Researcher (R1)	Survey	An online survey was used to gather knowledge and perception of the Charter and Codes Principles among all the staff, included R1.
	Working group	The WG is composed of 6 members, to represent the 3 functions Areas existing at the CENIEH (Research Area (one R3 and one R4), Technical Area and Management Area) with 2 members of each one.
Postdoctoral Researchers (R2)	Survey	An online survey was used to gather knowledge and perception of the Charter and Codes Principles among all the staff, included R2.
	Working group	Same as before
Researchers (R3)	Survey	An online survey was used to gather knowledge and perception of the Charter and Codes Principles among all the staff, included R3.
	Working group	Same as before
Senior Researchers & Research Professors (R4)	Survey	An online survey was used to gather knowledge and perception of the Charter and Codes Principles among all the staff, included R4.
	Working group	Same as before
Technical Area	Survey	An online survey was used to gather knowledge and perception of the Charter and Codes Principles among all the staff, included Technical Area
	Working group	Same as before
Management Area	Survey	An online survey was used to gather knowledge and perception of the Charter and Codes Principles among all the staff, included Management Area.
	Working group	Same as before

Note: You may add new stakeholder groups if needed.

Please describe how the Committee overseeing the process was appointed and how it worked (meetings, decisions, etc.):

On November 16th 2022, the Director of the CENIEH, Dra. María Martinón Torres, signed the letter with the declaration of endorsement 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.

CENIEH is a small centre, with **72 workers at 1ˢᵗ March 2023,** and it is a <u>Unique Scientific & Technical Infrastructure</u> (what it is called "ICTS"), including 3 Functional Areas:

- Research Area (*26 researches*),
- Technical Area (*28 technicians*)
- Management Area (*18 staff*).

As <u>Unique Scientific & Technical Infrastructure</u>, its laboratories, multi-purpose rooms, open spaces and work areas have all been equipped to ensure that research into Human Evolution in Burgos is a global point of reference, a goal that has been achieved thanks to the attraction of talent, the holding of international scientific conferences and meetings and the application of innovative techniques, <u>not only for fundamental research, but also to provide services to the scientific and business community</u>.

Consequently, CENIEH ratifies the European Commission's Guidelines for Access to Scientific Infrastructures from March 2016 (<u>European Charter for Access to Research Infrastructures</u>).

Regarding its nature, the number of workers of each functional area, and the fact that **almost the 48% of the contracts are temporary** which implies a **high turnover**, Direction decided that the implementation of the HR4SR involves and applies to the 3 Functional Areas, **all CENIEH**, as the Research Area has not enough critical and stable mass**.** Consequently, there is no Steering Committee at this initial phase, and its Director, Dra María Martinón Torres, has assumed the role of promoting and monitoring the process and validating the final documents.

On November 22th 2022, the Director appointed a Working Group to represent the 3 functional Areas existing at the CENIEH (Research Area, Technical Area and Management Area) with 2 members of each one, to lead and implement the process and to manage the communication with EC authorities. The Working Group has been responsible for the preparation of the internal survey, the Gap Analysis & Action Plan and for the analysis of OTM-R checklist, and they have participated and followed up the implementation process.

It is composed of 6 people:

WORKING GROUP	AREA	POST	GENDER
1 D. Carlos de Quevedo	Management	Managing Director	M
2 Dª Carmen Gutiérrez	Management	HR Manager	F
3 Dr. Nohemi Sala	Research	Researcher R4	F
4 Dr. Michael Toffolo	Research	Researcher R3	M
5 Dr. Belen Notario	Technical	Laboratory Technician	F
6 Dr. Fernando Jiménez	Technical	Laboratory Technician	M

The Schedule has been as follows:

TASK	DEADLINE
1. Letter of Commitment signed by Director	November 16th 2022
2. Appointment of Working Group (WG) by Director	November 22th 2022
3. Confirmation Endorsement Letter by EC	November 29th 2022
4. Constitution Working Group (WG)	December 1st 2022
5. Euraxess Info Day (Internal Presentation)	March 13th 2023
6. Internal survey to all staff	From 13th March to April 30th 2023
7. Gap analysis	During June, July and August 2023
8. Action Plan	September 2023
9. Action Plan in Euraxess	November 2023
10. Info Day and Communication Plan	December 2023 / January 2024

Please describe how the Working Group doing the Gap Analysis was appointed:

CENIEH is a Unique Scientific & Technical Infrastructure, distributed in 3 Functional Areas: Research Area, Technical Area and Management Area, with **72 workers at 1st March 2023**, with **26 researchers, 28 technicians and 18 management staff.**

As explained above, the aim of this project is to adhere, develop, and implement the 40 principles of the "European Charter for Researchers" and the "Code of conduct for the recruitment of researchers" at an institutional level. Therefore, it will apply and involve all workers of the 3 Areas.

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

The questionnaire was based on the gap analysis template provided by the EC and was designed to assess knowledge and perceptions of the 40 principles. The survey gave optionally the opportunity to write down comments or propose realistic actions in each answer. The survey was written and it was offered in Spanish and English. An online platform was used for the survey (LymeSurvey).

On March 13th, 2023, HR Manager, as member of WG, made a presentation for all the staff at the CENIEH of the working plan and the on-line survey (Annex I), and from that day, the survey was open to all of them:

	01/03/2023	**Male**	**Female**
1. Research Area (R)	**26**	16	10
R1 Predoctoral Researchers	5	2	3
R2 Postdoctoral Researchers	5	3	2
R3 Researchers	6	4	2
R4 Senior Researchers & Research Professors	10	7	3
2. Technical Area (T)	**28**	12	16
3. Management Area (M)	**18**	5	13
TOTAL PERSONNEL	**72**	**33**	**39**
		46%	**54%**

The on-line survey was answered by **63 participants of a total of 72 workers at 01/03/2023,** which represents **88%** of the total personnel, distributed as follows:
- R1: 80% of the total R1
- R2: 100% of the total R2
- R3: 100% of the total R3
- R4: 100% of the total R4
- Tech: 93% of the total Technical Area

- Man: 67% of the total Management Area

FUNCTION AREAS	Nº Participants	Personnel 01/03/2023	% Participation
1. RESEARCH (R):	25	26	96%
R1 Predoctoral Researchers	4	5	80%
R2 Postdoctoral researchers	5	5	100%
R3 Researchers	6	6	100%
R4 Senior Researchers & Researcher Professors	10	10	100%
2. TECHNICAL (T)	26	28	93%
3. MANAGEMENT (M)	12	18	67%
TOTAL	63	72	88%

After the deadline of the on-line survey, the Working Group collated the answers and comments through several and regular (weekly) meetings with the following objectives:

1) Gather the results and comments of the survey as the starting point of discussion, and reach consensus about the conclusions regarding each Area/Principle.
2) Contribute feedback and perceptions from the different areas.
3) Produce a draft of the Gap Analysis with the previous information, with identification of relevant legislation, current HR policies and initial assessment of the degree of completion of each Principle and OTM R Check list.
4) Draft the Action Plan for the implementation of the HRS4R at the CENIEH reaching consensus about the priorities to be included in it.
5) Transfer all the information and the final documents to the Director for her approval, in order to be sent to the European Commission.