

Governance Model nanoGUNE

February 2024



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Introduction

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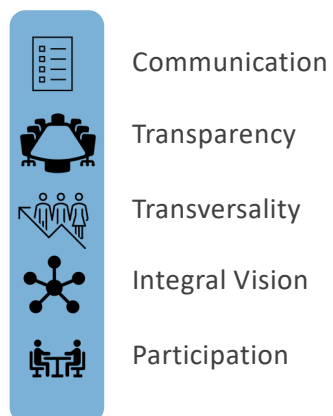


CIC nanoGUNE

NanoGUNE is a Basque nanoscience Cooperative Research Center officially inaugurated in 2009 with the mission of performing world-class nanoscience research for the competitive growth of the Basque Country. The center is now focusing on three main strategic areas, which are: Quantum Nanoscience, Nanomaterials, and Nanomedicine.

Governance model

Our governance model is aimed at providing the center with the necessary tools to properly manage and optimize its activity. With this objective in mind, our governance model is based on the following criteria:

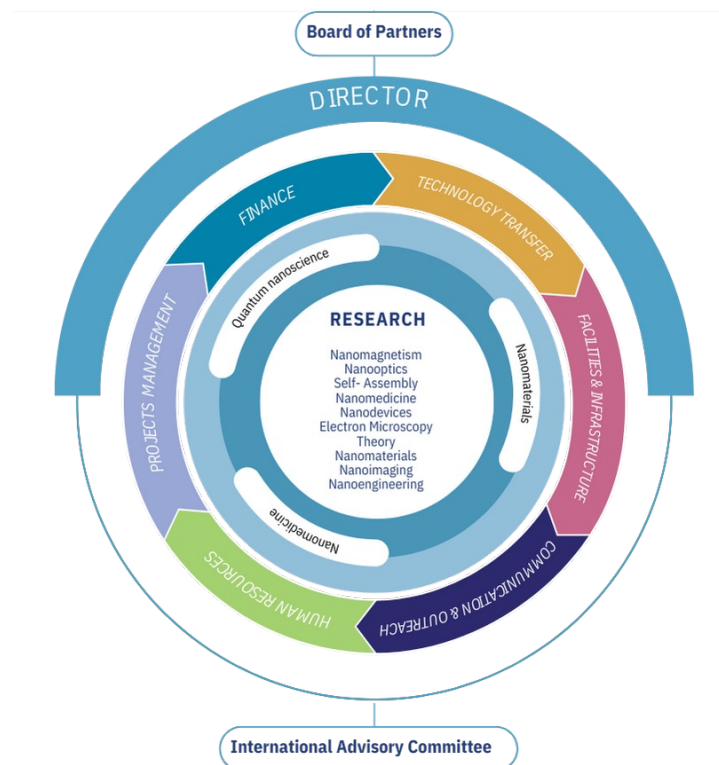


Organization and Internal Operation

Organization and Internal Operation



The center is organized along the lines displayed in the chart below.:



Charter & Code Committee

Charter & Code Committee



Charter & Code Committee

The **Charter & Code (C&C) Committee** represents a management body created to manage and oversee the implementation of the Charter & Code principles of the HRS4R Model.

Composition

Members of the C&C Committee are:

- Miren Alberdi - HR Director
- Laura Benedetti – HR Assistant
- Yurdana Castelruiz - Projects Manager
- Iker Herrero – Pre-doctoral Researcher
- Itziar Otegui - Coordinator of the Gender-Equality Plan
- Javier Plou – Post-doctoral Researcher
- Paolo Vavassori – Senior Scientist

The C&C Committee, in accordance with the topics included in the Agenda, may count on the presence of other individuals who would participate with voice but without a vote.

Content

The **C&C Committee** may address any aspect that, due to its importance, directly and/or at the request of any of its members, deems necessary and/or convenient to be included in the Agenda.

Regardless of this, the **C&C Committee** meetings will have a scope and content to be specified as follows:

- Evaluate the progress of the implementation of the measures established in the HRS4R process.
- Approve the OTMR policy and checklist.
- Approve the new Action Plan resulting from the implementation of HRS4R.
- Decide and approve any other matter related to the HRS4R certification.

Frequency

The **C&C Committee, from the beginning and during the implementation of the HRS4R certificate**, will have, at least, a bimonthly periodicity. Subsequently, once the HRS4R certification is obtained, it will have an **annual periodicity**.

Anyhow, the **C&C Committee** may be convened on an extraordinary basis, whenever it is necessary.

Organization and Internal Operation

All members, regardless of the role assigned to them in the Committee, shall have the same rights and obligations and must fully observe the internal rules approved for its normal functioning.

One of the members of the Committee shall act as Secretary, with the following functions and responsibilities:

- Prepare the Committee's Agenda. For this purpose, (s)he shall request from the other members of the Committee or from the Recruitment, Selection, and Development Committee those matters that, in their opinion, should be included in the Agenda.
- Collect, prepare, and send to the Committee members the necessary information to ensure that everyone knows and/or can know sufficiently in advance the issues to be discussed at the Committee. It is important to define a common structure for this information, so that all members can be informed of the issues to be discussed in a summarized and concise manner.
- Set the date for the meetings and issue the corresponding notices to the members of the Committee.
- Ensure that the agenda included in the corresponding notice of meeting is followed in due time and form.
- Take and keep minutes of the commitments acquired and approved in the Committee, so they can be strictly controlled and followed up. In these cases, it is important to specify aspects such as: the person(s) responsible for executing the approved agreements and the deadline for their execution.

Recruitment, Selection, and Development Committee

Recruitment, Selection and Development Committee

The **Recruitment, Selection, and Development Committee** is a **management body** created to manage, supervise, and monitor the implementation of the measures established for recruitment, selection, and development as part of the HRS4R certification process.

Composition

The Recruitment, Selection, and Development Committee is formed by:

- Miren Alberdi - HR Director
- Laura Benedetti – HR Assistant
- 2 researchers

The Recruitment, Selection, and Development Committee, in accordance with the topics included in the Agenda, may count on the presence of other persons who would participate with voice but without a vote.

Content

The **Recruitment, Selection, and Development Committee** may address any aspect that, due to its importance, directly and/or at the request of any of its members, deems necessary and/or convenient to be included in the Agenda.

Regardless of this, the Recruitment, Selection, and Development Committee meetings will have a scope and content to be specified as follows:

- Oversee the correct adequacy of the OTMR policy and the associated OTMR checklist.
- Review and update the Action Plan.
- Monitor the measures established in the Action Plan.
- Update and propose improvements in relation to the Selection and Recruitment Policy.
- Define the development opportunities for the research personnel.

Frecuency

The **Recruitment, Selection, and Development Committee**, from the beginning and during the implementation of the HRS4R certificate, will have, at least, a bimonthly periodicity. Subsequently, once the HRS4R certification is obtained, **it will have annual periodicity**.

Anyhow, the **Recruitment, Selection, and Development Committee** may be convened on an extraordinary basis, whenever it is necessary.

Organization and Internal Operation

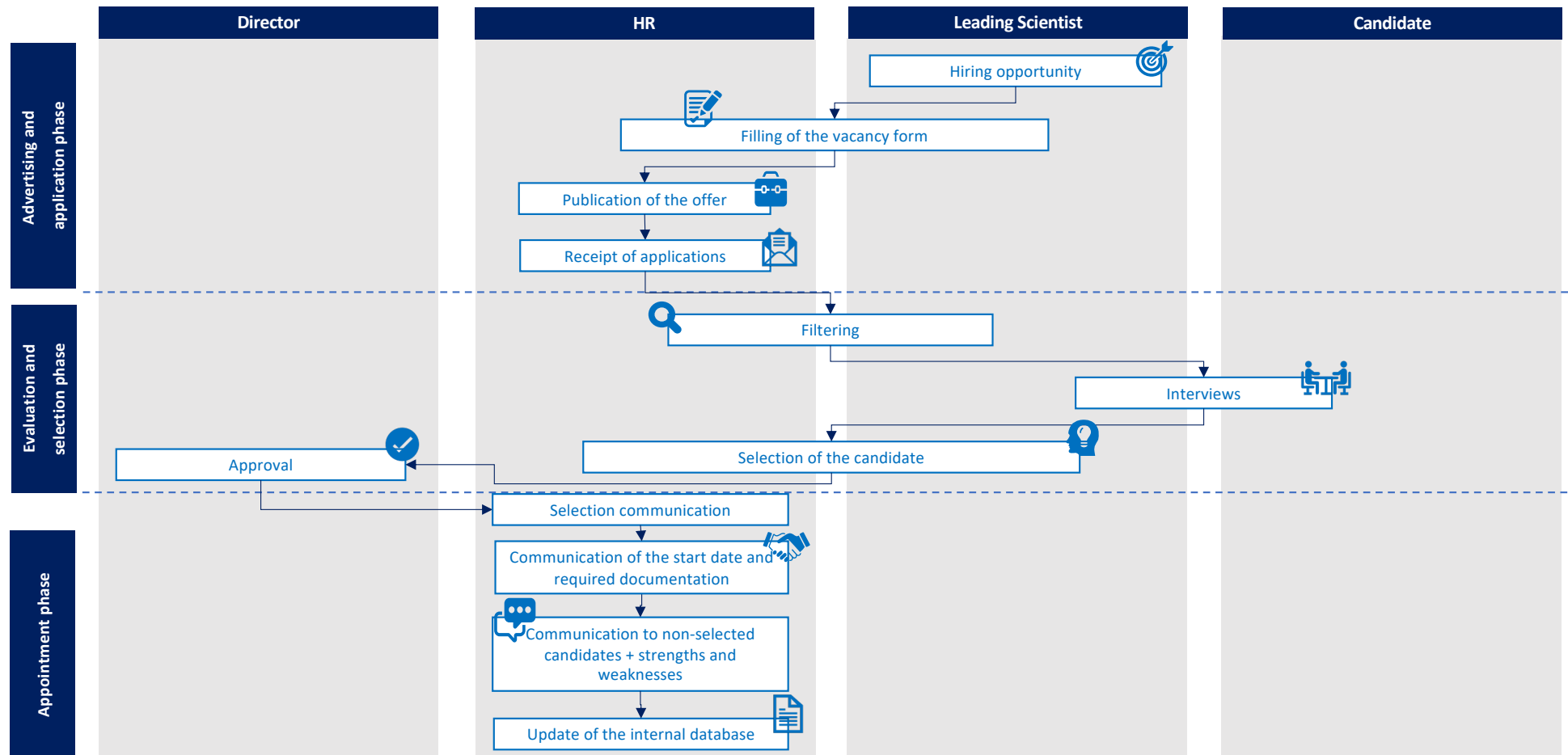
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Recruitment and selection process

Recruitment and selection process



Advertising and application phase

1. **Hiring opportunity:** The Leading Scientist identifies a hiring opportunity and opens a selection process.
2. **Filling of the vacancy form:** Together with the Human-Resources team, the ideal profile of the candidate is reviewed and established by filling out the corresponding vacancy form.
3. **Publication of the offer:** Once the ideal profile for the vacancy has been defined, the offer is published on the nanoGUNE website and other web portals like, e.g., Euraxess. The publication includes the description, contact of the person in charge, and the deadline for the acceptance of applications. Minimum requirements are requested, as well as the Curriculum Vitae and a cover letter.
4. **Receipt of applications:** Once the deadline is over, no further applications will be accepted.

Evaluation and selection phase

5. **Filtering:** Applications are filtered on the basis of the ideal profile agreed with the Leading Scientist. Candidates not meeting the minimum requirements will be automatically discarded. Those candidates with a better fit to the position will be moved on to the next phase of the hiring process.
6. **Interviews:** The selected candidates will be interviewed by the Leading Scientist and the Human-Resources team, if applicable.
7. **Selection of the candidate:** The selection of the ideal profile is made by the Leading Scientist, in coordination with the Human-Resources team.
8. **Approval:** The director approves (or not) the hiring of the selected candidate.
9. **Selection communication:** The Human-Resources team informs the selected candidate that (s)he has been selected for the position.

Recruitment and selection process



Appointment phase

10. **Communication of the start date and required documentation:** The Human-Resources team informs the selected candidate about the start date, the required documentation, and the salary.
11. **Communication to non-selected candidates + strengths and weaknesses:** The Human-Resources team informs unselected candidates. Upon request, the strengths and weaknesses would be communicated to the candidate.
12. **Update of the internal database:** Once the selection process is over, the internal database will be updated with information related to the new person joining the center.

Communication, transparency, and participation principles

NanoGUNE is committed to (i) facilitate the participation and involvement of all employees in the fulfillment of the strategic objectives of the center and (ii) comply with the principles of communication, transparency, and participation in all selection and recruitment processes. To this end, all members of the organization should perform their work in accordance with the following criteria:

- All agreements approved by the C&C Committee will be made known and accessible to all employees, especially those who are part of processes related to selection and development, senior scientists in particular.
- Following (i) the principles on which the research-personnel selection and recruitment process is based (transparent, open, and merit-based) and (ii) the OTMR policy, all relevant documentation will be published and accessible through the nanoGUNE website.
- Open participation will be encouraged and promoted in order to address and solve issues related to the selection and recruitment processes.
- Internally, a database is available with information on the merits of the research personnel at the center.

Each team, depending on its characteristics (purpose and activities performed, size, internal organization, etc.) must define and approve the model that best meets its needs, always ensuring that the model defined in the HRS4R certification is fully aligned with the general principles and objectives intended by this governance model.



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