

### 3 – OTM-R Checklist

Case number: 2025PT336606

Name Organisation under review: Center for Neuroscience and Cell Biology (CNC)

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#### OTM-R Checklist

A specific self-assessment checklist is provided for Open, Transparent and Merit-Based Recruitment (OTM-R). Please report on the status of achievement, also detail on the indicators and the form of measurement used.

<i>OTM-R checklist for organisations</i>					
	Open	Trans- parent	Merit- based	Answer: ++ Yes, <i>completely</i> +/- Yes, <i>substantially</i> -/+ Yes, <i>partially</i> -- No	*Suggested indicators (or form of measurement)
<b>OTM-R system</b>					
1. Have we published a version of our OTM-R policy online (in the national language and in English)?	x	x	x	No	[web link]
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	No	[Date of latest update; ensure that it is sent to all staff]
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	No	- Existence of training programs for OTM-R - Number of staff following training in OTM-R

4. Do we make (sufficient) use of e-recruitment tools?	x	x		<i>Yes, partially</i>	- open calls are published on Euraxess and on CNC website
5. Do we have a quality control system for OTM-R in place?	x	x	x	<i>No</i>	
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	<i>Yes, partially</i>	<a href="https://euraxess.ec.europa.eu/jobs">https://euraxess.ec.europa.eu/jobs</a> <a href="https://cnc.uc.pt/en/job-opportunities">https://cnc.uc.pt/en/job-opportunities</a>
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	<i>Yes, partially</i>	<a href="https://euraxess.ec.europa.eu/jobs">https://euraxess.ec.europa.eu/jobs</a> <a href="https://cnc.uc.pt/en/job-opportunities">https://cnc.uc.pt/en/job-opportunities</a>
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	<i>Yes, partially</i>	Application of the Decree-Law nr. 29/2001, of 3 February
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	<i>Yes, partially</i>	Application of the Single Remuneration Table
10. Do we have means to monitor whether the most suitable researchers apply?				<i>No</i>	
<b>Advertising and application phase</b>					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		<i>Yes</i>	<a href="https://euraxess.ec.europa.eu/jobs">https://euraxess.ec.europa.eu/jobs</a>
12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		<i>Yes, partially</i>	Open calls often have references/link with more information about the project and/or about the institution
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		<i>Yes, partially</i>	<a href="https://euraxess.ec.europa.eu/group/6833/nodes">https://euraxess.ec.europa.eu/group/6833/nodes</a>
14. Do we make use of other job advertising tools?	x	x		<i>Yes, partially</i>	CNC communication office is responsible for publicizing all open calls on social media
15. Do we keep the administrative burden to a minimum for the candidate?	x			<i>No</i>	
<b>Selection and evaluation phase</b>					
16. Do we have clear rules governing the appointment of selection committees?		x	x	<i>No</i>	Statistics on the composition of panels
17. Do we have clear rules concerning the composition of selection committees?		x	x	<i>Yes</i>	Open calls specify each member by name, role and area of investigation
18. Are the committees sufficiently gender-balanced?		x	x	<i>Yes</i>	

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	Yes, partially	Open calls have clear guidelines about the evaluation system; The evaluation is made through several parameters evaluated individually and as a whole.
<b>Appointment phase</b>					
20. Do we inform all applicants at the end of the selection process?		x		Yes	For each selection method, minutes are drawn up and sent to all candidates
21. Do we provide adequate feedback to interviewees?		x		Yes	All information that is not included in the minutes is clarified via email contact made available in the call
22. Do we have an appropriate complaints mechanism in place?		x		Yes, partially	ticket system managed by HR
<b>Overall assessment</b>					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				No	