

# European Charter for Researchers and Code of Conduct for the Recruitment of Researchers: Overview workshop II.

	Charther and code principles	National legislation and organisational regulation	UiB – Survey - page
10. Non-discrimination	Employers and/or funders of researchers will not discriminate against researchers in any way on the basis of gender, age, ethnic, national or social origin, religion or belief, sexual orientation, language, disability, political opinion, social or economic condition.	<ul style="list-style-type: none"> <li>• <a href="#">Act relating to equality and a prohibition against discrimination</a></li> <li>• <a href="#">Act relating to working environment, working hours and employment protection, etc.</a></li> <li>• <a href="#">Forskrift statsansatteloven</a></li> <li>• <a href="#">Diversity and Inclusion Action Plan</a></li> <li>• <a href="#">The University of Bergen`s strategy for 2016-2022</a></li> <li>• <a href="#">Universal design</a></li> </ul>	Page 13
12. Recruitment	<p>Employers and/or funders should ensure that the entry and admission standards for researchers, particularly at the beginning at their careers, are clearly specified and should also facilitate access for disadvantaged groups or for researchers returning to a research career, including teachers (of any level) returning to a research career.</p> <p>Employers and/or funders of researchers should adhere to the principles set out in the Code of Conduct for the Recruitment of Researchers when appointing or recruiting researchers.</p>	<ul style="list-style-type: none"> <li>• Maler for utlysning hvor inntakskriterier er standardisert: <a href="https://cp.compendia.no/universitetet-i-bergen/lederhandbok/70147">https://cp.compendia.no/universitetet-i-bergen/lederhandbok/70147</a></li> <li>• <a href="#">Forskrift om ansettelsesvilkår for stillinger som postdoktor, stipendiat, vitenskapelig assistent og spesialistkandidat</a></li> <li>• Beskrevet i Forskrift for PhD graden ved UiB: <a href="http://regler.app.uib.no/regler/Del-2-Forskning-utdanning-og-formidling/2.1-Forskning/2.1.1-Administrasjon-av-forskerutdanning/Forskrift-for-graden-philosophiae-doctor-PhD-ved-Universitetet-i-Bergen">http://regler.app.uib.no/regler/Del-2-Forskning-utdanning-og-formidling/2.1-Forskning/2.1.1-Administrasjon-av-forskerutdanning/Forskrift-for-graden-philosophiae-doctor-PhD-ved-Universitetet-i-Bergen</a></li> </ul>	

		Når det gjelder vanskeligstilte grupper, er følgende passus tatt inn i alle utlysningene: «The state labour force shall reflect the diversity of Norwegian society to the greatest extent possible. Age and gender balance among employees is therefore a goal. It is also a goal to recruit people with immigrant backgrounds. People with immigrant backgrounds and people with disabilities are encouraged to apply for the position.»	
13. Recruitment	<p>Employers and/or funders should establish recruitment procedures which are open, efficient, transparent, supportive and internationally comparable, as well as tailored to the type of positions advertised.</p> <p>Advertisements should give a broad description of knowledge and competencies required, and should not be so specialised as to discourage suitable applicants. Employers should include a description of the working conditions and entitlements, including career development prospects.</p> <p>Moreover, the time allowed between the advertisement of the vacancy or the call for applications and the deadline for reply should be realistic.</p>	<p>Statsansatteloven § 4:</p> <p><a href="https://lovdata.no/dokument/NL/lov/2017-06-16-67?q=statsansatte">https://lovdata.no/dokument/NL/lov/2017-06-16-67?q=statsansatte</a></p>	Page 21
14. Selection	<p>Selection committees should bring together diverse expertise and competences and should have an adequate gender balance and, where appropriate and feasible, include members from different sectors (public and private) and disciplines, including from</p>	<p>Reglementet: Krav til sammensetning av komiteen Regelverk - Uhl § 6-3: <a href="https://lovdata.no/dokument/NL/lov/2005-04-01-15">https://lovdata.no/dokument/NL/lov/2005-04-01-15</a></p>	Page 9-21

	<p>other countries and with relevant experience to assess the candidate. Whenever possible, a wide range of selection practices should be used, such as external expert assessment and face-to-face interviews. Members of selection panels should be adequately trained.</p>		
15. Transparency	<p>Candidates should be informed, prior to the selection, about the recruitment process and the selection criteria, the number of available positions and the career development prospects. They should also be informed after the selection process about the strengths and weaknesses of their applications.</p>	<p><a href="https://cp.compendia.no/universitetet-i-bergen/lederhandbok/70101">https://cp.compendia.no/universitetet-i-bergen/lederhandbok/70101</a></p>	
16. Judging merit	<p>The selection process should take into consideration the whole range of experience of the candidates. While focusing on their overall potential as researchers, their creativity and level of independence should also be considered.</p> <p>This means that merit should be judged qualitatively as well as quantitatively, focusing on outstanding results within a diversified career path and not only on the number of publications. Consequently, the importance of bibliometric indices should be properly balanced within a wider range of evaluation criteria, such as teaching, supervision, teamwork, knowledge transfer, management of research and innovation and public awareness activities. For candidates from an industrial background, particular attention should be paid to any contributions to patents, development or inventions.</p>	<p>Uhl § 6-3 og stantsansatteloven § 3:  <a href="https://lovdata.no/dokument/NL/lov/2005-04-01-15">https://lovdata.no/dokument/NL/lov/2005-04-01-15</a>  <a href="https://lovdata.no/dokument/NL/lov/2017-06-16-67">https://lovdata.no/dokument/NL/lov/2017-06-16-67</a></p>	<p>Page 9-21</p>

17. Variations in the chronological order of CVs	Career breaks or variations in the chronological order of CVs should not be penalised, but regarded as an evolution of a career, and consequently, as a potentially valuable contribution to the professional development of researchers towards a multidimensional career track. Candidates should therefore be allowed to submit evidence-based CVs, reflecting a representative array of achievements and qualifications appropriate to the post for which application is being made.		Page 18, 19
18. Recognition of mobility experience	Any mobility experience, e.g. a stay in another country/region or in another research setting (public or private) or a change from one discipline or sector to another, whether as part of the initial research training or at a later stage of the research career, or virtual mobility experience, should be considered as a valuable contribution to the professional development of a researcher.		Page 12-15
19. Recognition of qualifications	Employers and/or funders should provide for appropriate assessment and evaluation of the academic and professional qualifications, including nonformal qualifications, of all researchers, in particular within the context of international and professional mobility. They should inform themselves and gain a full understanding of rules, procedures and standards governing the recognition of such qualifications and, consequently, explore existing national law, conventions and specific rules on the recognition of these qualifications through all available channels.	<ul style="list-style-type: none"> <li>• UiB reglement – bedømmelsen skal være på internasjonalt nivå</li> <li>• Det skal være utenlandsk representasjon i sakkyndigkomiteen – Uhl § 6-3 + Nasjonalt fakultetsråd (UHR – Universitets og Høgskolerådet)</li> <li>• Kriteriene som sendes ut til vurderingskomiteen – fagspesifikke</li> <li>• Kvalifikasjonsprinsippet og kravet om offentlig utlysning i Statsansatteloven</li> </ul>	

20. Seniority	The levels of qualifications required should be in line with the needs of the position and not be set as a barrier to entry. Recognition and evaluation of qualifications should focus on judging the achievements of the person rather than his/her circumstances or the reputation of the institution where the qualifications were gained. As professional qualifications may be gained at an early stage of a long career, the pattern of lifelong professional development should also be recognised.	National legislation regulates: <a href="#">Appointment and promotion to teaching and research posts</a>  <a href="#">Employment of post-doctoral research fellow, research fellow, research assistant and resident.</a>	
21. Postdoctoral appointments	Clear rules and explicit guidelines for the recruitment and appointment of postdoctoral researchers, including the maximum duration and the objectives of such appointments, should be established by the institutions appointing postdoctoral researchers. Such guidelines should take into account time spent in prior postdoctoral appointments at other institutions and take into consideration that the postdoctoral status should be transitional, with the primary purpose of providing additional professional development opportunities for a research career in the context of longterm career prospects.	Employment of post-doctoral research fellow, research fellow, research assistant and resident	
23. Research environment	Employers and/or funders of researchers should ensure that the most stimulating research or research training environment is created which offers appropriate equipment, facilities and opportunities, including for remote collaboration over research networks, and that the national or sectoral regulations concerning health and safety in research are observed. Funders should ensure that	<a href="#">Act relating to working environment, working hours and employment protection, etc.</a>	

	adequate resources are provided in support of the agreed work programme.		
27. Gender balance	Employers and/or funders should aim for a representative gender balance at all levels of staff, including at supervisory and managerial level. This should be achieved on the basis of an equal opportunity policy at recruitment and at the subsequent career stages without, however, taking precedence over quality and competence criteria. To ensure equal treatment, selection and evaluation committees should have an adequate gender balance.	<ul style="list-style-type: none"> <li>• <a href="#">Act relating to equality and a prohibition against discrimination</a></li> <li>• <a href="#">Gender Equality Action Plan</a></li> </ul>	Page 28, 29

<p><b>Template 1 – Annex: Open, Transparent and Merit-based Recruitment Check-list</b></p> <p><i>OTM-R checklist for organisations</i></p>	In order to help the institution's recruitment strategy, a specific self-assessment checklist is provided for Open, Transparent and Merit-Based recruitment.
1. Have we published a version of our OTM-R policy online (in the national language and in English)?	
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	
4. Do we make (sufficient) use of e-recruitment tools?	
5. Do we have a quality control system for OTM-R in place?	
6. Does our current OTM-R policy encourage external candidates to apply?	

7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	
10. Do we have means to monitor whether the most suitable researchers apply?	
<b>Advertising and application phase</b>	
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	
12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit? [ <i>see Chapter 4.4.1 a) of the OTM-R expert report</i> ]	
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	
14. Do we make use of other job advertising tools?	
15. Do we keep the administrative burden to a minimum for the candidate? [ <i>see Chapter 4.4.1 b)</i> <sup>45</sup> ]	
<b>Selection and evaluation phase</b>	
16. Do we have clear rules governing the appointment of selection committees? [ <i>see Chapter 4.4.2 a)</i> <sup>45</sup> ]	
17. Do we have clear rules concerning the composition of selection committees?	
18. Are the committees sufficiently gender-balanced?	
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?	
<b>Appointment phase</b>	
20. Do we inform all applicants at the end of the selection process?	

21. Do we provide adequate feedback to interviewees?	
22. Do we have an appropriate complaints mechanism in place?	
<b>Overall assessment</b>	
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?	