

Euro-BioImaging Preparatory Phase II Project

D2.7 Recruitment policy and procedure for the senior management staff for EuBI ERIC

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Abstract

D2.7 provides for a draft Recruitment Policy for for the senior management staff for EuBI ERIC, i.e. the Director General and the two Section Directors. It covers their recruitment and selection process. The Policy will be proposed to the EuBI Board for approval at its first constituting session.

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I. Introduction

This policy (hereinafter “the Policy”) aims to facilitate the EuBI ERIC’s operation straight after entering into force by providing a procedure regarding the recruitment of EuBI ERIC’s top level management. The Policy complements the Employment Policy according to Art. 10 in the EuBI ERIC Statutes and therefore follows the same principles of employment, i.e. transparency, non-discrimination and respect of equal opportunities. It takes into account the strategic importance of the positions in question as well as the early stage of EuBI ERIC’s existence.

II. Scope

The Policy covers the recruitment and selection process of top level management. Top level management includes the Director General, the Section Director of the Bio-Hub as well as the Section Director of the Med-Hub.

III. Principles

In line with Art. 10 of the EuBI ERIC statutes the selection procedures, recruitment and employment for top management shall be transparent, non-discriminatory and respect equal opportunities.

It is essential that the EuBI Board, the Selection Panel as well as everybody supporting the selection process agrees that the entire process of finding and nominating the right candidate must be carried out in a confidential manner.

The EuBI ERIC shall seek to recruit the best candidate for the job based on merit and independent of nationality. The recruitment and selection process should ensure the identification of the person best suited to the position.

IV. Recruitment procedure

The procedure described herein marks the chronological order of steps to be taken.

1. Selection Panel

a. The EuBI Board establishes a Selection Panel and appoints six members. Before their appointment can take place any conflict of interest (e.g. no relation with EuBI Hub and Nodes) needs to be excluded.

The Selection Panel shall consist of the following members:

1. One renowned non-European scientist representing the biological imaging infrastructure community;
 2. One renowned non-European scientist representing the medical imaging infrastructure community;
 3. One renowned senior research infrastructure manager with managerial and administrative expertise in the biological and medical sciences;
 4. One renowned senior legal advisor with expertise regarding legal and ethical issues in research infrastructures in the biological and medical sciences;
 5. One representative from the respective employing entity (see Art. 14.2 to 14.4 EuBI ERIC Statutes), relevant for the position; and
 6. One additional member selected ad personam (to balance expertise, geography, and gender).
- b. The Selection Panel allows for the following observers:
- up to two representatives of the EuBI Board, ideally including the EuBI Board Chair or Vice-Chair;
 - one representative per Hub Partner.
- c. The Selection Panel appoints a Chair among themselves.
- d. The Selection Panel establishes the job descriptions, vacancy notes, and other relevant documents, for approval by the EuBI Board. The Selection Panel may be supported by a head hunter agency.
- e. Secretarial support to the Selection Panel

The Chair of the EuBI Board will decide if secretarial support is needed, and by whom it shall be provided.

2. Position description and person specification

The person specification shall state both the essential and desirable criteria in terms of skills, aptitudes, knowledge and experience for the job, all of which should be directly related to the job and applied equally to all applicants. Care should be taken when writing the person specification to ensure that criteria used do not indirectly discriminate against certain groups of applicants.

Identification of the best candidate(s) should be based on the following general qualifications and apply to all top management positions:

- Senior scientist – proven through a PhD and scientific record in the life sciences in academia and/or industry – with a strong background in development of biological and biomedical research infrastructures and in application of imaging technologies.
- Demonstrated experience in preparation and management of large international research and/or research infrastructure networks including EC-funded consortia.
- Strong personal networks in the European and international imaging research infrastructure communities as well as personal links to ESFRI, other ESFRI research infrastructures, and the European Commission are expected.
- Long-standing experience in strategy and policy development on the national and European level.
- Motivation, vision and understanding of Euro-BioImaging and the field such as:
 - Broad understanding of main technical and operational issues in imaging infrastructure development, role of imaging for biological and medical research.
 - ‘Helicopter view’ and capability of utilising it to create broad vision.
 - High motivation and willingness to take Euro-BioImaging to next level, i.e. growing its portfolio and membership, international recognition as THE European infrastructure for imaging technologies.
- International leadership and management skills such as:
 - Running multi-disciplinary teams.
 - Experience with cultural diversity.
- Diplomacy and excellent communication and interpersonal skills at the scientific, managerial and political level.
- Ability to engage in frequent business trips in Europe and internationally is required.
- Fluency in English is required.

3. Advertising

The positions should be advertised widely through appropriate means at the early stages of the process. The Selection Panel may charge a head hunter agency to help finding suitable candidates. Members of the Selection Panel may also consult with leading scientists in the field. The proposal should include the affiliation of the candidate, his/her approximate age, field of expertise and a few sentences on each candidate's special merits and qualifications for the position.

4. Selection rounds

Short listing

Two months following the advertisement of the position(s) the Selection Panel should agree on a short list of up to 6 candidates per position. The EuBI Board, the three Hub hosts as well as the future employing entities will be informed of the short list.

Shortlisted candidates will be invited to participate in the first round.

First and potential second round

During the first round of selection the Selection Panel interviews candidates listed on the final short list.

A recommendation on the successful candidate, including a ranking of all candidates of the final short list, will be delivered by the Selection Panel to the EuBI Board. The recommendation indicates whether or not and with whom negotiations will take place if negotiations with the preferred candidate fail.

If the Selection Panel cannot unanimously agree on a preferred candidate the Selection Panel may decide to invite candidates for a second round.

Negotiation round

The Chair of the Selection Panel carries out preliminary discussions of terms and conditions of employment with the top selected candidate. He/she will be assisted by experts in labour relations, taxation and legal matters suggested by the respective representatives of the Statutory Seat, Bio-Hub or Med-Hub depending on the position.

Negotiations will start with the most preferred candidate (by order of ranking), and move to the next preferred candidate if negotiations fail, and so on. If positively concluded with a candidate, no negotiations with other candidates will follow. The Chair of the Selection Panel makes a final suggestion of the preferred candidate to the EuBI Board.

Upon obtaining in principle approval [either at the closed session or by written procedure], the Chair of the Selection Panel will proceed to discuss final terms and conditions of employment with the selected candidate. If successful the candidate will be presented for formal nomination to the EuBI Board.

Final decision

After positive conclusion of the negotiations, the EuBI Board appoints the selected candidate (Art. 29.8 n)) and the official offer is made by the employing entity.

V. Entry into force, amendments and termination

This Policy is established by the EuBI Board at its first constituting session.

It may be amended by the EuBI Board by a two-thirds Majority pursuant to article 29.8 j) of the EuBI ERIC Statutes, which entered into force on (insert date).

This Policy normally ends once the top level management positions were filled successfully unless the Board decides to extend it.