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Updated OTM-R Checklist
(February 2022)

HR EXCELLENCE IN RESEARCH

TEMPLATE 3 – OTM-R Checklist

Case number: 2021IT602103

Name Organisation under review: University of Udine

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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 and provide details on the indicators and the form of measurement adopted.

OTM-R checklist for organisations					
	Open	**Trans-parent**	**Merit-based**	**Answer:** **++** **Yes,** ***completely*** **+/-Yes,** ***substantially*** **-/+** **Yes,** ***partially*** **-- No**	***Suggested indicators (or form of measurement)**
OTM-R system					
1. Have we published a version of our OTM-R policy online (in the national language and in English)?	X	x	x	**YES**	English version: https://www.uniud.it/en/research/charter-research-en/otm-r-policy/otm-r-policy Italian version: https://www.uniud.it/it/ricerca/carta-europea-ricercatori-uniud/politica-otmr/otmr-policy Please note that a first version of the OTM-R checklist was filled in at the end of 2021 by the *Working Group for the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers* (hereinafter *"Charter & Code"* Working Group), chaired by the *Rector's representative for the implementation of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers*, and was discussed at the meeting of the *"Charter & Code"* Working Group on 13 January 2022. Subsequently, at the request of the *Rector's*

					representative for the implementation of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers, the University of Udine has formally adopted (and published in its website) the "Policy for an Open, Transparent and Merit-based Recruitment of Researchers – Summary Document". The updated version of the OTM-R checklist is the one submitted to EURAXESS on February 2022. Both versions are published in the University website at the page dedicated to the *European Charter for Researchers* and the *Code of Conduct for the Recruitment of Researchers*.
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	*Yes, substantially*	As can be seen from the "Policy for an Open, Transparent and Merit-based Recruitment of Researchers – Summary Document", at the University of Udine the recruitment of all categories of researchers is currently governed by internal regulations and complies with the obligations established by the relevant national legislation. Internal regulations ensure that, as a rule, the procedures for the recruitment and career progression of researchers are open, transparent and merit-based. In accordance with the relevant national legislation, some exceptions are provided for, duly motivated and adequate to ensure procedure transparency and the performance of merit-based choices (see art. 2 of the Policy). The competent administrative offices provide the selection Committees with clear instructions for

					the performance of the selection procedures (relevant legislation, forms, document explaining the procedural steps, etc.), as well as with continuous advice throughout the entire procedure (see art. 12 of the Policy).
					All relevant internal regulations are published in the University website in Italian, only a part of them being currently available in English (see art. 3 of the Policy).
					In order to improve its OTM-R System, through the "Policy for an Open, Transparent and Merit-based Recruitment of Researchers – Summary Document", the University of Udine has undertaken:
					- to translate and publish in English all the internal regulations relating to the procedures for the recruitment and career progression of researchers (see art. 3 of the Policy);
					- to create and make available to researchers, administrative staff and potential candidates a tutorial (in Italian and in English) aimed at illustrating the most important features of the various steps in the procedures for the recruitment and career progression of researchers (see art. 12 of the Policy);
					- to issue specific Guidelines (in Italian and English) aimed at clarifying for each step of the academic career the following details: requirements to be met with in order to apply for a position; sources where competition notices are published; knowledge and skills required for a

					specific position; and sources providing the relevant rules on the specific selection procedure (see art. 17 of the Policy).
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	X	x	x	*Yes, substantially*	As can be seen from the "Policy for an Open, Transparent and Merit-based Recruitment of Researchers – Summary Document", the administrative staff of the offices in charge of assisting the selection Committees during the selection procedures are properly trained and regularly updated on legal, technical and IT matters. Such training is carried out by means of meetings and/or training courses organized by the University of Udine, the Ministry of University and Research and external companies which the administrative staff are required to attend (see art. 12 of the Policy). The selection Committees are provided by the competent administrative offices with clear instructions for the performance of the selection procedures (relevant legislation, forms, document explaining the procedural steps, etc.), as well as with continuous advice throughout the entire procedure (see art. 12 of the Policy). Through its "Policy for an Open, Transparent and Merit-based Recruitment of Researchers – Summary Document", the University of Udine has also undertaken: - to create and make available to researchers, administrative staff and potential candidates a tutorial (in Italian and in English) aimed at illustrating the most important features of the

					various steps in the procedures for the recruitment and career progression of researchers (see art. 12 of the Policy). The renewed Action Plan also provides for two specific actions, aimed at improving the training of the academic staff in the area of OTM-R: - the creation of an outline document that could be entitled "OTM-R in a nutshell", aimed at clarifying what an OTM-R System is; - to organize specific information meetings aimed at clarify how the entire academic staff can contribute to its OTM-R system.
4. Do we make (sufficient) use of e-recruitment tools?	X	x		*Yes, completely*	As can be seen from the "Policy for an Open, Transparent and Merit-based Recruitment of Researchers – Summary Document", in accordance with the principles set out by the *European Charter for Researchers* and the *Code of Conduct for the Recruitment of Researchers*, as well as with the relevant national legislation, the internal regulations of the University of Udine regarding the procedures for the recruitment and career progression of researchers allow the use of e-recruitment tools. More specifically, application forms, as well as all the required supporting documents, may also be submitted by electronic means (see art. 9 of the Policy). If the application is submitted by electronic means, the candidate is sent an e-mail by the competent administrative office acknowledging receipt of the application. In the exceptional event that dates and methods of performance need to be changed

					(which should be adequately justified), all candidates are duly and timely informed by e-mail (see art. 11 of the Policy). Where necessary, the selection Committees may use electronic means for their collegial work (see art. 14 of the Policy). The internal regulations allow for some selection procedures, based on qualifications or on qualifications and interview, to be carried out entirely by electronic means (see art. 14 of the Policy).
5. Do we have a quality control system for OTM-R in place?	X	x	x	*Yes, substantially*	A variety of measures have already been adopted in order to ensure suitable quality control of OTM-R. For example, as can be seen from the "Policy for an Open, Transparent and Merit-based Recruitment of Researchers – Summary Document", in accordance with the principles set out by the *European Charter for Researchers* and the *Code of Conduct for the Recruitment of Researchers* and, as well as with the relevant national legislation, the internal regulations relating to the procedures for the recruitment and career progression of researchers also apply to the appointment and composition of the selection Committees, to the evaluation criteria, to the content of competition notices, etc. The selection Committees are provided by the competent administrative offices with clear instructions for the performance of the selection procedures (relevant legislation, forms, document explaining the procedural steps, etc.),

					as well as with continuous advice throughout the entire procedure (see art. 12 of the Policy). The proceedings of the selection Committee, i.e. the minutes of their meetings, the annexes thereto and the final report, are approved by Rector's Decree. The Rector's Decree approving the proceedings of the selection Committee and the final report are published online in the *Albo ufficiale* (Official Notice Board) of the University of Udine and in the University website. Candidates can challenge the Rector's Decree approving the proceedings (see art. 15 and 16 of the Policy). Through its "Policy for an Open, Transparent and Merit-based Recruitment of Researchers – Summary Document", the University of Udine has also undertaken: - to establish a system that simplifies the submission of any complaints by devoting a special section of its website to such purpose (see art. 18 of the Policy); - to set up a system of analysis and self-evaluation that will allow to further verify the degree of application and effectiveness of the OTM-R principles in its procedures for the recruitment and career progression of researchers (see art. 19 of the Policy).
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	X	*Yes, substantially*	As can be seen from the "Policy for an Open, Transparent and Merit-based Recruitment of Researchers – Summary Document", in accordance with the principles set out by the

					European Charter for Researchers and the *Code of Conduct for the Recruitment of Researchers*, as well as with the relevant national legislation, the internal regulations relating to the procedures for the recruitment and career progression of researchers provide that the submission of applications is open to all Italian and foreign citizens who meet the requirements established by the competition notices. As a rule, all candidates (both internal and external to the University) may submit their application. In accordance with the relevant national legislation, the internal regulations of the University of Udine provide for a limited number of procedures to be reserved to internal candidates. Such procedures shall be clearly described and always require a transparent and merit-based selection (see art. 8 of the Policy). Competition notices are published in Italian in the University website, more specifically in its online *Albo ufficiale* (Official Notice Board). If required by the relevant national legislation, competition notices shall also be advertised in the Ministry of University and Research website and in the *Official Journal of the Italian Republic*. Competition notices are published in English in EURAXESS (see art. 7 of the Policy). Only some competition notices are published in English in the University of Udine website. Access to competition notices in Italian and English (where a translation is already available) is

					currently allowed through links available in other pages of the University website, first of all the web page dedicated to the *European Charter for Researchers* and the *Code of Conduct for the Recruitment of Researchers* (see art. 7 of the Policy). In order to improve its OTM-R System, through the "Policy for an Open, Transparent and Merit-based Recruitment of Researchers – Summary Document", the University of Udine has undertaken to publish all competition notices in the University website also in English (see art. 7). To this aim the University of Udine has also signed a Framework Agreement with some economic operators that provides for the translation of internal regulations, competition notices, application forms, etc. (see art. 3 of the Policy). At the same time, considering that, as pointed out by the "Charter & Code" Working Group in the first version of the checklist, the translation of the competition notices in their entirety might be extremely difficult and maybe even excessive, the competent European offices will be asked whether a translation of an abstract from the competition notice may be sufficient, the abstract being not too concise and providing all the essential elements to potential candidates.
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	*Yes, substantially*	As can be seen from the "Policy for an Open, Transparent and Merit-based Recruitment of Researchers – Summary Document", at the University of Udine, as a rule, the submission of

					applications is open to all foreign citizens who meet the requirements established by the competition notices (see art. 8 of the Policy). Competition notices are published in English in EURAXESS (see art. 6 and art. 7 of the Policy), but only some competition notices are published in English in the University of Udine website. Access to competition notices in Italian and English (where a translation is already available) is currently allowed through links available in different pages of the University website, first of all the web page dedicated to the *European Charter for Researchers* and the *Code of Conduct for the Recruitment of Researchers*. In order to make open positions more attractive for potential foreign candidates, through the "Policy for an Open, Transparent and Merit-based Recruitment of Researchers – Summary Document" the University of Udine has undertaken: - to publish all competition notices in the University website also in English (see art. of the Policy). - to translate and publish in English all the internal regulations relating to the procedures for the recruitment and career progression of researchers (see art. 3 of the Policy); - to create and make available to researchers, administrative staff and potential candidates a tutorial (in Italian and in English) aimed at illustrating the most important features of the

					various steps in the procedures for the recruitment and career progression of researchers' (see art. 12 of the Policy); - to issue specific Guidelines (in Italian and English) aimed at clarifying for each step of the academic career the following details: requirements to be met with in order to apply for a position; sources where competition notices are published; knowledge and skills required for a specific position; and sources providing the relevant rules on the specific selection procedure (see art. 17 of the Policy). To this aim the University of Udine has also signed a Framework Agreement with some economic operators that provides for the translation of internal regulations, competition notices, application forms, etc. (see art. 3 of the Policy). At the same time, considering that, as pointed out by the "Charter & Code" Working Group in the first version of the checklist, the translation of the competition notices in their entirety might be extremely difficult and maybe even excessive, the competent European offices will be asked whether a translation of an abstract from the competition notice may be sufficient, the abstract being not too concise and providing all the essential elements to potential candidates. The University of Udine, aware that, as pointed out by the *"Charter & Code" Working Group*, the remuneration of all categories of researchers – currently regulated by the national legislation – is

					likely to be attractive only to potential candidates from countries where remuneration is lower, intends to make its open positions more attractive also by organizing a specific reception service for foreign researchers (see the renewed Action Plan).
8. Is our current OTM-R policy in line with policies aiming at attracting underrepresented groups?	x	x	x	*Yes, completely*	The Code of Ethics of the University of Udine (published in the University website both in Italian and in English) expressly establishes equal dignity of all members of the academic community and provides that all its members, both in their individual roles and in collegial committees, shall respect and promote equality and human dignity, reject all forms of unfair discrimination and recognize the value of individual and cultural diversity (see, especially, the Preamble of the Code of Ethics). As can be seen from the "Policy for an Open, Transparent and Merit-based Recruitment of Researchers – Summary Document", in the procedures for the recruitment and career progression of researchers the University of Udine ensures that all candidates are treated equally (see art. 13 of the Policy) and promotes gender equality (see art. 2 of the Policy). To this aim, its *Committee for Equal Opportunities, Wellbeing at Work and against Discrimination and Mobbing* has adopted a Gender Equality Plan, published in the University website at the page specifically dedicated to the *Committee for Equal*

					Opportunities, Wellbeing at Work and against Discrimination and Mobbing. In accordance with the relevant national legislation, no procedures in favour of one specific gender are currently provided for because they might constitute a potential form of discrimination. Anyway, the relevant national legislation provides for tax concessions to researchers returning from abroad and measures to protect researchers on maternity leave (both during the employment relationship and in the evaluation phase) as well as researchers who — due to health issues — could not guarantee a constant level of scientific productivity.
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	*Yes, completely*	The University of Udine ensures attractive working conditions to its researchers both providing them with access to research funds, Campus Libraries, e-resources, resources for open access publishing, training events, etc., and offering them opportunities of career progression. At the same time, the University of Udine urges the Departments to provide researchers with an adequate work desk equipped with laptop and/or desktop PC, as well as a common coffee area. In order to plan the actions necessary to achieve improvement, the University of Udine, through its Departments, monitors the perception of wellbeing, safety and quality (also by means of anonymous questionnaires addressed by each single Department to its academic staff).

					In addition, the University takes into due account the suggestions expressed by the Evaluation Unit in its annual report. Please note that, in accordance with the provisions of the *Charter of the University of Udine*, the Evaluation Unit is the University body entrusted with the task of evaluating lecturing, research and administrative activities and of verifying, also through comparative cost-return analyses, the correct use of resources, research productivity and lecturing effectiveness, as well as the correct implementation of the principles of impartiality and sound administration.
					Moreover, the University of Udine relies on the *Committee for Equal Opportunities, Wellbeing at Work and against Discrimination and Mobbing* which, among other things, performs verification, consultative and proactive tasks aimed at improving employment conditions and the overall quality of the working environment, also through actions against any form of discrimination and moral, physical or psychological violence, as well as encouraging the dissemination of the culture of equal opportunities.
					The renewed Action Plan stresses the importance of:
					— verifying that all the Departments ensure equal employment conditions;
					— verifying that all information is available also in English;
					— organizing a specific reception service for

					newly recruited researchers and foreign researchers.
10. Do we have means to monitor whether the most suitable researchers apply?				*Yes, completely*	As can be seen from the "Policy for an Open, Transparent and Merit-based Recruitment of Researchers – Summary Document", in accordance with the principles set out by the *European Charter for Researchers* and the *Code of Conduct for the Recruitment of Researchers*, and, in particular, with the principles "Judging merit", "Variations in the chronological order of CVs", "Recognition of mobility experience" and "Seniority", as well as with the relevant national legislation, in order to guarantee the most open selection process and establish transparent and merit-based evaluation criteria, the internal regulations of the University of Udine regarding the procedures for the recruitment and career progression of researchers provide the general evaluation criteria to be followed by the selection Committees. Such criteria take into due consideration, on the one hand, the knowledge and the overall experience of the candidates and, on the other hand, their growth potential. Depending on the type of selection procedure, the importance given to different profiles may vary; notably, the selection procedures for the recruitment of young researchers pay particular attention to growth potential (see art. 14 of the Policy). The internal regulations of the University of Udine expressly require that the selected candidate

					should be the most qualified to perform the functions for which the open position was advertised. They also establish that the evaluation criteria set forth in the competition notice, which should be the basis of the evaluation, should comply with national and international standards, as well as with any additional scientific and lecturing qualifications that may be considered essential (see art. 14 of the Policy).
Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x			*Yes, substantially*	As can be seen from the "Policy for an Open, Transparent and Merit-based Recruitment of Researchers – Summary Document", open positions are advertised in the University website at the page dedicated to the *European Charter for Researchers* and the *Code of Conduct for the Recruitment of Researchers*. In order to enable potential candidates to easily find information on open positions of interest, job advertisements are divided by type ("Professors and Researchers", "Research Fellows", "PhD") and include direct links to the relevant competition notices (see art. 5 of the Policy). Furthermore, in accordance with the principles set out by the *European Charter for Researchers* and the *Code of Conduct for the Recruitment of Researchers* and, in particular, with the principles

					"Recruitment" and "Transparency", as well as with the relevant national legislation, the internal regulations of the University of Udine regarding the procedures for the recruitment and career progression of researchers provide for the advertising of competition notices in the University website, more specifically in its online *Albo ufficiale* (Official Notice Board). If required by the relevant national legislation, competition notices shall also be advertised in the websites of the Ministry of University and Research and of the European Union, as well as in the *Official Journal of the Italian Republic*.
					In accordance with the recommendations made by the "Report of the Working Group of the Steering Group of Human Resources Management under the European Research Area on Open, Transparent and Merit-based Recruitment of Researchers" (2015), the notice concerning the start of the selection procedure is published online in the *Albo ufficiale* (Official Notice Board) of the University of Udine as concisely as possible and includes links to more detailed information as well as to the complete text of the competition notice (see art. 6 of the Policy).
					Competition notices are published in Italian in the University website, more specifically in its online *Albo ufficiale* (Official Notice Board). If required by the relevant national legislation, competition notices shall also be advertised in the Ministry of

					University and Research website and in the *Official Journal of the Italian Republic*. Competition notices are published in English in EURAXESS (see art. 7 of the Policy). Only some competition notices are published in English in the University of Udine website. On the other hand, access to competition notices in Italian and English (where a translation is already available) is currently allowed through links available in other pages of the University website, first of all the web page dedicated to the *European Charter for Researchers* and the *Code of Conduct for the Recruitment of Researchers* (see art. 7 of the Policy). In order to improve its OTM-R System, through the "Policy for an Open, Transparent and Merit-based Recruitment of Researchers – Summary Document", the University of Udine has undertaken to publish all competition notices in the University website also in English. At the same time, considering that, as pointed out by the "Charter & Code" Working Group in the first version of the checklist, the translation of the competition notices in their entirety might be extremely difficult and maybe even excessive, the competent European offices will be asked whether a translation of an abstract from the competition notice may be sufficient, the abstract being not too concise and providing all the essential elements to potential candidates.

| 12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit? | x | x | | | *Yes, completely* | As can be seen from the "Policy for an Open, Transparent and Merit-based Recruitment of Researchers – Summary Document", competition notices allow potential candidates to acquire all the relevant information (see the list in art. 6 of the Policy). Information on professional development opportunities and career development prospects, as a rule, are not included in the competition notices because the national legislation requires a public competition for the recruitment of all categories of researchers in public Universities. Therefore, such issues are normally discussed by the supervisor with their younger researchers. Anyway, in order to improve the transparency of the procedures for the recruitment and career progression of researchers and to make open positions more attractive, through the "Policy for an Open, Transparent and Merit-based Recruitment of Researchers – Summary Document" the University of Udine has undertaken to issue specific Guidelines (in Italian and English) aimed at clarifying for each step of the academic career the following details: requirements to be met with in order to apply for a position; sources where competition notices are published; knowledge and skills required for a specific position; and sources providing the relevant rules on the specific selection procedure (see art. 17 of the Policy). Although such |

					information is already available in the University website, its usability may be improved.
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		*Yes, completely*	As can be seen from the "Policy for an Open, Transparent and Merit-based Recruitment of Researchers – Summary Document", in accordance with the relevant national legislation, competition notices are published in *EURAXESS* (see art. 6 and art. 7 of the Policy).
14. Do we make use of other job advertising tools?	x	x		*Yes, substantially*	As can be seen from the "Policy for an Open, Transparent and Merit-based Recruitment of Researchers – Summary Document", in accordance with the principles set out by the *European Charter for Researchers* and the *Code of Conduct for the Recruitment of Researchers* and, in particular, with the principles "Recruitment" and "Transparency", as well as with the relevant national legislation, the internal regulations of the University of Udine regarding the procedures for the recruitment and career progression of researchers provide for the advertising of competition notices in the University website, more specifically in its online *Albo ufficiale* (Official Notice Board). If required by the relevant national legislation, competition notices shall also be advertised in the websites of the Ministry of University and Research and of the European Union, as well as in the *Official Journal of the Italian Republic* (see art. 6 of the Policy).

					Competition notices are published in Italian in the University website, in the Ministry of University and Research website and in the *Official Journal of the Italian Republic* and in English in EURAXESS (see art. 7 of the Policy).
					Only some competition notices are published also in English in the University of Udine website. On the other hand, access to competition notices in Italian and English (where a translation is already available) is currently allowed through links available in other pages of the University website, first of all the web page dedicated to the *European Charter for Researchers* and the *Code of Conduct for the Recruitment of Researchers* (see art. 7 of the Policy).
					Open positions are also advertised in the University website at the page dedicated to the *European Charter for Researchers* and the *Code of Conduct for the Recruitment of Researchers*. In order to enable potential candidates to easily find information on open positions of interest, job advertisements are divided by type ("Professors and Researchers", "Research Fellows", "PhD") and include direct links to the relevant competition notices (see art. 5 of the Policy).
					In order to make open positions more attractive, through the "Policy for an Open, Transparent and Merit-based Recruitment of Researchers – Summary Document", the University of Udine has undertaken to publish all competition notices in

					the University website also in English (see art. 7 of the Policy). At the same time, considering that, as pointed out by the "Charter & Code" Working Group in the first version of the checklist, the translation of the competition notices in their entirety might be extremely difficult and maybe even excessive, the competent European offices will be asked whether a translation of an abstract from the competition notice may be sufficient, the abstract being not too concise and providing all the essential elements to potential candidates.
15. Do we keep the administrative burden to a minimum for the candidate?	x				*Yes, completely*	As can be seen from the "Policy for an Open, Transparent and Merit-based Recruitment of Researchers – Summary Document", the documentation requested from the candidates is strictly limited to what is actually necessary for a fair, transparent and merit-based selection (see art. 10 of the Policy). In accordance with the relevant national legislation, the University of Udine allows candidates to use self-certification for a large part of the required documentation (see art. 10 of the Policy). Application forms, as well as all the required supporting documents, may also be submitted by electronic means (see art. 9 of the Policy).
Selection and evaluation phase						
16. Do we have clear rules governing the appointment of selection committees?		x	x		*Yes, completely*	As can be seen from the "Policy for an Open, Transparent and Merit-based Recruitment of Researchers – Summary Document", in

					accordance with the principles set out by the *European Charter for Researchers* and the *Code of Conduct for the Recruitment of Researchers* and, in particular, with the principle "Selection", as well as with the relevant national legislation, the internal regulations relating to the procedures for the recruitment and career progression of researchers also apply to the appointment of the selection Committees (see art. 12 of the Policy). A selection Committee is established for all profiles of researchers. In accordance with the relevant national legislation, the requirements to be met by each member of the selection Committees are expressly provided for and described by the internal regulations of the University of Udine, which are published in the University website and available to everyone (see art. 12 of the Policy).
17. Do we have clear rules concerning the composition of selection committees?		x	x	*Yes, completely*	As can be seen from the "Policy for an Open, Transparent and Merit-based Recruitment of Researchers – Summary Document", in accordance with the principles set out by the *European Charter for Researchers* and the *Code of Conduct for the Recruitment of Researchers* and, in particular, with the principle "Selection", as well as with the relevant national legislation, the internal regulations relating to the procedures for the recruitment and career progression of researchers establish clear rules concerning the composition of the selection Committees.

					More specifically, each selection Committee consists of at least three members. As a rule, only one member of the selection Committee may be appointed from within the University, while the others shall be external and normally chosen by lot. The composition of selection Committees may, however, vary according to the type of procedure; any exceptions are duly regulated and clearly described in the internal regulations (see art. 12 of the Policy). The criteria for appointing the selection Committees take into account the need to ensure that they have the necessary experience and competence to assess the candidates (see art. 12 of the Policy). As a rule, international experts may be involved in the selection Committees, especially when their expertise is necessary to assess the candidates' specific knowledge or when the evaluation shall be carried out in a language other than Italian. At the same time, experts from different areas (public, private, academic, non-academic) may be involved in the selection Committees when such choice is appropriate and feasible in relation to the type of selection (see art. 12 of the Policy). The competent administrative offices of the University of Udine shall verify that each member of the selection Committees meets the requirements, including scientific ones, for

					adequate experience and competence to assess the candidates (see art. 12 of the Policy). Without prejudice to the possibility for candidates to submit any requests for recusal of the selection Committee on the grounds of incompatibility (family ties and/or conflicts of interest) of one or more of its members, as a rule the competent administrative offices shall also verify, on the basis of the information available to them, that there is no cause for incompatibility between the members of the selection Committee and the candidates (see art. 12 of the Policy). A declaration is also required by each member of the selection Committees certifying that there are no causes for incompatibility (family ties and/or conflicts of interest) between them and the candidates (see art. 12 of the Policy).
18. Are the committees sufficiently gender-balanced?		x	x	*Yes, completely*	As can be seen from the "Policy for an Open, Transparent and Merit-based Recruitment of Researchers – Summary Document", internal regulations provide that the composition of the selection Committees guarantees gender balance, whenever possible (see art. 12 of the Policy).
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, completely*	As can be seen from the "Policy for an Open, Transparent and Merit-based Recruitment of Researchers – Summary Document", in accordance with the principles set out by the *European Charter for Researchers* and the *Code of Conduct for the Recruitment of Researchers*, and, in particular, with the principles "Judging

					merit", "Variations in the chronological order of CVs", "Recognition of mobility experience" and "Seniority", as well as with the relevant national legislation, the internal regulations of the University of Udine regarding the procedures for the recruitment and career progression of researchers provide the general evaluation criteria to be followed by the selection Committees (see art. 14 of the Policy). Such criteria take into due consideration, on the one hand, the knowledge and the overall experience of the candidates and, on the other hand, their growth potential. Depending on the type of selection procedure, the importance given to different profiles may vary; notably, the selection procedures for the recruitment of young researchers pay particular attention to growth potential. The internal regulations of the University of Udine expressly require that the selected candidate should be the most qualified to perform the functions for which the open position was advertised (see art. 14 of the Policy). In accordance with the principles set out by the *European Charter for Researchers* and the *Code of Conduct for the Recruitment of Researchers* and, in particular, with the principle "Recruitment", as well as with the relevant national legislation, the internal regulations of the University of Udine require that competition notices contain an extensive description of the

					knowledge and skills required. At the same time such knowledge and skills should not be so specific as to discourage potential candidates (see art. 6 of the Policy). Internal regulations also establish that the evaluation criteria set forth in the competition notice, which should be the basis of the evaluation, should comply with national and international standards, as well as with any additional scientific and lecturing qualifications that may be considered essential (see art. 14 of the Policy).
Appointment phase					
20. Do we inform all applicants at the end of the selection process?		x		*Yes, substantially*	As can be seen from the "Policy for an Open, Transparent and Merit-based Recruitment of Researchers – Summary Document", in accordance with the principles set out by the *European Charter for Researchers* and the *Code of Conduct for the Recruitment of Researchers*, and, in particular, with the principle "Transparency", as well as with the relevant national legislation, the internal regulations of the University of Udine regarding the procedures for the recruitment and career progression of researchers require that the proceedings of the selection Committee, i.e. the minutes of their meetings, the annexes thereto and the final report, shall be approved by Rector's Decree, as a rule, within thirty days from their delivery to the

					competent administrative offices (see art. 15 of the Policy). The Rector's Decree approving the proceedings of the selection Committee and the final report are published online in the *Albo ufficiale* (Official Notice Board) of the University of Udine and in the University website (see art. 15 of the Policy). As provided for by the competition notices, the publication of the Rector's Decree approving the proceedings of the selection Committee and the final report counts as notification to all intents and purposes. The time limits for any claims and appeals shall run from the date of publication of the Rector's Decree approving the proceedings of the selection Committee. The procedures and time limits for challenging the Rector's Decree approving the proceedings of the selection Committee are described in the competition notice (see art. 16 of the Policy).
21. Do we provide adequate feedback to interviewees?		x		*Yes, completely*	As can be seen from the "Policy for an Open, Transparent and Merit-based Recruitment of Researchers – Summary Document", in accordance with the principles set out by the *European Charter for Researchers* and the *Code of Conduct for the Recruitment of Researchers*, and, in particular, with the principle "Transparency", as well as with the relevant national legislation, the internal regulations of the University of Udine regarding the procedures for the recruitment and career progression of

					researchers require that the minutes of the meetings of the selection Committees should include information about the qualifications and publications (where required) that have been assessed, the evaluation criteria adopted, the grades and/or evaluation comments received by each single candidate and the results of the selection. More specifically, the grades and/or evaluation comments received by each single candidate (where required) should also provide an appropriate description of their strengths and weaknesses (see art. 15 of the Policy). In the event that the final report discloses the results of the selection, but not the grades and/or evaluation comments received by each single candidate (where required), candidates may ask the competent offices to view their own grade and/or evaluation comment, as well as exercise their right of access to the files and view all the documentation relating to the procedure, including the grades and/or evaluation comments received by the other candidates (see art. 15 of the Policy).
22. Do we have an appropriate complaints mechanism in place?		x			*Yes, substantially*	As can be seen from the "Policy for an Open, Transparent and Merit-based Recruitment of Researchers – Summary Document", in accordance with the relevant national legislation, candidates can challenge the Rector's Decree approving the proceedings. The time limits for any claims and appeals shall run from the date of publication of the Rector's

					Decree approving the proceedings of the selection Committee. The procedures and time limits for challenging the Rector's Decree approving the proceedings of the selection Committee are described in the competition notice (see art. 16 of the Policy). Accepting the suggestion made by the "*Charter & Code*" *Working Group* in the first version of the OTM-R checklist, through its "Policy for an Open, Transparent and Merit-based Recruitment of Researchers – Summary Document", the University of Udine has undertaken to establish a system that simplifies the submission of any complaints other than challenging the results of the selection procedure, by devoting a special section of its website to such purpose (see art. 18 of the Policy).
Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				*Yes, substantially*	As can be seen from the "Policy for an Open, Transparent and Merit-based Recruitment of Researchers – Summary Document", in accordance with the relevant national legislation, the proceedings of the selection Committee, i.e. the minutes of their meetings, the annexes thereto and the final report, are approved by Rector's Decree, as a rule, within thirty days from their delivery to the competent administrative offices (see art. 15 of the Policy). Through its "Policy for an Open, Transparent and Merit-based Recruitment of Researchers – Summary Document", the University of Udine has

					undertaken to set up a system of analysis and self-evaluation that will allow to further verify the degree of application and effectiveness of the OTM-R principles in its procedures for the recruitment and career progression of researchers (see art. 19 of the Policy).