

Implementation of the Human Resources Strategy for Researchers at the European Molecular Biology Laboratory (EMBL)

HR Strategy

EMBL has its own Staff Rules and Regulations approved by Council and to that extent it is not bound by the national employment legislation in the host countries.

The provisions include internal taxation and social security systems as well as disputes and appeals procedures. Internal policies have also been drawn up to augment the rules and regulations. The policies cover *inter alia* good scientific practice and acceptable IT use.

The laboratory recruits scientists at all levels, from pre and postdoctoral researchers to group leaders and heads of units, through fair and open competition. The pay and benefits are designed to attract the best staff and compensate them appropriately for any disadvantages of moving away from their national systems for a fixed period of time. The terms and conditions of employment are subject to periodic review in comparison with other international and national institutes in the member states.

Action Plan

The internal analysis identified the following areas to be reviewed and adjusted to meet the requirements of the Charter & Code of researchers:

Ethical and professional aspects	
<p>The internal policies and regulations on working conditions, including any operational constraints and the approvals necessary for research work, will be included in the newcomers' information material distributed by EMBL.</p> <p><i>Action:</i></p> <p><i>Who: HR, Recruitment & Performance Management section</i></p> <p><i>When: by 15th March 2013.</i></p> <p><i>Status: Action completed as planned.</i></p>	<p>C&C 1</p> <p>C&C 4</p> <p>C&C 5</p>

Recruitment	
<p>EMBL is developing a career website with general information about open vacancies and application procedures, as well as working conditions at the Laboratory, to provide greater visibility and transparency and to present EMBL as an attractive employer. It will include the basic principles governing recruitment at EMBL.</p> <p>All scientific positions are published on the EURAXESS job board through Nature online.</p> <p><i>Action:</i></p> <p><i>Who: HR, Recruitment section</i></p> <p><i>When: December 2015</i></p> <p><i>Status: Completed</i></p>	<p>C&C 13</p> <p>C&C 15</p>
<p>EMBL is also preparing internal recruitment guidelines covering <i>inter alia</i> the minimum and maximum times allowed between placing the advertisement, the deadline for applications and interviewing candidates.</p> <p><i>Action:</i></p> <p><i>Who: HR, Recruitment section</i></p> <p><i>When: December 2015</i></p> <p><i>Status: Completed</i></p>	<p>C&C 13</p>
<p>It is useful that especially technical and administrative members of selection panels at EMBL receive training in interviewing skills before they carry out these duties. Periodic refresher training should also be provided. There will be three courses on interviewing skills in 2013. They need to be actively promoted to the relevant selection panels.</p> <p><i>Action:</i></p> <p><i>Who: HR, General Training & Development</i></p> <p><i>When: 2013</i></p> <p><i>Status: completed (interview training has become part of the training program)</i></p>	<p>C&C 14</p>

Working conditions and social security	
<p>Flexibility in working hours and place of work are under review at the EBI. Potential action items need to be identified</p> <p><i>Action:</i></p> <p><i>Who: Senior HR Officer, EBI</i></p> <p><i>When: December 2015</i></p> <p><i>Status: Completed</i></p>	C&C 24
<p>The extension to fellows of additional social benefits such as unemployment insurance is under consideration. Unemployment insurance for fellows will be evaluated as part of a survey related to the terms and conditions of employment for Staff Members conducted by the council's working group on Terms and Conditions of Employment in 2013.</p> <p><i>Action:</i></p> <p><i>Who: Head of HR</i></p> <p><i>When: 2013</i></p> <p><i>Status: completed (pension scheme and unemployment benefits have been introduced to fellows as of January 2014)</i></p>	C&C 26
<p>EMBL recognises the obstacles in portability of social security provisions for mobile researchers and maintains connections with the national authorities in the host countries to ameliorate these wherever possible.</p> <p><i>Action:</i></p> <p><i>Who: Administrative Director</i></p> <p><i>When: ongoing</i></p> <p><i>Status: on-going action by the administrative units of EMBL</i></p>	C&C 29

Training	
<p>EMBL will investigate and define the researchers' diverse roles and the competencies needed to fulfill these. A survey was designed and deployed to map future training needs of members of personnel of EMBL in order to develop the curriculum of the General Training and Development Programme.</p> <p><i>Action:</i></p> <p><i>Who: Head of HR</i></p> <p><i>When: The survey was launched in January 2013 and the results were evaluated in March 2013</i></p> <p><i>Status: Action completed as planned</i></p>	C&C 37