	Guidelines for the Recruitment, Selection and Management of CMCC Consortium Ltd. Staff	I-10-GRU/2
Date and signature (RRU) 10.09.2012 MILENA CAGNAZZO	Date and signature DAMM LAURA PANZERA	Date and signature PRES. ANTONIO NAVARRA

Guidelines for the Recruitment, Selection and Management of CMCC Consortium Ltd. Staff

The following describes the criteria for, and the methods of regulating the recruitment of CMCC staff and organizing its internal levels, as provided by the Italian D. L. 112/08 sec. 18.

1. Staff recruitment and selection

CMCC being a private employer, staff recruitment is carried out through private selection procedures, aimed at assessing the required professionalism, abilities and attitudes of prospective employees.

For any new occupational requirements:

- CMCC may resort to internal recruitment and fill the vacancy from its existing workforce and/or of its partners and it may thus consider the applications of internal candidates and/or of those employees whose contracts are about to expire; CMCC may also turn to external recruitment and evaluate CVs already received for previous recruitment procedures or any spontaneous applications;
- as an alternative, CMCC may decide to consider the external labour market.

In this last case, CMCC job opportunities will be made public through insertions in the dedicated web area of CMCC web site, where the names of those to be contacted are provided.


The above-mentioned referents will collect the applications and they will screen them firstly on the base of the collected documentation and together with the Division Administrators (if they are not the referents themselves) they will examine the remaining applications.

During the interview, it is also possible to avail oneself of the support of computer devices that suit remote-control (on request, you can get support from internal employees of CMCC that deal with staff management).

When the process of recruitment and selection is completed, the Division Administrators will contact the person in charge of the Administrative management of the staff to carry on the drawing up of the contract (see the Indicative Notes for the Administrative Management of Human Resources at CMCC).

Permanent scientific positions can be assigned after a cooperation period of at least three years with the centre which has been positively evaluated by the Committee of the Division Administrators, and for an organizational need of CMCC to recruit qualified professional figures not necessarily connected to single research projects, usually carried on autonomously from each other and aiming at the achievement of each project expected results, but also able to perform tasks relevant for different projects.

The abovementioned activities will be ruled by precise internal regulations and will be performed according to pre-established time schedules. To obtain the final authorization, the recruitment request will be forwarded by the Division Administrator to the Board of Directors, together with a cover letter.

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2. Internal levels and staff management

2a) **SCIENTIFIC FIGURES**

The CMCC organization is made up of the following SCIENTIFIC FIGURES:

Senior Scientists

Description: They coordinate work teams and research project groups; they are autonomous in the solution of complex issues, they are able to consider and define research policies and directions; they have experience in the presentation of project proposals and abilities in finding external funds.

Required experience: Research Doctorate and at least 10 years' work experience.

Scientists

Description: they are autonomous in their research activities and in the use of necessary tools, they manage activities that imply not pre-arranged solutions and their responsibilities are connected to scientific and managerial activities; they are autonomous in problem solving and they cooperate in the definition of research paths, they participate in national and international research projects in which they have to manage research areas and Projects Work-packages; they are able to run teams; they cooperate in the presentation of project proposals; they have a good level of publications of obtained results.

Required experience and education: Research Doctorate and at least 6 years' work experience.

Junior Scientists

Description: they cooperate in national and international research projects and in the drafting of project reports; they are able to use all the main tools of research activities; they carry on activities at different levels of complexity and with a responsibility level dependent on the accuracy of the full range of managed activities; they take part in the publication of research results;

Required experience and education: Research Doctorate and at least 2 years' experience.

Post Docs


Description: they carry on research activities on the basis of pre-established procedures and at a level of responsibility dependent on their correct implementation; they cooperate in national and international research projects; they contribute to the publication of research results;

Required experience and education: Research Doctorate or equivalent work experience.

Post Graduates

Description: they carry on research activities on the basis of pre-established procedures and with a level of responsibility dependent on their correct implementation; they cooperate in national and international research projects; they contribute to the publication of research results.

Required experience and education: Master degree (junior researchers or postgraduate students).

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Junior Scientific Managers

Description: they cooperate in national and international research projects and in the drafting of project reports; they are able to use all the main tools of research activities; they carry on activities of different complexity at a responsibility level connected to the accuracy of the full range of managed activities.

Required experience and education: Degree.

Senior Scientific Managers

Description: they manage the coordination of national and international complex, community research projects. They are autonomous in solving complex issues, they are able to consider and to define managerial policies and paths; they have experience in the presentation of project proposals and ability in formulating budgets and drawing up reports;

Required experience and education: Degree and at least 5 years' work experience.

Technical-managerial staff

Required experience and education: Degree.

Junior Research Associates

Description: they carry out and coordinate maintenance and technical assistance activities, software production, test and checks on the basis of pre-established procedures and at a level of responsibility connected to their correct implementation.

Required experience and education: Degree or equivalent practical experience.

Senior Research Associates

Description: they manage and coordinate maintenance and technical assistance activities, software production, tests and checks and they are responsible for the results of the whole activity project; they are autonomous in the resolution of complex issues, they are able to consider and define on their own initiative their activity programmes.


Required experience and education: Degree or equivalent practical experience and at least 5 years' experience as research technician.

Affiliated Scientists

Scientific profiles (researchers), generally, but not necessarily, employed in the same consortium, in associates' centres or in partners of other CMCC projects. They can occasionally ask CMCC to participate in meetings, congresses or other initiatives of a scientific nature for limited periods, according to their specific competences. All the initiatives should be aimed at the enrichment of the knowledge of public institutions and of the community, taking into consideration the specific competences of the consortium in scientific and applicative promotion of research on climate change.

Such figures may have affiliation relations with CMCC only by special request and after the acceptance of the same request by the consortium. The criteria to adhere to in order to obtain the acceptance of the candidature as affiliate scientist from CMCC are:

- the temporariness of the project/research activity at the basis of the proposal for scientific affiliation;

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- the affinity of the project/activity proposed with the activity of CMCC and, as a consequence,
- the possibility of using the scientific affiliation to pursue the objective of the CMCC to improve knowledge of the dynamics and of the consequences of climate change in the scientific-academic world.

Moreover, CMCC, as requested from the candidate for scientific affiliation, can grant a reimbursement to cover the expenses for each journey undertaken for the objectives of the scientific project above mentioned.

CMCC may formalise such kind of cooperation only once and for a limited period of time.

The affiliation requests should be forwarded by interested people to the CMCC directorate (President/Division responsible) that can decide to accept it or reject it, in consideration of the objectives of the study carried out by the centre.

Scholarships

Description: recipient of a scholarship supplied by CMCC, in the form of:

partial or total contribution to the expenses for board and lodging during the attendance of high education courses or of training programmes
and/or

partial or total contribution towards the registration fees for Master's, high education Courses at universities, research and education institutions.

Minimum requirements: Degree or equivalent title.

2b) ADMINISTRATIVE FIGURES

As far as the recruitment of internal administrative figures is concerned, CMCC operates in respect of the internal rules of CNNL for the tertiary sector and commerce employees. A copy of the contract is available on the e-board of CMCC.

With regard to anything that is not clearly expressed in this directive, the current legislative and contract laws for ordinary and obligatory employment at private employers apply.