	<b>GUIDELINES FOR RECRUITING, SELECTION AND MANAGEMENT OF THE CMCC PERSONNEL</b>		<b>I-10-GRU/6</b>
<b>Date and Signature Revision (RRU)</b> <b>19.07.2016 MILENA CAGNAZZO</b>	<b>Date and Signature</b> <b>Executive Director</b> <b>LAURA PANZERA</b>	<b>Date and Signature</b> <b>PRESIDENT</b> <b>ANTONIO NAVARRA</b>	

**This instruction describes the criteria and procedures providing for the recruitment of CMCC Personnel and governing the internal levels, in compliance with Law-Decree D.L. 112/08 article 18.**

### **1. Recruiting and Selection of Collaborators**

As CMCC is a private employer, its personnel is recruited through confidential selection procedures, aimed at verifying the skills, abilities and talents required.

For any new recruitment need:

- CMCC may assess the skills already working in the Center and/or among the Founders of the Foundation, evaluating the applications of collaborators already working and/or whose contracts are going to expiry or among the CVs already received for other selections or as spontaneous applications;
- alternatively, CMCC may decide to go to the external job market.

In the last case, the CMCC job opportunities are published by adverts in the CMCC relevant web-page. Anyone interested to participate to the selections, shall submit his/her applications and CV, accessing to a CMCC web application managed by the Personnel Management Office. This web application is programmed for collecting and keeping all CVs received by the Center.


The above-mentioned web application collects all applications and forwards them to the Responsible for the research line that carries out the selection procedure. The Responsible provides for the first screening according to the received documents and evaluates the other applications together with the Divisional Manager (whenever he/she is not the Responsible).

An interview may be performed, even by technological tools in remote (a support from the CMCC internal office in charge for Personnel Management may be received upon request).

Once the recruiting and selection procedure has been completed, the Divisional Manager calls the office in charge for the Personnel Management for drafting the contract (please refer to the Descriptive Notes for the CMCC Human Resources Management).

### **2. Assignment to a long-term scientific position**

Long-term scientific positions may be assigned after a three-years at least collaboration experience with the CMCC structures, positively evaluated by the Strategic Committee and for facing an organizational need of the Center for qualified professional skills, not necessary bounded to single research projects characterized by organizational independence and achievement of a specific project outcome, but

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assigned to tasks potentially cross-functional to them.

Such skilled professional activity shall be developed according to precise directives and within defined timetable.

The Divisional Manager will send the proposal for recruitment to the Strategic Committee, accompanied with CV, assessment of the applicant and his/her scientific activity, evaluation of the employment's financial sustainability, as well as any reference letters. The Strategic Committee, once positively assessed the proposal for recruitment, will submit it to the attention of the Board of Directors for the definitive authorization.

### **3. Internal Levels and Personnel Management**

#### **3.a. SCIENTIFIC POSITIONS**

The following SCIENTIFIC POSITIONS<sup>1</sup> are provided for within the CMCC organization:

#### **Senior Scientist**

Description: he/she coordinates work teams and research projects teams; he/she is independent in complex problem-solving; he/she is able to assess and define research policies and directives; he/she has experience in submitting project proposals and ability in raising external funding;

Required Experience: PhD and at least 10-years work experience


#### **Scientist**

Description: he/she is independent in implementing research activity and using the necessary tools; he/she manages activities implying different solutions not established in advance and with responsibilities related to the scientific and management decisions; he/she is independent in problem-solving and collaborates to the definition of the research directives; he/she participates to national and International research projects, where he/she has the responsibility for the management of research matters or project WorkPackages; he/she is able to manage work teams; he/she cooperates to the submission of project proposals; he/she has a good level of publication of the achieved results.

Required Experience and Training: PhD and at least 6-years work experience

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<sup>1</sup> Exceptionally and upon specific motivation in written, the Divisional Manager may recognize a higher scientific position than the relevant one even in case there are not all the requirements.

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### **Junior Scientist**

Description: he/she cooperates in national and International research projects and in drafting project reports; he/she is able to use all main tools of the research activity; he/she performs activities with different levels of complexity and with responsibility related to the overall accuracy of the managed procedures; he/she participates to the publication of the research results;

Required Experience and Training: PhD and at least 2 years-experience;

### **Post Doc**

Description: he/she develops research activity according to procedures established in advance and with responsibilities related to their proper implementation; he/she cooperates in national and International research projects; he/she contributes to the publication of the research results;

Required Experience and Training: PhD or equivalent work experience;

### **Post Degree**

Description: he/she performs research activity according to procedures established in advance and with responsibilities related to their proper implementation; he/she cooperates in national and International research projects; he/she contributes to the publication of the research results;

Required Experience and Training: Specialization Degree (junior researcher o PhD fellow).


### **Junior Scientific Manager**

Description: he/she cooperates to the management of national and International research and in drafting project reports; he/she is able to use the main tools of the management activity; he/she performs activities with different levels of complexity and with responsibilities related to the overall accuracy of the managed procedures.

Required Experience and Training: Bachelor's Degree (*laurea breve*)

### **Senior Scientific Manager**

Description: he/she manages the coordination of complex, European, International and national research projects; he/she is independent in complex problem-solving; he/she is able to assess and define management policies and directives; he/she has experience in submitting project proposals and ability in setting budgets and drafting balance sheets;

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Required Experience and Training: University Degree and at least 5 years-work experience

### **Technical-Management Staff**

Required Experience and Training: University Degree

#### **Senior Research Associate**

Description: he/she manages and coordinates the activities of technical maintenance and assistance, software production, check and controls with responsibilities related to the overall activity result; he/she is independent in complex problem-solving; he/she is able to assess and define autonomously his/her activities' programs;

Required Experience and Training: Diploma o equivalent practice and at least 5 years-experience as research technician.

#### **Junior Research Associate**

Description: he/she performs activities of technical maintenance and assistance, software production, check and controls, according to procedures established in advance and with responsibilities related to their proper implementation;


Required Experience and Training: Diploma or equivalent practice

#### **Affiliate Scientist**

Scientific position (researcher), generally but not necessarily employed by the Founders or institutional participants or partners in other CMCC project, who may occasionally require CMCC to participate to meetings, conferences and other initiative of scientific kind for a limited duration, because of his/her specific skills. Such initiatives shall have as object the improvement of knowledge of the public institutions and society, with reference to the peculiar aims of the foundation for scientific and applied promotion in the study on climate change.

This position may be affiliated with CMCC only upon his/her specific request and after its approval by the foundation. The criteria to be applied for the approval of the application for Affiliate Scientist by CMCC are as follows:

- The provisional nature of the research project/activity the proposal for scientific affiliation is based on;
- The similarity of the project/activity proposed by the researcher with the studies of interest for CMCC and, consequently, the possibility to use the scientific affiliation to pursue the CMCC aim to improve knowledge on

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dynamics and effects of climate change in the academic and scientific context.

It is provided also that CMCC, always upon request of the applicant for the scientific affiliation, may accept to pay a reimbursement of expenses for any transfers to be done for the above-mentioned scientific project/activity.

Il CMCC may formalize this kind of collaboration for a given duration of time.

The proposals for affiliation shall be sent by the interested persons to the CMCC head office (President/ Divisional Director), who may decide to approve it or not, taking into account the focus of the studies developed by the Center.

### **Stageur**

Description: beneficiary of a vocational training course, allowing his/her temporary insertion within CMCC that does not imply a job relationship.

### 3.b. ADMINISTRATIVE POSITIONS

As per the internal classification of strictly ADMINISTRATIVE positions, CMCC acts in full compliance with the provisions of the **CCNL for employees in Tertiary and Commerce Sector**. A copy of this contract is available in the CMCC electronic bulletin.

The legislative and contractual provisions on ordinary and obligatory employment at private employers continue to be applied to all not expressly provided for in these Guidelines.