	GUIDELINES FOR RECRUITING, SELECTION AND MANAGEMENT OF THE CMCC PERSONNEL	I-10-GRU/8 02.08.2022
Executive Director LAURA PANZERA		PRESIDENT ANTONIO NAVARRA

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, **with the support of Recruitment and Training 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, **with the presence of Recruitment and Training Responsible**, 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, or with equivalent research institution or universities, positively evaluated by the Board of Directors and/or by the Strategic Committee and for facing an organizational need of the Center for qualified professional skills, not necessarily bounded to single research projects.

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This process will be organized according to the internal operating procedures and instructions for the assignment of permanent scientific positions.

3. Internal Levels and Personnel Management

3.a. SCIENTIFIC POSITIONS

The following SCIENTIFIC POSITIONS¹ 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; Its cost is co-financed for 80% from the central funds assigned to the divisions on the base of rewarding indicators and its activity is dedicated mainly to strategic and interdivisional activities of the CMCC.

Required Experience: PhD and at least 10-years work experience in the CMCC or equivalent research institutions or universities. Citations and H-index higher than the thresholds indicated in the Rating Table for the 1st Band (https://abilitazione.miur.it/public/document/2018/Tabelle_Valori_Soglia_ALLEGATI_DM_589_2018.pdf), increased by 50%, rounded up to the nearest integer.


Senior Research Scientist

Description: he/she has the same tasks, roles and qualifications as the "Senior Scientist", but its activity is mainly dedicated to competitive research, acquired by the division on the basis of project or services, on which the cost is charged.

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.

¹ 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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Its cost is co-financed for 60% by the central funds assigned to the divisions based on reward indicators and its activity is mainly dedicated to strategic and interdivisional activities of the CMCC.

Required Experience and Training: PhD and at least 6-years work experience in the CMCC or equivalent research institutions or universities. Citations and H-index higher than the thresholds indicated in the Rating Table for the 1st Band (https://abilitazione.miur.it/public/documenti/2018/Tabelle_Valori_Soglia_ALLEGA_TI_DM_589_2018.pdf), increased by 50%, rounded up to the nearest integer.

Research Scientist

Description: he/she has the same tasks, roles and qualifications as the "Scientist", but its activity is mainly dedicated to competitive research, acquired by the division on the basis of project or services, on which the cost is charged.

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 or PhD fellow).

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Principal Scientific Manager

Description: he/she proposes, elaborates and coordinates the management of complex national and international research activities and projects; he/she is autonomous in the solution of complex problems; he/she is able to evaluate and define management policies and guidelines; he/she has experience in the presentation of project proposals and ability in the formulation of budget and to draw up reports.

Required experience: Bachelor's degree and at least 8 years work experience.

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;

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

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*)


Principal Research Associate

Description: S/He proposes, manages, and coordinates the activities of development and technical management, software production, testing, and controls with responsibilities related to the result of the entire activity; explores technological and software developments; is autonomous in solving complex problems; is able to independently evaluate and define the programs of its activities.

Required experience: Diploma or equivalent practical culture and at least 8 years of experience as a research technician.

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

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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

Technical-Management Staff

Description: all CMCC staff not covered by the above qualifications (e.g. administrative staff)

Required Experience and Training: University Degree

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 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.

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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.