



## Professional Career Plan



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## 1. INTRODUCTION

The professional career plan is the management tool aimed at promoting the development of people and, consequently, the Institute's. Within the framework of this evaluation and professional development plan, the IREC staff knows the professional path that can be made within the organization from its incorporation until the end of the employment relationship.

Always thought from a point of view of improvement of the competences and the professional merits, of promotion and of professional development within the framework of the research, the technological development and the Innovation (R + D + i), boosting excellence and productivity of our Institute's research. All this by means of a system of evaluation of the professional development of the personnel of the IREC.

The professional career plan is a reference document that evolves over time, adapting to the reality of the institution's environment. The successive versions will be able to enter into force when they have been approved by the governing body of the Foundation, the Board of Trustees. The v8 of January 2014 was ratified by the Patronage of IREC on July 26, 2018.

This plan in its eighth version, must be adapted to the new situation in the environment in which the Institute is since the incorporation into the public sector of the Generalitat communicated by Intervention of the Generalitat in December of 2018. The present version 9, v9, of June of 2019 is, therefore, a modification of the v8 that continues the contents of bottoms of This last one, and that only makes a normative adaptation in everything that refers to how the professional career plan of the workforce must be from the new situation of IREC as a public sector entity.

### 1.1. Definition.

The professional career is the reference framework that people who work at the Institute must have and who want to make an important part of their career in it. The document presents the procedure and criteria for the evaluation and progression of people within the framework of the competencies of their workplace. These competencies are defined in the description of each job or position.

The professional career can give rise to two possibilities; the promotion or change of professional category, and the promotion within the same professional category.

### 1.2. Objectives.

The implantation of the professional career plan of the IREC aims to:

- Recognize the contribution of professionals in improving the quality of R & D, the proper execution of projects, the capture of resources, Attraction of talent and the continuous improvement of management and technical support.
- Differentiate the professionals, granting objective recognition to their competence and professional merits within the strategy and the achievement of the objectives of the center.
- To generate a greater co-responsibility of the people and to foment the culture of commitment with the Institute.
- Achieve a high degree of motivation for professionals and an improvement in the parameters that evaluate the activities of R & D.

### 1.3. Organizational structure.

The organizational structure of the Institute is defined by Direction and published on the intranet, after approval by the Board of Trustees. The structure principle is based on the existence of the research areas and the management area of the Center.

Regarding the areas of research, there is the head of the area, which fundamentally defines the scientific and technological strategy, directs its team of heads of group and is responsible, along with the group leaders, of the fulfillment of the budget, obtaining contracts and projects and defining the needs in facilities. The group leader also has his team, which will be usually composed of senior researchers, post-docs, project engineers, technicians and scholars, depending on the dimension, expectations and orientation of the group.

#### 1.4. Conditioners.

The promotions within the same professional category through the levels established in this document will be made based on the results of the annual assessment established and the achievement and maintenance of the minimum and complementary requirements for each case. While the category changes will also be in accordance with the organization chart of the Institute approved by the Board of Trustees, subject to the call for a public employment contract offer for permanent places, in agreement to the usual procedures in the public sector, and finally, and in the case of temporary recruitment, subject to the procedure established in the definition document of the personnel selection of the Institute in force at any time "Talent Recruitment Policy".

This process for the promotion of personnel will be open and public to cover a vacancy of level R1, R3 and R4. Without detriment to promoting the mobility of the researchers, to access the R2 level from R1, it will be possible to access with the obtaining of the title of Doctor, subject to the availability of place or labor contract related to the needs of the center.

For access to levels in the categories R1, R2, R3 and R4, further understanding as levels within category R2 the "Pre-Consolidated" and "Consolidated", will be done through internal promotion. This internal promotion will be the result of the annual evaluation process, in accordance with the defined criteria of merits in this professional career plan, which must be in accordance with the regulations and procedures approved and valid for the evaluation of the workers.

The vacancies in the permanent or temporary structure of the Institute will always be published on the intranet of the Institute and simultaneously in specialized networks adapted to the profile demanded.

A promotion can also be produced, therefore, to successfully overcome the evaluation process and access to the call for a contract for the employment of the public sector by a place in the permanent structure, from the temporary structure by work or service or "tenure-track", although there is no improvement in the category or professional level.

With justification accredited for reasons of productive needs, the vacancies of the permanent structure of the Center will be able to cover temporarily with public announcement and open with the corresponding approval of the Directorate of the Institute, pending the deadlines and approvals by part of the governing body of the Institute and of the established in the State Budgets of each year in relation to the possibility of making official public calls for permanent places in the public sector.

## **2. THE PROFESSIONAL CAREER PLAN IN THE INSTITUTE**

The professional career is the potential route or done by a person during their work at the Institute, which contemplates the recognition of this route in relation to their competencies, merit in Contribute to the objectivable parameters of the Institute's R & D & I activities, training and activity. In summary, the recognition of the degree achieved in its professional development.

In order to evolve in your professional career, the professional must go beyond the minimum requirements and valuable complementary requirements, which will help you promote them at the same level, or access other groups or levels when the vacancy exists and win it, or opt for a place called through public competition according to current regulations.

- 2.1. The general professional career at the Institute is divided into five groups, which can be divided into levels.

The professional career will start at the moment when the worker enters the IREC. Its initial position will be fixed at the time of its incorporation when selected to occupy a previously defined position; Their scientific, technological and personal skills will be used to assign the corresponding level and these, together with the merits carried out, will also be the elements that will guide the criteria to evaluate the future promotions of the workers by change of level or category. Specifically, a series of competences and requisites will be taken into account:

- Minimum mandatory requirements defined in the following sections.
- Qualified Complementary Requirements defined in the following sections
- have passed the competency and professional evaluations to which it is submitted according to the current procedure.

- 2.2. In order to be able to move to a higher salary band, the minimum requirements must be met, and the part of the complementary requirements that are established for each level. This will allow you to access this level change. The candidate will always be subject to overcoming the competency assessments and professional merits. In the event of not exceeding these assessments, the worker will remain in the same salary range in which he was.

- 2.3. In order to be able to go to the superior category, the candidate must present his candidacy to her; this will only be taken into account if it has positively made its professional progress within the group it provides, and meets the minimum and complementary requirements that are established for each case. In any case, although there is no availability of places, the Institute, through the Evaluation Committee, will recognize the merits of the candidate.

- 2.4. The new incorporation staff will be assigned the category and the level that establishes the call of the place they choose to cover and the merits provided and duly evaluated by the Ad-hoc Evaluation or Selection Committee. The result of the evaluation must be supervised and validated by Human Resources and Budget Control.

- 2.5. All the above points will be subject to the approval of Economic Management according to the Annual Management Plan of the Institute, which will ensure compliance with the official guidelines for public entities.

### **3. STRUCTURE IN CATEGORIES AND PROFESSIONAL LEVELS AND REQUIREMENTS OF ACCESS TO SAME**

The IREC Professional Career Plan, from its inception, contemplates two routes of minimum and complementary requirements specific to each category according to the requirements of **Research (R), Development of Technology (DT) and Innovation (I)** marked by the strategic plan of the different research groups for their professionals. However, the competence framework to be developed is common, as well as benchmarks of reference for similar responsibilities.

For these itineraries, the following stages were established, according to the nomenclature of the European Commission:

- **First Stage Researcher / First Stage Project Engineer, R1.**
- **Recognized Researcher / Recognized Project Engineer, R2.**
- **Established Researcher / Established Project Engineer, R3.**
- **Leading Researcher / Leading Project Engineer, R4.**

Then define the minimum requirements and complementary access to each of these stages, and skills that will be evaluated periodically to achieve:

### 3.1. First Stage Researcher / Project Engineer, R1

researchers **and engineers of projects in the category of First Stage**, to carry out the doctoral thesis or, those graduates who wish to start their professional activity in a line of research or development of technology related to the activity of the IREC.

This profile includes people who perform research and / or development of technology (R & D) under supervision.

This category R1 will be composed of 10 professional levels:

- R.1.10
- R.1.9
- R.1.8
- R.1.7
- R.1.6
- R.1.5
- R.1.4: fourth year
- predoc R.1.3: third year
- predoc R.1.2: second year predoc
- R.1.1: first year predoc

This staff must also meet the following minimum mandatory requirements for the initial categories R.1.1 and Project Engineer R.1.5.

#### 3.1.1. For non-doctoral students

##### Minimum requirements:

- Degree and official master's degree or equivalent with a record of outstanding academic qualification, being the one set in the call, or the one established by the Evaluation Committee according to the criteria of the call or objectives of the work plan. Candidates who are in the final phase of the official master's degree or equivalent can be considered.
- English level suitable for your activity.

#### 3.1.2. For PhDs

##### Minimum Requirements:

- Degree and official master's degree or equivalent with a record of outstanding academic qualification, being the one set in the call, or the one established by the Evaluation Committee according to criteria of the call or objectives of the work plan.
- The objective of the doctoral thesis will be to solve a problem related to the I + D + i activity of IREC.
- Advanced level of English language suitable for your activity.

For the rest of the levels, the staff must meet the following requirements:

### 3.1.3. For non-doctoral students

The requirements to advance the levels of R1 are marked by the evolution in obtaining the access requirements for category R2. **The valuation of each minimum and valuable requirement will be 0, 0.5 or 1 point according to the fulfillment of the requirement.** The following table shows the necessary points for access to each level:

**Table 1: Progress levels R1**

	Minimum requirements R2-Pre	Valuable requirements R2-Pre
R.2.1.1 *	3	2
R.1.10	2.5	1.5
R.1.9	2.0	1.0
R.1.8	1.5	0.5
R.1.7	1.0	0.5
R.1.6	1.0	0.0
R.1.5	0.0	0.0

\* If there is a place or a work contract

### 3.1.4. For doctoral Ph.D.

students graduate automatically in the levels annually until they reach level R.1.4 . with validations of the program and / or doctoral commissions.

The maximum stay in this category will be 4 years, and may request a maximum of one year at R.1.4, duly justified according to the objectives of the work carried out and the remaining work.

### 3.1.5. Skills First Stage Researcher / Project Engineer (R1)

Researchers in this category must develop the following competencies:

- Carry out R & D under supervision.
- Have the ambition to develop knowledge about R & D & I methodologies, and discipline.
- Have shown a good understanding of your field of study.
- Have demonstrated the ability to produce data under supervision.
- Being capable of critical analysis, evaluation and synthesis of new and complex ideas.
- Be able to explain the results and the value of their research to their research colleagues.

Desirable:

- Skills Integrates language, communication and relationships skills, especially in an international context. Capacity for analysis and synthesis.
- Capacity for learning and continuous improvement.
- Teamwork.

## 3.2. Recognised Researcher / Project Engineer, R2 These

include doctorate graduates or project engineers who have not yet achieved an important level of independence.

Recognized in this category will be composed of professionals in different levels:

- **Pre Consolidated**
- **Consolidated**

The entrance to the lower level and Pre Consolidated will have its minimum requirements necessary and complementary in order to access them.

### **3.2.1. Recognized (R2) Pre Consolidated**

They must meet the following mandatory minimum requirements and two of the complementary requirements that can be evaluated (the Evaluation Committee may consider compliance with the minimum requirements if one of the requirements was not met, provided that the evaluated candidate provides contrastable data a very remarkable fulfillment in another one of the minimum or valuable requirements that can be considered strategic):

#### **3.2.1.1. For the personnel with investigating race**

##### Minimum Requirements:

- Title of Doctor.
- Have a number of publications in indexed scientific journals<sup>1</sup> and / or books indexed with ISBN, related to the work of your thesis. The amount of articles, the impact factor of the magazines, the citations of the publications, as well as the order of authorship and the contribution in the publication will be the elements that the Evaluation Committee will take into account when it comes to select the candidate according to the topic.

##### Valuable Requirements:

- Publications in magazines of the first quartile of the Journal Citation Reports of the ISI Web of Science or Scopus, and / or books indexed with ISBN.
- Have you been awarded a scholarship for competitive concurrence or other grants for the development of the doctoral thesis (FPI, FPU, PFIS scholarships, etc.).
- Have staged internationally renowned centers.
- Have made presentations in congresses of recognized international prestige.
- Title of industrial / intellectual property requested, derived from the results of its doctoral thesis or participation in projects of R & D in cooperation with the industry.
- Have participated in R & D projects in cooperation with other international institutions.
- Tasks of responsibility, control, supervision and / or organization.
- Coordination and execution of tasks outside the requirements of its category described in this Career Plan.
- Special performance, extraordinary activity and / or interest or initiative in the activity of research, technology transfer, innovation, attracting talent and / or management.

#### **3.2.1.2. For staff with technological career**

##### Minimum Requirements:

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<sup>1</sup> References to scientific indexed journals takes into account the Journal Citations Report from ISI Web of Science or Scopus.

- Official Master's Degree related to the activity of IREC.
- As a result of the work carried out in the previous stage, you must have participated as a project engineer or as a researcher, in R & D projects that total an amount of 300,000 euros or more. These projects may be excluded from this calculation in which the researcher has had a testimonial participation.
- As a result of the work developed in the previous stage, you must have independently managed some or some work packages in R & D projects for an amount greater than 50,000 euros.

Valuable Requirements:

- Having initiated the doctoral thesis with an objective aimed at resolving a problem related to IREC's R & D & I activity.
- Publications in magazines of the first quartile of the Journal Citation Reports of the ISI Web of Science or Scopus, and / or books indexed with ISBN.
- Have been awarded a scholarship for competitive concurrence or other grants for the development of the R & D & I activity.
- Have staged internationally renowned centers.
- Have made presentations in congresses of recognized international prestige.
- Title of industrial / intellectual property requested, derived from the results of its participation in R + D + i projects.
- Have participated in R & D projects in cooperation with other international institutions.
- Tasks of responsibility, control, supervision and / or organization.
- Coordination and execution of tasks outside the requirements of its category described in this Career Plan.
- Special performance, extraordinary activity and / or interest or initiative in the activity of research, technology transfer, innovation, attracting talent and / or management.

### **3.2.2. Recognized (R2) Consolidated**

They will have to meet the following mandatory minimum requirements and three of the additional complementary requirements (the Evaluation Committee may consider compliance with the minimum requirements if one of the requisites was not obtained, provided that the evaluated candidate provides with a comparable data a Highly remarkable fulfillment in another of the minimum or valuable requirements that can be considered strategic):

#### **3.2.2.1. For the personnel with research career**

Minimum Requirements:

- Have a number of publications in indexed scientific journals and / or books indexed with ISBN. The amount of articles, the impact factor of the magazines, the citations of the publications, as well as the order of authorship and the contribution in the publication will be the elements that the Evaluation Committee will take into account when it comes to select the candidate according to the topic.
- As a result of the work developed in the previous stage, it must have participated as a researcher, in R & D projects that total an amount of 600,000 euros or more. These projects may be excluded from this calculation in which the researcher has had a testimonial participation.
- As a result of the work developed during the previous stage, it must have independently led R & D projects of an aggregate budget of work packages of 200,000 euros. Both the projects and the work packages led by the professional as the principal investigator may be included in this calculation.

The Evaluation Committee may take into account lower amounts than those of the previous two points, in the case of staff who have been awarded a grant for research staff during this period, which conditions the ability to allocate time to projects.

Valuable Requirements:

- Publications in journals of the first decile of the Journal Citation Reports of the ISI Web of Science or Scopus and / or books indexed with ISBN.
- To be awarded a scholarship for competitive concurrence or other grants for the development of the previous stages of the scientific career.
- Having completed stays, which last 12 months or more, in centers of recognized international prestige. The Appraisal Committee will take into account the host institution.
- Requested industrial / intellectual property titles derived from the results of their doctoral thesis or participation in R & D projects in cooperation with other research institutions or with industry.
- Leadership in the creation of technology based spin-offs arising from the R + D + i activity developed, and the management of the same.
- Have participated in R & D projects in cooperation with other international institutions.
- Awards and recognitions to the scientific activity.
- Tasks of responsibility, control, supervision and / or organization.
- Coordination and execution of tasks outside the requirements of its category described in this Career Plan.
- Special performance, extraordinary activity and / or interest or initiative in the activity of research, technology transfer, innovation, attracting talent and / or management.

### **3.2.2.2. For staff with technological career**

Minimum Requirements:

- Have a number of publications in indexed scientific journals and / or books indexed with ISBN. The amount of articles, the impact factor of the magazines, the citations of the publications, as well as the order of authorship and the contribution in the publication will be the elements that the Evaluation Committee will take into account when it comes to select the candidate according to the topic.
- As a result of the work carried out during the previous stage, it must have participated, as a project engineer or as a researcher, in R & D projects that total an amount of 600,000 euros or more. These projects may be excluded from this calculation in which the researcher has had a testimonial participation.
- As a result of the work carried out during its previous stay, it must have independently managed the participation in R + D + i projects totaling an amount of 200,000 euros. Both the projects and the work packages led by the professional as the principal investigator may be included in this calculation.

The Evaluation Committee may take into account lower amounts than those of the previous two points, in the case of staff who have been awarded a grant for research staff during this period, which conditions the ability to allocate time to projects.

Valuable Requirements:

- Having initiated the doctoral thesis with an objective aimed at resolving a problem related to IREC R & D activity.
- Publications in magazines of the first quartile of the Journal Citation Reports of the ISI Web of Science or Scopus and / or books indexed with ISBN.

- Have you been awarded a scholarship for competitive concurrence or other grants for the development of the R & D & I activity.
- Have made stays, which last for 6 months or more, in centers of recognized international prestige.
- Requested industrial / intellectual property titles derived from the results of their doctoral thesis or participation in R & D projects in cooperation with other research institutions or with industry.
- Leadership in the creation of technology based spin-offs arising from the R + D + i activity, and the management of it.
- Have participated in R & D projects in cooperation with other international institutions.
- Awards and recognitions to the scientific activity.
- Tasks of responsibility, control, supervision and / or organization.
- Coordination and execution of tasks outside the requirements of its category described in this Career Plan.
- Special performance, extraordinary activity and / or interest or initiative in the activity of research, technology transfer, innovation, attracting talent and / or management.

### **3.2.3. Competencies Recognized Researcher / Project Engineer (R2)**

Necessary competencies:

All the competences of the First Stage Researcher / Project Engineer (R1) and, additionally:

- Have demonstrated a systematic understanding of a field of study and the mastery of the research associated with this rural area.
- Have demonstrated the ability to conceive, design, implement and adapt a substantial R + D + i program in an integral way.
- Have made a contribution through the original R & D & I that extends the frontiers of knowledge, developing a substantial corpus of work, innovation or application. This could be worth the publication in national or international indexed journals, or a patent.
- Have demonstrated a critical analysis, evaluation and synthesis of new and complex ideas.
- Have demonstrated the ability to manage people, project budgets and scientific and technological infrastructures of the laboratories of the group or area.
- Be able to communicate with colleagues: being able to explain the results of their research and their value to the R & D community.
- Take charge and manage your own professional development, set realistic and achievable professional goals, identify and develop ways to improve your career.
- He is co-author of lectures at seminars and conferences.

Desirable skills:

- Understanding the priorities of the Industry and other sectors related to their field of work.
- Understand the value of your R & D work in the context of the products and services of the Industry and other sectors related to your field of work.
- Be able to communicate with the community and society in general, about their areas of specialization.
- Promote, in professional contexts, technological, social or cultural advances in a knowledge-based society.

### **3.2.4. Salary evolution within the category and levels**

This category **Recognized**, both in **Pre Consolidated** and **Consolidated**, is composed of different levels:

- **Pre Consolidated:**

- R.2.1.5
- R.2.1.4
- R.2.1.3
- R.2.1.2
- R.2.1.1

- **Consolidated:**

- R.2.2.6
- R.2.2.5
- R.2.2.4
- R.2.2.3
- R.2.2.2
- R.2.2.1

In the event of successful completion of assessments, it will be possible to evolve within the Different categories of wages established by category, **depending on the progress in the fulfillment of the valuable complementary requirements and the competences achieved, and the budgetary availability of the area and the Institute**, with the minimum compliance of the requirements shown in the next table **The valuation of each minimum and valuable requirement will be 0, 0.5 or 1 point according to the achievement of the requirement:**

**Table 2: Progression levels R2. Pre**

	Minimum requirements R2-Con	Valuable requirements R2-Con
R.2.2.1	3	3
R.2.1.5	2.5	2
R.2.1.4	2	1.5
R.2.1.3	1	1
R.2.1.2	0	1

**Table 3: Progression levels R2. Con**

	minimum	requirements R3
Valuable R.3.1 *	6	3
R.2.2.6	5	2.5
R.2.2.5	4	2
R.2.2.4	3	1.5
R.2.2.3	2	1
R.2.2.2	1	0

\* Yes There is a place or work contract

### 3.3. Established Researcher / Project Engineer, R3

The researchers and engineers of established projects are included, that is, those who have developed a level of independence.

Access to the category **Established** will be restricted to staff who have passed the previous stage, having demonstrated the capabilities of the creation of **proposals funded by new R + D + i projects of effective leadership as Principal Investigator in execution Of these**, and at the same time it has successfully passed the professional assessments carried out during the stay in the Recognized category.

To access the category they must meet the following mandatory minimum requirements and three of the additional complementary requirements (the Evaluation Committee may consider compliance with the minimum requirements if one of the requirements was not met, provided that the evaluated candidate provides with a reliable data a Highly remarkable fulfillment in another of the minimum or valuable requirements that can be considered strategic):

#### 3.3.1. For staff with a research career

##### Minimum Requirements:

- Have a high number of publications in indexed scientific journals and / or books indexed with ISBN. The amount of articles, the impact factor of the magazines, the citations of the publications, as well as the order of authorship and the contribution in the publication will be the elements that the Evaluation Committee will take into account when it comes to select the candidate according to the topic.
- As a result of the work developed in the previous stage, it must have participated as a researcher, in R & D projects that total an amount of 1,500,000 euros or more. These projects may be excluded from this calculation in which the researcher has had a testimonial participation.
- As a result of the work carried out during the previous stage, it must have led R + D + i projects as the principal investigator of an aggregate budget of work packages of 500,000 euros. Both the projects and the work packages led by the professional as the principal investigator may be included in this calculation.

The Evaluation Committee may take into account lower amounts than those of the previous two points, in the case of staff who have been awarded a grant for research staff during this period, which conditions the ability to allocate time to projects.

- Have participated, at least as a member of the research team, in 3 projects to provide value-added services to companies, or to be an inventor of a patent application.

- Have participated in R + D + i projects in cooperation with other international institutions with funding obtained from the European Commission.
- Have conducted at least 3 doctoral theses.

Valuable Requirements:

- Publications in journals of the first decile of the Journal Citation Reports of the ISI Web of Science or Scopus and / or books indexed with ISBN.
- To be awarded a scholarship for competitive concurrence or other grants for the development of the previous stages of the scientific career (postdoctoral mobility programs, Juan de la Cierva, Beatriu de Pinòs, Ramón y Cajal, or International programs such as Marie Curie, etc. ).
- Have results, derived from the R & D projects in which you have participated, with a high potential for applicability to the energy industry.
- Have completed stays, which last 12 months or more, in centers of recognized international prestige.
- Leadership in the creation of technology based spin-offs arising from the R + D + i activity, and the management of it.
- Industrial / intellectual property titles requested or participation in R + D + i projects in cooperation with the industry, whether they are collaborative projects or R + D + i contracts with companies.
- Awards and recognitions to the scientific activity.
- Tasks of responsibility, control, supervision and / or organization.
- Coordination and execution of tasks outside the requirements of its category described in this Career Plan.
- Special performance, extraordinary activity and / or interest or initiative in the activity of research, technology transfer, innovation, attracting talent and / or management.

**3.1.1. For the personnel with technological career**

Minimum Requirements:

- To be a Doctor with an objective oriented to solve a problem related to the I + DT R & D activity, or to have equivalent merits.
- Have a high number of publications in indexed scientific journals and / or books indexed with ISBN. The amount of articles, the impact factor of the magazines, the citations of the publications, as well as the order of authorship and the contribution in the publication will be the elements that the Evaluation Committee will take into account when it comes to select the candidate according to the topic.
- As a result of the work developed in the previous stage, it must have participated as a project engineer or researcher, in R & D projects that total an amount of more than or equal to 1,800,000 euros. These projects may be excluded from this calculation in which the researcher has had a testimonial participation.
- As a result of the work carried out during its previous stay, it must have independently managed the participation in R + D + i projects totaling an amount of 600,000 euros. Both the projects and the work packages led by the professional as the principal investigator may be included in this calculation.
- Have proposed and led a line of technological collaboration and / or research with the Industry, which represents revenue for the institution for an amount of € 300,000 in the last 3 years.

The Evaluation Committee may take into account lower amounts than those of the three previous points, in the case of personnel who have awarded a grant to the research staff during this period, which conditions the ability to allocate time to projects.

- Have participated in R & D projects in cooperation with other international institutions.

#### Valuable Requirements:

- Publications in journals of the first decile of the Journal Citation Reports of the ISI Web of Science or Scopus and / or books indexed with ISBN.
- Have been awarded a scholarship for competitive concurrence or other grants for the development of the R & D & I activity.
- Have conducted at least 3 doctoral theses.
- Having completed stays, which last 12 months or more, in centers of recognized international prestige.
- Claims of industrial / intellectual property requested derived from participation in R & D projects in cooperation with other research institutions or with industry.
- Leadership in the creation of technology based spin-offs arising from the R + D + i activity, and the management of it.
- Awards and recognitions to the scientific activity.
- Tasks of responsibility, control, supervision and / or organization.
- Coordination and execution of tasks outside the requirements of its category described in this Career Plan.
- Special performance, extraordinary activity and / or interest or initiative in the activity of research, technology transfer, innovation, attracting talent and / or management.

### **3.1.2. Skills Established Researcher / Project Engineer, R3**

Necessary competencies:

All the competencies of the Recognized Researcher / Project Engineer (R2) and additionally:

- Have an earned international reputation based on excellence in R & D in your field.
- Make a positive contribution to the development of knowledge, research and technological development through cooperation and collaboration.
- Have demonstrated the ability to manage people, project budgets and scientific and technological infrastructures of the laboratories of the group or area.
- Identify R & D & I issues and opportunities in your area of specialization.
- Identify appropriate methodologies and R + D + i approaches.
- Carry out independent research that advances the R + D + i strategy.
- To be able to take the lead in the execution of collaborative R + D + i projects with colleagues and partners of the project.
- Establish collaborative relationships with relevant industry R & D groups or with development groups.
- Communicate effectively your R & D & i in the scientific community and society in general.
- To be able to obtain financing and / or economic resources of the Industry and of the different Programs.

Desirable skills:

- Be innovative in your research focus.
- Be committed to the professional development of your career and act as a mentor of others.
- Organize seminars or conferences.

### 3.1.3. Evolution of salary within the category

This category **Established** will be composed of different levels.

- R.3.9
- R.3.8
- R.3.7
- R.3.6
- R.3.5
- R.3.4
- R.3.3
- R.3.2
- R.3.1

In the event of successful completion of assessments, it may evolve within the different established salary levels, **depending on the progression in the fulfillment of the valuable complementary requirements and of the competitions obtained, and of the budgetary availabilities of the area and the Institute**, with the minimum fulfillment of the requirements shown in the following Table. **The valuation of each minimum and valuable requirement will be 0, 0.5 or 1 point according to the achievement of the requirement:**

**Table 4: Progress levels R3**

	Minimum	requirements R4 Valuable requirements R4
R.4 *	8	7
R.3.9	7	7
R.3.8	6	7
R.3.7	5	6
R.3.6	4	5
R.3.5	3	4
R.3.4	2	3
R.3.3	1	2
R.3.2	0	1

\* If there is a place or work contract

### 3.2. Leading Researcher / Project Engineer, R4

This stage of the professional career is reserved exclusively to staff who are, at least, the **leader of a stable research group**, with lines of research in the field of energy aligned with

those of the Strategic Plan of the Institute, with competitive financing and Industrial consolidated in its trajectory, so that its group can develop R & D projects in these lines.

To access this category, the minimum requirements set out in the following and seven of the supplementary requirements that can be assessed will be exceeded (the Evaluation Committee may consider compliance with the minimum requirements if one of the requirements was not met, provided that the candidate Assessed provides with contrasting data a very remarkable fulfillment in another of the minimum or valuable requirements that can be considered strategic):

### 3.2.1. For the personnel with research career

#### Minimum Requirements:

- Have a very high number of publications in indexed scientific journals and / or books indexed with ISBN . The amount of articles, the impact factor of the magazines, the citations of the publications, as well as the order of authorship and the contribution in the publication will be the elements that the Evaluation Committee will take into account when it comes to select the candidate according to the topic.
- As a result of the work developed in the previous stage, it must have participated as a researcher, in R & D projects that total an amount of more than or equal to 2,200,000 euros. These projects may be excluded from this calculation in which the researcher has had a testimonial participation.
- As a result of the work carried out during the previous stage, it must have led R + D + i projects as the principal investigator of an aggregate budget of 1,800,000 euros projects. Both the projects and the work packages led by the professional as the principal investigator may be included in this calculation.

The Evaluation Committee may take into account lower amounts than those of the previous two points, in the case of staff who have been awarded a grant for research staff during this period, which conditions the ability to allocate time to projects.

- Have participated in R + D + i projects in cooperation with other international institutions with funding obtained from the European Commission.
- Participating, at least as a member of the research team, in 5 projects to provide value added services to companies.
- In the last 5 years, you must have requested at least three titles of industrial / intellectual property.
- Have conducted at least 6 doctoral theses.
- Provide advanced services to the scientific community, such as being a member of Editorial Advisory Committees or magazine reviewer indexed in the Journal Citation Reports of the ISI Web of Science or Scopus, or being a highly relevant international call reviewer for competitive concurrence.

#### Valuable Requirements:

- Have more than 80% of its scientific output published in journals indexed in the first quartile of the Journal Citation Reports of the ISI Web of Science or Scopus and / or ISBN-indexed books.
- To be the author of correspondence of scientific articles published in journals indexed in the first quartile of the Journal Citation Reports of the ISI Web of Science or Scopus that are of general opinion.
- Have results, derived from the R & D projects in which you have participated, with a high potential for applicability to the energy industry.
- Have requested international industrial / intellectual property titles.

- Be an inventor or co-inventor of titles of industrial / intellectual property that have been transferred to the private company for their exploitation.
- Be an inventor or co-inventor of industrial / intellectual property titles that have been transferred to the private company and that during the evaluation period they are providing royalties for exploitation.
- Have formed of proven quality researchers who are currently consolidated and lead their own projects and research groups.
- Leadership in the creation of technology based spin-offs arising from the R + D + i activity, and the management of it.
- Have made stays, which last 18 months or more, in centers of recognized international prestige.
- Awards and recognitions to the scientific activity.
- Tasks of responsibility, control, supervision and / or organization.
- Coordination and execution of tasks outside the requirements of its category described in this Career Plan.
- Special performance, extraordinary activity and / or interest or initiative in the activity of research, technology transfer, innovation, attracting talent and / or management.

### 3.2.2. For the personnel with technological career

#### Minimum Requirements:

- Have obtained the title of Doctor with an objective oriented to solve a problem related to the activity of I + DT of the IREC.
- Have a high number of publications in indexed scientific journals and / or books indexed with ISBN. The amount of articles, the impact factor of the magazines, the citations of the publications, as well as the order of authorship and the contribution in the publication will be the elements that the Evaluation Committee will take into account when it comes to select the candidate according to the topic.
- As a result of the work developed in the previous stage, you must have participated as a project engineer or researcher, in R & D projects that total an amount of 2,500,000 euros or more. These projects may be excluded from this calculation in which the researcher has had a testimonial participation.
- As a result of the work carried out during its previous stay, it must have led as a Principal Investigator the participation in R + D + i projects totaling an amount of 2,000,000 euros. Both the projects and the work packages led by the professional as the principal investigator may be included in this calculation.

The Evaluation Committee may take into account lower amounts than those of the previous two points, in the case of staff who have been awarded a grant for research staff during this period, which conditions the ability to allocate time to projects.

- Have participated in R & D projects in cooperation with other international institutions with funding from the European Commission.
- Have participated, at least as a member of the research team, in 8 projects for the provision of value added services to companies.
- In the last 5 years, you must have requested at least three titles of industrial / intellectual property.
- Be able to provide advanced services to the scientific community, such as being a reviewer of journals indexed in the Journal Citation Reports of the ISI Web of Science or Scopus, to be an examiner for competitions for competitive concurrence, or to be a member of the strategic advisory council of companies in the sector.

### Valuable Requirements:

- Have led at least 3 doctoral theses.
- Publications in magazines of the first quartile of the Journal Citation Reports of the ISI Web of Science or Scopus and / or books indexed with ISBN.
- Have been awarded a scholarship for competitive concurrence or other grants for the development of the R & D & I activity.
- Have made stays, which last 18 months or more, in internationally renowned centers.
- Be an inventor or co-inventor of titles of industrial / intellectual property requested derived from the results of his doctoral thesis or participation in R & D projects in cooperation with other research institutions or with the industry.
- Be an inventor or co-inventor of titles of industrial / intellectual property that have been transferred to the private company for their exploitation.
- Be an inventor or co-inventor of industrial / intellectual property titles that have been transferred to the private company and that during the evaluation period they are providing royalties for exploitation.
- Leadership in the creation of technology based spin-offs arising from the R + D + i activity, and the management of it.
- It will have results, derived from the R & D projects in which it has participated, with a high potential of applicability to the energy industry.
- Have formed researchers or engineers of proven quality projects that are currently consolidated and lead their own projects and research groups.
- Awards and recognitions to the scientific activity.
- Tasks of responsibility, control, supervision and / or organization.
- Coordination and execution of tasks outside the requirements of its category described in this Career Plan.
- Special performance, extraordinary activity and / or interest or initiative in the activity of research, technology transfer, innovation, attracting talent and / or management.

### **3.2.3. Competencies Leading Researcher / Project Engineer (R4)**

Necessary competencies.

All the competencies of the Established Researcher / Project Engineer (R3), and additionally:

- Have an international reputation based on the excellence of R & D in your field.
- Demonstrate critical judgment in the identification and execution of R & D activities.
- Make a substantial contribution (decisive advances) in your field of research or covering multiple areas.
- Have demonstrated the ability to manage people, project budgets and scientific and technological infrastructures of the laboratories of the group or area.
- Develop a strategic vision about the future of R & D in your field.
- Identify the broader consequences and applications of your R & D.
- Publish and present influential articles and books, participate in seminars and conference organizing committees, and be invited to present presentations (invited papers).

Desirable skills:

- Being an expert in the management and leadership of research groups and R & D projects.
- Be highly qualified to develop the capabilities of third parties.
- Have a proven track record in obtaining important amounts of economic resources for R & D.
- Go beyond team formation and collaboration, prioritizing long-term group planning (for example, professional trajectories of researchers and funding to ensure the team's positions).
- Be an excellent communicator and inside and outside the community of scientists (with the creation of networks).
- Be able to create an innovative and creative environment for research.
- Act as a model of professional development for others.

### 3.2.4. Wage evolution in the category

This category **Leading** will be composed of different levels:

- R.4.4
- R.4.3
- R.4.2
- R.4.1

In the event of successfully passing the assessments, it will be possible to evolve within the different established salary levels, **depending on the progression in the fulfillment of the complementary requirements and of the competitions obtained, and of the budgetary availabilities of the area and the Institute**, with the minimum fulfillment of the requirements shown in the following Table. **The valuation of each minimum and valuable requirement will be 0, 0.5 or 1 point according to the achievement of the requirement:**

**Table 5: Progress levels R4**

	Minimum	requirements R4
Valuable R.4.4	8	14
R.4.3	8	12
R.4.2	8	10
R.4.1	8	9

### 3.3. Laboratory Technician

He is the graduate with a high degree of specialization in a particular technique, infrastructure or area of knowledge, whose main function is to support the development of research projects. It is responsible for programming, coordinating, administering and managing the activities of the laboratories, verifying the scientific-technological equipment and the technical facilities for the correct execution of the experiments in which it participates.

In the itinerary of Laboratory Technician, three categories are defined based on the associated competencies. The competencies are cumulative as it gets higher in category.

**Table 6: Skills of the categories of Laboratory Technician**

<b>Category</b>	<b>Skills</b>
<b>TL.1</b>	<ol style="list-style-type: none"> <li>1. Manage the fungible material of the laboratory.</li> <li>2. Incorporate the measures of the occupational risk prevention plan to the laboratory.</li> <li>3. Train new researchers in the use of laboratory equipment.</li> <li>4. Signaling the areas of the laboratory, materials, accessories and equipment to facilitate its correct location and use.</li> <li>5. Maintenance of equipment and facilities available.</li> <li>6. Manage the purchase of materials and the contracting of necessary services for the laboratory.</li> </ol>
<b>TL.2</b>	<ol style="list-style-type: none"> <li>8. Prepare documentation for the correct functioning of the equipment and facilities (procedures, manuals and diagrams).</li> <li>9. Monitor the correct functioning and hygiene of the laboratory.</li> <li>10. Conduct control of processes and collaborate in its development and improvement.</li> <li>11. Implementation and assembly of new equipment / systems of value added by the laboratory.</li> </ol>
<b>TL.3</b>	<ol style="list-style-type: none"> <li>12. Coordinate the reserves of the equipment and schedule the use of laboratories.</li> <li>13. Coordination with the research / projects programs.</li> <li>14. Coordination with the Occupational Risk Prevention Committee and the implementation of new proposals for the improvement of safety in the laboratory.</li> <li>15. Manage the activities of the laboratory.</li> <li>16. Preparation of budget proposals for equipment, consumables and professional services. Monitoring and control of the execution of the same.</li> <li>17. Coordinate the assembly of new equipment of added value by the laboratory.</li> <li>18. You must have demonstrable relevant work experience, where the Doctorate degree will be positively valued.</li> </ol>

Each category of TL is composed of two levels. Access to the first level will be achieved by complying with the competences defined in Table 6, while accessing the second level with one of the following valuable requirements:

- Responsibility, command, supervision and / or organization tasks.
- Coordination and execution of tasks outside the requirements of its category described in this Career Plan.
- Special performance, extraordinary activity and / or interest or initiative in the activity of research, technology transfer, innovation, attracting talent and / or management.

### 3.4. Laboratory Assistant

It is the personnel with a degree of specialization in a particular technique, whose main function is to support the development of research projects, and to carry out their work without acquiring final responsibilities, depending on the Laboratory Technician who will supervise his work.

In the Itinerary of Laboratory Assistant, two categories are defined based on the associated competences. The competencies are cumulative as it gets higher in category.

**Table 7: Competences of the categories of Laboratory Assistant**

Category	Competences
AL.1	<ol style="list-style-type: none"><li>1. Replacement of expendables.</li><li>2. Maintain order, hygiene and signaling within the laboratory.</li><li>3. Monitor the equipment for its proper operation.</li><li>4. Inventory of the inventories of the laboratory and the management of the stock</li></ol>
AL.2	<ol style="list-style-type: none"><li>5. Collaborate in the preparation of documents for the correct functioning of the equipment and facilities (procedures, manuals and schemes).</li><li>6. Collaborate in the purchase of materials and the contracting of necessary services for the laboratory.</li><li>7. Help in maintaining the equipment and facilities available.</li><li>8. Participate in all the activities that can help improve the facilities, equipment, work systems, programs, etc. of the laboratories.</li></ol>

Each category of AL is composed of two levels. Access to the first level will be achieved by complying with the competences defined in Table 7, while accessing the second level with one of the following valuable requirements:

- Responsibility, command, supervision and / or organization tasks.
- Coordination and execution of tasks outside the requirements of its category described in this Career Plan.
- Special performance, extraordinary activity and / or interest or initiative in the activity of research, technology transfer, innovation, attracting talent and / or management.

### 3.5. Management

Personnel is divided into the following categories:

- General
- Management Corporate Development and Technology Transfer
- Management Economic and Management
- Department Head of Management Section
- Project Manager / Promoter / Accounting / Senior Maintenance / Technical Senior Prevention / Communication (S3)
- Project Manager / Promoter / Administrative-Accounting Expert / Maintenance / Expertise / Communication Prevention Technician (S2)
- Junior Manager / Promoter / Administrative-Accountant / Maintenance / Junior Prevention Technician / General Services (S1)

The evaluation of Professionals in the cited categories of management, will be carried out by their superior on the basis of the training requirements and the competencies to be developed in the workplace, included in the professional profile.

The Structure category encompasses the different departments of the center formed by a single person. Levels in this category will be carried out by level of autonomy as shown in Table 8:

**Table 8: Levels for Structure**

<b>Level</b>	<b>Responsibility</b>
Senior Level 3 (S3.3)	Great autonomy in budgetary management, organization and management of people in their field .
Senior Level 2 (S3.2)	Autonomy in the budgetary management, organization and direction of people in their field.  Resources and more limited organizational impact.
Senior Level 1 (S3.1)	Broad autonomy in interpretation / application of work procedures.  Ability to provide qualified technical support.  Under supervision on the progress of work and results.
Expert Level 3 (S2.3)	Ability to coordinate and motivate a team of lesser qualified staff.  Discretion in application of procedures and / or assignment of tasks.  Under supervision on the progress of work.
Expert Level 2 (S2.2)	Supervision of the progress of work and subjects, partially, to standardized procedures of control, with a certain degree of autonomy.
Expert Level 1 (S2.1)	Dexterity in the use of less specialized equipment but which require a systematic learning process.  Subjects to standardized control procedures and / or, partially, in established work routines.
Junior Level 2 (S1.2)	Subjects to systematic supervision, or control, through the established work routines.
Junior Level 1 (S1.1)	They do not need specific training.  Subjected to close supervision or routines of work perfectly delimited.

### 3.5.1. Function description:

#### **Group Accounting-General Services:**

- **S1.1 Administrative - Junior Accounting / General Services:** Reception, administrative support (file, scanned, settlement expenses, orders, ...). In general, basic administrative tasks and support for supervised accounting.
- **S1.2 Administrative - Junior Accounting / General Services:** Ordering / travel processing, accounting, operating records, negotiations with suppliers. Functions of assistant to management (organization and management of trips, agenda, administrative support, ...) In general administrative tasks of average level of complexity or more complex tasks supervised. The functions of the S1.1 with the least degree of supervision are also included.
- **S2.1 Administrative-Accountant Experienced:** Support documentation audits, order / travel control, surveys, payments, bank reconciliation, reconciliations, insurance, ... Functions of secretary of management (assistance in the elaboration of institutional

and corporate activities, attention to visits (face to face and telephone), ... Accounting tasks with more degree of autonomy but with continuous supervision. Also included are the functions of the S1.2 with a lesser degree of supervision.

- **S2.2 Administrative-Accountant Experienced:** Billing , purchase publications, control of orders / travel without supervision, reporting of data to external institutions or within the Institute, ... Accounting / administration tasks with a level of medium and supervised complexity. Also included are the functions of the S2 .1 with a lesser degree of supervision.
- **S2.3 Administrative-Accounting Experienced:** Informative statements, equipment control, support for tax preparation, ... Tasks of Accounting / administration with medium-high complexity level with medium supervision level. The functions of S2.2 are also included with a lesser degree of supervision.
- **S3.1 Senior Accounting Officer:** Accounting, reporting, control subsidies, payroll accounting checks ... Accounting / administration tasks with a high level of complexity and timely supervision. The functions of the S2.3 with a lower degree of supervision are also included.
- **S3.2 Senior Administrative-Accounting:** Closing operations support (correlations, amortization, ...), indirect calculation, ... Accounting / administration tasks with a high level of complexity and with timely supervision. Also included are S3.1 functions with a lower degree of supervision.
- **S3.3 Senior Accounting Officer:** Non-supervised Taxes, Non-Supervised Closing Operations, Interlocutor Audits, Generalitat Reports, ... In general, accounting tasks with a high level of complexity and without supervision. The functions of S3.2 are also included with a lower degree of supervision.
- **S4 Head of Section:** Responsible for Taxes, Head of audits, management of people and teams, monitoring and monitoring of the group, external reports, coordination of team functions.

Each S category consists of different levels. Each level consists of 2 sub-levels. To change the level, the worker must perform at least 4 functions of levels higher than his. To access the second sub-level of each level, one of the following valuable requirements must be fulfilled:

- Responsibility, command, supervision and / or organization tasks.
- Coordination and execution of tasks outside the requirements of its category described in this Career Plan.
- Special performance, extraordinary activity and / or interest or initiative in the activity of research, technology transfer, innovation, attracting talent and / or management.

#### **Group Technology transfer:**

- **S1.2: Junior Promotor** of Proposals / Competitive projects national / Industrial, patents and other projects
- **S2.1: Junior Promotor** of Proposals / Competitive projects national + European / Industrial, patents and other projects
- **S2.2: Experienced Promoter** Proposals / Competitive projects national + European + coordinated / Industrial, patents and other projects. Internal communication and corporate identity.
- **S2.3: Experienced Developer** responsible for more than four proposals / projects competitive European patents, scientific communication or transfer
- **S3.1: Experienced developer** responsible for a competitive European project coordinated recovery, coordinating communication
- **S3.2: Senior Developer** responsible of more than 2 Proposals / Competitive projects / Industrial coordinated. National Association

- **S3.3: Senior Promoter** responsible for more than 3 Proposals / Competitive projects / Coordinated Industrial. EU / International Association
- **S4 Head of Section:** management of people and teams, technical direction of the section (programs and projects), compliance with the section budget, development of management tools, compliance with objectives and monitoring of section indicators, interaction and coordination with Area and other units, ...
- **Director of Technology Transfer:** People and teams management (annual evaluations, monitoring conflicts and incidents), budget compliance Area, development management tools Area and sections, compliance objectives and monitoring indicators Area, coordination and integration sections and other areas of the Institute.

Each S category consists of different levels. Each level consists of 2 sub-levels. To access the first sub-level, the worker must fulfill the competences defined in the previous list. To access the second sub-level of each level, one of the following valuable requirements must be fulfilled:

- Responsibility, command, supervision and / or organization tasks.
- Coordination and execution of tasks outside the requirements of its category described in this Career Plan.
- Special performance, extraordinary activity and / or interest or initiative in the activity of research, technology transfer, innovation, attracting talent and / or management.

The Evaluation Commission, according to the information that will be received from the evaluation process by the worker and his group leader, will take into account in his resolutions the unique technical complexity and the economic size of the proposals / competitive projects and Industrial, in relation to the means in both concepts.

#### **Planning and Management Control Group:**

- **S2.1.A: Junior Manager** National Project, APIS and others
- **S2.1.B: Junior Manager** of more than 4 European projects (start management)
- **S2.2.A: Expert Manager** of more than 4 justified European projects
- **S2.2.B: Manager Experienced** of more than 8 justified European projects
- **S3.1.A: Manager Experienced** of a coordinated project (initiates management)
- **S3.2.B: Manager Experienced** of more than 2 coordinated projects (start management)
- **S3.2.A: Senior Manager** of more than 3 coordinated projects
- **S3.2.B: Senior Manager** of more than 2 coordinated projects justified
- **S3.3.A: Senior Manager** of more than 3 coordinated projects justified
- **S3.3.B: Senior Manager** of more than 4 justified coordinated projects
- **S4 Section Head:** People and teams management (annual evaluations, conflict and incident monitoring), compliance with the group budget, development of management tools, reduction of rotation, resolution of critical / unforeseen incidents, economic management a Institutional level (budget and compliance), internal and external reports, coordination and integration of sections and other groups of the Institute, ...

Table of equivalences:

- EU = 6 APIs or similar justified
  - = 3 national and / or justified regionals
  - = 6 executed industrial
  - = coordinated community or similar justified
- Coordinated = 5 EU justified

The Evaluation Commission, based on the information that will be received from the evaluation process by the worker and his group leader, will be taken into account in its resolutions have

the unique technical complexity in the management, and the economic size, of the competitive or industrial projects managed / justified, in relation to the means in both concepts.

### **Human Resources and Risk Prevention:**

- **S1. HR.** It is the personnel that will perform support tasks, automatic, basic, simple and / or routine, that do not entail a specific level of specialization. These functions may be assigned or may be delegated a higher position. You will not have personnel in your charge. You can supervise the work of your professional category.
  - **S1.2: Junior Prevention Technician.** Only one Specialization in Prevention (in Security), inspection of supervised laboratories and other support tasks.
- **S2 RRHH.** Personnel with sufficient knowledge about the different subjects in the field of HR, which allows them autonomy in order to carry out the tasks of a Department work cycle. These functions may be assigned or may be delegated a higher position. You can supervise the work of personnel with the same professional or lower category in order to carry out these functions. It will be subject to the supervision of the Head of the Department and / or of the General Direction of the IREC, and on time for the superior professional category.
  - **S2.1: Experimental Prevention Technician Expertise** in Prevention with experience. Risk assessments of jobs with supervision of results. Link with the external prevention service (SPA)
  - **S2.2: Prevention technician Experienced** with Two technical specialties in Prevention. Supervision and verification of job risk assessments.
  - **S2.3: Prevention technician Experienced** with 3 technical specialties in Prevention. Management of courses of external training, writing of protocols and instructions / norms of security. Supervised functions.
- **S3 RRHH.** Personnel with perfect knowledge about the different topics in the field of HR, which allows them sufficient autonomy to be able to be responsible for any section or work cycle of the Department, being able to manage staff to carry out these functions. It will be subject to the supervision of the Head of the Department (S4) and / or of the General Direction of the IREC.
  - **S3.1: Senior Prevention Technician.** High level of autonomy and planning of the preventive activity and of the Health Surveillance.
  - **S3.2: Senior Prevention Technician.** Responsible for the decision making and coordination of the team.
- **S4 Head of Section:** Responsible for the organization of the Department of Human Resources in all the different subjects in HRM. Subject to plans and programs based on functional policies defined by the Directorate General of IREC.

Each S category consists of different levels. Each level consists of 2 sub-levels. To access the first sub-level, the worker must fulfill the competences defined in the previous list. To access the second sub-level of each level, one of the following valuable requirements must be fulfilled:

- Responsibility, command, supervision and / or organization tasks.
- Coordination and execution of tasks outside the requirements of its category described in this Career Plan.
- Special performance, extraordinary activity and / or interest or initiative in the activity of research, technology transfer, innovation, attracting talent and / or management.

The evolution in the professional levels within each category will depend on the responsibilities that will be acquired, in accordance with the criteria established in Table 8.

### **Maintenance:**

- **S1 Junior Maintenance:** Perform general maintenance tasks of the installations refrigeration and air conditioning systems of the Corporate Center applying the current

regulations, quality protocols, safety and prevention of occupational risks established, and in accordance with the guidelines set by its Head of Services.

Functions / Training by subcategory:

- **S1.1:** Select and archive the information referring to machinery, tools, clothes, etc. Collaborate in the management of purchases derived from the Maintenance of installations.

Training:

- Professional Training Formative Cycle Medium level family facilities and Maintenance, or equivalent.
- Electromechanical Training  
CQI Electricity Installer (Basic Cat.)

Knowledge:

- Regulations (RITE and REBT)
- Electromechanics and automation.
- Knowledge of electric welding and oxygen.

Previous experience:

- Experience of low voltage electrical installations.
  
- **S1.2:** Collaborate in the collection of information and obtaining the necessary data for the writing of studies and reports on the Maintenance of installations. Prepare and order inventories, catalogs, files and other similar rating instruments, in the field of Installation maintenance. Update databases regarding contact with suppliers and the installation and technical characteristics of fire extinguishers, detectors, Bies, security, etc. Ensure the safety and health in your workplace, using properly machinery, tools or substances related to its activity, as well as the means and protective equipment put at your disposal, in accordance with the procedures established by the corporation and the regulations in force regarding occupational risk prevention.

Training:

- Professional Training Formative Cycle Medium level family facilities and Maintenance, or equivalent.
- Electromechanical Training  
CQI Electricity Installer (Basic Cat.)

Knowledge:

- Regulations (RITE and REBT)
- Electromechanics and automation.
- Knowledge of electric welding and oxygen.

Previous experience:

- Experience of low voltage electrical installations.
  
- **S2 Experimental Maintenance:** Perform general maintenance tasks of the refrigeration and air conditioning facilities of the Corporate Center, applying the current regulations, quality protocols, safety and prevention of occupational risks established, and in accordance with the guidelines set by its head of services

Functions / Training by subcategory:

- **S2.1:** Perform the preventive and corrective maintenance of the refrigeration and air conditioning facilities of the Corporate Center.

Training:

- Professional Training Formative Cycle Medium level family facilities and Maintenance, or equivalent.
- Electromechanical training  
Low voltage electrical installations.  
CQI Electricity Installer (Basic Cat.)

Knowledge:

- Knowledge in low voltage electrical and electrotechnical installations.
- Regulations (RITE and REBT)
- Electromechanics and automation.
- Knowledge of electric welding and oxygen.

Previous experience:

- Experience of low voltage electrical installations.
- **S2.2:** Repair breakdowns of cooling and heating installations. Check the pressure, emptying and loading of refrigerant gases.

Training:

- Professional Training Formative Cycle Medium level family facilities and Maintenance, or equivalent.
- Electromechanical training  
Low voltage electrical installations.  
CQI CQI  
Refrigerator Installer Electricity Installer (Basic Cat.)

Knowledge:

- Knowledge in low voltage electrical and electrotechnical installations.
- Regulations (RITE and REBT)
- Electromechanics and automation.
- Knowledge in general repair and maintenance of refrigeration installations and of air conditioning of buildings: mastery of the causes that can cause incidents and their solution.
- Knowledge of electric welding and oxygen.
- Typology of refrigerant gases and their characteristics.

Previous experience:

- Experience in commercial and / or industrial cold installations.
- Experience of low voltage electrical installations.
- **S2.3:** Install and start the machines, equipment and systems of cold and heat pump. Assemble and repair motors, compressors, electrical couplings, and repair regulation and control elements. Install cooling copper, curvatures, sketching and swabs of copper tubes, using electric welding and oxygen.

Training:

- Professional Training Formative Cycle Higher Level family facilities and Maintenance, or equivalent.
- Electromechanical training  
Low voltage electrical installations.  
CQI CQI  
Refrigerator Installer Electricity Installer (Basic Cat.)

Knowledge:

- Official in low voltage electric and electrotechnical installations.
- Regulations (RITE and REBT)
- Technician in electrical welding and oxygen.
- Official in systems of regulation and control of air conditioning.
- Typology of refrigerant gases and their characteristics.

Previous experience:

- Experience in commercial and / or industrial cold installations.
- Experience of low voltage electrical installations.
- **S3 Senior Maintenance:** Maintenance of plant facilities, Responsible for a good use of the machinery, Control and monitoring of repairs, Provide relevant guidelines to area technicians as their daily functions, Provide support to the researchers of the center,

such as performing the facilities required by the users, performing the tasks of requesting material for the installations that have to be carried out, recruitment and search for services with suppliers, for projects that may originate from improvement in infrastructure or quality of the center, Diagnose and repair faults of the installations

Functions / Training by subcategory:

- **S3.1:** Interlocutor between the different institutions that are part of the centers where the work is governed. IREC; Security work and action protocols, as well as the implementation of them.

Training:

- Professional Training Formative Cycle Higher Level family facilities and Maintenance, or equivalent.
- Electromechanical training  
Low voltage electrical installations.  
CQI CQI  
Refrigerator Installer Electricity Installer (Basic Cat.)

Knowledge:

- Official in low voltage electric and electrotechnical installations.
- Regulations (RITE and REBT)
- Higher Technician of Electromechanics and Automation.
- Technician in electrical welding and oxygen.
- Official in systems of regulation and control of air conditioning.
- Typology of refrigerant gases and their characteristics.

Previous experience:

- Experience in commercial and / or industrial cold installations.
- Experience of low voltage electrical installations.
- **S3.2:** Supervision and coordination of the activities carried out by the technicians or assistants of Maintenance in charge, Support to those responsible for each group of researchers area that make up the Irec and direction, in the field of Maintenance and infrastructures versus new ones projects or needs, Coordination and implementation of the necessary environmental requirements, such as emissions and noise pollution, among others

Training:

- Professional Training Formative Cycle Medium level family facilities and Maintenance, or equivalent.
- Electromechanical training

Low voltage electrical installations.

CQI CQI

Refrigerator Installer Electricity Installer (Basic Cat.)

Knowledge:

- Knowledge in low voltage electrical and electrotechnical installations.
- Regulations (RITE and REBT)
- Electromechanics and automation.
- Knowledge in general repair and maintenance of refrigeration installations and of air conditioning of buildings: mastery of the causes that can cause incidents and their solution.
- Knowledge of electric welding and oxygen.
- Typology of refrigerant gases and their characteristics.

Previous experience:

- Experience in commercial and / or industrial cold installations.
- Experience of low voltage electrical installations.
- **S3.3:** Collaboration with management and engineering in definitions and implementations of the installations is the industrial space in which IREC can be

developed in the future, such as pilot plants or industrial demonstrations. Collaborations with management / engineering to carry out technical projects of general infrastructures and facilities at the IREC headquarters in Barcelona / Tarragona.

**Training:**

- Professional Training Formative Cycle Higher Level family facilities and Maintenance, or equivalent.
- Electromechanical training
  - Low voltage electrical installations.
  - CQI
  - Refrigerator Installer Electricity Installer (Basic Cat.)

**Knowledge:**

- Official in low voltage electric and electrotechnical installations.
- Regulations (RITE and REBT)
- Higher Technician of Electromechanics and Automation.
- Technician in repair and general maintenance of refrigeration and air conditioning installations of buildings: mastery of the causes that can cause incidents and their solution.
- Technician in electrical welding and oxygen.
- Official in systems of regulation and control of air conditioning.
- Typology of refrigerant gases and their characteristics.

**Previous experience:**

- Experience in commercial and / or industrial cold installations.
- Experience of low voltage electrical installations.

Each S category consists of different levels. Each level consists of 2 sub-levels. To access the first sub-level, the worker must fulfill the competences defined in the previous list. To access the second sub-level of each level, one of the following valuable requirements must be fulfilled:

- Responsibility, command, supervision and / or organization tasks.
- Coordination and execution of tasks outside the requirements of its category described in this Career Plan.
- Special performance, extraordinary activity and / or interest or initiative in the activity of research, technology transfer, innovation, attracting talent and / or management.

**Institutional communication:**

- **S1.2 Communication:** Assistant in communication tasks that require constant supervision of those responsible for the internal and external communication of the Institute.
- **S2.1 Support to the Communication:** Assistant in communication tasks that require specific supervision of those responsible for the internal and external communication of the Institute. It develops with some autonomy in events management and documents related to internal and external communication.
- **S2.2 Internal and external communication technician:** Management of the documentation of Direction relating to the internal or external communication of the activities of the center (annual reports, elaboration of the activity report). Coordination of the organization of events. Management of documentation as corporate presentations. Support for research groups: organization of project meetings and global technical organization for meetings of conferences, congresses, schools and other events.
- **S3.2 Internal and external communication:** corporate image management (coordination of the WEB, image supervision and framework of the center, corporate identity manual). Management of the internal communication of IREC. Application of the action plan linked to the strategic communication plan. In general, advanced tasks

with a high degree of responsibility to support Direction in corporate communication, although subject to the coordination and definition of strategies by third parties, are members of the Institute or third parties that provide certain services to the Institute

- **S.3.3 Definition and implementation of the internal and external communication strategy:** Definition and implementation of the internal and external communication strategy reflected in a long-term plan. Implementation of the annual action plan linked to the long-term reference plan. Coordination of the people who collaborate in the integral process of external and internal communication. Responsibility for the external visibility of the center's activities and the reputation of the center through external institutional communication (supervision of the IREC brand, enhance the image of the center, press releases, media interaction, tracking the different platforms of communication to improve the corporate image of the center ...). Coordination of external institutional divulgate activities. In general, external image tasks of the IREC at the corporate or institutional level without specific contents related to the technological transfer and the specific dissemination of certain projects.

Each S category consists of different levels. Each level consists of 2 sub-levels. To access the first sub-level, the worker must fulfill the competences defined in the previous list. To access the second sub-level of each level, one of the following valuable requirements must be fulfilled:

- Responsibility, command, supervision and / or organization tasks.
- Coordination and execution of tasks outside the requirements of its category described in this Career Plan.
- Special performance, extraordinary activity and / or interest or initiative in the activity of research, technology transfer, innovation, attracting talent and / or management.

#### 4. SALARY STRUCTURE FOR CATEGORIES AND PROFESSIONAL LEVELS

Table 9 shows the relationship of professional categories and levels in the Institute, including management and R & D areas. The following table shows the salary range expressed in euros and the annual gross salary, which is established for each category.

The remuneration is understood as a total, which may consist of fixed remuneration and a variable remuneration based on fulfillment of objectives in some specific categories.

**Table 9**

GROUP S	LEVEL	POSITION	WAGE	
1	1.1	General Management	-	
2	2.2	Head of Area and Manager	73,704	89,498
	2.1	Director of Corporate Development and Transf. Technology	52,646	78,969
3	3.4.4	Leading Researcher / Project Engineer (R4.4)	84,233.00	
	3.4.3	Leading Researcher / Project Engineer (R4.3)	78,968.50	
	3.4.2	Leading Researcher / Project Engineer (R4.2)	73,704 , 00	
	3.4.1	Leading Researcher / Project Engineer (R4.1)	68,439.50	
	3.3.9	Established Researcher / Project Engineer (R3.9)	63,175.00	
	3.3.8	Established Researcher / Project Engineer (R3.8)	60,835,22	
	3.3.7	Established Researcher / Project Engineer (R3.7)	58,495.44	
	3.3.6	Established Researcher / Project Engineer (R3.6)	56,155.67	
	3.3.5	Established Researcher / Project Engineer (R3.5)	53,815.89	
	3.3. 4	Established Researcher / Project Engineer (R3.4)	51,476,11	
	3.3.3	Established Researcher / Project Engineer (R3.3)	49,136.33	
	3.3.2	Established Researcher / Project Engineer (R3.2)	46,796.56	
	3.3.1	Established Researcher / Project Engineer (R3.1)	44.456.78	
	3.2.2.6	Recognized Researcher / Project Engineer (R2): Consolidated 6	42.117.00	
	3.2.2.5	Recognized Researcher / Project Engineer (R2): Consolidated 5	40.713, 00	
	3.2.2.4	Recognized Researcher / Project Engineer (R2): Consolidated 4	39,309.00	
	3.2.2.3	Recognized Researcher / Project Engineer (R2): Consolidated 3	37,905.00	
	3.2.2.2	Recognized Researcher / Project Engineer (R2): Consolidated 2	36,501 , 00	
	3.2.2.1	Recognized Researcher / Project Engineer (R2): Consolidated 1	35,097.00	
	3.2.1.5	Recognized Researcher / Project Engineer (R2): Pre-Consolidated 5	33,693.00	
	3.2.1.4	Recognized Researcher / Project Engineer (R2): pre-Consolidated 4	32,429.60	

	3.2.1.3	Recognized Researcher / Project Engineer (R2): pre-Consolidated 3	31,166.20
	3.2.1.2	Recognized Researcher / Project Engineer (R2): pre- Consolidated 2	29,902.80
	3.2.1.1	Recognized Researcher / Project Engineer (R2): Pre-Consolidated 1	28,639.40
	3.1.10	First Stage Researcher / Project Engineer (R1.10)	27,376.00
	3.1.9	First Stage Researcher / Project Engineer (R1.9)	26,254.21
	3.1.8	First Stage Researcher / Project Engineer (R1.8)	25,004.01
	3.1.7	First Stage Researcher / Project Engineer (R1.7)	23,81 3.34
	3.1.6	First Stage Researcher / Project Engineer (R1.6)	22,679.37
	3.1.5	First Stage Researcher / Project Engineer (R1.5)	21,599.40
	3.1.4	First Stage Researcher / Project Engineer (R1.4 ): Predoc	21,599.40
	3.1.3	First Stage Researcher / Project Engineer (R1.3): Predoc	17,382,36
	3.1.2	First Stage Researcher / Project Engineer (R1.2): Predoc	17,382,36
	3.1.1	First Stage Researcher / Project Engineer (r1.1): Predoc	17,382.36
4	4.5.2	Laboratory Technician (TL3)	35,000.00
	4.5.1	Laboratory Technician (TL3)	32,000.00
	4.4.2	Laboratory Technician (TL2)	29,482.00
	4.4.1	Laboratory Technician (TL2)	28,429.00
	4.3.2	Laboratory Technician (TL1)	27,376.00
	4.3.1	Laboratory Technician (TL1)	26,323.00
	4.2.2	Laboratory Assistant (AL2)	25,270.00
	4.2.1	Laboratory Assistant (AL2)	23,700.00
	4.1.2	Laboratory Assistant (AL1)	21,700.00
	4.1.1	Laboratory Assistant (AL1)	20,005.00
5	5.4.5	Section Head (S4)	49,487.00
	5.4.4	Head of Section (S4)	47,802.40
	5.4.3	Section Head (S4)	46,117.80
	5.4.2	Section Head Ion (S4)	44,433.20
	5.4.1	Section Head (S4)	42,748.60
	5.3.6	Project Manager / Senior Promoter / Administrative- accountant / Structure / Maintenance Manager (S3.3.B)	41,280.12,
	5.3.5	Project manager / Senior Developer / Administrative accounting / Structure / Chief Maintenance (S3.3.A)	38,943.51
	5.3.4	Project manager / Senior Developer / Administrative accounting / Senior Maintenance / Structure (S3.2.B)	36,739.16

5.3.3	Project Manager / Senior Developer / Administrative-accountant / Senior Maintenance / Structure (S3.2.A)	34,659.59
5.3.2	Project Manager / Experienced Promoter / Administrative-Accounting / Senior Maintenance / Structure (S3.1 .B)	32,697.72
5.3.1	Project Manager / Experienced Promoter / Administrative Accountant / Senior Maintenance / Structure (S3.1.A)	30,846.91
5.2.4	Project Manager / Expert Expert / Administrative-Accounting / Technical Maintenance / Structure (S2.2.B)	29,100.86
5.2.3	Technical Manager Project / Experienced Promoter / Administrative Account /Technical Maintenance / Structure (S2.2.A)	27,583.75
5.2.2	Technical Manager Projects / Promoter / Administrative-accountant / Technical Maintenance / Structure (S2.1.B)	26.145.73
5.2.1	Technical Manager Projects / Promoter / Administrative-accountant / Technical Maintenance / Structure (S2.1.A)	24.782,69
5.1.4	Junior Projects Manager / Junior Promoter / Administrative-Accounting / Maintenance / General Services / Structure (S1.2.B)	23,490.70
5.1.3	Junior Projects Manager / Junior Promoter / Administrative-Accounting / Maintenance / General Services / Structure (S1.2.A)	22.266.07
5.1.2	Administrative-Accounting / Maintenance / General Services (S1.1.B)	21.105, 28
5.1.1	Administrative-accountant / Maintenance / General Services (S1.1.A)	20.005.00

The annual remuneration of the IREC's employees will be reviewed annually with the provisions of the Law of Budgets of the Generalitat or norm legal that replaces it. This increase will be carried out with effect from January 1 of each year if the budgetary conditions and legal regulations so allow.

The salary levels of this table correspond exactly to the wage ranges established in the document of the January 2014 career plan, in force since then and until the June 2019 adaptation. With the sole exception of the indexation that is 'made wages with the application of the following IPCs that were effectively applied to IREC staff:

- 2013 - 0'60%
- 2014 - 0'60%
- 2018 - 1'75%
- 2019 - 2'25%

The amounts Established for each professional category in the salary table of this Career Plan, it will not be obligatory for those workers who are beneficiaries of any aid for public or private research, which in their bases establish a salary higher than that of the aforementioned table. In these cases the application salary will be the one that establishes the pertinent call.

The implementation of this Professional Career Plan requires that the entire IREC staff be evaluated during the fourth quarter of 2019 in order to assign the level that corresponds to each one. The salaries of those people who are currently inferior to the salary of the assigned level will be regularized in January 2020 based on the results of the evaluation carried out.

## **5. PROCESS OF COMPETENT EVALUATION AND COMPLIANCE OF REQUIREMENTS FOR A EVOLUTION IN THE RACE PLAN**

The workers of the IREC will be evaluated once a year by the Evaluation Committee according to the "Evaluation procedure for the professional promotion "agreed by the Institute.

## **6. APPLICATION**

This Professional Career Plan will enter into force on the 1st of July 2019.

In Barcelona, on June 20, 2019,

Prof. Joan Ramon Morante  
General Director

Oriol Nomen  
President of Works Council