

Innovative controls for renewable source integration into smart energy systems



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D8.3

Recruitment completion report

WP8 – Network Management

Grant Agreement no 675318

Lead beneficiary: IREC
Date: 27/07/2016
Nature: ADM
Dissemination level: PU



This project has received funding from the European Union's Horizon 2020 research and innovation programme under Marie Skłodowska-Curie grant agreement No 675318.


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DOCUMENT INFORMATION

Grant Agreement Number	675318		Acronym	INCITE	
Full title	Innovative controls for renewable source integration into smart energy systems				
Project URL	www.incite-itn.eu				
Deliverable	D8.3	Title	Recruitment completion report		
Work package	WP8	Title	Network Management		
Delivery date	Contractual	31/07/2016	Actual	27/07/2016	
Status	Final / V3.0		Draft <input type="checkbox"/>	Final <input checked="" type="checkbox"/>	
Nature	R ¹ <input type="checkbox"/>	ADM ² <input checked="" type="checkbox"/>	PDE ³ <input type="checkbox"/>	Other ⁴ <input type="checkbox"/>	
Dissemination Level	PU ⁵ <input checked="" type="checkbox"/>	CO ⁶ <input type="checkbox"/>	Other ⁷ <input type="checkbox"/>		
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Description of the deliverable	This report summarizes the process of the recruitment of the INCITE Early Stage Researchers and presents the statistics of the received applications				
Key words	INCITE, recruitment				

¹ Report

² Administrative (website completion, recruitment completion...)


³ Dissemination and/or exploitation of project results

⁴ Other including coordination

⁵ Public: fully open, e.g. web


⁶ Confidential: restricted to consortium, other designated entities (as appropriate) and Commission services.

⁷ Classified: classified information as intended in Commission Decision 2001/844/EC

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DOCUMENT HISTORY

NAME	DATE	VERSION	DESCRIPTION
Jose Miguel Sanjuan, Ana Paula Solis	13/03/2016	1.0	First Draft
Fernando Bianchi	17/06/2016	2.0	Revision
Carlos Ocampo, Bart De Schutter	26/07/2016	2.1	Revision
Jose Miguel Sanjuan, Fernando Bianchi	27/07/2016	3.0	Final version

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DEFINITIONS

- Beneficiary partners of the INCITE Consortium are referred to herein according to the following codes:
 - **IREC.** Fundacio Institut de Recerca de l'Energia de Catalunya (Spain)
 - **UPC.** Universitat Politècnica de Catalunya (Spain)
 - **TU Delft.** Technische Universiteit Delft (Netherlands)
 - **VITO.** Vlaamse Instelling Voor Technologisch Onderzoek (Belgium)
 - **UniBo.** Universita di Bologna (Italy)
 - **UGA.** Université Grenoble Alpes (France)
 - **GE Global Research.** General Electric Deutschland Holding GmbH (Germany)
 - **Efacec Energia.** Efacec Energia - Maquinas e Equipamentos Electricos SA (Portugal)
- **Beneficiary.** The legal entity, which are signatories of the EC Grant Agreement No. 675318, in particular: IREC, UPC, TU Delft, VITO, UniBo, UGA, GE and Efacec Energia.
- **Consortium.** The INCITE Consortium, comprising the above-mentioned legal entities.
- **Consortium Agreement.** Agreement concluded amongst INCITE Parties for the implementation of the Grant Agreement.
- **ESR.** Person who is at the date of recruitment, a postgraduate researcher in the first four years (full-time equivalent) of his/her research career, including the period of research training, and who does not have a doctoral degree and who meets the conditions set forth in Article 6.2 b) of the Grant Agreement. The ESR is engaged under a separate agreement by a Party. The details of ESRs, their appointing institutions and their person-months are included in Annex I to the Grant Agreement.
- **Grant Agreement.** The agreement signed between the beneficiaries and the EC for the undertaking of the INCITE project (Grant Agreement n° 675318).
- **Partner Organisation.** Legal Entity that is not signatory to the Grant Agreement and does not employ any Researcher within the Project, namely, 3E NV (Belgium).

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ABBREVIATIONS

- **CA.** Consortium Agreement
- **CMO.** Central Management Office
- **EC.** European Commission
- **ESR.** Early Stage Researcher
- **GA.** Grant Agreement
- **INCITE.** Innovative controls for renewable source integration into smart energy systems
- **MSCA.** Marie Skłodowska-Curie Actions
- **TSC.** Training and Steering Committee
- **REA.** Research Executive Agency
- **SB.** Supervisory Board

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EXECUTIVE SUMMARY


This report summarizes the recruitment procedure of the Early Stage Researchers (ESRs) in the frame of the INCITE project. The recruitment procedure has focused on ensuring the openness and transparency of the appointment of new researchers in the network and following the recommendations of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers.

For this purpose, the recruitment procedure has relied on:

- Well-defined roles and functions of the different actors involved in the process.
- Clear vacancy descriptions, with a homogenous template that included employment conditions, compulsory secondments and required background and skills.
- A wide range of dissemination using all the possible communication channels.
- A coordinated recruitment strategy that guaranteed the excellence of the candidates, a proper gender balance, scientific exchange and a high impact of the training on their career.

The selection of the fellows has taken place between January (M2) and June (M7) 2016. The fellows will sign their contracts between June (M6) and November (M11) 2016.

This deliverable consists of four sections. In Section 1, the selection procedure is described. Section 2 presents the statistics of the received applications and of the selected candidates and Section 3 lists some post-award recommendations given by the Central Management Office (CMO) to the supervisors for the hiring and the starting weeks of the ESRs. Finally, Section 4 presents some concluding remarks are drawn.

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1. THE SELECTION PROCEDURE

This section describes the methodology developed by the Consortium to implement an effective central recruitment strategy, putting special emphasis on the role of the different actors. The selection procedure was divided into four parts: (1) an application and dissemination stage, where the Consortium put emphasis on the widespread dissemination of the available positions to reach the largest possible number of candidates, (2) a first selection process, where a first evaluation of the eligibility conditions of the candidates was done, (3) a second selection carried out by the supervisors considering the background and skills of the candidates, and (4) a last selection stage resulting in a final ranked list with the best three candidates per position.

1.1 Dissemination and Application Stage

Each Supervisor prepared a Job Vacancy Description using a template, and sent it to the CMO (Central Management Office). The Supervisors and the CMO had actively promoted the vacancies, which remained open for at least 6 weeks. The main channels for promotion have been: the project and beneficiaries' websites, academic job websites, specialized/thematic websites, social networks, mailing list, e-letters, and personal and corporative contacts. Among other, the positions have been announced in:


- INCITE website (<http://www.incite-itn.eu>)
- EURAXESS (<http://ec.europa.eu/euraxess>)
- Academic Position (<http://academicpositions.eu>)
- Barcelona Adds Value (<http://www.b-value.com>)
- Mailing lists: Power-Globe, CSS, e-letter on Systems, Control, and Signal Processing, Mathematics in Energy Systems, among others.
- Twitter and LinkedIn.

The announcements were also sent to an extensive list of Master programs on Energy, Automatic Control and Electrical Engineering. To foster the applications of women, the announcement was also sent to the email distribution list of IEEE Women in Engineering.

According to the closing dates for application, the application stage was divided into two calls: a first one with closing date on 6 March 2016 (originally set at 21 February) and a second call, corresponding to positions ESR32, ESR41 and ESR42, with closing date on 1 April 2016. The first closing date was extended to increase the number of applicants.

The interested candidates submitted their filled forms hosted at the INCITE website (<http://www.incite-itn.eu>) providing also the following documents:

- An application form including:
 - Personal information, educational degrees and research experience.
 - A list of the positions with an order of preference (up to four positions).
 - A declaration of honor establishing the fulfilment of the mobility criterion.
- A CV in a standardized format, including the names of two references willing to provide detailed recommendation letters about the candidate.

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- A motivation letter for each position applied.
- Copies of academic transcripts and degree certificates in English.

This application procedure and the forms were discussed and agreed upon all Beneficiary partners.

1.2 First stage of the selection

The CMO collected the applications evaluating the eligibility conditions according to Article 6.2.A (b) of the GA. As a result the CMO generated a list per vacancy with possible non-eligible candidates clearly highlighted, uploaded to the project intranet, and sent it with the application documentation to each Supervisor. The Training Steering Committee (TSM) was informed about the results of the application procedure.

1.3 Second stage of the selection

The interested supervisor evaluated the candidates taking into account the criteria described in Article 32.1 of the Grant Agreement. A small number of candidates were invited for a teleconference interview; some of them were also invited for a face-to-face interview. As a result of this selection stage, the Supervisor produced a ranked short-list of three candidates to be approved by the Supervisory Board (SB).

1.4 Final stage of the selection

The TSM evaluated the short-list of candidates given by each Supervisor for each position aiming to coordinate a proper gender balance and scientific exchange and after careful consideration recommended the approval of pre-selected candidates. The Supervisory Board (SB) approved the three top candidates for the 11 positions (first call) during the first SB meeting on 25 April 2016, and the remaining three had been evaluated and approved by email (9 May 2016 for position ESR32 and 24 May 2016 for positions ESR41 and ESR42).


The Supervisor informed the interviewed candidates about the result of the selection and the CMO contacted the remaining candidates. If any candidate requested an in depth analysis and feedback on the strengths and weaknesses of their CV, the CMO along with the corresponding Supervisor provided it.

Each beneficiary has followed their institution's internal rules to announce the results of the recruitment process.

2 STATISTICS OF INCITE RECRUITMENT

2.1 Statistics of received candidates

INCITE consortium has received 389 applications for the 14 ESR positions. A high number of them (about 78%) applied for more than one position. In reference to the gender, only 12% of the

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candidates were women. Regarding their place of origin, 81% of the candidates are non-EU citizens. None of them were refugees.

Figures 1 and 2 show the percentages of women and percentages of EU and non-EU citizens in the application for each position, respectively, considering in both cases all positions submitted by the candidates.

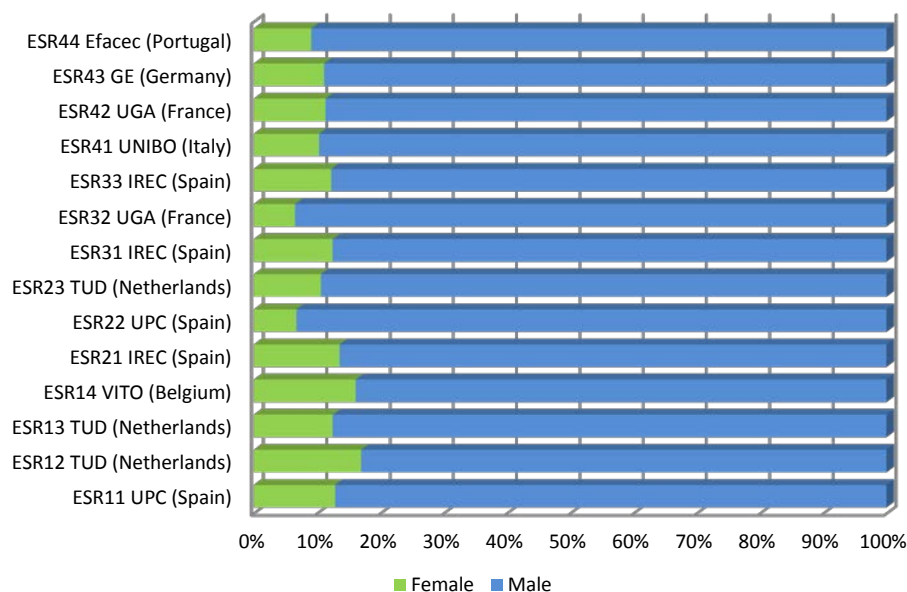


Figure 1. Candidates by position and gender

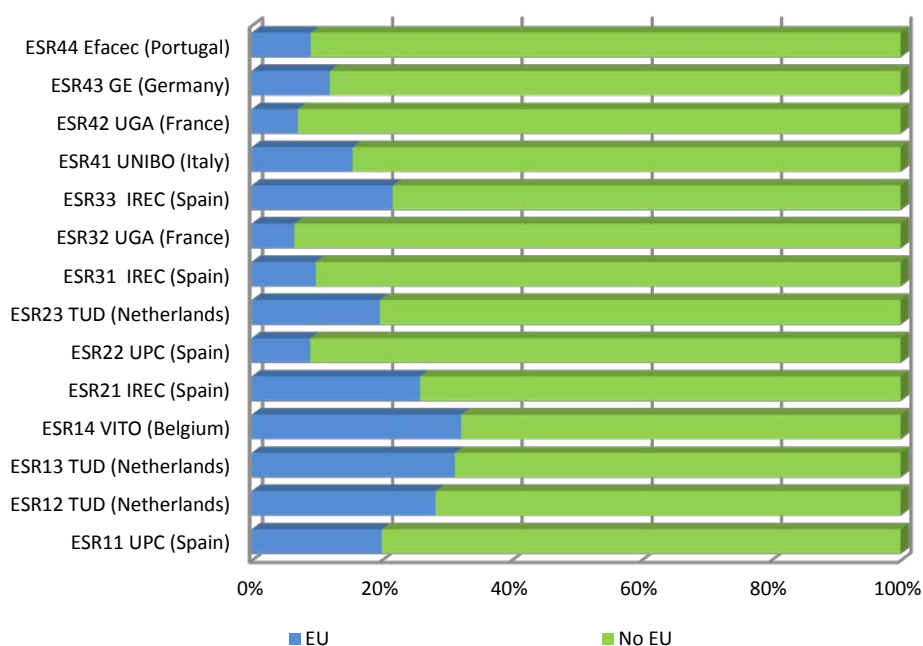



Figure 2. Candidates by position and nationality

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2.2 Statistic of the selected candidates

Figure 3 shows the distribution of selected candidates (short-list of three candidates per position) according to their origins and gender.

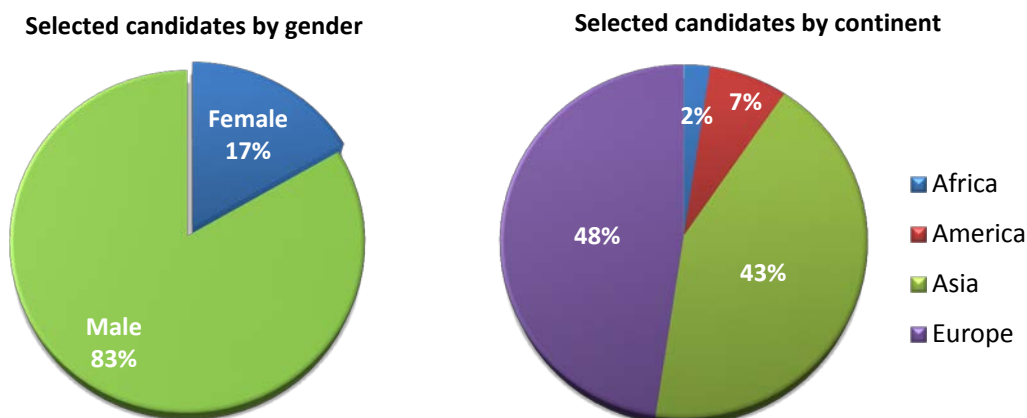


Figure 3. Recruited Candidates by gender and continent

At the time of closing this deliverable, the selected candidates have been: twelve men and two women. This represents a 14% of women which is close to the 12% of total female applicants. In the meeting of 25th April 2016, the SB agreed that this was a suitable balance gender considering the percentage of selected women and applicants was close.

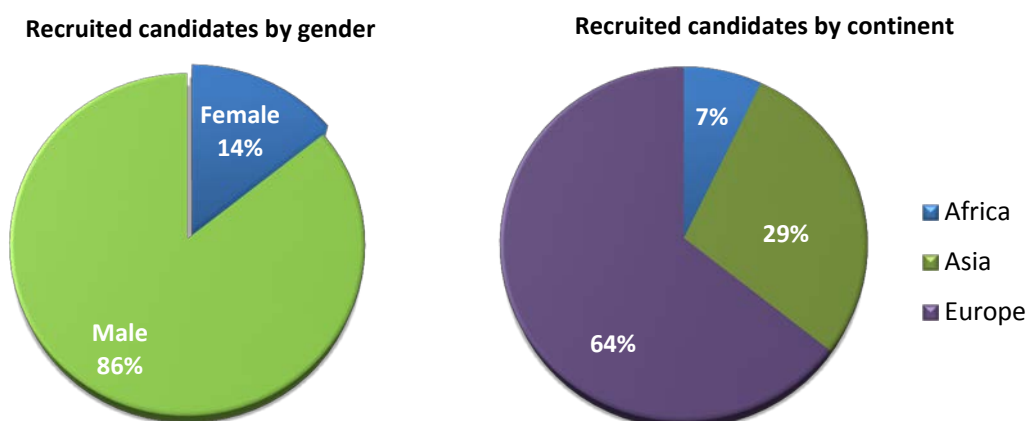



Figure 4. Final Candidates by gender and continent

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3 POST AWARD RECOMMENDATIONS.

The CMO has also provided the Supervisors with a short guide including recommendations to follow in the hiring of the ESRs. The guide includes the following recommendations based on the GA:

- 1. Work Contract:** Apart from or in addition to the work contract, an agreement must be signed between the researcher and the recruiting institution. This contract should include the provisions specified in the GA 32.1.f.
- 2. Information and assistance to be provided to the recruited fellows:** The beneficiary has to provide the researchers with reasonable assistance and support, as well as information about the rights and obligations as MSCA fellow, as stated in GA 32.1.
- 3. Career development plan (CDP):** During the first weeks of contract, a Career Development Plan must be established between the supervisor and the ESR and approved by the SB. This CDP must be revised each 6 months if necessary.
- 4. Contractual obligations with the Research Executive Agency:** During the 20 days after the signature of the contract by the fellow, a researcher declaration has to be submitted to the REA. This declaration must be fulfilled through the Participant Portal.

4 CONCLUDING REMARKS

The recruitment of INCITE began on December 2015 (M1) with the definition of the recruitment and application procedures. The application stage started on January 2016 (M2) and finished on April 2016 (M5). The dissemination of the job-offers can be considered a success taking into account the number of applicants, the diversity of origin and gender of the candidates.

The selection of the candidates followed the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers. At the time of submitting this deliverable, the 14 ESR positions are filled (2 women and 12 men) and the researchers will be contracted between June and November as specified in the Annex-1 of the GA.