



Institut d'Estudis
Espacials de Catalunya

IGNASI RIBAS CANUDAS (1 de 1)
Director de l'IEEC
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**PROFESSIONAL CLASSIFICATION OF STAFF
OF THE FOUNDATION**

INSTITUT D'ESTUDIS ESPACIALS DE CATALUNYA

CONSOLIDATED TEXT — BOARD OF TRUSTEES, JUNE 2025

PROFESSIONAL CLASSIFICATION OF THE FUNDACIÓ INSTITUT D'ESTUDIS ESPACIALS DE CATALUNYA

1.- This professional classification is intended to assign all staff of the Fundació Institut d'Estudis Espacials de Catalunya (hereinafter, IEEC) to a professional group, professional subgroup and, where applicable, level, according to their duties and the general nature of the work they perform.

A professional group is understood to be a category that generally brings together professional skills, qualifications and the general nature of the work performed, and may encompass different tasks, duties, professional specialisms or responsibilities assigned to an employee.

Assignment to a particular professional group and level shall be based on the duties actually performed —regardless of the job title or the qualifications of the person employed— and the demands or requirements arising from the position. Classification shall therefore be determined by the demands and actual performance of tasks and responsibilities.

All IEEC employees shall be included in this professional classification.

2. The classification factors that influence the professional classification of staff and therefore determine each person's membership of a particular professional group are defined below:

- General responsibilities: the most representative general responsibilities shall be considered, referring to the type of responsibilities regardless of the area or service in which they are performed. They describe the functional scope of the position.
- Training: the body of knowledge and experience, together with the degree of specialisation required for the position and needed to carry out its tasks and responsibilities efficiently, shall be considered.

a) Qualifications: the minimum initial level of theoretical knowledge that a person capable of satisfactorily performing the duties of the position must possess.

b) Practical experience: the period of time required for a person to acquire the skills needed to work in the position and achieve satisfactory performance.

- Responsibility or impact on outcomes: the influence on IEEC's overall outcomes and/or the significance of the management performed by individuals in relation to those outcomes, as required for the position, shall be considered.
- Autonomy: the degree of reporting dependency or supervision in carrying out the tasks or responsibilities of the position and/or the degree of adherence to rules or guidelines required for performing its tasks or duties shall be considered, together with the effect on the person's decision-making capacity.
- Management: the degree of supervision and management of a team required by a position shall be considered. Consideration shall be given to the number of

- people in that team and/or the degree of supervision and organisation of their duties or tasks.
- Complexity: the number and degree of involvement of the preceding classification factors shall be considered.

3.- IEEC staff are generally organised within the following operational areas:

- Leadership, management, administration and services staff: staff working in the Directorate and the various IEEC administration, management and services areas: the Management Area, Legal Area and Catalan Space Sector Promotion Area, as well as the Communication, Knowledge Transfer (KTT), Project Management and Montsec Observatory Offices.
- Scientific staff: research staff participating in the development of internal or external scientific or technological research projects.
- Engineering staff: staff who, with varying degrees of specialisation, carry out activities related to high added-value technological services in the space sector.

These staff may, in turn, be regarded as (i) core staff or (ii) research staff.

(i) Core staff are staff in Professional Group I and Professional Group II who are not assigned to a specific scientific project and perform duties associated with the organisation's core operations.

(ii) Research staff are staff belonging to Professional Group II or Professional Group III, as defined in this document, who carry out their tasks under the direction of a principal investigator in relation to a specific scientific project.

4.- The collective agreement that IEEC has been applying to its staff is the nationwide collective agreement for university education and research centres. The professional groups established in this classification correspond, in turn, to the groups and subgroups established in that collective agreement, as specified below.

PROFESSIONAL GROUP I. LEADERSHIP, MANAGEMENT, ADMINISTRATION AND SERVICES STAFF

This professional group encompasses IEEC's senior leadership and its technical, financial, administrative and legal management, particularly in the areas of human resources, administrative organisation, financial affairs, legal affairs, general services and scientific and technical services, as well as support for the development of research projects from an administrative and/or management perspective.

It is divided into the following subgroups and, where applicable, levels:

A) IEEC Director.

B) Area Director / Manager.

C) Head of Office.

D) Management Officer.

E) Administration Officer.

F) Specialist Technician.

G) Assistant.

A) Director

The person belonging to this subgroup exercises IEEC's senior leadership in accordance with the duties assigned in the Statutes and the organisation's Internal Operating Regulations, as a governing body. In this respect, they are responsible for coordinating all actions with a high impact on IEEC's outcomes across its different areas and fields of activity, coordinating a team under their responsibility and defining its objectives.

This includes the position responsible, among other things, for:

- a) representing IEEC in all its fields of activity;
- b) implementing the resolutions of the Board of Trustees and the Management Board;
- c) informing the Board of Trustees of the activities carried out and the resolutions adopted by the Management Board;
- d) convening and chairing Management Board meetings;
- e) convening meetings of the Scientific Advisory Council (CCA);
- f) informing the CCA of the progress of projects and strategic lines;
- g) implementing the CCA's proposals;
- h) coordinating research activities regarding the allocation of the Institute's own premises and, where applicable, the acquisition and maintenance of its research infrastructure;
- i) signing any research contracts and transfer agreements that may be established;
- j) authorising IEEC expenditure;
- k) keeping the list of IEEC staff up to date and authorising proposals for staff joining and leaving;
- l) performing any duties that the Statutes provide may be delegated by the Board of Trustees;
- m) defining IEEC's strategic plan and ensuring its implementation;
- n) proposing the Institute's programme of activities and specifying research lines;
- o) ensuring and taking responsibility for compliance with safety, health and environmental regulations within IEEC's field of activity, to guarantee safe conditions for carrying out its work.

University education (bachelor's degree, licenciatura, engineering or architecture degree) and a high degree of specialisation in the operational area are required, together with established experience in that field. The position entails a very high degree of managerial responsibility and autonomy regarding IEEC's overall objectives, subject to the limitations established by the Board of Trustees as IEEC's highest governing body.

- IEEC Director.

The employee in this professional group is classified in group II, subgroup II, a), 1, of the collective agreement that IEEC has been applying.

B) Area Director / Manager

Persons belonging to this group are responsible —reporting to the IEEC Director— for planning, organising and coordinating all actions with a high impact on IEEC's outcomes within their Area, coordinating a team under their responsibility and defining its objectives.

This includes positions responsible, among other things, for:

- Defining strategy within their field of activity and monitoring it.
- Defining the overall objectives of their field of activity/Area.
- Defining the operational policies of their field of activity/Area.
- Leading the relevant directorate's team, with specific oversight of the Offices reporting to it.
- Controlling the associated technical, financial and human resources of their area.

Their work involves assuming responsibilities within an operational area considered strategic and essential to IEEC's operation, promoting and ensuring the implementation of instructions from IEEC's Directorate and Board of Trustees within their field of activity.

University education (bachelor's degree, licenciatura, engineering or architecture degree) and a high degree of specialisation in the operational area are required, together with established experience in that field. The position entails a significant degree of management, autonomy and responsibility regarding the objectives of its operational area.

The following positions are included in this professional group by way of example:

- Director of the Management Area / Manager.
- Director of the Catalan Space Sector Promotion Area.
- Director of the Legal Area.

Some of the duties of the Director of the Management Area / Manager shall be those established in the Statutes and the organisation's Internal Operating Regulations, as an IEEC governing body.

The following levels are established within this subgroup: Level 1, Level 2 and Level 3. Assignment of a position to one of the three levels shall be based on the possible evolution, for any reason, of the following qualitative factors in the employee's position/career within their professional category, through a combined assessment:

Level 1

- Assumption of a high degree of responsibility with some impact on the outcomes of their area.
- Autonomy: a high degree of autonomy, with some tasks subject to reporting dependency and supervision by the IEEC Director.
- High-level managerial duties.
- Assessment of the professional career.

Level 2

- Assumption of greater responsibility, directly or through the team they lead, and its impact on outcomes within their area.
- Increase in the number of people and teams under their responsibility, and therefore in managerial duties.
- Management of several offices or direct assumption of their work.
- A very high degree of autonomy in decision-making within their area, with some supervision by the IEEC Director.
- Coordination duties involving several IEEC Areas, with decision-making authority.
- Assessment of the professional career.
- Training beyond that required.

Level 3

- Assumption of greater direct responsibility or responsibility for the team they lead, and its impact on outcomes within their area.
- Increase in the number of people and teams under their responsibility.
- Management of several offices or direct assumption of their work.
- Full autonomy in decision-making within their area, requiring ratification by the IEEC Director only in some cases.
- A very high degree of coordination with several IEEC Areas, with decision-making authority.
- Assessment of the professional career.
- Training beyond that required.

Employees in this professional group are classified in group II, subgroup II, a), 1, of the collective agreement applied at IEEC.

C) Head of Office (middle management duties)

Persons belonging to this group perform middle management duties and are responsible —reporting to an Area Director or directly to the IEEC Director— for implementing predefined objectives within a particular operational area, either directly or through a team. This includes positions responsible, among other things, for:

- Implementing strategy within their office or service area, ensuring that the necessary operational actions are carried out.
- Coordinating, supervising and managing the team within their field of activity.
- Assigning the specific tasks needed to achieve objectives and monitoring outcomes.
- Organising work within their team.
- Acting as an intermediary between the IEEC Director or Area Director and the technical and support team.

Their work involves occupying an intermediate position between the IEEC Director or Area Directors and the teams within their field. They are in direct contact with these

teams and act as their managers. They work on operational objectives and medium- and long-term outcomes, and participate in defining systems, action plans and other procedures to be implemented, managing the resources and means assigned to them.

University education (bachelor's degree, licenciatura, engineering or architecture degree) or proven competence for the position is required. Proven competence shall mean professional experience performing Head of Office duties through the assignment of duties above those of the employee's position for a minimum period of 6 months.

A high degree of specialisation in the operational area and established experience in that field are also required. Specialised training within the operational field may be appropriate. Although supervised, the objectives pursued generally involve a high degree of initiative and operational autonomy.

The following positions are included in this professional group by way of example:

- Head of the Communication Office.
- Head of the Knowledge Transfer Office (KTO).
- Director of the Montsec Observatory.
- Head of the Services and Industrial Promotion Office.
- Head of the Development and Innovation Office.
- Head of the Infrastructure Office.
- Head of the Regulation Office.
- Head of the Legal Management Office.
- Head of the Project Management Office.
- Head of the ICT Office.
- Head of the Human Resources Office.
- Head of the Finance Office.
- Head of the Purchasing and Logistics Office.

Employees in this professional group are classified in group II, subgroup I, of the collective agreement applied at IEEC.

The following levels are established within this subgroup: Level 1, Level 2 and Level 3. Assignment of a position to one of the three levels shall be based on the possible evolution, for any reason, of the following qualitative factors in the employee's position/career within their professional category, through a combined assessment:

Level 1

- Assumption of a degree of responsibility sufficient for the position's requirements, both in terms of direct responsibilities and the team they lead.
- Basic to intermediate coordination, supervision and management of their team, with involvement by the Area Director or IEEC Directorate.
- Minimum required training.
- Assessment of the professional career.

Level 2

- Assumption of greater direct responsibility or responsibility for the team they lead, and its impact on outcomes within their area.
- Increased management of people and teams under their responsibility, and therefore increased managerial duties.
- Greater autonomy and a corresponding reduction in the tasks requiring supervision by the body to which they report.
- Assessment of the professional career.
- Training beyond that required.

Level 3

- Assumption of greater direct responsibility or responsibility for the team they lead, and its impact on outcomes within their area.
- Increased management of people and teams under their responsibility, and therefore increased managerial duties.
- Greater autonomy, with only certain tasks supervised by the body to which they report.
- Assessment of the professional career.
- Training beyond that required.

For the Heads of the Services and Industrial Promotion Office, Development and Innovation Office and Infrastructure Office, which report to the Space Sector Promotion Area, provision is made for IEEC to establish a performance-related supplement intended to remunerate the achievement of annual objectives set and approved by the Board of Trustees. Although part of the salary structure, this supplement does not constitute a fixed amount that can become a permanent salary entitlement, nor does it create acquired rights or more favourable conditions. A maximum annual amount shall be established in the salary tables approved by IEEC.

D) Management Officer

Persons belonging to this subgroup perform specialised and complex tasks within the Management, Legal, Space Promotion or Directorate areas, reporting to an Area Director, a Head of Office or directly to the IEEC Director.

These tasks require university education (bachelor's degree, licenciatura, architecture or engineering degree) in the technical or specialist field of knowledge, which is an essential requirement for access to the position, held on the basis of that qualification or equivalent experience.

These tasks are performed with autonomy, complexity and initiative, but subject to reporting dependency and a degree of supervision by an immediate line manager. These employees achieve results independently and contribute knowledge, expertise and methodology. Their work takes place at the operational level, carrying out activities

integrated into the organisation's action plan and procedures and aligned with the objectives of their technical field.

Employees in this professional group are classified in group II, subgroup I, of the collective agreement applied at IEEC.

The following levels are established within this subgroup: Level 1, Level 2 and Level 3. Assignment of a position to one of the three levels shall be based on the possible evolution, for any reason, of the following qualitative factors in the employee's position/career within their professional category, through a combined assessment:

Level 1

- High complexity in carrying out tasks.
- The degree of autonomy required for the position, with some supervision.
- An appropriate degree of initiative, with supervision.
- A good contribution of knowledge, expertise and methodology.
- A good contribution of results.
- Assessment of the professional career.
- Training beyond that required.

Level 2

- High complexity in carrying out tasks.
- An intermediate degree of autonomy with minimal supervision by a superior.
- A high degree of initiative with minimal supervision of implementation.
- A very good contribution of knowledge, expertise and methodology.
- A very good contribution of results.
- Training beyond that required.

Level 3

- High complexity in carrying out tasks.
- A high degree of autonomy with practically no supervision by a superior.
- A high degree of initiative with minimal supervision of implementation.
- A very good and very substantial contribution of knowledge, expertise and methodology.
- A very good and very substantial contribution of results.
- Training beyond that required.

E) Administration Officer

Persons belonging to this subgroup perform specialised tasks with a degree of complexity within the Management, Legal, Space Promotion or Directorate areas, reporting to an Area Director, a Head of Office or directly to the IEEC Director.

These tasks require university education (bachelor's degree, licenciatura, architecture or engineering degree) in the technical or specialist field of knowledge, which is an essential requirement for access to the position, held on the basis of that qualification or equivalent experience.

These tasks are performed with an intermediate degree of autonomy, some complexity and initiative, but subject to reporting dependency and a degree of supervision by an

immediate manager. These employees achieve results independently and contribute knowledge, expertise and methodology. Their work takes place at the operational level, carrying out activities integrated into the organisation's action plan and procedures and aligned with the objectives of their technical field.

The following positions are included in this professional group by way of example:

- Legal Officer.
- Communication Manager.
- Administration Officer.
- ICT Administration Officer.

Employees in this professional group are classified in group II, subgroup I, of the collective agreement applied at IEEC.

The following levels are established within this subgroup: Level 1, Level 2 and Level 3. Assignment of a position to one of the three levels shall be based on the possible evolution, for any reason, of the following qualitative factors in the employee's position/career within their professional category, through a combined assessment:

Level 1

- A degree of complexity in carrying out specialised tasks.
- An intermediate degree of task supervision.
- A good contribution of knowledge, expertise and methodology.
- A good contribution of results.
- Assessment of the professional career.

Level 2

- A degree of complexity in carrying out specialised tasks.
- Less task supervision than at Level 1.
- Assumption of greater responsibilities.
- A very good contribution of knowledge, expertise and methodology.
- A very good contribution of results.
- Assessment of the professional career.
- Training beyond that required.

Level 3

- A degree of complexity in carrying out specialised tasks.
- Less task supervision than at Level 2, with supervision kept to a very low minimum.
- Assumption of greater responsibility.
- An excellent contribution of knowledge, expertise and methodology.
- An excellent contribution of results.
- Assessment of the professional career.
- Training beyond that required.

F) Specialist Technician

Persons belonging to this group perform technical tasks under the supervision of a responsible person within the Management, Legal, Space Promotion or Directorate areas, reporting to an Area Director or Head of Office.

These tasks require specific training or experience in a particular technical or specialist field of activity, which is an essential requirement for holding the position, held on the basis of that qualification or experience. They perform their tasks with a low degree of autonomy, complexity and initiative, reporting to or supervised by a responsible person. Their work takes place at the operational level, carrying out activities within a framework of lower technical complexity than that of an Administration Officer.

A minimum qualification of an advanced vocational training diploma in the occupational family or branch corresponding to the field of work, or proven competence for the position through work experience, is required.

The following positions are included in this professional group by way of example:

- Communication Technician.
- Maintenance Technician.
- Purchasing and Logistics Technician.

Assignment of a position to one of the three levels shall be based on the possible evolution, for any reason, of the following qualitative factors in the employee's position/career within their professional category, through a combined assessment:

Level 1

- Tasks are performed with a low degree of autonomy, complexity and initiative, reporting to or supervised by a responsible person.
- Work takes place at the operational level, carrying out activities within a framework of lower technical complexity than that of an Administration Officer.

Level 2

- Assumption of greater responsibility within the position than at Level 1.
- Training beyond that required.
- Assessment of the professional career.
- Training beyond that required.

Level 3

- Assumption of greater responsibility within the position than at Level 2.
- Training beyond that required.
- Assessment of the professional career.
- Training beyond that required.

G) Assistant

Persons belonging to this group perform auxiliary administrative or technical support tasks, carrying out more basic or repetitive duties involving a short learning period. No specialisation is required, and the necessary knowledge may be acquired through on-the-job practice.

A minimum qualification of an intermediate vocational training diploma, professional competence certificates at the same level, or proven competence for the position through work experience is required.

The following positions are included in this professional group by way of example:

- Administrative Assistant.
- Maintenance Assistant.

Employees in this professional group are classified in group II, subgroup I, of the collective agreement applied at IEEC.

The following levels are established within this subgroup: Level 1, Level 2 and Level 3. Assignment of a position to one of the three levels shall be based on the possible evolution, for any reason, of the following qualitative factors in the employee's position/career within their professional category, through a combined assessment:

Level 1

- Very basic administrative support tasks, generally repetitive, with a short learning period.
- Supervision by the line manager of all tasks performed.

Level 2

- Basic administrative support tasks, some repetitive, with a short learning period.
- Supervision by the line manager of most tasks performed.
- Training beyond that required for the position.
- Employment history.

Level 3

- Administrative support tasks involving basic duties but with greater responsibility and some scope for initiative.
- Supervision by the line manager of a minority of tasks performed.
- Training beyond that required for the position.
- Employment history within IEEC.

PROFESSIONAL GROUP II. ENGINEERING STAFF

These are staff whose main function is to perform engineering tasks aimed at:

- Managing infrastructure within IEEC's field of activity.
- Creating and generating new knowledge through projects financed from internal funds or research projects under a public call issued by a public or private body.
- Providing services and knowledge transfer under contracts with companies and public administrations, or financed from internal funds.

This group encompasses the following professional subgroups and, where applicable, levels:

A) Senior Engineer / Senior Manager.

B) Research Engineer / Research Manager.

C) Technical Engineer / Technical Manager.

D) Junior Engineer.

E) Support Technician.

Three levels are considered within each professional subgroup: Level 1, Level 2 and Level 3. Assignment of a position to one of the three levels shall be based on the possible evolution, for any reason, of qualitative factors in the employee's position/career within their professional category, through a combined assessment. The factors considered in this assessment are:

- Degree of responsibility assumed.
- Degree of autonomy in performing the duties of the position, depending on supervision by a superior: low with some supervision (Level 1), intermediate with minimal supervision (Level 2), high with practically no supervision (Level 3).
- Degree of initiative.
- Academic record and training beyond that required.
- Professional career.
- Contribution of knowledge, expertise, methodology and results.

A) Senior Engineer / Senior Manager

Persons belonging to this subgroup perform specialised tasks with a high degree of complexity, reporting to an Area Director, a Head of Office or directly to the IEEC Director. They must have at least 3 years of previous experience performing Research Engineer or Research Manager duties.

These tasks require university education (bachelor's degree, licenciatura or engineering degree) in the technical or specialist field of knowledge, which is an essential requirement for access to the position, held on the basis of that qualification or equivalent experience.

Senior Managers are responsible for directing programmes or projects, planning, organising and coordinating their activities and the assigned financial, technical and human resources, to achieve the planned objectives and outcomes in terms of schedule,

quality and cost. This position operates within a framework of high technical complexity, resources and impact. They report directly to the Head of Office.

Senior Engineers are technical professionals with a strong capacity for innovation, responsible for directing technological development programmes and activities with full or partial responsibility, and for planning and developing substantial improvements to products developed by IEEC, both in their underlying technology and their manufacturing processes. They perform tasks with autonomy, complexity and initiative and are responsible for directing and supervising the design, execution, coordination and development of technological projects. They report directly to the Head of Office. They may supervise Research Engineers and Technical Engineers in the activities in which they participate. They achieve results independently and contribute knowledge, expertise and methodology. Their work takes place at the operational level, carrying out activities integrated into the organisation's action plan and aligned with the objectives of their technical field. They may be the technical lead or PI of one or more projects if they meet the training requirements appropriate to the type of project.

The following positions are included in this professional group by way of example:

- Senior Engineer / Senior Manager for Services and Industrial Promotion.
- Senior Engineer / Senior Manager for D+I.
- Senior Engineer / Senior Manager for Infrastructure.

Employees in this professional group are classified in group I, subgroup II, of the collective agreement applied at IEEC.

B) Research Engineer / Research Manager

Persons belonging to this subgroup perform specialised tasks with a degree of complexity, reporting to an Area Director, a Head of Office or directly to the IEEC Director. They must have at least 3 years of previous experience performing Technical Engineer / Technical Manager duties.

These tasks require university education (bachelor's degree, licenciatura or engineering degree) in the technical or specialist field of knowledge, which is an essential requirement for access to the position, held on the basis of that qualification or equivalent experience.

Managers are responsible for directing one or more projects, planning, organising and coordinating their activities and the assigned financial, technical and human resources, to achieve the planned objectives and outcomes in terms of schedule, quality and cost. This position operates within a framework of intermediate technical complexity, resources and organisational impact. They perform tasks with autonomy, complexity and initiative, but subject to reporting dependency and a degree of supervision by an immediate line manager.

Research Engineers are technical professionals with a capacity for innovation, responsible for directing technological development activities with secondary responsibility, and for planning and developing improvements to products developed by IEEC, both in their underlying technology and their manufacturing processes. They

perform tasks with autonomy, complexity and initiative, but subject to reporting dependency and a degree of supervision by an immediate line manager. They are responsible for the design, execution, coordination and development of technological projects. They may supervise Technical Engineers in the activities in which they participate. Their work takes place at the operational level, carrying out activities integrated into the organisation's action plan and aligned with the objectives of their technical field. They may be the technical lead or PI of a small-scale project if they meet the training requirements appropriate to the type of project.

The following positions are included in this professional group by way of example:

- Research Engineer / Research Manager for Services and Industrial Promotion.
- Research Engineer / Research Manager for D+I.
- Research Engineer / Research Manager for Infrastructure.
- Montsec Research Engineer.

Employees in this professional group are classified in group I, subgroup II, of the collective agreement applied at IEEC.

C) Technical Engineer / Technical Manager

Persons belonging to this subgroup perform specialised tasks with a degree of complexity lower than that of the subgroups identified by letters A and B, reporting to an Area Director, a Head of Office or directly to the IEEC Director.

These tasks require university education (bachelor's degree, licenciatura or engineering degree) in the technical or specialist field of knowledge, which is an essential requirement for access to the position, held on the basis of that qualification or equivalent experience.

Technical Engineers/Managers are responsible for implementing/managing technical projects in the space sector or industrial sectors, programming systems, designing digital and mixed analogue/digital systems and integrating software.

They also work throughout the development life cycle of technical space projects, defining and implementing testing and qualification procedures for space instrumentation, astronomical instrumentation and data processing, among other activities.

The following positions are included in this professional group by way of example:

- Technical Engineer / Technical Manager for Services and Industrial Promotion.
- Technical Engineer / Technical Manager for D+I.
- Technical Engineer / Technical Manager for Infrastructure.
- Montsec Technical Engineer.
- Montsec Operations Engineer.
- KTO Officer.

Employees in this professional group are classified in group I, subgroup II, of the collective agreement applied at IEEC.

An availability supplement is provided for Montsec Technical Engineers, remunerating their being contactable and available outside working hours. It shall be established in the salary tables approved by IEEC.

D) Junior Engineer

Persons belonging to this subgroup perform tasks reporting to an Area Director, a Head of Office or directly to the IEEC Director.

These tasks may be performed by persons with university education (bachelor's degree, licenciatura or engineering degree) in the technical or specialist field of knowledge. The essential requirement for access to the position is that qualification or equivalent experience, although persons able to complete their degree credits within one year of recruitment shall also be accepted.

A Junior Engineer is a graduate or final-year undergraduate student with little or no work experience in engineering activities.

The following positions are included in this professional group by way of example:

- Junior Engineer for Services and Industrial Promotion.
- Junior Engineer for D+I.
- Junior Engineer for Infrastructure.
- Montsec Junior Engineer.

Employees in this professional group are classified in group I, subgroup II, of the collective agreement applied at IEEC.

E) Support Technician

Persons belonging to this subgroup perform tasks reporting to an Area Director, a Head of Office or directly to the IEEC Director.

These tasks require specialised intermediate or advanced-level training. They may also be performed by persons able to complete their degree credits within one year of recruitment.

The following positions are included in this professional group by way of example:

- Support Technician for Services and Industrial Promotion.
- Support Technician for D+I.
- Support Technician for Infrastructure.
- Montsec Support Technician.

Employees in this professional group are classified in group I, subgroup II, of the collective agreement applied at IEEC.

GROUP III.- SCIENTIFIC STAFF

This group includes IEEC researchers conducting scientific activities through leadership of or participation in research projects. These staff may be employed to develop:

- Competitive research projects under a public call issued by a public or private body.
- Research projects financed from internal funds.
- Contracts for the provision of services and knowledge transfer.

Their activities may be performed under the supervision of a principal investigator (PI), either affiliated to IEEC or a member of its core staff, or by acting as PI themselves.

This group encompasses the following professional subgroups:

A) Distinguished Scientist.

B) Senior Scientist.

C) Research Scientist.

D) Senior Postdoc.

E) Junior Postdoc.

F) Researcher in Training.

G) University Graduate.

Three levels are considered within each professional subgroup. Assignment of a position to one of the three levels shall be based on the possible evolution, for any reason, of qualitative factors in the employee's position/career within their professional category, through a combined assessment. The factors considered in this assessment are:

- Degree of responsibility assumed.
- Autonomy in performing the duties of the position.
- Academic and research record.

A) Distinguished Scientist

A PhD holder of recognised standing with an established international reputation based on the excellence of their contributions to the scientific or technical field. A minimum of 10 years since obtaining the doctorate is required, except in justified exceptional circumstances. This category also includes technologists with an established international reputation based on the excellence of their contributions, both to the advancement of specific research techniques and to the valorisation and transfer of the knowledge and innovation they have generated.

The Distinguished Scientist leads teams as a principal investigator, or unique scientific and technological facilities and highly significant programmes in the relevant field of knowledge, within the framework of IEEC's functions and objectives. They also lead projects to secure financial resources.

This position entails a very high degree of management and responsibility within the research team. They report directly to the Director.

The following positions are included in this professional group by way of example:

- Distinguished Scientist.

Employees in this professional group are classified in group I, subgroup II, of the collective agreement applied at IEEC.

B) Senior Scientist

An experienced PhD holder who, independently or in collaboration with other researchers, carries out research work and projects with the highest degree of responsibility, assuming the direction of the necessary collaborating and auxiliary staff. They have direct responsibility for performing priority scientific tasks. They may be PI of a medium- or large-scale project.

University education at doctoral level is required, with more than 5 years since obtaining the doctorate, except in justified exceptional circumstances, together with a high degree of specialisation as required by the research project undertaken. The position entails a very high degree of management and full responsibility within the research team. They report directly to the project's principal investigators or, in the case of core staff, to the Area Director who is their line manager.

The following positions are included in this professional group by way of example:

- Senior Scientist.

Employees in this professional group are classified in group I, subgroup II, of the collective agreement applied at IEEC.

B) Research Scientist

A PhD holder who collaborates with principal investigators in carrying out research projects without assuming their leadership or full or partial responsibility for them. They have secondary responsibility for performing scientific tasks that are priorities for the success of the project. They may supervise postdocs, researchers in training, students and technicians carrying out tasks in the research projects in which they participate. They report directly to the project's principal investigator. Their postdoctoral experience must exceed 2 years, except in duly justified cases. They may be PI of a small-scale project. Researchers employed under the MCIN Ramón y Cajal programme and similar programmes belong to this professional group.

The following positions are included in this professional group by way of example:

- Research Scientist.

Employees in this professional group are classified in group I, subgroup II, of the collective agreement applied at IEEC.

C) Senior Postdoc

The person belonging to this subgroup holds a doctorate and performs research tasks during the established phase of their postdoctoral career within one or more research projects, under the direction of the group leader or persons in higher-ranking categories, whether the PI, Senior Scientists or Research Scientists. They may supervise and monitor one Researcher in Training and a small number (≤ 2) of students. This professional group includes persons employed under the MCIN Juan de la Cierva - incorporación programme and similar programmes.

The following positions are included in this professional group by way of example:

- Senior Postdoc.

Employees in this professional group are classified in group I, subgroup II, of the collective agreement applied by IEEC.

D) Junior Postdoc

A PhD holder who obtained the qualification less than 3 years ago. They perform research tasks during the initial phase of their postdoctoral career within a research project, under the direction of the group leader or persons in higher-ranking categories, whether the PI, Senior Scientists or Research Scientists. They may supervise and monitor one student. This professional group includes persons employed under the MCIN Juan de la Cierva - formación programme and similar programmes.

The following positions are included in this professional group by way of example:

- Junior Postdoc.

Employees in this professional group are classified in group I, subgroup II, of the collective agreement applied at IEEC.

E) Researcher in Training

A university graduate enrolled in a doctoral programme who has obtained a master's degree, diploma of advanced studies or equivalent and is therefore qualified to undertake their doctoral thesis. They are incorporated into a research group and perform research tasks under the direction of their thesis supervisor.

The maximum cumulative period combining time as a pre-master's scholarship holder and as a post-master's employee in training to complete the doctoral thesis is 4 years.

This period may exceptionally be extended by a maximum of one year, provided this is necessary to submit the doctoral thesis.

The following positions are included in this professional group by way of example:

- Researcher in Training.

Employees in this professional group are classified in group I, subgroup II, of the collective agreement applied at IEEC.

F) University Graduate

A person holding a university degree who is employed against a research project and is beginning a research career but is not enrolled in a doctoral programme and is therefore not a Researcher in Training.

The following positions are included in this professional group by way of example:

- University Graduate.

Employees in this professional group are classified in group I, subgroup II, of the collective agreement applied by IEEC.

PROFESSIONAL PROGRESSION

1.- Professional progression through a change of group or subgroup

1.a) Professional progression through a change of group or subgroup for core staff

To fill a position listed as vacant in the organisation's establishment of posts, IEEC shall publish a call for a staff selection procedure, either through internal promotion or an open procedure addressed to both IEEC staff and external applicants, as appropriate, in accordance with applicable legislation. Selection procedures shall respect the principles of equality, merit, ability, publicity and transparency.

To progress to a higher group or subgroup, the employee must have spent at least 1 year in the group or subgroup to which they are assigned when applying to participate in the relevant procedure, or provide a report from their immediate line manager justifying exemption from the length-of-service criterion in view of the level of responsibility and degrees of autonomy and initiative acquired by the employee.

1.b) Professional progression through a change of group or subgroup for research staff

For an IEEC employee occupying a research staff position to be promoted to a higher subgroup/category within the same group or to a professional category in a different group, the employee's principal investigator (hereinafter, PI)/immediate line manager must issue a report demonstrating that the requirements concerning training/qualifications, degree of autonomy, degree of initiative, academic and professional record and, where applicable, length of service, defined for each category/subgroup in this professional classification document, are met for the employee's progression.

The PI or the employee's line manager shall submit this report to the Director of the Management Area/Manager, who shall draft a proposed decision. The proposed decision shall be submitted to the IEEC Director for a decision within one month.

To progress to a higher group or subgroup, the employee must have spent at least 1 year in the group or subgroup to which they are assigned on the date of the PI's or line manager's report, or that report must justify exemption from the length-of-service criterion in view of the level of responsibility and degrees of autonomy and initiative acquired by the employee.

2.- Professional progression through a change of level within the same subgroup

For an IEEC employee occupying a position in a particular subgroup to be promoted to a higher level within the same subgroup defined in this professional classification document, the following procedure shall be followed.

The procedure shall begin with an application for review of the professional level at the request of the employee's immediate manager (the PI in the case of research staff). The application must be justified according to the criteria defined for each subgroup in this professional classification document, based on the possible evolution, for any reason, of classification factors in the employee's position that persist over time: increased responsibilities, management duties, degree of autonomy or complexity, length of

service, additional training, etc. For non-research staff, the application must have the approval of the employee's management chain and therefore of the relevant Head of Office and Area Director.

The application must be submitted in writing to the Director of the Management Area/Manager and must state the reasons supporting the request, providing supporting documentation where appropriate. The Director of the Management Area/Manager shall draft a proposed decision on the request and submit it to the IEEC Director for a decision within a maximum of one month from registration of the application. In all cases, the classification factors shall undergo a combined assessment. To progress to a higher level, the employee must have spent at least 1 year at the level to which they are assigned when the application is submitted, or the application from the PI or immediate line manager must justify exemption from the length-of-service criterion in view of the level of responsibility and degrees of autonomy and initiative acquired by the employee.

TERMINATION AND NOTICE

1. Employment contracts shall terminate on the grounds provided for in the applicable legislation or in the contracts themselves.

2. Staff wishing to resign voluntarily must inform their manager and the Director of the Management Area/Manager through the means established for this purpose. The following minimum notice periods shall apply:

- Director: 2 months.
- Area Director: 2 months.
- Head of Office: 2 months.
- Other staff: 1 month.

3. Failure to comply with the above notice periods shall entitle IEEC to deduct from the final settlement an amount equivalent to the employee's salary for each day by which notice is short.

ADDENDUM TO THE PROFESSIONAL CLASSIFICATION DOCUMENT FOR STAFF OF THE FUNDACIÓ INSTITUT D'ESTUDIS ESPACIALS DE CATALUNYA: INTERNAL PROMOTION PROCEDURE FOR CORE STAFF THROUGH A CHANGE OF PROFESSIONAL GROUP OR SUBGROUP

I.- INTRODUCTION

The "PROFESSIONAL PROGRESSION" section, subsection 1.a) of this professional classification document, entitled "Professional progression through a change of group or subgroup for core staff", establishes internal promotion as one of the means of filling vacant core staff positions. This Addendum is intended to regulate that procedure.

Pursuant to Article 48 of Law 9/2022 of 21 December on Science, CERCA centres enjoy full autonomy and capacity to establish their own human resources policies.

Under paragraph 4 of Article 48 of that legislation, each centre's collegiate governing body and therefore, in IEEC's case, its Board of Trustees, is responsible for approving plans for permanent researcher employment contracts, permanent research support technical staff and permanent support and administrative staff, with budget allocations, to be filled through professional promotion. It is also established that professional promotion processes shall assess the quality and relevance of the activities carried out, their results and, where appropriate, the application and impact of those results.

Article 17.1.j) of IEEC's Statutes establishes that the Board of Trustees is responsible for setting human resources policy, including selection, recruitment and the remuneration system.

II.- REGULATION OF THE INTERNAL PROMOTION PROCEDURE FOR CORE STAFF THROUGH A CHANGE OF GROUP OR SUBGROUP

IEEC establishes an internal professional promotion procedure so that the organisation's staff have opportunities for professional progression within it, based on assessment of their level of training, experience, skills, knowledge and results achieved.

To fill a position listed as vacant in the organisation's establishment of posts through internal promotion, IEEC shall publish a call addressed to core staff in accordance with the requirements, conditions and procedure established in this Addendum. Selection procedures shall respect the principles of equality, merit, ability, publicity and transparency.

Professional progression/internal promotion through a change of group or subgroup shall take place in accordance with the following provisions:

1.- In accordance with the second paragraph of Article 24.1 of the Workers' Statute, internal promotion procedures shall consider the employee's training and professional qualifications, merits and length of service, together with the organisation's organisational powers.

2.- In all cases, promotion criteria shall be the same for employees of both sexes, respecting the principle of non-discrimination on any of the grounds established in Article 17.1 of the Workers' Statute and Article 12 of Organic Law 11/1985 of 2 August on Trade Union Freedom.

3.- IEEC positions approved for internal promotion shall be published in the vacancies section of the organisation's website (www.ieec.cat), and staff shall be informed through an internal email addressed to all core employees. The vacancy heading shall indicate when it is an internal promotion procedure.

4.- Internal promotion shall require a vacancy in the organisation's establishment of posts and budget funds to fill the position.

5.- An employee applying for the vacant position must submit the relevant curriculum vitae within the deadline and in the manner specified in the call, demonstrating the necessary training and/or experience and/or qualifications appropriate to the position sought, together with the other requirements established in the call. Regarding training, IEEC may require the employee to demonstrate the knowledge acquired through the qualification and/or training; a certificate of attendance alone shall not suffice.

6.- Eligibility to participate in the internal selection procedure requires membership of IEEC's core staff with at least one year of service.

7.- To assess whether applicants meet the requirements concerning the necessary training and/or experience and/or qualifications appropriate to the position sought, an assessment committee shall be established. It shall issue a report demonstrating that the requirements concerning training/qualifications, academic and professional record and length of service defined for the group or subgroup sought and established in the call are met, and shall propose a candidate for selection.

The composition of the Assessment Committee shall be established in the relevant call.

8.- The proposed decision concerning the candidate shall be submitted to the IEEC Director who, where appropriate, shall approve it and agree to fill the position with the selected candidate.