



FUNDACIÓ INSTITUT D'ESTUDIS ESPACIALS DE CATALUNYA (IEEC)

Career Evaluation Protocol

Career Evaluation Process aligned with the Career Plan

Document prepared within the framework of the Human Resources Strategy for Researchers (HRA)

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1. Introduction

This Career Evaluation Protocol establishes and develops the evaluation process associated with the IEEC Career Plan within the framework of the Human Resources Strategy for Researchers (HRA). Its purpose is to establish a common, transparent and merit-based procedure for assessing the professional progression of IEEC staff.

1.1. Reference to the Career Plan and the Professional Classification document

The Protocol is based on two instruments: the document *Classificació professional del personal de la Fundació Institut d'Estudis Espacials de Catalunya*, approved by the Board of Trustees in March 2022 and updated in 2025, which defines professional groups, subgroups, levels and classification factors; and the IEEC Career Plan, which structures the careers of scientific and engineering staff employed by the IEEC, using the European R1–R4 scale as a reference framework.

This Protocol translates these frameworks into specific evaluation criteria and procedures.

2. Purpose and principles

The purpose of the Protocol is to regulate how engineering and scientific staff employed by the IEEC are evaluated for the purposes of professional progression (change of level, change of category and internal promotion) and professional development monitoring.

It is governed by the following principles:

- **Responsible evaluation:** the quality, relevance and impact of the activity are assessed, avoiding exclusive reliance on quantitative metrics.
- **Merit and ability:** assessment is based on objective positive criteria and the evidence provided.
- **Equality and non-discrimination:** common criteria for all staff, incorporating a gender perspective and without discrimination (Art. 17.1 ET).
- **Transparency and openness:** criteria and procedures are known in advance by the persons being evaluated.
- **Technical evaluation:** the technical evaluation is carried out by the immediate line manager / PI, who issues a report providing justification that the requirements regarding training/qualifications, autonomy, initiative, track record and, where applicable, seniority, defined for the target category or level are met. The potential progression of the classification factors defined in the IEEC professional progression document is assessed.
- **Confidentiality and data protection:** information is processed in accordance with the IEEC data protection rules.

3. Scope

The Protocol establishes a common evaluation framework applicable to IEEC engineering and scientific staff.

4. Types and timing of evaluation

As stated in the IEEC Professional Classification document, the following types of evaluation or professional progression apply to engineering and scientific staff (Groups II and III):

Type of evaluation	Description and timing
Change of salary level (1→2→3)	At the request of the PI; assesses the progression of the classification factors within the same subgroup.
Change of category / subgroup	Assesses compliance with the requirements of the target category. A supporting report is required.

5. Positive evaluation criteria

The evaluation is based on positive criteria, i.e. the assessment of merits and contributions. The progression of the classification factors defined in the IEEC professional progression document is evaluated. These factors are:

Classification factors	What is assessed
Training	Training beyond that required, qualifications, specialised courses and transferable skills that contribute to better performance of the assigned tasks
Degree of autonomy	The ability to carry out tasks with less supervision.
Degree of initiative	The ability to make individual contributions to the work to be carried out or to teamwork
Degree of work complexity	An increase in the level of complexity of tasks performed satisfactorily.
Staff supervised	Responsibility for staff under supervision
Increased responsibility	New responsibilities performed satisfactorily

6. Procedure

The procedure follows the stages defined in the Professional Classification document and the Career Plan:

1. The immediate line manager / PI issues a report providing justification that the requirements regarding training/qualifications, autonomy, initiative, track record and, where applicable, seniority, defined for the target category or level are met.
2. The Human Resources Office contacts the Project Office to obtain approval of the budget allocation for the research project.
3. The report is submitted to the Director of the Management Area / General Manager, who drafts a proposed decision.
4. The proposal is submitted to the IEEC Director, who approves the final decision.
5. Notification and record: an addendum to the employee's contract is drawn up stating the new conditions, the person concerned is notified, and the file is archived.

General seniority requirement: 1 year in the original group/subgroup or level, unless an exemption is justified in the report based on the level of responsibility, autonomy and initiative acquired.