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Contents

1	Introduction	2
1.1	Criteria and procedures to hire dedicated participants for the project . . .	2
1.1.1	Bocconi University	2
1.1.2	Centre for Economic Policy Research	3
1.2	Criteria and procedures to select current employees to work on the project	4
1.2.1	Lund University	4
1.2.2	Pompeu Fabra University (UPF)	7
1.3	Centre for European Economic Research (ZEW)	9
1.3.1	London Business School	10
1.4	Details about the public disclosure of interview contents	11



1 Introduction

The purpose of the current report is twofold. On the one hand, the current report aims at summarizing the different criteria and procedures involved in each institution member of the consortium. On the other hand, providing the procedures and forms to ensure the disclosure of private information coming from interviews. The first part of the report details the procedures and criteria involved in the two institutions who hired people specifically for the project. Then, details about the criteria and procedures used across the other institutions to select scientific staff are developed. Finally, the procedure to deal with individuals who are interviewed is described.

1.1 Criteria and procedures to hire dedicated participants for the project

The following section summarizes the main criteria used among the consortium members to identify and to hire individuals to work specifically on FRAME. Only Bocconi University and the Centre for Economic Policy Research were concerned by identifying and hiring individuals to complete the existing set of in-house expertise. The details of the procedures are developed below.

1.1.1 Bocconi University

The selection of candidates follows the guidelines developed by the Ministry of University Education and Research. The job offers are available on the website of Bocconi and is provided in Italian and English languages https://www.unibocconi.eu/wps/wcm/connect/Bocconi/SitoPubblico_EN/Navigation+Tree/Home/Faculty+and+Research/Research/Calls/. Applicants are evaluated based on their qualification and experience. Applicants apply by sending their application to a specific email and are evaluated by a committee composed of the Director of the Research Centre (or a representative), a scientific coordinator, and a person appointed by the two previous members of the committee. The committee interviews the candidates regarding their interests, motivation, and relevance for career perspective. The candidates are ranked according to their experience, qualification, and performance during an interview with the committee. If selected, the candidates must sign their contract within 15 days after the reception of the latter. The duration of the contract is specified for 3 months. For more details, see [https://www.unibocconi.eu/wps/wcm/connect/142aff40-76ad-4efc-aed1-ef00ee748db3/BANDO_FRAME_ENG.pdf?MOD=AJPERES&CVID=1J3B.Gt&CVID=1J3B.Gt&CVID=1J3B.Gt&CVID=1J3B.Gt&CVID=1J3B.Gt&CVID=1J3B.Gt&CVID=1J3B.Gt&CVID=1J3B.Gt&CVID=1J3B.Gt&CVID=1J3B.Gt&CVID=1J3B.Gt&CVID=1J3B.Gt&CVID=1J3B.Gt&CVID=1J3B.Gt&CVID=1J3B.Gt&CVID=1J3B.Gt&CVID=1J3B.Gt&CVID=1J3B.Gt&CVID=1J3B.Gt](https://www.unibocconi.eu/wps/wcm/connect/142aff40-76ad-4efc-aed1-ef00ee748db3/BANDO_FRAME_ENG.pdf?MOD=AJPERES&CVID=1J3B.Gt&CVID=1J3B.Gt&CVID=1J3B.Gt&CVID=1J3B.Gt&CVID=1J3B.Gt&CVID=1J3B.Gt&CVID=1J3B.Gt&CVID=1J3B.Gt&CVID=1J3B.Gt&CVID=1J3B.Gt&CVID=1J3B.Gt&CVID=1J3B.Gt&CVID=1J3B.Gt&CVID=1J3B.Gt&CVID=1J3B.Gt&CVID=1J3B.Gt&CVID=1J3B.Gt&CVID=1J3B.Gt).

1.1.2 Centre for Economic Policy Research

CEPR is organised around a distributed network of economists, who are affiliated with but not typically employed by CEPR, and who collaborate through the Centre on a wide range of policy-related research projects and dissemination activities. CEPR’s “think-ne” structure also supports the Centre’s pluralist and non-partisan stance. The Centre actively encourages diversity of opinion and independent thought in its network, with the result that CEPR’s output reflects state-of-the-art thinking from a range of perspectives. This helps enrich and enliven policy debates. Today, CEPR’s network of Research Fellows and Affiliates includes over 1,100 of the top economists conducting research on issues affecting the European economy. Researchers are based in their home institutions (universities, research institutes, central bank research departments, and international organisations), and collaborate through the Centre in the pursuit of policy-relevant economic research and dissemination activities. This differs from traditional think-tanks or research institutes, where there is a “in house” research staff although CEPR does currently host one full-time research officer and employs its President on a part-time basis.

However, CEPR was approached by Professor Diego Comin, a Research Fellow in its Macroeconomics and Growth (MG) research programme, to help submit a proposal for FRAME, to which he and his co-researcher (and fellow MG affiliated researcher) Professor Francesco Bianchi could commit considerable time. In order to enable them to do this, CEPR has employed them on a part-time basis to carry out their considerable contribution to the project, which they do off the premises but in line with CEPR’s policies on remote working, which many of its staff do regularly.

1.2 Criteria and procedures to select current employees to work on the project

This section provides an overview about the criteria and procedures regarding the selection of scientific staff across the different institutions in which no additional staff was hired to work on FRAME. The full detailed criteria and procedures are specified on the website of each institution.

1.2.1 Lund University

The aim in recruiting academic staff shall be to find those with the best possible skills and potential for the duties of the post. Lund University shall strive in its recruitment to achieve an even gender balance within the different types of positions and in consideration of the context in which the individual will work. In the documentation produced for decisions to provide information about a vacancy, potential candidates are to be described with reference to the gender equality targets. The Vice-Chancellor may appoint a professor without a call for applications to the post. Such direct appointments are to take place in accordance with the current regulations decided by the University Board. The different positions and respective criteria are defined in a document, available online <http://www.staff.lu.se/sites/staff.lu.se/files/lund-university-appointment-rules.pdf>. The general qualification requirements for academic staff are being suited to and having the general ability required to complete the duties of the post well. A person specification shall be drawn up for every vacancy and shall form a basis for information about the position. In addition to the qualification requirements for each type of appointment stated below, further requirements shall be given in the person specification, where relevant. The assessment of candidates' qualifications shall be carried out on the basis of the appointment rules and the person specification drawn up for the appointment. In the assessment of applicants with equal qualifications in terms of skills and development, consideration shall be given to any special circumstances that have affected the individual's professional development. Special circumstances could be absences due to illness, parental leave, professional activities, military service, trade union positions or similar circumstances.

Advertising position and selection procedure A decision to announce a vacancy shall be based on strategic and comprehensive planning of skills requirements. The announcement of a vacancy shall include the person specification established for the post. The person specification shall clearly state the qualification requirements and assessment criteria stipulated in the appointment rules together with the additional requirements based on the strategic considerations and needs of the organisation. The person specification for a post as associate senior lecturer shall also include the qualification requirements and assessment criteria for promotion. As in the case of recruitment, the requirements for promotion may be supplemented with further requirements related to the strategic considerations and needs of the organisation. The applications for an advertised post shall be processed in such a way that the most suitable applicant is appointed.

Each faculty is to have at least one academic appointments board. Where necessary, the vice-chancellor can make a decision to establish a temporary academic appointments board. The academic appointments board is to submit proposals for appointments of professors (including adjunct and visiting professors). All or parts of the recruitment process for an appointment can be carried out by a recruitment committee. Men and women shall be equally represented on the academic appointments board. If the entire process is to be undertaken by a recruitment committee, the committee shall comprise at least one student representative. A working group is a small preparatory body at department level which is to include at least one student representative. Appointment of a professor whose qualifications have already been assessed does not require processing by a preparatory body. After consultation with the department concerned, the academic appointments board/working group or recruitment committee can sift out applicants who clearly cannot be considered for the appointment before passing the applications on to an expert/experts. The reasons why the individuals cannot be considered for the post shall be documented. The applicants who have been sifted out shall be informed that they will not be considered for the appointment. Applicants who only lack training in higher education teaching and learning and who have not acquired equivalent knowledge by other means may not be sifted out only on these grounds unless the person specification expressly states that such training is a requirement for the position in question. Additional assessments are made according to the position in order to select the best candidate (<http://www.staff.lu.se/sites/staff.lu.se/files/lund-university-appointment-rules.pdf>).

Equal opportunities Lund University aims to be one of the very best European universities. In order to achieve that goal, the knowledge and ambitions of staff and students must be harnessed, and their different perspectives must be allowed to contribute to a creative environment for study, teaching and research. Gender equality, equal opportunities and diversity lead to improved quality in the University's operations. The University's operations, founded on the strategic plan and the Discrimination Act, build on equality between the sexes, equal opportunities and diversity. This means that employees, students and those who apply for jobs or study at Lund University are treated and judged without irrelevant consideration to gender, transgender identity, ethnic origin, religion or other belief, disability, sexual orientation or age. At the University, zero tolerance is shown to all forms of discrimination. Each individual shall also be treated in a way which enables them to develop from the starting point of their own experiences. Respect and consideration shall govern all relationships, as well as a mutual acceptance of responsibility and a loyalty to the core values, tasks and goals of the University. The University carries out focused and systematic work on gender equality, equal opportunities and diversity. Responsibility for this work is divided in accordance with the University's decentralised decision-making and accountability model. In addition to the applicable divisions of responsibility, all the University's employees and students have a responsibility to help ensure that the intentions of the policy are realised and that the principles of respect, tolerance and consideration have real meaning. For more details, see <http://www.staff.lu.se/sites/staff.lu.se/files/lund-university-policy-for-gender-equality-equal-opportunities-and-diversity.pdf>.

1.2.2 Pompeu Fabra University (UPF)

The entire set of rules and regulations associated to the department of Economics and Business is available at <https://seuelectronica.upf.edu/es/normativa/upf/eacademica/collegiats-departaments/deco.html>. The Department of Economics and Business is constituted in accordance with the provisions of the university legislation, the Statutes of the Pompeu Fabra University and the related provisions that are governed by the aforementioned regulations. The Department of Economics and Business is made up of the academic staff that are attached to it, and must belong to one of the relevant knowledge areas (i.e. Economics and Business), and to one of the following categories: i) Teaching staff, ii) The contracted teaching staff, iii) The affiliated researchers or associate ones, iv) Research assistants and scholars. The department is in charge of: i) Proposing to the competent bodies of the University the posts of civil servants or recruited teaching staff needed for specific functions, in accordance with the general guidelines established by UPF, ii) Promoting and updating the scientific, technical and pedagogical skills of its members, promoting innovative teaching and improvements via pedagogical training, iii) Participating in the tasks of evaluation, accreditation and certification of the Department and its personnel.

Over the process of hiring staff, dedicated committees are formed (Teaching Staff Committee and Research Committee). Its members are in charge of hiring, evaluating and promoting the teaching staff, as well as the proposal for the call of permanent places. It will be formed by all the professors, and permanent professors with a full professorship, from the Department. The Commission will act through subcommittees for evaluation, promotion, and recruitment of teaching staff. Similarly, the Research Committee is in charge of the research promotion and coordination. All members must hold a doctoral title (see Article 28). The criteria involved depend on the job offer to fill. The procedure to select individuals is based on voting. Voting is by assent, ordinary or secret ballots, and the simple majority is needed to agree with the proposals (see Article 17 for more details). The ratification of the decision has to go through the different governing bodies (see Articles 6,7 and 9-10).

UPF applies the principle of equal opportunities for the members of its community and must implement the measures it deems necessary to guarantee such equality. With regard to teaching, administrative and service staff, steps must be taken to prevent discrimination on any grounds and to ensure that teaching and administrative positions are given to those who most deserve them. All university community members have the right not to be discriminated against on the grounds of birth, racial or ethnic origin, gender, religion, disability, political or sexual orientation, gender identity, socioeconomic status, language or any other personal or social circumstance, the only requirement being their acceptance of the rules of democracy. Respect for diversity and acceptance of other points of view should be the basis of the democratic behaviour that must characterize interpersonal relationships at UPF. The academic authorities must take appropriate measures to prevent discrimination against any community member on the aforementioned grounds. Universities have a tradition of recognizing diversity and being open to any debate, the only condition being personal and collective respect. Nobody is entitled to discredit anybody else or deny them their right to express themselves pacifically and democratically. Doing so would be a manifestation of intolerance. For more details, see the Code of Ethics available on <https://www.upf.edu/organitzacio/en/codi-etic/>.

1.3 Centre for European Economic Research (ZEW)

The criteria involved to select scientific staff depend on the type of job positions to fill. The procedure involves an examination and assessment of the qualification of the candidate by respectively: the Human Resources department, the Head of the Research Group, and the other member of the research group. When it comes to recruiting the next generation of employees, ZEW's experience of systematically integrating student assistants and interns into the institute work has been extremely positive. The pool of former student assistants and interns is of immense importance in the recruitment process. A not insignificant proportion of ZEW researchers are former student assistants or interns. Their previous experience at ZEW makes their start as a researcher at ZEW easier for both parties.

ZEW has been granted the official title "TOTAL E-QUALITY" and is thus considered an employer which is particularly committed to ensuring gender equality in the workplace. The title also acknowledges ZEW as an institute that sets a good example in terms of enabling employees to reconcile the demands of work with family life. The award is presented each year in Hamburg by the association TOTAL E-QUALITY Germany, and honours economic, scientific and administrative organisations and associations that make a sustainable contribution to ensuring equal opportunities. Furthermore, ZEW particularly supports the professional development of women. Alongside a mentoring programme for women, offered by the Leibniz Association, and the coaching programme "acadeMIA", provided by the University of Mannheim, ZEW also provides the specialist seminar "Be an Excellent Leader – A Seminar for Women in Leadership Positions in Scientific Institutions" (Exzellent führen – Ein Seminar für weibliche Führungskräfte in wissenschaftlichen Institutionen). The promotion of female researchers can also be seen in the structure of the organisation. 31 per cent of researchers employed at ZEW in 2014 were female (compared to 28 per cent in 2013). Across the entire institute, 44 per cent of staff members employed in 2014 were female (compared to 41 per cent in 2013). In 2014, 45 per cent of senior researchers at ZEW were female. This percentage of women employed as heads of research units or as senior researchers continues to increase. Given that in 2013, only around 37 per cent of economics graduates were female – and this group is ZEW's main source of recruitment –, these figures indicate the effectiveness of efforts to ensure positive developments in terms of gender equality.

1.3.1 London Business School

London Business School is a leading international centre of business education and research. London Business School offers faculty positions for internationally recognised researchers and teachers and recruits at the following levels: Assistant Professor, Untenured Associate Professor, Tenured Associate Professor, Full Professor. London Business School's academic faculty produces high quality research that impacts positively on business all over the world. Our faculty nurtures future leaders across masters, doctoral and executive programmes. Our expertise is grouped into seven subject areas, each with its own programme of events, research centres and specialist knowledge to benefit students, researchers and practitioners alike. We provide a framework, opportunities and funding to help all faculty actively steer their own professional development. This consists of a wide-range of in-house and external activities supporting research, teaching and overall career development. We aim to ensure the preparedness of faculty members for teaching by providing mentoring, in-house coaching, induction and a range of developmental activities. The respective duties and responsibilities for each level of professorship is available online <https://www.london.edu/-/media/files/faculty-and-research/faculty-recruitment/informationforapplicants1-1.pdf?la=en>.

Procedure to apply To apply for assistant or untenured associate professorship, candidates will have a PhD, a developed area of research interest and some teaching experience. Business experience would be an advantage. Regarding full professorship or tenured-track assistant professor, candidates will have a distinguished academic career and an established international reputation in their fields, as well as an excellent publications record. Job offers are advertised online at the following website <https://www.london.edu/about/jobs/index>. Applications must include cover letter, curriculum vitae, three written references, at least one current paper, and any available teaching evaluations. Applications should be made at <http://www.interfolio.com/>. Contact details for the relevant Subject Area Manager can be found on the website as follows: <http://www.london.edu/facultyandresearch/subjectareas.html>.

Four main criteria are involved to assess the rank of candidates who apply for jobs or internal candidates for promotion: teaching skills and experience, research, internal contribution, and external visibility (academic and practitioner visibility). However, diversity is also a relevant criteria for LBS and the latter recognises that some faculty will shine in some areas more than others. Diversity is integral to our day-to-day operation at London Business School and part of our overall strategy and business plans. One of the School's values is that it draws strength and ideas from cultural diversity. In this regard, the staff age is between 22 to 75 years old, 51 nationalities are represented and 59% of the senior management staff is female. The School has recently updated our equality objectives to include gender orientation and gender reassignment, affirming our commitment to promote throughout the School community an ethos where all are welcome whatever their sexual orientation and gender identity. For more details, see https://www.london.edu/-/media/files/miscellaneous/0793-diversity_annual_report_2015_v9.pdf?1a=en.

1.4 Details about the public disclosure of interview contents

In accordance with the dissemination plan, interviews will be conducted with scientists and policy makers. Consequently, personal data collection and further proceeding will be involved. Potential participants will be informed beforehand about the expressed purpose of the audio-visual interviews (public and non-anonymous diffusion via VoxEU and ZEW Youtube channels). The consent form used is available on the next page. Potential participants must explicitly agree by signing a dedicated form before starting to record an interview. Only when the participants sign a written informed consent form summarizing the intended purpose of the video, will the data recorded. In this respect, the different conferences and lunch seminars will take in place in different locations (London, Brussels, Mannheim) and will follow the same procedure to be in line with the different ongoing national regulations linked to the recording of data. The recorded data will be stored and archived in Rhein-Neckar Fernsehen GmbH, company that ZEW selected to outsource the production of videos. Rhein-Neckar Fernsehen GmbH provides all use rights, copyrights to ZEW. The raw material from the interviews will be stored by Rhein-Neckar Fernsehen GmbH until the end of the project and in line with the German legal requirements. ZEW will archive the final videos, in line with its ongoing data protection guidelines, and will share the raw materials of the videos with CEPR. Participants will retain the right to refuse the publication of the collected data after recording. Furthermore, they will retain the right to revoke the diffusion of the interview at any time. Finally, at the end of the project, the raw material will be destroyed to ensure the participants' privacy and integrity.



Photograph, Video or Audio Recording Consent Form

[Conference/Lunch seminar video- Date and name]

This form is to be completed by individuals being asked to participate in the production of FRAME video, audio, or photographic work. The recorded material will be used in a non-anonymized way and can be broadcast on one of the official FRAME channels (website, Twitter, VoXEU or ZEW Youtube channel) in order to promote the scientific work conducted within the project.

I, _____ (recorded person's full name), do hereby consent to the capture and the use by _____ (entrant's full name) of my image, voice, or both, in the video recording described above.

In addition, I waive any right to inspect or approve the finished video recording. I accept that the subsequent use may be in a number of media, including but not limited to print, digital and electronic use by ZEW or related FRAME partners, authorized by ZEW.

I hereby grant ZEW a license to use material(s) contributed by me and for educational and/or marketing purposes via web-based and other digital/print methods. In the event that any materials supplied by me contain the work of third-party individuals or organizations, I understand that it is my responsibility to secure the relevant permissions and/or licenses which will allow me to grant such a license.

ZEW will not be held responsible for any individual's failure to obtain copyright clearance prior to the completion of this form. However, recorded individuals will get the right to remove their intervention from the video broadcast online upon request in cases of private right infringements.

I understand that these images may be available to general public via ZEW, CEPR or FRAME's websites, Youtube channels and/or other marketing materials.

Name: _____

Date of Birth: ____ / ____ / _____

It is understood that this material will be used in a legitimate manner, both internally and outside ZEW and is not intended to cause any harm or undue embarrassment to the parties involved.

Signature: _____

Date: ____ / ____ / _____