

APPROVED
by the decision of the Research Council
of the Lithuanian Research Centre for Agriculture and Forestry
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REGULATIONS ON THE ORGANIZATION OF THE COMPETITION, EVALUATION, AND ATESTATION FOR RESEARCH POSITIONS AT THE LITHUANIAN RESEARCH CENTRE FOR AGRICULTURE AND FORESTRY

1. GENERAL PROVISIONS

- 1.1. The description of the organization procedure for the competition and certification of research personnel of the Lithuanian Research centre for Agriculture and Forestry (hereinafter - LAMMC) (hereinafter - the Description) was prepared in accordance with the Science and Studies Law of the Republic of Lithuania on Science and Studies, the Statute of LAMMC.
- 1.2. The terms used in the Description must be interpreted according to the meaning given to them by the Science and Studies Law of the Republic of Lithuania and other legal acts.
- 1.3. This Description establishes the procedure for enrolling the positions of research workers, postdoctoral researchers.
- 1.4. The positions of head researcher, senior researcher, researcher, postdoctoral researcher and junior researcher are provided for in LAMMC:
 - 1.4.1. the position of chief researcher may be held by the lead researcher. The chief researcher must train scientists, lead research and experimental development, publish research results;
 - 1.4.2. the position of senior researcher can be held by a researcher who is not lower in rank than a recognized researcher. A senior researcher must lead research and experimental development, publish research results;
 - 1.4.3. the position of researcher can be held by a researcher who is not lower in rank than an approved researcher. A researcher must conduct scientific research and carry out experimental development, publish the results of this activity;
 - 1.4.4. the position of postdoctoral researcher can be held by a researcher who is not lower than an approved researcher who has defended his doctoral thesis at another institution no earlier than 7 years before the date of appointment to this position. The period during which the person was granted pregnancy and childbirth, paternity leave or leave to take care of the child, as well as the period of illness lasting more than 3 months, is not included in this 7-year period;
 - 1.4.5. The junior researcher must carry out or assist in carrying out research and experimental development work.
- 1.5. At LAMMC, persons who meet the qualification requirements of the relevant position and the mandatory competencies of researchers can be accepted for the positions of researchers. Researchers are accepted for positions through a public tender for a 5-year term or for the period of execution of a specific project (if a tender for work in a specific project is announced for a research worker).
- 1.6. Persons are accepted for the positions of head, senior, research, junior researchers and postdoctoral researchers at LAMMC to work at least 0.25 of the working time rate through a public tender.

- 1.7. For additional or main researcher positions in projects, employees are hired in accordance with the requirements of a specific project by means of a non-public tender (if not determined by the project rules or the director of LAMMC).
- 1.8. Persons are accepted for the position of researcher intern through a public tender and are employed under a fixed-term employment contract until the end of the internship, which lasts from 1 to 3 years. Candidates for these positions must meet at least 1.4.4. the requirements provided for in point postdoctoral researchers are accepted in the projects in accordance with the requirements of the specific project by means of a non-public tender (unless otherwise determined by the project rules or the director of LAMMC).
- 1.9. Persons are accepted for the position of junior researcher by tender procedure. Candidates for these positions must meet at least the requirements set out in point 1.4.5. Fixed-term employment contracts lasting no longer than until the end of their doctoral studies are concluded with persons admitted to the position of junior researcher. These contracts can be extended for a maximum period of one year.
- 1.10. If the duties of a researcher are established to perform a specific research work, the person who won the public tender is accepted for the position for the period required to perform the specific work.
- 1.11. The number of positions is determined by the Director of LAMMC.
- 1.12. By the decision of the Research Council of LAMMC, a researcher who has worked at LAMMC, maintains scientific relations with LAMMC, but temporarily (no longer than until the end of the term) works elsewhere, may be granted the status of associate researcher. An associate researcher, if approved by the Research Council of LAMMC, can return to his previous position without a competition (or atestation) and hold it until the end of the term. The term of office also includes the periods when he/she worked elsewhere.
- 1.13. The director of LAMMC may, by his order, invite researchers to work under a fixed-term employment contract for no longer than two years. Guest researchers are not subject to the appointment procedure set out in this Description.
- 1.14. If the director of the LAMMC makes a decision on the abolition of the position, the researcher holding this position shall be informed of this decision in writing within the terms provided by the law.
- 1.15. The applicant for the position of head researcher, if he has not worked in them before, must read a public report at the seminar and present the ongoing and planned scientific activities and the results of his research, provide an assessment of the perspective of the scientific field in which he will work. The applicant coordinates the time and place of the seminar with the secretary of the admission, assessment and attestation committee (hereinafter referred to as the Committee) established and approved by the LAMMC Research Council. At least half of the Commission members must participate in the seminar. Seminars are announced publicly on the LAMMC website no later than a week before the seminar.
- 1.16. After the end of the work in the administration, the director who has completed his term, his deputies are returned to the position of researcher held before the term of administrative duties or during their term of office for a period of 5 years.

2. COMPETITIONS, EVALUATION AND ATTESTATION PROCEDURE

- 2.1. The public competition for positions is announced no later than 6 months before the expected start of work. The notice of the competition for positions is published on the websites of the LAMMC and the Lithuanian Research Council, as well as in national and, if appropriate, international means of public information. The public announcement of the competition indicates the nature of the future work and the minimum qualification requirements of the researchers, it is indicated that the applicant submits his activity plan for a period of 5 years.
- 2.2. Procedure for organization of LAMMC research staff competition, evaluation and attestation:
- 2.2.1. tenders for the positions of LAMMC researchers, evaluation and attestation of research workers' performance of researchers are announced by the director of LAMMC; the Commission evaluates the candidates for the positions of research workers;
- 2.2.2. The Commission is formed by the Research Council of LAMMC for a period of 5 years at the suggestion of the director of LAMMC in accordance with the recommendations of the European Commission on the Charter of European Researchers and on the Code of Conduct for the Recruitment of Researchers, as well as the following requirements;
- 2.2.3. The commission consists of 9 scientists; at least 2/3 of the members of the Commission must be scientists who meet the minimum qualification requirements for the positions of chief or senior researcher;
- 2.2.4. at least 1/3 of the members of the Commission are persons invited from other institutions. The Chairman of the Commission is elected and approved by the Scientific Council of LAMMC from among the members of the Commission;
- 2.2.5. when preparing a competition for the position of head researcher, the Commission must have at least one international expert;
- 2.2.6. if necessary, the members of the Commission are given the opportunity to participate in the work of the Commission remotely or to express their opinion in writing. When determining the quorum, the votes of the members of the Commission who participated in the Commission meeting and submitted their opinions in writing or remotely are counted.
- 2.3. An applicant who participates in a competition for the position of a researcher, submits the following documents in the performance evaluation or attestation:
- a request on behalf of the director of LAMMC to be allowed to participate in the competition or attestation, specifying which positions are applied for;
 - an identity document and its copy, if the person did not work at LAMMC before;
 - curriculum vitae (CV);
 - higher education and scientific degree documents and their copies (if the person did not work at LAMMC before);
 - completed tender participant questionnaire (Appendix 1) or competition/assessment/attestation participant questionnaire (Appendix 2);
 - list of scientific and science popularization publications prepared by LAMMC library, generated in the eLaba system and approved by the librarian and the certifier or participant in the competition; in his absence, a completed list of scientific and science popularization publications (Appendix 3);

- his activity plan for a period of five years with the conclusion of the head of the scientific department to which he is applying (Appendix 4);
- Additional documents may be requested if necessary.

2.4. Documents are submitted:

- 2.4.1. when participating in the competition - until the date specified in the announcement;
- 2.4.2. when participating in the evaluation - no later than 4 months before the end of the fixed-term employment contract;
- 2.4.3. in the case of attestation - no later than 3 months before the end of the term.

2.5. Applicants submit documents in person at the address specified in the advertisement or by e-mail, if the documents are signed with a qualified electronic signature. LAMMC staff submit documents through the DBSIS document management system. The person receiving the documents registers the submitted documents and, if necessary, approves their copies.

2.6. Applicants are personally informed about the time and place of the Commission meeting (competition, performance evaluation or attestation) at least 2 weeks before the meeting. The meetings of the Commission are closed, in addition to the members of the Commission, only persons invited by the Chairman of the Commission may participate.

2.7. A fixed-term employment contract for a period of 5 years is concluded with the person who won the competition for the position of a researcher at LAMMC, and his activity plan aligned with LAMMC's activity plans and the Strategy is approved for the same period.

2.8. At least 3 months before the end of the fixed-term employment contract, an evaluation of the employee's performance during this period is carried out. If, 3 months before the end of the fixed-term employment contract, the person is temporarily unemployed or has taken pregnancy and childbirth, child care or paternity leave, his/her performance assessment is carried out after the end of the temporary unemployment or after returning from the leave specified in this part. The period during which the scientific and study institution granted the person pregnancy and childbirth, paternity leave or child care leave, as well as the period of illness lasting longer than 3 months, is not included in the 5-year period. If the performance of the person holding the position is evaluated negatively, he is dismissed from his position. An employee whose performance is evaluated negatively must be notified of dismissal no later than 10 working days in advance. The dismissed employee is paid a benefit equal to one month's average salary. If the employee's performance is evaluated positively, the employment relationship with this researcher is continued after concluding an open-ended employment contract for the same duties.

2.9. An employment contract ends on the last working day of the year in which the researcher reaches retirement age. Upon termination of an permanent employment contract with a researcher who has reached retirement age, the employment relationship may be continued under a temporary employment contract for the same duties for a period of no longer than 3 years. Such a temporary employment contract must be approved by the Research Council of LAMMC after assessing that the work of this employee is necessary to ensure the continuity of research carried out by LAMMC. Such a contract can be renewed once with the approval of the Research Council of LAMMC. After concluding a repeated temporary employment contract, persons have attestation according to the provisions of this procedure, the attestation period counting from the day of the last attestation performed while working under an permanent employment contract at LAMMC.

- 2.10. If a researcher working under an permanent employment contract wins a competition to hold another position as a research worker at LAMMC, his employment relationship continues under an permanent employment contract while he holds a new position.
- 2.11. During the period of an permanent employment contract, a person holding the position of a researcher has attestation every 5 years, or if he does not fulfil his plan, an extraordinary attestation may be prepared at the request of the head of the scientific department where the researcher works.
- 2.12. The extraordinary attestation of a researcher can be published no earlier than 1 year after he has held the relevant position. A researcher can have attestations no more than once in 12 months. During the extraordinary attestation, the general attestation and operational plan implementation requirements (if such was approved) are reduced in proportion to the shorter duration of the attestation period.
- 2.13. The researcher must be informed about the expected extraordinary attestation no later than 2 months in advance.
- 2.14. If during the attestation it is determined that the researcher does not meet the minimum qualification requirements for his position and/or has not fulfilled his activity plan, such a person is dismissed from his position. The guarantees laid down in Article 57, paragraphs 7, 8 and 9 of the Labor Code of the Republic of Lithuania apply to the dismissed employee. If the employee's performance is evaluated positively, the employment relationship with this researcher is continued according to an permanent employment contract for the same duties.
- 2.15. By decision of the director of LAMMC, persons may be accepted for the position of research staff of LAMMC without tender under a fixed-term employment contract. These persons must meet the qualification requirements set by LAMMC for the respective researcher position. Persons, except for persons participating in scientific projects, are accepted to the position of research workers without a tender for a period of no longer than one year, concluding a temporary employment contract. This contract can be extended for another period not exceeding one year. These persons may be re-hired for the position of LAMMC researchers without a tender no earlier than 2 years after the end of the fixed-term employment contract. Uncertified persons can only be accepted for lower positions without competition.

3. DECISION-MAKING PROCEDURE

- 3.1. At least 2/3 of the Commission members must participate in the Commission meeting.
- 3.2. The chairman of the commission introduces the members of the commission to the data of the tenderer's or attestation questionnaire and the feedback or recommendation of the head of the department.
- 3.3. The applicant (being evaluated or certified) attends the Commission meeting in person, presents his 5-year activity plan, answers the questions of the Commission members.
- 3.4. In the event that the applicant (being evaluated or certified) is ill, has had an accident (loss of ones), is on a business trip or internship, the Commission has the right to hold a meeting and decide on the applicant in his absence. In case of illness or accident, the Commission must be informed personally or remotely, and in the case of secondment or internship, written documents

justifying the reasons for non-participation must be provided. The candidacy of an applicant who does not come to the Commission meeting without reason is not considered.

- 3.5. The Commission, having analysed the questionnaires of applicants for the positions of research workers, evaluators or attestation candidates and listened to their statements, discusses in a closed meeting the compliance of each applicant with the qualification requirements of the position. If the Commission considers that the applicant, despite meeting the formal minimum requirements, is not suitable for the desired position, it may not approve him for the desired position.
- 3.6. The commission makes a decision on the compliance of each candidate for the position, the evaluator and/or the certified person with the qualification requirements of the position, by secret ballot. If a member of the Commission or persons close to the member of the Commission participate in the competition (the person's spouse, cohabitant, partner, when the partnership is registered in accordance with the law (hereinafter - partner), as well as parents (adoptive parents), children (adopted children), brothers (step-brothers), sisters (step-sisters), grandparents, grandchildren and their spouses, cohabitants or partners), he does not have the right to vote in the evaluation of the results of the competition, performance evaluation or attestation of his own and those close to him.
- 3.7. Ballots and votes are counted by the 3 members of the Commission appointed for this work by consensus of the members of the Commission at the meeting. If several evaluations are crossed out in the ballot or none of them are crossed out, the ballot is considered invalid. The applicant is certified, the tenderer's compliance with the qualification requirements is confirmed when more than half of the members of the Commission participating in the meeting vote for the assessment that meets his qualifications.
- 3.8. Voting results are recorded by the secretary of the Commission in the ballot summary.
- 3.9. If there is more than one applicant, the Commission determines which applicant better meets the tender requirements.
- 3.10. A separate protocol is drawn up for each participant in the competition, assessed or certified. The protocol is signed by the chairman and secretary of the Commission. The person participating in the competition is informed about the results of the competition in a signed form. The attestee is informed about the results of the attestation via the e-mail provided by LAMMC. Such familiarization is considered appropriate.
- 3.11. An applicant or a certified employee who does not agree with the Commission's conclusions may file an appeal with the director of LAMMC no later than 5 working days after the Commission's meeting.
- 3.12. The director of LAMMC can make one of the following decisions within 10 days of receiving the appeal: to grant or reject the appeal.
- 3.13. The Commission's conclusions are approved by the LAMMC Research Council.
- 3.14. Upon receipt of the decision of the LAMMC Research Council regarding the results of the competition or attestation, a fixed-term employment contract or an open-ended employment contract is concluded with the candidate who has been certified or who won the competition within 20 working days at the latest in accordance with 1.4 of the Description. If it is determined during the attestation that the researcher does not meet the qualification requirements for his

position, such a person is dismissed from his position in accordance with the procedure established by law. This Description takes effect from the date of its approval.