

**INSTRUCTION No. 5/2020 CONCERNING THE IMPLEMENTATION, BY ELECTRONIC MEANS, OF THE SECOND PHASE OF THE COMPETITIVE SELECTION PROCEDURES TO CONTRACT TEACHING AND RESEARCH STAFF IN THE SERRA HÜNTER PROGRAMME**

This document establishes the procedures and guidelines to be followed by the members of the selection committees and the candidates of the second phase of the competitive selection procedures to contract teaching and research staff in the Serra Hünter programme.

The guidelines in this document guarantee the right of the participants in the competitive selection procedures to communicate by electronic means with the University, in accordance with Article 14 of Law 39/2015, of 1 October, on public administration and general administrative procedures. They ensure that the actions of public institutions comply with the required safety standards following the provisions of Royal Decree 3/2010, of 8 January, which regulates the National Security Scheme with regard to e-government. They include the requirements established in the regulations governing the legal status of the public sector and administrative procedures, which must be published by electronic means, the identification of public employees fulfilling their duties, and respect for the guarantees and rights of the interested parties. The requirements of general copyright law and the treatment of personal image and of personal data also apply.

**1. Platforms**

The Microsoft Office 365 suite of applications, including Teams, is the only that can be used as a platform for video conferencing. It has a certificate that accredits compliance with the high-level security measures required by Royal Decree 3/2010, of 8 January, which regulates the National Security Framework in the area of e-government.

**2. Information to be included in the announcement**

The secretary of the selection committee will be responsible for informing the committee members, when they are convened, of the channel to be used and how to access it. Applicants will be informed by the Human Resources Service.

**3. Pre-competition simulation**

Before the start of the second phase of the competitive selection procedures, it is recommended that candidates hold a simulated session to make sure it can be recorded. The secretary, who must be from the University of Girona, shall start the videoconference session.

**4. Digital signature**

The signatures on all documents submitted for the procedure must be digital. All advanced or qualified signatures made with recognised digital certificates issued by entities included in the list of qualified and trusted digital service providers will be accepted (for example, idCAT, FNMT, T-CAT, TCAT-P and DNIe). Certificates must be obtained by the candidates themselves, with the exception of the TCAT or TCAT-P certificates, which are intended only for civil servants of the la UdG. Information about these certificates is available in the [e-Office](#) of *La Meva UdG*. There you will also find instructions and the application form, which can be filed with the support of the office of the secretary of the department. Exceptionally, members of the committee who are not Spanish nationals and who cannot obtain an accepted digital certificate may sign documents by hand and send them to the secretary of the selection committee. These documents will then be digitized in a secure manner to be incorporated into the electronic file.

**5. The beginning of the session**

The secretary of the selection committee, as moderator of the video conference, shall provide information on the procedures to be followed and the various aspects of the competitive selection. A moment should be taken to explain technical features, for example, how each participant (the candidate, selection committee members and the audience) can mute their microphone or disconnect their camera. Clear guidelines must be established to help the audience understand their role and to know that, during this second phase of the competitive selection procedures, they must have the camera and sound turned off and cannot intervene at any time. The secretary will inform the candidate and the members of the selection committee that, given the public nature of the session, their interventions (image and voice) may be viewed by anyone following them through the channels provided by the UdG.

#### **6. Recording the session**

The secretary of the selection committee is authorised to record the session to facilitate the drafting of the minutes. If it is decided to make a recording, the participants will be informed before the session takes place. The recording will be used only for this purpose and will be deleted once the proceedings have been completed.

#### **7. Originality of the presentation**

The secretary of the selection committee will remind candidates that they are fully responsible for the content of their presentations and have them declare that the texts, figures, images or other materials included are their original work, or third-party materials in the public domain, or copyrighted materials for which they have been granted permission to use, or materials used in accordance with the right to quote under the terms of Article 32 of the Consolidated Text of the Intellectual Property Law.

#### **8. Documents submitted in the proceedings**

The secretary of the selection committee shall verify that all documents comply with the required procedures, especially regarding the identification and signature of the participants and will immediately make them available to the Human Resources Service. For this purpose, candidates can save the documents in a folder on the platform OneDrive and send the link to the Human Resources Service at [concursos.pdi@udg.edu](mailto:concursos.pdi@udg.edu) for download.

#### **9. Support**

For support in conducting the session via video conference, the secretary of the selection committee can always contact the technicians who provide IT service to the department responsible for assigning the position in question or the IT service of the faculty or school that is home to that department.

#### **10. Personal data protection**

At the beginning of the session, the secretary of the committee shall inform all those in attendance that the personal data obtained during the session, including images and voices, will be treated by the University of Girona, which will be responsible for any personal data obtained, including images and voices, and their treatment to recruit staff recruitment and to keep a record of the proceedings. Interested parties may exercise their rights of access, rectification, cancellation, limitation or opposition to said treatment by contacting the Office of the General Secretary of the University, Plaça Sant Domènec, Edifici les Àligues 3, 17003 Girona.

The General  
Manager,

Josep M. Gómez Pallarès