Highlights of ITN Administration

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Human Resources Department – CERN

PicoSEC-MCNet Kickoff Meeting

CERN

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The Initial Training Network

ITN

- ***Training*** of Early Stage researchers (minimum of 80% ESR of total researcher months)
- Joint training programme with ***training*** through research
- Structured ***training*** modules
- Funding contribution for:
  - allowances for recruited researchers
  - ***networking*** and ***training*** related costs
  - short ***training*** events
  - allowances for 'visiting researcher' (academic or industrial 'chairs')
- Project duration 4 years

Some Agreements (1)

ITN

- Grant Agreement
  - between EC and hosting organization (beneficiary)
  - core agreement + accession
  - Annex I – Description of Work
  - Annex II – General Conditions
  - Annex III – Specific Conditions (costs & definitions)
- 'The agreement'
  - between hosting organization and researcher

Some Agreements (2)

ITN

- Between researcher and host organization:
    - obligations of both parties
    - amounts to be received by researcher (allowances)
    - social security
- Researcher must receive
    - Grant Agreement
    - Annex I
    - Annex II
    - Annex III
    - paper copies ☹

Other Agreements

- Declaration on the Conformity -> Research Participant Portal
  - within 20 days
  - submit on Research Participant Portal
  - no need to send printed / signed copy
- Consortium Agreement -> more later from Karen Ernst
  - provisions for any disputes
  - IPR arrangements if not already in Annex I
  - must not contradict contractual conditions

Recruitment Matters (1/2)

ITN

- Advertise as widely as possible -> done but the number of applications so far could be better…

ESR1	CERN	5	ESR12	LIP	5
ESR2	CERN	6	ESR13	LIP	3
ESR3	CERN	4	ESR14	Milano	2
ESR4	Delft	4	ESR15	Milano	2
ESR5	Delft	3	ESR16	Munich	4
ESR6	DESY	1	ESR17	STMicro	20
ESR7	DESY	5	ESR18	Surgiceye	4
ESR8	Fibercryst	8	*ER1*	*CERN*	*later*
ESR9	UHEI	3	*ER2*	*UHEI*	*2*
ESR10	UHEI	4	*ER3*	*UHEI*	*later*
ESR11	Kloé	3	*ER4*	*Kloé*	*3*

Recruitment Matters (2/2)

ITN

- Advertise as widely as possible
  - use your networks
- You <u>can</u> recruit :
  - nationals of Member or Associated States*
  - nationals from third countries*
  - third country nationals resided in Member or Associated States for >4 years out of the last 5 years prior to appointment regarded as nationals of Member or Associated States.
- A reminder of eligibility conditions…

See the list in the Work Programme

Recruitment Definitions

ITN

- **Early Stage Researchers** must be, at the time of recruitment by the host organisation, in the first four years (full-time equivalent) of their research careers and have not yet been awarded a doctoral degree. This is measured from the date when they obtained the degree which would formally entitle them to embark on a doctorate, either in the country in which the degree was obtained or in the country in which the research training is provided, irrespective of whether or not a doctorate is envisaged.

- **Experienced Researchers** must, at the time of the relevant deadline for submission of proposals or recruitment by the host organisation, depending on the action, be in possession of a doctoral degree or have at least four years of full-time equivalent research experience. In ITN, experienced researchers must also, at the time of recruitment by the host organisation, have less than five years of full-time equivalent research experience.

- Mobility is key…

Recruitment – Mobility Rules
Annex III

ITN

- You <u>cannot</u> recruit nationals of country in which you are based

- Exception for Member State or Associated Candidate State nationals if resided for >3 years of the last 4 years in a third state immediately prior to appointment

- Dual nationality : country of origin is where researcher resided longest during 5 years prior to appointment

- Not resided or carried out their normal activities in country in which contractor is based for >12 months in the 3 years immediately prior to appointment

- International (European Interest) Organizations treated like a country to all intents and purposes

Recruitment – Contractual Issues

ITN

- Duration of recruitment contract :
  - ESRs for 3-36 months (18 on PicoSEC-MCNet)
  - ERs for 3-24 months (4 on PicoSEC-MCNet)
- Full-time employment (part-time only for family or personal reasons) incl. health & pension cover
- If secondment period > 30% duration of the appointment, researcher should be recruited by the beneficiary offering secondment
  - Secondments of more than 30% to NON BENEFICIARIES is NOT possible!

And once you have selected…

ITN

- Information to the recruited researcher
- Welcome / induction / integration
- The Career Development Plan
  - Identify research aims & training needs
  - Give researcher responsibility for € planning
- Regular contacts
  - Review progress
  - Log book
- And then the really interesting things start…

Useful Contacts

ITN

- [Cordis](#) for information on managing the project
- The [National Contact Point](#) in your country – particularly good for questions on tax and social cover
- At CERN : [Seamus Hegarty](#)