



ACEOLE Project Administration

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Outline

- Marie Curie Actions at CERN
- What are Marie Curie Initial Training Networks?
- Our contract with the European Commission
- Contractual requirements – documents for Brussels
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- Keeping your CERN hierarchy in the loop
- Experience of dealing with the EU
- Money - What are we paid for? - Who can claim what?



Marie Curie Actions at CERN

- FP6 (2002-2006)
 - Early-Stage Training
 - Research Training Networks
 - Individual European Fellowships
- FP7 (2007-2013)
 - Initial Training Networks
 - Intra-European Fellowships
 - COFUND



What are Marie Curie Initial Training Networks?

- Initial Training Networks (ITN)
 - are aimed at improving the career perspectives of researchers who are in the first 5 years of their career
 - offer structured training in well-defined scientific and/or technological areas
 - provide complementary skills and expose the researchers to other sectors including private companies
 - can be mono-site or multi-site



Our contract with the European Commission

- Structure of Contract
 - Core Agreement
- Annex I
 - describes the project content
 - is used in assessment of project's success
 - details number of researchers & money
- The Project Officer



Contractual requirements – documents for Brussels

- Declaration of Conformity
 - officially informs the Commission that the researcher has started
 - is a contractual obligation – to be sent within 20 days of researcher's start!
- Financial, activity & management reports
 - every 2 years for Brussels
 - annual financial & activity reports for CERN



Status of finance

- Total project finance 3,469,405.67 € over 4 years
- 1st payment due at start of project
- Money released by Brussels start of Y1 & Y3
- EU contribution covers people, not equipment
- Money can only be spent during contract – you cannot commit money during the project for an event after the project end date
- CERN pays allowances to researchers in CHF
- Financial reports compare CHF and € payments



Status of recruitment

- 17 ESR & ER positions
- 12 ESRs for 432 months + 5 ERs for 60 months + 11 VS for 15 months = 507 months
- 1st round of recruitment : end-July to early-September – interviews at CERN + conference phone interviews
- 10 appointed
- Advertisement for 2nd round of recruitment to launch after kick-off meeting



Admin/finance procedures

- CERN is responsible for administration and finance
- Budget for researchers managed by CERN's Human Resources Department
 - close collaboration with EU offices in Finance and Directorate Services + Internal Audit
- **All payments must be approved by WPLs before commitment**
 - incl. travel by researchers at CERN + associated partners
 - copy of approval to Seamus
- Ineligible expenditure will be refused



Keeping your CERN hierarchy in the loop

- CERN supervisors & WPLs :
 - please inform your Group Leader (and Section Leader) about
 - personnel movements
 - requirements in terms of office space, equipment, etc.
 - visits of associated partners and VIPs to CERN for the needs of the project



Experience of dealing with the EC

- Dedicated Project Officer
- Contacts by the Scientist-in-Charge and the HR Administrator only
- The Project Officer is there :
 - to give us advice
 - to help us to make the project succeed
 - as a key player on our side
- Warn us about potential problems – technical or administrative – before they arise!



Money - what are we paid for?

- Eligible expenses for the activities carried out by the researchers : cost of living + travel allowance + mobility allowance + participation expenses for events
- Eligible expenses for the activities carried out by the host organization = contribution to the research/training/transfer of knowledge programme expenses + to the organization of international conferences, workshops and events + management activities
- **N.B. the Brussels contribution does not cover purchase of project equipment**



Money – who can claim what & how?

- Researchers : training courses, conferences, books
- Associated partners : travel expenses to be paid on your behalf by CERN
- All travel claims must be accompanied by :
 - tickets & **all** boarding cards for travel
 - receipts / proof of purchase
 - no papers, no refund by Brussels