



CATHI Project Administration

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CATHI kick-off meeting
CERN
23 May 2011





Outline

- Marie Curie Actions at CERN
- What are Marie Curie Initial Training Networks?
- Our contract with the European Commission
- Contractual requirements – documents for Brussels
- Status of finance and recruitment
- Admin/finance procedures
- 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
 - Industry-Academia Partnership Pathways
 - 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
 - CATHI is mono-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
- Annexes II & III
- 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
 - financial report prepared by CERN
 - activity & management reports by CERN with your input





Status of finance

- Total project finance 4,784,450.53 € over 4 years
- Money released by Brussels start of Y1 & Y3
 - 1st payment came at start of project
 - 2nd payment after periodic report
- 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

- 20 ESR & ER positions
 - 16 ESRs each for 36 months = 576 months
 - 4 ERs each for 24 months = 96 months
 - Total recruitment months to be delivered = 507 months
- Recruitment ongoing
 - ***ESRs must start by 1 October 2011 at the latest***
 - ERs must start by 1 October 2012 at the latest





Admin/finance procedures

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





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, travel
- Associated partners : travel expenses to be paid on your behalf by CERN
- All travel claims must be accompanied by :
 - copy of approval *obtained prior to travel*
 - tickets & **all** boarding cards for travel
 - receipts / proof of purchase
 - no papers, no refund by Brussels

