



ETN Recruitment & Administration

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MEDICIS-PROMED – Kickoff Meeting
CERN

21 April 2015



The European Training Network

ETN

- ETNs recruit, supervise, host and train researchers
- **T** is for **training** of Early Stage Researchers
- 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
 - can also be used for ‘visiting researcher’
- Duration of MEDICIS-PROMED: 4 years from 1 April 2015



Agreements for us

ETN

- **The full Grant Agreement** **152 pages**
 - *Grant Agreement* *71 pages*
 - *Annex 1*
 - Part A: Work packages, milestones, etc.* *32 pages*
 - Part B: Description of the action (proposal)* *36 pages*
 - *Annex 2 – Estimated budget for the action* *2 pages*
 - *Annex 3 – Accession form* *7 pages*
 - *Annex 4 – Financial statement model* *1 page*
- **The Annotated Model Grant Agreement** **600 pages**
 - the relevant / most important pages will be indicated!



Information for your researchers

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- Clarity needed between the researcher and the host organization!
- Explain
 - obligations of both parties
 - amounts to be received by researcher (allowances)
 - social security
- Recruited researchers will have access to the Grant Agreement via the project web site
 - the relevant / most important pages will be indicated!



Other documents for us

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- Researcher Declaration
 - within 20 days
 - submit on Research Participant Portal (*report not ready yet*)
 - no need to send printed / signed copy
- Consortium Agreement → as described by Karen Ernst
 - provisions for any disputes
 - IPR arrangements if not already in GA
 - must not contradict contractual conditions
- Recommendation
 - involve your Finance, Human Resources and Legal colleagues to help you



Recruitment – post publication

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- Posts will be published centrally on CERN e-RT
 - suggestion: CERN receives all applications
- Other consortium members should advertise too!
- Advertise as widely as possible
 - EURAXESS compulsory → CERN will do this
 - use *your* networks of contacts
- You can recruit researchers of any nationality
- Nothing that could discriminate against applicants
- Target of 40% female appointments
- Mobility is key...



Recruitment – the researcher

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- Early Stage Researcher definition
 - at the time of recruitment, the researcher must be in the first 4 years (full-time equivalent experience) of their research careers
 - full-time equivalent experience is measured from the date when the researcher obtained the degree that would formally entitle him/her to embark on a doctoral programme of study, either in the country where the degree was obtained or in the country where the researcher is recruited, regardless of whether or not a doctorate is or was ever envisaged
 - the researcher must not have been awarded a doctoral degree



Recruitment – Mobility Rule

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- The researcher must not have resided or carried out their normal activities in the country (or international organization) in which the beneficiary is based for more than 12 months in the 3 years immediately prior to appointment
- Be careful with nationals of country in which you are based – Mobility Rule applies!
 - an ineligible recruitment will lead to any costs incurred being made ineligible



Recruitment – contractual issues

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- Duration of recruitment contract :
 - ESRs for 3-36 months
 - full-time employment
 - part-time only for family or personal reasons
 - include health and pension cover
- Secondments are encouraged
- If secondment period > 30% duration of the appointment, researcher should be recruited by the beneficiary offering secondment
- During secondment, the researcher keeps the employment contract with the employing beneficiary which also pays for travel and subsistence expenses



Brussels

ETN

- Dedicated Project Officer
- Contacts by CERN
- Reports to be submitted
 - Progress report at end of month 13
 - Draft periodic report as input for the compulsory Mid-Term Review at some stage in month 20-24
 - Periodic and financial reports at end of month 26
 - Periodic, financial and final reports 2 months after the end of the Grant Agreement
- Mid-Term Review to make sure that everything is on track
 - Project Officer with a reviewer
 - Beneficiaries + Partner Organizations attend with all ESRs
- Project Officer is supportive – wants the ETN to succeed



Once you have selected...

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- Information to the recruited researcher
- Welcome / induction / integration
- The Career Development Plan
 - identify research aims & training needs
 - give researcher some responsibility for € planning
- Regular contacts
 - review progress
 - log book
- Outreach (as distinct from dissemination)
- And then the really interesting things start...



Useful Contacts

ETN

- Information on EC sites to help you :
 - [managing the project](#) (this is a link to FP7)
 - [The European Charter for Researchers & The Code of Conduct for the Recruitment of Researchers](#)
- The [National Contact Point](#) in your country – particularly good for questions on tax and social cover
- At CERN : [Seamus Hegarty](#)