

ETN - LISA Recruitment



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Legal Basis - Framework

- **Grant Agreement (GA):** Terms and Conditions: Info on the action and the grant, describes the rights and obligations of the parties, roles and responsibilities of the beneficiaries, rejection of costs, reduction of grant, sanctions...
 - Annex 1:
 - ❖ **Part A: Project summary, list of beneficiaries, work packages, deliverables, milestones...**
 - ❖ **Part B: Description of the Action: DOA**
 - Annex 2: estimated budget for the action
 - Annex 3: accession forms of beneficiaries
 - Annex 4: financial statement model

- **Annotated Grant Agreement (AGA)**
= a guide for HR, legal and financial persons

- **Consortium Agreement (CA)** – by Lucie Pocha
 - Internal Organisation of the Consortium
 - Distribution of EU funding
 - Settlements of disputes
 - IPR arrangements

- **Presentations given at the Coordinators Info day.** Topics: Recruitment, GA Obligations, Reporting, Communication/dissemination/outreach, Finance, Open Access, Presentation by the PO F. Martone



Recruitment - Framework



- Use of a **common recruitment platform** for receiving applications + common recruitment practice: All candidates are to apply via CERN tool **SmartRecruiters** <https://careers.cern/> (*Note: All beneficiaries will have access to view the applications from the beginning*)
- **Advertising**: international, all beneficiaries are to source as widely as possible. Publication on EURAXESS required by EC.
- You can recruit researchers of **any nationality**
- Encourage **females applicants**
- **Mobility** is key
- **CERN HR** will do a **pre-check** of eligibility conditions for you
Please double check, every institute is responsible for their recruitment.
- Please check your own local eligibility and requirements.



Recruitment - Eligibility

- Early Stage Researcher definition
 - at the **date of recruitment***, must be in possession of degree giving access to PhD studies (=MSc)
 - must be in the **first 4 years** (full-time equivalent experience) of their research careers*
 - the researcher must not have been awarded a doctoral degree
=> Advice: check diploma of selected candidate
- The researcher must not have resided or carried out their normal activities in the country (or international organisation) in which the beneficiary is based for more than 12 months in the 3 years immediately prior to appointment



Please be very careful – it is every beneficiary's responsibility to re-verify the eligibility before issuing any contract.
In case of ineligibility of a researcher, rejection of all costs related to that ESR for the concerned beneficiary.

Recruitment - Strategy

Recruitment strategy

The recruitment strategy for the LISA network will be based on **open, efficient and transparent procedures**, in line with “**The Code of Conduct for the Recruitment of Researchers**”. All participating institutions recognise the value of all forms of **mobility** as a means for enhancing the professional development of researchers. They recognize that the mobility of researchers is one of the strengths of international research collaborations, where international recruitment and/or mobility, on the basis of excellence, are part of their mission.

Job advertisements will be published internationally. The internet is a successful communication channel and will be complemented with advertising by all Beneficiaries and Partners. **Vacancies will be posted on Euraxess**. In addition, existing distribution lists of the Beneficiaries and Partners, ensuring that the reach of the existing strong international network of collaborators is used to full effect, distributing the ESR project proposals on a world-wide scale. The recruitment procedure and the selection process are the responsibility of the Management Office, in direct consultation with all involved Network Beneficiaries and in strict adherence to requirements set by the SB. In practical terms, the recruitment will happen in three steps: **online application forms and questionnaires** for each position will be evaluated by a **global pre-selection committee** formed of the Network Coordinator, the Head of the Training Office, and the HR representative from the MO, to oversee the eligibility and appropriateness of the candidates. The eligible candidates will be asked to **express interest for specific positions** and record a **pre-interview video** so that their application can be further analysed by the prospective supervisor(s) and, if different, academic supervisor(s) in order to select the interesting candidates. **Final interviews** will be held at a single event at CERN in front of a selection committee made of the Network Coordinator or the Head of the Training Office, the prospective supervisors, and an additional member of the LISA project not directly involved in the position(s) applied for. The final interview will allow a fair and objective evaluation of the candidate’s suitability for the position sought out, including gender aspects discussed below. By holding these final interviews as a single event, candidates could be directed to positions they had not originally considered, benefiting all the Beneficiaries and recruiting the most excellent candidates. Employment conditions will be in accordance with the requirements of mandatory full social security benefits for the ESR.



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Note from PO: Implement what you described in GA



Recruitment - Strategy



- **Open, transparent, impartial, equitable** and merit-based recruitment procedure, in line with the C & C.
- Ensure that **no conflict of interest** exists.
- Don't try to trick the system.
- **Management office**: responsible for recruitment procedure and selection process in direct consultation with all involved network beneficiaries.
- **Recruitment steps**:
 - 1) **Candidates apply** to one vacancy (CERN) and indicate the choice of positions (up to 3). The CERN site will point to the LISA site where all individual positions are posted.
 - 2) CERN HR does a first check on eligibility.
 - 3) Management office will evaluate the applications: eligibility and appropriateness of candidates.
 - 4) Eligible candidates will be asked to do a **video recording** (SONRU).
 - 5) Every **beneficiary organizes their own interviews + double checks eligibility** 
 - 6) Every beneficiary lists their **preferred candidate** (up to max. top 3 candidates). *At this stage please do not make any promise to the candidate(s).*
 - 7) Final recruitment event with all beneficiaries held at CERN where selections are confirmed (video or physical).
 - 8) All candidates are officially informed of the outcome by CERN HR Department.
 - 9) Beneficiary can contact their selected candidate to confirm appointment and to draw up the contract.

Recruitment Timeline

Steps	Who	Timeline/Deadline
Drafting of all 15 ESR vacancies and publication on LISA site	Every beneficiary, Isabelle will compile and publish on LISA site	06.12.2019
Publishing of centralized vacancy (CERN- Smartrecruiters)	CERN HR Dep. (Ingrid)	11.12.2019
Sourcing	All beneficiaries	as of 11.12.2019
Candidates apply to centralized tool (Smartrecruiters)	Candidates	31.01.2020
Pre-selection of eligible candidates (education and appropriateness of application)	Mgt office (Bruce, Thomas, Ingrid, Isabelle)	10.02.2020
SONRU video recording	Pre-selected candidates	17.02.2020
Consult applications and skype interviews (verify eligibility!)	Every beneficiary	17 - 28.02.2020
Final recruitment event at CERN	Beneficiaries	week March 2
Candidates officially informed of outcome	CERN HR Dep. (Ingrid)	10.03.2020
Beneficiaries can contact their selected candidate	Beneficiaries	11.03.2020
First contract start date		01.04.2020
Latest contract start date		01.06.2020



After recruitment

- **Recruitment Summary** for every ESR to be written by hosting beneficiary (template will be provided)
- ESR must work on an individual research project and exclusively (100%) for the action
- **Employment contract for ESR:** 36 months for all ESR, Full time employment (part-time only for family reasons), incl. health and pension cover. The contract must incl. provision from GA Art. 32.1 (f)
- **Supervision and integration:**
 - ❑ Career Development Plan: Identify research aims and training needs
 - ❑ Regular contacts, review progress, guide
- In case of issues with ESR: every beneficiary needs to implement their own admin. procedure



Employment Contract

This employment contract is offered in the context of the implementation of the project **LISA** in compliance with the Grant Agreement number **881198** concluded between the Research Executive Agency and CERN. The supervision will be ensured by **[REDACTED]**

The following specifications according to **article 32.1 (f)** of the Grant Agreement apply:

- The obligation for the obligation of the researcher to work exclusively on for the action
- the obligation of the researcher not to receive for activities carried out in the frame of the action, other incomes than those received from the beneficiary.
- the obligation of the researcher to inform the beneficiary as soon as possible of any events or circumstances likely to affect the Agreement.
- the arrangements related to the intellectual property rights between the beneficiary and the researcher — during implementation of the action and afterwards.
- the obligation of the researcher to maintain confidentiality.
- the obligation of the researcher to ensure the visibility of EU funding in communications or publications and in applications for the protection of results



Info to ESR

- Explain obligations of both parties, financial amounts that ESR receives, social security, training
- Documents to hand out or send the link:
 - ❑ Grant Agreement
 - ❑ European Charter for Researchers <https://euraxess.ec.europa.eu/jobs/charter/European-charter>
 - ❑ Info Note to ESR from EC: https://ec.europa.eu/research/mariecurieactions/sites/mariecurie2/files/msca-itn-fellows-note_en_v2.pdf



Information on EU portal

To be completed by every beneficiary:

- **Researcher Declaration**
 - within 20 days of employment contract start
 - submit on Research Participant Portal under Manage Project / continuous reporting / researchers / add researcher / save / add declaration / save
- **Secondments declarations**
 - when back from secondment
 - on Participant Portal, same page as researcher declaration



New Researcher Declaration

Researcher Information Recruitment Information Recruitment Period

Researcher
Category
Gender
Birth Date
Nationality
Last Countries of Act
five)
Email
Family Charges
Contract Type
Is the researcher enr
programme?

New Researcher Declaration

Researcher Information Recruitment Information Recruitment Period

Import Recruitment from CAP

New Researcher Declaration

Researcher Information Recruitment Information Recruitment Period

[Add Declaration](#)

Destination Organisation

- Legal Name
- Country
- Sector

Recruitment Period 1

Start Date

End Date

Working Time Commitment



Secondments

- Secondments should take place as previously defined in the DoA
- If there is a deviation: need to inform the Coordinator (Bruce) who will inform the Project Officer.
- Secondments can only take place at the beneficiaries' or partner organisations' of the consortium
- Secondment period must be < 30% duration of appointment,
- During secondment, researcher keeps employment contract
- Employer must pay for travel and subsistence costs



Brussels

- Dedicated Project Officer: **Fabrizio Martone**
- Central contact for Beneficiaries: Coordinator. Please do not contact the Project Officer yourself.
- Coordinator will liaise with PO if there are issues.
- Reporting Timeline:
 - **Mid term check (M13-M15)** Coordinator to organise a meeting with PO/Beneficiaries/Partner Organisations and all ESRs. A progress report is to be submitted beforehand.
 - **Interim Check (M26-M28)**. Periodic and financial reports to be submitted
 - **Final Check (M48-M50)**: Periodic, financial and final reports
- Project Officer is supportive – wants the ETN to succeed



Useful Contacts

- Information on EC sites to help you
 - The Research Participant Portal
 - The National Contact Points in your country – particularly helpful for questions on tax and social cover
- At CERN:
 - Bruce Marsch - Project Leader: Bruce.Marsh@cern.ch
 - Isabelle Fontaine: Isabelle.Fontaine@cern.ch
 - Ingrid Haug (HR): Ingrid.haug@cern.ch
 - Nicolas Friedli (Finance): Nicolas.Friedli@cern.ch
 - Florence Pesce (Finance): Florence.Pesce@cern.ch



THANK YOU!

Please forward the slides to your
HR and FINANCE Departments

