



ITN Best Practice

Research Executive Agency
Marie Curie host-driven actions

ITN Coordinators Meeting
Brussels, September 2012

Best Practice is...

*".....a **technique**, method, process, activity, incentive, or reward which **conventional wisdom** regards as more effective at delivering a particular outcome than any other technique, method, process, etc. when applied to a particular condition or circumstance".*

Best Practice can also be defined as...

*"...the **most efficient** (least amount of effort) and **effective** (best results) **way of accomplishing a task**, based on repeatable procedures that have proven themselves over time for large numbers of people".*

(WIKIPENDIA's Definitions)

The idea is that with **proper processes, checks, and testing**, a desired outcome can be delivered with **fewer problems** and unforeseen **complications**.

ITN Best Practice

- 1. Management**
- 2. Communication**
- 3. Networking**
- 4. Knowledge building**
- 5. Dissemination**
- 6. Mid-term Review**
- 7. Useful links**



Management

Contract implementation

“Consortium Agreement”

... is not obligatory, but strongly recommended!

Recruitment

- *Plan and advertise **well in advance***
- *Consider central recruitment procedure (panel interview)*
- *Take into account **possible delays** due to visa restrictions*
- *Any delay in recruitment generates another delay*
*...«**snow ball effect** »...*
- *Respect the employment contracts as agreed during negotiation*

Respect the distribution of the researcher-months between ESR and ER – as negotiated

No shift from ESR to ER is possible

“Participative Management” may mean...

- Include **ESRs and ERs representatives** in the project’ Supervisory Board to ensure their participation to the decision making processes
- **Parallel sessions** for ESRs/ERs during regular network meetings
- E-newsletter, dynamic web page ...
-make all **legal documents accessible** to the fellows!!



Communication

Good communication essential

- Among **partners** (consider web-based solutions for daily communication)
- **Scientist-in-charge & institution's central administration**
- **Co-ordinator & Project Officer**
- **Co-ordinator & NCP**
- **Throughout the network as whole** incl. ESRs/ERs



Networking

- Every day communication
- Organise regular **scientific/training** and **managerial network meetings.**
- **Invite external experts** for “ad hoc” specialist inputs
- **Establish collaboration with other ITNs projects** focusing on similar/complementary fields.
- **Encourage fellows attendance** at international conferences and workshops
- **Organise a final network conference** with wider participation or a “satellite workshop” at a major conference



Knowledge building

Fruitful Trainings...

- ***Discipline-related Training:***
 - **Local** and **network-wide** training activities
 - Summer schools
 - Participation in training properly recorded and recognised

- ***On the job Training:***
 - **Additional skills** (i.e. project management, drafting of project proposals, language courses, ethics, IPR, CV writing, job search, interview skills, etc.)
 - Future career opportunities

Create conditions for effective ESRs/ERs training at host:

- Support for **finding accommodation**
- Help with **social integration**
- **EURAXESS** services:

Euraxess provides help with accommodation, schools, social security, health care in the Host country

+ National mobility centres



- Home
- Jobs
- Services
- Rights
- Links

to settle in a new country



Practical Information Search Services

This section provides access to existing international, European, national, regional and sectoral websites providing practical information about administrative and legal issues when moving from one country to another.

Country

Austria

Topics for country Austria

- [Accommodation \(1\)](#)
- [Childcare/School \(1\)](#)
- [Daily life \(1\)](#)
- [Health/Medical care \(1\)](#)
- [Info about country/city \(1\)](#)
- [Intellectual property rights \(1\)](#)
- [Language courses \(1\)](#)
- [Recognition of qualifications \(1\)](#)
- [Social security \(1\)](#)
- [Taxation \(1\)](#)
- [Visa formalities \(1\)](#)
- [Work permits \(1\)](#)

For more practical information:
[EURAXESS Austria](#)

EURAXESS Services is a network of more than 200 centres located in 35 European countries. If you are a mobile researcher, EURAXESS Services can assist you and your family in every step of your move, starting in your home country and continuing until you have settled in a new one.

Help in the host country

Euraxess
Now directly accessible from MarieCurie website

make your life easier. You will receive comprehensive, up-to-date information, as well as customised assistance on all matters relating to your professional and daily life. A team of well informed staff is at your disposal across Europe. Find a EURAXESS Services Centre near you. Ask for information and customised assistance

Find your National EURAXESS Services Centre

Scientific Visa: fast-track to European research

- [Research Policies](#)
- [Newsletter](#)
- [EURAXESS Magazine](#)
- [Photo gallery](#)
- [Download Brochures](#)
- [RSS feeds](#)

[X-Tranet](#)
Restricted Area





The EURAXESS Services Network

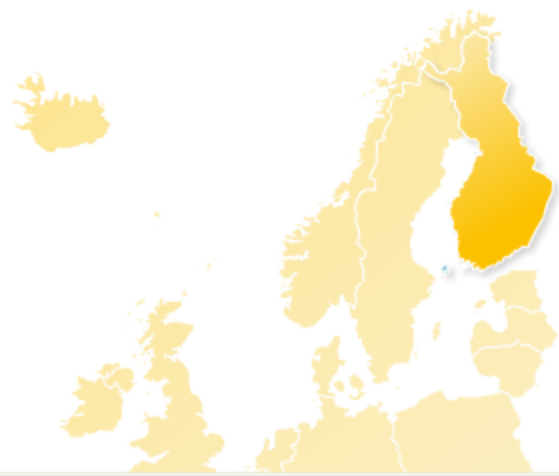
Help Desk and Customised assistance

As a researcher you have free access to a Europe wide customised assistance service offered by The Euraxess services network. Some 200 centres in 35 countries (see below) assist you and your family in all matters relating to your professional and daily life, including information on legal issues, social security, health and taxes, everyday life as well as family support.

Click on the country you are interested in to contact the local EURAXESS Services Centre.

- Home
- Jobs
- Services**
- Rights
- Links

National mobility centres



- Austria
- Bosnia-Herzegovina
- Belgium
- Bulgaria
- Croatia
- Cyprus
- Czech Republic
- Denmark
- Estonia
- Finland**
- France
- FYRO Macedonia
- Germany
- Greece
- Hungary
- Iceland
- Ireland
- Israel





Mid-term Review

It's a contractual obligation Article 7 (Special Clause 5bis)

A dialogue between the consortium and the REA on the project status and implementation, future plans, etc...

To be organised as soon as possible (advisable in month 20th)

- To help **solving** any problematic issues
- To **prepare** for the Periodic Report

- ***Date to be agreed with PO well in advance!***
- *An external expert will be present*
- *Guide for MTR with draft template agenda on MCA website*



Useful links

All the documents/guidelines are available from the Marie Curie website:

<http://ec.europa.eu/mariecurieactions/>

In the « how to manage my project » link

- ***Work Programme***
- ***ITN Reporting guidance notes***
- ***Amendment guide***
- ***Guidance notes for Audit***
- ***MCA Financial guides***
- ***.....***

- **National Contact Points network**
via the Marie Curie Website: About - Contacts
- **Euraxess Portal**
http://ec.europa.eu/euraxess/index_en.cfm
- **Marie Curie Alumni**
via Marie Curie website
- **Implementation guides via the Marie Curie Website:**
« HOW TO manage my project »
- **Consortium agreement check-list**
ftp://ftp.cordis.europa.eu/pub/fp7/docs/checklist_en.pdf
- **Guide to IPR**
ftp://ftp.cordis.europa.eu/pub/fp7/docs/ipr_en.pdf



**Thank you very much
for your attention!**