

BESTPRAC WG1/WG2/WG3 Meeting

Report

September 20, 2017

Vrije Universiteit Brussel, Belgium

The eighth meeting of the three working groups of COST Targeted Network TN 1302 (BESTPRAC) was held on September 20, 2017 in Brussels, Belgium.

The main objective of BESTPRAC is to establish a network for the administrative, finance and legal services in universities, research organizations and related entities supporting researchers involved in the lifecycle of European funded projects in order to exchange experiences and share and develop best practices, encourage knowledge sharing, knowledge transfer and increased efficiency.

The target group BESTPRAC is aiming at is the staff in universities and research institutions carrying out administrative tasks in support of European projects during the post-award phase, often with low salaries, without any possibility to travel and to network and share experiences about carrying out administrative tasks in European research projects. The target group does not include researchers, European project officers focussed on the pre-award phase of the project lifecycle, managers/directors, people with PhDs.

There was a great interest in participating in the joint meeting. In total, 98 applications were received. Finally, 86 research administrators from 32 countries attended the meeting. Among the participants 37 % came from so-called inclusiveness countries, 29 % were MC members, 69 % Working Group members, and 49 % so-called Early Stage Administrators. It shall also be mentioned that 81 % of the participants were female and 59 % already participated in previous BESTPRAC activities.

Following the success of the previous Working Group Meetings, again a joint interactive discussion of all three working groups as well as the meetings of the three individual working groups were scheduled. The theme of the joint interactive discussion was "Risk management - administrative, financial, and legal aspects".

The respective documents can be downloaded at <http://www.bestprac.eu/events/workshop-brussels-september-2017/>

Summary of WG1-meeting

WG1 has addressed the following topics at the BESTPRAC meeting in Brussels:

- Open Innovation
- Research Support Staff Framework
- The final years of H2020 and foresights to FP9 – what lies ahead for research administrators
- Evaluation of WG1

In addition, the WG1 attendants have participated in the Interactive Session “Risk management - administrative, financial, and legal aspects” together with WG2 and WG3.

Below, a report is presented for each of the WG1 topics. Presentations are available on the BESTPRAC website.

Invited lecture on Open Innovation – the Science2Society project Bert Pluymers (KU Leuven, BEL)

Report by Andjela Pepic (University of Banja Luka, BOS) and Eva Kremshuber (University of Applied Sciences Upper Austria, AUS)

Open Innovation is one of the three elements in Carlos Moedas’ vision for Europe (Open Innovation, Open Science and Open to the World). During this lecture, Bert Pluymers presented the Horizon 2020 project Science2Society (www.science2society.eu). The consortium of this Coordination and support action is composed of 18 partners from academia, RTOs, companies and SMEs, and can be considered a future learning and implementation alliance. The Science2Society project conducts 7 pilots on co-creation, co-location, collaborative R&D projects, intersectoral staff mobility, big research data transfer, university knowledge transfer, and an open innovation marketplace to explore successful strategies for open innovation. The pilots are modelled in such a way that everyone can implement and apply them in their own environment and contexts. An example of the co-creation pilot is FIAT-CRYSLER, introducing an idea laboratory with students for solving problems and challenges. The intersectoral staff mobility pilot focuses on the question if this can boost open innovation. The big research data transfer pilot explores if big data can be used to create new business models. In the university knowledge transfer pilot, the improvement of knowledge transfer from academia to SMEs and how to reach out to SMEs to benefit from open innovation is explored. The open innovation marketplace connects players and stakeholders. The Science2Society project has funding for 3 years, and is aiming for a sustainable Learning and Implementation Alliance as a platform and community for sharing experiences, engaging in a community, learning from best practices and helping to conduct better open innovation projects. The financing of this Alliance is still to be explored.

Q&A

Q: How can people learn, benefit and contribute to the project?

- A: Through consuming info from newsletter and website, answering the questionnaires and also contributing with your own knowledge
- Q: How does open innovation works in practical terms (admin, legal and financial aspects)? How much can we operate under the open innovation concept from an IPR protection point of view?
- A: Open innovation does not conflict with IP protection and making business.
- Q: How do you deal with IPR in Co-creation pilot scheme?
- A: In the FIAT case, IP on the idea belongs to the student and company can decide to buy the idea from the student. The question is also: why would we need IP, is it not that we need good people and good ideas? In open innovation, ownership of IP becomes less and less important. Creativity means stepping away from what a company is doing on a daily basis. Open innovation requires out of the box thinking. If nobody owns an idea, you can do whatever you want. Open innovation is all about tackling a problem and trying to gather added value together in a (fair) collaboration.
- Q: How should you address open innovation in a proposal?
- A: You have to use the buzzwords from the call text. What finally counts is how you implement open innovation. Open innovation is working with a partner with open books and trying to tackle the issue. Trust is the key word: you have to trust your partners.

Research Support Staff (RSS) framework

Andri Charalambous (The Cyprus Institute of Neurology and Genetics, CYP) and Veronika Csapo (Central European University, HUN)

Nik Claesen (Vrije Universiteit Brussel, Belgium) and Anja Mertinkat (WIFO, Austria) presented the current wiki prototype of the RSS framework. RSS is divided into three main categories. The differentiation is based on what staff are doing on a daily basis and the time intensity per project. Each type has a different relationship with the PI and also carries out different tasks in the different project phases, requiring different expertise:

- **Type 1: EU Research administrator.** Responsible to check Compliance with internal and EC budget rules. Deals with many projects. In the wiki a list of tasks was created per phase of the project lifecycle. Deals with many projects, consequently spends little time on each project.
- **Type 2: EU funding advisor.** Responsible for improving participation and also optimise budget based on technical annex and internal and EC budget rules. Intermediate amount of projects. In the wiki a list of tasks was created per phase of the project lifecycle.
- **Type 3: Project Manager.** Responsible for Hands on day to day support. Draft budget with PI, Consortium and other research support staff. Deals with few projects. In the wiki a list of tasks was created per phase of the project lifecycle.

Status of wiki and how to move forward

- Time intensity is very important (when will a task be in type 1, 2, or 3).

- The entry page of the current wiki prototype shows a short description of the three types. By clicking on each type, you can find all tasks, expertise of each type, related skills and competencies.
- Items to do to finish the first prototype: introduction of ethics (relevant for all different tasks), quality assurance, data encoding, addition of content.
- Suggestion: for the next stage, revise the current wiki packages into a wiki working group that addresses the items to do.
- Question: where does a Head of Office, a legal Person or an Open Science or an Ethics specialist fits in. The answer can be found if we refer to the definition and core tasks of each category.
- In session WG1.4, the next steps towards completion of the first prototype of the RSS wiki was discussed.

The final years of H2020 and foresights to FP9 – what lies ahead for research administrators

Anna Kivilehto (Linnaeus University, SWE) and Despoina Xenikaki (London School of Hygiene and Tropical Medicine, UK)

While BESTPRAC is ending, the Horizon 2020 work programmes for 2018-2020 are going to be launched. In addition, the landscape for FP9 is being shaped. In this plenary session, a WG1 panel together with the attendants has discussed the ongoing developments and the challenges that lie ahead for research administrators.

Panellists

Elina Humala, Jyväskylä University, FIN

Nik Claesen, Vrije Universiteit Brussel, BEL

Gréta Björk Kristjánsdóttir, University of Iceland, ICE

Anne Katrin Werenskiold, Max Planck Institute of Biochemistry, GER

The panel started with an introduction to the 9 recommendations of the Lamy High Level Group as described in the report "[LAB – FAB – APP -Investing in the European future we want](#)", which will most likely be the cornerstone of the upcoming programme. The panellists were asked to reflect on these recommendations based on the BESTPRAC Dissemination event held the day before. General agreement was that a bigger budget for European R&I is a desirable outcome. The Commission's growing focus on impact, will most certainly bring about a change in the job description of grant advisors/writers and research administrators. Initiatives such as the "seal of excellence" (national funders taking advantage of EC evaluated good quality projects) was seen as a very good way to bring more cost-efficiency to the application process even if it would be difficult to introduce to large cooperation projects.

The panellist were then invited to reflect on the questions submitted by BESTPRAC members.

Question 1

How has TRL's (technology readiness levels) have worked out in H2020? Have they been understood by researchers?

The panellists agreed that TRL has brought a well needed framework, however it was less applicable for social sciences and humanities (SSH). SSH has still (even more so than in the past) less opportunities outside of those provided by the very competitive ERC scheme. As good TRL is as a general framework, it is still hard to fully follow it. There might be a possibility for BESTPRAC to advise how to optimise TRL, for example Society Readiness Level as indicator could be helpful.

Question 2

Will there be any programmes addressing the issue of refugee crisis in Europe?

How can a research administrator prepare for research calls?

The table of contents of the draft Work Programme 2018-2020 societal challenge 6 includes several calls for proposals for the upcoming years. It was suggested that draft WPs might be good to share among BESTPRAC community. Every national contact point (NCP) has a role in the consultation during the drafting of the work programme and they receive the drafts in advance, some share these with their national universities. Universities can liaise with the NCP and advise / suggest on calls. The problem on the Commission side is that they get queries for proposals that are still on draft stage and they are still confidential. If we share the proposals, we need a password. It might be possible to suggest BESTPRAC community as a group to be included in the consultations (something that was raised at the Dissemination event).

Question 3

Which recommendation is expected to have impact on research administration and how?

Even if most RMAs are welcoming the additional simplification efforts from the European Commission side (see recommendation number 7: Simplify further, Action: become the most attractive R&I funder in the world, privileging impact over process) it was good to acknowledge that the complex legal framework is there for a reason (accountability). Simplification is not necessarily the solution. It is better to invest in people who can ensure that researchers don't lose much research time. It would be more efficient to EC if they were to support initiatives like BESTPRAC, who take on the mission to train the administrators, hence the research institutions would be better equipped to handle the complexities. It was also discussed if BESTPRAC should widen its scope and invite the colleagues dealing with innovations.

Question 4

Will timesheets for staff who don't work 100% on projects still be required in FP9?

What can we expect from the lump sum funding pilots in upcoming H2020 calls? (where timesheets are not required?)

The panellists agreed that timesheets are a way of enforcing accountability but they might not always reflect the real time spent by researchers on projects. It is also good for the researchers to keep timesheets that show how their time has been allocated. Timesheets are certainly useful from an accounting/audit perspective. Even if the next programme would include more lump-sum schemes, the timesheet will still be needed and required.

Evaluation of BESTPRAC WG1

Report by Snježana Matanovic (University of Rijeka, CRO) and Sandrin Saile (Fraunhofer Institute for Solar Energy Systems, GER)

Ellen Schenk presented the results of the WG1 evaluation survey, completed by 36 WG1 attendants. The overall feedback was very positive. The evaluation showed that the chosen BESTPRAC formats are generally well perceived, amongst them, presentations on best practices and personal experiences were liked the best. Role playing as format did not receive much positive feedback and might be reconsidered as core element in a continuation of the project. In the future, participants wish to focus on topics such as pre- and post-award phases, administrative regulations in FP9, impact writing and assessment. Other hot topics are all aspects in relation to open science. A general feedback of the group is that **BESTPRAC should be seen as key stakeholder for administrative questions at the EC and should strengthen its collaboration for the definition of the coming framework program.** Other remarks and improvements voiced are the following:

- More interaction between working groups
- Keep community active between meetings
- Increase number of training schools
- Enhanced utilization of the RSS framework
- Introduction of BESTPRAC Awards
- Organise poster competitions
- Update profiles on BESTPRAC website
- Shorter schedule for meeting day 1
- Focus on awareness building

Open discussion on possible WG1 continuation (Andjela Pepic)

Andjela Pepic, leader of the ad hoc Working Group founded during the Lisbon meeting in March 2017, presented the opinion of the ad hoc working group. Based on an open brainstorming by participants of the ad hoc working group, a proposal for continuation of BESTPRAC was finished in summer 2017 and forwarded to the COST Office for assessment, no reply was received so far. The current proposal carries the title "Building institutional capacity in research support across Europe". In contrast to the current work structure, this preliminary proposal is built on four working groups:

- **WG1: Research Support Institutional Framework** (*RS Mapping within the organizational structures of the R&D institutions, exchanging best practices between the high and low performing countries*)
- **WG2: Institutional Research Policy Group** (*mapping different approaches to institutional research, exchanging practices*)
- **WG3: Professional Development and Careers in research Support** (*Professional development, more training, understanding how to get employed, possibilities to share experience*)
- **WG4: Impact Group, engaging with end-users and public** (*Creating awareness and support for collaboration between researchers, end-users and public*)

The working groups were critically discussed and some overlaps were detected. Further, participants were worried that the current structure does not adequately reflect the topics of current WGs 2-3. It is agreed that this is mostly due to the fact

that representatives of these groups were lacking in the ad hoc working group – **a widening of group members and a stronger engagement of all working group members is necessary for a re-definition.** The working group would like to stress that this is just an initial proposal, which will probably not be taken up by the COST Office.

Further topics of interest for a continuation of BESTPRAC were voiced:

- Improvement and strengthening of administration of other public international sponsors (e.g. NIH; ESIF, cooperation with third countries)
- Anticipating solutions (become a think tank for some strategic issues)
- Focus on FP9
- Acceptance of research administration at public research institutions
- Education possibilities for research administrators
- Design of templates, guidance materials that can be used by scientists etc.

The suggestions by WG1 were enhanced by the following suggestions from the panel discussion on 19 Sep 2017:

- Further dissemination
- Further professionalization (RSS framework and linking to UEA)
- More inclusiveness countries as coordinators / in management functions
- Online networking platform for alone at the Grant Office RA
- Communication skills

Nik Claesen additionally suggests expanding the use of the first RSS framework prototype for the elaboration of:

- Job descriptions, analyse own job
- Career related discussions with own institutions
- Self-check of skills
- Benchmark between universities

In general, it is agreed that the **Lamy recommendations** should be taken into account when defining BESTPRAC 2.

Continuation RSS framework

As was made clear in the presentation of the current status of the RSS framework wiki in session WG1.2 (Nik Claesen and Anja Mertinkat), there is still work to be done to make the wiki more user friendly and to finish the first prototype. It is concluded that the **wiki core group needs more help to finalize the wiki in time.** Ellen Schenk encourages all WG1 members to step in, needed are encoders, quality assurance support and participants looking at the graphical design and user-friendliness of the wiki. Anja will summarize the major to dos in the next weeks and will break them down into tasks. An email asking for support will be circulated in the coming 8 weeks.

Jan Andersen strongly advises WG1 to use BESTPRAC2 as a means to **root all findings of BESTPRAC1 and to find ways of continuation** and usage for the wiki, which should become autonomous and self-running when BESTPRAC is over.

Summary of WG2-meeting

During the BESTPRAC Meeting in Lisbon, WG2 members (20 attendants from 17 COST Countries) analysed and discussed following topics :

- Risk management - administrative, financial, and legal aspects
- H2020 projects: financial management
- European Structural and Investment Funds (ESIF) 2014-2020
- Recommendations for financial regulations in FP9

Risk management - administrative, financial, and legal aspects

During a joint interactive session for all WG1/WG2/WG3 participants, Meike Dlaboha (Weihenstephan-Triesdorf), Wouter Duchateau (University of Hasselt) and Primoz Petek (Slovenian Forestry Institute) presented the financial aspects of risk management and contributed, together with the other WG2 members, in the discussion and drafting of a Q&A document based on the proposed questions related to Risk Management, collected before the meeting.

H2020 projects: financial management

During the WG session, WG2 participants analysed the financial management of H2020 projects under four different aspects: personnel costs, clinical trials, internal invoices and financial management of MSCA

- 1. Personnel costs Additional remuneration:** Marija Šola Spasić (University of Belgrade) presented the new definition of additional remuneration as explained in the latest version of the H2020 AMGA
- 2. Clinical trials: Jaco De Graaf (Leids Universitair Medisch Centrum),** discussed the eligibility criteria for "costs for clinical trials" in H2020.
- 3. Internal invoices: Petra Stolfova (Maynooth University)** presented the eligibility criteria for internally invoiced goods and services utilised in the course of a H2020 research project.
- 4. Financial management of MSCA. As decided during the last meeting in Lisbon,** subgroups leaders for **ITN/ ETN** Ulfar Gislason (University of Iceland), Cristina Velasco and Chelo Morán (Universidad Carlos III de Madrid); for **IF** Per Inge Andresen (Norwegian University of Science and Technology), and for **RISE** Geraldine Leonard, (Université de Technologie de Compiègne) presented the draft document on "do and don'ts". Wg2 members decided to send any further comments to Madalena Martins (Instituto de Tecnologia Química e Biológica António Xavier) editor for document, in order to publish the final version on the BESTPRAC webpage.

European Structural and Investment Funds (ESIF) 2014-2020

During the Vilnius and Lisbon WG meetings, WG2 participants decided to draft a policy recommendation document to influence the future programming period regarding the EC recommendations on implementing synergies between European Structural and Investment Funds and Horizon 2020 (and the future framework programme). **Valeria di Caro (Politecnico di Torino), Dace Kärkle** (Latvian Institute of Organic Synthesis), **Anna Ober** (Silesian University of Technology) and **Alexandra Attard** (University of Malta) discussed the content of the document,

then approved by all the Wg2 Members and included in the deliverables of the WG2 meeting.

Recommendations for financial regulations in FP9:

Staska Mrak Jamnik, (University of Ljubljana) together with Vanda Baloh (Slovenian Academy of Sciences and Arts), Eva Vas and Borbala Varga (Central European University) Dirk de Craemer and Katrien Windels (Ghent University), Katarzyna Markiewicz - Sliwa (Silesian University of Technology) analyzed different points of view and experiences with H2020 financial rules from all interested BESTPRAC members in order to contribute to the FP9 discussion with recommendations for financial regulations. A special questionnaire was developed in the second half of May 2017, 87 research managers and administrators from 28 different countries answered to the questionnaire. The population consisted of 80% women and 20% men. 68% of respondents from universities, 1% from an university medical center, 24% from research institutes, 1% from SME and 2% from governmental bodies. During the WG2 Meeting, members discussed the final text, Staska Mrak Jamnik will finalize the text for publishing on the web and sending to the EC after the meeting.

Summary of WG3-meeting

DAY 1, September 19, 2017

The WG3 members have actively contributed to the dissemination meeting organised jointly by the BESTPRAC TN, COST Association, DG Research & Innovation, Unit B5 Spreading Excellence and Widening Participation by sharing by **Diana Pustuła** (University of Warsaw, PL) the results of bi-annual meetings over four years.

They are the following:

- 1. Successful creation of a unique - highly specialized - discussion forum, collaboration and networking platform for a early stage and experienced lawyers from all over Europe**

Detailed analysis & discussion of selected challenging legal issues in the R&I programmes – sharing knowledge & experience within a highly specialized working group

Contributing to the Joint Interactive Sessions of WG1/WG2/WG3 on audit, open access and risk management – group discussions and the lists of FAQs;

- 2. Raising awareness & promotion of the principles of the European Charter & Code (HR Excellence in Research Logo)**

Charter & Code significance for participation in H2020, periodical on-line surveys, regular updates of the outcomes

- 3. Reaching out to the EU project support staff without legal background via networking within WG3 and cross-networking:**

3a. Targeted training for non-legals responsible for advising on legal issues of the UE R&I programmes

Warsaw Training School – „Understanding the EU GA and CA“. Legal Affairs for Non-Legals”, 22-23.10.2014

3b. Targeted transfer of knowledge and exchange of best practices among legal and to the non-legals advising on legal aspects of the EU R&I programmes and beyond

Mini-Guides: „Alone at the grant office” – Survival Kits 1-4

4. WG3 recommendations for FP9

continuous support of the international, cross-sectorial cooperation of early stage and advanced R&I administrators enabling inclusiveness and transfer of knowledge on many different levels , e.g. under the FP9 CSA instruments via:

- Calls for targeted EU **research support staff networks** (including **legal staff sub-network**) from academia and outside,
- **Mentoring programme** for „alone at the grant office” EU R&I administrators and managers enabling them contact with experienced tutors with legal background via exchange of administrative staff,
- **Benchmarking programme** for excellent experienced research institutions and the beginners looking for models of setting up EU grant offices providing professional legal support for EU grants.

Niina Mikkonen (Aalto University, FI), as one of the most active WG3 members, shared her experience concerning her contribution to the WG3 activities. Niina actively participated in 7 out of 8 WG3 meetings by giving presentations on Open Access and Research Data Management, Legal definitions concerning IP in H2020, Analysis of the EC procurement-based research/innovation contracts), sharing knowledge during joint Interactive Sessions of WG1/WG2/WG3 and drafting ["Alone in the grant office" - Survival Kit - LEGAL - PART 1](#) - Checklist and tips for NDAs for H2020 Actions. She appreciated networking opportunities with her peers.

DAY 2, WG3 Final Meeting, September 20, 2017, Vrije Universiteit Brussel, Belgium

WG3 representative – **Miriam Ryan** (Maynooth University, IE) has presented the WG3 **“Alone at the grant office” – Survival Kits – Part 4 - “Legal aspects of joining a new international R&I programme - check list”** during the joint interactive session of WG1/WG2/WG3 on risk management.

Miriam pointed out major legal risks that need to be thoroughly analysed and carefully considered before taking decision whether an institution should join a new international research programme to be able to avoid/ mitigate the potential risks.

The check list in question was a joint work of Miriam and other WG3 colleagues, i.e. **Celia Pinto** (University of Porto, PT), **Catalin Radu** (Spiru Haret University-Central Research Institute, RO) and **Nicholas**



"Alone at the grant office" - Survival Kit – LEGAL - PART 4

LEGAL ASPECTS OF JOINING A NEW INTERNATIONAL R&I PROGRAMME – CHECK LIST

BESTPRAC Meeting, Lisbon
March 23, 2017

Celia Pinto, University of Porto, PT
Cătălin Radu, Spiru Haret University-Central Research Institute, RO
Miriam Ryan, NUI Maynooth, IE
Nicolas Schultness, ETH Zürich - Universität Zürich

Schulthess

(ETH Zuerich – Universitaet Zurich, CH).

All other WG3 members joined several discussion groups analysing case studies and answering questions on risk management in different EU research programmes/projects together with their colleagues from WG1 and WG2. Discussion outcomes were reported to all Bestprac members.

Task WG3.1: Access to research data and its management

Research data are expected to be FAIR, i.e. findable, accessible, interoperable and reusable. Sound management of research data gaining on importance in the context of open access to scientific peer-reviewed publications and open access to research data in Horizon 2020 Programme and beyond becomes, at the same time, equally important and challenging to the beneficiaries.

One of the crucial questions is: how to manage research data to make them "as open as possible, as closed as necessary"? This and other data management specific issues have been analysed and discussed by the WG3 members. The concept, outline the most critical issues to be considered by the beneficiaries of the EU-funded programmes have been presented by the task Co-Leaders: **Ludivine Bonadei** (Université Toulouse III - Paul Sabatier, FR), **Kristin E. Hardardottir**, University of Iceland, IS and **Fatma Uslu** (Çukurova University, TR) with contribution of **Vadim Iatchevici** (Agency for Innovation and Technology Transfer of Moldova, MD).

Task WG3.2: The concept of State aid in the EU-funded programmes – legal issues

The last big topic on the WG3 agenda under Bestprac 1 was State aid as a legal matter subject to different secondary regulations and guidelines quite often considered by the applicants both at the stage of proposal preparation and/or project management as not clear enough to avoid a risk of misinterpretation. In many EU Programmes, unlike in H2020 where its funds financing different actions are not considered to be a State aid, the project applicants and/or beneficiaries may encounter problems dealing with this legal matter. In order to avoid/lower the risk connected with it it's advisable to develop a risk management plan and a monitoring system to be able to report on State aid issues correctly. To this end, task leader - **Sarah Dello** (Ghent University, BE) presented the State aid concept in the context of EU-funded programmes, listed the most tricky issues subject to potential misinterpretation including the State aid self-assessment required at the project proposal stage adding practical context thereto presenting case study of Interreg Programme being implemented at the Ghent University. The WG3 members discussed the main difficulties the beneficiaries may get across also in other programmes where State aid is an issue to be carefully considered.

During the last 30 minutes of the WG3 meeting **Diana Pustuła** (University of Warsaw, PL) presented the summary of the WG3 activities and their outcomes generated over four years of Besprac in the form of **WG3 activities table of contents** (Table) cataloguing all presentations, practical guides/check-lists adding crossreferencing of discussed concepts and definitions (using, e.g., hyperlinks or footnotes) included in all materials scattered over different meetings' outputs for

their better navigation and faster access to the needed knowledge by all potential users of WG3 presentations and other outputs available on the besprac.eu website. While preparing the Table the WG3 Leader was supported by **Loreta Staskuniene** (Klaipeda University, LT) and **Niina Mikkonen** (Aalto University, FI).

BESTPRAC WG1/WG2/WG3 Meeting

Final Programme

September 20, 2017

Vrije Universiteit Brussel, Belgium

Campus Etterbeek (Pleinlaan 2 – Boulevard de la Plaine 2), building D

Wednesday, September 20, 2017

09:00 **Welcome address & brief wrap-up of dissemination meeting of BESTPRAC** (Jan Andersen, Chair)

Introduction to WG1 / WG2 / WG3

(Ellen Schenk, WG1-Leader / Vanessa Ravagni, WG2-Leader / Diana Pustula, WG3-Leader)

09:25 **Risk management - administrative, financial, and legal aspects**

The joint interactive session is meant to be a joint presentation and discussion session for all WG1/WG2/WG3 participants.

WG1 – Administrative aspects: How to coordinate multiple KIC operations in a large university and how to manage the risks - Pasi Sihvonon (University of Helsinki)

WG2 – Financial aspects: Meike Dlaboha (Weihenstephan-Triesdorf), Wouter Duchateau (University of Hasselt), Primoz Petek (Slovenian Forestry Institute)

WG3 "Alone at the grant office" – Survival Kits – Part 4 "Legal aspects of joining a new international R&I programme - check list" (Miriam Ryan, Maynooth University)

Coffee break during the session

11:45 **WG1/WG2/WG3-meeting** (in parallel)

11.45 – 12.15 h

WG1.1: Invited lecture on Open Innovation – the Science2Society project by Bert Pluymers (KU Leuven, BEL)

Open Innovation is one of the three elements in Carlos Moedas' vision for Europe (Open Innovation, Open Science and Open to the World). During this lecture, the Horizon 2020 project Science2Society, which addresses open innovation, will be presented (www.science2society.eu). This project exchanges best practices, training materials and guidelines aimed at improving awareness and practical performance of open innovation. We will learn more about the concept of open innovation and a number of pilots involving academia, industry and society that Science2Society will perform.

Note takers

Andjela Pepic - University of Banja Luka (BOS)

Eva Kremshuber - University of Applied Sciences Upper Austria (AUS)

12.15 – 13.00 h

WG1.2: Presentation Research Support Staff Framework Wiki (chair Nik Claesen, Vrije Universiteit Brussel, BEL)

The final Wiki on the Research Support Staff Framework will be presented by the chairs of the Work Packages. The future of the Wiki after the ending of BESTPRAC will be discussed plenary.

WP	Title	Chairs
1	Integrating the work of the other work packages and providing a report which outlines the framework	Nik Claesen Ellen Schenk
2	Linking the content of BESTPRAC to the framework	Anja Mertinkat
3	Linking skills, competences and qualifications to the framework	Jan Andersen Mary Caspillo-Brewer
4	Quality assurance and annotation	Nik Claesen Elina Humala
5	Integration and communication	Rebekka Steinmann Ellen Schenk

Note takers

Andri Charalambous - The Cyprus Institute of Neurology and Genetics (CYP)

Veronika Csapo - Central European University (HUN)

WG2.1: H2020 Financial Management

Personnel costs Additional remuneration: *Marija Sola*, (University of Belgrade),

Clinical trials: *Jaco De Graaf* (Leids Universitair Medisch Centrum),

Internal invoices: *Petra Stolfova* (Maynooth University)

Financial management of MSCA, subgroups leaders Ulfar Gislason (University of Iceland), Cristina Velasco and Chelo Morán (Universidad Carlos III de Madrid); Per Inge Andresen (Norwegian University of Science and Technology), and Stephanie Rossard and Geraldine Leonard, (Université de Technologie de Compiègne) volunteered in order to draft a document for each subgroup Madalena Martins (Instituto de Tecnologia Química e Biológica António Xavier) volunteered as editor for the final document presenting do and don'ts in financial managing of MSCA.

WG3.1: Access to research data and its management

Sound management of research data especially in the context of open access to scientific peer-reviewed publications and open access to research data in Horizon 2020 Programme becomes a more and more important and challenging issue to the beneficiaries. Research data are expected to be FAIR, i.e. findable, accessible, interoperable and reusable. How to manage research data to make them "as open as possible, as closed as necessary"? This and other data management specific issues will be discussed by the WG3 members.

This over one hour session is aimed to present the concept, outline the most critical issues to be considered by the beneficiaries of the EU-funded programmes.

Task Co-Leaders: **Ludivine Bonadei** (Université Toulouse III - Paul Sabatier, FR), **Kristin E. Hardardottir**, University of Iceland, IS, **Vadim Iatchevici** (Agency for Innovation and Technology Transfer of Moldova, MD), **Fatma Uslu** (Çukurova University, TR).

13:00 Lunch Break

14:00 **WG1/WG2/WG3-meeting** (*in parallel*)

14.00 – 14.45 h

WG1.3: Follow-up on the discussions at the dissemination event: the final years of H2020 and foresights to FP9 – what lies ahead for research administrators

While BESTPRAC is ending, the Horizon 2020 work programmes for 2018-2020 are going to be launched. In addition, the landscape for FP9 is being shaped. In this plenary session, we will follow-up on the discussions at the dissemination event and discuss the ongoing developments and the challenges that lie ahead for research administrators. Topics to be discussed are:

- Outcome of the H2020 Mid Term Review from a research administrator's perspective.
- What is new in the H2020 Work Programmes on Excellent Science, Industrial Leadership and Societal Challenges for 2018-2020?
- The Lamy Report: will FP9 be similar to or different from Horizon 2020 from a research administrator's perspective?

Note takers

Anna Kivilehto - Linnaeus University (SWE)

Despoina Xenikaki - London School of Hygiene and Tropical Medicine (UK)

14.45 – 15.30 h

WG1.4: Evaluation of BESTPRAC WG1

During this final WG1 session, we will evaluate the performance of the working group in the 4 years of BESTPRAC with a view on a potential continuation of our network in a yet to be defined form. Which elements of the format as it has evolved during the project should be maintained, what should be changed and what should be introduced? The outcome of the evaluation survey will be presented by the WG1 leader.

Note takers

Claudia Oliveira - University of Lisbon (POR)

Snježana Matanovic - University of Rijeka (CRO)

WG2.2:

Recommendations for financial regulations in FP9: *Staska Mrak Jamnik*, (University of Ljubljana), *Vanda Baloh* (Slovenian Academy of Sciences and Arts), *Eva Vas and Borbala Varga*, (Central European University) *Dirk de Craemer* (Ghent University), *Katarzyna Markiewicz-Sliwa* (Silesian University of Technology)

ESIF European Structural and Investment Funds - Policy recommendations and One single set of rules: *Valeria di Caro* (Politecnico di Torino), *Jaco De Graaf* (Leids Universitair Medisch Centrum), *Dace Kārkle* (Latvian Institute of Organic Synthesis), *Alexandra Attard* (University of Malta)

WG3.2: The concept of State aid in the EU-funded programmes – legal issues.

State aid is a legal matter subject to different secondary regulations and guidelines not always straightforward or clear enough to avoid a risk of misjudgement. Therefore, it is often considered as one of the most tricky issues in proposal preparation and/or project management. The WG3 members will discuss the main difficulties the beneficiaries may encounter dealing with this legal matter and the possible options of risk mitigation based on their experience.

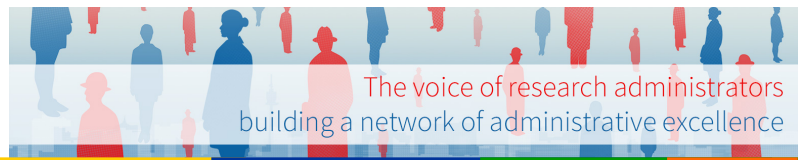
This one hour session is aimed to present the state aid concept in the context of EU-funded programmes, list the most tricky issues subject to potential misinterpretation including the State self-assessment required at the project proposal stage.

Task Co-Leaders: **Sarah Dello** (Ghent University, BE), **Mihaela Duca- Anghelici** (Agency for Innovation and Technology Transfer of Moldova, MD).

The last 30 minutes will be devoted to the summary of the WG3 activities and their outcomes generated over four years of Besprac including cataloguing all presentations, practical guides/check-lists (WG3 activities table of contents), cross-referencing of discussed concepts and definitions (using, e.g., hyperlinks or footnotes) included in all materials scattered over different meetings' outputs for their better navigation and faster access to the needed knowledge.

Task Co-Leaders: **Diana Pustuła** (University of Warsaw, PL), **Niina Mikkonen** (Aalto University, FI), **Loreta Staskuniene** (Klaipeda University, LT).

15:30 Coffee break



- 16:00 **Presentation of ad-hoc working group on possible continuation of BESTPRAC**
- 16:30 **Summing-up session of all working groups & Closing of working group meeting**