

BESTPRAC WG1/WG2/WG3-Meeting & Management Committee Meeting

Programme

September 14-15, 2015

Central European University, Budapest, Hungary

Monday, September 14, 2015

09:00 **Welcome addresses & brief introduction of BESTPRAC** (*in plenum*)

Jan Andersen (Chair of BESTPRAC)

Zsuzsanna Gabor (Director Academic Cooperation & Research Support Office, CEU)

Margaret Bolter (Vice-President for Administration, CEU)

Introduction to WG1 / WG2 / WG3 (*in plenum*)

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

Report on Training School “Engaging Stakeholders throughout the Project Lifecycle – Personal Communication Skills for European Research Administrators”

(Rebekka Steinmann, Local Organizer & Trainer / Morana Jarec, Antun Plenkovic, Trainees)

09:30 **Presentation & discussion on audit principles of the European Commission** (Cristina Fonseca, auditor in the Common Audit Service for Research expenditure; European Commission, DG Research & Innovation) (*in plenum*)

11:00 Coffee break

11:30 **Interactive Session of WG1/WG2/WG3 on audit experiences** (*in plenum*)

The interactive session will focus on the topic of audit experiences which is of joint interest of all three WGs. The session will start with a 15 min. presentation (5 min. for each WG) on the administrative/ financial/legal point of views. The presenters are asked to report on how they are involved in the audit process, what tasks they have to do and prepare, etc. The presentations will be followed by a 45 min. group discussion. The joint output shall be a list of tasks/questions which one has to follow when preparing for an audit.

WG1 Speaker: **Anja Mertinkat** (Austrian Institute of Economic Research)

WG2 Speaker: **Vanessa Ravagni** (University of Trento, IT)

WG3 Speaker: **Diana Pustuła** (University of Warsaw, PL)

12:30 Lunch break

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

WG1.1: Human Resources – Employment and career development opportunities for research administrators

Volunteers are asked to give a short presentation on these topics: how is employment arranged at your institution (permanent or temporarily, paid from internal or external sources), what are the career development opportunities at your institution, which hurdles and barriers do you experience?

This will be followed by a plenary discussion on our needs and expectations for career development, and how these can be addressed. The outcome will be included in the best practices report that will be generated in the coming years of BESTPRAC (see also session WG1.2).

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| 14.00 - 14.10 h | Elina Humala (University of Jyväskylä) Sharing experiences from Finland |
| 14.10 - 14.20 h | Despoina Xenikaki (London School of Hygiene and Tropical Medicine) Sharing experiences from United Kingdom |
| 14.20 - 14.30 h | Andri Charalambous (The Cyprus Institute of Neurology and Genetics) Sharing experiences from Cyprus |
| 14.30 - 14.40 h | Marijana Kroteva (Goce Delcev University) Sharing experiences from FYR of Macedonia |
| 14.40 - 14.50 h | Nathalie Queffelec (Université de Bretagne Occidentale) Sharing experiences from France |
| 14.50 - 15.00 h | Mary Caspillo-Brewer (University College London) How to develop a career in research administration? |
| 15.00 - 15.30 h | Open discussion: situation in other represented countries and needs & expectations for career development Moderated by Ellen Schenk (Erasmus MC) |

WG2.1: European Project: Experiences from Proposal Preparation to Financial Management

During the session WG2 members will discuss best practices and experiences in FPVII, H2020 and Structural Funds proposal preparation and project management, with a specific focus on financial issues. Volunteers are asked to give a presentation on their experience in:

- **H2020 project proposal phase** (difficulties, solutions, tools, internal procedures)
 - Katarzyna Markiewicz-Śliwa and Anna Ober (Silesian University of Technology)
 - Staska Mrak Jamnik (University of Ljubljana)
 - Vibeke Helen Moe and Stine Johansen (Oslo and Akershus University College)
- **H2020 project management** (difficulties, solutions, tools, internal procedures)
 - René Maassen Van Den Brink (VUmc Amsterdam)
 - Maria Sanchez Merenciano Juarez and Marta Bravo Najera (University of Murcia)
 - Mirela Crljen (Institute of Social Sciences "Ivo Pilar")
- **Structural funds- project management** (difficulties, solutions, tools, internal procedures)
 - Susan Green (Waterford Institute of Technology)
- **WG2 Surveys: Short presentations on updated results**
 - „Personnel Costs“: Sonja Alles (Leibniz University Hannover), Geraldine Leonard (Université d'Orléans),
 - Personnel Costs and Bonus Payment“: Jaco de Graaf (Leids Universitair Medisch Centrum)
 - “Use of Overheads“: Maddalena Tognola (University of Bern)

WG3.1: Intellectual Property issues in H2020 (including third parties) based on the Rules of Participation, Model Grant Agreements and model Consortium Agreement (DESCA) – Part 1

The following main topics concerning IP issues in H2020 will be analysed during Part 1 session of the WG3:

- a) Legal definitions concerning IP being brought to the project or generated during its life-time (including major differences between the definitions used under FP7 and H2020), **Niina Mikkonen (Aalto University, FI)**
- b) Access Rights of the beneficiaries, third parties and the European Commission to the project background/results during and after the end of the project, **Dagmar Kieber (Vienna University of Technology, AT)**

Each volunteer will give 30 minutes presentation followed by 15 minutes discussion.

15:30 Coffee break

16:00 **WG1/WG2/WG3-meeting** (*in parallel*)

WG1.2: Defining best practices for research support professionals

At the meetings in Zagreb and Ljubljana, WG1 has started to define the profiles and skills for research support personnel. Due to the heterogeneity of the different job positions, consensus on these topics is hard to achieve. WG1 members Ellen Schenk and Nic Claesen are therefore currently designing a framework to continue these discussions in a more structured manner, with the ultimate goal to write a best practices report for the different levels of research support. In the coming period, all WG1 members and attendants of previous meetings will be contacted for input. This will form the basis for the discussions in Budapest, which will be further outlined once the framework is in place and input has been collected. During the WG1 meeting in Budapest, active participation is expected from the attendants in order to get to the next level of this effort. In addition, volunteers will be asked to chair a subgroup and to contribute in the coming two years to the realisation of the WG1 best practices report.

Moderated by Nik Claesen (Free University Brussels) and Ellen Schenk (Erasmus MC)

WG2.2: "Managing VII FP and H2020 Projects - Financial Guidelines based on BESTPRAC WG2 members' experience"

WG 2 Participants will work in sub-groups to finalize the text of the "Managing VII FP and H2020 Projects - Financial Guidelines based on BESTPRAC WG2 members' experience". Each groups, led by the authors of the Guideline's article, will discuss the article's draft text and reach a consensus on a final version. Sub-groups and authors:

- **Eligible and ineligible costs Direct vs indirect costs , Infrastructure Costs:** Per Inge Andresen (Norwegian University of Science and Technology), Dirk De Craemer (Ghent University), Maddalena Tognola (University of Bern)
- **Personnel Costs Personnel Costs, Bonus, Time Sheets:** Geraldine Leonard (Université d'Orléans), Sonja Alles (Leibniz University Hannover) , Jaco de Graaf (Leids Universitair Medisch Centrum), Katarzyna Markiewicz-Śliwa (Silesian University of Technology)
- **Budgeting, follow up and reporting:** Claire Faichnie (University of Manchester), Maria Sanchez Merenciano Juarez and Marta Bravo Najera (University of Murcia)
- **Grant Agreement, Third Parties, Financial audit of FPVII and H2020 projects ed ERC grants:** Vanessa Ravagni (University of Trento) and Staska Mrak Jamnik (University of Ljubljana)
- **Consortium Agreement:** Alexandra Attard (University of Malta)

WG3.2: Intellectual Property issues in H2020 (including third parties) based on the Rules of Participation, Model Grant Agreements and model Consortium Agreement (DESCA) – Part 2

Two following main topics concerning IP issues in H2020 will be analysed during Part 2 session of the WG3:

- a) Publications and open access – the H2020 novelty in the context of the obligation to disseminate project results vs. obligation to protect the project results, **Sarah Dello (Ghent University, BE)**,
- b) Transfer of the IPR resulted from the project (including limitations), **Loreta Staškūnienė (Klaipeda University, LT)**,
- c) Background excluded [optionally background included] – practical examples from the CA collected from the WG3 members, **Miriam Ryan (Maynooth University, IE) – TBC**
- d) Other IPR issues in H2020 of general interest for a group discussion proposed by the WG3 members

The volunteers will give up to 20 minutes presentations each followed by 10 minutes discussion.

19:00 Dinner

Tuesday, September 15, 2015

09:00 **WG1/WG2/WG3-meeting** (*in parallel*)

WG1.3: Defining best practices for research support professionals - continued -

This session continues on the WG1.2 session.

Moderated by Nik Claesen (Free University Brussels) and Ellen Schenk (Erasmus MC)

WG2.3: "Managing VII FP and H2020 Projects - Financial Guidelines based on BESTPRAC WG2 members' experience"—Consensus meeting

This session continues on the WG2.2 session finalizing in plenum with WG2 members following chapters of the guidelines:

- **Eligible and ineligible costs Direct vs indirect costs, Infrastructure Costs**
- **Personnel Costs Personnel Costs, Bonus, Time Sheets**
- **Budgeting, follow up and reporting**

WG3.3: HR Excellence in Research logo as a spark for institutional enhancements in the researchers' recruitment process and part of the H2020 participation strategy – Part 1

- a) The legal scope and the legal status of the European Charter for Researchers and the Code of Conduct for the recruitment of researchers – brief summary, **Ludivine Bonadei (Université Toulouse III - Paul Sabatier, FR)**
- b) Analysis of the formal requirements set out by the European Commission to obtain the HR Excellence in Research logo, **Carmen Gascó Fortea (Universidad Politécnica de Madrid, ES)**

The volunteers will give 30 minutes presentations each followed by 15 minutes discussion.

10:30 Coffee break

11:00 **WG1/WG2/WG3-meeting** (*in parallel*)

11:00 **WG1.4: Horizon 2020 experiences from Application Preparation to Project Execution**

WG1 members have expressed great interest to repeat the session on H2020 experiences, with a specific focus on project execution and management. Volunteers are asked to give a 5 min presentation on their experience in:

- H2020 project execution and management (7 presentations max)
- H2020 grant agreement preparation (3 presentations max)
- H2020 application preparation (3 presentations max)

11.00 - 11.25 h Experiences in H2020 Project Execution

- 11.00 - 11.05 h Ilona Stoffels (University of Gent)
- 11.05 - 11.10 h Nathalie Queffelec (Université de Bretagne Occidentale)
- 11.10 - 11.15 h Anne Katrin Werenskiold (MPI Biochemistry)
- 11.15 - 11.25 h Discussion with speakers

11.25 - 11.40 h Experiences in H2020 Grant Agreement Preparation

- 11.25 - 11.30 h Elina Humala (University of Jyväskylä)
- 11.30 - 11.40 h Discussion with speaker

11.40 - 12.15 h Experiences in H2020 Application Preparation

- 11.40 - 11.45 h Robert Link (University of Graz)
- 11.45 - 11.50 h Tjaša Nabergoj (University of Ljubljana)
- 11.50 - 11.55 h Aurélie Uchard (Université François-Rabelais)
- 11.55 - 12.00 h Andjela Pepic (University of Banja Luka)
- 12.00 - 12.05 h Claudia Oliveira (University of Lisbon)
- 12.05 - 12.15 h Discussion with speakers

12:15 **Topics for next WG1 meeting**

Open discussion on the topics for the next WG1 meeting.

- Outcome Early Stage Administrators survey for future WG1 topics
- Proposal for joint WG1-WG2-WG3 session on Open Access
- Proposal for joint WG1-WG3 session on Human Resources European charter and code

11:00 **WG2.3: “Managing VII FP and H2020 Projects - Financial Guidelines based on BESTPRAC WG2 members’ experience” – Consensus meeting**

This session continues on the WG2.2 session finalizing in plenum with WG2 members following chapters of the guidelines:

- **Grant Agreement, Third Parties, Financial audit of FPVII and H2020 projects and ERC grants**
- **Consortium Agreement**

12:00 **Next steps for WG2 network**

Open discussion on the results of the first two years and future developments. Conclusion and next steps for the WG2 Finance in year 3 and 4 of BESTPRAC: topics and commitment .

11:00 **WG3.4: HR Excellence in Research logo as a spark for institutional enhancements in the researchers’ recruitment process and part of the H2020 participation strategy – Part 2 – case studies**

WG3 members from the institutions which have already obtained the HR Excellence in Research logo and/or those being in the process of application for it are welcome to share their experiences in that respect.

Best practices of the internal process and procedures of the applying institutions should be taken into consideration and presented to the group subject to the later discussion.

**Ludivine Bonadei (Université Toulouse III - Paul Sabatier, FR),
Diana Pustuła (University of Warsaw, PL)
Tihana Damić (Croatian Veterinary Institute, HR)**

The volunteers will give 15 minutes presentations each followed by 10 minutes discussion.

12:15 **WG3 meeting conclusions & topics for next WG3 meeting**

The list of topics proposed after the Ljubljana meeting will be presented subject to open discussion allowing topics prioritizing and/or modifications/updates.

12:30 **Summing-up session of all working groups (in plenum)**

13:00 Lunch

14:00 **3rd Management Committee Meeting** (restricted to MC members)