

BESTPRAC WG1/WG2/WG3 Meeting

Programme

March 5-6, 2014

University of Ljubljana, Ljubljana, Slovenia

Please note that registration and all sessions will take place at the University of Ljubljana which is in 4 mins. walking distance from Hotel Slon.

Thursday, March 5, 2015

09:00 **Welcome address** by the Vice-Rector for Research and Development of the University of Ljubljana, Prof. Martin Čopič

09:05 **Welcome address & brief introduction of BESTPRAC** (Jan Andersen, Chair)

Introduction to WG1 / WG2 / WG3

(Ellen Schenk, WG1-Leader / Per Inge Andresen, substitute of WG2-Leader / Diana Pustula, WG3-Leader)

(in plenum – room Zbornična dvorana)

09:30 **Interactive Session (IS) of WG1/WG2/WG3** *(in plenum – room Zbornična dvorana)*

The interactive session will focus on topics 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 of the topic to be discussed. It will be followed by a 45 min. discussion group discussion.

IS.1: Non-disclosure agreements and essentials of the Grant Agreement and Consortium Agreement

WG1: Alma Erenstein (Hanzehogeschool Groningen, NL) - *Non-disclosure agreements*

WG2: Per Inge Andresen (Norwegian University of Science and Technology, NO) - *Essentials of the Grant Agreement and Consortium Agreement*

WG3: Niina Mikkonen (Aalto University, FI) - *Non-disclosure agreements, essentials of the Grant Agreement and Consortium Agreement*

10:30 Coffee break

11:00 **IS.2: Personnel costs, time recording and bonus payments**

WG1: Nathalie Queffelec (Université de Bretagne Occidentale, FR) / Sandra Mereu (Université Paris 1 Panthéon-Sorbonne, FR) - *Personnel costs, time recording and bonus in France*

WG2: Jaco de Graaf (Leids Universitair Medisch Centrum, NL) / Caroline Luneaut (iMinds, BE) - *Survey on personnel costs in H2020*

WG3: Diana Pustula (University of Warsaw, PL), *Personnel costs – the legal framework, definitions & eligibility, burden of proof and the consequences of non-compliance*

12:00 Lunch at Hotel Slon

14:00 **IS.3: Third parties (including Intellectual Property Rights)**

WG1: Aurélie Uchard (Université François-Rabelais, FR) - *Third parties making resources available to the beneficiary & electronic signature for third parties*

WG2: Per Inge Andresen (Norwegian University of Science and Technology, NO) - *Third parties making personnel available to the beneficiary*

WG3: Olof Vigdis Ragnardsdottir (University of Iceland, IS)/ Donata Franzi (Università di Modena e Reggio Emilia, IT)/ Loreta Staskuniene (Klaipeda University, LT)

15:00 Coffee break

15:30 **WG1/WG2/WG3-meeting** (*in parallel*)

WG1.1: Interactive WG1 session on Horizon 2020 experiences in application writing, grant agreement preparation and project execution (*room Zbornična dvorana*)

As the sharing of best practices and experiences has been well appreciated by the WG1 attendants, this format will be continued. Since a substantial number of applications has been submitted and the first Horizon 2020 contracts are now running, there will already be substantial Horizon 2020 experience available in our WG that is of interest to share with the whole group.

15:30 **Application Writing**

Stijn Delauré (KU Leuven, BE)
Joanna Kartasiewicz (Kozminski University, PL)
Nik Claesen (Free University Brussels, BE)
Ellen Schenk (Erasmus MC, NL)

16:00 **Grant Agreement Preparation**

Anne Katrin Werenskiold (MPI Biochemistry, DE)
Eveliina Klemola (Aalto University, FI)
Nathalie Queffelec (Université de Bretagne Occidentale, FR)
Véronique Victor (Ghent University, BE)

16:30 **Project Execution**

Aivar Auväart (Tallin University of Technology, EE)
Sonja Kokkonen (Tampere University of Technology, FI)
Morana Jarec (Institute for Anthropological Research, HR)
Eva Kremshuber (University of Applied Sciences Upper Austria, AU)
Saskia Vanden Broeck (Ghent University, BE)

17:00 **Open discussion**

17:15 **Topics for the next WG1 meeting**

19:00 Dinner at Hotel Slon

WG2.1: Interactive WG2 session on Horizon 2020 experiences on major difficulties in managing Horizon 2020 projects (room Hribarjeva dvorana)

Throughout the sharing of best practice and experiences, during the 3rd WG2 meeting we will continue the analysis of the major difficulties in managing H2020 projects with focus on the eligibility criteria for direct costs in relation to the "most common errors" and the use of overheads in different institutions and countries.

- 15:30 **Introduction**
Per Inge Andresen (Norwegian University of Science and Technology, NO)
- 15:40 **Direct/Indirect Costs**
Dirk De Craemer (Ghent University, BE)
- 16:10 **Personnel Costs**
Geraldine Leonard (Université d'Orléans, FR)
- 16:40 **Use of Overheads: results of internal questionnaire**
Cristina Velasco (University of Madrid Carlos, ES)
Maddalena Tognola, (University of Bern, CH)
- 17:10 **Open Discussion**
- 19:00 Dinner at Hotel Slon

WG3.1: Presentation of the final results of the tasks from the previous WG3 meetings and the legal scope of declarations signed by the legal representatives (room Soba rektorjev)

15:30 WG3.1A: presentation of the final results of the tasks from the previous meetings

There will be presented new deliverables generated on the basis of the previous WG3 meetings such as check-lists, templates, guides, recommendations and useful tips etc. concerning NDAs, CA, legal issues in the proposals, and updated statistics on the profile of the legal supporting services officers dealing with the EU research programmes, by the Bratislava Tasks (Co)Leaders (Carmen Gasco (Universidad Politécnica de Madrid, ES), Niina Mikkonen (Aalto University, FI), Chelo Moran (Carlos III University of Madrid, ES) and Diana Pustula (University of Warsaw, PL – results prepared in cooperation with Sarah Dello (Ghent University, BE) upon feedback from the WG3 members.

16:00 WG3.1B: legal scope of declarations to be signed by the legal representatives

We will analyse the legal scope of declarations to be signed by the legal representatives in order to look for potential liabilities and discuss what measures the coordinator should take to comply with all formal requirements at the proposal and GA preparation stage:

a. at the proposal preparation stage (proposal preparation forms) in particular coordinator's liability – declarations made on behalf of the whole consortium

Carmen Gasco (Universidad Politécnica de Madrid, ES)

b. at the GA preparation stage – declaration of honour and selected GA provisions

Carla Mazuheli-Chibidziura (The Institute of Science and Technology Austria, AT)

- followed by discussion, sharing experience and best practices in the WG

19:00 Dinner at Hotel Slon

Friday, March 6, 2015

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

WG1.2: Workshop "Everyday Communication at the Workplace - Challenges, Obstacles, and Efficiency" (*room Zbornična dvorana*)

Marijana Kroteva (University Goce Delcev- Stip, FYR Macedonia)

09:00 **The communication process**

09:10 **Interpersonal communication**

09:25 **Common barriers to effective communication**

09:35 **Role-playing on communication barriers experienced by WG1 attendants**

Role-play cases presented by:

- Andri Charalambous and Despoina Xenikaki
- Veronika Csapo and Eveliina Klemola
- Elina Humala and Agnieszka Brzękowska
- Eva Kremshuber and Jan Andersen

10:15 **Group activity on communication issues**

- case 1: communication barriers-inconsistency
- case 2: communication barriers- problem management
- case 3: communication barriers- internal coordination

10.45 **Report on group activity**

10:55 **Closing discussion**

11:00 Coffee break

WG2.2: Interactive WG2 session on Direct vs Indirect Costs in Horizon 2020: Financial Guidelines based on BESTPRAC members' experience (room Hribarjeva dvorana)

The single rate for the calculation of indirect costs has having an impact on the maintenance of large research infrastructure. Throughout discussion of best practices we will analyse the feasibility of a procedure for "optimization of indirect cost". Furthermore we will analyse and share the experience of WG2 members during financial audit procedures in order to share experience and best practices in the financial management of projects.

- 09:00 **Large Infrastructures- case study**
Per Inge Andresen (Norwegian University of Science and Technology, NO)
- 09:30 **Audit of VII Framework Projects by European Commission**
Jonne Ritari (University of Turku, FI)
Staska Mrak Jamnik (University of Ljubljana, SI)
- 10:00 **Managing European Project: Financial Guidelines based on BESTPRAC members' experience: open discussion and next steps**
Per Inge Andresen (Norwegian University of Science and Technology, NO)
- 11:00 Coffee break

WG3.2: electronic signature (room Soba rektorjev)

We will discuss the institutional implementation and status/validity of the "electronic signature" of the LSIGN/FSIGN in different countries

09:00 **Implementation of the electronic signature in our institutions** including:

conditions of the electronic signature in H2020, documents concerned by electronic signature in H2020 projects, implementation by different institutions (case studies during the meeting: France, Spain, Austria; Inputs of other WG3 members will be requested (questionnaire will be distributed)

10:00 **Status/Validity of the electronic signature in H2020**

To this end we will have a closer look at the EU legislation (European Directive n°99-93 of 13 December 1999), Validity of the electronic signature in H2020 (between the EC and the beneficiaries; between the beneficiaries and third parties)

Ludivine Bonadei (Université Toulouse III - Paul Sabatier, FR) / Carla Mazuheli-Chibidziura (The Institute Of Science And Technology Austria, AT) / Chelo Moran (Carlos III University of Madrid, ES)

Summing up and collecting topics of interest to the WG3 for the next meeting.

11:00 Coffee break

11:30 **Presentation & discussion on ethics checks of European research proposal** (presentation by Isidoros KARATZAS, Head of Sector Ethics and Research Integrity, European Commission) (*in plenum – room Zbornična dvorana*)

13:30 **Summing-up session of all working groups** (*in plenum – room Zbornična dvorana*)

14:00 End of meeting & lunch at Hotel Slon