

## BESTPRAC WG1/WG2/WG3 Meeting

### Preliminary Programme

September 22-23, 2016

University of Vilnius, Lithuania

### Wednesday, September 21, 2016

18:00-19:15 **Pre-Registration** (Hotel Amberton, L. Stuokos-Guceviciaus str. 1)

### Thursday, September 22, 2016

08:00 **Departure of bus to meeting venue at University of Vilnius** (outside of city).

Pick-Up point: central building of Vilnius University, Universiteto str. 3.

*In case you miss the bus, trolleybus No 2 goes from the city centre to the venue. Bus stop in the city centre is "Vinco Kudirkos aikštė", the venue "Vilniaus universitetas" and vice-versa. Timetable: <http://stops.lt/vilnius/#trol/2/b-a/0210/en>*

08:30 **Registration**

09:00 **Welcome address & brief introduction of BESTPRAC** (Jan Andersen, Chair)

**Welcome address** (Its dr. Aistė Vilkanauskytė, Head of the International Programmes Unit - COST, H2020, Marie Skłodowska programmes)

**Introduction to WG1 / WG2 / WG3**

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

## **Report on Training School “How to manage key financial tasks for FP7 and H2020 European research and innovation projects: Finance for Beginners”** (Vanessa Ravagni, Local Organizer & Trainer)

09:20 **Administrative, financial and legal issues resulting from the provisions of Model Grant Agreement / Consortium Agreement**

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

***Instructions have been sent to you by Martina Pöll on 23 August 2016. Please check these carefully in order to prepare for this session.***

A total of 20 questions from the attendants have been collected. During the session, the questions will be discussed for 45 min in 10 mixed groups of WG1, WG2, and WG3 members. This is followed by a 45 min plenary discussion on the questions, during which every group will present its answers to 2 specific questions. After the meeting, all answers will be combined into a Q&A document.

During the meeting, please proceed as follows in the discussion group:

- The group decides on two group note takers and a group presenter
- The group discusses all 20 questions
- The group formulates an answer to the two specific questions assigned to the group
- The group note takers write the two answers down as detailed as possible
- The group presenter presents the two answers during the plenary discussion
- The group note takers adapt the two answers if needed based on plenary feedback

10:50 Coffee break

11:10 **Managing FP7 and H2020 Projects Guide to Best Practice – Financial Issues based on BESTPRAC members’ experience**

Presentation & discussion of the BESTPRAC Financial Guideline prepared by WG2 members in previous meeting (Vanessa Ravagni)

12:00 **WG3 "Alone at the grant office" – Survival Kits – Parts 1-3**

Presentation & discussion on the BESTPRAC WG3 "mini-guides" for project officers without legal background providing support (single-handedly) to the researchers with regard to preparing H2020 applications and/or managing the H2020 grants:

- 1) "Checklist and Recommendations for Non-Disclosure Agreements for Horizon 2020 Actions" – Survival Kit – PART 1  
Niina Mikkonen, Aalto University, FI
- 2) "Legal issues in the proposals for Horizon 2020 Actions" - Survival Kit – PART 2  
Diana Pustuła, University of Warsaw, PL substituting the author -  
Carmen Gasco, Universidad Politécnica de Madrid, ES
- 3) "Practical Comments for DESCA Model Consortium Agreement for HORIZON 2020 Research and Innovation Actions" - Survival Kit – PART 3  
Diana Pustuła, University of Warsaw, PL on behalf of the co-author  
Sarah Dello, Ghent University, BE

12:30 Lunch Break

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

**WG1.1: Reporting in Horizon 2020**

*WG1 members, especially those working in the post-award phase of projects, are often involved in both the reporting of the scientific progress as well as of the finances of projects. Experiences in technical and financial reporting in Horizon 2020 are now developing. In this session, volunteers will share their Horizon 2020 reporting experiences, specifically focussing on the do's and don'ts and on their reporting questions. These questions will be addressed by the audience during the session. If financial or legal questions cannot be answered by the WG1 attendants, these will be forwarded to WG2 and WG3, respectively, after the meeting. For all other questions, other sources of information will be consulted after the meeting. The questions and answers will be summarised in a WG1 Horizon 2020 Reporting Q&A document.*

**14.00 – 15.00 h Presentations on reporting do's & don'ts**

1. Eveliina Klemola (Aalto University, FIN)
2. Veronika Csapo (Central European University, HUN)
3. Véronique Victor (Ghent University, BEL)
4. Eva Kremshuber (University of Applied Sciences Upper Austria, AUT)

## 5. Stijn Delauré (KU Leuven, BEL)

### **14.50-15.00 h Discussion on Horizon 2020 reporting questions**

#### **Writers of WG1 Horizon 2020 Reporting Q&A document**

- Despoina Xenikaki (London School of Hygiene and Tropical Medicine, UK)
- Agnieszka Wojciechowska De Cokere (Warsaw University of Life Sciences, POL)
- Juan Abolafia (Fundacio Clinic per a la Recerca Biomédica, SPA)

### **WG2.1: European Structural and Investment Funds in 2014-2020: guidance on using and managing**

*European Structural and Investment Funds are the main financial instrument for the implementation of the EU's cohesion policy and play an important role in promoting projects and initiatives that support job creation. In September 2015 at the meeting in Budapest, WG2 members shared the opportunity to better understand the complex web of responsibilities and programmes that influence the content and management of calls for project proposals co-financed by the Funds. **(up to 20 minutes presentation)***

- General Framework Valeria Di Caro (Politecnico di Torino)
- Best practices related to the "enabling synergies with other financing programmes" Jaco De Graaf (Leids Universitair Medisch Centrum), Dace Kärkle (Latvian Institute of Organic Synthesis), Ewelina Wronka (University of Lodz)
- ESF – European Structural Fund and problems with Contracting Authorities, Mihaela Lesičak (Institute for Social Research in Zagreb) , and Mirela Crljen (Institute of Social Sciences Ivo Pilar)
- ESIF: The Experience of the Science Funding office at a Portuguese Research, Madalena Martins (Universidade Nova de Lisboa)

### **WG3.1: Analysis of selected legal issues in other than H2020 EU research programmes run by different Directorates General (e.g. DG Justice, DG Culture etc.) of the European Commission with particular attention to grants with participation of beneficiaries from third countries – Part 1**

*The WG3 members will analyse some selected legal issues of the model Grant Agreements for research grants awarded under specific calls published by different DGs of the European Commission. The similarities and differences of the legal provisions between those standard model GAs and the H2020 model GA for RIA, in particular with regard to the general rules of participation in the project; liability provisions and Intellectual Property Rights will also be studied and the results shared. Presentation(s) given by the Task Co-Leaders will be followed by a 30 minutes discussion in the group.*

#### **WG3.1. Task Co-leaders: Miriam Ryan (Maynooth University, IE), Elger Vercayie (Vrije Universiteit Brussel, BE)**

15:30 Coffee break

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

## **WG1.2: Defining Research Support Staff framework**

As a next step in the further development of the RSS framework towards an annotated, quality-controlled and standard tool that links to best practices, qualifications and competences, and to WG2 and WG3, Work Packages (WPs) have now been defined to deal with specific parts of the framework:

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

In Vilnius, sessions WG1.2 and WG1.3 will have discussions by the individual WPs (WP2-5) on specific themes determined by the WP leaders listed above.

## **WG2.2: MSCA: WG2 subgroup discussions on best practices in financial management of MSCA**

*Conclusions of each subgroup (IF, ITN, Rise) will be presented by the subgroup chairs in a WG2 plenary session.*

- Subgroup on ITN: *The group will discuss the main characteristics of these actions from a financial management viewpoint*, Leader Ulfar Gislason (University of Iceland)
- Subgroup of ETN, *The group will discuss the of the main differences in the management of H2020 MSCA ETN in comparison with the 7PM ITN management.* Leaders Cristina VELASCO and Chelo MORÁN (Universidad Carlos III de Madrid)
- Subgroup on Individual Fellowship (IF), Leader Per Inge Andresen (Norwegian University of Science and Technology)

- Subgroup on RISE, Leaders Geraldine Leonard (Université d'Orléans) and Stephanie Rossard, (Université de Technologie de Compiègne)

**17:30 MSCA: WG2 Plenary discussions on best practices in financial management of MSCA**

**WG3.2: Analysis of selected legal issues in other than H2020 EU research programmes run by different Directorates General (e.g. DG JUST, DG HOME, DG EAC etc.) of the European Commission with particular attention to grants with participation of beneficiaries from third countries – Part 2 – Case studies**

*An analysis of selected legal issues in the model Grant Agreements for research grants awarded under specific calls published by different DGs of the European Commission as well as the examination of the similarities and differences of the legal provisions between those standard model GAs and the H2020 model GA for RIA, in particular with regard to the general rules of participation in the project and Intellectual Property Rights will be continued.*

*The results of the model GAs analysis will further be discussed, experience in preparing the*

*GAs in question will be shared and the best practices on the legal aspects of managing the grants will be exchanged by the WG3 members along with the recommendations/tips for other users outlined, where relevant.*

*Presentation given by the Task Leader will be followed by a discussion in the group.*

**WG3.2 Task Leader: Diana Pustuła (University of Warsaw, PL)**

**WG3 “raising awareness mission”** concerning the principles of the European Charter & Code and the promotion of the HR Excellence in Research Logo. Presentation of the updated results of the on-line survey run among the TN Bestprac participants before the Vilnius meeting. The outcomes have been elaborated and will be shared by **Tihana Damić (Croatian Veterinary Institute, HR)**.

17:45 **Departure of bus back to city centre**

19:00 **Dinner** (Central building of Vilnius University, Universiteto str. 3.)



## Friday, September 23, 2016

08:30 **Departure of bus to meeting venue at University of Vilnius**  
(outside of city).  
Pick-Up point: central building of Vilnius University, Universiteto str. 3.

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

### **WG1.3: Defining Research Support Staff framework - continued**

This session will continue the WG1.2 session.

### **WG2.3: ERC Portability and Host Institution experiences in managing ERC Grants**

Contributions to this topic will be provided by (**max 20 min presentation**):

- Dirk De Craemer (Ghent University)
- Renè Maasen Van den Brink (VUmc Amsterdam)
- Jonne Ritari (University of Turku)
- Marta Bravo Nájera (Universidad de Murcia)

### **WG3.3: Analysis of the EC procurement-based research/innovation contracts – Part 1**

*Many research institutions look for EU research funds beyond H2020 applying for them under public tenders for research and innovation. The legal framework for procurement in relation to research and/or innovation including confidentiality and (framework) agreements will be studied. In the context of contracting for research and/or innovation in particular intellectual property rights and liability provisions will be analysed and discusses with the WG3 members.*

*Presentation will be followed by working in five smaller groups analyzing and comparing the selected legal issues included in the EC procurement-based contract for services vs. those in the GA for H2020 (RIA). The small groups will be looking for similarities and differences, trying to identify risky clauses and finally report to the whole WG3 on the outcomes and conclusions.*

**WG3.3 Task Co-Leaders: Miriam Ryan (Maynooth University, IE) and Diana Pustuła (University of Warsaw, PL),**

10:30 Coffee break

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

### **WG1.4: Recycling strategies for rejected proposals**

*Due to the high level of competition in European funding programmes, excellent research proposals are often not being funded. Best practices how to deal and proceed with such rejected proposals will be presented and discussed.*

#### **11.00 - 12.20 h Presentations on experiences in proposal recycling strategies**

1. Claudia Oliveira (University of Lisbon, POR)
2. Elina Humala (University of Jyväskylä, FIN)
3. Antun Plenkovic (Institute of Social Sciences Ivo Pilar, CRO)
4. Mary Caspillo-Brewer (University College London, UK)
5. Delphine Nicolas (University of Oslo, NO)
6. Rebekka Steinmann (Julius-Maximilians-Universität Würzburg, GER)

#### **Writers of report WG1 best practices for recycling strategies**

- Andri Charalambous (Cyprus Institute of Neurology & Genetics, CYP)
- Véronique Victor (Ghent University, BEL)
- Nathalie Queffelec (Université de Bretagne Occidentale, FRA)

#### **12.20 - 12.30 h Topics for next WG1 meetings**

### **WG2.4: How to avoid financial errors in managing H2020 projects**

*During the meeting in Budapest members decided to continue the exchange of best practices in managing H2020 projects (for example with the analysis of personnel costs' reporting and third parties involvement). The discussion will take into account the EC running communication campaigns on simplification and reduction of financial errors ( up to 20 minutes presentation)*

Personnel costs: best practices related to additional remuneration (each 5 minutes), Staska Mrak Jamnik (University of Ljubljana), Eva Vas (Central European University), Meltem İsanlar and Zeynep Neyza Akcabay (KOC University), Alexandra Attard (University of Malta)

Updated version of the Annotated MGA H2020 (max 15 minutes) Wolfram Rieneck, (Medical University Innsbruck)

Ensure successful implementation (max 15 minutes), Meike Dlaboha (Weißenstephan-Triesdorf)

Exclusion of VAT in H2020 (max 15 minutes), Primož Petek (Slovenian Forestry Institute)

#### **12:00: Summing up session, next steps**



## **WG3.4: Analysis of the EC procurement-based research/innovation contracts – Part 2 - Case studies**

*The legal framework for procurement in relation to research/innovation including confidentiality and (framework) agreements will further be discussed as well as issues concerning Intellectual Property Rights and liability provisions supported by presentation of case studies based on experience of the WG3 members in participation in the public tenders for research/innovation. The aim of this session is to share experience and exchange best practices concerning the legal aspects of preparing the procurement-based agreements/contracts and managing the research/innovation grants. Recommendations/tips for the members of WG3 will be outlined, where relevant. Presentation given by the Task Leader will be followed by a discussion in the group.*

### **WG3.3 Task Leader: Niina Mikkonen, Aalto University, FI**

12:30 Break

12:45 **Presentation of outcome on BESTPRAC survey “stress/health/worklife balance of research administrators”** (Jan Andersen, Denmark)

13:15 **Summing-up session of all working groups**

13:30 **Lunch** & end of meeting

14:30 **Departure of bus back to city centre**