



# ITN 2020 Coordinator's Info Day

## RECRUITMENT

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is not legally binding



# Content

1. Eligibility of researchers
2. Recruitment & working conditions
3. Charter and Code for Researchers
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# 1. Eligibility of researchers

# Attracting global researchers

*“The researchers may be a national of a Member State, of an Associated Country or of any other third country”*

- **Mobility rule**

- The researcher must not have resided or carried out his/her main activity (work, studies, etc.) in the country of his/her host organisation for more than **12 months in the 3 years** immediately prior to his/her recruitment.
- Short stays, such as holidays, are not taken into account.
- **Exceptions International Organisations:** Eligible researcher must not have spent more than 12 months in the 3 years immediately prior to the date of selection in the same appointing international organisation.

# Refugees and ITN mobility rule

The annotated Grant Agreement V5.2 of 26.06.2019 states:

*“Short stays (such as holidays), compulsory national services (such as mandatory military service) and procedures for obtaining refugee status under the Geneva Convention are NOT counted“ (page 458)*

[http://ec.europa.eu/research/participants/data/ref/h2020/grants\\_manual/amga/h2020-amga\\_en.pdf](http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/amga/h2020-amga_en.pdf)

[1] 1951 Refugee Convention and the 1967 Protocol.

# EU Sanctions compliance in the MSCA

**Nationals of or residents in some countries**, and for **particular scientific fields**, against which EU restrictive measures are in place, may be subject to EU sanctions

- Most sanctions are enacted through EU Regulations, which are directly applicable, i.e. **each beneficiary needs to ensure compliance with them.**
- The REA is entitled to **request clarification** for MSC researchers who are nationals of countries subjected to EU sanctions and doing research in **particular fields (scientific) or raising specific ethics issues (dual use/misuse).**
- A list of these countries can be found here:

<https://sanctionsmap.eu/#/main>

- In case of doubt, contact your PO for further instructions.

# Eligible researchers



## Early Stage Researchers (ESR)

- ESR shall at the date of recruitment by the host organisation, be in the first four years\* (full-time equivalent research experience) of their research careers and have not been awarded a doctoral degree.
- Duration of recruitment: min 3 to max 36 months (typical recruitment: 36 months).
- Any nationality

*\* is measured from the date when a researcher obtained the degree which would formally entitle him or her to embark on a doctorate, either in the country in which the degree was obtained or in the country in which the researcher is recruited, irrespective of whether or not a doctorate is or was ever envisaged*





# Doctoral Training



- In case the ESRs are enrolled in a doctoral programme leading to the award of a doctoral degree in a country where the duration of PhD study is formally 4 years

the participant is strongly encouraged to find **additional funding from other sources** in order to fund the 4<sup>th</sup> year of doctoral studies.



# Date of recruitment

*'Date of recruitment' means the first day of the employment of the researcher for the purposes of the action.*

*(i.e. the starting date indicated in the employment contract/equivalent direct contract).*

*The Agency may however exceptionally accept a different date, if it is linked to the recruitment and justified (e.g. by differences in the employment procedure in the country of recruitment).*

## 2. Recruitment & working conditions

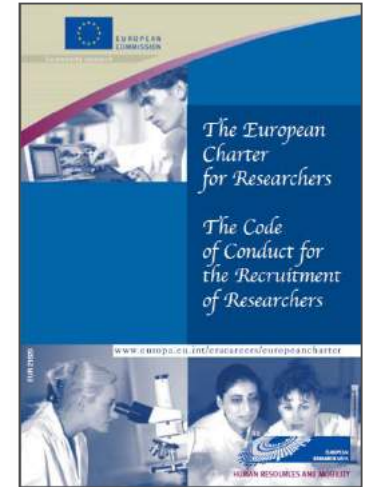
# Recruitment process (1)

- Advertise and publish vacancies **internationally**
  - Beneficiaries must publish vacancies as widely as possible
  - Obligatory publication in the EURAXESS Jobs Portal
- Follow **an open, transparent, impartial, equitable and merit-based** recruitment procedure.
- Ensure that **no conflict of interest** exists in or arises from the recruitment (family, economic interest, emotional life, ...).



# Recruitment process (2)

- The recruitments have to be in accordance with the **European Charter and Code of Conduct** for the Recruitment of Researchers.
- The same principles should be followed **for all recruitments** during the lifetime of the project.
- Use public sites to advertise the vacancies and give maximum exposure (EURAXESS, organisation sites etc).



# Recruitment process (3)

**Best practice:** Networks have reported good results with central recruitment (all beneficiaries participate)

- The consortium should agree on drafting and advertising the vacancies.
- Use a common recruitment platform for receiving applications.
- For the best candidates, organise an onsite recruitment event.

# Recruitment process (4)

- **What records do we need to keep in case of an audit?**

All documents to prove an **open, fair, transparent and equitable recruitment process**

- **Indicative Audit Programme**

[http://ec.europa.eu/research/participants/data/ref/h2020/other/gm/audit/h2020-iap\\_en.pdf](http://ec.europa.eu/research/participants/data/ref/h2020/other/gm/audit/h2020-iap_en.pdf)  
(ITN as from page 112)

- **List of supporting documents for Audit**

[https://ec.europa.eu/research/participants/data/ref/h2020/other/gm/audit/h2020-loa-annex1a\\_en.docx](https://ec.europa.eu/research/participants/data/ref/h2020/other/gm/audit/h2020-loa-annex1a_en.docx)



# Recruitment and working conditions (Art. 32)

***The beneficiaries must recruit each eligible researcher***

***under an employment contract / equivalent direct contract with equivalent benefits and social security coverage.***

- Contract with the researcher must reflect the requirements mentioned in the GA and be confirmed via the Researcher Declaration.
- Researchers shall be duly informed of their rights and obligations as MSC researchers, and shall receive copy of the GA (in particular Description of Action).

# Recruitment and working conditions (Art. 32)

General principle:

- The recruiting beneficiaries host the researchers **at their premises** and provide training as well as the necessary means for implementing the action (except for EID and EJD where the flexible recruitment rule applies).

# Reminder

## **ONLY BENEFICIARIES CAN RECRUIT THE RESEARCHERS**

If entities with legal or capital link are involved in the project, they can host and train researchers (even during secondments) but they **CANNOT** recruit.

# Recruitment and working conditions (Article 32)

- General principle:
  - Ensure that a **personal career development plan** is established and support its implementation: the document should be agreed and signed by the supervisor and the researcher (template available upon request). Regular updates needed.
  - Ensure that the researcher works on **an individual research project**.
  - Non-compliance may lead to a reduction of the Grant.

# Recruitment and working conditions (Article 32)

- Overview of the rights and obligations of fellows supported by the Marie Skłodowska-Curie actions, including:
  - what is understood by good working and support conditions, and how fellows can address problems.
  - importance attached by the EU to gender equality, research integrity, open access to research outputs, and outreach activities with the public.
  - how non-research activities can be part of a fellowship in order to develop the career of the fellow (e.g. teaching).
- All recruited MSC researchers should receive this document as **soon as they sign their contract**: [https://ec.europa.eu/research/mariecurieactions/sites/mariecurie2/files/msca-itn-fellows-note\\_en\\_v2.pdf](https://ec.europa.eu/research/mariecurieactions/sites/mariecurie2/files/msca-itn-fellows-note_en_v2.pdf)

# Secondments

- In **ETN**, recruited researchers can be seconded to other beneficiaries and/or to partner organisations for a duration of up to 30% of their recruitment duration.
- For **EID** and **EJD** – specific rules apply (refer to specific presentations).

In all cases, recruited researchers can only be seconded to beneficiaries or partner organisations or entities with capital/legal link **included in the list of participants**.



# Secondments vs short visits

**Secondments** should be differentiated from **short visits**, i.e. of a few days

not only because of "**time spent**" **criterion**, but it also depends on which purpose the fellows go to the other host institution.

- **Secondment:** a period spent by a fellow at a beneficiary's or a partner organisation's premises other than those of the beneficiary which has recruited him/her under the action
  - must **involve physical mobility** of the fellow.
  - **supervision and training/research activities**
  
- **Short Visit:** fellow is rather an "**observer**"

# Complementary Skills Training

**Such as teaching activity** in addition to the research training

Teaching is possible, but **must NOT jeopardise** the research training activities (and must be set out in Annex 1 of the GA).

# 3. The European Charter of Researchers

# Charter & Code

11 March 2005:

- EC adopted a ‘**European Charter for Researchers and a Code of Conduct for the Recruitment of Researchers**’ ("Charter & Code")
- **It contains 40 principles** on the :
  - roles,
  - requirements and
  - entitlements of researchers, funders and employers
- for **more attractive research careers** in an open European labour market.



**full text**  
(in all 20 languages)

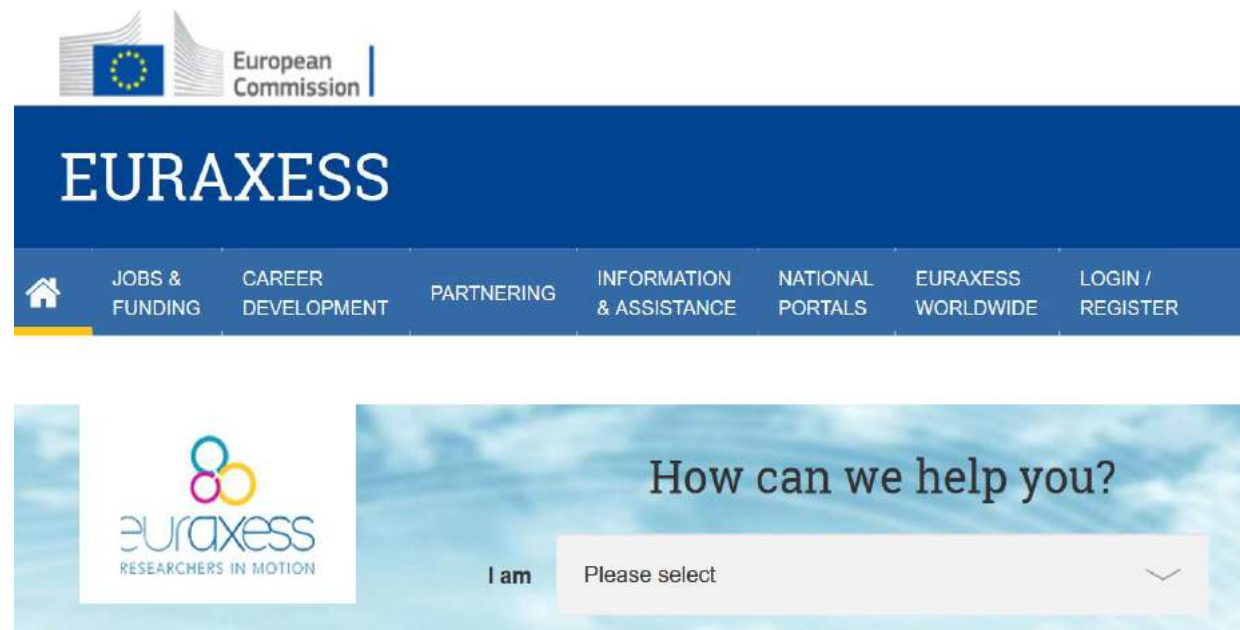


**leaflet**

# Charter & Code

- **Reference framework** for rights and obligations of researchers, their employers and funders:
- The **EUROPEAN CHARTER FOR RESEARCHERS** covers (amongst others):
  - Recognition of the profession
  - Career development
  - Value of mobility
- The **CODE OF CONDUCT FOR THE RECRUITMENT OF RESEARCHERS** covers (amongst others):
  - Recruitment principles
  - Selection criteria

# EURAXESS



- **EURAXESS website** under the section 'Jobs & Funding'

- <https://euraxess.ec.europa.eu/jobs/charter>



# 4. Don'ts

# DON'TS

## Some examples:

- Researchers recruited by one beneficiary but **in reality hosted at another institution**. Must be physically hosted at the premises of the recruiting beneficiary\*.
- Participants **with no premises, nor turnover**, "hosting" fellows. It is the coordinator's responsibility to report any issues with the operational capacity of all network participants.
- Recruited researchers seconded to organisations **outside the consortium**.

\*exception for EID and EJD

# DON'TS

## Some examples:

- Direct recruitment of fellows **without** fair and transparent **recruitment process**.
- **Playing with the recruitment date** for the eligibility of researchers.
- Researchers recruited to work in the project, but in reality "normal" employees at the university / company **working on non-project-related tasks**.
- Recruited fellows must work full-time on the project.

# Thank you



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