# BESTPRAC WG1/WG2/WG3 Meeting

## Report

September 14-15, 2015

Central European University, Budapest, Hungary

The fourth meeting of the three working groups of COST Targeted Network TN 1302 (BESTPRAC) was held on September 14-15, 2015 in Budapest, Hungary.

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.

The call for participation in the joint meeting was overwhelming. In total, 128 applications were received. Finally, 76 research administrators from 29 countries attended the meeting. Among the participants 43 % came from so-called inclusiveness countries, 38 % were MC members, 73 % Working Group members, and 54 % so-called Early Stage Administrators. It shall also be mentioned that 82 % of the participants were female.

The core group of BESTPRAC managed to invite Cristina Fonseca, European Commission, DG Research & Innovation, Common Audit Service to give a presentation on "Audit principles of the European Commission". The presentation and following discussion was regarded as very fruitful. Following the presentation, an interactive session on audit experience was scheduled, starting 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 was followed by a 45 min. discussion group discussion. This interactive session turned out to be very successful and it is aimed to continue it at the next BESTPRAC meetings.

Finally, parallel meetings of the three Working Groups of BESTPRAC: WG1-Admin, WG2-Finance, and WG3-Legal took place.

# Summary of WG1-meeting

During the BESTPRAC meeting in Budapest, WG1 focused the following topics:

- Audit experiences (together with WG2 and WG3)
- Employment and career development opportunities for research administrators
- Follow-up on Horizon 2020 experiences in application writing, grant agreement preparation and project execution
- Research Support Staff (RSS) framework
- Topics for next WG1 meeting

## Audit experiences

After the plenary lecture by Cristina Fonseca (European Commission), WG1 attendants discussed practical aspects of level 1 and 2 audits with WG2 and WG3 attendants. This interactive session was again well appreciated and there is a strong preference to continue this format at the future meetings of BESTPRAC.

## Employment and career development opportunities for research administrators

Six WG1 attendants presented on the employment conditions and career development opportunities at their institutes. Overall, from a HR point of view the status of research administrators is rather poor at most institutes. There are no proper job profiles or descriptions and a career development track is often lacking. Fortunately, exceptions were found in Switzerland, Denmark and the United Kingdom. At the next WG1 meeting, WG1 members from these countries will present the HR status for research administrators. The outcomes of the Budapest WG1 meeting and the next WG1 meeting will be used to prepare a white paper on the current situation that will be offered to the relevant policy makers.

## Follow-up on Horizon 2020 experiences in application writing, grant agreement preparation and project execution

During the Horizon 2020 session, a total of 8 attendants shared their current experiences in application writing, grant agreement preparation and project management. Practical tips presented were, amongst others:

- Timesheet templates have changed from FP7 to Horizon 2020 to meet the new requirements to report efforts at the level of WP. Many institutes now use electronic systems for time recording.
- For subcontracting, three offers need to be documented.
- For ERC financial reporting in Horizon 2020, a cost breakdown table and administrative justification is now required.
- The DESCA Horizon 2020 Consortium Agreement model appears to be difficult to apply for a Marie Curie ITN.

At the next meeting, some experience will be available with respect to technical and financial reporting in Horizon 2020. WG1 prefers a joint session with WG2 to discuss this topic.

## Research Support Staff (RSS) framework

In the first two years of BESTPRAC, initial explorations on job profiles as well as key skills and competences have been completed. A major challenge to come to a common definition of research administrators is the heterogeneity within and between institutes and countries. In Budapest, a structured framework was

introduced by Nik Claesen (WG1 member, Free University Brussels, Belgium) and Ellen Schenk (WG1 leader) with the ultimate aim to generate a best practices guide for three different research support staff (RSS) levels:

- Type 1: Research Administrator
- Type 2: European Liaison Officer / EU Research Manager
- Type 3: Project Manager / Project Developer

In preparation of the meeting, a survey on the main tasks in 4 main research administration phases of the project life cycle (before proposal – proposal - grant preparation – project management) was distributed among over 100 persons who had been involved in any of the previous WG1 meetings and/or are listed as a WG1 member. The outcome of this survey was used in Budapest to define the core tasks for each RSS type. For this purpose, individual discussions by the groups took place and each group (two groups for type 2) was chaired by a team of 3 persons. The next steps are presented in the roadmap below:

| Meeting Budapest | • Presentation of framework creation and methodology<br>• Instructions on discussion group breakout session<br>• Outcome format: description and detailed tasks per type |
| --- | --- |
| Online | • Create a list of detailed tasks based on the description and any tasks from Budapest meeting<br>• Designating the tasks: core, additional or fully fledged<br>• Overlap in core, additional and fully fledged: chairs and other closely involved people<br>• Ensuring uniform terminology |
| Meeting 5 | • Presentation of framework to other WG's<br>• Discussion on overlap and terminology issues<br>• Adding missing elements |
| Online | • Finding chairs in other WG's and prepare for cross WG discussion<br>• Finalising WG 1 only version based on meeting discussion |
| Meeting 6 | • Cross WG sessions |
| Online | • Researcher input<br>• Compilation of results and finalising the framework<br>• Linking BESTPRAC activities to the framework |
| Meeting 7 | • Presenting the framework<br>• Present mapping of the link between all BESTPRAC activities and the framework<br>• Discuss what needs to be added to fill in the blanks |

**Topics for next WG1 meeting**

The following topics have been identified for the next WG1 meeting(s):

1. Continuation of Research Support Staff framework (see roadmap above)
2. Follow-up on employment and career development opportunities for research administrators
3. Interactive session with WG2+3 on Open Access and Open Data in Horizon 2020
4. Joint session with WG2+3 on outcome WG3 discussions on Horizon 2020 legal issues and HR
5. Joint session with WG2 on technical and financial reporting in Horizon 2020
6. Project management strategies in coordination projects
7. Recycling strategies for rejected proposals

# Summary of WG2-meeting

During the BESTPRAC meeting in Budapest, WG2 members focused the following topics:

- Audit experiences (together with WG1 and WG3)
- Best practices and experiences in FPVII, H2020 and Structural Funds proposal preparation and project management, with a specific focus on financial issues and updated results of past WG2 questionnaires
- "Managing VII FP and H2020 Projects – Financial Guidelines based on BESTPRAC WG2 members' experience"
- Topics for next WG2 meeting

### Audit experiences

After the plenary lecture by Cristina Fonseca (European Commission), WG2 attendants discussed practical aspects of level 1 and 2 audits with WG1 and WG3 attendants. This interactive session was appreciated and there is a strong preference to continue this format at the future meetings of BESTPRAC.

### Best practices and experiences in FPVII, H2020 and Structural Funds proposal preparation and project management, with a specific focus on financial issues

During the session, 10 WG2 members shared their current experiences in H2020 project proposal phase, in H2020 project management and in management of structural funds application presenting following best practices and tools:

• H2020 project proposal phase:

- Katarzyna Markiewicz-Śliwa and Anna Ober presented the IT System supporting Project Management at Silesian University of Technology: About 500 project proposals submitted each year to various funding sources (national, European and international programmes) and About 370 projects running each year.
- Staska Mrak Jamnik (University of Ljubljana) presented, with a case study, how H2020 prefinancing calculation works and how it affects financial liquidity of a project
- Vibeke Helen Moe and Stine Johansen discussed the project of the Oslo and Akershus University College towards a more strategic and structured approach to EU funding in the application phase to better fit the EU team's services to the needs of the researchers to improve our success rate in H2020 and other programmes
- René Maassen Van Den Brink (VUmc Amsterdam), analyzed, with the differences between internal costs and eligible cost: costs exceeding the budgetted costs, actual personnel costs vs eligible personnel cost
- Maria Sanchez Merenciano Juarez and Marta Bravo Najera explained University of Murcia's internal procedures for financial project management and how H2020 reporting works on participant portal (pointing out similarities, differences FP7/H2020, tools, procedures)
- Mirela Crljen, explained the setting up of internal procedures for participating in H2020 projects by Institute of Social Sciences "Ivo Pilar"

• Structural funds- project management:

- Susan Green discussed with the WG2 members the structure and of the European Structural and Investment Funds (ESI) 2014-2020, her experience as project administrator at Waterford Institute of Technology , some suggestions/best practice recommendations
• WG2 Surveys:
- Short presentations on updated results of past questionnaires on "Personnel Costs", "Bonus Payment" and Use of overheads were discussed by Sonja Alles (Leibniz University Hannover), Geraldine Leonard (Université d'Orléans) Jaco de Graaf (Leids Universitair Medisch Centrum) and Maddalena Tognola (University of Bern)

**"Managing VII FP and H2020 Projects – Financial Guidelines based on BESTPRAC WG2 members' experience"**
The 25 WG 2 Participants worked in 4 sub-groups finalizing the text of the "Managing VII FP and H2020 Projects - Financial Guidelines based on BESTPRAC WG2 members' experience". Each group, leaded by the authors of the Guideline's article, discussed the draft text and reached a consensus on a draft of the Guidelines together with the H2020 Checklists for "avoiding errors". WG2 members decided in plenum to have the final version of the document until the end of November 2015.

**Topics for next WG2 meetings**
Following topics an responsible WG2 members have been identified for the next WG2 meeting(s):
**Meeting in Sofia**
- IPR Issues in H2020  from financial point of view
- MSCA ( individual fellowship, ITN and RISE): how to manage the budget from HI and PI point of view, how to write the CA
- Structural funds: best practices in management at national level
- Personnel costs: Time sheet compilation in FP 7 and H2020 and structural funds projects (different productive times, task description..) and time sheet examples
- Third parties in H2020  projects
**Meeting in Vilnius**
- Financial Guidelines: Chapters on Budget reallocation, Budget follow up and financial management in H2020

# Summary of WG3-meeting

The BESTPRAC WG3 meeting in Budapest was preceded by the preparatory meeting of the WG3 Leader and the Task Leaders (Ludivine Bonadei, Tihana Damic, Niina Mikkonen, Diana Pustuła, Miriam Ryan) who were able to reach the meeting place - the Starlight Suiten Hotel on Sunday, September 13 by 5 pm. The prep-meeting started with an overview of the WG3 programme. Main focus of particular presentations was summarized, opinions exchanged and potential extra questions for moderation of discussion in the group were debated. The potential topics collected after the Ljubljana meeting were listed (open for additions during the Budapest meeting).

During the WG3 sessions the Task Leaders' presentations focused on two thematic blocks:

1. Detailed analysis of IP issues in H2020 (including third parties) based on the RfP, MGAs and model CA (DESCA),

2. HR Excellence in Research logo as the spark for institutional enhancements in the researchers' recruitment process and part of the H2020 participation strategy – analysis of the legal aspects of the European Charter & Code, HR Excellence in Research logo – application procedure and case studies (France, Poland).

# DAY 1 - September 14th

On the first day of the BESTPRAC Budapest meeting the WG3 members contributed to the **joint Interactive Session** with the presentation on the **legal aspects of an audit,** carried out by the European Commission (Commission)/the Funding Agencies (FAs) or the external bodies selected by them to act on their behalf, given by **Diana Pustuła (University of Warsaw, PL).** An overview of other control measures available to the EC/FA or to the European Court of Auditors (ECA) under H2020 like checks and reviews was briefly made. The main focus of the presentation was on the general obligation to properly implement the Actions (projects), legal basis, parties, scope, period and formal procedure of audit, as well as on the consequences of findings in case of non-compliance. Since the most challenging objective for the beneficiaries (third parties) is the assurance of compliance with the provisions of the GA and all legal obligations under applicable EU, international and national law, providing adequate legal, financial and administrative support for each project is the key element of successful implementation of the Actions (projects).

**Thematic block 1 - Intellectual Property issues in H2020 (including third parties) based on the Rules for Participation, Model Grant Agreements and model Consortium Agreement (DESCA)**
**WG3.1: IP issues in H2020 - Part 1**
Part 1 of the WG3 meeting on IP issues in H2020 started with the analysis of the legal definitions concerning IP being brought to the Action (project) or generated during its life-time.
**Niina Mikkonen (Aalto University, FI)** presented legal sources of the following definitions "Background", "Results", "Exploitation" and "Needed" to be found in the different H2020 documents such as RfP, MGAs and CA (DESCA), and the meaning of the definitions and the major differences between the definitions used H2020 and under FP7.

**Dagmar Kieber (Vienna University of Technology, AT)** continued discussing IP issues in H2020 focusing on "Access Rights" of the beneficiaries, third parties and the European Commission/Funding Agencies to the Action (project) "Background"/"Results" during and after the end of the Action (project) based on the definitions included in the RfP, MGAs and CA (DESCA). Potential legal consequences of the change of the definitions such as "Fair and reasonable conditions" and the "Affiliated entity" (in comparison to FP7) in the context of "Access Rights" and the detailed conditions of "Access Rights" to both "Background" and "Results" for different H2020 participants were presented and discussed in detail with the group.

Each Task Leader gave a 30 minutes presentation followed by 15 minutes discussion in the group moderated by the Task and the Group Leader.

**WG3.2 – IP issues in H2020 - Part 2**
The following two main topics concerning IP issues in H2020 were presented and discussed in detail during Part 2 session of the WG3:
Publications and open access – the H2020 novelty in the context of an obligation to disseminate project results vs. an obligation to protect the project results. This another very important (and requiring raising awareness among researchers) topic was led by **Sarah Dello (Ghent University, BE).**
Sarah shared with the group the concept of "open access" and reminded that there is no legal definition of it. This fact may contribute to the creation of some misconceptions about publication and protection of project results in the context of open access we should explain to the project teams properly. Detailed modalities and legal requirements of open access in H2020, the traditional and the new approaches towards "patenting vs. publishing" were presented and potential alternatives discussed.

Sarah's presentation was followed by the one concerning transfer of the IPR resulted from the Action (project), including limitations, by **Loreta Staškūnienė (Klaipeda University, LT)**.
Loreta focused on the exploitation of project "Results" through their transfer and licensing presenting and discussing legal basis concerning ownership, protection, exploitation of the „Results" and IP management in H2020 to be found in the RfP, MGAs and CA (DESCA). An obligation to exploit the project results on the one hand and an obligation to protect them on the other, like in case of open access, may lead to a misconclusion of obvious contradictions in terms impossible to satisfy by the H2020 participants by any means. The role of the legal supporting services at the universities/research institutes etc. is to explain the researchers how to understand both obligations in question under H2020 and how to comply with them.

**Miriam Ryan (Maynooth University, IE)** presented another important topic concerning IP in H2020 the institutional legal supporting services have to deal with on a daily basis during negotiations of the Consortium Agreements in H2020, i.e. "Background" excluded/included based on its legal definition and practical examples from the CA collected from the WG3 members. Miriam shared with the group her conclusions concerning "Background" included/excluded listed by the beneficiaries in the CA (DESCA) in H2020 pointing out that despite the fact that in Attachment 1 to the CA there is no 'excluded' list, project participants continue to use 'excluded' list

when felt necessary; default position of many is "no background included". Miriam highlighted extreme importance of deciding and agreeing background and written agreement before signature of GA.

All Task Leaders gave 20 minutes presentations each followed by 10 minutes discussion in the group moderated by the Task and the Group Leader.

**Follow-up:** Since IP issues (including but not limited to dissemination/exploitation of project results, open access and data management) are of high importance to all the H2020 participants and, therefore, of high interest both to the researchers and all the institutional supporting services (also financial and administrative ones) a joint Interactive Session of WG1/WG2 and WG3 on IP issues in H2020 will be organized at the next BESTPRAC meeting in Sofia to which WG3 members will actively contribute.

- An interesting and very informative extra guest presentation on RESAVER (a single European pension arrangement) was given by Ms. Gabriella Kemeny, the CEU HR Director and the member of the Board of Directors. Detail information on RESEAVER can be found on the following website: http://ec.europa.eu/euraxess/index.cfm/rights/resaver

## DAY 2 – September 15th

**Thematic block 2 - HR Excellence in Research logo as the spark for institutional enhancements in the researchers' recruitment process and part of the H2020 participation strategy – analysis of the legal aspects of the European Charter & Code, HR Excellence in Research logo – application procedure and case studies (France, Poland)**

**WG3.3: HR Excellence in Research logo – Part 1**

Thematic block 2 started with explaining to the group the legal scope and the legal status of the European Charter for Researchers and the Code of Conduct (C&C) for the recruitment of researchers by **Ludivine Bonadei (Université Toulouse III - Paul Sabatier, FR).**

Ludivine gave a brief overview of the principles of the C&C and reminded that the Carter and Code include General Principles and Requirements applicable both to Researchers, and to Employers and Funders and, therefore, appropriate actions from all stake-holders and for the benefit of all of them. A special procedure designed by the European Commission has been established to assist research institutions in the implementation of the C&C. Successful institutions are awarded with the HR Excellence in Research logo. So far over 230 entities obtained the EC's "HR Excellence in Research" logo and over 1200 institutions from 40 countries in Europe and abroad have expressed their explicit support for the C&C. Even if the principles of the C&C represent only best practice guidelines on which universities may seek to align their policies, and do not constitute a legal commitment, and these principles are to be implemented on a voluntary basis, with full respect for diversity in the methods of implementation, the C&C and the HRS4R is strongly encouraged and referenced in various documents including Work Programmes (e.g. ERC, MSCA), MGA (e.g. Art. 32 AMGA, Article 15.1.2 MSCA-COFUND – working conditions) => at least best effort obligation exists. What is more, H2020 grant beneficiary may be requested during to provide evidence that Art. 32 has been duly applied following a check, audit, extension of audit findings, review or OLAF investigation.

Having regard to the above mentioned facts more and more institutions are getting interested in obtaining the HR Excellence in Research logo and, therefore, a good

knowledge of the formal requirements set out by the European Commission is required from the supporting services. To this end Carmen Gascó Fortea (Universidad Politécnica de Madrid, ES) made detailed analysis of the procedure in question and presented it to the group taking into consideration all required implementation steps including internal analysis by the research institution, publication of planned actions through a Human Resources Strategy for Researchers, acknowledgement of the Human Resources Strategy for Researchers by the European Commission, implementation and self-assessment of the Human Resources Strategy for Researchers" by the institution, and external evaluation and renewal of acknowledgement.

Both Task Leaders gave 30 minutes presentations each followed by 15 minutes discussion in the group moderated by the Task and the Group Leader.

**WG3.4: HR Excellence in Research logo – Part 2 – case studies**
The WG3 members - **Ludivine Bonadei (Université Toulouse III - Paul Sabatier, FR)** and **Diana Pustuła (University of Warsaw, PL)** from the institutions being in the process of application for the HR Excellence in Research logo shared their experiences (pointing out to dos and don'ts) in that respect. Best practices of the internal process and procedures of the applying institutions were presented to the group subject to the later discussion.

The presentation closing this block of topics devoted to the European Carter and Code was the one given by **Tihana Damić (Croatian Veterinary Institute, HR)** revealing the results of her quick on-line survey on HR Excellence in Research logo distributed among the BESTPRAC WGs members before the Budapest meeting. The results are based on 26 responses and are available in Tihana's presentation accessible on-line (BESPRAC website) in the WG3 materials.
**Follow-up:** The survey will be sent out to all the BESTPRAC WG members again before the Sofia meeting in order to update of the results and to make them as accurate and representative as possible by collecting responses for more participants.

All Task Leaders gave 15 minutes presentations each followed by 10 minutes discussion in the group moderated by the Task and the Group Leader.

**During the BESTPRAC Budapest meeting the WG3 members used again the unique opportunity to discuss legal aspects of various H2020 topics, share their professional experience and best practices with their peers from different European countries and institutions participating in Horizon 2020.**

**The list of potential topics for the next WG3 meetings based on the suggestions collected during the Ljubljana meeting supplemented by the new ones collected during the Budapest meeting and after the meeting by e-mail (before on-line survey):**

- MSCA new model CA,
- Analysis of the selected legal issues in (other than H2020 EU programmes) run by different DGs in the European Commission and the EC procurement-based research contracts,
- Exploitation and Business plans in the EU research grants from the legal point of view,
- Best practice to risk management (legal/financial/administrative aspects – as an idea for an Interactive Session for WG1/WG2/WG3),
- Ethics checks (legal elements) – pre- and post-award phases - case studies,

- JTI / IMI projects: room for negotiation? 'Risks' of participating for academic partners: strong preassure of the industrial partners to retain all IP (often royalty-free),
- Interreg projects: How to deal with issues concerning EU state aid? Potential risks for universities/research institutes,
- The Erasmus+ programme involving research elements including GAs for projects with multiple beneficiaries (Key Action 2: Strategic Partnerships).

In order to prioritize among the topics suggested by the WG3 members (listed above) an on-line questionnaire was prepared and distributed by the WG3 Leader in order to find out which topics are the most interesting/the most important for the Group and consequently which of them are going to become part of the WG3 agenda of the next meeting in the first place.



18 responses in total were collected by the WG3 Leader, of which 16 by Monday, September 29th and two more on September 30th. The WG3 Leader prepared a summary of the survey results to be shared with the WG3 members by e-mail in order to inspire and encourage them to take the lead of the winning topics at the next meeting in Sofia.

The winning topics (with the highest number of replies marked as no 1 priority (very interesting)) are:
**MSCA new model CA and ethics checks (legal elements) – pre- and post-award phases - case studies.**
*Three (extra) topic suggestions* for the WG3 meetings were received by the WG3 Leader on Friday as follows: Study and analysis of MCARD model (in order to compare it with DESCA model and conclude which options are more suitable for any case); International Dispute Resolution and Applicable law; Intellectual Property Rights and Contract Law (study and analysis of main differences between common law and continental law with special attention to moral rights and liability (punitive damages)). All topics will be presented to the WG3 during the meeting in Sofia and voted over before the meeting in Vilnius.

The voice of research administrators
building a network of administrative excellence

# 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)**<br>Sharing experiences from Finland |
| 14.10 - 14.20 h | **Despoina Xenikaki (London School of Hygiene and Tropical Medicine)**<br>Sharing experiences from United Kingdom |
| 14.20 - 14.30 h | **Andri Charalambous (The Cyprus Institute of Neurology and Genetics)**<br>Sharing experiences from Cyprus |
| 14.30 - 14.40 h | **Marijana Kroteva (Goce Delcev University)**<br>Sharing experiences from fYR of Macedonia |
| 14.40 - 14.50 h | **Nathalie Queffelec (Université de Bretagne Occidentale)**<br>Sharing experiences from France |
| 14.50 - 15.00 h | **Mary Caspillo-Brewer (University College London)**<br>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**<br>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, leaded 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)**

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 ed 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)