



# **H2020-ITN-2019 Coordinators Info Day 22 November 2019**

## **RECRUITMENT**

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Disclaimer: the information provided in this presentation is not  
legally binding.

- 1. Eligibility of researchers**
- 2. Recruitment & working conditions**
- 3. Charter and Code for Researchers**
- 4. Don'ts!**

# 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.



# 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://eeas.europa.eu/sites/eeas/files/restrictive\\_measures-2017-08-04.pdf](https://eeas.europa.eu/sites/eeas/files/restrictive_measures-2017-08-04.pdf)  
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*

# Eligible researchers

## 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).*



## **2. Recruitment and working conditions**

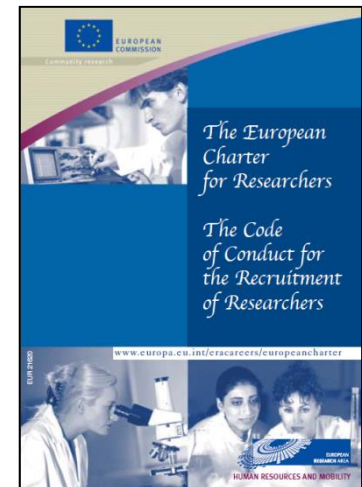
# Recruitment Process (1)

- 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 109)

## **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 (*Article 32*)

***The beneficiaries must recruit each eligible researcher under an employment contract***

- 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 the GA (in particular Description of Action).



# Recruitment and working conditions (*Article 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 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 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.



# MSC Researcher Information Package

- 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 the "**time spent**" criterion, but also depends on for what **purpose** the fellows go to the 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** as part of the research training,

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 and Code for 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 website** under the section 'Jobs & Funding'

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

# 4. Don'ts!



# Don'ts!

**Researchers recruited by one beneficiary but in reality hosted at another institution.**

*Must be physically hosted at the premises of the recruiting beneficiary\*.*

**Recruited researchers seconded to organisations outside the consortium.**

**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.*

\*exception for EID and EJD



# Don'ts!

**Direct recruitment of fellows **without** fair and transparent recruitment process.**

**Playing with the recruitment date for the eligibility of researchers.**

**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.*



**Thank you for your attention!**

<http://ec.europa.eu/mariecurieactions>