



UiO : **ARENA Senter for europaforskning**
Det samfunnsvitenskapelige fakultet

Prosjektadministrasjon i H2020: MSCA-ITN

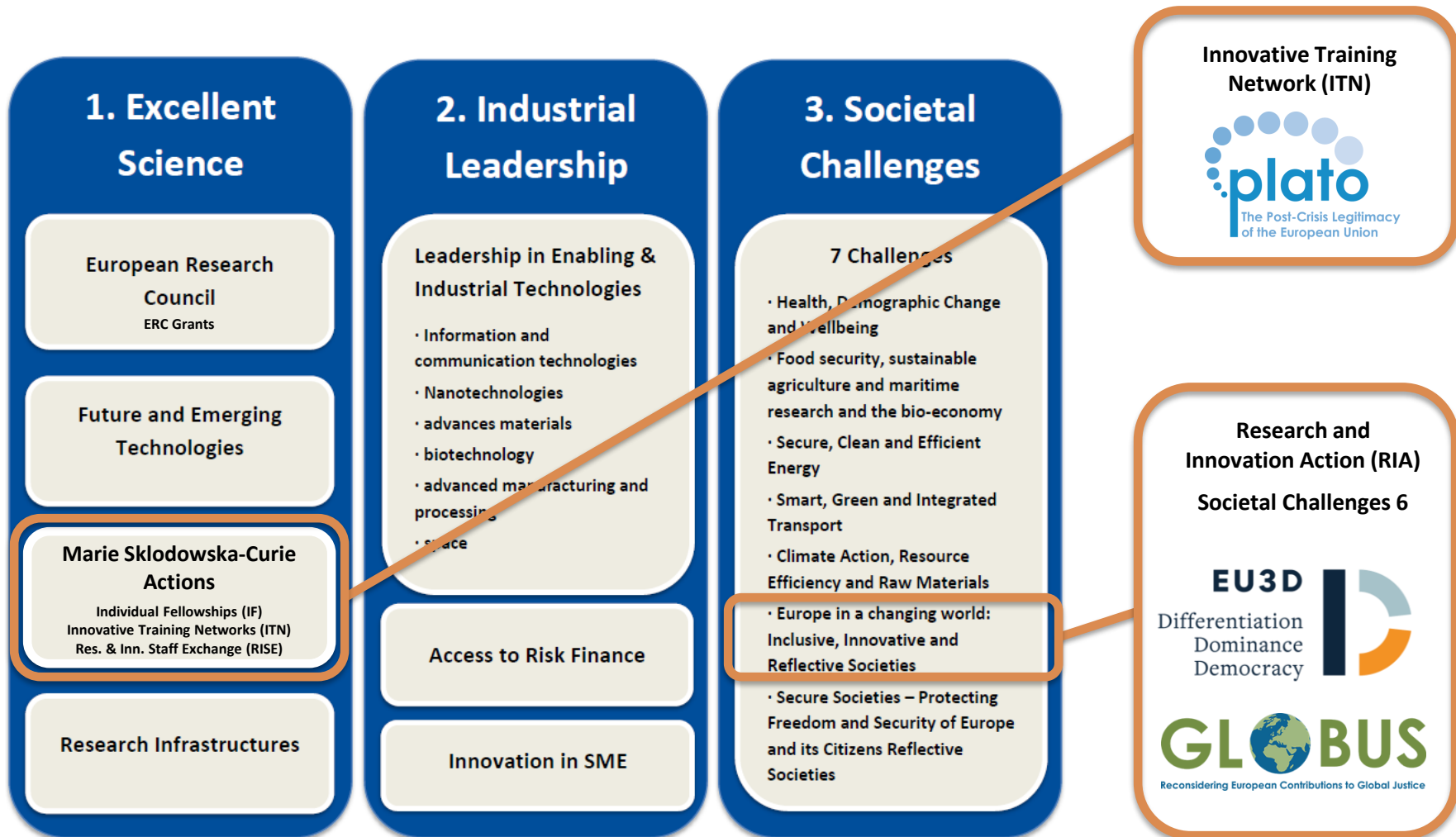
Marit Eldholm

Prosjektleder



NARMA vårkonferanse, 5. mars 2019

ARENA koordinator - Horisont 202





Etter PLATO's evalueringsmøte med Europakommisjonen
Brussel, 10. desember 2018

PLATOs partnere

Academic partners

- Austria
- Belgium
- Czech Republic
- France
- Germany
- Netherlands
- Norway
- Poland
- UK

UiO : **ARENA Centre for European Studies**
University of Oslo



**BERLIN
GRADUATE SCHOOL
FOR TRANSNATIONAL
STUDIES**

SciencesPo



**UNIVERSITY
OF TWENTE.**



'Non-academic' partners

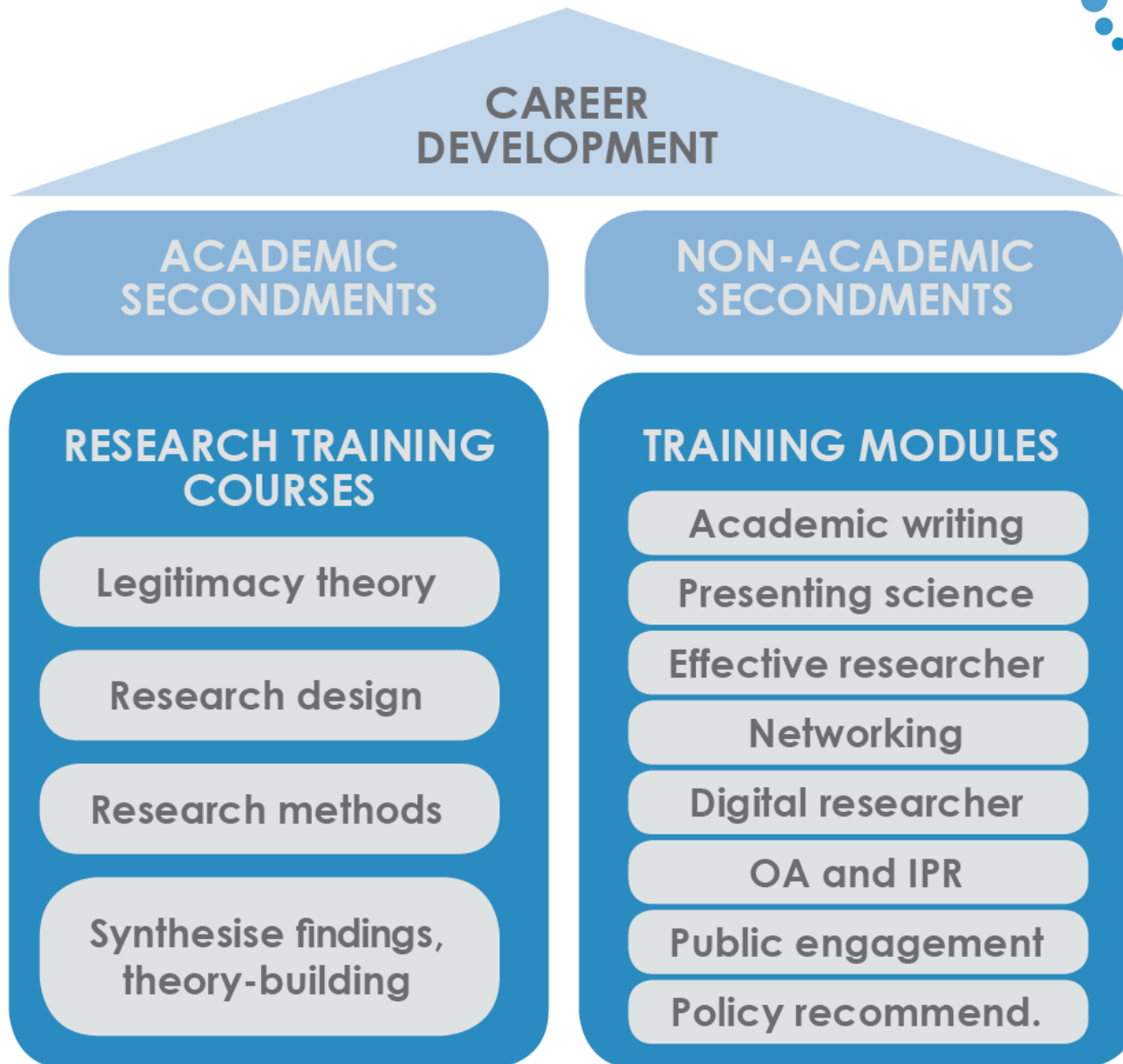
- Think tanks
- Civil society
- Consultancy
- Media
- Career development organisation (Vitae)



DEMOCRACY INTERNATIONAL



Komponenter i PhD-utdanningen



Struktur

Planlegging
Inkludering

Styring

Økonomistyring
Dokumentasjon
Avtaleverk
Regelverk
Rapportering
Strategier, planer
Prosedyrer

Kommunikasjon

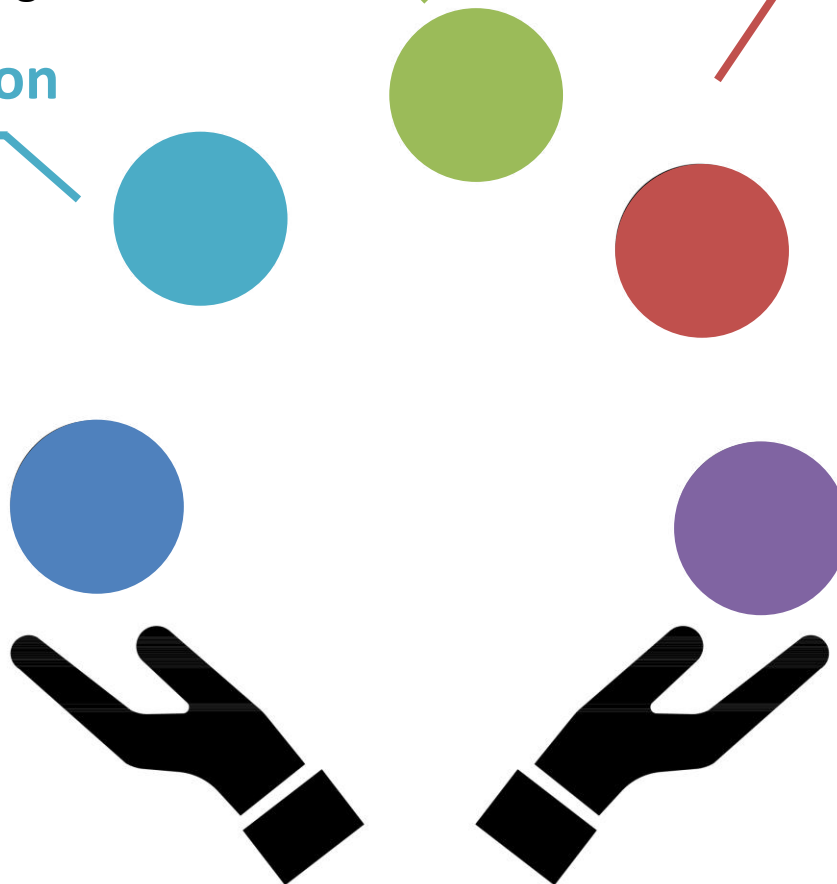
Internt
Eksternt

Resultater

Rekruttering
PhD-kurs
Veiledning
Karriereutvikling
Samarbeid på tvers
av sektorer
15 disputaser

Team

PhD-er
Veiledere
Partnere
(personal, økonomi,
PhD-program, jurister)
Private partnere
Koordinator
REA/EU



ITN prosjektleder

Utfordring 1

Rekruttering

- Ulike PhD-sykluser
- Samkjøre lokale ansettelsesprosesser
- Attraktivt program
- Kritisk søkermasse

PLATO's tidslinje for rekruttering



UiO : **ARENA Senter for europaforskning**
Det samfunnsvitenskapelige fakultet



Utfordring 2

Motivasjon og trivsel

- Integrasjon (nettverk og lokalt)
- ITNs krav til mobilitet
- Mental helse
- Veilederforhold
- Krav fra PLATO, veileder og arbeidsgiver



Utfordring 3

Informasjonsflyt

- Intern kommunikasjon
- Roller og utskiftninger hos partnere
- Travle og ulikt organisert
- Variabel erfaring med ITN
- Begrenset kjennskap til prosjektet
- Språk og kultur

God intern informasjonsflyt

- Personoversikt
- Epostlister
- platophds@plato.uio.no
- platoteam@plato.uio.no
- Internt nyhetsbrev
- Intranett

Marit Eldholm - Search

Home Call News Events Research Training Partners Contact Intranet

Welcome to the PLATO intranet - a restricted area for project members.

Events

- 22 Mar.** PLATO anthology workshop
9:00 AM, De Meerminne, M.102, Sint-Jacobsstraat 2-4, Antwerp
- 14 Oct.** PLATO PhD School 4: Interim findings
Enschede, The Netherlands

Previous events

News

- News - January 2019
Jan. 28, 2019
- Reporting guidelines updated
Jan. 21, 2019
- Season's greetings to the team
Dec. 20, 2018

Info for ESRs


A must-read for all PLATO ESRs!

- The midterm review meeting
- Preparing for secondments
- Data management in PLATO (DMP)

...and other important information


Career development

- RDF Planner
- Career Development Plan
- Events




Supervision

- Supervision structure
- Training for supervisors
- Memorandum of understanding



Secondments

- Academic secondments
- Non-academic secondments
- Secondment Agreement template



Training

- Training programme
- Events

Communication


- InstaTakeover (#platotakeover)
- Power Point templates
- PLATO logo

Management

- Management structure
- Supervisory Board and Committees
- Members and meetings


Open Data and GDPR

Information about the data protection law GDPR and the obligation to ensure open access to data and publications.




Research ethics

Guidelines for the processing of personal data, research on humans and research in non-EU countries.



Acknowledgement

PhDs are contractually obliged to acknowledge the EU financial support in all publications stemming from the project.



Administration

- Reporting
- Timelines
- Work packages
- Budgets and payments
- ESR contracts
- FAQ
- EU guidelines
- Grant Agreement
- Consortium Agreement

Utfordring 5

Komplekse regler

- Dokumentasjonskrav
- Økonomistyring, lønn
- Rapportering
- Personal, avtaleverk

**Important note to recruitment
December 2016**

29 August 2018

PLATO operational budget = Institutional Unit Costs

The basics

For ITNs there are two types of costs: **Research Unit Costs** (other costs administered by p

These guidelines explain the use of the IUC

There are two IUC cost categories, with the (ESR) for the full project period (1.1.2017-3

- Research, Training and Networking
- Management and Overheads (MO)

**All funds must be spent only on the p
are to be used for other PLATO-relate
training activities or to increase the s
can be redistributed within the cons**

RTN budget

While the MO costs are left to your own dis
equal treatment for the 15 PhDs with differ
with the necessary funds to conduct their r
cost categories are related to PLATO mand
not organised by PLATO, secondments, dat

10 April 20

ESR sala

Marie Skłod

MSCA-ITN

The MSCA-I
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• Living a

- Prog
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Annex 1: Documentation to support the financial claim (audit requirements) Marie Skłodowska-Curie Actions

The European Commission may order an audit of the PLATO grant during the project or at any time up to **5 years after the final payment**, which is expected mid-2021.

The institutions must keep adequate records and other supporting documentation to prove:

1. The eligibility of the number of units declared.
2. That the costs for recruited researchers (living allowance, mobility allowance, family allowance) have been fully incurred for the benefit of the researchers.

Supporting documents required in MSCA audit

Recommended documentation

Eligibility of reported units (months)

Employment of ESR

- ⇒ Contract include all provisions listed in GA Art. 32 (see PLATO guidelines 'ESR employment contract')
- ⇒ ESR enjoy at least the same standards and working conditions as local researches in a similar position

- Employment contract
- Management representation to confirm equal access to facilities, equal treatment and support
- Memorandum of Supervision

Proof of work performed by ESR

ESR worked exclusively on the action (100%)

- ⇒ Duty work held to a minimum, and only when corresponding to career/training needs
- ⇒ Teaching is possible but must not jeopardize the research training activities

- Internal guidelines/procedures for time-recording follow-up
- Timesheets or Declaration on full-time work on the project
- Records of sick leave (>1 month)
- Conferences, attendance lists, agendas, list of events, presentations, travel documents, reports, logbooks, e-mails, timesheets if applicable, access rights, etc. (non-exhaustive list)

Proof of eligibility condition fulfilled: mobility

- ⇒ ESR cannot have resided or carried out their main activity (work, studies, etc.) in the country for more than 12 months in the 3 years immediately prior to recruitment date

- CV
- If the CV leaves doubts, provide visa/email exchanges, consulate certificate, copy of passport

Proof of eligibility condition fulfilled: early career

- ⇒ ESR must be in the first four years (full-time equivalent) of her/his research career and not have a doctoral degree at recruitment date. Four-year period is measured from the date of obtaining the

- CV
- If the CV leaves doubts, provide dated MA certificate and details of all previous research experience

Utfordring 5

Styring

- Faglig framdrift og resultater
- Rapportering
- Formidling, datahåndtering, karriereplanlegging osv.
- Inkludering
- Forankring av beslutninger



Styringsstruktur Planlegging og oppfølging



Coordinator
2 beneficiaries
1 training partner
2 ESRs



Coordinator
3 beneficiaries
1 training partner
2 ESRs

Recruitment
Committee

Complaints
Committee

Fem tips til ITN-koordinering

- **Rekruttering:** koordinert prosess og promotering
- **Motivasjon og trivsel:** Team-building, oppfølging
- **Informasjonsflyt:** Jevnlig og tilpasset informasjon
- **Komplekse regelverk:** Forenkle instruksjer og retningslinjer
- **Styring:** Planer, strategier og prosedyrer, inkluderende beslutningsstruktur

Mer om PLATO: www.plato.uio.no