

SECONDMENT PROTOCOL for PEARLS PROJECT

The following protocol intends to be a guide for the staff that does a secondment into the project Planning and Engagement Arenas for Renewable Energy Landscapes “PEARLS” Project Number: 778039, in the frame of call:

- *H2020. Call: H2020-MSCA-RISE-2017 (Marie Skłodowska-Curie, in its line Research and Innovation Staff Exchange).*

Instructions

Previously to secondment completion, the institution officer person has to make certain that eligibility conditions are fulfilled. After that, the secondment person has to keep in contact with the institution in which secondment will be done, in order to fix terms and confirm that staff is available. Once these extremes confirmed, terms in which secondment are going to be realized will be informed to WP leader for who secondment is done.

In this document can be found information about:

1. Eligibility conditions
2. Available budget
3. Audit
4. Secondment statement
5. PEARLS Web

To sum up, a schedule including WP and associated deliverables is provided in this protocol.

1. Eligibility Conditions

The number of units declared:

- Corresponds to the actual number of months spent by the seconded staff members on the research and innovation activities.
- Does not exceed 12 months (per seconded staff member).

The seconded staff members comply-at the date of secondment- with the following conditions:

- Be one of following:
 - An ‘early stage researcher’ (i.e. in the first four years of his/her research career and not have a doctoral degree).
 - An ‘experienced researcher’ (i.e. in possession of a doctoral degree or have at least four years of research experience).
 - Administrative, managerial or technical staff supporting research and innovation activities under the action.
- Have been actively engaged in or linked to research and innovation activities for at least 6 months at the sending beneficiary.

The secondments comply with the eligibility conditions:

Last at least 1 month and no longer than 12 months (per secondment).

Be between different countries.

For secondments within the EU (or associated countries): be between different sectors (academic and non-academic).

2. Available Budget

The amount is of 2.000€ per person/month to support travel, accommodation and subsistence costs for the staff member during secondment.

3. Audit

Each document which proofs that the secondment took place (corresponding dates). It concerned the right person, the secondment was eligible and the activity (es) was/were undertaken.

Tickets flights are not enough but access to the infrastructures and IT repositories, registration of presence/scientific contribution in the laboratory, access to the University Restaurant, common spaces... are examples which could be kept. Secondment certificates issued at its finalization will be in all cases kept.

4. Researcher Declaration

The beneficiaries must submit a 'researcher declaration' within 20 days after the secondment of each seconded staff member.

For that purpose, beneficiaries must have a user account –EU login- at EU Participant Portal and then log in into Project Continuous Report section: <https://ec.europa.eu/research/participants/portal/desktop/en/home.html>.

1. Access into "Researchers" button and click on "Add Researcher".
2. Click on "New Researcher" and fill all the corresponding data.
3. Click OK and then on "Add Declaration", in order to complete the "New Researcher Declaration". It has three sections or parts: Researcher Information, Secondment Information y Secondment Period. PLEASE NOTE that a single Research Declaration must be filled for each secondment. In case of the secondment period is up to a month, it is necessary to add a new period into the platform –click on "Add period" option.
4. Click "OK" and then "Save" to keep all changes. After saving a yellow arrow icon appears: each beneficiary has to click on it to submit the Declaration.

5. Secondment statement

Each secondment beneficiary has to make a related statement, which will be added to PEARLS Project webpage, into "About us" > "Seconded Staff" section. For that purpose, statements must be sent to EUSOCLAB (Almudena Arrabal: eusoclab@us.es).

6. Research and Communication

Each WP leader will deliver to secondments a document related to methodology, purposes, task to be done and also submit dates. All these documents will be also available at the PEARLS webpage Internal Communication Platform. Besides, it will be necessary pay special attention to cross-sectoral areas corresponding to WP 1, 6 and 7 during secondments realization.

7. PEARLS Web

Each beneficiary has a respective login user and password for accessing both to PEARLS Project webpage as Internal Communication Platform. Whether you do not know your login, you can request it to your Project national representative. Once you get your login, a user guide is provided into the Internal Communication Platform.