



D5.2.1

Eligibility criteria document

WORK PACKAGE 16 – STAFF EXCHANGE

LEADING BENEFICIARY: UNIVERSITY OF BREMEN

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ABSTRACT

This document describes the eligibility criteria for the ENVRIPLUS staff exchange. It includes requirements for hosting institutions as well as the involved personnel as well as the selection procedures and aims to act as guide for staff exchange proposers within the project.

Project internal reviewer(s):

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DOCUMENT AMENDMENT PROCEDURE

Amendments, comments and suggestions should be sent to the authors (Author names+email addresses)

TERMINOLOGY

A complete project glossary is provided online here:

<https://envriplus.manageprojects.com/s/text-documents/LFCMXHHCwS5hh>

PROJECT SUMMARY

ENVRIplus is a Horizon 2020 project bringing together Environmental and Earth System Research Infrastructures, projects and networks together with technical specialist partners to create a more coherent, interdisciplinary and interoperable cluster of Environmental Research Infrastructures across Europe. It is driven by three overarching goals: 1) promoting cross-fertilization between infrastructures, 2) implementing innovative concepts and devices across RIs, and 3) facilitating research and innovation in the field of environment for an increasing number of users outside the RIs.

ENVRIplus aligns its activities to a core strategic plan where sharing multi-disciplinary expertise will be most effective. The project aims to improve Earth observation monitoring systems and strategies, including actions to improve harmonization and innovation, and generate common solutions to many shared information technology and data related challenges. It also seeks to harmonize policies for access and provide strategies for knowledge transfer amongst RIs. ENVRIplus develops guidelines to enhance transdisciplinary use of data and data-products supported by applied use-cases involving RIs from different domains. The project coordinates actions to improve communication and cooperation, addressing Environmental RIs at all levels,



from management to end-users, implementing RI-staff exchange programs, generating material for RI personnel, and proposing common strategic developments and actions for enhancing services to users and evaluating the socio-economic impacts.

ENVRIplus is expected to facilitate structuration and improve quality of services offered both within single RIs and at the pan-RI level. It promotes efficient and multi-disciplinary research offering new opportunities to users, new tools to RI managers and new communication strategies for environmental RI communities. The resulting solutions, services and other project outcomes are made available to all environmental RI initiatives, thus contributing to the development of a coherent European RI ecosystem.



ELIGIBILITY CRITERIA DOCUMENT

Introduction

One of the objectives of ENVRIPLUS is to facilitate the exchange of knowledge among staff working in Research Infrastructures (RI) or related to the implementation of new RI's. ENVRIPLUS therefore launches an Exchange of Personnel (EoP) programme to enhance cross-RI mobility of involved RI staff. This programme will help disseminating the know-how of RI specialists, and get practical hands-on experience on the operation procedures.

A series of cross-domain staff exchange positions will be organized based on 2 internal open calls launched early in the life of the ENVRIPLUS project. The exchange will take the form of short stays in the RI, organized either on a **unilateral** (1 person from one RI goes to another RI), **bilateral** (between two RIs involving 1 person from each RI), or on **triangular** basis (involving 3 institutes and 3 staff persons in total). While bilateral and trilateral exchange will strongly be preferred, proposals for unilateral exchange will also be considered.

The principal activity of the exchanged personnel during his/her stay at the RI should aim at cross-fertilisation of ideas and experiences of RI staff and promote knowledge transfer of new technologies, best practices, protocols, approaches and policies of RIs instead of data acquisition or fundamental research.

This document describes the eligibility criteria for personnel and costs as well as the selection procedures and aims to act as guide for staff exchange proposers within the project.

Eligibility criteria

Submitted proposals for EoP projects should involve two or three RIs planning to exchange staff across RI domains on a uni-, bi- or trilateral basis within dedicated knowledge sharing projects hereinafter called the EoP project.

EoP should foresee short stays of applicants of up to 4 weeks at ENVRIPLUS partner RIs.

Eligible applications must demonstrate the scientific, strategic or technical relevance for involved Research Infrastructures, the planned scientific or technical objectives, and must describe the planned methodology and implementation. Most relevant are the offered access options to data or physical infrastructure and logistic as well as the support offered by involved RIs.

Criteria for applicants

To be eligible to participate in the ENVRIPLUS Exchange of Personnel (EoP) programme, the **applicant** must confirm to the following rules:

- must be a resident in an European Member State or Associated State
- must be regularly employed at an institution which is a partner in the ENVRIPLUS project¹
- or must be regularly employed at an institution, SME or industry which is a verifiable associated institution partner of an ENVRIPLUS Research Infrastructure (RI)¹
- home and host institution must be from different disciplines or fields, even if located in the same country.

¹ These requirements are still under review to make sure they are acceptable costs according to H2020 regulations



- must care for appropriate accident and health insurances covering short work stays in foreign countries.
- must respect the IPR as well as data policies of involved RIs.
- have to maintain and provide appropriate documentation on the progress and results of the EoP project

Criteria for hosting Research Infrastructures

In addition, specific **access rules** must be guaranteed by the **hosting institutions** and associated RIs which:

- must be partner in the ENVRIPLUS project or a verifiable associated institution partner of an ENVRIPLUS Research Infrastructure (RI).¹
- have to provide free of charge access to the RI infrastructure installations at the hosting institution necessary to fulfill the EoP project objectives
- have to provide free of charge remote or on-site access to the data and metadata necessary to fulfill the EoP project objectives insofar that they are at the hosting institution.
- shall publish and announce the EoP on the website etc of the hosting RI
- must respect the rules and regulations foreseen to protect the foreground and background of involved ENVRIPLUS project partners as defined within the ENVRIPLUS consortium agreement

Implementation of EoP

Successful EoP applicants must document their stay at the hosting RI and must provide short reports on their EoP progress and results. Reimbursement of travel expenses will not be processed prior to the acceptance of reports by the ENVRIPLUS Executive Board.

All published material resulting from EoP project activities shall include the following sentence: *'access to the European Environmental research Infrastructure [Ri name] was facilitated by funding of the European Commission, project reference number: 654182'*

All publications and research data generated during the EoP should be compliant with the data management plan of the project.

Application procedure

Two calls for staff exchange will be published via the ENVRIPLUS website. Applications have to be submitted by Email to the Leader of Workpackage 16.1 [rhuber@uni-bremen.de] who will forward these to the ENVRIPLUS Executive Board. The Executive Board will nominate a group of internal reviewers who will give their recommendations to the EB. The final approval of applications will be met by the EB.

CONCLUSIONS

Eligibility criteria necessary for the ENVRIPLUS staff exchange have been defined and specified.

IMPACT ON PROJECT

The document is an important prerequisite for the staff exchange planned within WP16 and will have significant impact on the successful mobilisation of staff and subsequent exchange of knowledge among RI staff.

IMPACT ON STAKEHOLDERS

See above.

