



ITN Best Practices

Research Executive Agency
Marie Curie Host-Driven actions

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ITN Best Practices

- 1. Communication**
- 2. Recruitment**
 - **3 key messages!**
- 3. Transferable skills training**
- 4. Dissemination & Outreach**





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COMMUNICATION

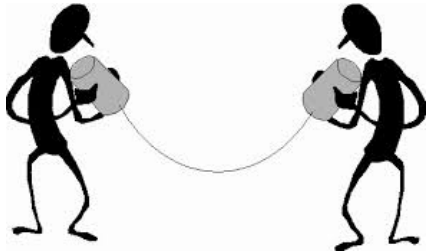


Good Communication is essential!



- Among **partners** (consider web-based solutions for daily communication)
- **Throughout the network as whole** incl. MC fellows
- **Scientist-in-charge & institution's central administration**
- **Co-ordinator & National Contact Point (NCP)**
- **Co-ordinator & Project Officer**

A constructive dialogue with your Project Officer



- Role of the Project Officer
- Communicating on project success... but also on major concerns & challenges
- Bring and discuss **well in advance** all questions and difficulties related to project implementation
- Distinguish issues related to internal arrangements (IPR, consortium agreement, etc.)

Why?

- Valuable source of feedback
- Find appropriate solutions together



Recruitment

3 key messages!



1. Follow a transparent procedure

Open and impartial selection procedure in line with the principles set out in the :

➤ **European Charter for researchers and in the Code of conduct for the recruitment of researchers**





2. Establish a strategy to attract and select best candidates

- Recruitment strategy is established in Annex I
- Define practical details as soon as project starts
- Clear vacancy description – employment conditions and required profile
- Consider central recruitment procedure (panel interview)
- Create conditions for gender equality
- Make sure candidates meet eligibility conditions





3. Advertise timely and widely

- Plan and advertise well in advance
- Take into account possible delays due to visa restrictions
- Any delay in recruitment generates another delay
...«snow ball effect »...
- Use your own network and share the information with your partners
- Use all possible channels of communication to attract best candidates





➤ Publish your vacancies on Euraxess – link to relevant Job databases

The screenshot shows the Euraxess website interface. At the top, there is a navigation bar with the European Commission logo and the text 'EURAXESS Researchers in Motion'. Below this, a blue banner contains the word 'JOBS' and three colored boxes labeled 'SERVICES', 'RIGHTS', and 'LINKS'. The main content area is titled 'Useful links' and is divided into several sections:

- Cooperation Announcement:** A text block explaining the virtual platform where job offers and demands meet, and providing contact information for RTD-RMP@ec.europa.eu.
- Destinations:** A section with sub-sections for Australia and Chile, each featuring a flag icon and a brief description of the mobility portal for that country.
- Shortcuts:** A sidebar section listing various portals and databases, including 'Destinations' (Australia, Chile, Japan), 'EU Portals' (Marie Curie Actions, CORDIS, SINAPSE, etc.), 'Other Portals' (Research Gate, MCFA, etc.), 'Jobs Databases' (NatureJobs, EPSO, etc.), and 'Research Institutes' (ILL, ESO, ESRF, etc.).
- Right Sidebar:** Contains a 'Login / Register' button, social media icons, a '10 Years' anniversary graphic, and several utility links like 'EURAXESS Statistics', 'Useful Links', 'Suggest New Link', 'Policy Library', 'Help Desk', 'EURAXESS WIDGETS', and 'Marie Curie Actions'.

The browser's address bar shows the URL 'http://ec.europa.eu/euraxess/index.cfm/jobs/usefulLinks'. The taskbar at the bottom indicates the system date and time as 14:29 on 31/10/2013.



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Transferable skills training





Strong emphasis on transferable skills training

- Provide **professional training course** that will help ITN fellows to improve their skills and enable them to develop throughout their PhD and beyond
- **Comprehensive set of transferable skills training** such as entrepreneurship, project management, presentation skills, IPR, ethics, grant writing, language courses, etc.
- Training-on-job & variety of professional development courses
- Local training & network wide
- **To be adapted to researcher's specific needs** (career development plan)





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Dissemination & Outreach



Crucial for your project success!



➤ Dissemination activities

addressed to the **scientific community** (publications, conferences, workshops, books, oral presentations, posters, patents...)

➤ Outreach activities

addressed to a **non-scientific/larger audience** (media/radio/newspapers coverage, video, info days/conferences in schools and universities, ambassadors, Researchers' Night...)





Good examples of Outreach activities

- Marie Curie Ambassadors
- Workshop Day
- Marie Curie Project Open Day
- Public talks, TV-Talks, podcasts and articles in Newspapers
- e-Newsletters: Marie Curie fellows develop a web-based document to be released on the Internet for a public audience (e.g. Wikipedia).
- Multimedia releases: Marie Curie fellows make video-clips/webcasts to be released on the Internet.



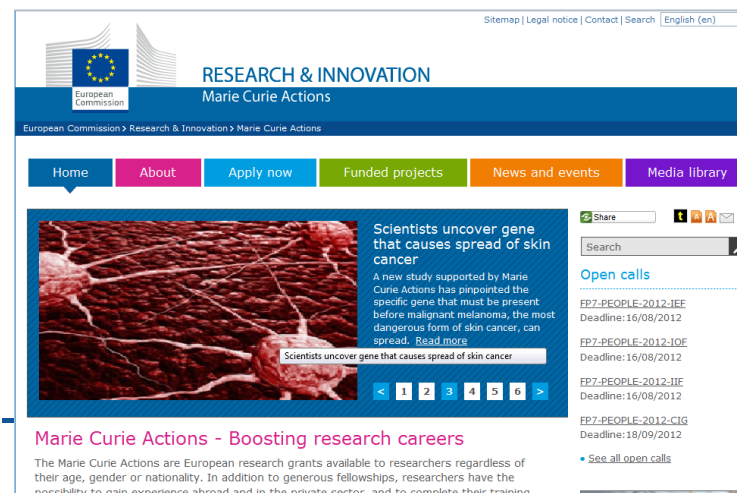
Resources available

All the documents/guidelines are available from the Marie Curie website:

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

In the « how to manage my project » link

- Work Programme
 - ITN Reporting guidance notes
 - Amendment guide
 - Guidance notes for Audit
 - MCA Financial guides
 - National Contact Points network
- via the Marie Curie Website: About - Contacts



The screenshot shows the Marie Curie Actions website interface. At the top, there is a navigation bar with the European Commission logo and the text 'RESEARCH & INNOVATION Marie Curie Actions'. Below this is a secondary navigation bar with links: Home, About, Apply now, Funded projects, News and events, and Media library. The main content area features a large image of skin cells with a text overlay: 'Scientists uncover gene that causes spread of skin cancer'. To the right of this image is a search bar and a list of 'Open calls' with their respective deadlines. At the bottom, there is a section titled 'Marie Curie Actions - Boosting research careers' with a brief description of the program.