

WORKPACKAGE

WP6: Management

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Period: Start month 1 – End month 48

The Management team have the role to support the Network in the development of the actions in compliance to all the requirements established in the Grant Agreement.

For the Medea Project, the Management have a **relevant coordination role** for the following specific network activities:

- **Recruitment** (Policies, Tools, support for critical situations)
- **Training** (Schools, Webinar & JJC, Career Development Plan format and review)
- **Outreach** (Format of outreach activities, Public Events, support)

Furthermore the Management assures the web presence of the Network, coordinates the videoconference, and is the point of reference for any issue related to the **compliance** to the GA, the *Code of Conduct for the Recruitment of the Researcher*, the *European Charter for researcher*, IPR and Gender Equity.

DETAILS AND SUB WORKPACKAGES

WP6 : Management

WP 6.1 Network organization, management structure, supervisory board and financial management strategy

WP 6.2 Recruitment Strategy

WP 6.3 Progress monitoring and evaluation of individual projects

WP 6.4 Risk management

WP 6.5 Intellectual Property Rights (IPR)

WP 6.6 Gender issues

WP 6.1 Network organization, management structure, supervisory board and financial management strategy

1. The initial Management structure months 1-20



2. The composition of the Supervisory Board



3. The management of the Work Packages

WP 6.2 Recruitment Strategy

The strategy was developed in order to assure the respect of :

1. *“European Charter for Researcher”*;
2. *“Code of Conduct for the recruitment of the researchers”*;
3. Grant Agreement requirement;
4. Local Host Institution rules.

The selection was made by each Beneficiary using a common framework. A common recruitment process was elaborated by the Management Team and approved by the Supervisory Board.

A tutorial for a fair and unbiased assessment of the candidates, the Applicant Evaluation Form, was provided to the supervisors during the kick-off meeting.



Applicant Evaluation Form Marie Skłodowska-Curie Actions Innovative Training Networks (ITN) *“MEDEA” Molecular Electron Dynamics investigated by Intense Fields and Attosecond Pulses*

This form has to be used by the Commission for the traceability of the Applicant Evaluation Process. The commission gives a quantification of the evaluation of the criterion under examination using the following score scheme:

- | |
|---|
| 0 – Negative: the criterion is totally non-satisfied compared to the position |
| 1 – Poor: the criterion is satisfied in a minimum part compared to the position |
| 2 – Fair: the criterion is partially satisfied compared to the position |
| 3 – Good: the criterion is satisfied compared to the position |
| 4 – Very good: the criterion is satisfied over the expectation compared to the position |
| 5 – Excellent: the criterion is satisfied in the best way compared to the position |

Information about the Applicant:

Family name of the candidate	
Name of the candidate	
Position chosen for the application	
Institution hosting the opened position	
Research project identification	
Date of pre-evaluation phase	
Date of evaluation phase	

Phase 1: Pre-evaluation of the Applicant

1. Curriculum Vitae:

Evaluation of the academic and professional qualifications, including non-formal qualifications, in particular within the context of international and professional mobility. Will be considered the period of employment, the type of job performed, judging the achievements of the person rather than his/her circumstance or the reputation of the institution where the qualifications were gained the number of scientific publications and the teaching activities.

The relevance of the research activities is evaluated according to the experience in the following topics (to be adapted for the specific position. For example:

- vacuum technology
- ultrafast lasers
- ultrafast spectroscopy
- generation and application of extreme ultraviolet light
- molecular dynamics)

WP 6.2 Recruitment Strategy

In order to assure open, transparent and internationally comparable selection procedures, for each position, the selection committee was composed (at least) by the **three supervisors** listed in the Grant Agreement. At least one supervisor was from the **academic sector** and one from the **non-academic sector**.

As indicated in the Guide for Applicant for the “**Mobility**”, at the time of recruitment by the host organization, researchers must not have resided or carried out their main activity (work, studies, etc.) in the country of their host organization for more than 12 months in the 3 years immediately prior to the reference date.

The Management Team gave all the support to the Beneficiaries in order to ensure the respect of this and the others requirements by the **direct analysis of the curricula** of the candidates.

WP 6.2 Recruitment Strategy

The Management Team offered additional support **increasing the advertisement** of the opened position.

- advertisement on host institution webpages and on international recruitment sites
- use of the Euraxess jobs website
- use of the network webpage
- Publication of the advertisements on
 - **EuroScienceJobs**, <http://www.nature.com/naturejobs/science/>
 - **BrightRecruits**, <http://brightrecruits.com/tiptop/>
 - **NaturJobs**, <http://www.eurosciencejobs.com/jobs/physics>

Use of selected mailing lists (for example):

- SPECTROSCOPY-GROUP@JISCMail.AC.UK
- xlic-participants-l@uam.es

Most candidates have extra-UE origins and some additional months have been required in order to complete the visa application procedures.

WP 6.2 Recruitment Strategy

Partner n.	Recruitment Organization	Researcher name	Period of recruitment
P01	POLIMI	PUSALA Aditya	01/12/2015 - 30/11/2018
P02	MBI	ORDONEZ LASSO Andres Felipe	15/09/2015 - 14/09/2018
P02	MBI	MONSERUD Nils Christopher	15/05/2015 - 14/05/2018
P03	LUND	CHENG Yu-Chen	01/05/2015 - 30/04/2018
P03	LUND	LAHL Jan	01/04/2015 - 31/03/2018
P04	DESY	JOHNY Melby	08/04/2016 - 31/12/2018
P05	MPQ	POTAMIANOS Dyonisios	01/05/2016 - 31/12/2018
P06	AU	JING Qingli	01/09/2015 - 31/08/2018
P06	AU	PICKERING James	01/10/2015 - 30/09/2018
P07	AMPLI	GOLINELLI Anna	13/04/2015 - 12/04/2018
P07	AMPLI	NATILE Michele	02/05/2016 - 31/12/2018
P08	CEA	CHRISTINA-ANASTASIA Alexandridi	01/10/2015 - 30/09/2018
P09	FORTH	MAKOS Ioannis	01/10/2016 - 30/09/2017
P09	FORTH	DIEZ CHAMARRO Javier	01/10/2015 - 30/09/2016
P10	FEMTO	MUSHEGHYAN Mikayel	01/02/2016 - 31/12/2018
P11	FREIB	MOIOLI Matteo	01/12/2016 - 30/11/2018

Actually 15 ESRs are working under the MEDEA MSCA Project.

For the ESRs recruited after the month 12, all the Host Institution gave a guarantee of a **three years contract** (using additional funds) in order to ensure the goals of the project and the opportunity to acquire the **PhD**.

WP 6.3 Progress monitoring and evaluation of individual projects

The Carrier Development Plan drafted by the ESRs and her/his supervisors upon entering the network is used as guideline for monitoring the progress of the individual projects.

Periodically an **updated version** of the CDP is sent by the supervisors to the WPs coordinators, highlighting those parts of the training and outreach activities that have already been completed (or are under completion) and contingent changes.

In some cases, the network encountered **difficulties in reaching secondary school students** for the outreach activities, due to the locals' law.

The management gave all the **support in order to prepare presentation documents of the projects or certifications required** for the ESRs make a lesson to the secondary school students.

WP 6.3 Progress monitoring and evaluation of individual projects

In order to support the development of the outreach activities presented during the WP5 presentation, the Management prepared a format of outreach activity as an example to plan the specific activities of each ESR:

POLIMI OUTREACH ACTIVITY STRUCTURE (for the secondary schools)

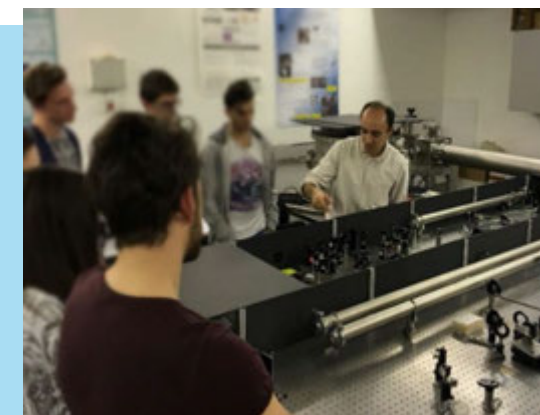
An outreach activity performed by POLIMI is based on three outreach events for each secondary school classroom reached, with the following format:

- 1° meeting (based on the Photonics Explorer Kit):** topics covered will include interferometry, polarization, diffraction, module on the life of a scientist (statistics, guided discussion with the aim to stimulate the students' curiosity)
- 2° meeting (based on the Photonics Explorer Kit):** one lesson on light sources (experimental work, statistical analysis and guided discussion)
- 3° meeting: guided visit at the laboratories at POLIMI**

Each meeting lasted approximately three hours. Before starting the meeting **POLIMI** obtained the signed authorization from students and teachers to take photos and to make short videos that will be used in the final report for the European Community.



Example of outreach activity in secondary school

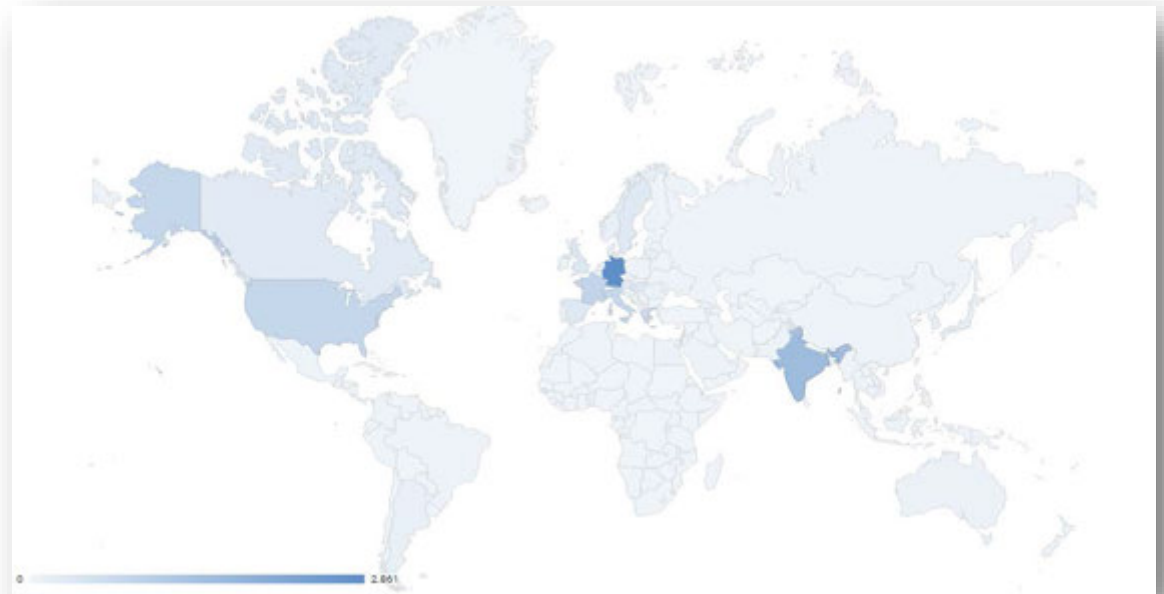
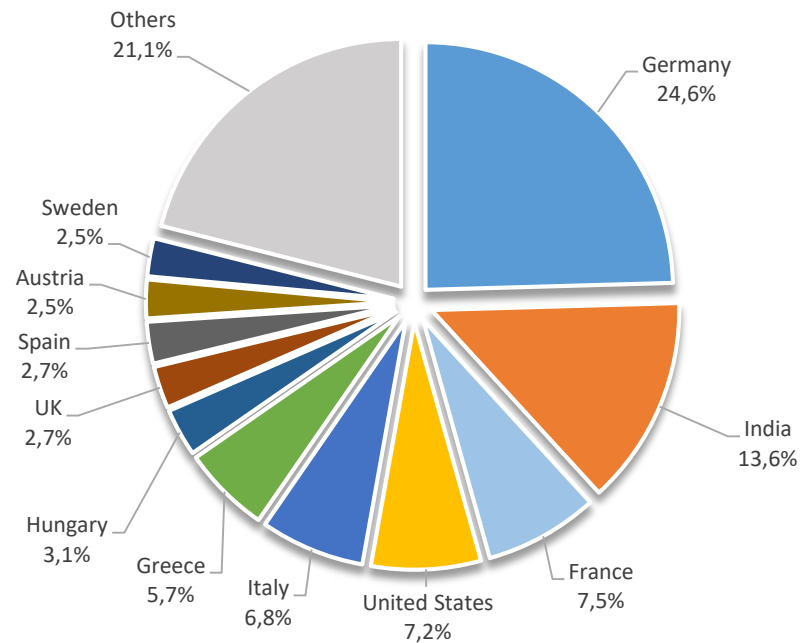


Laboratory Guided Visit

WP 6.3 Progress monitoring and evaluation of individual projects

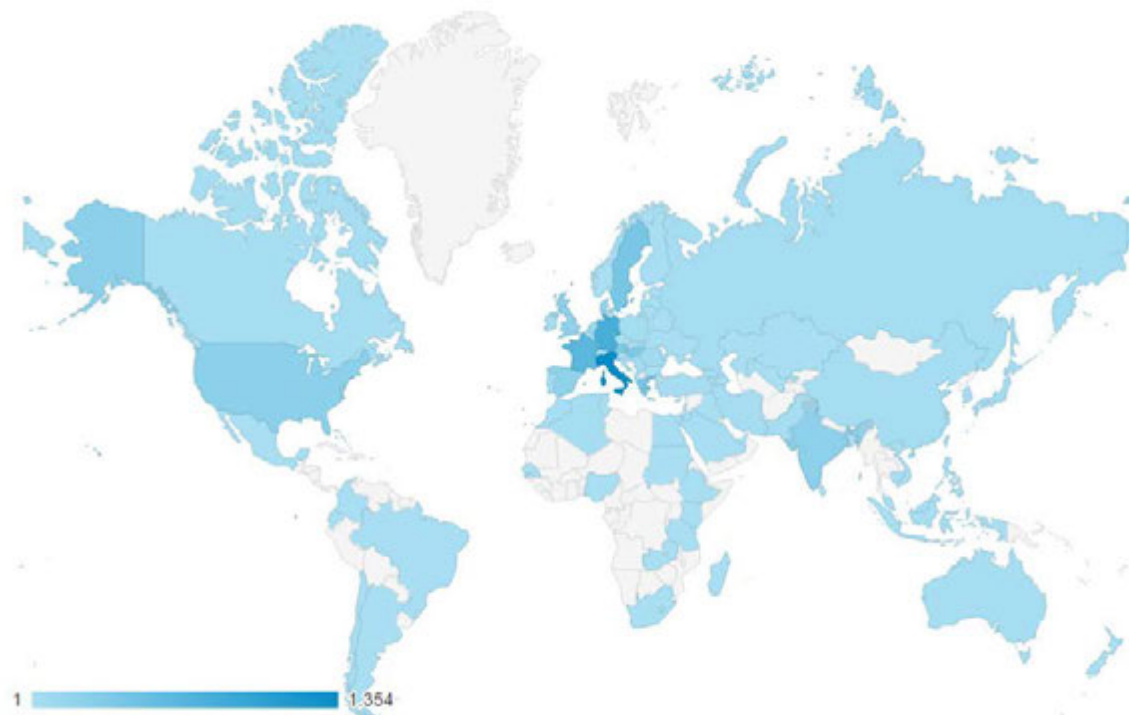
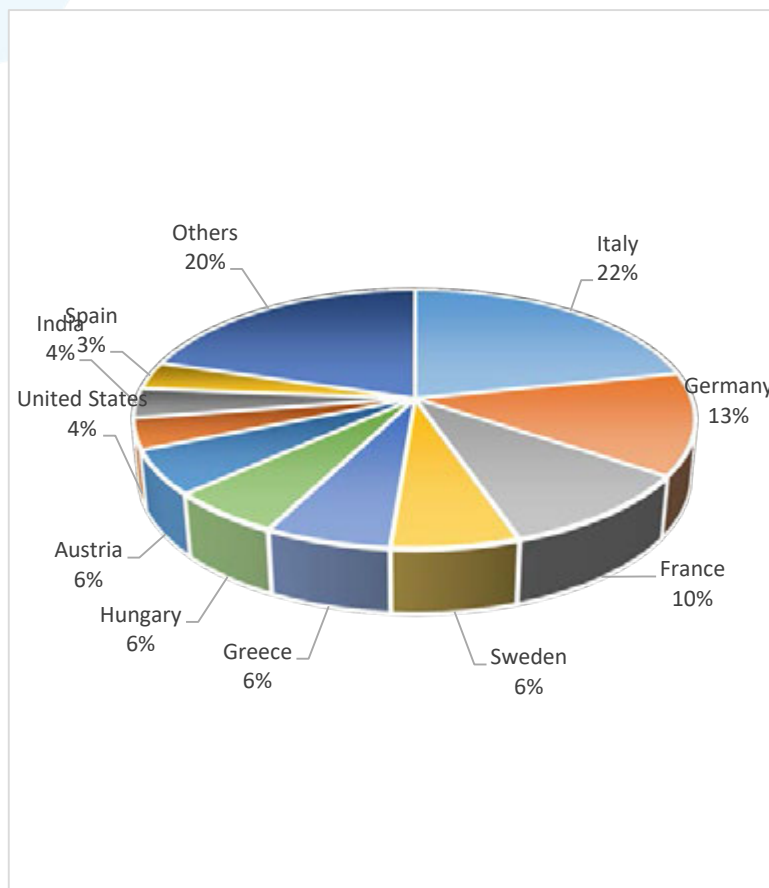
In addition to the monitoring of the outreach activities presented during the WP5 presentation, the Management is monitoring other impacts of the project.

In particular we have collected data about the impact of MEDEA web presence:



Geographic distribution of the videoclips views (counted by view minutes)

WP 6.3 Progress monitoring and evaluation of individual projects



Geographic distribution of the MEDEA Website access

WP 6.4 Risk management

1. Availability of beam times at Free Electron Lasers

This aspect, that is critical for the implementation of some research activities of WP2, was successfully overcome already in the first year, thanks to the availability of several beam times at **FERMI** and **FLASH**.

2. VISA procedures

Time-consuming procedures for the attainment of visa have been identified as one of the main sources in the delay for the recruitment of some ESRs.

WP 6.5 Intellectual Property Rights (IPR)

The network gained experience with innovative products arising from collaborative research.

In order to address different scenarios, **all partners discussed and agree upon a detailed mode of conduct with regards to IPR during the contract negotiation phase**, in compliance with the principles listed in the “Commission recommendation on the management of intellectual property in knowledge transfer activities and Code of Practice for universities and other public research organizations”.

The decisions taken were reported in the **Consortium Agreement**.

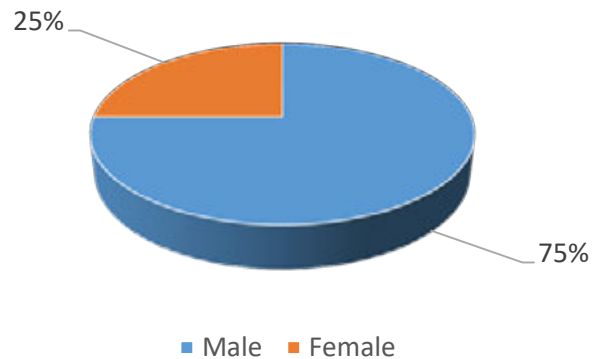
WP 6.6 Gender issues

- In order to assure the elimination of any discrimination factor during the recruitment process, during the 1st network meeting held in Berlin in January 2015, presentations about good practices and gender-equity during the recruitment process were given by **Prof. Nora Berrah** who has long been committed to the promotion of women in science. She is **member of the Supervisory Board**.
- Special recommendation was given about gender equity both of the **composition of the evaluation commissions** and the equal **opportunity** given to the candidates.
- In four of the network teams (two beneficiaries and three partner organizations), the **scientist-in-charge** is a woman (**MBI, LUND, EYESTvzw, MUST, PHOTEK**).
- Two **WPs** (WP1 and WP5) are **coordinated** by women.
- Each network meeting include a **talk** by a successful woman scientist who presents her scientific results and discuss her career, thus providing inspiration to all researchers.

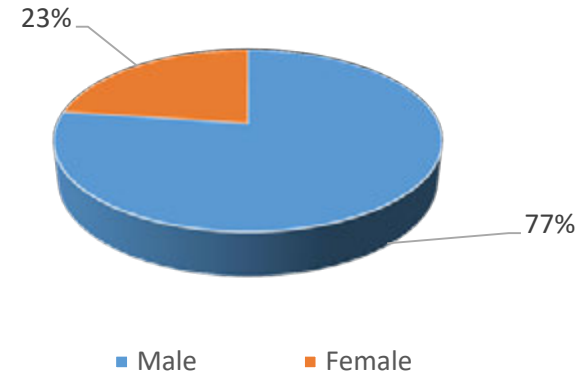
WP 6.6 Gender issues

Gender distribution analysis

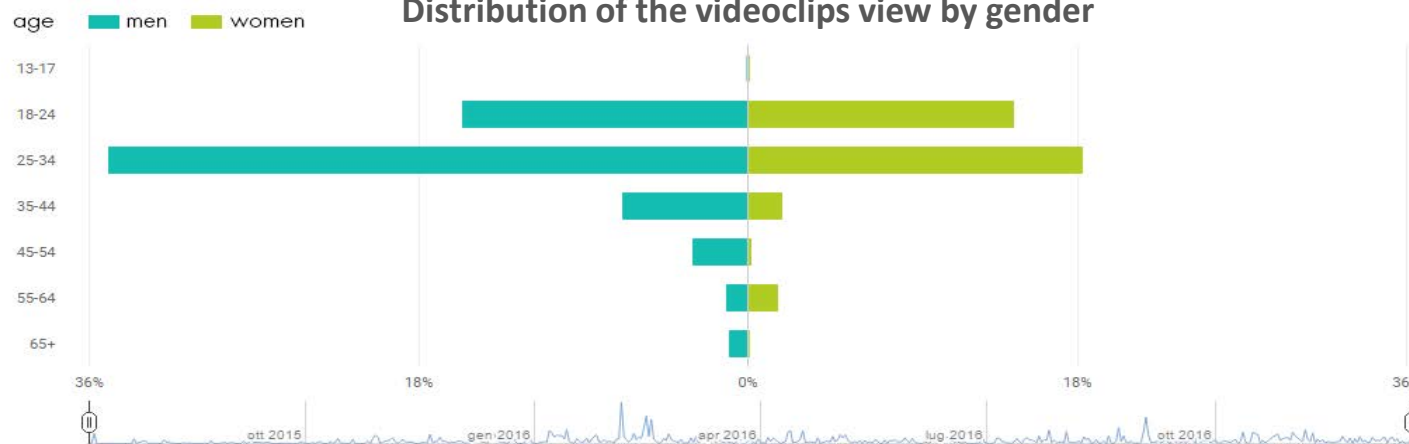
Gender distribution of the ESRs



Secondary schools students gender distribution

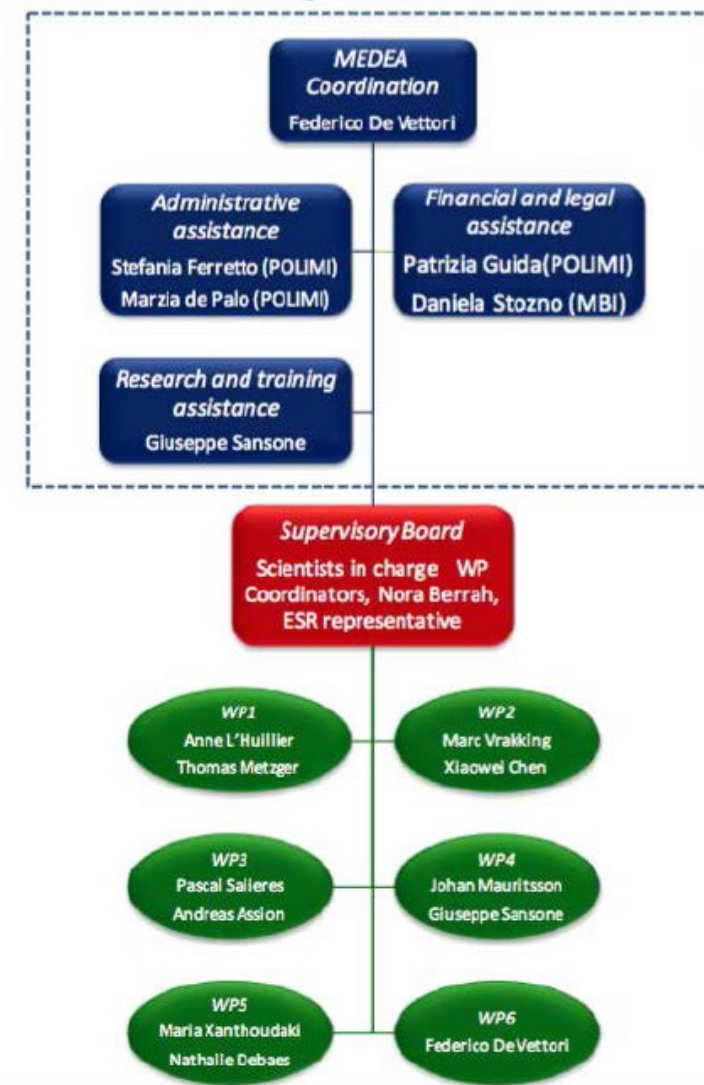


Distribution of the videoclips view by gender



The new Management team composition

1. The new Management structure months 21-48



Future Network Coordination and Support Actions

TRAINING

<https://www.pok.polimi.it/>



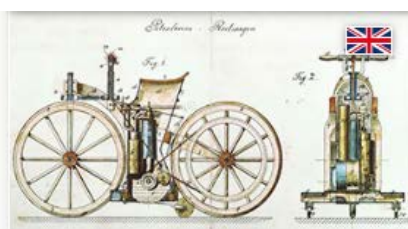
Future Network Coordination and Support Actions



Business & Management
EWB101

Entrepreneurs without borders

Starts: Dec 05, 2016



Business & Management
Patents101

Introduction to Industrial Property: patents, designs, trademarks

Starts: Dec 05, 2016



Soft Skills
MANCHAN101

Managing Changes

Starts: Dec 12, 2016



Business & Management
FinAccount101

Fundamentals of financial and management accounting

Starts: Nov 07, 2016

Future Network Coordination and Support Actions

Direct support from the coordinator to the Beneficiaries for the following activities:

- Training
- Outreach
- Reporting

The Management team **will meet the ESRs and the Scientist in charge** in their own location to collaborate together in the ongoing activities.

1-2 days visits customized on the needs of the Beneficiaries of the network.



Outreach in public events



Outreach activity in Secondary Schools