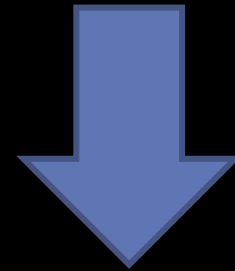


Management Structure, organisation and procedures

Constitution of the Supervisory Board



First SB.
Wednesday 9 April 2014
WP4

- Normative documents:
- Proposal
- GA 607545
- Consortium Agreement



Management of all technical aspects of the project, including dissemination and outreach activities

- To ensure that the work will be performed under the scientific guidance: **Scientific Coordinator (SC)**
- Management of the project, and funding assistance under category 4 (management costs) **(Assistant: a full time person employed by the project and a GIS technician)**
- Providing reasonable administrative assistance and financial information under the rules of Marie Curie Actions
- Organisation of project meetings and/or workshops, training courses and other activities
- To ensure that the recruited fellows enjoy, on a royalty-free basis, access rights to the background and the foreground needed for their activities under the project: **Training Coordinator (TC)**



Supervisory Board (Section 6, page 5 of the CA)

- Composed by all Full and Associated Partners
- Network coordinator: intermediary between the partners and the REA Brussels
 - NC
 - Full partners:
 - All
 - Training Coordinator
 - Scientific Coordinator
 - Associated Partners (advisory role only)
- European Code of Conduct for Recruitment of researchers (in GA, B.4.3.3, page 23)
- <http://ec.europa.eu/research/mariecurieactions/index.htm>

Recruitment

- Eligible researchers and mobility rule:
 - Some of the applicants we have received are not eligible.
- Recruitment Policies and Procedures:
 - SB will define an appropriate recruitment strategy
 - Those candidates that fulfil eligibility criteria will be interviewed by the Principal Investigator of the lab in which he/she is interested.
 - Network Coordinator and an independent observer must be present during the interviews.
 - Interviews by **skype** is strongly recommended.
 - At the time of recruitment, the appointed researchers will be given a brochure with their rights and duties of their work contracts and the social benefits as employees of an ED-funded network.
 - SEE: 2_ITN Recruitment Sep2012_NEW.pdf

Reporting /deliverables

- Plan for use and dissemination
 - (see document)
- Periodicity (Gantt Chart)
- List of Milestones and Deliverables (in the GA, pages 34-36)





REPORTING

Research Executive Agency
Marie Curie host-driven actions

ITN Coordinators Meeting
Brussels, September 2012

Ethical Issues

- GA: clauses B.6, page 29.

“The Beneficiaries accept to uphold the highest standards of scientific integrity and ethical conduct during the implementation of the grant agreement. The Beneficiaries confirm that it is their responsibility to ensure that approvals by appropriate local and/or national authorizations are obtained for underwater archaeology. Copies will be forwarded to the Commission prior to the commencement of the research.

The Beneficiaries confirm that they will not affect or destroy the protected underwater habitat”.



<http://161.111.45.175/forseadiscovery/>

Web page



CVs, photos, research areas, working papers, gallery, useful links, database, HGIS, Cartography, literature, archives, related projects, personal information , individual projects (PDP), results, upcoming activities, complementary skills, training courses, logos of the institutions