**Secondment Rules**

**for STAFF EXCHANGES action CaLIGOLA**

Home institution, Principal Investigator:

Host institution, Principal Investigator:

Name of seconded staff member:

Starting Date of secondment:

Ending Date of secondment:

**Obligations of the seconded staff member**

The seconded staff member has been actively engaged in or linked to research and innovation activities for a full-time equivalent of at least 6 months at the home institution prior to the Starting Date of the secondment.

The seconded staff member has the relevant expertise for the action.

The seconded staff member is seconded full-time. To be eligible for funding, the secondment needs to be extended by any times spent on activities not related to the action during the secondment.

The seconded staff member is aware that he/she needs to declare the income due to the support to the relevant income-tax authorities as „lump sum support for increased costs of living and travel, due to a secondment within a collaboration for research“.

When a Party second its staff members to the other Party, it shall ensure that:

a) the person to be seconded is a Staff member of the Party and is eligible for Secondments as by the provisions of the GA;

b) the rights and obligations of the seconded Staff member remain unchanged during the Secondment;

c) the employment contract or other type of relationship (i.e. fellowship) of the Staff member with its Home organization will be in force during the entire secondment period, including the right to remuneration if provided;

d) the Staff members are expected to obtain full reintegration after the Secondment period;

e) the Staff member is seconded full-time and devotes him/herselves full-time to the mobility activities during the Secondment period;

f) the Staff members are informed of the Annex 1 of the GA;

g) the Staff member has the relevant expertise for the Project;

h) the Staff member is covered by an appropriate medical insurance scheme and accident insurance during the Secondment periods in accordance with Parties usual internal regulations and practices;

i) prior to the start date of the Secondment, the Party signs with the Staff to be seconded an Appointment letter according to its internal practices containing eligibility requirements as by the provisions of the GA;

j) the Secondment period of each Staff member lasts at least 1 month (30 days) including travel periods to/from the town where the Corresponding Party is located and no longer than 12 months per staff member, according to the provisions of the Grant Agreement, the secondment plan in Annex 1 of the GA and Art. 2;

k) two years after the end of the Secondment, the seconded Staff Member must complete the follow-up questionnaire provided by the Agency;

m) a Researcher declaration is submitted by the Beneficiary within 20 days from the starting date of the Secondment of both each Staff member it sends in Secondment, and of each Staff member of the Partner it hosts;

l) the Partner provides to the Beneficiary the supporting documentation, any information necessary to prove that the Secondment of its Staff member is correct and eligible and any other documents requested by the European Commission in order to fulfil the obligations arising from Grant Agreement, including the Researcher Declaration (see also articles 4, 5, 6).

**Obligations towards seconded staff member**

The seconded staff member will be reintegrated after the secondment.

The seconded staff member enjoys at the place of the implementation at least the same standards and working conditions as those applicable to local persons holding a similar position.

The seconded staff member is covered by an adequate medical insurance scheme.

The seconded staff member receives proper support to meet administrative obligations related to the secondment.

The seconded staff member receives a lump sum supplement of 2.300€ per eligible month of secondment under the action, as contribution to the costs of subsistence and mobility. [Please specify the payment procedure to the seconded staff members: For example "The seconded staff member receives the full supplement as prefinancing prior to the Starting Date of the secondment". Or: "The seconded staff member receives 50% of the supplement as prefinancing prior to the Starting Date of the secondment, and the rest in monthly instalments beginning with the Starting Date of the secondment.”]

When a Party hosts Staff members from the other Party, it shall ensure that:

1. prior to the start date of the Secondment, it sends to the Staff to be seconded an Invitation letter copied to the person in charge designated by the Home Party;
2. the Staff member is hosted in its premises during the Secondment period and devotes him/herselves full-time to the mobility activities during the Secondment period;
3. the Staff member enjoys the same standards of working conditions as those awarded to local staff members at the Party holding a similar position;
4. throughout the duration of the Secondment period, the Party will use its reasonable endeavours to ensure the hosted Staff member is provided with the means, including the infrastructure, equipment and products, for implementing the project in the scientific and technical fields concerned;
5. the mobility activities are carried out in accordance with the ethical framework of the Horizon Europe Programme, all applicable legislation, the relevant arrangements between the Party and the staff member during the mobility activities and beyond relating to the intellectual property rights, in particular to access to background, the use of Results, publicity and confidentiality are comparable with the provisions foreseen in the GA;
6. the seconded Staff members are informed of the Party disciplinary rules and health and safety protocols and other applicable internal rules regulations and protocols, and are required to comply with the same;
7. at the end of the Secondment, the Party will release a statement of the Secondment period

Either when a Party hosts Staff members from the corresponding Party and when it second its Staff members to the corresponding Party, it shall ensure that:

1. the seconded Staff member maintains confidentiality;
2. the seconded Staff members ensures visibility of EU funding in communications or publications and in applications for the protection of results in accordance with the provisions of the Grant Agreement. In particular, the staff member must acknowledge funding under the MSCA in publications, communications or patent applications;
3. the Secondment period of each staff member seconded from a Party to the other lasts at least 1 month (30 days) including travel periods to/from the town where the Home organization is located and no longer than 12 months per staff member, according to the provisions of the GA,the secondment plan in Annex 1 of the GA and art.2;
4. reasonable assistance is provided to the staff member in all administrative procedures necessary for the secondment, such as visas and work permits required by the relevant authorities of the country of the Host Organisation;
5. the Coordinator and the corresponding Party is informed of any event which might affect the implementation of the project and the rights of the Community and of any circumstance affecting the conditions of participations referred to in the Rules of Participation, the Financial Regulation and any requirements of the Grant Agreement.

**Confidentiality: general obligation**

During implementation of the action and for three years after the termination of the action, the parties must keep confidential any data, documents or other material (in any form) that is identified as confidential at the time of disclosure (‘confidential information’).

If information has been identified as confidential only orally, it will be considered to be confidential only if this is confirmed in writing within 15 calendar days of the oral disclosure.

Unless otherwise agreed between the parties in writing, they may use confidential information only to implement the action.

**Documentation on the scientific and technical implementation**

The home institution and the host institution must keep records and other supporting documentation on scientific and technical implementation of the action in line with the accepted standards in the respective field.

The seconded staff member must submit a report about the secondment within 60 calendar days after returning home (cf. provided template attached).

All signatories confirm to have read and understood the Grant Agreement for the action.

SIGNATURES

Home institution, Principal Investigator:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

name signature

Host institution Principal Investigator:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

name signature

Seconded staff member:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

name signature