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Grant Agreement No	676108
Action Acronym	Spin-NANO
Action Full Title	Nanoscale solid-state spin systems in emerging quantum technologies
Topic	Marie Skłodowska-Curie Innovative Training Network (ITN-ETN)
Starting Date	01/01/2016
Duration	48 months

Spin-NANO Partners

USFD	THE UNIVERSITY OF SHEFFIELD
UCAM	THE CHANCELLOR, MASTERS AND SCHOLARS OF THE UNIVERSITY OF CAMBRIDGE
HPL	HELIA PHOTONICS LTD
TUM	TECHNISCHE UNIVERSITAET MUENCHEN
UKON	UNIVERSITAT KONSTANZ
ATTOCUBE	ATTOCUBE SYSTEMS AG
CNRS	CENTRE NATIONAL DE LA RECHERCHE SCIENTIFIQUE
TU Delft	TECHNISCHE UNIVERSITEIT DELFT
ETH Zürich	EIDGENOESSISCHE TECHNISCHE HOCHSCHULE ZUERICH
UNIBAS	UNIVERSITAT BASEL
UCPH	KOBENHAVNS UNIVERSITET

As set out in the Consortium Agreement the following Governance Structure applies:

Section 6: Governance structure

6.1 General structure

The organisational structure of the Consortium shall comprise the following groups ("Consortium Bodies"):

The **Supervisory Board** as the ultimate decision-making body of the consortium.

The **Training Board** is responsible for overseeing the quality of the network-wide training of ESRs and for ensuring that scientific/technological training is balanced with transferable skills training appropriate to the needs of each recruited researcher. The **Training Board** will also oversee the quality and quantity of supervision of the ESRs and shall report to and be accountable to the **Supervisory Board**.

The **Coordinator** is the legal entity acting as the intermediary between the Parties and the Funding Authority. The **Coordinator** shall, in addition to its responsibilities as a Party, perform the tasks assigned to it as described in the Grant Agreement and this Consortium Agreement.

6.2 General operational procedures for all Consortium Bodies

6.2.1 Representation in meetings

Any Party which is a member of a Consortium Body (hereinafter referred to as Member"): should be represented at any meeting of such Consortium Body; may appoint a substitute or a proxy to attend and vote at any meeting; and shall participate in a cooperative manner in the meetings.

6.2.2 Preparation and organisation of meetings

6.2.2.1 Convening meetings:

The chairperson of a Consortium Body shall convene meetings of that Consortium Body.

	Ordinary Meeting	Extraordinary Meeting
Supervisory Board	At least twice a year	At any time upon written request of the Training Board or 1/3 of the Members of the Supervisory Board
Training Board	At least twice a year	At any time upon written request of any Member of the Training Board

6.2.2.2 Notice of a meeting:

The chairperson of a Consortium Body shall give notice in writing of a meeting to each Member of that Consortium Body as soon as possible and no later than the minimum number of days preceding the meeting as indicated below.

	Ordinary Meeting	Extraordinary Meeting
Supervisory Board	45 calendar days	15 calendar days
Training Board	14 calendar days	7 calendar days

6.2.2.3 Sending the agenda:

The chairperson of a Consortium Body shall prepare and send each Member of that Consortium Body a written (original) agenda no later than the minimum number of days preceding the meeting as indicated below.

Supervisory Board	21 calendar days, 10 calendar days for an extraordinary meeting
Training Board	7 calendar days

6.2.2.4 Adding agenda items:

Any agenda item requiring a decision by the Members of a Consortium Body must be identified as such on the agenda.

Any Member of a Consortium Body may add an item to the original agenda by written notification to all of the other Members of that Consortium Body up to the minimum number of days preceding the meeting as indicated below.

Supervisory Board	14 calendar days, 7 calendar days for an extraordinary meeting
Training Board	2 calendar days

6.2.2.5 During a meeting the Members of a Consortium Body present or represented can unanimously agree to add a new item to the original agenda.

6.2.2.6 Any decision may also be taken without a meeting if the Coordinator circulates to all Members of the Consortium Body a written document which is then agreed by the defined majority (see Section 6.2.3.) of all Members of the Consortium Body. Such document shall include the deadline for responses.

6.2.2.7 Meetings of each Consortium Body may also be held by teleconference or other telecommunication means.

6.2.2.8 Decisions will only be binding once the relevant part of the Minutes has been accepted according to Section 6.2.5.

6.2.3 Voting rules and quorum

6.2.3.1 Each Consortium Body shall not deliberate and decide validly unless two-thirds (2/3) of its Members are present or represented (quorum).

If the quorum is not reached, the chairperson of the Consortium Body shall convene another ordinary meeting within 30 calendar days. If in this meeting the quorum is not reached once more, the chairperson shall convene an extraordinary meeting which shall be entitled to decide even if less than the quorum of Members is present or represented.

6.2.3.2 Each Member of a Consortium Body present or represented in the meeting shall have one vote.

6.2.3.3 Defaulting Parties may not vote.

6.2.3.4 In the Supervisory Board, decisions shall be taken by a majority of two-thirds (2/3) of the votes cast.

6.2.4 Veto rights

6.2.4.1 A Member which can show that its own work, time for performance, costs, liabilities, intellectual property rights or other legitimate interests would be severely affected by a decision of a Consortium Body may exercise a veto with respect to the corresponding decision or relevant part of the decision.

6.2.4.2 When the decision is foreseen on the original agenda, a Member may veto such a decision during the meeting only.

6.2.4.3 When a decision has been taken on a new item added to the agenda before or during the meeting, a Member may veto such decision during the meeting and within 15 calendar days after the draft minutes of the meeting are sent.

6.2.4.4 In case of exercise of veto, the Members of the related Consortium Body shall make every effort to resolve the matter which occasioned the veto to the general satisfaction of all its Members.

6.2.4.5 A Party may not veto decisions relating to its identification as a Defaulting Party. The Defaulting Party may not veto decisions relating to its participation and termination in the consortium or the consequences of them.

6.2.4.6 A Party requesting to leave the consortium may not veto decisions relating thereto.

6.2.5 Minutes of meetings

6.2.5.1 The chairperson of a Consortium Body shall produce written minutes of each meeting which shall be the formal record of all decisions taken. She/He shall send the draft minutes to all Members within 30 calendar days of the meeting.

6.2.5.2 The minutes shall be considered as accepted if, within 15 calendar days from sending, no Member has sent an objection in writing to the chairperson with respect to the accuracy of the draft of the minutes.

6.2.5.3 The chairperson shall send the accepted minutes to all the Members of the Consortium Body and to the **Coordinator**, who shall safeguard them. If requested the **Coordinator** shall provide authenticated duplicates to Parties.

6.3 Specific operational procedures for the Consortium Bodies

6.3.1 Supervisory Board

In addition to the rules described in Section 6.2, the following rules apply:

6.3.1.1 Members

6.3.1.1.1 The **Supervisory Board** shall consist of one representative of each Party (hereinafter **Supervisory Board Member**).

6.3.1.1.2 Each **Supervisory Board** Member shall be deemed to be duly authorised to deliberate, negotiate and decide on all matters listed in Section 6.3.1.2. of this Consortium Agreement except those decisions that according to a Party's internal rules have to be approved by its authorised representatives.

6.3.1.1.3 The **Coordinator** shall chair all meetings of the **Supervisory Board**, unless decided otherwise in a meeting of the **Supervisory Board**.

6.3.1.1.4 The Parties agree to abide by all decisions of the **Supervisory Board**. This does not prevent the Parties to submit a dispute to resolution in accordance with the provisions of Settlement of disputes in Section 11.8.

6.3.1.2 Decisions

The **Supervisory Board** shall be free to act on its own initiative to formulate proposals and take decisions in accordance with the procedures set out herein. In addition, all proposals made by the **Training Board** shall also be considered and decided upon by the **Supervisory Board**.

The following decisions shall be taken by the **Supervisory Board**:

- Content, finances and intellectual property rights
- Proposals for changes to Annexes 1 and 2 of the Grant Agreement to be agreed by the Funding Authority
- Changes to the Consortium Plan
- Modifications to Attachment 1 (Background Included) according to 9.1.2
- Additions to Attachment 3 (List of Third Parties for simplified transfer according to Section 8.2.2)
- Additions to Attachment 4 (identified Affiliated Entities)
- Modificatons to Attachment B (Consortium Plan Budget)

Evolution of the consortium

- Entry of a new Party to the consortium and approval of the settlement on the conditions of the accession of such a new Party
- Withdrawal of a Party from the consortium and the approval of the settlement on the conditions of the withdrawal
- Identification of a breach by a Party of its obligations under this Consortium Agreement or the Grant Agreement
- Declaration of a Party to be a Defaulting Party
- Remedies to be performed by a Defaulting Party
- Termination of a Defaulting Party's participation in the consortium and measures relating thereto
- Proposal to the Funding Authority for a change of the **Coordinator**
- Proposal to the Funding Authority for suspension of all or part of the Project
- Proposal to the Funding Authority for termination of the Project and the Consortium Agreement

Appointments

On the basis of the Grant Agreement, the appointment if necessary of:

Training Board Members

- (Training Manager)
- **Advisory Board** (AB)

6.3.2 Training Board

In addition to the rules in Section 6.2, the following rules shall apply:

6.3.2.1 Members

The centralised management of the training program will be overseen by the **Training Board** (TB) of the consortium comprising: the **Coordinator**, four node coordinators, four representatives from Partner Organisations, and a representative of the project ESRs elected for a period of one year by the ESRs (hereinafter "**Training Board** Members"). A Training Manager will be appointed by the **Coordinator** to coordinate its activities.

The **Coordinator** shall chair all meetings of the **Training Board**, unless decided otherwise by a majority of two-thirds.

6.3.2.2 Minutes of meetings

Minutes of **Training Board** meetings, once accepted, shall be sent by the chairperson to the **Supervisory Board** Members for information.

6.3.2.3 Tasks

6.3.2.3.1 The **Training Board** shall prepare the meetings, propose decisions and prepare the agenda of the **Supervisory Board** according to Section 6.3.1.2.

6.3.2.3.2 It shall seek a consensus among the Parties.

6.3.2.3.3 The **Training Board** shall be responsible for the proper execution and implementation of the decisions of the **Supervisory Board**.

6.3.2.3.4 The **Training Board** shall monitor the effective and efficient implementation of the Project.

6.3.2.3.5 In addition, the **Training Board** shall collect information at least every 6 months on the progress of the Project, examine that information to assess the compliance of the Project with the Consortium Plan and, if necessary, propose modifications of the Consortium Plan to the **Supervisory Board**.

6.3.2.3.6 The **Training Board** shall:

- support the **Coordinator** in preparing meetings with the Funding Authority and in preparing related data and deliverables
- prepare the content and timing of press releases and joint publications by the consortium or proposed by the Funding Authority in respect of the procedures of the Grant Agreement Article 29
- oversee the quality of the research training programme and ensure an adequate balance between scientific/technological and transferable skills training
- ensure that the skills acquired by ESRs fulfil the needs of both academia and the non-academic sector in order to enhance the intersectoral employability of the ESRs
- establish an active and continuous communication and exchange of best practice among the Parties, Partner Organisations, ESR and any stakeholders involved in the Project to maximise the benefits of the partnership
- oversee the quality and quantity of supervision of the ESRs
- review the training and research plan every 6 months
- evaluate and explore possible Intellectual Property commercial exploitation

6.3.2.3.7 In the case of abolished tasks as a result of a decision of the **Supervisory Board**, the **Training Board** shall advise the **Supervisory Board** on ways to rearrange tasks and budgets of the Parties concerned. Such rearrangement shall take into consideration the legitimate commitments taken prior to the decisions, which cannot be cancelled.

6.4 Coordinator

6.4.1 The **Coordinator** shall be the intermediary between the Parties and the Funding Authority and shall perform all tasks assigned to it as described in the Grant Agreement and in this Consortium Agreement.

6.4.2 In particular, the **Coordinator** shall be responsible for:

- monitoring compliance by the Parties with their obligations

This project has received funding from the European Union's Horizon 2020 research and innovation programme under the Marie Skłodowska-Curie grant agreement No 676108

- keeping the address list of Members and other contact persons updated and available
- collecting, reviewing to verify consistency and submitting reports, other deliverables (including financial statements and related certifications) and specific requested documents to the Funding Authority
- transmitting documents and information connected with the Project to any other Parties concerned
- administering the financial contribution of the Funding Authority and fulfilling the financial tasks described in Section 7.3
- providing, upon request, the Parties with official copies or originals of documents which are in the sole possession of the **Coordinator** when such copies or originals are necessary for the Parties to present claims.
- If one or more of the Parties is late in submission of any Project deliverable, the **Coordinator** may nevertheless submit the other parties' Project deliverables and all other documents required by the Grant Agreement to the Funding Authority in time.

6.4.3 If the **Coordinator** fails in its coordination tasks, the **Supervisory Board** may propose to the Funding Authority to change the **Coordinator**.

6.4.4 The **Coordinator** shall not be entitled to act or to make legally binding declarations on behalf of any other Party or of the consortium, unless explicitly stated otherwise in the Grant Agreement or this Consortium Agreement

6.4.5 The **Coordinator** shall not enlarge its role beyond the tasks specified in this Consortium Agreement and in the Grant Agreement.

6.5 Training Manager

6.5.1 The Training Manager is appointed by the **Coordinator**. He/she is responsible for the success of the training activities and the communication among all ERS about training needs. He/she will lead respective actions in the **Training Board** meetings. He/she will liaise with the ESR representatives, individual supervisors, industrial partners and the local workshop planning committee to adjust the training strategy and the network meetings. His/her salary will be supported from the Management and Overhead costs and Research, training and networking costs to be contributed by the Consortium and retained centrally by the **Coordinator** as outlined in Section 7.

6.6 Scientific Coordinator

6.6.1 The Scientific **Coordinator** is the Co-ordinator, Prof A Tartakovskii. He is the reference for research issues, monitors the scientific progress in each work package group and ensures integration across different research themes and work packages. He can suggest new activities for network meetings or for online content and set the agenda for the research-related discussion at the **Training Board** meetings.

6.7 ESR Supervisors

6.7.1 The ESR supervisors are in charge of recruitment and selection of the ESRs, will meet regularly with the ESR to discuss progress and provide scientific guidance and training. They assist the ESRs in drawing up a Career Development Plan and monitor their training progress.

6.8 ESR Representative

6.8.1 The ESR Representative acts on behalf of the ESRs at **Training Board** level and is entitled to one vote. It is elected by and among the ESRs by majority of 2/3 for a period of 12 months. After such period, a new election will take place.

6.9 Advisory Board (AB)

An **Advisory Board** (AB) will be appointed and steered by the **Training Board**. The **AB** shall assist and facilitate the decisions made by the **Supervisory Board**. The **Coordinator** is authorised to execute with each member of the **AB** a non-disclosure agreement, which terms shall be not less stringent than those stipulated in this Consortium Agreement, no later than 30 calendar days after their nomination or before any confidential information will be exchanged, whichever date is earlier. The **Coordinator** shall write the minutes of the **AB** meetings and prepare the implementation of the **AB's** suggestions. The **AB** members shall be allowed to participate in **Supervisory Board** meetings upon invitation but have not any voting rights.

6.11 Specific provisions for employment of ESRs

ESRs and their employing institutions will sign an agreement which defines their respective role, entitlements and responsibilities, as specified in Article 32 of the Grant Agreement.

The ESR and his/her supervisor are obliged to complete a Career Development Plan which defines the ESR's objectives over both the short and long term (Article 32.1.(1)). A template for the Career Development Plan is included here as Attachment 5.

MEMBERS OF THE **SUPERVISORY BOARD (SB)**

Alexander Tartakovskii	USFD (Chair)	a.tartakovskii@sheffield.ac.uk
Mete Atatüre	UCAM	ma424@cam.ac.uk
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MEMBERS OF THE **TRAINING BOARD (TB)**

Alexander Tartakovskii	USFD (Chair)	a.tartakovskii@sheffield.ac.uk
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Ferdinand Kuemmeth	UCPH	kuemmeth@nbi.ku.dk
Klauss Ensslin	ETH	ensslin@phys.ethz.ch
Mete Atatüre	UCAM	ma424@cam.ac.uk
Sandrine Soubes (USFD) 01/01/2016 – 31/10/2016 31/03/2017 – 31/12/2019	USFD (appointed as Training Manager/Research Development Manager)	s.soubes@sheffield.ac.uk
Elizabeth Baggeley (USFD) 01/10/2016 – 31/03/2017		liz.baggaley@sheffield.ac.uk
Nicko Tombros	HQ Graphene	info@hqgraphene.com
Huub Janssen	Janssen Precision Engineering	huub.janssen@jpe.nl
Matthew Markham	E6	matthew.markham@e6.com
Luca Sortino (Year 1)	Elected ESR	l.sortino@sheffield.ac.uk

MEMBERS OF THE **ADVISORY BOARD (AB)**

Prof M Bayer	TU Dortmund	Manfred.Bayer@tu-dortmund.de
Prof V Falko	Lancaster University	Vladimir.Falko@manchester.ac.uk
Prof F Koppens	ICFO Barcelona	frank.koppens@icfo.es

KICK-OFF MEETING MINUTES

The minutes of the Kick Off Meeting held in Munich on 29 January 2016 are attached.



Marie Skłodowska-Curie Innovative Training Network
“Nanoscale solid-state spin systems in emerging quantum technologies”
Spin-Nano Kick-Off and S3NANO Wrap-Up Meeting
29.01.2016
Walter Schottky Institut, Munich/Germany (Venue: room ZNN 001)

PRESENT

- Alexander Tartakovskii - a.tartakovskii@sheffield.ac.uk (Project Co-ordinator)
- Sandrine C Soubes - s.soubes@sheffield.ac.uk (Research Development Manager)
- Friedemann Reinhard - friedemann.reinhard@wsi.tum.de
- Caspar Clark - caspar.clark@helia-photonics.com
- Mete Atature - ma424@cam.ac.uk
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- Andor Kormanyos - andor.kormanyos@uni-konstanz.de
- Mark Rudner - mark.s.rudner@gmail.com

1	WELCOME/INTRODUCTION F. Reinhard and A Tartakovskii welcomed everyone to the meeting and outlined the agenda.
2	PROJECT PRESENTATIONS There was a 15-minute presentation for each Work Package. WP3 - Exploration of the spin-valley coupling in transition metal dichalcogenides B. Urbaszek (Toulouse), A. Kormanyos (Konstanz), A. Tartakovskii (Sheffield), A. Imamoglu ETH

	<p>WP2 - Development of applications of spin impurities in diamond for quantum computation, quantum networks and nano-magnetometry R. Hanson (Delft), B. Pingault (Cambridge), F. Reinhard (TUM)</p> <p>WP1 - Realization of spin qubits with all-electrical control in materials with spin-less matrices F. Kuemmeth (Copenhagen), K. Ensslin (ETH), L. Vandersypen (Delft), D. Loss (Basel).</p> <p>WP4 - Development of microcavity and dielectric antenna technology for efficient photon extraction in applications utilizing spin nano-systems R. Warburton (Basel), C. Clark (Helia) K. Karrai (attocube)</p> <p>Materials: Si-Ge, graphene/BN, colour centres in diamond, TMDCs Techniques: optics and transport</p>																																			
3	<p>PRESENTATION ON GENDER EQUALITY Dr Sandrine Soubes gave a 30 minutes' presentation on gender equality.</p>																																			
4	<p>DISCUSSION ON THE ORGANISATION/MANAGEMENT OF SPIN-NANO. A Tartakovskii outlined the organisation and management of the network.</p> <p>Network Events</p> <table border="1" data-bbox="185 965 1422 1839"> <tr> <td>1</td> <td>Kick-off meeting Gender issues workshop</td> <td>29 Jan 2016</td> <td>1 0.5</td> <td>Technical University of Munich</td> </tr> <tr> <td>2</td> <td>Quantum information in condensed matter physics Quantum computing workshop-1</td> <td>3 - 8 Jul 2016</td> <td>3 1</td> <td>University of Copenhagen</td> </tr> <tr> <td>3</td> <td>Project meeting with industry-1 Think Ahead workshop-1</td> <td>tbc</td> <td>2 2</td> <td>Technical University of Delft</td> </tr> <tr> <td>4</td> <td>Mid-term review meeting Think Ahead workshop-2</td> <td>tbc</td> <td>1 2</td> <td>University of Sheffield</td> </tr> <tr> <td>5</td> <td>Nano-spin school-2 Quantum computing workshop-2</td> <td>tbc</td> <td>3 1</td> <td>National Centre of Scientific Research</td> </tr> <tr> <td>6</td> <td>Project meeting with industry-2 Think Ahead workshop-3</td> <td>tbc</td> <td>2 2</td> <td>University of Cambridge</td> </tr> <tr> <td>7</td> <td>International conference "<i>Spin-based quantum information processing</i>"</td> <td>tbc</td> <td>4</td> <td>University of Basel</td> </tr> </table> <p>Staff based in Sheffield</p> <ul style="list-style-type: none"> • Dr Sandrine Soubes - Researcher Development Manager (or Training Manager in CA) - s.soubes@sheffield.ac.uk • Sally Greenhough - Network Administrator - s.greenhough@sheffield.ac.uk 	1	Kick-off meeting Gender issues workshop	29 Jan 2016	1 0.5	Technical University of Munich	2	Quantum information in condensed matter physics Quantum computing workshop-1	3 - 8 Jul 2016	3 1	University of Copenhagen	3	Project meeting with industry-1 Think Ahead workshop-1	tbc	2 2	Technical University of Delft	4	Mid-term review meeting Think Ahead workshop-2	tbc	1 2	University of Sheffield	5	Nano-spin school-2 Quantum computing workshop-2	tbc	3 1	National Centre of Scientific Research	6	Project meeting with industry-2 Think Ahead workshop-3	tbc	2 2	University of Cambridge	7	International conference " <i>Spin-based quantum information processing</i> "	tbc	4	University of Basel
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Recruitment

Timescale

ESRs - only 11 months left!

- Any chance for collaboration on this within Spin-NANO?

Rules and obligations

- All fellows to be employed by institutions
- Advertise at EURAXESS job vacancy portal (done for all 15 posts)

Apply mobility rules

Training Programme: initial steps

Importance of training in complementary skills:

- value for recruited researchers
- strong leverage in future grant applications if network-wide training is accomplished at an excellent level

Initial steps by January 2017:

- Training Needs Analysis (TNA) for each ESR
- Career Development Plan (CDP) for each ESR

Role of Researcher Development Manager

- June 2016: Spin-NANO TNA template to be designed following consultation with Researcher Development Units at Beneficiaries
- Aug/Sep 2016: Sandrine to record a video on how to approach TNA
- 2016: Sandrine will provide advice on how to approach TNA and CDP
- January 2017: first round of TNAs and CDPs to be submitted to Sandrine. This is to be repeated once a year (3 times in total)

IMPORTANT: Results of this process will be used to develop network-wide training that will be certified according to ECTS (European Credit Transfer System)

REQUIRED FROM GROUP LEADERS:

- (1) help Sandrine to establish contacts within your Universities;
- (2) encourage ESRs to engage in the process

Network meetings in the next 18 months

ESRs must attend all network meetings

- First meeting – a summer school in Copenhagen in Monday 4 July - Friday 8 July 2016
- Second meeting – ‘meeting with industry’ to be organised by Delft in month 17. Will also combine Workshop 1 on complementary skills training.

Longer term tasks

Outreach

- Allow ESRs to take part in local events, participation will be reported in the network periodic reports
- Next year could decide on a network-specific outreach material (perhaps a video, or set of videos) – need to happen

	<p>Secondments</p> <ul style="list-style-type: none">• ESRs will have to do secondments, see proposed programme in the text of the proposal
5	<p>WRAP UP OF S3NANO</p> <p>There was a discussion regarding the predecessor network – S3NANO.</p>
6	<p>There was the opportunity for a Lab Tour following the meeting.</p>