Funded by the Horizon 2020
Framework Programme of the
European Union

enetCollect First Action meeting

7-8 September 2017, Bolzano

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Eurac Research

PRACTICAL INDICATIONS

- WIFI access: openAiR, password: wlan@eurac.edu

- Minutes of this session → link to framapad

- Video recording and streaming is in place.

- Posters in Seminar 1, next door, indicate availability
- Coffee breaks and lunches in Foyer 1-2-3

- Please make sure to sign the attendance list.

AGENDA

Day 1

Time	Sessions	
8:30	MC meeting	
10:00	*Coffee break*	
10:30	Action intro, overview, OED and strategies	
11:30	Keynote by Karën Fort „Crowdsourcing: (a bit of) theory and ((quite) some) practice"	
12:30	*Lunch*	
14:00	WG 4 meeting	
16:00	*Coffee break*	Poster session on participants and their institutions
16:30	WG 5 meeting	
18:30	*End of the day*	
19:00	Touristic walk	
20:00	Joint dinner at „Försterbräu"	

AGENDA

Day 2

Time	Sessions	
8:30	WG 1 meeting	
10:00	*Coffee break*	
10:30	WG 1 meeting continued	
12:00	*Lunch*	Poster session on projects relevant for enetCollect
13:30	WG 2 meeting	
15:30	*Coffee break*	
16:00	WG 3 meeting	
18:00	*Closing*	
18:30	Debriefing of Core Group	

OVERVIEW

- EnetCollect's objectives
- Network composition
- Work plan and deliverables
- Timeline for GP 1
- Acquire funding for personnel
- Outreach, exploitation and dissemination
- Reminder on reimbursement rules

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LOGIC BEHIND COST ACTIONS

Bottom-up approach for groundbreaking research initiatives!

Open ended approach
➢ Coarse definition of tasks and deliverables to give room.

MAIN CHALLENGE OF ENETCOLLECT

"Fostering the language skills of all citizens regardless of their backgrounds (social, linguistic, etc.) by enhancing the production of language learning material."

➢ Setting into motion a R&I trend that combines Language Learning and Crowdsourcing techniques.

OVERALL STRATEGIC OBJECTIVE

"Incubating a new R&I trend to a point where multiple parallel and complementary finely-prepared projects relying on successful past cooperations can be started."

➢ The strategic objective is implemented along 7 research coordination and capacity building objectives.

SPECIFIC OBJECTIVES

Research coordination objectives:

1. Theoretical framework

2. Evaluation data

3. Disseminating the knowledge

Capacity building objectives:

1. Core community of stakeholders

2. Communication channels

3. New funded initiatives

4. Stable association

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NETWORK ORGANIZATION

5 Working Groups

- WG1: Explicit Crowdsourcing for LL material production
- WG2: Implicit Crowdsourcing for LL material production
- WG3: User-oriented design strategies for a competitive solution
- WG4: Technology-oriented specs for a flexible/robust solution
- WG5: Application-orient specs for an ethical, legal and profitable solution

3 transversal groups

- Outreach, Exploitation and Dissemination coordinations (OED)

NETWORK ORGANIZATION

Action Coordination

- Lionel Nicolas (Chair)
- Corina Forascu (Vice-Chair)

Grant Management

- Verena Lyding (Scientific Representative)
- Gloria Peasso (Administrative Manager)

COST offices

- Karina Marcus (Science Officer)
- Carmencita Malimban (Administrative Officer)

CURRENT NUMBERS

- 34 COST countries (+ Luxembourg in the process)
- 1 NNC / 2 IPC candidates
- 60 MC members / 39 MC substitutes

- ~ 150 people on the enetCollect mailing list
- 85 people subscribed to WGs

WG 1	WG 2	WG 3	WG 4	WG 5
44	47	35	19	18

- 17 subscribed to OED groups

Outreach	Exploitation	Dissemination
7	11	12

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WORK PLAN: PHASES AND OBJECTIVES

WGs / months	6	12	18	24	30	36	42	48
WG 1 + 2 + 3	State-of-the-art reviews							
		Research on approaches / requirements						
				Evaluation by design, implementation and testing				
WG 4 + 5		Guidelines, technical solutions, blueprints						
OED	IPR and OED plans, communication means and dissemination							

DELIVERABLES OF FIRST GP

- Summary reports on:
  - Online language learning materials and related workflows ⎤
  - Explicit and implicit crowdsourcing approaches ⎦ WG1+2
  - State of the art solutions of online language learning platforms ⎤ WG3

- First drafts of:
  - Technology-oriented specifications/blueprints to support WG 1, 2 and 3 ⎤ WG4
  - Ethical, legal and business guidelines ⎤ WG5

DELIVERABLES OF FIRST GP

- Document defining the IPR regulations

- Communication means including website and social media

- Targeted press releases and newsletters

- Contacts database to reach institutions, associations and individuals

- Shared agenda among active stakeholders

OED coordinations

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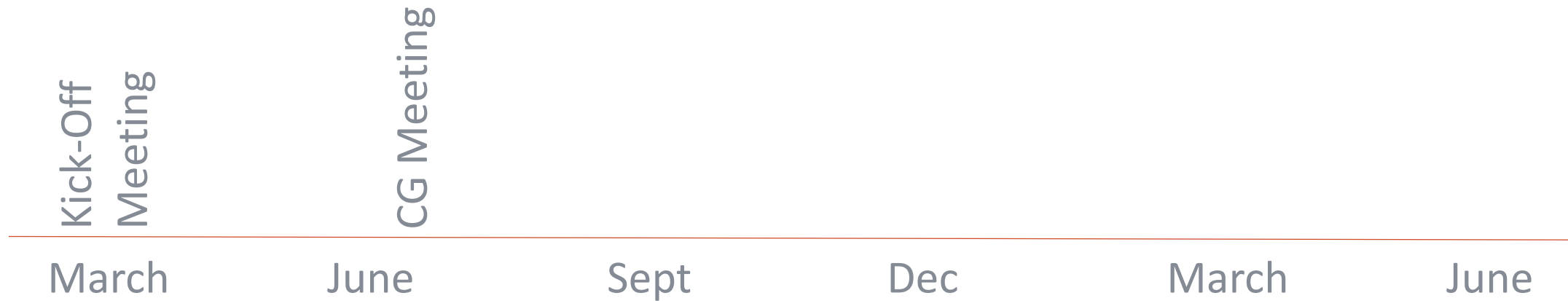# WORK PLAN: TIMELINE OF EVENTS

Kick-Off Meeting

| March | June | Sept | Dec | March | June |

➢ First gathering of MC members
➢ Setting up the Action structure (chair, WG leads, etc.)
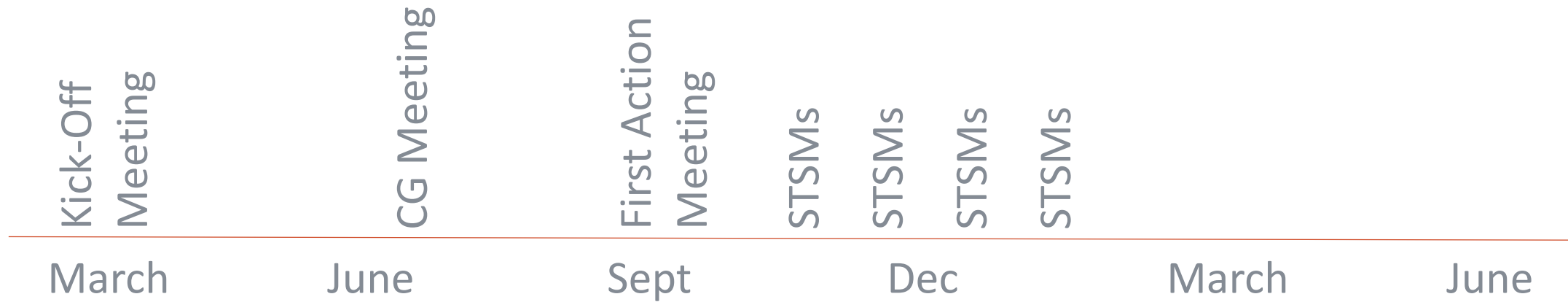
WORK PLAN: TIMELINE OF EVENTS

Kick-Off Meeting

CG Meeting

| March | June | Sept | Dec | March | June |

➢ Coordination of WG and OED strategic planning

WORK PLAN: TIMELINE OF EVENTS

Kick-Off Meeting

CG Meeting

First Action Meeting

| March | June | Sept | Dec | March | June |

➢ Information to Action members
➢ Active involvement of Action members into activities

WORK PLAN: TIMELINE OF EVENTS

Kick-Off Meeting		CG Meeting		First Action Meeting	STSMs	STSMs	STSMs	STSMs		
March		June		Sept		Dec			March	June

- ➢ Activities within WGs
- ➢ Supported by STSMs

WORK PLAN: TIMELINE OF EVENTS

Kick-Off Meeting	CG Meeting	First Action Meeting	STSMs	STSMs	STSMs	STSMs	Second Action Meeting	
March	June	Sept		Dec			March	June

➢ Summing up first years activities/deliverables
➢ Planning of second GP (Work and Budget Plan)

WORK PLAN: TIMELINE OF EVENTS

	Kick-Off Meeting		CG Meeting		First Action Meeting	STSMs	STSMs	STSMs	STSMs	Second Action Meeting	End of first GP	
March		June			Sept			Dec			March	June

➢ Scientific and financial report

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COST NATIONAL RELATED FUNDING

⇒ COST Actions do not fund personnel.

⇒ However, some countries offer funding opportunities related to COST Actions. E.G. Switzerland and Bulgaria. (apparently) Poland and Czech Republic too !

Do contact your CNC to know if such opportunities exist for you (and let us know).

FUNDING PROPOSAL SHARING

$\Rightarrow$ Proposal reusing fosters new successful proposals.

$\Rightarrow$ Our domains are very generic with respect to language.

$\Rightarrow$ For some (many?) of us, national, regional level or local funding constitute the main share of funding.

$\Rightarrow$ We rarely compete at national, regional or local level.

Let's share our national, regional and local proposals!
(especially when they are already funded)

FUNDING PROPOSAL SHARING
- Foreseen workflow -

(1) A partner shares an extract of a proposal.

(2) Other partners consult it and interested ones enter in contact.

(3) Both parties define the criteria of the exchange.
   Example: one proposal provided for inspiration = the submitted one in return

Such procedure will be formalised in a future mail.

MARIE CURIE INDIVIDUAL FELLOWSHIP (MCIF)

What is a MCIF ?

MCIF funds researchers looking to enhance their career development and prospects by working abroad.

What does it fund ?

One person for 1 to 2 years.

MCIF PROPOSAL TRAINING

Since 2016, Eurac Research organizes a yearly event of one week where proposers, who want to submit with Eurac Research as host, are invited and trained to write finely-tuned proposals.

$\Rightarrow$ Eurac Research has the know-how and contacts.
$\Rightarrow$ We are considering to organize a similar event for enetCollect.

MCIF PROPOSAL TRAINING
- Added value for enetCollect -

1. Proposals formalize research ideas => useful for the brainstorming phase.

2. Accepted proposers implement them => useful for the implementation phase.

3. MCIF grantees usually are very effective Post Doc researchers.

4. MCIF grants are quite generous (no COST budget necessary for MCIF fellows).

MCIF PROPOSAL TRAINING
- Added value for proposers -

1. Possibility to team up with very compatible hosts (larger choice).

2. Greater chances of success due to the proposal writing training.

3. Direct access to a large network of stakeholders.

4. Their research is in the spotlight.

5. Career perspectives noticeably enhanced.

MCIF PROPOSAL TRAINING

- Workload for creating a proposal -

Proposals are usually 20 to 25 pages
⟹ 10 to 12 pages of project-related content.

Creating a MCIF proposal from scratch usually takes…
⟹ For the proposer: 3 to 5 weeks full time.
⟹ For the host: between 0,5 to 2 weeks full time.

MCIF PROPOSAL TRAINING
- Foreseen schedule -

1. **Second half of October**, a call for interest is launched.

2. **Before new year**, candidate proposers and candidate hosts answer the call.

3. Proposers and hosts are invited for the February / March meeting where they present their ideas and team up (proposer + host).

4. Proposers are invited for a three days proposal writing training at Eurac Research in May (if funds are available, hosts could be invited too).

5. Proposals are submitted in mid-September.

MCIF PROPOSAL TRAINING

- Possible issues & counter-measures -

If not enough applicants or potential hosts apply.
⇒ Diffusion on main communication channels (e.g. corpora ML).

(Some) people might not be keen on disclosing proposal ideas.
⇒ Official publication of all presented proposals to ensure authorship.
⇒ Make clear that research part of a proposal is actually "secondary".
(MCIF are about people before anything)

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OUTREACH, EXPLOITATION AND DISSEMINATION COORDINATIONS (OED)

The OED coordinations are meant to help and support WGs on WG-transversal tasks while harmonizing and enhancing the way to tackle such tasks across WGs.

Example

Outreach   how to best reach out to new members ?

Exploitation   how to best push enetCollect-related data ?

Dissemination   how to best publish enetCollect-related papers ?

OUTREACH COORDINATION

Activities that aim at expanding enetCollect's community.
⇒ Action-internal expansion (increasing the number of its members)
⇒ Action-external expansion (reaching out to individuals)

So far:
⇒ 7 persons registered on the mailing list.
⇒ 1 online meeting the 09/06 with 4 participants.

OUTREACH COORDINATION

Decisions:
⇒ Focus on Action-internal expansion.

Next steps:
⇒ Create a list of potential non-academic partners.
⇒ Create templated documents to approach new contacts.
⇒ Crunch statistics on WGs and observe needs.

EXPLOITATION COORDINATION

Activities that aim at exploiting enetCollect's outputs.
⇒ Make the best out of the data created.
⇒ Make the best out of the community created (i.e. new projects).

So far:
⇒ 11 persons registered on the mailing list.
⇒ 1 online meeting the 09/06 with 7 participants.

EXPLOITATION COORDINATION

Decisions:
⇒ Data-wise there could be an overlap with WG5.
⇒ Fostering enetCollect-related MCIF proposals is beneficial.
⇒ Fostering project proposal sharing could be beneficial.
⇒ The concept of the collective workforce is similar to time-banks.

Next steps:
⇒ Implement the proposal sharing.
⇒ Implement a strategy to foster MCIF proposals.
⇒ See what time-bank tool can be used to implement the workforce.

DISSEMINATION COORDINATION

Activities that aim at enhancing the dissemination of enetCollect.

⇒ Disseminate the knowledge created.

⇒ Let people know about enetCollect's activities.

So far:

⇒ 12 persons registered on the mailing list.

⇒ 1 online meeting the 19/05 with 6 participants.

DISSEMINATION COORDINATION

Decisions:
⇒ Social media is worth implementing.
⇒ Communication should be targeted.

Next steps:
⇒ Look into Youtube and LinkedIn.
⇒ Create a twitter account and a ResearchGate project page.
⇒ Set up shared calendars for future scientific events.
⇒ Website…

WEBSITE

Decisions:

⇒ Wordpress for the front end.

⇒ Ilias for the intranet.

So far:

⇒ Intranet is up and running (www.enetcollect.net).
If you completed the general survey before 22/8, login/pass are:
first name of firstname + "." + the first name of lastname (no accent)
E.G: Alejandro Michael Montàgnagnà Perreira => "alejandro.montagnagna".

Next steps:

⇒ Complete the front-end.

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GRANT HOLDER INSTITUTION

Eurac Research is the **Grant Holder instituti**on for enetCollect.
As well as the institution of the **Action Ch**air.

For any **scientifically-related** questions, please refer to Lionel and
Verena: chair.enetcollect@eurac.edu

For any **administratively-related** questions, please refer to Gloria:
gh.enetcollect@eurac.edu

MEETING – REIMBURSEMENT PROCEDURE

In general, meeting participants should:

1) READ CAREFULLY the COST Vademecum (p. 24ff):
ww.cost.eu/download/COSTVademecum

2) Choose the <u>most economical means</u> of transportation

3) Make their travel arrangements <u>as early as possible</u> (ca 1 month before the event) upon receipt of official invitation

MEETING – REIMBURSEMENT PROCEDURE

Participants to be reimbursed must:

1. Register for an e-COST profile at https://e-services.cost.eu

2. Sign the attendance list ON EACH DAY that they attend the meeting.

3. Not be funded for their attendance by other funds – AVOID double funding

4. Submit via e-COST a completed OTRR within 30 CALENDAR DAYS AFTER the end date of meeting (--> 8 Sept)

5. Upload legible copies of all invoices / receipts and relevant supporting documents on e-COST.

MEETING – REIMBURSEMENT RULES

Participants must remember that:

- Only travels from residing country (e-COST profile) to the country of the meeting are covered.
  - Travels from or to other destinations constitute rule derogations.
  - Interruptions of the travel and intermediate stays (other than for changing flights) constitute rule derogations.
  - Any rule derogations have to be approved by the GH PRIOR to making any bookings.
- *"Travel start date - time"* is the time from when a participant goes out from home/from office to go to the meeting. Similar for *"Travel end date – time"*.
- They can add justification to clarify any claimed costs, if needed.

Local transport expenses	
Expense type	Public transport expenses
Justification	Public transport expenses (bus tickets only, bus being the only mean of local public transport) for several rides taken during the meeting from the airport to the hotel and from the hotel to the airport on the days of travel; from the hotel to the place of the meeting and back each meeting day, and to the places of the common dinners organized for the team each evening during the stay and back to the hotel from the restaurant.
Reimbursable amount	EUR 25.00

ELIGIBLE EXPENSES
Accommodation & Meals expenses

Accommodation:
FLAT RATE: Max 120€ - per 1 night with breakfast included,
max n. of nights = meeting days(2) + 1 night before the event – No receipts

Meals:
FLAT RATE: Max 20€ per meal, max 2 meals per day (meals offered by the local organizer get deduced) – No receipts
Reimbursement for lunch only after 12am, dinner only after 7pm .

Extra night's accommodation and extra meals must be approved BEFORE any booking

ELIGIBLE EXPENSES

Accommodation & Meals expenses

Meals calculation

Ex. Meeting dates 21- 22 December (No meals offered by LO)

	20-Dec		21-Dec	22-Dec	23-Dec	
Departure time from Home/ Institution					Arrival time at Home/ Institution	
Before 12:00 NN	Y		Y	Y	Before 12:00 NN	N
After 12:00 NN	N				After 12:00 NN	Y
Before 19:00	Y		Y	Y	Before 19:00	N
After 19:00	N				After 19:00	Y

ELIGIBLE EXPENSES

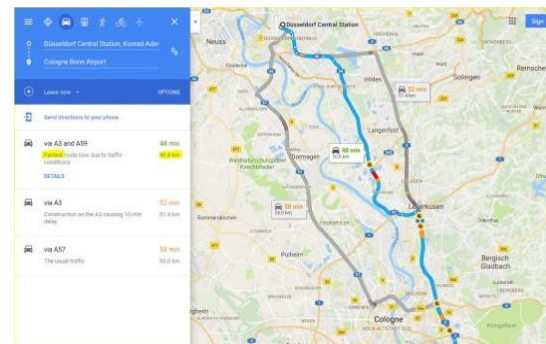Long distance travel = cross border travel

Flight expenses:
- Economy class only
- Max EUR 1200
- You must submit an invoice and full itinerary (flight tickets)

Car travel expenses:
- Maxi distance 2000 km at
- EUR 0.20 per km
- EUR 0.30 per km with 2 or more eligible participants
- *Proof of distance*
- (i.e Google Map)

Trains, bus and ferry expenses:

First, second and business class

You must submit invoice / receipts

ELIGIBLE EXPENSES

Local Transport – travel within 1country

Public transport expenses (shuttle, bus, train, metro, tram and ferry):
- ≤ EUR 25 - No receipts
- > EUR 25 – All receipts required

Taxi expenses:
- No other means
- To/From airport between 10pm and 7am
- Start time and date must be written on the taxi invoice
- NB!Up to EUR 80 in total
  - with receipts

Car travel
-Proof of distance (print out from google maps)

Other eligible expenses
- Luggage fees
- Parking (invoices can only cover the time period relevant to the approved activity)
- ONLY Visa fees

NON-ELIGIBLE EXPENSES

- Registration, lecture fees and honoraria

- Insurance (life, medical, health, luggage, etc.)

- Fuel, road tolls and car rental

- Charges for a rebooked travel ticket

- Expenses associated with obtaining visas

COMMON ERRORS

- Forgetting to ask for approval to GH PRIOR to booking if there are travel deviations

- Travel start date and end date: meaning misunderstood

- Supporting documents not uploaded

- Meals calculation

- Keep original copies of each invoice

- Forgetting to upload a print out of flight travel quotation if there are travel deviations

DECLARATION OF AVOIDANCE OF DOUBLE TAXATION

By signing the Declaration, you simply declare that you only pay taxes in your country of residence. This document is for Eurac Research internal use only.

To avoid the signature of the Declaration in future, we have already prepared a request to the Italian local fiscal authorities. We are waiting for a feedback.

Focussing on definition of FISCAL CODE
For es. Italian fiscal code, officially known as Italy's Codice Fiscale, is the tax code card in Italy, similar to a Social Security Number (SSN) card in the United States or the National Insurance Number issued in the United Kingdom. The tax code in Italy is an alphanumeric code of 16 characters.
For natural persons, the fiscal code is made of 16 alphanumeric characters; for legal persons (e.g. corporations) it comprises 11 numeric-only characters

Many thanks for your attention!