



Horizon Europe- Doctoral Networks

MID-TERM CHECK MEETING

15/12/2023

ONLINE FROM 09:00 AM TO 1:00 PM CET

Agenda

09:00 Introduction:

Short introduction by the REA Project Officer and the Coordinator.

09:05 Tour de table:

Lead Scientist will present their research team and also describe their role within the network.

09:30 REA PO presentation:

About monitoring of project implementation, reporting and purpose of the mid-term check.

09:50 Coordinator's report:

Presentation of the Network and the progress.

10:25 DCs Individual presentation:

DCs will present themselves, their background and their individual research project.

11.15 Restricted session with the DCs:

12.05 Restricted session with Coordinator:

12.30 Feedback open discussion:

Detailed Description about the Midterm check meeting online with the PO:

Objective of the meeting

The mid-term meeting is organised between the participants and the granting authority to assess:

- the fulfilment of the recruitment procedure.
- the eligibility of the Doctoral Candidates (DCs).
- the project's progress.



- any deviations from the original research training programme and define – if necessary - contingency measures.

It will also allow the granting authority to remind consortia and DCs of their rights and obligations.

Participants

The Project Coordinator, the scientists-in-charge, the representatives of the Associated Partners as well as all the appointed DCs must attend the meeting.

Roles & Agenda

Role of the coordinator	<ul style="list-style-type: none"> • Propose a date and venue. • Propose an agenda to the Project Officer. • Submit the Progress Report through the Funding and Tenders opportunities Portal. • Check that all deliverables due for the period have been submitted via the continuous reporting tool before the meeting. • Check that the Mobility Declarations for all recruited DCs are submitted. • Provide all the participants (including the DCs) with the present guidelines. • Provide fellows and participants with the: <ul style="list-style-type: none"> - Information package for Marie Skłodowska-Curie Fellows - Information note for Marie-Skłodowska-Curie Fellows in Doctoral Networks (DNs) - MSCA guidelines for supervision - MSCA questionnaires¹ - Grant agreement and Description of Action • Organise the logistics for the meeting. • Co-chair the meeting. • Present an overview of the progress report and the network's progress and achievements in terms of recruitment and management. • After the meeting: circulate the REA's feedback to all network partners and arrange for any necessary follow-up.
Role of Doctoral Candidates (DCs)	<ul style="list-style-type: none"> • Prepare a slideshow and/or a poster to be presented during the meeting, where they present themselves as well as their project.
Agenda	The agenda shall be agreed with the Project Officer. The meeting should normally last half a day to a day and should include the following topics:

¹ The beneficiaries must inform the researchers about the obligation of the researchers to complete and submit — at the end of the research training activities — the [evaluation questionnaire](#) and — two years later — [follow-up questionnaire](#) provided by the granting authority.



	<ul style="list-style-type: none"> • Introduction: Short introduction by the REA Project Officer and the Project Coordinator (<i>~5 minutes</i>) on the purpose of the meeting. • Tour de table: All scientists-in-charge should briefly present their research team and describe their role within the network. Introduction of the Associated Partners (if any) (<i>~30 minutes</i>). • REA Project officer presentation: presentation on the monitoring of project implementation, reporting and purpose of the mid-term check (<i>~20 minutes</i>): <ul style="list-style-type: none"> - MTM objective - Assessment of recruitment / Reminder of DCs rights & obligations - Project Management - Reporting & finance - Communication, Dissemination, Exploitation, Synergies - Useful links & reference documents • Coordinator's report: Presentation of the Network and the progress covering the following aspects (<i>~between 45 and 60 minutes</i>). The presentation should include: <ul style="list-style-type: none"> - State of play of the recruitment, deliverables and milestones; - Ethics issues (if applicable); - Management activities (Supervisory board activities, etc.); - Financial aspects (if necessary); - Critical implementation risks and mitigation actions; - Any proposed re-orientations of the networks' activities; - Document management and Open Science. • DCs Individual presentation: DCs will present themselves, their background and their individual research project (foreseen research, training, secondments, etc.). Scientific results are not expected in the presentations at this stage of the project. • Restricted session with the DCs (<i>~1/1 ½ hours</i>): the session is intended to allow the researchers to discuss with the REA representative about their experiences within the network in terms of training foreseen, supervision arrangements, progress and impact on their future careers². The main focus will be on: <ul style="list-style-type: none"> - Administration: awareness of the grant agreement provisions, working conditions (employment contracts compliant with the Annex V of the grant agreement, eligible allowances, visa issues, administrative support, tuition fees); - Supervision and integration: quality of the supervision, integration within the research team/the network/ the host institution/the country, career development plans;
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² The DCs representative(s) may summarize the fellows' feedback in a couple of slides to briefly present their experience in the network and the project (by highlighting what is positive and what could be improved). Questions could be also collected in advance as a basis for discussion during the meeting.



	<ul style="list-style-type: none"> - Training: effectiveness of the Career Development Plan, individual research projects, secondments, PhD enrolment, attendance of external courses/workshops/conferences, language courses and complementary skills training. For ID, 50% exposure to the non-academic sector; for JD, PhD requirements at each hosting institution, enrolment and recognition of double/joint doctoral degree and hosting arrangements; - Awareness of the European Charter for Researchers. <ul style="list-style-type: none"> • Restricted session: Meeting between coordinator and Project Officer to discuss any issue (<i>~15 minutes</i>). • Feedback and open discussion: Feedback from the REA Project Officer on the output of the network so far, on possible training areas for future exploitation or the impact on DCs' future careers development (<i>~15-30 minutes</i>).
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QUESTIONS TO BE CONSIDERED FOR THE PROJECT ASSESSMENT:

Research Training Programme:

- Is it in line with the plan as established in DoA?
- Are all the fellows being satisfactorily integrated in the project?
- Are they being given sufficient opportunities to interact with Network researchers outside their own team?
- Are there appropriate secondment opportunities available?
- Is the complementarity and multidisciplinary being sufficiently exploited within the Network in its training programme?
- Is sufficient complementary training (e.g. presentational skills, language skills) being organised both by the Network and by the individual research teams?
- Are Partner organisations involved in the training/secondment activities?
- Industry exposure.

MC Fellows:

- Appointment of fellows to date as foreseen by the Grant Agreement?
- Are the fellows sufficiently informed about their role and the role of the other participants?
- Are they aware of all the allowances they are entitled to?
- Are they also aware about the possibilities offered to them via networking (e.g. to attend network meetings, secondments etc.)?
- Are all the fellows recruited under an employment contract?

Management:

- Is the organisation of the Network and the distribution of tasks between the teams well adapted?



- Is the Network co-ordinator demonstrating the necessary scientific and organisational competence?
- Is full advantage being taken of modern communication and Internet-based services?
- Has the necessary decision-making structure been established within the network?
- Are all the participants aware of the basic rules (e.g. eligibility criteria, allowable costs etc.)?