

# **DECLARATION OF COMMITMENT**

BY THE MEMBERS OF

## **THE EURAXESS SERVICE NETWORK**

2017



## PART I

1. Mission
2. Aim of the Declaration
3. Member Tasks
4. Member Benefits
5. Membership Withdrawal
6. Cancellation of Membership
7. Signing of Declaration
8. The EURAXESS European/International Organisations

## PART II (Annexes)

Annex I: Structure of the EURAXESS Service Network and EURAXESS Code of Conduct

Annex II: Maintenance of the national EURAXESS Portal

# PART I

## 1. Mission

The mission of the *EURAXESS Service Network* (hereafter referred to as "EURAXESS Network") is to facilitate building a common European labour market of researchers by providing free information services, and timely and high-quality support to **facilitate the relocation and career development** of researchers in Europe. The EURAXESS initiative serves as an implementation tool, translating European Research Area policies into everyday working practice.

The EURAXESS Network Members (i.e. Bridgehead Organisations - hereafter referred to as "BHO"-, *EURAXESS Service Centres* - hereafter referred to as "ESC"-, EURAXESS Contact Points - hereafter referred to as "ECP"- EURAXESS Career Development Centres (hereafter referred to as ECDC) and EURAXESS European /International Organisations - hereafter referred to as "EIO"):

- Provide support to researchers and their families and/or organisations acting on their behalf for all, or a selection of, mobility and career related matters<sup>1</sup>, including:
  - reliable information and support
  - customised assistance on administrative and procedural formalities;
- Keep track of incoming requests according to the operational rules of the Network;
- Promote EURAXESS among researchers and stakeholders;
- Adhere to the principles of the EURAXESS Code of Conduct (see Annex I).

## 2. Aim of the Declaration

This Declaration of Commitment (hereafter referred to as "DoC") is designed to be a statement of an organisation's participation in the *EURAXESS Network*<sup>2</sup> and to acknowledge the objectives that the members of the Network aspire to meet.

## 3. Member Tasks

The Members of the network act according to the mission statement in providing free personalised assistance in matters related to mobility and/or career development. Specialised Career Development Centres must liaise with an identified Service Centre for all mobility-related issues.

---

<sup>1</sup> Listed in Annex I

<sup>2</sup> See Annex I for more details

#### **4. Member Benefits**

Signing the DoC provides EURAXESS Network members with a wide range of shared as well as individual benefits (see Annex I). In particular:

1. Increased visibility as a EURAXESS Network member institution;
2. Networking opportunities all over Europe;
3. Participation in EURAXESS Network events: trainings, conferences (where BHO, ESC and ECP shall represent their country), seminars; EURAXESS conferences, working groups;
4. Eligibility for participation in European Commission (hereafter referred to as "EC") EURAXESS funded projects (restricted calls for proposals);
5. Guidance and support from the EC and national BHOs;
6. Use of the EURAXESS logo: all signatories of this commitment (i.e. BHO, ESC, ECP) shall use the *EURAXESS* logo and slogan ("EURAXESS - Researchers in Motion") according to the EURAXESS Guidebook (2008) provided by the EC;
7. Access to the EURAXESS Extranet, the internal communication platform of the EURAXESS Network;
8. Use of information and training material developed within the EURAXESS Network, e.g. *EURAXESS Service Extranet Handbook*;
9. Free promotional material delivered by EC;

#### **5. Membership Withdrawal**

For those who wish to withdraw from the Network the following applies: any member (ESC or ECP) will duly notify the BHO of its decision; whilst any BHO will notify, if needed, the relevant Ministry or Entity that appointed it. The BHO will then notify the EC.

European/International organisations wishing to withdraw will notify the EC of their decision directly.

#### **6. Cancellation of Membership**

Each National BHO is responsible for supervising the implementation of the DoC by National Members. In case of non-compliance the BHO can propose to cancel the membership of the non-compliant institution.

The EC monitors the implementation at a European level.

## 7. Signing of Declaration

The present DoC must be duly completed and signed in three (3) copies; it will be collected by the national BHO as the official link to the EC. One copy shall be sent to the member, one to the EC and one remains at the BHO premises.

We, ....., undersigned organisation declare our commitment to the above mentioned principles and requirements

(Tick the applicable cases below)

- BHO<sup>3</sup>
- ESC<sup>4</sup>
- ECP<sup>5</sup>
- ECDC

Organisation: \_\_\_\_\_

Responsible: \_\_\_\_\_

Date and Signature: \_\_\_\_\_

Countersigned by *EURAXESS Service* Bridgehead Organisation (if required): \_\_\_\_\_

Countersigned by competent Ministry (if required): \_\_\_\_\_

---

<sup>3</sup> See definition and tasks in Annex I

<sup>4</sup> As above

<sup>5</sup> As above

## 8. The EURAXESS European/International Organisations

### a. Description

European/International Organisations are independent and have no formal role within the *EURAXESS* Network of the country where they are established. They liaise directly with the EC. They provide expertise in mobility-related matters<sup>6</sup> falling under the scope of the *EURAXESS Service Network*.

### b. Benefits

European/International Organisations may participate in all activities organised by the EC for the *EURAXESS* Network. They shall get special access rights to the Extranet.

### c. Duties

Each European/International Organisation shall liaise with the *EURAXESS* Network. They are requested to provide data and statistics through the Extranet. To this end, they are responsible for keeping their contact data updated in the Extranet.

Whenever needed, they shall liaise with the *EURAXESS* Network of the country they are established in to share information, participate in or host training events, and launch promotion campaigns. They shall also adopt the *EURAXESS* look and feel in at least one page of their website devoted to their participation in the *EURAXESS* initiative (e.g. "ad hoc" *EURAXESS* entry page, or tailored layout, etc.).

The present DoC must be duly filled in and signed in two (2) copies: one copy shall remain at the member's premises and one shall be sent to the European Commission.

We, ....., undersigned organisation declare our commitment to the abovementioned principles and requirements as a *EURAXESS* European/International Organisation.

Organisation: \_\_\_\_\_

Responsible:

\_\_\_\_\_

Date and Signature:

\_\_\_\_\_

Countersigned by *the European Commission*:

\_\_\_\_\_

<sup>6</sup> Annex 1: "Mobility related matters"

# STRUCTURE OF THE EURAXESS NETWORK

## Introduction

"EURAXESS - Researchers in Motion" is one of the key initiatives to enhance researcher careers and mobility and, as such, is the operational instrument of related European policies. Given its overall aim of contributing to the further development and consolidation of the European Research Area (ERA) and, in particular, of making Europe more attractive to researchers from all over the world, EURAXESS is backed at a national, political and institutional level. The EC supports the activities of the EURAXESS Service Network for its personalised dimension and the direct contact with researchers, thus fulfilling the goal of making Europe an attractive place for researchers.

EURAXESS – Researchers in Motion contributes as the operational arm for policy implementation at both a national and a European level and supports researchers within or wanting to come to Europe. EURAXESS also aims to retain and attract talent in Europe, and enhance the careers of researchers in Europe by providing information on job opportunities; mobility services; personalised assistance; rights and obligations for researchers and research organisations; and personal career development opportunities.

The EURAXESS initiative interlinks a range of activities and remains open to take up of new policy developments.

In this respect the network will update the DoC whenever deemed necessary, but at least every 3 years. The procedure foresees the following steps:

- at the biannual BHO meeting, the WG on Network Management will be endorsed to assess the DoC and to suggest changes that will be submitted to the BHOs for approval. BHOs can propose additional changes.
- The BHOs approve the revised document at the following meeting.

## **Typology and Tasks of the EURAXESS Service Network Members**

The EURAXESS Members will provide principal information and assistance to the researchers and their families free of charge; however specialised services (e.g. tax or legal issues, etc.) may require additional advice. The EURAXESS Centres may recommend professional service providers where appropriate, indicating the price that the services of the latter may cost.

The EURAXESS Network operates at a not-for-profit level, in this respect, institutions and/ or companies that aim the use network to market paid-for researcher services are excluded from membership of the network.

One of the principles of the network is the sharing of relevant information; this is encouraged through the use of the EURAXESS Extranet. However specialised sessions such as professional training may be charged to the inviting organisation.

### **1. The EURAXESS Bridgehead Organisation (BHO)**

BHOs act as coordinators of the Network at a national level and liaise with the EC, national governments and other organisations. They act also as a link to the ERA Steering Group on Human Resources and Mobility (SG HRM) for each country. They coordinate and support the whole network of ESCs, ECPs and CDCs at a national level and represent their countries at the BHO meetings and at the *EURAXESS bi-annual Conference*.

BHOs may play a multifaceted role, besides fulfilling the duties and responsibilities of BHO it can take over also the role of ESC or even of ECP, depending on the structure of the national EURAXESS network.

### **2. The EURAXESS Service Centre (ESC)**

The ESC is in contact with its national BHO as well as regional and local authorities, and receives assistance and support from the BHO. ESCs may also coordinate the network of ECPs at a regional level.

### **3. The EURAXESS Contact Point (ECP)**

The ECP is in contact with its national BHO and ESCs from where it receives assistance and support. ECPs support the staff of their own institution by providing assistance to incoming and out-going researchers.

### **4. EURAXESS Career Development Centre (ECDC)**

The ECDC is in contact with its national BHO from which it gets assistance and support. ECDCs provide information on career support to individual researchers.



Specialised ECDCs must liaise with an identified service centre for all mobility related issues.

## **5. EURAXESS European/International Organisation (EIO)**

European/International Organisations are independent and have no formal role within the *EURAXESS* Network of the country where they are established. They liaise directly with the EC. They provide expertise in matters falling under the scope of the *EURAXESS* Network.

### **Coordination and Working structure within the EURAXESS Network**

#### **A. The European Commission (EC)**

The EC role is to coordinate activities at a European level and to liaise with the BHOs of the participating countries. The EC organises activities (e.g. training, conferences and seminars, working groups, etc.), collects data, and maintains the *EURAXESS* Extranet. Furthermore, the EC defines and implements communication and policy strategy at a European level in collaboration with the Network's members and the ERA Steering Group on Human Resources and Mobility (SG HRM).

The EC is also responsible for appointing European/International Organisations as members of the *EURAXESS Service* Network. The EC can decide to withdraw membership of the network in cases of non-adherence to the provisions of the DoC.

#### **B. National structure**

Within each participating country, the BHO of the Network should be appointed by the Ministry or Entity directly linked to national research policy, whilst the ESCs and ECPs and ECDCs should be appointed by the BHO. In cases where the above mentioned Ministry or Entity is no longer in a position to commit to the initiative, any existing BHO, ESC, ECP or ECDC in the respective country would still benefit from the *EURAXESS Services* membership. This would only be revoked if the Ministry or Entity makes a clear recommendation.

#### **C. European/International Organisations**

Should European/International Organisations wish to join the *EURAXESS* Network the EC will be responsible for approving their direct application.

#### **D. Joining the EURAXESS Network**

Membership by a potential ESC or ECP or ECDC to the *EURAXESS* Network is achieved through the following process:

1. Application to the national BHO;
2. Approval by the BHO and signature of the DoC by the applicant;
3. Countersignature by the BHO and, if required by the responsible Ministry or Entity;
4. Notification by the BHO to the EC.

Membership by a European/International Organisation to the *EURAXESS* Network is achieved through the following process:

1. Application to the EC;
2. Approval by the EC and signature of the DoC by the applicant.

## **EURAXESS Code of Conduct**

### 1. Rules of Conduct

The *EURAXESS* Network promotes a service-culture approach based on requirements for politeness, openness, and transparency.

All researchers shall be treated equally irrespective of their nationality and citizenship, gender, race or ethnic origin, religion or beliefs, disabilities, age or sexual orientation.

### 2. Quality assurance

The *EURAXESS* Network members ensure high-quality services based on the requirements for reliability, competence and professionalism.

The *EURAXESS* Network members make the best efforts to ensure that information provided is complete, impartial, accurate, practical, user-friendly and up-to-date.

### 3. Response modalities and complaints

The *EURAXESS* Network members ensure that they can be reached by at least one means of communication (e-mail, help-desk, telephone, fax, face to face, etc.). Public holidays, and days off should be clearly indicated on the website or through automatic responses on the phone and e-mail (if possible).

All requests and complaints shall be responded to within three (3) working days, indicating an estimated time span within which the answer can be expected.

### 4. Data Protection

The *EURAXESS* Network members shall comply with national and, where applicable, European Union legislation regarding the possession and protection of personal data. These will be treated as confidential. No sensitive data relating to clients should be made available to other network members or the public for commercial purposes.

## **Mobility related matters**

- Access to the culture of the host country/language courses;
- Accommodation;
- Banking;
- Day care, schooling & family related issues;
- Departure conditions/formalities;
- Dual Careers;
- Entry conditions/visas;
- Health insurance;
- IPR;
- (Research) Job opportunities;
- Medical care;
- Pension rights;
- Recognition of qualifications;
- Research funding opportunities;
- Taxation/salaries;
- Unemployment;
- Work permit
- Research Integrity Rules

○

EURAXESS Service Centres are expected to cater for a minimum of 3 mobility-related topics.

## Career Development related matters

- Links to external researcher online communities or networks
- Links to external career support organisations
- Links to existing career development self-reflection tools
- Provision of examples of individual researcher career stories
- Links to the competencies desired / required by employers
- Links to existing CV, application and interview skill tools / training
- Signposting to local professional development training
- Links to CV database
- Signposting to local careers events
- Links to data on researcher careers
- Links to employers
- Provision of information for setting up a business / entrepreneurship
- Provision of local labour market information
- Provision of an internship / placement service
- Provision of a careers advisor
- Provision of career mentoring or coaching service
- Dual Careers Services
- Research Integrity Rules

The EURAXESS Career Development Centre (CDC) is the most advanced level in the range / model of EURAXESS career development services that may be provided.

## **DECLARATION OF COMMITMENT FOR THE SETTING UP AND MAINTENANCE OF THE NATIONAL EURAXESS PORTAL**

### *Background*

National EURAXESS Portals have been created to complement existing information provided by the European EURAXESS Portal on jobs and funding opportunities, national regulations and procedures, as well as administrative and cultural issues relevant for mobile researchers.

### *Principles of Commitment*

- **Interoperability with the European EURAXESS Portal:** Standardisation on core sets of inter-operational protocols, formats, search and retrieve functions, access interfaces and terminal interfaces and protocols: in conjunction with the relevant documents and deliverables as proposed by the EC;
- **Use of the EURAXESS logo and slogan:** all signatories of this commitment (BHO, ESC, ECP, ECDC) shall use the EURAXESS logo and slogan ("EURAXESS - Researchers in Motion") according to the User Guide provided by the EC;
- **Quality assurance:** all the signatories of this Commitment agree to do their best to ensure that the information included within their National Portal is of the highest quality: the information provided shall be complete, impartial, accurate, practical, user-friendly and up-to-date. The responsibility for this quality assurance lies entirely with the Portal Administrator and Content Manager of each national EURAXESS portal that exchanges information with the European site;
- **Accessibility:** information provided shall be accessible to all researchers regardless of their situation, place of residence or social category;
- **Principle of non-discrimination:** information provided shall respect the principle of non-discrimination and in particular shall guarantee equal treatment for its users irrespective of their nationality, gender, racial or ethnic origin, religion or beliefs, disability, age or sexual orientation;
- **Confidentiality:** Where relevant, information and counselling are given in a way that respects the user's right to confidentiality and anonymity;
- **Common ownership of the EURAXESS initiative:** participating members are committed to exchange information and to share experiences within the scope of this Commitment.

We, ....., undersigned organisation declare our commitment to the abovementioned principles and requirements.

(Tick one of the cases below)

- ☐ BHO
- ☐ ESC
- ☐ ECP
- ☐ ECDC

Organisation: \_\_\_\_\_

Responsible: \_\_\_\_\_

Date and Signature: \_\_\_\_\_

Countersigned by *EURAXESS Service* Bridgehead Organisation (if required): \_\_\_\_\_

## **SCHEDA DI ADESIONE AL NETWORK EURAXESS**

ATENEIO/ISTITUZIONE/ENTE:

SERVIZIO / UFFICIO INDIVIDUATO:

BREVE DESCRIZIONE DELLE ATTIVITA' DELL'UFFICIO (rilevanti per gli obiettivi individuati dall'iniziativa della Commissione Europea):

INDIRIZZO:

TELEFONO:

E-MAIL:

RESPONSABILE:

NOMINATIVO DELLA/E PERSONA/E INDIVIDUATA/E PER LE ATTIVITA' DELLA RETE:

LINGUE CONOSCIUTE (è richiesta la capacità di esprimersi correttamente in inglese –scritto e orale):

- ☐ INGLESE
- ☐ FRANCESE
- ☐ ALTRA LINGUA: .....

TELEFONO

E-MAIL

E-MAIL SERVIZIO EURAXESS presso l'Ateneo/Istituzione/Ente: