RItrain staff exchanges:
Call for Hosts 2017/18

You are invited to take part in a call to host a staff exchange.

The purpose of RItrain staff exchanges

The purpose of RItrain staff exchanges is for **managerial staff from European Research Infrastructures** to develop managerial and leadership expertise in areas that are new to them, or that they feel their research infrastructure needs to develop specific expertise in, by making **short knowledge-exchange visits** to research infrastructures that are noted for their excellence in the same area. The staff exchanges form an **integral part of RItrain's new Executive Master in Management of Research Infrastructures (EMMRI – http://emmri.unimib.it/en/)**, but can also be undertaken **independently** of the Master course. **Credits** may be awarded to individuals participating in the staff exchanges, either as hosts or as visitors.

What is RItrain and how will it benefit your research infrastructure?

The mission of RItrain (the Research Infrastructure Training Programme) is to improve and professionalise the training of managerial and leadership staff in research infrastructures (RIs). This is vital for the future success of Europe because access to excellent RIs underpins the success of today's research and innovation.

The successful management and leadership of research infrastructure requires a complex collection of competencies, especially for those working across national borders. RItrain is developing a flexible, modular, executive master's degree for RI managers and leaders, including (but not limited to) **executive directors of RIs, heads of finance and administration, heads of HR and communication**. We want to strengthen the human capital of RIs, stimulate their efficient management and promote their development and competitiveness at national, European and international level.

In collaboration with managers and leaders of pan-European research infrastructures across all disciplines, we have defined the competencies most needed by staff in these positions. As part of our executive curriculum, we will promote knowledge exchange and sharing of experiences between RIs through a pioneering staff exchange programme.

What does a staff-exchange entail?

Every RI has its strengths and weaknesses. We are asking you to **identify the areas of management and leadership that your RI excels in**, and to host a **short knowledge-exchange visit (2–5 days)** in which key members of personnel from the host RI coach visitors from other participating RIs.

The format of these visits will be relatively **informal** and is likely to involve no more than **a few hours of preparation**, although we are of course open to more ambitious proposals. This format was piloted in spring 2017 and was very well received. If you are aware that other RIs also have particular strength in your chosen topic, you might want to consider developing a staff exchange jointly.

Suggested format

We anticipate that you will want to begin the visit with a welcoming presentation describing your RI and its activities in the area that you have defined. At this point you might also want to introduce the experts round the table and their involvement in these activities.

We will ask your visitors to identify the challenges that they face in your identified topic area when they apply to participate in the staff exchange; they will be asked to present these during the visit.

You might wish to time your visit so that it coincides with a staff training course on the area in question, to which you would invite your visitors. We do not regard this as an essential part of a staff-exchange visit, although we are encouraging participating research infrastructures to open up a few places to those from other research infrastructures where this is appropriate.

The remainder of the visit is likely to involve small groups of visitors and hosts working together to brainstorm on the visitors' challenges.

Towards the end of the visit you might want to have a round-up session in which the outcomes and next steps are defined.

As hosts of an RItrain staff exchange you will be eligible to send your members of personnel to staff exchanges hosted by other RIs. Both hosting and attending a staff exchange will contribute towards field activities in RItrain's **Executive Master in Management of Research Infrastructures (EMMRI),** awarded jointly by the University of Milano Bicocca and the University of Minho, although it is also possible to participate in the staff exchanges independently of the course. Please note that completion of the full Master course entails a significant workload in addition to hosting or attending staff visits. The full syllabus of the master's course is available at http://emmri.unimib.it/en/, for entry in September 2017.

Closing date and review process for staff exchange proposals

Please email your proposal to Gosia Kalinowska (m.kalinowska@imperial.ac.uk) **by 12:00 midnight GMT on Thursday 28 September 2017.**

An independent panel will oversee the review of applications, to ensure an unbiased and transparent review process. Staff exchanges need to be completed and reported on by 31 July 2018.

You will be informed as to whether your organisation has been selected to host a staff exchange by **Wed 1 November 2017**.

Suggested topics

The following topics are aligned with **RItrain's highest priority competency requirements**, as defined by a survey sent out to all ESFRI and EIROForum RIs in January 2016:

- Strategic vision and business context
- Operational planning
- Financial management (including funding generation and budgetary control)

- Infrastructure and resource management (including data management and security)
- Impact assessment
- Communication, outreach and advocacy
- Staff recruitment, management and development (including promoting diversity)
- Project management in the context of RIs of European interest

Suggested length

2 days; perhaps up to five days if you are hosting your exchange back-to-back with a planned training course.

Number of participants
We propose a maximum of five visiting participants. You may involve as many host participants as you feel appropriate.

Reimbursement

RItrain (via Imperial College London) will cover subsistence costs for visitors (incl personnel costs for RItrain non-beneficiaries); beneficiaries of the RItrain project may charge additional staff time to their own RItrain budget allocation to organise and deliver the programme. The visiting delegation is expected to cover its own travel and accommodation cost as a demonstration of commitment to the staff exchange. Claims need to be made within Imperial College Expenses policy (see below) and cannot exceed €1000.

Important information from Imperial's expenses policy

- Expenses should be submitted as soon as possible after they have been incurred, with an expectation that they will be submitted within three months.
- Expenses submitted more than six months after they have been incurred will be rejected
- The original receipts must be submitted for all claims
- A record of the number of attendees and the organisation(s) they represent must be kept and included with the claim
- Business entertaining - the cost should be appropriate and not exceed £53 per head including alcohol and service. The cost of half a bottle of house wine per person with dinner is considered reasonable. Other alcoholic refreshments including champagne are at the claimants' own cost.

Application to host a RItrain staff exchange

Please complete this form and send it by email to Gosia Kalinowska (m.kalinowska@imperial.ac.uk) **by 12:00 midnight GMT on Sat 30 September 2017.**

You will be informed as to whether your organisation has been selected to host a staff exchange by **Wed 1 November 2017**.

Organisation where the staff exchange will be held (mandatory)

Organisation/RI	
Division or Department	
Address	
Address	

Staff exchange topic (mandatory)

Please select **one** topic from the following list:

- Strategic vision and business context
- Operational planning
- Financial management (including funding generation and budgetary control)
- Infrastructure and resource management (including data management and security)
- Impact assessment
- Communication, outreach and advocacy
- Staff recruitment, management and development (including promoting diversity)
- Project management in the context of RIs of European interest

OR other (please specify)

Start sate and duration (mandatory)

a. Proposed start date	dd/mmm/yyyy	b. Duration of the staff exchange	_____ days

Applicants (mandatory)

Role	Name	Organisation	Division or Department	How many hours per day will be contributed to the staff exchange?

Objectives (mandatory)

List the main objectives of the staff exchange in order of priority [up to 4000 characters with spaces]

Summary (mandatory)

Describe the proposed staff exchange in lay terms [up to 4000 characters with spaces]. We will use this summary to announce your staff exchange to other RIs should your application be successful. If you plan to centre your exchange around a staff training course, please mention this here.

Benefits (mandatory)

Describe how the participants will benefit from the staff exchange [up to 4000 characters with spaces].

Summary of Resources Required for Staff Exchange

Financial resources

Summary fund heading	Fund heading	Full economic Cost	RItrain contribution	In-kind organisation contribution
Directly Incurred	Staff	0.00	0.00	0
	Subsistence	0.00	0.00	0
	Other Costs	0.00	0.00	0
	Sub-total	**0.00**	**0.00**	
	Total	**0.00**	**0.00**	

Breakdown of costs

Summary of staff effort requested

	Days
Manager	0
Investigator	0
Researcher	0
Other	0
Total	0

Subsistence

Destination and purpose		**Total €**
	Total €	0

Other Directly Allocated Costs

Description	**Total €**
	0
Total €	0