

Secondee Checklist

Revision date
08 February 2022

Start date
01/01/2019
Duration
70 months
Project Coordinator
Fedele Bonifazi
FONDAZIONE PER LA RICERCA
FARMACOLOGICA GIANNI
BENZI onlus (FGB)



1 Summary

This document is aimed to provide a guidance to staff members involved in the staff exchange program of the ARISE project.

Reference contacts:

Project scientific coordinator, Dr Baba Inusa (Baba.Inusa@gstt.nhs.uk)

Project coordinator, Mr Fedele Bonifazi (fb@benzifoundation.org)

Arise Project Management team (arise@benzifoundation.org, Olawale.Tijani@gstt.nhs.uk)

WP8 Reference person (Ethics – al@benzifoundation.org)

2 Before your secondment:

1. Develop your proposal for a secondment plan with the reference persons for ARISE activities at your sending institution and at the hosting institution; please consider that the plan includes information about the researcher profile, details on the secondment to be defined, sending/hosting institution, start month, duration, tutor and the plan of the activities to be performed in the framework of specific WP(s), in accordance with the expected deliverables and milestones to be completed;
2. Send the proposal to the project scientific coordinator **at least 1 month before the planned start of your secondment** in order to receive his approval, by sending an email to Baba.Inusa@gstt.nhs.uk **with a copy to** arise@benzifoundation.org, Olawale.Tijani@gstt.nhs.uk and to the hosting and sending institution reference persons/tutors;
3. Apply for the VISA immediately after having received a preliminary approval of your proposal and check with the hosting institution/Embassy all the mandatory documents to be submitted for the VISA (e.g. invitation letter, accommodation reservation, etc.);
4. **Send an e-mail to arise@benzifoundation.org to confirm you have applied for the VISA.** The Arise Project Management Team will then inform the hosting and sending institution reference persons/tutors of the VISA application success;
5. Send the VISA copy to arise@benzifoundation.org as soon as you receive it;
- 5bis. Get in touch with the hosting institution to receive information, specific indication and regulations on the COVID-19 requirements to enter the country. Please note it is secondees' responsibility to be compliant with all the country specific requirements in order to avoid any possible issue at the departure/arrival;
6. If you come from a Third Country Partner Organisation (LASU, UA, ABU, AUB, SU, UTHS-CH, CISA and affiliated entities), the coordinating institution, FGB, **will purchase the flight tickets and pay for your accommodation** (amount will be deducted from the top-up allowance as per MSCA programme rules).

To this purpose, provide all the needed information (i.e. flight itinerary already planned, apartment invoice with bank details, etc.) to the project management team **as soon as you receive your VISA and no later than 15 days before the secondment starts**, in order to allow the management team to proceed with the purchase, by sending an email to the address arise@benzifoundation.org;

7. If you come from a Third Country Partner Organisation (LASU, UA, ABU, AUB, SU, UTHS-CH, CISA and affiliated entities), in order to receive the top-up allowance, **you have to provide the details of a bank account with an IBAN code** (e.g. REVOLUT account, free, [One app, all things money | Revolut](#)) and **communicate** to the coordinating institution, FGB, **your payment details** (IBAN and name of the account holder), by sending an email to the address arise@benzifoundation.org, with a copy to the reference person for ARISE activities at your sending institution. Please note that the bank account must be under your name, since transfers of money to other accounts (e.g. friend, spouse, colleague, etc.) are not allowed. A joint account including your name can be accepted. Transfers will be done in EUR currency in line with EU funds.
8. Get in touch with the sending institution reference person(s) in order to have your medical insurance set up for your secondment; send a copy of the insurance before your departure to the address arise@benzifoundation.org;
9. Complete the Ethics Evaluation form (you will receive a template from the Project Coordinator) before your secondment starts and send it to al@benzifoundation.org;
- 9bis. Complete the “Next of Kin Emergency Contact during Secondment” template ([annex 2](#) of this document) and send it back to the address arise@benzifoundation.org before your departure.

3 During your secondment:

10. If you come from a European Country, ask your own organisation to complete the Researcher Declaration on the EU Participant Portal;
11. If you come from a Third Country Partner Organisation (LASU, UA, ABU, AUB, SU, UTHS-CH, CISA and affiliated entities) ask the Project Management Team to complete the Researcher Declaration on the Participant Portal, by sending an email to the address arise@benzifoundation.org including the “Researcher Declaration template” fully completed ([annex 1](#) of this document);
12. Please bear in mind that Researcher Declaration submission is a **MANDATORY ACTION** to be completed **as soon as you have the confirmed secondment information and no later than 15 days**

after its starting. Any delay or missing submission of the Researcher Declaration will result in the ineligibility of your secondment with **NO REFUND** of your expenses;

13. Track and record your working activities:

- Staff members from EU beneficiaries shall follow the usual practices of the sending institution;
- Staff members from TC organisation shall use the dedicated IT tools following the instructions provided by the Project Coordinator;

14. Activities and Timesheets: please remember that a seconded staff member shall be **devoted full-time** to the action during the secondment period. Please keep in touch with the hosting institution admin department and ensure your daily working commitment coincide to the full-time daily working time of the hosting institution. Timesheets completion is a mandatory action. No compliance will result in delays of the top-up allowance transfers

15. Keep records of your expenses to grant a smooth reimbursement, by using the dedicated IT tools following the instructions provided by the Project Coordinator. Please note that MANDATORY records to allow the secondment eligibility are: boarding passes, flight tickets, passport stamps if applied, accommodation invoices/receipts, supermarket receipts, restaurant receipts, ticket transports and any other);

16. Please note that the amount of the top-up allowance (EUR 2,100/month) **not spent or not justified** (with originals/copies of receipts, invoices, ticket transports, etc.) may be subject to taxation, according to the national law of your hosting institution;

Example: I should receive 2,100.00 EUR for one-month duration secondment in Italy. I only have justification for an amount of 1,500.00 EUR (flight tickets, boarding passes and hotel invoice) but I did not keep any other receipt of the remaining 600.00 EUR. The amount of 600.00 EUR is subject to a 30% taxation, the hosting institution will transfer me only 420.00 EUR. (The same applies to the remaining amount which is not spent.)

17. Please inform the project coordinator and the project management team of any change/issue during the secondment, by sending an email to the address arise@benzifoundation.org

4 At the end of your secondment

18. Please do not forget to upload all the receipts/boarding passes/other useful proof of expenses related to your **return trip**, by using the dedicated IT tools following the instructions provided by the Project Coordinator;

19. Please submit the **evaluation questionnaire**, to be completed online at https://ec.europa.eu/eusurvey/runner/Evaluation_for_MSC_fellows (as per Grant Agreement, Art 32.1

Obligations towards seconded staff members – letter h) and confirm the submission by sending an email to arise@benzifoundation.org;

20. Ask the ARISE project management team to download from the EC website the Marie Skłodowska-Curie Fellowship Certificate by *sending an email to arise@benzifoundation.org;*
21. If you come from a European Country, at the end of your secondment period, provide your sending institution with the original copies of your expenses, including those occurred during the flight back (boarding passes, receipts, etc.). Missing this action will result in the ineligibility of the costs of your secondments, in case of future audits;
22. If you come from a Third Country Partner Organisation (LASU, UA, ABU, AUB, SU, UTHS-CH, CISA and affiliated entities) you will be asked to sign a document confirming you have received the total amount foreseen for you secondment period (the total amount will consider direct transfers to your bank account/rechargeable credit card/money transfer/other + the accommodation/flight tickets and any other expense centrally paid and managed by FGB) . The document will be sent by the ARISE project management team at the end of your secondment.

5 History of Changes

Data of change	Change applied
14/06/2019	1 st version
20/06/2019	Section 2: - point 2, it has been added “...and to the hosting and sending institution reference persons/tutors” - point 4, it has been added “The Arise Project Management Team will then inform the hosting and sending institution reference persons/tutors of the VISA application success”
02/07/2019	Section 2: Point 6, has been updated as follows: “If you come from a Third Country Partner Organisation (LASU, UA, ABU, AUB, SU, and affiliated entities), in order to receive the top-up allowance (EUR 2,100/month), you shall communicate to the coordinating institution, FGB, your payment details (bank transfer on your personal account, credit card recharge with IBAN code, etc.) by sending an email to the address arise@benzifoundation.org , with a copy to the reference person for ARISE activities at your sending institution. We suggest to open a EUR bank account (GBP if your secondment is in the UK, USD if your secondment is in the USA, in order to avoid the exchange rates) or to activate a rechargeable credit card with IBAN code. Please note that the bank account must be under your name, since bank transfers to other accounts (e.g. friend, spouse, colleague, etc.) are not allowed. A joint account including your name can be accepted”
23/07/2019	Section 3: - It has been DELETED the point “We suggest to open a EUR bank account (GBP if your secondment is in the UK) or to activate a rechargeable credit card with IBAN code in the hosting institution country (in order to avoid the exchange rates) and make sure to communicate the IBAN code to arise@benzifoundation.org ” - Point 13 has been updated as follows: “Track and record your working activities: <ul style="list-style-type: none"> o Staff members from EU beneficiaries shall follow the usual practices of the sending institution; o Staff members from TC organisation shall use the dedicated IT tools following the instructions provided by the Project Coordinator”
29/07/2019	Section 2: It has been added, as actual point 8 “Get in touch with the sending institution reference person(s) in order to have your medical insurance set up for your secondment”
01/08/2019	Section 2: - It has been added, as actual point 5 “Send the VISA copy to arise@benzifoundation.org as soon as you receive it” Section 3 - Point 6 has been updated as follows “Keep records of your expenses to grant a smooth reimbursement, by using the dedicated IT tools following the instructions provided by the Project Coordinator. Please note that MANDATORY records to allow the secondment eligibility are: boarding passes, flight tickets, passport stamps if applied, accommodation invoices/receipts, supermarket receipts, restaurant receipts, ticket transports and any other)” - The whole section 4 has been added.
08/08/2019	Section 3 - Point 20 has been updated as follows “...and confirm the submission by sending an email to arise@benzifoundation.org ” - Point 21 has been added.
11/11/2019	Annex 1 – Researcher Declaration: phone number added
14/11/2019	Section 2: - Point 7, it has been deleted: “We suggest to open a EUR bank account (GBP if your secondment is in the UK, USD if your secondment is in the USA, in order to avoid the exchange rates) or to activate a rechargeable credit card with IBAN code”. - Point 7, it has added: “Transfers will be done in EUR currency”. - Point 7, it has been added “and the name and email of a reference person from your bank”. - LASUTH has been replaced by LASU in the whole document. - Point 9bis added Section 3: - Point 16 has been moved to Section 4, becoming point 21 and changed as follows: “If you come from a European Country, at the end of your secondment period, provide your sending institution with the original copies of your expenses, including those occurred during the flight back (boarding passes included). Missing this action will result in the ineligibility of the costs of your secondments, in case of future audits.” - Point 22 has been added. Annex 2 has been added.
14/01/2020	Flight tickets and accommodation will be centrally managed by the coordinating institution FGB. Document has been updated accordingly.
11/03/2020	Section 2: Point 8 – it has been added, “send a copy of the insurance before your departure to the address arise@benzifoundation.org ”
07/02/2022	Reference contact and section 2: Tijani Olawale (GSTT) email address has been added (Olawale.Tijani@gstt.nhs.uk) Section 6, 7,11 and 22: New Partners organisations (UTHS-CH, CISA) have been added Section 5bis has been added

08/02/20022	<p>Section 6</p> <p>The following sentence has been added: <i>“(amount will be deducted from the top-up allowance as per MSCA programme rules).”</i></p> <p>Section 7</p> <p>The sentence <i>“(2.100/month)”</i> has been deleted</p>
12/08/2022	<p>Section 7</p> <p>The text has been updated from</p> <p>“If you come from a Third Country Partner Organisation (LASU, UA, ABU, AUB, SU, UTHS-CH, CISA and affiliated entities), in order to receive the top-up allowance, you have to communicate to the coordinating institution, FGB, your payment details (bank account number and SWIFT or IBAN for transfer on your personal account, credit card with IBAN code for recharge, etc.) and the name and email address of a reference person from your bank (for bank transfers only), by sending an email to the address arise@benzifoundation.org, with a copy to the reference person for ARISE activities at your sending institution. Please note that the bank account and credit card holder must be under your name, since transfers of money to other accounts (e.g. friend, spouse, colleague, etc.) are not allowed. A joint account including your name can be accepted. Transfers will be done in EUR currency in line with EU funds;”</p> <p>To</p> <p>“If you come from a Third Country Partner Organisation (LASU, UA, ABU, AUB, SU, UTHS-CH, CISA and affiliated entities), in order to receive the top-up allowance, you have to provide the details of a bank account with an IBAN code (e.g. REVOLUT account, free, One app, all things money Revolut) and communicate to the coordinating institution, FGB, your payment details (IBAN and name of the account holder), by sending an email to the address arise@benzifoundation.org, with a copy to the reference person for ARISE activities at your sending institution. Please note that the bank account must be under your name, since transfers of money to other accounts (e.g. friend, spouse, colleague, etc.) are not allowed. A joint account including your name can be accepted. Transfers will be done in EUR currency in line with EU funds.”</p>

6 Declaration

This information is provided in accordance with the provisions of the Community legislation (EU Regulation 2016/679 of 27 April 2016, on the protection of individuals with regard to the processing of personal data, as well as the free circulation of such data, hereinafter referred to as "GDPR" for the sake of brevity) and by the national legislation in force.

The data controller is the ARISE Coordination Team, represented by Fondazione per la Ricerca Farmacologica Gianni Benzi Onlus.

- PURPOSE OF THE PROCESSING
Provide immediate communication to authorized persons, especially in case of an emergency
- LEGAL BASIS FOR PROCESSING
Consent to the processing of personal data for the specific purpose
- RETENTION PERIOD
Until the withdraw of consent, otherwise the whole duration of the project

The processing of your personal data will take place at the operational headquarters of the Data Controller and will be done using automated and manual methods and tools to ensure maximum security and confidentiality, by specifically authorized parties as long as is strictly necessary to attain the purposes for which they were collected. The data provided will be used with paper-based, computerized and telematic tools. Specific security measures are complied to prevent data loss, illicit or incorrect use and unauthorized access. Once the above storage terms have elapsed, the data will be destroyed or be anonymized through the technical cancellation and backup procedures.

The following subjects are the recipients the collected data and, therefore, will process the following data on behalf of the Data Controller: Hosting organization, Project scientific coordinator, e-mail and certified electronic email provider; IT Consultants.

If you have any question relating to your rights ex art. 15 ss GDPR (access, change or remove your information) you can contact the ARISE Coordination Team, represented by Fondazione per la Ricerca

Farmacologica Gianni Benzi Onlus (Via Abate Eustasio, 30 70100 Valenzano BA) by sending an email to arise@benzifoundation.org

By completing and submitting these documents electronically, I understand that the information provided above will be used to fulfil the EC requirements for my secondment and to allow my hosting organisation to have a direct contact with my NoK in case of any emergency. I declare to have received and read the information contained therein and I am committed to share them with all the subjects I have provided and/or provide personal data.

[Insert Name and date]

7 Annex 1 - Researcher Declaration template

FIRST NAME: _____

LAST NAME: _____

PHONE NUMBER: _____

BIRTH DATE: __/__/____

RESEARCHER CATEGORY: (please specify which one between “**Early stage researcher**” and “**Experienced Researcher**”):

NATIONALITY: _____

GENDER: _____

PAST COUNTRIES OF RESIDENCE: _____

START DATE OF THE SECONDMENT (including travel): __/__/____

END DATE OF THE SECONDMENT (including travel): __/__/____

SENDING INSTITUTION: _____

HOSTING INSTITUTION: _____

WORK PACKAGE: (please indicate the ARISE work package in which you will be involved during your secondment) _____

IS THE RESEARCHER ENROLLED IN A PHD PROGRAMME? (please specify if **YES** or **NO**):

IS YOUR CURRENT CONTRACT AT THE SENDING ORGANISATION FULL TIME? (if not, please indicate the part time percentage):

** Do not forget to attach the flight tickets (if not centrally bought by Fondazione Gianni Benzi onlus) at the Researcher Declaration template*

8 Annex 2 - Next of kin Emergency Contact during Secondment

Secondee Information

Secondee Name:	
Secondee Surname:	
Sending institution:	
Hosting institution:	
Secondment start date:	
Secondment end date:	
Work Package:	

Emergency Contact 1

Emergency contact Name:	
Emergency contact Surname:	
Phone (Please include dialling code):	Mobile: Landline:
Email address:	

Emergency Contact 2

Emergency contact Name:	
Emergency contact Surname:	
Phone (Please include dialling code):	Mobile: Landline:
Email address:	