

Status of Secondments



E-JADE

Europe -Japan Accelerator
Development Exchange Programme

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What is a secondment ?

- Travel made **from the Institute to Japan** (i.e. to KEK, Kyushu University, University of Tokyo and Tohoku University)
- **Stay of 30 days minimum** over the period of the project (i.e. until 31.12.2018).
- **Several stays of few days are eligible** as long as the total period of the stay at the same institute reaches 30 days before 31.12.2018

Responsibility of the Institute

- Checking **Eligibility** of the traveller
 - 1 - Category
 - Experienced researchers (ER), i.e. researchers with a Ph.D. or at least 4 years of research experience;
 - Early-stage researchers (ESR), i.e. researchers with less than 4 years of experience and no Ph.D., but with the degree enabling their access to doctoral studies;
 - administrative, managerial or technical staff;
 - Ph.D. students (students are not eligible)
 - 2- employed and involved in the corresponding E-JADE work package for at least **6 months on a full-time basis** prior to the secondment.
 - 3- **No other EU funds** involved
 - 4- Travel **linked to one of the technical WP** defined in the Technical Annex.
- Organize travel formalities (travel request, travel reimbursement).
- Reporting in the ECAS EU portal (within 20 days after the return of a secondee)
<http://ec.europa.eu/research/participants/portal/desktop/en/home.html>

Responsibility of the Traveler

- Prior to the travel, register his/her trip under <https://indico.desy.de/confRegistrationFormDisplay.py/display?confId=11459>
- After the travel, fill-in the Short-term evaluation report <https://indico.desy.de/confRegistrationFormDisplay.py/display?confId=12602>
- This is an internal process extremely important to keep records concerning all trips BUT the **official data are saved into ECAS.**

Status of secondment as of today



Institute	E-JADE contract amendment 1						Status of secondments	
	WP1	WP2	WP3	WP4	WP5	Grand Total	ECAS numbers	%
AGH (BEN)			14			14	0	0
CEA (BEN)			9			9	2.27	25%
CERN (BEN)	14	31	7	15	1	68	26.17	38%
CNRS (BEN)		33	7		0	40	15.53	39%
CSIC (BEN)		7	5		1	13	5.26	40%
DESY (BEN)		4	31		1	36	20.17	56%
KEK (OPE)	20	13	71	51	2	157	98.16	63%
KU (OPE)	60		8			68	0	0
RHUL (BEN)		24			0	24	24.23	101%
TAU (BEN)			6			6		0%
TU (OPE)			4			4	0	0
ULIV (BEN)		4				4		0%
UoT (OPE)	12	2			2	16	0	0
UOXF (BEN)		25	1		0	26	15.12	58%
UPS (BEN)		9	1			10	1.17	12%
USTR (BEN)		7				7	1.1	16%
VINCA (BEN)			5			5	0	0
Grand Total	106	159	169	66	7	507	209.18	41%