

# REFLOW

EUROPEAN TRAINING NETWORK

## REFLOW

*“Phosphorus REcovery for Fertilisers frOm dairy processing Waste”*

**Grant Agreement: 814258**

***Deliverable 5.3***

**Report on REFLOW**

**Network kick-off meeting**



## DOCUMENT SUMMARY

<b>Deliverable Title</b>	Report on REFLOW Network kick-off meeting		
<b>Due Date</b>	Month 7 (31/07/2019)		
<b>Version</b>	Final v1.0		
<b>Deliverable Type</b>	Report		
<b>Deliverable Lead</b>	P1 UL		
<b>Related Work package</b>	WP 5		
<b>Author(s)</b>	John Mulcahy - UL		
<b>Reviewer(s)</b>	J.J. Leahy - UL		
<b>Contributor(s)</b>			
<b>Communication level</b>	PU	Public	<input checked="" type="checkbox"/>
	PP	Restricted to other programme participants (including the Commission Services)	<input type="checkbox"/>
	RE	Restricted to a group specified by the consortium (including the Commission Services)	<input type="checkbox"/>
	CO	Confidential, only for members of the consortium (including the Commission Services)	<input type="checkbox"/>
<b>Grant Agreement Number</b>	814258		
<b>Programme</b>	H2020-MSCA-ITN-2018		
<b>Start date of Project</b>	01/01/2019		
<b>Duration</b>	48 months		
<b>Network coordinator</b>	UNIVERSITY OF LIMERICK		

## DOCUMENT HISTORY

Issue Date	Version	Changes Made / Reason for this Issue
23/12/2019	V1.0	Final Version for Submission

## TABLE OF CONTENTS

ABSTRACT .....	3
1. Meeting Minutes .....	4
2. ANNEX 1 – Meeting Sign in Sheet .....	6

## ABSTRACT

The Network Kickoff Meeting took place on the 4<sup>th</sup> March 2019 at the offices of the Network Member ELO at Rue de Trèves, Bruxelles, Belgium.



## 1. Meeting Minutes

### M03 Meeting Minutes - 1st Steering Board Meeting

#### Minutes:

Network Coordinator(NC) JJ Leahy welcomed the attendees before the Project Management Team Overview was given by Project Manager(PM) John Mulcahy.

#### External Advisory Board

Dr Mirella di Lorenzo Associate Professor, Dept of Chemical Engineering, University of Bath and Dr Anne Marie Henihan, Dairy Processing Technology Centre, University of Limerick were put forward as external experts for the External Advisory Board. The requirement for HR representatives for the External Advisory Board was also highlighted. A representative of the University of Limerick HR Department was put forward and the consortium were asked to put forward two additional HR representatives. This is a requirement set out in the project Description of Action (DoA).

*Action Item: Two additional HR representatives to be nominated by the consortium*

#### Recruitment

A presentation on recruitment obligations was delivered by the PM.

The provision of an online recruitment portal is the most effective and efficient way to ensure that the requirements related to the recruitment are met ([www.etn-reflow.eu/apply](http://www.etn-reflow.eu/apply)).

Recruitment advertisement will be submitted on Euraxess and other sites (indeed, linkedin and researchgate were suggested).

*Action Item: Please provide list of other sites that the advertisement is being placed on.*

The recruitment text will refer to the secondments. The following suggested text is proposed... "the Researcher will be required to spend extended periods of time (secondments) at the premises of other beneficiaries and Partner Organisations which will be relevant and beneficial for the researchers and in line with the project objectives. Secondments will contribute to the inter-sectoral experience and also contribute to the multi/inter-disciplinary experience of the researchers. Secondments will not exceed 30% of the fellowship's duration. They will represent between 6 to 12 months of the ESRs contracted time".

*Action Item: Text of recruitment's to be modified to reflect general secondment information*

Eligibility requirements are confirmed as

- must not have resided or carried out his/her main activity in the country he/she will be employed for more than 12 months in the 3 years immediately prior to the recruitment date.

- must be in the early stage of their research career (first four years, full time equivalent) and not in possession of a doctoral degree.

It was confirmed that the recruitment is run by the Beneficiary who is employing the ESR with the assistance of the Project Management Team and the External Advisory Board.

*Action Item: A contact point for each ESR recruitment is requested*

It was highlighted as an important distinction that the ESR must be considered as a Researcher who is undertaking a PhD rather than a PhD student under taking research.

Important notes: There will only be 3 years of funding provided for each ESR. Research experience must be less than 4 years but is desirable. Europass CV can be provided and is requested for primary applications to some ESR positions. A request for the documents to be provided in English or the language of the host country (included the academic records of Bachelor's and Master's Degrees) is to be included in the recruitment.

### **Secondments**

A query on the costs associated with the hosting of ESRs by project Partners was raised. Institutional costs of the secondment will be paid by the Beneficiary who is employing the ESR. There needs to be an agreement between the secondment host and the beneficiary. There is a template for an agreement contained within the Consortium Agreement.

Secondments of the researchers should be relevant, feasible and beneficial for the researchers and in line with the project objectives. Secondments in ETN may not exceed 30% of the fellowship's duration. During the project implementation, any changes to the secondment plan should be notified and approved by the REA.

### **AOB**

A Career Development Plan template for each ESR is contained within the Consortium Agreement. The Consortium Agreement is being sent for signing to Partners. Making contact with China/EU Project in the Phosphorus recovery area was suggested by AU.

*Action Item: Further discussion on making contact to take place.*

*Action item: Reminder for project partners and beneficiaries to send on their logos.*

### **Consortium Meeting**

Partners in the project who are not beneficiaries are still required to sign a document titled "Commitment to the Project" that is provided for reference as an annex to the Consortium Agreement.

The Consortium Agreement is to be sent for signing by Partners shortly.

The names put forward for the External Advisory Board were accepted by the Consortium.

### **Meeting Close**

## 2. ANNEX 1 – Meeting Sign in Sheet



1<sup>st</sup> Consortium Meeting - 4<sup>th</sup> March 2019

Name	Organisation	Signature
	UL	
	UL	
	PKU/HRUIT	
	STRANE INNOVATION	
	STRANE	
	TEAGASC	
	AARHUS UNIVERSITY	
	PRAYON	
	PRAYON	
	Un: LaSalle	
	Un: LaSalle	
	UVIC - UCC	
	UVIC - UCC	
	Chalmers	
	ISTITUTO SUPERIORE DI SCIENZE	
	UL	
	ELO	
	ELO	
	JRC - EC	
	Nurelys	
	ELU	

\*Note Names and Signatures intentional redacted