DECLARATION OF COMMITMENT

BY THE MEMBERS OF

THE EURAXESS SERVICE NETWORK

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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, timely and high-quality support to facilitate the relocation and career development of researchers in Europe.

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[1] and to acknowledge the objectives that the members of the Network aspire to meet.

3.   Member Tasks

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"- and EURAXESS European /International Organisations - hereafter referred to as "EIO"):

o   Provide support to researchers and their families and/or organisations acting on their behalf for all mobility related matters[2], including:
- reliable information;
- customised assistance on administrative and procedural formalities;
o   Keep track of the requests according to the operational rules of the Network;
o   Promote EURAXESS among researchers and stakeholders;
o   Adhere to the principles of the EURAXESS Code of Conduct (see Annex I).

4.   Member Benefits

Signing the DoC gives EURAXESS Network members both broad and common benefits as well as specific ones (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 assembly, working groups;
4. Eligibility for participation to European Commission (hereafter referred to as "EC") EURAXESS funded projects (restricted calls for proposals);
5. Guidance and support by EC and BHO;

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[1] See Annex I for more details
[2] Listed in Annex I

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 promotion material delivered by EC;
10. Use of EURAXESS Network data collection results.

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 competent Ministry or Entity that appointed it. The BHO will then notify the EC.

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

6. Cancellation of Membership

The EC monitors the implementation of the DoC by the EURAXESS Network members and in cases of non-compliance can decide upon cancellation of the membership of the non-compliant institution.

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, Örebro University, undersigned organisation declare our commitment to the abovementioned principles and requirements

(Tick one of the cases below)

- BHO[3]

- ⊗ ESC[4]

- ECP[5]

Organisation: ÖREBRO UNIVERSITY, SWEDEN

Responsible:

Robert Brummer

[3] See definition and tasks in Annex I
[4] As above
[5] As above

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Pro-Vice-Chancellor International, External Relations and Innovation.

Date and Signature:

X _2016-11-16_ _[signature]_ _Robert Brummer_

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

[signature]

Countersigned by competent Ministry (if required):

_____

VINNOVA **Verket för innovationssystem**
Swedish Governmental Agency for Innovation Systems
Org.nr: 202100-5216
VAT: SE202100521601

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[6] falling under the scope of the *EURAXESS Service* Network.

b. Benefits

European/International Organisations may participate in all animation 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 up-dated in the Extranet.

Whenever needed, they shall liaise with the *EURAXESS* Network of the country they are established in to share information, participate/invite to training events and launch promotion campaigns. They shall adopt also 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*:

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[6] 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, EURAXESS is backed at 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 attractive for researchers from all over the world.

Over the years EURAXESS – Researchers in Motion contributed as operational arm of policy implementation at national but also European level to areas supporting researchers to stay in or come to Europe and retain and attract talent in Europe enhancing the career of researchers in Europe by providing information on job opportunities, mobility services, personalised assistance, and rights and obligations for researchers and research organisations.

The EURAXESS initiative interlinks four activities, each of them individually very high on the political agenda. Through the overarching brand the initiative became an important player by addressing not only researchers, but also funders and employers - both private and public – as well as HR departments, national, local and even international administrations as well as the national and European policy level.

"EURAXESS Jobs": Access to the job market;

"EURAXESS Services": Access to services for mobility related matters;

"EURAXESS Rights": Rights and obligations in the research profession;

"EURAXESS Links": Links for European and non-European researchers abroad.

Typology and Tasks of the EURAXESS Service Network Members

1. The EURAXESS Bridgehead Organisation (BHO)

BHOs act as coordinators at national level of the Network and liaise with the EC, national governments and other organisations. They act also as 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 and ECPs at national level and represent their countries at the BHO meetings and at the *EURAXESS bi-annual Conference*.

2. The *EURAXESS Service* Centre (ESC)

The ESC is in contact with its national BHO as well as regional and local authorities, and gets assistance and support from the BHO. ESC may also coordinate the network of ECP in its region. When attending the *EURAXESS bi-annual Conference* represents its country.

3. The EURAXESS Contact Point (ECP)

The ECP is in contact with its national BHO and ESCs from which it gets assistance and support. ECP support the staff of its own institution by providing assistance to incoming and out-going researchers. When attending the *EURAXESS bi-annual Conference* it represents its country.

4. The 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 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 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 in charge of appointing European/International Organisations as members of the *EURAXESS Service* Network. The EC can decide to withdraw membership of the network in case of non-respect of 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 issues, whilst the

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ESCs and ECPs should be appointed by the BHO. In case the abovementioned Ministry or Entity is no longer in a position to commit to the initiative, any existing BHO, ESC or ECP in the respective country would still benefit from the *EURAXESS Services* membership. This latter would be revoked only if the Ministry or Entity clearly recommends or demands it.

C.   European/International Organisations

Should European/International Organisations wish to join the EURAXESS Network the EC will be charged to appoint them after their direct application.

D.   Joining the EURAXESS Network

Membership by a potential ESC or ECP 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 equally treated 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, when 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 (as defined by the EURAXESS Service Network)

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

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

Background

National EURAXESS Portals have been set up to complement information provided by the European EURAXESS Portal on job 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) 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 effort to ensure that the information included in 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 any national EURAXESS portal exchanging information with the European one;
- **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 confidence 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)
- o BHO
- o ESC
- o ECP

Organisation: _____

Responsible:

_____

Date and Signature:

_____

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

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