



EUROPEAN RESEARCH EXECUTIVE AGENCY (REA)

REA.A - Marie Skłodowska-Curie Actions & Support to Experts
A.3 - MSCA Staff Exchanges

MIDTERM MEETING AGENDA Project number-ACRONYM

City, XX Month 2022

(address) xxxxxxxxxxxxxx, City, Country

Tel: xxxxxxxxxx Email: xxxxxxxxxxxxxx

WEB : xxxxxxxxxxxx

Round the table Introduction – 5 to 10 minutes

Coordinator's/WP leaders' Report – duration to be established by you depending on the information to be provided

- i.* General status of the project and the WP implementation (4-5 slides each WP)
 - Short presentation of the main research objectives of the network
 - Presentation of the scientific progress based on the Annex I of the Grant agreement (this part should be structured by WP, giving details on each tasks performed so far, the link with the secondments, as well as the status of the scientific deliverables and the milestones)
 - Deviations from the initial work plan
 - Scientific breakthrough and success achieved
 - Example of content to put on slides, for WPs presentations:
 - Slide 1: WP objectives and associated tasks
 - Slide 2: Deliverables and implementation
 - Slide 3: Link between secondments, tasks and deliverables
 - Slide 4: Future implementation (keep the link between secondments and deliverables)
- ii.* Training, Transfer of Knowledge & Networking (4-5 minutes)
 - Secondments implementation vs Gantt chart planning
 - Secondments - new knowledge acquisition, training activities, new soft skills acquisition and career development opportunities
 - Built-in return mechanism (return phase) for knowledge sharing and long-term collaboration
 - Events organised within the network and beyond

Secondees can also present their contribution to the WP. Example of content to put on slides:

- Slide 1: background (education/experience and home institution)
- Slide 2: period, tasks, impact both on the overall project and on his/her own career

iii. Management

- Financial aspects
- Any proposed re-orientations of the networks' activities
- PR (including how the open access obligation for publications has been complied with)
- Ethics
- IP or any other issue related to the management and the implementation of the project

iv. Impact

- Dissemination of results and publications
- Communication activities to reach the general public

Meeting between seconded staff members and the REA Representative - 60 minutes This meeting is intended to allow the staff members in a group (or bilaterally) to discuss with the REA Representative possible critical issues about their experiences within the RISE network in a more restricted setting. The team leaders do not participate in this meeting.

Open discussion & Questions