Procedure for requesting prior approval of the Commission for travel to/from a third country in conformity with Annex III, Articles 8.1.d and 8.2.a of the FP6 Marie Curie Research Training Network contract

The purpose of this note is to give guidelines to the Network Co-ordinator in planning the representation of the consortium at international events or for other networking/training and transfer of knowledge activities where the prior approval of the Commission for any travel is required. Prior approval is required for:

a) events or activities requiring travel to/from a non-EU Member or Associated State unless (i) a contractor is established in the third country concerned, or (ii) it is provided for in Annex I of the contract. Examples are representation of the project at international conferences, involvement of appointed researchers in field trips, observing campaigns.

b) inviting a researcher who is not a member of the consortium from outside the EU Member and Associated States, in order to participate in a network activity or event, e.g. teaching of appointed researchers at a network school/workshop/meeting.

The Commission will agree to such requests **only** when the relevant event or activity is consistent with the joint work programme set out in Annex I of the contract. Note that priority in a networks' expenditure should be for activities directly related to strengthening links within the consortium and exposing the appointed researchers in particular to all aspects of the networks' expertise for training and/or transfer of knowledge. Conversely, activities which are more to the benefit of a single contractor and which do not serve to strengthen the collaborative links within the consortium are not considered appropriate expenditure for a Marie-Curie Research Training Network.

All requests must come via the Network Co-ordinator who should group together requests for each individual event. A separate form must be completed for each proposed event or activity and then sent to your responsible Project Officer **at least one month before** the event. It is recommended to send a cover letter also providing further details of the researchers' participation, e.g. abstract of conference presentation, details of training/ToK event.

Note also that, as for any travel costs, they must be charged to the project on a real-cost basis and, referring to Annex II.18.1 of the contract, must be economic and necessary for the implementation of the project.

Finally, note that all notices, presentations or publications related to the proposed event or activity must acknowledge that the event /activity has received funding from the European Community's Sixth Framework Programme through a Marie Curie Research Training Network.

The Form to use for such requests is given overleaf.

<u>Marie-Curie Research Training Networks - Approval of travel</u>

1. <u>Details of the proposed event or networking-related activity</u>

HRM Network Contract No. :MRTN-CT-200x-yyyyy

Fax number for reply:

Details of the event or activity: *(place, objectives, Title and Internet address for events, etc.*)

Starting date: Duration *(days)*:

2. <u>Details of proposed persons involved in event/activity</u>
Names of person(s) attending, their status [Early Stage Researcher (ESR), Experienced Researcher (ER), Scientist-in charge (SC), researcher internal to consortium (INT), researcher external to consortium (EXT), invited scholar (IS)…] and their parent organisation:

Name	Status	Parent organisation

a) Will all the persons named above:
  ➢ be members of the research teams of the consortium ?   Yes/No*
  ➢ play an active role in the event ?   Yes/No*
  ➢ represent and report back to the consortium as a whole ?   Yes/No*
  ➢ acknowledge the European Community's Sixth Framework Programme through a Marie Curie Research Training Network?   Yes/No
For those questions marked "", an explanation in the Cover Letter must be given if any of these questions are answered "No".*

b) Is the proposed event/activity directly related to the joint activities of the consortium as foreseen or given in Annex I of the contract? Yes/No

c) Will costs be charged on a real-cost basis, as well as being economic and necessary for the implementation of the project? Yes/No

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Name of Network Co-ordinator
(please print)

Signature of the Network Co-ordinator   Date:

(for use by the Commission only)
Comments:

Approved by: Date: