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Summary:	This manual aims at explaining the way N€uromed project will be run in terms of management, budget and methodology. Last part focuses on the selection of lab in MPC that will host young researcher for 2 years within the N€uromed objectives.
Keyword List:	N€uromed's goals, guiding principles, organization, management structure and procedures, budget, methodology, guidelines for research centers.

WP1-04/12/2009

Coordination manual

Final Version

N€UROMED's Goal is to build a Mediterranean network of excellence in neurosciences by:

- Building sustainable research centers in the Mediterranean Partner Countries (MPC)
- Strengthening the North-South cooperation in the scientific fields identified in the project:

  1) Neurodegenerative, mental disorders and neurotoxicity

  2) Neuroplasticity, pain, development, learning and education

  3) Adaptation to environmental stress

  4) Technological developments of new methodologies for neuroscience

To reach this goal, the implementation of the N€UROMED program should follow a coherent strategy in terms of recruitment of young researchers, training and exchange of staff, workshops, lectures and seminaries and building of physical infrastructure .

Abbreviations:

AP: Associated Partners
EAB: External Advisory Board
EC: European Commission
IAB: Internal Advisory Board
MPC: Mediterranean Partner Countries (those involved in N€UROMED are Algeria, Egypt and Morocco)
PI: Principal Investigator
PMT: Project Management Team
SMC: Strategic Management Committee
WG: Work group
WP: Work package

I. General principles & structure

1. General guiding principles:

a. Define objective criteria and clear guidelines: this is the major work to be done in the following weeks, before the two upcoming meetings (December 15th, 2009 in Alexandria, January 14-16, 2010 in Marseille).

b. Define objectives to be reached for each WP's activities.

c. Coherence is the key to success: all WPs must converge towards the global objectives of N€UROMED, defined on page 1. Centers with the best potential for building capacity and sustainability must be favored. The remaining centers will benefit from N€UROMED's activities to raise their competitiveness for future programs.

d. Progress monitoring: all activities should be evaluated on a regular basis (set a calendar for each category).

2. Organization

2.1. Terminology:

Activities are actions to be taken as part of the implementation of the project.

A work package (WP) is a set of tasks that must be undertaken in order to accomplish an activity. For instance, recruitment is one activity, and the WP2 comprises the set of tasks that will allow the organization and follow-up of recruitment.

A working group (WG) is a subset of Partners (and Associated Partners) who work on the same scientific theme. They meet to discuss how to build and strengthen their collaborations, and provide input to the WPs on when and where a specific action (activity) is needed for their theme.

2.2. Management structure and procedures:

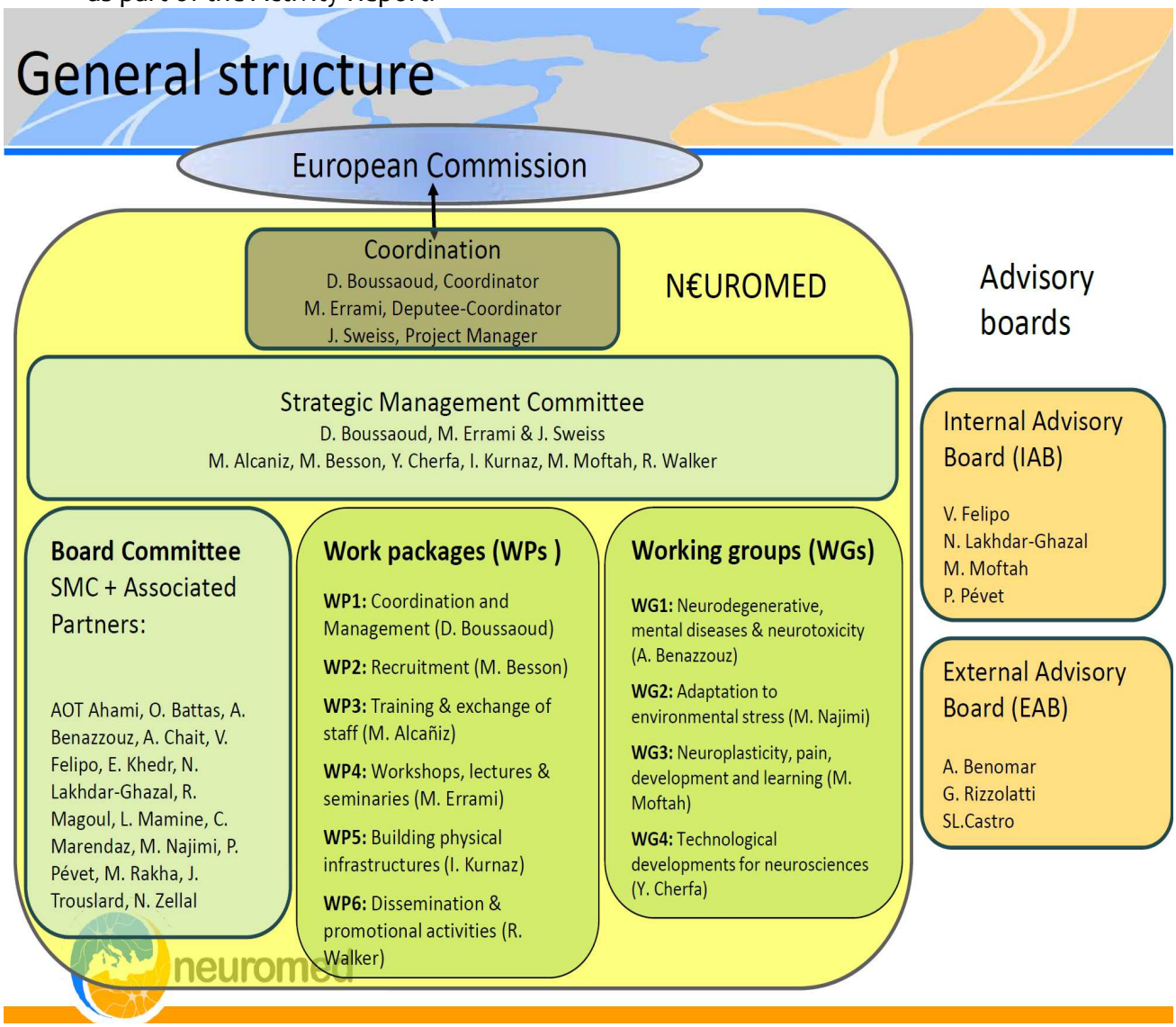
Reminder (see Technical Annex I):

- **The SMC** is composed of the Coordinator as chairman, the Scientific contact of each partner institution, the WP leaders (if they are not Scientific contacts), and the Project Manager. The SMC is responsible for all aspects of the implementation of the N€UROMED project.

- **The Board Committee** is composed of the Coordinator as the chairman, the SMC, one representative per Associated Partner, and the Project Manager. The Board is a consultative structure: it will discuss and give advice on all issues related to the Consortium's work plan.

- **The Internal Advisory Board (IAB)** [previously termed Recruitment Committee] is composed of 4 members and chaired by the Coordinator and Deputy Coordinator. It will assist the WP leaders and the SMC in the process of selection of candidates to be recruited as part of WP2 or enrolled in training and exchange of staff as part of WP3 and WP4, as well as the follow-up and evaluation of the recruitment activity.

- **The External Advisory Board (EAB)** is composed of 3 members not belonging to any of the Partners or Associated Partners of the project. Its role will be to help the SMC monitor strengths and weaknesses of the strategy used to run the Consortium, both at the scientific, technical and management levels. The EAB will be asked for advice at the end of year 2. This evaluation will allow the SMC to decide where and how to use the 3rd year of the project to focus efforts on a few MPC centers for future actions, in accordance with the project's objectives. This report will be sent to the Commission as part of the Activity Report.



II. Budget

The budget has been constructed on the basis of the following criteria:

1. **Recruitment (WP2):**

   Partners who have been attributed a position for hiring a young researcher, receive a budget share equal to (n*m*2500*a), where n is the number of positions, m the number of months, 2500 is the budget in Euros; and "*a*" is a corrective coefficient for the cost of living in each country.

   Morocco: 2*24*2500*a; Algeria: 1*24*2500*a; Egypt: 1*24*2500*a.

2. **Training and exchange of staff (WP3):**

   A budget share has been assigned to each Partner for training (PhD and Post-doc) and exchange of permanent staff. The rationale is that these personnel already have their fellowships or salaries. N€UROMED will not provide their salaries, but will provide allowance for stay expenses (800€ per month) and travel to the country of exchange.

   Principles:

- A visitor may come from any Partner or Associated Partner and go to visit any Partner or Associated Partner who are member of the N€UROMED Consortium.
- Partners who host a visitor (PhD, Post-doc or researcher) will pay an allowance of 800€ per month for stay expenses. Travel of the fellow will be paid for by the Partner of the country of origin.
- Associated Partners may also host a visitor from any P or AP of the Consortium. The travel will be paid by the Partner of the country of origin and allowance will be paid by the Partner of the Country of the hosting AP.

   Ex: an Algerian post-doc who is sent to an Associated Partner in Egypt for a training program: the allowance will be paid by the Egyptian Partner (Alexandria University) and the flight ticket will be paid by the Algerian Partner (Blida University).

3. **Workshops, conferences and seminaries (WP4):**

   The budget of each Partner includes a contribution for organizing scientific events: Lecture (1000€), local workshop (2000€), global workshop (3000€), seminaries (7000€). These events will require additional funding, especially for international workshops and for seminaries. Note that most events will be organized in the south countries, except 3 international workshops in Spain, Turkey and France.

4. Building physical infrastructure (WP5):

Only 12 000€ are assigned to equipment. This budget will basically pay for the WP organizational activities, not for buying equipment.

III. Methodology

This section is not meant to replace the WP implementation plans which will be added to this "Coordination manual". Here, we want to define the general overview of how we will run the project as a management team (PMT), in relation with the overall objectives of the project.

1. Organization of each WP work plan

It is expected from each WP leader to propose an organization plan to the Coordinator, to allow time for exchanges before the SMC in Alexandria. WP1 is currently working with each WP leader to help them prepare their work plan and program. The WPs are:

WP1: Management and coordination (D. Boussaoud)

WP2: Recruitment (M. Besson)

WP3: Training and exchange of staff (M. Alcañiz)

WP4: Workshops, lectures and seminaries (M. Errami)

WP5: Building physical infrastructure (I. Kurnaz)

WP6: Dissemination & promotional activities (R. Walker)

2. Scientific Working Groups (WGs)

Due to the nature of the REGPOT call, which is aimed at building capacity and cooperation, the WPs are centered on technical issues (see above). Scientific issues have not been formally organized yet, except that we have identified 4 thematic domains. The next step is to determine how the scientific & technical work will be developed around these domains, because the WPs activities will be determined based on scientific goals as well. We will use the terminology "Working Groups" for these scientific domains, and will identify a scientific leader for each of them in the coming days.

Each WG leader will be asked to organize the discussion within the Consortium in order to prepare the workshops which will be dedicated to this aspect during the kick-off meeting (14-16 January 2010).

3. **Define criteria and guidelines**

How to select MPC centers for recruitment?

- WP1 will make a proposal of "Guidelines for applications" to SMC members.
- Once agreed upon, these guidelines will be made available to the MPC centers, via the representative partner in each of the 3 countries in the south (Algeria: Y. Cherfa, Egypt: M. Moftah, Morocco: M. Errami)

How (and who) to recruit?

- WP2 will make a proposal of "Guidelines for researcher's application" to the SMC members.
- Once agreed upon, these guidelines will be used by the IAB in order to prepare a Call for applications and a recruitment procedure.
- WP2 with the help of the IAB will organize the recruitment campaign.

4. **Applications from MPC research centers**

- MPC research centers submit applications for *"hosting a young researcher"*, according to the guidelines. Applications must be sent to the Coordinator by **December 30th, 2009.**
- The SMC will organize the evaluation before January 14th, 2010.

5. **Kick-off meeting – January 14-16, 2010**

- MPC centers defend their proposals in front of the SMC + IAB: the last day of the kick-off meeting (January 16th) will be devoted to this aspect.
- SMC makes final ranking of the centers and decides which will be allocated a young researcher's position: Morocco (2), Algeria (1) and Egypt (1) by January 20th 2010.
- Scientific workshops: 4 thematic working groups will identify the needs for training and exchange of staff (WP3), workshops, lectures and seminaries (WP4).

6. **Start work of all WPs**

   February 1st, 2010: WP3, WP4 and WP5 must all be operational. This requires their preparation in advance of the SMC meeting in Alexandria (see above).

7. **Recruitment procedure (WP2)**

- Call for applicants: January 20th, 2010.
- Deadline for applications: February 28th, 2010.
- March 21st: Candidates selected.
- March 22nd –1st April: Selected candidates send administrative information related to the recruitment to MPC research centers.

- May 1st, 2010: starting date of the position for young researchers.

8. Follow up and progress monitoring (M6)

- The IAB provides a progress report of recruited young researchers every 6 months.
- SMC meets in June 6-12, 2010 (Fez, Morocco) and decides on the upcoming events, the necessary adjustments of the implementation and work plan …

IV. Guidelines for research centers

The strategic goal of N€UROMED is to help research institutions in the MPC, involved in the Consortium (Algeria, Morocco, Egypt) to develop their research potential and become full R&D partners for European research centers in the near future. This should create attractive conditions for young researchers returning home after training abroad. The recruitment of young researchers in the MPC centers is a key element in this process: N€UROMED will provide a salary in line with the University policies and a research budget allowing the selected candidates to develop their own project in collaboration with the host team. Because of the limited number of positions (4 in total) we must design an objective way for selecting the teams which have the best potential for success.

1. Eligibility

Only the three South countries involved in N€UROMED are eligible for this call: Algeria, Egypt and Morocco.

2. Application

Applications should provide the material and information specified in the following 3 sections (2.1, 2.2 and 2.3).

2.1. Scientific quality and international visibility of the host Team[1] (4 pages max)

2.1.1. List of the 10 best publications of the team in the neuroscience field (format of J. Neuroscience).
2.1.2. Funding obtained in the last 5 years[2] (private or public agency, collaboration partners, budget and duration).
2.1.3. International collaborations of the Team.
2.1.4. Team members (numbers of PhDs, post-docs, professors, technicians…).
2.1.5. A short CV of the Scientific Leader (2 pages max).

2.2. Coherence with the scientific themes of N€UROMED (1 page max)

State in clear and concise terms the research conducted in the Team, in relation with at least one of the four scientific themes of N€UROMED:

1. Neurodegenerative, mental diseases and neurotoxicity.
2. Neuroplasticity, pain, development, learning and education.
3. Adaptation to environmental stress (stress in everyday life, psychological trauma, malnutrition).
4. Technological development of new methodologies for neurosciences.

[1] Team means the recognized research entity; it may be a Team or a Laboratory.
[2] For a younger Team (or laboratory), provide information for the years of existence.

2.3. Institutional environment and career opportunities (2 pages max)

2.3.1. Support of the action by the host Institution.

a. Space available for the recruited researcher (laboratory and office space in m^2).

b. Access to teaching for the young researcher (number of teaching hours/year).

c. Career opportunity (opportunities to recruit the researcher after N€UROMED; <u>if possible</u>, include a letter from the University President).

2.3.2. Additional effort (e.g. institutional support for the researcher: budget, technicians, PhD grants…).

Applications must be submitted by email to driss.boussaoud@incm.cnrs-mrs.fr
Deadline: December 30th, 2009.