



Fellini Meeting

13 - 14 Feb 2023 Roma



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13/02 The Mentoring Meeting



- Training Pills: TECHNOLOGY TRANSFER AND RESEARCH (speaker: Iaia Masullo)
- Introduction to the Mentoring Meeting (speaker: Iaia Masullo)
- Career prospects at INFN (speaker: Antonio Passeri)
- The Academic Career in Italy (speaker: Antonio Davide Polosa)
- Round table and open discussion



14/02 The «last» Annual Meeting



- Welcoming (speaker: Antonio Masiero)
- SM phenomenology and beyond
 - Daniel Pablos Alfonso
 - Luca Zambelli
 - Manoj Kumar Mandal
 - Giuseppe Messineo
- Astroparticle and cosmology
 - Stefano Gariazzo
 - Ilia Musco
 - Emilio Bellini
 - Constantinos Constantinou
 - Simone Dall'Osso
- Closing



A short guide on how to be a «good fellow»



GENERAL INFORMATION



The project is identified by all subjects as follows:

- **Project FELLINI G.A. n. 754496**
- **CUP (Government Project Code) I51I16000000002**

Note that for all your papers, presentations or posters, the Commission requires to give appropriate information on EU funding. So please always remember to include the following text:

“This project has received funding from the European Union’s Horizon 2020 research and innovation programme under the Marie Skłodowska-Curie grant agreement No 754496”.

For posters and presentations, please show also the EU emblem.



BUDGET FOR RESEARCH and TRAINING ACTIVITIES



All the activities must be connected with your Fellini project as must be clearly explained in the necessary administrative documents. Obviously all the activities should be agreed with your supervisor.

Expenses over € 2.000 must be approved also by the Coordination Board.



OFF-SITE ACTIVITIES



ATTENTION:

In case of off-site activities (“attività fuori sede”), in your monthly activity report, you must indicate:

- Web page of event or seminar or conference
- Link to the registration page and list of participants
- Invitation to the event
- Link to the presented slide (in case of restricted event, a pdf copy of the slides)
- Event timetable
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- any document useful to demonstrate its activity





THE FELLINI SECONDMENT



PROCEDURE FOR THE SECONDMENT



1. At least three months before the departure, you should send a secondment plan to the **CB for approval**;
2. After approval, you should send the secondment's request to the your INFN Unit director;
3. Then, you should send to the Hosting Entity the templates of the Secondment Agreement (SA) and the Mutual Non Disclosure Agreement (MNDA) for the signature.



SECONDMENT AGREEMENT AND MNDA



ATTENTION:

- The templates include a space reserved for any service offered by the Host Institution to the fellow; in case of no service offered, these parts have to be removed.
- The templates can be modified only if strongly required by the Host Institution.
- The Secondment Agreement (SA) and the Mutual Non Disclosure Agreement (MNDA) must be signed digitally or originally (all counterparties must sign the documents in the same way).

REPORT OF THE SECONDMENT



ATTENTION:

- Before the secondment, you have to update the Career Development Plan (CDP) with the inclusion of the secondment.
- The research and training funds will be available to you also during the secondment period and can be used also for the travel costs from the INFN Unit to/from the Host Institution .
- At the end of the secondment, you should prepare and sign a short report of the activities carried on during this period. The report should be countersigned by your hosting tutor.



EXTRA AND EXTRA-EXTRA MOBILITIES



➤ Extra mobility:

A further mobility allowance of a maximum of 4.980 euro (total gross value) can be provided during the secondment. Depending on fiscal benefits, the net value could vary between about 2.500 and 3.500 euro. This further mobility allowance could be reduced: a) according to the eventual amount of subsistence provided by the host institute/company or b) if the chosen secondment location does not require a home transfer.

➤ Extra-extra mobility:

If the secondment duration will be at least 6 months and the Host Institution is abroad, you may request for an additional mobility allowance of a maximum of 4.980 euro (total gross value) that will be taken from your research and training budget.



ADMINISTRATIVE MANAGEMENT OF SECONDMENT



A) "CARTELLINO"

1. all days will be justified as "cong.studi.ricer.retribuito" (for the whole period of Secondment including Saturdays, Sundays, etc..).

B) TIMESHEET

1. the TS will automatically indicate "special leave" (DAY) for the whole period and 0 (zero) hours worked will be indicated; this even if there is a mission.
2. for the whole duration of the secondment, you will have to continue to fill in the timesheet manually day by day with the worked hours in the line "Project FELLINI GA n. 754496 CUP |51|16000000002".
3. the line of produced hours will be highlighted in red (due to the lack of coincidence between what is entered in the TS and what is shown on the "Cartellino"), but this will not produce any critical issues.

ADMINISTRATIVE MANAGEMENT OF SECONDMENT



C) MISSIONS

1. You may open mission for reimbursement of the travel for reaching the headquarters of the secondment (but only travel expenses); NO allowance and therefore will be mission to 0 (zero) hours.
2. During the secondment scientific missions are always possible (you can use your research and training budget), but everything must be justified within your Fellini project and secondment plan. The mission departure will always be from the headquarters of the secondment or from that of the last transfer made (if the cost of the latter will be lower).
3. All missions shall be approved and shared with the Host Institution/tutor. All missions shall be previously notified to the Fellini Office that will check the compatibility with the G.A. (for instance: missions to your INFN Unit are allowed also during the secondment, but their numbers and duration should not hampering the success of the secondment.)



ADMINISTRATIVE MANAGEMENT OF SECONDMENT



D) HOLIDAYS/VACATION

1. During the secondment 2.5 days of vacation are counted per month.
2. Any holiday must be managed with the Host Institution and shared info with the Fellini Office.
3. During the period of secondment, no residual INFN leave may be used . PAY ATTENTION IF YOUR FELLOWSHIP WILL END WITH THE SECONDMENT!
4. In the Timesheet the fellow must not indicate hours during holidays/vacation.



ADMINISTRATIVE MANAGEMENT OF SECONDMENT



E) ILLNESS

In case of illness during secondment:

- 1) your INFN Unit administration must not include your illness on the “cartellino”.
- 2) it is sufficient that the researcher does not indicate the hours worked in the timesheet for the period corresponding to the disease.
- 3) the researcher and the INFN Unit must send us documentation in support of the period of absence (certificate of disease or mail with the precise indication of beginning and end) in order to be able to distinguish this absence from possible days of vacation.



Approaching the end of your fellowship..



ATTENTION:

- one month before the end of your fellowship, the Fellini Office will provide you with a summary of all the documentation that must be produced for the EU Reporting. In case you will leave INFN after the fellowship, it is important to share with the office info about your **new e-mail address and telephone number** in case we need to contact you after the end of your fellowship!
- the timesheet and the “cartellino” must be closed the same evening of the last day of your contract (or at most the day after) otherwise you will not be able anymore to log into the INFN portal!!
- your timesheet, your cartellino, your final CV and your final declaration on exclusive work are necessary documents for the EU reporting as well as travel reports, your activity reports and the closures of your missions!!!

Sustainability! No more printed documents!



You can sign all the documents with your **digital signature** and if you have to get them signed by your supervisor you simply have to use the INFN signature's book (**LIBRO FIRMA**) or send the supervisor the documentation already signed DIGITALLY by you!

This way you can avoid shipping the original document that should travel between INFN Units!



Thanks for
your
attention!



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