



Horizon 2020 MSCA-ITN-2017

(Marie Skłodowska-Curie Innovative Training Networks)

Project Number: 764461

Acronym: VisIoN

Project title: Visible light based Interoperability and Networking

Work Package 1: Project Administration

Deliverable D1.3: Draft ESR's Contracts

Ecole Centrale Marseille (ECM), Marseille, France

October 2017

1. ESR's contracts, main items

Following the ESR positions advertisement, selection, and interview processes, the ESRs will be offered a standard contract, which may vary between institutions, outlining:

- Main terms and conditions of employment;
- Title of the project and supervisor(s);
- Hours per week;
- Weeks per year;
- Salary, mobility allowance, and (if relevant) family allowance;
- Date of start and where to report;
- Local introduction to the university and the area of work;
- IT account and login details providing Internet access where the ESR will be able to access essential information about:
 - working for the university through the Human Resources webpages,
 - online PhD registrations, and monitoring systems,
 - training programs designed for PhD programs,
 - access to online materials, etc.

2. ESR's contracts draft

The ESRs will be asked to sign one copy of the contract and complete the Payroll and Pension Form (if relevant, depending on the enrolling institution) and return them back to the university before the start date. They will also receive the following, which may be incorporated into the contract:

- Project grant agreement
 - Outlining the tasks, execution of the research project, end of employment without requiring any further notice by the end of the project;
- Obligations of the ESR;
- Secondment arrangements
 - Agreed and signed both home and host institutions;
- Payment;
- Intellectual property rights and publications;
- Termination of the contract.