



D4.5 Guidelines for submission and selection of proposals for integrative missions

WP4 Joint Integrative Projects

Responsible Partner: INSA

Contributing partners: SVA



GENERAL INFORMATION

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Guidelines for submission and selection of proposals for integrative missions

Background

One of the objectives of WP4 of the One Health EJP (OHEJP) is to enable affiliation and integration of additional OHEJP partners into ongoing Joint Integrative Projects (JIP) during the course of their implementation in order to facilitate uptake of project developments by more EJP partners and to achieve greater impact of the JIP's results/deliverables. For this purpose, an integrative support function (ISF) is being implemented, with INSA as responsible partner.

In the Grant Agreement (GA), page 135, Subtask 4.3.2 Support function for integration of additional partners in ongoing JIPs, two mobility instruments are described – Short Term Integrative Missions (STIM¹), and Integrative Mentoring (IM). STIMs target exchange at the operational/expert level, and IMs target exchange at strategic/management level – in both cases with Med-Vet representation from the partners in the countries in question. A target number for STIMs and IMs were defined in the GA with, on average, one STIM per initial JIP country and year during the course of any JIP, and one IM per JIP country during the course of any JIP. In the first tentative budget, an OHEJP contribution of €500 per person was assumed (for the eligible costs travel €300, accommodation €150 and catering €50). With an estimated 160 individuals benefitting from the support, this rendered a tentative budget for STIMs and IMs of €80,000.

During the preparation of these guidelines, it became clear that there is a need for a greater flexibility in the format of the integrative missions, as there may be other mobility formats than STIMs and IMs that could support integration into JIPs. Furthermore, it is appreciated that the JIP partners are in the best position to define how a specific integrative mission should be designed and targeted, within certain boundaries provided by WP4. We will therefore consider STIMs and IMs as two possible formats, but we do not intend to exclude other formats and targets suggested by JIP partners. In the following, to reflect the broadened scope, all these mobility activities will be called **integrative missions**.

The purpose of these guidelines is to describe the process by which integrative missions are defined and identified, how non-JIP partners can apply for them and how applications are selected.

¹ Note that STIMs are different from the Short Term Missions (STM) of WP6 in that they specifically focus on JIPs vs non-JIP partners, and that they do not have a research focus.



Definition, identification and announcement of integrative missions

Definitions

Home institution is the institution/organisation or legal entity where applicants have their main employment.

Host institution is the JIP institution / organization that will host the successful applicant.

Host country is the country in which the Host institutions (Med-Vet pairs) are located.

Grantee is an individual who is benefitting from the financial support for integrative missions.

Integrative missions are mobility activities aimed at supporting integration among OHEJP partners, with special focus on on-going JIPs. They can follow the STIM and IM format, as described below:

Short term Integrative Mission (STIM): aimed at supporting individual mobility, to share knowledge and technology and to foster interinstitutional synergies/collaboration. The objective is also to extend the impact of JIPs by facilitating the uptake and adoption of procedures and tools developed by JIPs in additional partner institutes, by learning from and contributing to specific developments within the JIP. The target for STIMs is individuals with expertise in areas related to the JIP from non-JIP institutions. Typically, representatives from the “Med” and/or “Vet” partners from a certain country will visit the corresponding institutes (Host institutions) in another country engaged in the JIP of interest. Junior experts (up to 5 years in the field) have priority, if several competitive applications are submitted.

Integrative mentoring (IM): aimed at capacity building at institutional or departmental management level, by allowing institutes with certain development needs, in line with the JIP, to liaise with the purpose to define a strategic road map to achieve the desired development in the home institution. The objective is to create a “twinning” connection at management level: to improve capacity building at the institutional level from outside a specific on-going JIP (Home institution) by sharing strategic thinking, visiting one or more institutes engaged in a certain JIP (Host institution). The target applicants are managers or senior experts in non-JIP institutions with strategic development ambitions related to the work conducted within JIPs. Applicants for integrative mentoring must be senior experts responsible for overseeing and driving change and development in their home institutes.

Other types of integrative missions can also be suggested by JIP leaders (PL) as long as they maintain the following features:

- Target non-JIP partners within the EJP consortium
- Have the aim to involve and integrate non-JIP partners in the work of the on-going JIP
- Promote One Health collaboration also nationally in the non-JIP partner countries (encourage Med-Vet paired visits)



In general, integrative missions should contribute to specific developments within an on-going JIP, whilst at the same time allowing the applicants to learn new techniques, contribute to data collections, gain access to specific data, instruments and/or methods or management tools and practices not available in their home institutions.

PLs are encouraged to plan integrative missions to coincide with larger meetings of the JIP, to allow grantees to interact with the broader group of JIP partners.

Identification of integrative missions

The PLs will be given the task of drafting an **integrative mission programme** for his/her JIP. This programme should contain, for each proposed integrative mission:

- A description of the integrative missions that the JIP offers to the non-JIP partners
- Target group (if the mission is a STIM or IM, the criteria described above apply)
- The purpose of the mission
- The proposed Host institutions (paired Med-Vet hosting is encouraged)
- Contact person(s)
- An indicative time (period) for the mission. Can later be adjusted in dialogue with the applying partner.
- The min and max number of grantees per integrative mission should also be indicated, as well as the part of the total budget allocated to each mission (see Expectations below).

Expectations

For each JIP, the expectation is that between 5-10 integrative missions will be executed, with a total of 15-25 individuals as participants. The task to act as Host country should preferably be shared among JIP partners.

Based on the initial budget of €80,000 and an expected total of 7 JIPs during the course of the OHEJP, WP4 can tentatively provide €11,400 per JIP in mobility support for integrative missions. Since this is a WP4 (programme level) activity, no in-kind budget is needed. The tentative budget per project may be adjusted to account for the number of JIPs granted in the 2nd round.

The flat rates used for budgeting are; €300 (travel), €150 (hotel/night) and €50 (daily catering); these rates are indicative and can be used for budgeting. The budget allocated to a mission cannot be exceeded, but any surplus will be available for forthcoming missions.

Announcement of integrative missions

The first integrative mission programmes for COHESIVE and ORION, respectively, should be announced by **1 November 2018**. The forthcoming JIPs (2nd call/round JIPs) should announce their programmes not later than **1 June 2021**.



The programmes will be promoted through the OHEJP website and by direct mailings to institute representatives of the relevant partners. Integrative mission programmes may be subject to updates to fit the needs of the JIP.

Eligibility rules and submission of applications

- All applicants must be currently employed by an OHEJP partner.
- Applicants should verify that they belong to the target group in question.

Applications must follow the format in Appendix 1, and be received by the Integrative Support Function (by email to: manuela.canica@insa.pt) by the deadline:

For missions taking place 1 February- 31 December 2019:	31 December 2018
For missions taking place 1 January - 31 December 2020:	30 November 2019
For missions taking place 1 January - 31 December 2021:	30 November 2020
For missions taking place 1 January - 30 September 2022:	30 November 2021

Evaluation and selection of applicants

The evaluation of applications for integrative missions is administered by WP4 in dialogue with the PLs concerned, and validated by the PMT.

The evaluation criteria will be clearly communicated to PLs as well as all potential applicants. They are:

- Fulfilment of the eligibility rules Note: This is a threshold criteria: in case it is not fulfilled, the application will not be assessed further.
Contribution to the objectives of the JIP.
- Description of the Home institution's needs that will be fulfilled through the mission, e.g. access to knowledge, certain protocols, tools, networks or similar.

Paired Med-Vet applications are encouraged.

If several competitive applications are received for the same integrative mission, priority will be given to:

- Partners from countries that entered the OHEJP after the conclusion of the 1st call, and who thereby are not among beneficiaries of projects granted for the period 2018-2020
- Paired Med-Vet applications

Gender balance will be monitored, and can also be a reason for prioritising certain applications.



Financial support

The integrative missions have a financial support provided by WP4. The support does not necessarily cover all expenses related to undertaking a given mission, but is a contribution to the overall travel and accommodation expenses of the Grantee.

Note that the support for integrative missions does not have to be co-funded in itself; however, it only covers mobility costs (contribution to travel, accommodation and catering). Any other costs incurred as part of the visit (salaries, materials, registration fees etc) have to be covered by other means. The procedure for reimbursement of grantees will be communicated.

Responsibilities of Grantees

Each Grantee is requested to carry out the following tasks after the integrative mission has been carried out:

- Complete an online feedback questionnaire (*to be conceived*).
- Prepare a short (max 1-2 page) summary report of the integrative mission and to provide the Host institution, the PL and the Communications Team with a copy not later than one month after the end of the integrative mission. The mission itself as well as any other output (reports, software developments, publications) that result from work carried out under the integrative mission shall be reported in the annual report of the JIP.
- Specific for integrative mentoring visits is that the report should describe how the visit has contributed to strategic development in the Home institution(s), and the actions that will be taken as a result of the visit.

Note that approved integrative missions must formally recognise the One Health EJP in all communications and output that is based either directly or indirectly from OHEJP integrative mission funding.



Template for application form

The form to be completed by the applicant will ask for the following information (max 2 pages, excl. CV):

1. Personal (applicant) data

- Name
- Phone
- Email
- Integrative mission and JIP of interest
- Attach short CV (up to 1 page, with education and degrees, past and present posts, expertise, list of up to five recent publications or other significant achievements relevant to the position)

2. Home Institution

- Institute
- Department
- Expertise of the lab/department
- Address
- Country

3. Relation to Host Institution and added value of integrative mission for Home institution

- Previous collaboration(s) with the Host Institution(s)
- Anticipated benefit from the integrative mission for the Home Institution
- How will the integrative mission help to develop One Health collaborations at the national level in the Home country?
- Added value of the proposed collaboration to One Health in general?