



How to organize your secondment ?

Eligibility, rights and obligations

You have received DIGITENS funding to perform a secondment. These guidelines summarize the various steps to go through to prepare your secondment. You will find all this information available on our website: <https://www.univ-brest.fr/digitens/>

How long should my secondment last for?

* 1 month minimum per secondment & 12 months maximum per staff member. You can choose to split your secondment in multiple stays: 2 * 2 weeks or even 4 * 1 week.

* It is very important that you keep the coordinator and the host institution informed of your travel dates. You can change your travel arrangements but try & do your secondment within the same year.

Ex.: you were due to travel to TNA in April 2019; you can easily change your travel dates and go there two weeks in June and two weeks in August. But changing your travel dates to 2021 will impact the budget and is therefore not recommended.

Inform the coordinator of any changes in your secondment: digitens@univ-brest.fr

* Two travel days can be included in your secondment.

In any case, to be considered eligible (and so to get EU funding), **your secondment must reach one month by the end of project.** If not, your institution will have to pay back the costs of your secondment to the coordinator.

What are my rights and obligations when on secondment?

Quite simple! You should **be committed full-time to the project.** This means research work at your host institution but you can also plan with other DIGITENS members and institutions seminars, conferences, workshops, lectures, ... We will regularly update online dissemination and communication events so that you can join any events while on secondment. And of course, other events can be planned during the project. Again, keep us informed so that we can communicate on these events.



This project has received funding from the *European Union's Horizon 2020 research and innovation programme* under grant agreement No 823863.

What should I do before leaving?

Your secondment should be planned well in advance, especially if you are travelling to Canada.

1. Contact your host institution before departure to inform them of your travel dates. Depending on the institution, they will ask for a certain number of documents to prepare your arrival. More information on the procedures for each hosting institution is to be found online. Copy the coordinator (digitens@univ-brest.fr) in all your email exchanges.
2. You must also plan your secondment: what research work, what collections and archives will you work on, will you plan any workshop or seminar when on secondment, ...
3. Prepare the 'secondment agreement' that will be signed by the sending institution (so do it before you leave) & the host institution upon arrival. Contact your administrative services to get a copy of this agreement. Three original copies are needed: one kept by the coordinator and two others by the sending and host institutions.

As soon as the 'secondment agreement' is signed, send a copy by email to the coordinator (digitens@univ-brest.fr)

4. You need to keep ALL your travel documents (tickets, boarding pass, supermarket bills, ...) and justifications of living expenditures to prove that you have used your 2,100 euro-grant. So copying all documents is strongly recommended.

If you are travelling to Canada...

* The University of McGill has set up a vetting process. You need to send an application to Brian Cowan (brian.cowan2@mcgill.ca) before the 31st of August of your travelling year.

Ex.: You are travelling to McGill in June 2020, you need to send your application before August, 31st 2019. Once accepted, you need to ask for a letter of invitation to Prof. Jason Opal, that will be signed by the Dean of the Faculty.

* You will need to prepare documents for your "work permit exemption": diplomas, professional card, passport, letter from coordinator and letter of invitation from your host institution (UQAM & McGill)

All information on 'work permit exemption' is available online:

<http://www.cic.gc.ca/english/resources/tools/temp/work/researcher-exemption.asp>

Make sure that you prepare you trip to Canada well in advance (at least five months). All procedures are detailed on the DIGITENS website (« Travelling to Canada » tab.)

* You will also need to complete online the eTA (electronic Travel Authorization): this is done very rapidly.



This project has received funding from the *European Union's Horizon 2020 research and innovation programme* under grant agreement No 823863.

During the secondment...

1. Keep all documents to justify your full-time secondment over 30 days (meeting agendas, minutes, participation lists, ...)
2. Keep receipts, invoices, ... to justify the spending of your staff costs (2,100 euros): travel, accommodation & subsistence costs.
3. Complete on the E.C. participant portal the Researcher Declaration **no later than 20 days** after start of secondment (a guideline is available on the DIGITENS platform).
4. At the end of your secondment, depending on the hosting institution visited, you may have to sign a 'secondment certificate'. Send a copy to the coordinator (digitens@univ-brest.fr)

More details on the DIGITENS website (secondment section)

Upon return ...

1. Complete online your secondment report on the DIGITENS website: travel dates, collections you worked on, seminars, conferences that you attended or organized, ...
2. Submit on the DIGITENS encyclopedia platform two proposals for the DIGITENS entries.
3. Within six months, complete your DIGITENS entries. The guidelines to submit a proposal and complete your entries are available on the DIGITENS website.



This project has received funding from the *European Union's Horizon 2020 research and innovation programme* under grant agreement No 823863.