

## DIGITENS SECONDMENT AGREEMENT

This agreement is concluded

BETWEEN

1 ..... (« the Employer ») for the Secondment of his employee

..... (« the Seconded Staff Member »)

and

2 ..... (« the Host Organisation») **WHEREAS**

(A) The SECONDED STAFF MEMBER is employed by the Employer and they have signed an employment contract.

(B) The Employer has agreed with the Host Organisation to ensure the Secondment on the basis of the mobilities planned in the Marie Curie Research and Innovation Staff Exchange project entitled « The DIGITal ENcyclopedia of European Sociability » with the acronym “DIGITENS” (the “Project”) and its subsequent contracts (DIGITENS Consortium Agreement, DIGITENS Partnership Agreements and Grant Agreement N° 823862).

**IT IS AGREED AS FOLLOWS**

### Seconded Staff Member Profile

Title	
First Name	
Last Name	
Researcher Category <sup>1</sup>	
Birth Date	
Gender	
Nationality	
E-mail	
Phone	

### Secondment information

Employer – Sending Organisation	
Host Organisation	
Supervisor at the Host Organisation	
Start Date	
End Date	
If the Secondment is split into different periods, please specify the exact dates of stay.	

<sup>1</sup> Choose between ER : Experienced Researcher and ESR : Early-Stage Researcher

## **Secondment report**

Following its Secondment, the SECONDED STAFF MEMBER undertakes to complete online, on the DIGITENS website, a report describing the work performed during the Secondment, the sources used and data collected and the main results achieved so far, and to indicate the titles of the two DIGITENS entries that will be submitted on the DIGITENS encyclopedia platform.

The Employer confirms, under the provisions of article 32.1 of the Grant Agreement, that it has informed the SECONDED STAFF MEMBER of its obligations during and after the Secondment.

## **Duration**

This agreement shall enter into force on XX/XX/XXXX (hereinafter the “Effective date”) and shall terminate upon the end of the Secondment, on XX/XX/XXXX”.

## **Responsibilities**

The SECONDED STAFF MEMBER will be working full-time and exclusively for the Project during the Secondment. The SECONDED STAFF MEMBER must be (early-stage or experienced) researchers or administrative, managerial or technical staff supporting the research and innovation activities of the Project. They must be actively engaged in or linked to research and innovation activities for at least one month (full-time equivalent) at the sending institution, before the first period of Secondment.

The Secondment is subject to the SECONDED STAFF MEMBER being and remaining eligible to be appointed in the seconding country and is subject to the SECONDED STAFF MEMBER obtaining a valid visa entitling him/her to work in the Host Organisation country and compliance with the Host Organisation country’s immigration rules.

The Employer shall retain hierarchic authority on the SECONDED STAFF MEMBER and assure compliance with all of its obligations under labour law, including:

- (i) the obligation to continue to pay and manage such Seconded Staff Member pursuant to the applicable legislation and internal policies of the Employer;
- (ii) ensuring that the SECONDED STAFF MEMBER is covered at all times during the Secondment under a social security scheme providing an adequate protection. To avoid doubt, this may include ensuring that the SECONDED STAFF MEMBER is covered by his/her own health insurance policy covering the period he is living and/or travelling in connection with such Secondment.

The Host Organisation shall provide access to and free use of premises, infrastructure, equipment, products and consumables where considered reasonable and foreseeable within the framework of the Project, during the Secondment.

While seconded, the SECONDED STAFF MEMBER shall be under the day-to-day control of the Host Organisation and shall undertake to comply with the working practices of the Host Organisation. The SECONDED STAFF MEMBER has the same rights as any visiting scientist in the institution, and at least the same working conditions and standards as those applicable to local persons holding a similar position. During his/her stay in the Host Organisation, the SECONDED STAFF MEMBER is considered as a Marie Curie fellow.

Provided that there is no conflict with any provision of the Grant Agreement, the Consortium Agreement, the Partnership Agreements or this Agreement, the SECONDED STAFF MEMBER shall be subject to, and required to observe, all rules, regulations, policies and requirements of such Host Organisation, including but not limited to non-

disclosure of Confidential Information, health and safety, security and export control requirements, conduct, hours of work and predetermined Host Organisation holidays.

If the SECONDED STAFF MEMBER breaches any rule, regulation, policy or requirement of the Host Party, the Host Organization may decide to terminate this agreement and forbid the SECONDED STAFF MEMBER to come into its premises with immediate effect.

The SECONDED STAFF MEMBER must submit on the DIGITENS encyclopedia platform within fifteen (15) days after the end of the Secondment period two entry proposals for the Digital Encyclopedia of Sociability. The full entries will have to be submitted on the DIGITENS encyclopedia platform within six (6) months after the end of the Secondment.

The Employer and the SECONDED STAFF MEMBER understand that the access to Host Organisation premises may involve risk of damage and injuries, and the SECONDED STAFF MEMBER shall be responsible for exercising due care in use of facilities and property, according to Host Organisation instructions. Host Organisation shall inform the SECONDED STAFF MEMBER of any risks to which the SECONDED STAFF MEMBER may be exposed on its premises as required by health and safety law and/or practices applicable to such Host Organisation.

SECONDED STAFF MEMBER will not remove from Host Organisation's premises, or claim right to, any Host Organisation's property (except with the Host Organisation's permission).

The Employer confirms, under the provisions of article 32.1 of the Grant Agreement, that it has informed the SECONDED STAFF MEMBER of its obligations under the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers.

**Confidentiality – Publications - Intellectual Property**

As a reminder, all publications or communications must mention support of the European Commission under the MSCA-RISE-2018-823862-DIGITENS and of the parties to the Project in conformity with the Grant Agreement, along with the affiliation of the SECONDED STAFF MEMBER.

The Employer confirms, under the provisions of article 32.1 of the Grant Agreement, that it has informed the SECONDED STAFF MEMBER of its obligations related to confidentiality, publications and communications.

**Financial Arrangements**

The SECONDED STAFF MEMBER will use the project funds received from his/her Employer top-up allowance to cover the travel, accommodation and subsistence costs during the Secondment period in the Host Organisation.

Done in English in ..... on ....., in three original copies.

For the *Host Institution*,

The *seconded member*,

.....

.....

Signature:

Read and agreed:

For the *Employer*,

.....

Signature: