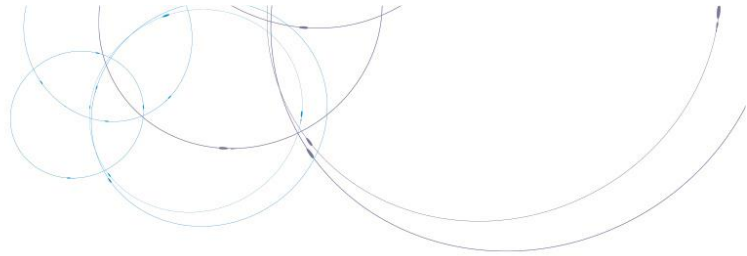


## Important Information for Incoming & Outgoing fellows relating to the AgreenSkills+ Programme



## Rights, opportunities and duties for AgreenSkills+ fellows

We wish to congratulate you once again for having been awarded an AgreenSkills+ fellowship, and we welcome you to the AgreenSkills fellows' community. We hope that, through your AgreenSkills+ fellowship, you will embrace as many opportunities as possible to strengthen and increase your skills, develop your professional networking, and build your career path. AgreenSkills+ provides you with a set of rights and opportunities. These are the following:

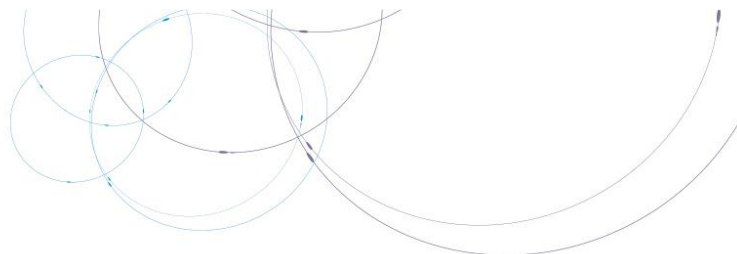
### Rights

- **As INCOMING or OUTGOING fellow:**
  - You should be offered **all necessary means to ensure your integration and to undertake your research** project in the receiving lab. Your Scientific Mentor in the host lab – with whom you have been in contact since the onset of your fellowship – should follow, support, and advise you, with your project.
  - You should be encouraged to participate in relevant **lab activities and seminars**, as well as in scientific events, workshops, conferences and networking activities proposed by your hosting lab.
- **As INCOMING fellow:**
  - Your recruitment contract with your receiving lab should define the conditions of your mobility period in your hosting institution as an AgreenSkills research fellow.
  - You should be supported by a Human Resources Mentor appointed by the HR and/or Career Development team at your hosting campus. Within 3 months after arriving in your host lab you should have a **first interview** with them in which you should clearly assess your needs as far as training (in both scientific and non-scientific areas) is concerned.

### Opportunities

The AgreenSkills+ programme will give you the opportunity to attend to:

- **AgreenSkills' Annual meetings:** Once a year you should be invited to attend the AgreenSkills Annual meetings. This will be an opportunity for you to meet other fellows, the members of the Scientific and Ethics Committees, and the AgreenSkills management team, and to attend different thematic research workshops. *Information on the previous Annual Meetings can be viewed under 'Events & Training' on the AgreenSkills' website:*  
<https://www.agreenskills.eu/EVENTS-TRAINING/Annual-Meetings>
- **Research schools and thematic training and seminars on scientific and non-scientific topics.** Such events are organised during the Annual meeting or sporadically proposed during the year.



In addition, AgreenSkills+ tries to be **as flexible as possible**, and mindful of any personal or research-related issues that might affect your mobility project and require extending or shortening the duration of your fellowship.

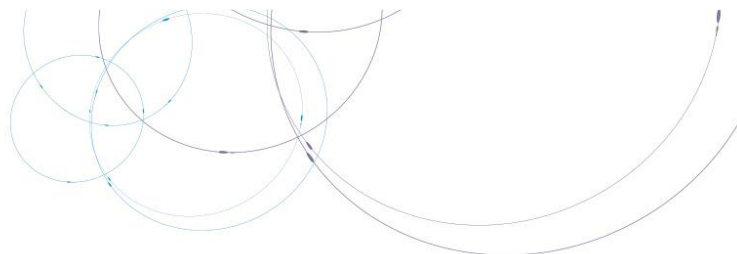
The AgreenSkills+ programme will also offer you online tools, such as:

- Your personal file **on your AgreenSkills' online account**, with restricted access, (using the same login/password information as used for your application) with your contact details and information about your research project and its outputs, scientific production and administrative documents and participation to training sessions and seminars.
- Your **fellow's public webpage** will be displayed along with those of all other AgreenSkills fellows published under the section "[AgreenSkills Fellows and Alumni](#)" in the AgreenSkills website. All existing fellows and alumni Public webpages can be viewed at the following link: <http://fellows.agreenskills.eu/>. Once you have started your mobility project please ask the Executive Manager to send you the [Fellow's webpage profile template](#).

Also, the participation in the AgreenSkills+ programme requires your commitment to fulfilling several duties.

#### **Duties:**

- At the end of your AgreenSkills+ fellowship you should submit a **[Final Scientific Report](#)** to the AgreenSkills management team. This report is a final progress and achievement report in which you will explain the added value brought by the mobility component in your research project. It will not be evaluated or marked and, only if requested, it might be sent to your scientific mentor. It will also be available for consultation for the AgreenSkills' Scientific and Steering Committees and the Project Officer at the European Commission. This report is mandatory and will allow us to award the AgreenSkills Pass. The format of the report should follow the five-point structure outlined in the guidelines (see [AgreenSkills website](#)).
- In the framework of the AgreenSkills+ Annual meetings you should prepare, at least once during your mobility fellowship, a **poster and brief presentation of your research** as well as to contribute to the **Booklet** which compiles information from the programme, partners' institutions and Fellows. You can view the [last edition produced in 2017](#). The Executive Manager will send you the instructions in order to help you preparing this material before the meeting.
- Each year, at the occasion of the Annual meeting, you should complete a **questionnaire** in order to ensure that the principles expressed by both the [European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers](#) are respected, and to detect possible difficulties or gaps between commitments and practice. Your feed-back will be fundamental as it will allow us to review the work and research conditions of the host environment, your integration into the local scientific community and its networks, the scientific and human resources and mentoring you will be receiving.



- Your publications within the mobility period should acknowledge the support of the AgreenSkills+ fellowship programme with the following wording:

*“This publication has been written with the support of the AgreenSkills+ fellowship programme which has received funding from the EU’s Seventh Framework Programme under grant agreement N° FP7-609398 (AgreenSkills+ contract)”*. Finally, you should inform the AgreenSkills management team, along with your scientific mentor, should any changes occur, such as a decision to postpone the dates or suspend your fellowship. Please note that any modifications to the mobility period and prolongation request need to be validated by your scientific mentor as well as the AgreenSkills Programme Coordinators. You will find detailed information in the website “Documents section”:

<http://www.agreenskills.eu/Applications/Documents>

The AgreenSkills+ programme, like its predecessor AgreenSkills, tries to be as flexible as possible, and mindful of any personal or research-related issues that might affect your mobility project.

## Contact information

For further details regarding all aspects of the programme, please consult our website: [www.agreenskills.eu](http://www.agreenskills.eu). Please do not hesitate to contact us by e-mail or telephone for any query or additional information.

### Members of the AgreenSkills Management team

Programme Coordinators	Gilles Aumont, <a href="mailto:gilles.aumont@tours.inra.fr">gilles.aumont@tours.inra.fr</a> Tel. +33 6 74 90 57 77  Odile Vilotte, <a href="mailto:odile.vilotte@inra.fr">odile.vilotte@inra.fr</a> Tel. +33 1 42 75 92 19
Executive Manager	Ioana Stanciu, <a href="mailto:ioana.stanciu@inra.fr">ioana.stanciu@inra.fr</a> Tel. +33 1 42 75 95 36
Administrative affairs	Jean-Pierre Tregan, <a href="mailto:jean-pierre.tregan@inra.fr">jean-pierre.tregan@inra.fr</a> Tel. +33 1 42 75 91 02
Generic email for fellows and alumni	<a href="mailto:programme-management@agreenskills.eu">programme-management@agreenskills.eu</a>