



PREDIS

Mobility manual

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<p>Abstract</p> <p>This manual provides an overview of the priorities and expectations from the PREDIS mobility programme, followed by the basic rules on how the mobility grants will be launched and administered.</p> <p>Mobility grants will be issued using the online PREDIS mobility portal six times per year. Mobility funding applications will be evaluated by the Mobility evaluation committee. The application is composed of the applicants CV, motivation letter, detailed budget, description of proposed activity and letter of support from the host institution in the case of an internship. The following types of mobility measures will be supported: visit, internship, course/training, conference/workshop. The mobility costs within the allocated budget will be reimbursed to the partner on the basis of annual financial reporting. Each mobility payment will be dependent on the applicant's submission of a final mission report.</p> <p>Mobility portal can be found at PREDIS Mobility Programme (evalato.com).</p> <p>This manual is an updated version, with important changes.</p>

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HISTORY OF CHANGES

Date	Version	Author	Comments
20.11.2021	4	V. Havlova	Budget amount changed; Links to templates
21.12.2022	5	V. Havlova	Update on mobility application restrictions (approved by Management team)

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1 Introduction

The **PREDIS** project develops and increases the Technological Readiness Level (TRL) of treatment and conditioning methodologies for radioactive wastes for which no adequate or industrially mature solutions are currently available, including metallic materials, liquid organic waste and solid organic waste. The **PREDIS** project also develops innovations in cemented waste handling and pre-disposal storage by testing and evaluating. The PREDIS project targets the development and implementation of activities for pre-disposal treatment of radioactive waste streams other than nuclear fuel and high-level radioactive waste.

The technical [Work Packages](#) align with priorities formulated within the EURAD Strategic Research Agenda (SRA) Theme 2 (<https://www.ejp-eurad.eu/>), within the EURAD Roadmap and with those priorities identified by the PREDIS project's industrial End Users Group (EUG). PREDIS will produce tools guiding decision-making on the added value of the developed technologies and their impact on the design, safety and economics of waste management and disposal.

PREDIS is liaised with the **EURAD EJP** (European Joint Program on Radioactive Waste) to be complimentary to areas including the adaptation and update of the reference founding documents of the EURAD EJP (vision, roadmap, governance and implementation mechanisms), and the organisation of training courses and mobility training schemes to enhance sharing and preservation of knowledge.

To help achieve these objectives, the PREDIS Mobility Programme was established.

2 Mobility programme

PREDIS has special interest in setting up and implementing training and mobility programmes to allow newcomers and new generations to acquire the level of knowledge needed to develop their professional careers in the different subjects related to the pre-disposal of radioactive waste.

The Mobility Programme is developed and implemented according to the defined specific needs and requests that arise within the PREDIS project. The Mobility Programme focuses on:

- Mapping of mobility needs, targeting pre-disposal activities within the waste generator's community and the research and development (RD&D) Work Packages (WP).
- Launching a priority list on mobility needs and opportunities, based on mapping within potential users and hosting institutions (this Deliverable 3.6, original at Month 9 and updated at Month 24).
- Targeting young professionals associated with PREDIS participating organisations.
- Implementation of Mobility Programme (Deliverable 3.7) by means of:
 1. Providing access and assistance to short or long-term internships (suggested time frame of 1 to 6 weeks) at organisations specialised in pre-disposal waste management RD&D.
 2. Providing access to organisations with tools/codes that are needed to advance the work in the PREDIS project RD&D Work Packages.
 3. Providing funding for attending conferences and workshops in the field of pre-disposal waste management.
- Evaluation of mobility effectiveness, based on grantee and host organisation feedback.

Thus, the Mobility Programme will also support short stays in other institutions to develop specific research of interest for both the sending and hosting organisations, the one sending the grantee and the one receiving it, as well as attendance at training courses or conferences related to the aims of the PREDIS project if budget allows.

3 Mobility Programme scheme

The main source of information on the Mobility Programme is the PREDIS Mobility Manual that will be issued as an individual PREDIS document and distributed to PREDIS partners. It will include detailed guidance on how to apply, including the proposal and budget templates.

3.1 What types of mobility?

The following forms of mobility are included into the PREDIS Mobility Programme:

- **Visit** = a short stay during which the visitor observes the activities performed at a certain institute or company.
- **Internship** = a period of time during when a student or a professional participates in the local activities at a certain institute or company in order to increase knowledge and /or skills. In case of reciprocal internships (person A from institute X visiting institute Y and person B from institute Y visiting institute X dealing with the same scientific/technical subject) we use the terminology “exchange programme”.
- **Course/Training** = a set of classes or a plan of study on a particular subject, optionally with an assessment to measure the gained competences, leading to a qualification. Hands-on training is a training method where the participant learns his/her job by performing job duties under a supervisor's guidance.
- **Conferences/Workshops** = an attendance at scientific or technology events outside PREDIS; attendance costs would be provided to those who would not be otherwise able to cover the anticipated budget.

3.2 Who can apply?

The PREDIS Mobility Programme is intended for those who would like to improve their knowledge and skills in the field of **pre-disposal treatment of radioactive waste streams, other than nuclear fuel and high-level radioactive waste**.

Especially **PhD students, postdocs and junior/senior professionals/researchers** are eligible to receive financial support through PREDIS Mobility Programme. **Applicants should be affiliated to partners of the PREDIS project.**

The mobility grant is **only granted**:

- To applicants proposing activities related to the scope/themes of PREDIS.
- For travel outside the country of residence, but within the European Union.
- Once per call; if the application is not accepted, it can be resubmitted.
- For a maximum of two mobility per year and three mobilities in total for the project duration.
- To a successful candidate, even in case of repeated application (one can receive the grant more than once), however the priority will be given to those who have not receiving the funding before.
- If the quality of the proposal/training/benefits/motivation/impact is found significant and is approved by the Mobility Evaluation Committee. A minimum of 30 points out of maximum 50 has to be reached.
- If the mobility activity is shorter than 1 year.
- If the mobility application is submitted at least 1 month before the Mobility action starts. An exception can be made in a very specific case and an email should be sent to WP3 leaders with the request of fast evaluation and the justification. The mobility evaluation committee has the right to decide if they are able to evaluate a short track application or not.
- If the activity starts within 15 months after the application was accepted; however, the condition is that their last mobility action has to be reported
- Mobility is preferably focused on university students (MSc, PhD, PostDocs) and junior PREDIS participants; however, senior participants are not excluded from Mobility actions. The mobility evaluation committee takes exclusive responsibility for decision on the priority of mobility awards.
- The mobility activity must end at least 3 months before the PREDIS project ends, in order to report of the mobility action before end of PREDIS in August 2024.

The mobility grant is **not granted**:

- To mobility actions that can be covered through either the PREDIS WPs travel budget or personal PREDIS budget that is available for senior participants. The mobility evaluation committee takes exclusive responsibility for evaluation of the priority of mobility actions.

Only complete applications will be considered for evaluation. For successful applicants, the PREDIS Mobility Programme will provide mobility grants intended exclusively for mobility costs. For cost reimbursement see Section 3.6.

3.3 What is covered?

The PREDIS Mobility Programme will cover exclusively expenses related to mobility costs and access/registration fees. These include:

- **Travel costs (e.g. round-trip flight, train, bus tickets)**
- **Daily allowance as per organisation's internal travel rules (e.g. meal costs)**
- **Accommodation costs**
- **Registration fees for conferences, workshops and training courses (outside of PREDIS events)**
- **Indirect costs (flat rate 25% for all organisations).**

All personnel costs incurred from the visit/exchange visit are to be covered by the applicant organisation's budget, meaning no personnel costs are to be budgeted in the application. Potential other costs related to the mobility action are to be covered by the applicant's home organisation.

PREDIS mobility actions can cover both actions: between PREDIS project partners (internal PREDIS mobility) or to external organisation not part of PREDIS (external PREDIS mobility). Internal mobility action can be either within one WP or cross WPs (between different WPs).

The Mobility Programme costs are associated with WP3 budget, thus reimbursed at 100% EC funding rate.

3.4 What budget is included in the grant award?

Actual eligible direct costs, with the 25% flat rate for indirect costs, are to be budgeted. Travel costs are to be budgeted using the organisation's usual travel methods, daily allowances, local transportation etc.

However, there are proposed maximum ceilings for the requested EC contribution. These maximums include flights, local transportation, accommodation, daily allowances and, where applicable, registration fees, but are for direct costs only, so the flat rate of 25% for indirect costs will be automatically added to these direct costs:

- **2 200,- Euro/week including registration fee**
- **1 700,- Euro/week without registration fee**

with 3 000,- Euro maximum per stay, depending on the target of the visit.

Each application will be treated individually.

The above mentioned are the proposed maximum EC contribution an applicant can budget in their application for travel, daily allowance and/or accommodation. The applicants should be encouraged to prepare the budget with estimations of actual figures, taking into account the realism of planned expenses as much as possible. However, the Mobility Evaluation Committee reserves the right to adjust the requested amount according to the realism of the application or the number of applications etc.

3.5 How to apply?

The support for mobility actions will be based on following steps (see Figure 1):

- 1) Submission of the application
- 2) Evaluation by the Mobility Evaluation Committee
- 3) Application and funding approval by Mobility Evaluation Committee
- 4) Mobility action (visit, internship, training, etc)
- 5) Reporting (Mission Report)
- 6) Cost reimbursement on the basis of PREDIS periodic reporting to the EC.

The application will be submitted through the **PREDIS MOBILITY PORTAL (<https://pro.evalato.com/3346>)**, built in cooperation with WP13 EURAD in EVALATO tool.

The call for open mobility grant applicants will be announced at PREDIS workshops, newsletters and on the PREDIS website. The mobility grant application period will remain open (see ‘**When to apply**’) between July 2021 and May 2024, or as long as funds are available.

Besides filling out an application form, applicants will be asked to submit additional supporting documents:

- **Curriculum Vitae** (max 1.5 pages, references including; template can be found here - [link](#));
- **Motivation letter** (how will this action improve the candidate’s knowledge, skills and competitiveness; max 1 page); **Please pay a special attention to evaluation criteria in Table 2.**
- **Letter of support of the supervisor / WP leader**; In case of internship, a letter shall also be provided from the receiving institution and mentor, clearly expressing the value of the proposed mobility action; max. 1 page per letter; **Please pay a special attention to evaluation criteria in Table 2**
- **Detailed budget** covering all expected costs (in an excel template [link](#));
- **Description of the proposed activity** (max 1.5 pages). **Please pay a special attention to evaluation criteria in Table 2**

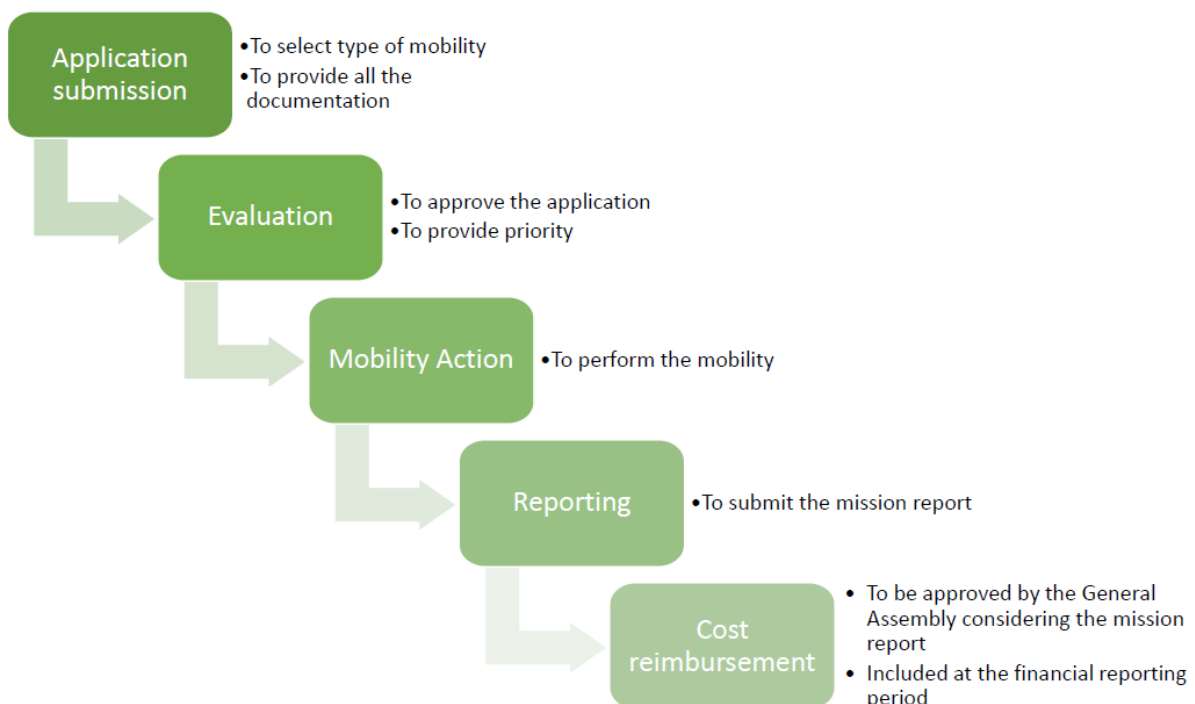


Figure 1. PREDIS mobility application scheme.

3.6 How the financing proceeds?

The Partner organisation's PREDIS budget will be updated and increased based on accepted applications. The Evaluation Committee makes the decisions on successful applications, and the final approval and budget update will be made approximately once a year to the EC via the Grant Agreement amendment process, meaning that the final approval of all applications is subject to EC approval of the amendment. The Grant Agreement amendment is subject to General Assembly approval as stipulated in the Consortium Agreement. However, the EC and GA decisions are done retrospectively, and the mobility can start prior to them.

The financing will proceed as follows:

- PREDIS partner (person) applies for a Mobility grant;
- The application is evaluated (see 'Submission and Evaluation');
- Mobility Evaluation Committee informs the applicant of approval/refusal, and of the awarded amount;
- Increase of the awarded grant is made to the partner organisation's budget via the official amendment to the EC, approximately once a year;
- Mobility participant performs the mobility action;
- Mobility participant completes the Mobility action report until 30 days after Mobility action.
- PREDIS partner reports the actual incurred costs, irrelevant of the budgeted costs, in their next EC periodic report as WP3 cost (see ARTICLE 20 — REPORTING — PAYMENT REQUESTS of the PREDIS Grant Agreement) via the 'partner individual financial statement' submitted by each Partner, claimed as all other costs associated to PREDIS. The costs have to have incurred during the project reporting period.
- There is no extra payment to cover specifically the mobility costs, but the reimbursement of actual costs is included in the regular Interim or Final Payment to partners, subject to EC approval of Periodic Reports, including the Periodic Financial Reports.

3.7 When to apply (Deadlines)?

The following submission and decision deadlines are valid for the mobility applications.

Submission deadlines:

September 30th, 2021
 December 31st, 2021
 March 31st, 2022
 June 30th, 2022

Decision deadlines:

October 31th, 2021
 January 31st, 2022
 April 30th, 2022
 July 31st, 2022 (*continuing*)

Following the same scheme as noted above with 6 calls per year until Month 43 (January 2024), when the last grant call will be issued.

All of the mobility actions must be closed before May 31, 2024 (Month 45) of PREDIS so that the mission report is submitted latest by June 30, 2024 (Month 46) and can be evaluated until July 31, 2024 (Month 47).

Each applicant can only submit **one application within one application period. In case an application is rejected, it is possible to re-submit a revised application.**

The decision about the grant will be made within 1 month after the closing the application deadline by the Mobility Evaluation Committee. The PREDIS General Assembly will be required to give this decision mandate to the Mobility Evaluation Committee, retrospectively, if needed. However, the final budget transfer approval decision made by the GA and EC is still required.

4 Evaluation process

4.1 Form of evaluation

Decision of the Mobility grant approval will be made by a **Mobility Evaluation Committee**, based on a mandate, as given by the PREDIS General Assembly.

Internal PREDIS WP mobility applications (see Section 3.3 for definition) will be evaluated by the related WP leaders, assisted by two WP3 partners. **All other PREDIS mobility action** applications will be evaluated by members of the PREDIS Mobility Evaluation Committee (see Section 4.2), and the PREDIS Management Team (see Table 1) according to the pre-defined criteria, listed in Table 2.

In case of internship, a member of the hosting institution (hosting mentor) will be invited to the evaluation process.

A recommendation for funding will be based on simple majority, with at least three evaluators participating in the evaluation.

Table 1. Evaluation team representatives in the case of each mobility submission type.

	WP3 representatives	WP lead/representative*	Host organisation	MT team
PREDIS Internal mobility: Internal WP mobility	2	1		
PREDIS Internal mobility Internal WP: Internship	2	1	1	
PREDIS Internal mobility: Cross WP mobility	2	2		
PREDIS Internal mobility Cross WP Internship	2	2	1	
External PREDIS WP mobility application	2	1		1
External PREDIS WP mobility application: Internship	2	1	1	1

*Note: WP representative has to be from different organisation that the applicant.

Evaluation criteria for mobility application are listed in Table 2.

Table 2. Evaluation criteria for each mobility application.

	Evaluation criteria for mobility application			
Scientific background	1 (Poor)	2 (Fair)	3 (Good)	4 (Excellent)
Applicant Motivation	1 (Poor)	2 (Fair)	3 (Good)	4 (Excellent)
Level of recommendation (by the internal supervisor, by receiving mentor and by the host institute):	1 (Poor)	2 (Fair)	3 (Good)	4 (Excellent)
Effectiveness of mobility	1 (Poor)	2 (Fair)	3 (Good)	4 (Excellent)
Potential research outcomes	1 (Poor)	2 (Fair)	3 (Good)	4 (Excellent)
Personal development outcomes	1 (Poor)	2 (Fair)	3 (Good)	4 (Excellent)
Link to aims of the projects	1 (Vague)	2 (Fair)	3 (Well fitting)	4 (Perfectly fitting)

	Evaluation criteria for mobility application			
Has the applicant received another PREDIS grant? (Y/N)	1 (Yes)	4 (No)		
Would the applicant be able to complete the mobility action if no funding is available? (Y/N)	1 (Yes)	2 (No)		
Can the participant's organisation contribute to funding the mobility action?	1 (None contribution)	2 (Yes, small contribution)	3 (Yes, moderate contribution)	4 (Yes, important contribution)
In case of internships/exchange programmes/visit, the host institution can unilaterally decide to decline certain candidates.				

4.2 Mobility Evaluation Committee

The members of the Mobility Evaluation Committee will be comprised of representatives from:

WP3 Coordinators

Paul Carbol (JRC)

Alba Valls (Amphos21)

Jiri Faltejsek (UJV Rež)

WP leaders

Anthony Banford (NNL)

Abdesselam Abdelouas (Subatech)

Isabelle Giboire or depute **Kahina Hadamache** (CEA)

Thierry Mennecart (SCK CEN)

Ernst Niederleithinger or depute **Vera Lay** (BAM)

MT team

Maria Oksa or depute **Erika Holt** (VTT)

5 What the applicant must fulfil (Mission report)?

Successful applicants are obliged to submit a Mission report (template is available here [link](#)) not later than 30 days after completion of the mobility activity. The report should be sent to predis-mobility@vtt.fi.

The mission reports will be stored during the PREDIS project and will serve as valuable input for evaluation of the PREDIS Mobility Programme. The Mission report must be written in the provided template.

6 Dissemination of Mobility mobility outcomes/publications

All publications or dissemination of results, resulting from the mobility activities, shall acknowledge the PREDIS Mobility Programme by using the following sentence:

This project has received funding from the Euratom research and training programme 2019-2020 under Grant Agreement No 945098.