

README 2.

Becoming a host organisation

PAGENS: Life courses, ages and generations in
the Global North and South

Grant agreement reference: 101236837

From 1 January 2026 to 31 December 2029

The purpose of this README is to help institutions organise secondments. Here you will find all the essential information you need to prepare for hosting and sending participants on mobility programmes.

Table of contents

1. Introduction.....	3
2. Secondment of a beneficiary to the premises of an associated partner.....	4
A. All the information you need to make a success of your experience as a host organisation.	4
B. Timetable of tasks.....	6
3. Secondment of an associated partner to a beneficiary's premises.....	8
A. All the information you need to make a success of your experience as a host organisation.	8
B. Timetable of tasks.....	10
4. Secondment of a beneficiary to the premises of another beneficiary.....	12
A. All the information you need to make a success of your experience as a host organisation.	12
B. Timetable of tasks.....	13



1.Introduction

This guide is intended for beneficiary organisations (European countries) and associated partners (non-European countries) of the PAGENS project. Please familiarise yourself with the different scenarios:

- Secondment of a beneficiary to the premises of an associated partner
- Secondment of an associated partner to a beneficiary's premises
- Secondment of a beneficiary to the premises of another beneficiary



2. Secondment of a beneficiary to the premises of an associated partner

A. All the information you need to make a success of your experience as a host organisation.

1. Mobility allowance

Where the host institution is an associated partner, the sending institution, which is a beneficiary, shall allocate a minimum of €2,710 per month to cover the travel, subsistence and accommodation costs of its staff member.

2. Secondment Agreement / *Secondment Approval*

(Refer to the Consortium Agreement, Article 4.1.2.2)

The associated partner and the beneficiary must conclude a bilateral *secondment agreement*.

The host organisation is responsible for drawing up the *secondment agreement* and proposes a draft to the beneficiary's sending organisation. Whilst the framework of *the secondment agreement* is the same for all organisations, the agreement may be adapted, in particular, to cover costs related to the activities of the staff member on secondment (see Point 3).

An example of a secondment agreement is available on SDRIVE: WP1 > Secondment > PAGENS Secondment Agreement Final

3. Costs associated with the activities of staff on mobility

The host institution (associated partner) may invoice the home institution, which is a project beneficiary, for expenses incurred in connection with research and training activities (teaching materials, external speakers, translators, car hire, etc.) of seconded staff members during their stay on its premises. These invoices must be agreed in advance and drawn up on the basis of actual costs incurred and may under no circumstances exceed the lump sum received by the beneficiary for RTN (*Research, Training and Network Fund*) costs.

Maximum amount allocated for project-related activities: €1,075.37 per researcher-month

The start and end dates of the secondment, the amount of the invoice corresponding to the estimated expenditure incurred for the research and training activities of

seconded staff members during their stay on the premises of the host institution, and the payment terms must be included in the bilateral secondment agreement.

All expenses agreed between the two organisations must be set out in a budget annexed to the secondment agreement.

4. Operating costs

In connection with hosting mobility participants, your organisation may incur expenses related to the participant's presence (water, electricity, stationery, etc.). A lump sum covering these expenses may be included in the Secondment Agreement.

We provide a template for inclusion in the Secondment Agreement.

Expense item	Fixed cost
Water, electricity, internet	To be amended according to each host organisation
Stationery (photocopies, notebooks, etc.)	
Use of premises: meeting room, conference room or workspace	
Equipment hire	
Refreshments (tea, coffee, snacks)	

To estimate costs:

- Be realistic in your estimate; do not inflate costs unnecessarily,
- Any travel outside the city where the host organisation is located during the *secondment* may be reimbursed directly to the participant by their home organisation under the RTN (training costs),
- Any remaining training costs (i.e. those not used during the mobility period) may be used for project-related activities (e.g. organising a small event to share what was achieved during the mobility period). You are not obliged to use all funds on site.

5. Documents to be obtained by the host organisation

If the host organisation is an associated partner, it is the sending organisation that must request from the associated partner all supporting documents proving that the mobility has been correctly implemented at the associated partner's premises.

List of documents to be obtained:

- Proof of the eligibility of the staff member sent to the associated partner's premises (i.e. a copy of the employment contract for salaried staff, a doctoral contract or proof of enrolment for doctoral students, a volunteer contract and proof of membership for associations, etc.);
- Proof that the staff member possesses the required research and innovation skills (CV, degree);
- Proof of participation in the project for at least one month prior to the first secondment (e.g. email invitation to a mobility preparation meeting);
- Proof of the beneficiary's travel to the associated partner's premises (tickets/boarding passes, rental costs, subsistence costs (meals, transport, etc.), timesheets, mobility reports, any other documents relating to on-site activities (photos, meeting minutes, etc.)).

These documents must be retained by the sending organisation in the event of an audit by the European Commission.

B. Timetable of tasks

To best prepare for the participants' visit to your premises, you can use this timetable.

At least 3 months before the mobility	Please note: The participant must have contacted the programme coordinator to discuss the scientific aspects. The programme coordinator is not necessarily a member of the host organisation. It is advisable to arrange a joint meeting between the three parties: programme coordinator, host organisation and participant.
2.5 months before the mobility	The mobility participant must submit their mobility plan (dates of stay, specific requirements, etc.). Ensure that they are in close contact with the programme coordinator
2 months before the mobility	Contact the administrative department of the sending organisation to draw up the <i>secondment agreement</i> . Please note that it may take some time for the sending organisation's administrative departments to review the proposal and for negotiations to take place.
2 months before the mobility	Send the participant the invitation letter (for visa purposes) and the welcome guide so that they can prepare for their mobility placement as effectively as possible.



Funded by
the European Union

20 days after departure	The sending organisation must <u>validate the mobility</u> on the European portal for its staff members.
30 days maximum after the mobility	The sending organisation must <u>submit the mobility</u> on the European portal once the mobility has been completed.
After the mobility	The sending organisation must obtain from the associated partners all documents proving that the mobility has been correctly implemented at the associated partner's premises.



Funded by
the European Union

3. Secondment of an associated partner to a beneficiary's premises

A. All the information you need to make a success of your experience as a host organisation.

1. Mobility allowance

Where the sending organisation is an associated partner, the host institution, which is a beneficiary, will allocate €2,710 per month of mobility to cover the travel, subsistence and accommodation costs of the associated partner's staff member.

2. *Secondment Agreement*

(See Consortium Agreement, Article 4.1.2.2)

The associated partner and the beneficiary must conclude a bilateral *secondment agreement*.

The host organisation is responsible for drawing up the *secondment agreement*; it takes the lead and proposes an agreement to the beneficiary's sending organisation. Whilst the basis of *the secondment agreement* is the same for all organisations, the agreement may vary, particularly with regard to costs associated with the activities of staff on secondment (see Point 3).

An example of a secondment agreement is available on SDRIVE: WP1 > Secondment > PAGENS Secondment Agreement Final

3. Costs associated with the activities of staff on mobility

Costs associated with the activities of staff on secondment, such as research and training activities, may be covered and must be included in the *secondment agreement*. These costs must be agreed in advance between the host organisation and the sending organisation and may under no circumstances exceed the lump sum provided for under the RTN (*Research, Training and Network Fund*) costs.

Maximum amount allocated for project-related activities: €1,075.37 per researcher-month

The start and end dates of the secondment, the amount of the invoice corresponding to the estimated expenditure incurred for the research and training activities of the seconded staff members during their stay on the premises of the host institution, and the payment terms must be included in the bilateral secondment agreement.

All expenses agreed between the two organisations must be set out in a budget annexed to the *secondment agreement*.

4. Operating costs

In connection with hosting mobility participants, your organisation may incur expenses related to the participant's presence (water, electricity, stationery, etc.). A lump sum covering these expenses may be included in the Secondment Agreement.

We provide a template to be included in the Secondment Agreement.

Expense item	Fixed cost
Water, electricity, internet	To be amended according to each host organisation
Stationery (photocopies, notebooks, etc.)	
Use of premises: meeting room, conference room or workspace	
Equipment hire	
Refreshments (tea, coffee, snacks)	

To estimate costs:

- Be realistic in your assessment; do not inflate costs unnecessarily.
- Any business trips outside the host organisation's city during the secondment are covered by the seconding organisation under training costs: it is important to plan for these in advance. The seconded staff member must follow the host institution's administrative rules for business trips (travel orders, public procurement, etc.)

5. Documents to be obtained by the host organisation

If the sending organisation is an associated partner, it is the host organisation that must request from the associated partner all supporting documents proving that the mobility has been correctly implemented on its premises .

List of documents to be obtained:

- Proof of the eligibility of the staff member sent to the beneficiary's premises (i.e. a copy of the employment contract for salaried staff, a doctoral contract or

proof of enrolment for doctoral students, a volunteer contract and proof of membership for associations, etc.);

- Proof that the staff member possesses the required research and innovation skills (CV, degree);
- Proof of participation in the project for at least one month prior to the first secondment (e.g. email invitation to a mobility preparation meeting);
- Proof of the beneficiary's travel to the associated partner's premises (tickets/boarding passes, rental costs, subsistence costs (meals, transport, etc.), timesheets, mobility reports, any other documents relating to on-site activities (photos, meeting minutes, etc.)).

These documents must be retained by the host organisation in the event of an audit by the European Commission.

B. Timetable of tasks

To best prepare for the researchers' visit to your premises, you may use this timetable.

At least 3 months before the mobility	Please note: the participant must have contacted the programme coordinator to discuss the scientific aspects. The programme coordinator is not necessarily a member of the host organisation. It is advisable to arrange a joint meeting between the three parties: programme coordinator, host organisation and participant.
2.5 months before the mobility	Contact the mobility participant to discuss their mobility plan (dates of stay, specific requirements, etc.)
2 months before the mobility	Contact the administrative department of the sending organisation to draw up the <i>secondment agreement</i> . Please note that it may take some time for the administrative departments of the sending organisation to review the proposal and for negotiations to take place.
2 months before the mobility	Send the participant the invitation letter (visa) and the welcome guide so that they can prepare for their mobility placement as effectively as possible.
20 days after departure	The host organisation must <u>validate the mobility</u> on the European portal when the participant is an associated partner.



Funded by
the European Union

30 days maximum after the mobility	The host organisation must <u>submit the mobility</u> on the European portal once the mobility has been completed.
After the mobility	The host organisation must obtain from the associated partners all evidence of their participation in the mobility programme. See list above.

Note: The host organisation transfers the grant amount (€2,710) to the mobility programme participant. In accordance with the host organisation's procedures.



Funded by
the European Union

4. Secondment of a beneficiary to the premises of another beneficiary

A. All the information you need to make a success of your experience as a host organisation.

1. Mobility grant

Where both the sending and host organisations are beneficiaries, it is the sending organisation that will allocate €2,710 per month of mobility for the travel, subsistence and accommodation costs of its staff member.

2. Secondment Agreement / *Secondment Approval*

(Refer to the Consortium Agreement, Article 4.1.2.3)

It is recommended (not mandatory) that a *secondment agreement* () be drawn up between two beneficiaries.

A sample secondment agreement is available on SDRIVE: WP1 > Secondment > PAGENS Secondment Agreement Final

3. Costs associated with the activities of mobile staff

Where both the home institution and the host institution are project beneficiaries, all research, training and networking costs are covered by the sending organisation (under the category 'Research, training and networking costs').

Maximum amount allocated for project-related activities: €1,075.37 per researcher-month.

The host beneficiary may request additional funding for 'Research, training and networking' (RTN) costs or from the management of the sending beneficiary for expenditure incurred in connection with the research and training activities of seconded staff members during their stay on its premises.

To estimate costs:

- Be realistic in your assessment; do not inflate costs unnecessarily,
- Any business trips outside the city where the host organisation is located during the secondment may be reimbursed directly to the participant by their home organisation under RTN (training costs),
- Any remaining training costs (i.e. those not used during the mobility period) may be used for project-related activities (e.g. organising a small event to

disseminate the results of the mobility). You are not obliged to use all funds on site.

4. Operating costs

In hosting mobility participants, your organisation may incur expenses related to the participant's presence (water, electricity, stationery, etc.). It is possible to include a lump sum for these expenses in the *Secondment Agreement*.

5. Documents to be obtained by the sending organisation

Where both the host and sending organisations are beneficiaries, it is the sending organisation that must request from the associated partner all supporting documents proving that the mobility has been properly implemented on the premises of another beneficiary.

List of documents to be obtained:

- Proof of the eligibility of the staff member sent to the beneficiary's premises (i.e. a copy of the employment contract for salaried staff, a doctoral contract or proof of enrolment for doctoral students, a volunteer contract and proof of membership for associations, etc.);
- Proof that the staff member possesses the required research and innovation skills (CV, degree);
- Proof of participation in the project for at least one month prior to the first secondment (e.g. email invitation to a mobility preparation meeting);
- Proof of the beneficiary's travel to the associated partner's premises (tickets/boarding passes, rental costs, subsistence costs (meals, transport, etc.), timesheets, mobility reports, any other documents relating to on-site activities (photos, meeting minutes, etc.)).

These documents must be retained by the sending organisation in the event of an audit by the European Commission.

B. Timetable of tasks

To best prepare for the researchers' visit to your premises, you may use this timetable.

At least 3 months before the mobility	Please note: the participant must have contacted the programme coordinator to discuss the scientific aspects. The programme coordinator is not necessarily a member of the host organisation. It is advisable to arrange a joint
---------------------------------------	--

	meeting between the three parties: the programme coordinator, the host organisation and the participant.
2.5 months before the mobility	Contact the mobility participant to find out about their mobility plan (dates of stay, specific requirements, etc.)
2 months before the mobility period	Contact the administrative department of the sending organisation to draw up the <i>secondment agreement</i> . Please note that it may take some time for the sending organisation's administrative department to review the agreement and for negotiations to take place.
2 months before the mobility period	Send the participant the invitation letter (visa) and the welcome guide so that they can prepare for their mobility placement as effectively as possible.
20 days after departure	The sending organisation must <u>validate the mobility</u> on the European portal when the participant is an associated partner.
30 days maximum after the mobility	The sending organisation must <u>submit the mobility</u> on the European portal once the mobility has been completed.
After the mobility	The sending organisation must keep from its staff (participant) all evidence of their participation in the mobility programme. See list above.

