

README 1.

How mobility works

PAGENS Pathways, Ages, Generations in the
Global North and South

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From 1 January 2026 to 31 December 2029

The purpose of this README is to assist participants with the process of organising their secondment. Here you will find all the essential information you need to prepare for your departure and complete all the necessary administrative procedures. Our aim is to make your mobility experience as smooth and rewarding as possible.

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1. Eligibility requirements and supporting documents to keep

A. Eligibility criteria for participating in a mobility programme as part of the PAGENS project.

- The person on mobility must have been contractually attached to the project and their home institution (Sending Institution) for at least one month prior to departure.

This means, for the sending institution, keeping supporting documents proving their affiliation with the institution (e.g. employment contract) and their involvement in the project (e-mail exchanges prior to the mobility period, participation in meetings, presence on the mailing list, etc.).

- Minimum duration of a funded mobility period: 30 calendar days (including public holidays and travel time). To avoid disputes, allow for 31 days.
- Mobility corresponds to full-time work within the host institution and for the project.

In practice, we know that everyone may need to communicate with their home institution and may continue to perform certain tasks, particularly administrative ones. However, these activities must not be predominant.

B. Required supporting documents

Each beneficiary (European country) must keep the following supporting documents and is responsible for keeping them in case of an audit by the European Commission.

- Airline tickets, accommodation (possibly public transport tickets or taxi)
- Letter of invitation signed by your host organisation
- Timesheet with details of activities, signed by the host institution. (Template on SDRIVE)
- Secondment agreement signed by both organisations, if a contract has been established
- Report of secondment must be completed following the mobility period

Beneficiaries (European countries) are also required to provide the Commission with supporting documents relating to the associated partners they host.

2. Standard process for preparing for mobility

Here is a schedule to help you organise your mobility placement, however everyone must bear in mind that the partners' timetables and schedules may vary from one country to another. The schedule provided is a suggestion; it can be adapted to suit each partner.

Suggested timetable for a successful mobility experience

1. At least three months before departure

Contact the scientific manager of the mobility programme.

The participant should contact the programme leader to discuss the scientific aspects. Be careful, the programme leader is not necessarily a member of the host organisation.

2. Two and a half months before departure

Contact the manager of the host institution.

After contacting the program leader, the host institution has to be informed of your mobility and must agree on the mobility plan. You should not contact the host institution before contacting the scientific manager of the programme. However, it is possible that a joint meeting may be organised.

Warning: Don't buy any flight ticket or book an accommodation before contacted both sides, the program manager & the host institution.

Contact the administrative service of the host institution responsible for preparing the Secondment Agreement between the sending and host institutions (a bilateral agreement that may include several people if they belong to the same institution and are leaving at the same time) based on prior discussions regarding the scientific programme. Administrative procedures and negotiations can, in some cases, be lengthy.

A secondment agreement is mandatory between a beneficiary¹ and an associated partner², but this is not the case between two beneficiaries. Refer constantly to the Consortium Agreement, which sets out the procedure in detail (see section 4, section

¹ Beneficiary = A European country

² Associated partner = A country outside

7, the template that can be adapted on a case-by-case basis). A template is also available on SDRIVE, which you can adapt on a case-by-case basis.

It is up to the beneficiary to initiate the procedure and refer to the Consortium Agreement. We strongly recommend drawing up a secondment agreement even where this is not mandatory.

3. Two months before departure (minimum)

Start administrative procedures.

Among them: visa, signing of hosting agreements and letters of invitation

4. One month before departure

Verification of administrative documents. If you haven't contacted the European Project Manager, inform her of your mobility (maela.bobinet@cnrs.fr).

5. 20 days maximum after the start of the mobility

Registration of mobility on the European portal by the sending organisation: [Mobility declaration](#).

Each mobility must be registered on the European platform maximum 20 days after the departure. The support service of each organization is responsible for adding the mobility on the platform. If the mobility is carried out by an associated partner, it must be entered on the platform by the host organisation.

Advice: Each organisation choose who's in charge of adding the mobility. We highly advise to identify one person in charge of this process.

6. Finally, 30 days after the mobility period

The person on mobility submits the report of secondment and proofs of attendance/mobility to their sending institution within one month of their return (if a third country/Associated Partner to the host institution).

The report of secondment must also be sent to the project coordinator, Maëla BOBINET, by email (maela.bobinet@cnrs.fr).

Upon returning from the mobility program, every researcher completes the online evaluation questionnaire. Here, in English: [Evaluation Questionnaire February 2026 – June](#)

3.Obligations

It is the responsibility of the person benefiting from the secondment to contact the programme leader. However, in the case of group mobility programmes (where several people are present at the same location at the same time), the programme leader will organise a group meeting. Attendance at this meeting is compulsory.

It is essential to follow these steps to ensure the smooth running and validity of the mobility programme. The involvement of the administrative managers of each entity is essential.

The Beneficiary is responsible for entering the mobility details of both the individuals from their institution and the Associated Partners hosted on their premises on the portal within 20 days.

Every host institution will provide a Welcome Booklet in French and English.

Returning to the employer/sending institution is mandatory! The person must return to ensure that the transfer of knowledge takes place.

After the last secondment, the person who has been on mobility must complete an evaluation questionnaire ([EUSurvey - Survey](#)) and a Commission survey two years after their last secondment (follow-up). ([EUSurvey - Survey](#)).

4.Organisation of mobility programs and timetable

24 programs identified (Training, Fieldwork, Writing).

Each programme must have a pair of scientific coordinators (or programme leader).

Programme	Programme leaders
2.1.1 Training through fieldwork - Implementation Art-Based approach	Audrey DESSERTINE ethnoart.audrey@gmail.com & Constance PERRIN-JOLY constance.perrin-joly@cfee.cnrs.fr
2.1.2 Training in scientific mediation through the arts/Project management training	Audrey DESSERTINE ethnoart.audrey@gmail.com
2.1.3 Training in art Therapy	Aggée LOMO lomo@unistra.fr
2.2.1 Training in Geographic Information System / Cartography / Consultancy	Simon Paul simon.paul@insuco.com

2.2.2 Training in visual methods	Marie-Pierre JULIEN marie-pierre.julien@univ-lorraine.fr
2.2.3 Participatory methods training	Monica CUELLAR GEMPELER monicacuellar@javeriana.edu.co & Jeannette MORENO jeannette.moreno@insuco.com
2.2.4 Participatory survey on vulnerable populations	Francesca MACI francesca.maci@unipr.it
4.1.1 Training Through Fieldwork (Health, Genders, Sexualities)	Nicoletta Diasio nicoletta.diasio@misha.fr & Francesca Zaltron francesca.zaltron@uniupo.it
4.1.2 Collective Writing Session - Writing and Describing Body and Intimacy	Nicoletta Diasio nicoletta.diasio@misha.fr & Francesca Zaltron francesca.zaltron@uniupo.it
4.2.1 Training Through Fieldwork (Politics of Vulnerability)	Stefania Fucci stefania.fucci@unipr.it
4.2.2 Online Seminar (Politics of Vulnerability)	Stefania Fucci stefania.fucci@unipr.it
4.3.1 Training Through Fieldwork (Bodies and Material cultures)	Marie-Pierre JULIEN marie-pierre.julien@univ-lorraine.fr
5.1.1 Collective writing sessions: Emotions: Life Course, Social Inequalities and Generations	Cécile Van de Velde cecile.vandevelde@umontreal.ca & Veronika Kushtanina veronika.kushtanina@umlp.fr
5.2.1 Training through fieldwork research including a week photographic training followed by fieldwork (Climate change and mobility)	Constance Perrin-Joly constance.perrin-joly@cfee.cnrs.fr & Tirsit Sahledengel trsiluv@gmail.com
5.2.2 Training through fieldwork (Climate change and mobility)	Cécile Artigaud cecile.artigaud@ifsra.org & Takele Merid takele.merid@aau.edu.et
5.2.3 Training through fieldwork (Climate change and mobility)	Dominique Harre dominique.harre2@gmail.com & Amina Nouh aminanouh1791@gmail.com & Constance de Gourcy constance.degourcy@univ-amu.fr
5.3.1 Training through fieldwork research including a week photographic training followed by fieldwork (Migrations)	Constance Perrin-Joly constance.perrin-joly@cfee.cnrs.fr & Tirsit Sahledengel trsiluv@gmail.com
5.3.2 Training through fieldwork (Migrations)	Cécile Artigaud cecile.artigaud@ifsra.org & Takele Merid takele.merid@aau.edu.et
5.3.3 Training through fieldwork (Migrations)	Dominique Harre dominique.harre2@gmail.com & Amina Nouh aminanouh1791@gmail.com & Constance de Gourcy constance.degourcy@univ-amu.fr
6.1.1 Training on life course and gender	Veronika Kushtanina veronika.kushtanina@umlp.fr
6.1.2 Training through fieldwork (Norms, age categorizations and life courses)	Francesca ZALTRON francesca.zaltron@uniupo.it & Virginie VINEL vvinel@unistra.fr & Aline Chamahian aline.chamahian@univ-amu.fr
6.2.1 Training of sociology of age and digital	Nathalie Chapon nathalie.chapon@univ-amu.fr & Aline Chamahian aline.chamahian@univ-amu.fr
6.2.2 Training through fieldwork (Welfare, family policies and social work)	Marco Alberio marco.alberio2@unibo.it & Nathalie Chapon nathalie.chapon@univ-amu.fr
6.2.3 Collective Writing	Nathalie Chapon nathalie.chapon@univ-amu.fr & Aline Chamahian aline.chamahian@univ-amu.fr





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