



WP4 of IRUVX

The work packages of IRUVX

Work package n°	Descriptive title	Short description and specific objectives of the task	Leading participant	Total budget in 1000€	Requested EC contribution in 1000€
WP0	<u>Management of the Project</u>	Overall management of IRUVX-PP	DESY	1 214.5	1 214.5
WP1	<u>Support Activity:</u> Construction of the IRUVX-FEL Consortium	Preparation of the IRUVX-FEL Consortium including managerial, legal, financial and counselling aspects	ELETTRA	818.1	818.1
WP2	<u>Coordination Activity:</u> User Needs and Policies	Development of methods to integrate user needs and procedures for a transparent and optimized user access to the IRUVX-FEL facility	BESSY	620.2	620.2
WP3	<u>Coordination Activity:</u> Coordination and Consolidation of Joint Technical Developments	Implementation of methods for transfer of knowledge and of long-term technical collaborations between the consortium members	STFC	774.3	774.3
WP4	<u>Support Activity:</u> Development of Human Resources	Development of a common framework for exchange of personnel and a joint approach to training, hiring and career development	MAXLAB	579.1	579.1
WP5	<u>Coordination Activity:</u> Communication and Dissemination	Development of tools necessary to ensure effective communication and dissemination within the consortium and with the user community	DESY	403.3	403.3
WP6	<u>Support Activity:</u> Collaborations with other Research Infrastructures and Industry	Implementation of long-term collaborations with other research infrastructures/communities and improvement of collaborations with industry	STFC	649.5	649.5
WP7	<u>Technical Work:</u> Photon Beamlines and Experiments	Preparation of common technical infrastructure for user experiments	DESY	1 800.2	1 350.0
WP8	<u>Technical Work:</u> FEL Source	Preparation of critical common technology and industrialisation of components	ELETTRA	1 725.0	1 294.0
Total				8 584.2	7 703.0

The different issues in IRUVX

Work Packages		Kind of Work				
		Legal	Governance & Logistic	Strategic	Financial	Technical
WP1	Construction of the IRUVX-FEL Consortium	legal set-up and statutes of the consortium structure	developing the management structure, setting up counselling bodies and auditors, monitoring scope	construction of the consortium management structure enabling a distributed European FEL user facility; maximizing use of resources; prioritizing developments	financing of the IRUVX-FEL consortium organisation; financial engineering for financing the FELs	
WP2	User Needs and Policies	legal set-up of the coordinated access policy and the access procedures	defining structures to ensure that user needs are met; defining the evaluation panel structure; designing and implementing the web-based access tool	developing a coordinated access policy, access procedures and the evaluation panel structure	clarifying the question of access costs, assurance of the financing of the web-based access tool	defining a common data structure for information exchange
WP3	Coordination and Consolidation of Joint Technical Work	in kind & external contributions; IPR	transfer of knowledge e.g. by expert meetings & secondments	exploitation and enhancement of complementarities; effective use of research capacity	in kind & external contributions; financial engineering methods	
WP4	Development of Human Resources	employment contracts; secondments	planning & timing of staff recruitment for construction & operation	joint career development plan	financial aspects of secondments	
WP5	Communication and Dissemination	IPR of public website & intranet publications, copyright	concept and structure of IRUVX-FEL website	website, PR material, activities to reach new users	securing the operating costs of the website	
WP6	Collaborations with other Research Infrastructures and Industry	IPR in collaborations with industry and other institutions	policy for exchange of knowledge with suppliers	interaction with other research infrastructures and industry; evaluation study on economic impact	identification of common procurement needs; criteria for suppliers	
WP7	Photon Beamlines and Experiments	in kind & external contributions; IPR	concept for knowledge transfer through users	exploitation of complementarities; interaction with user groups	in kind & external contributions	preparation of common technical infrastructure for users; optimised concepts for photon beam delivery
WP8	FEL Source	in kind & external contributions; IPR		exploitation of complementarities; industrialisation of components	in kind & external contributions; collaboration with industry	preparation of critical common technology; industrialisation of components

4.1 Human resources overview

A review of the human resources available at the individual facilities will be done.

- machine physicists,
- beamline scientists
- engineers,
- technicians
- administrators.

The review should also estimate the possible amount of exchangeable humanresources as well as the overlap of resources.

All (MAXLAB responsible)

Type: Strategic

4.2 Exchange of staff

- Allowances
- Housing
- Family
- School, etc.
- Insurance
- Liability
- Payment
- Substitutes (training aspects)
- Retirement conditions

This work package will concentrate on issues of how to achieve the exchange of staff. Administrative and legal aspects should be addressed with the aim of finding coherent procedures, e.g. model agreements.

All (MAXLAB responsible)

Type: Strategic, legal, financial

4.3 Joint recruitment principle

A joint announcement policy interacts with WP2 and WP5 and could improve the recruitment rate by the partners in the consortium.

- How to attract young people
- Use of networks
- A joint announcement policy
- Key elements for increasing the attractiveness.

All (MAXLAB responsible)

Type: Strategic, financial

4.4 Joint training

Joint focused training activities needed for the success of the consortium and the institutes involved should be defined. This should include the amount of training needed, the frequency and the methods (textbooks, internet courses, workshops, schools) and also the areas/topics of training. Training on both an academic level and on a technical/administrative level should be addressed.

- On the academic level special programmes and principles should be considered:
 - Graduate student exchange
 - Handling of academic credits at exchanges
 - Handling of supervision
 - Overcoming language and cultural barriers
 - Common graduate schools
 - Common funds for sending people e.g. outside Europe

All (MAXLAB responsible)

Type: Strategic, governance, financial

4.5 Joint career development

The career for an individual employee can be improved if planned on a European scale within the consortium. Issues in this work package are to work towards joint career development plans and establishing a coordinated tenure track system to simplify moving career between the facilities.

All (MAXLAB responsible)

Type: Strategic

Deliverables

Deliverable number	Deliverable name	WP n°	Nature²	Dissemination level³	Delivery date (project month)
D4.1	Document on human resources of partners	4.1	R	CO/RE	24
D4.2	Handbook on methods for exchange of staff	4.2	R	CO/RE	36
D4.3	Document on recruitment principles	4.3	R	PU	36
D4.4	Document on proposed joint training activities	4.4	R	PU	27
D4.5	Document on joint career development plans	4.5	R	PU	36

² R=Report, P=Prototype, D= Demonstrator, O=Other;

³ PU=Public, PP= Restricted to other programme participants, RE= Restricted to a group specified by the consortium CO=Confidential, only for members of consortium, all include EC

Milestones

Milestone n°	Milestone name	Work package(s) involved	Expected date	Means of verification ⁴
M4.1	Draft collection of information on human resources	4.1	12	Written document
M4.2	Legal aspects of staff exchange are reviewed	4.2	10	Written document
M4.3	First version of staff exchange program is established	4.2	24	Written document
M4.4	Preliminary joint training program established	4.4	18	Written document
M4.5	Outline off coordinated career development plan ready	4.5	24	Written document
M4.6	Agreement on joint human resource activities	4	36	Written document

⁴ Show how you will confirm that the milestone has been attained. Refer to indicators if appropriate. For

What does this mean

- Maxlab responsible how do we share work?
- Discussion of time limits?
- How should the printed reports look like
- Courses?
- Organization of exchange
 - Students
 - Technical personell
 - Students
- Other issues







