Net4Mobility+
Network of the Marie Skłodowska-Curie Actions National Contact Points for the mobile scientific and innovation community

Deliverable No. 5.5
Recommendations for using EURAXESS tools

Issued by: DLR (DE)
Issued data: 25 September 2019
Work Package Leader: EURESEARCH (CH)
Recommendations for using EURAXESS tools

Table of contents

Introduction .......................................................................................................................... 3
What is EURAXESS? .......................................................................................................... 5
I. EURAXESS Portal: services and tools and how to use them .................................... 6
   1. PUBLICLY ACCESSIBLE INFORMATION ......................................................... 6
      Menu “Jobs & Funding” ....................................................................................... 6
         1.1.1 Job offers ................................................................................................. 6
         1.1.2 Funding and hosting offers .................................................................... 7
         1.1.3 Working environment ........................................................................... 8
         1.1.4 Career development ............................................................................. 9
      Menu “Information and Assistance” ....................................................................... 10
         1.2.1 Explore EURAXESS national portals: .................................................... 10
         1.2.2 EURAXESS support Centres ................................................................. 12
   2. SERVICES RESTRICTED TO REGISTERED USERS: INDIVIDUAL USERS ........... 12
      Registering a personal account ........................................................................... 12
      Setting up a researcher profile .......................................................................... 13
      Menu “Partnering” ............................................................................................. 15
   3. SERVICES RESTRICTED TO REGISTERED USERS: ORGANISATIONS ................ 18
      3.1 Registering an organisation ......................................................................... 18
      3.2 Managing organisation members ................................................................ 20
      3.3 Assigning a contact person as a HRS4R Organisation Admin ..................... 20
      3.4 Publishing job, funding and hosting offers on behalf of an organisation ......... 21
II. BENEFITS FROM EURAXESS IN A NUTSHELL ...................................................... 23
   1. EURAXESS for individual researchers ................................................................. 23
   2. EURAXESS for academia: research institutions and universities ....................... 23
   3. EURAXESS for the non-academic sector: large companies and SMEs .............. 24
III. RECOMMENDATIONS FOR IMPROVING THE COLLABORATION BETWEEN MSCA NCPS AND EURAXESS ................................................................. 25
Introduction

As a dedicated mobility programme within the pillar “Excellent Science” of Horizon 2020, the MSCA support international and intersectoral mobility of researchers of all career stages. Facilitating international mobility and career development of researchers is also the main goal of EURAXESS - Researchers in Motion, the pan-European initiative of the European Commission. In the framework of its multiple network projects, EURAXESS has developed a wide range of tools to put forward its goals. Knowing and using these tools may be very beneficial for the MSCA NCPs as well as for their clients, the international researcher and their host institutions from the academic and the non-academic sector. However, the knowledge about these tools and their possible benefits varies considerably among the MSCA NCPs.

In order to rectify this, a training activity on EURAXESS tools was organized within the MSCA Net4Mobility+ project. This training, tailored to the MSCA NCPs, was aimed at introducing and promoting the EURAXESS tools among the MSCA NCPs. The EURAXESS portal and the tools and services it offers was the primary focus of this training. Although it cannot be considered as a EURAXESS tool in strict terms, the concept and the work flow of the Human Resources Strategy for Researchers (HRS4R) was introduced to the MSCA NCPs in order to make them understand that most of the EURAXESS Bridge Head Organisations (BHOs) provide information on the HRS4R in general and the application procedure for the Human Resources Excellence in Research award in particular.

The training activity took place on May 7th and May 8th 2019 in Madrid and was organized by the Spanish MSCA NCP (FECYT) and the German MSCA NCP (DLR). Both organisations are housing not only the respective national MSCA NCPs but also the EURAXESS BHOs and were, therefore, perfectly equipped to tackle this issue from the perspective of both networks. On behalf of the FECYT, Cristina Gracia Rodriguez and Cristina Gómez Corchete as well as Xavier Eekhout Chicharro, who represented the Spanish EURAXESS BHO, were organizing the training. Katrin Schaarschmidt and Vitaliy Bondarenko were involved on behalf of the DLR.

In addition, two experts from the EURAXESS network were invited to give insights into the usage of the EURAXESS tools. Taking into account his IT expertise as well as his role as the international HRS4R peer reviewer, Milan Zdravkovic from EURAXESS Serbia presented the EURAXESS Portal and the HRS4R. Shaun Holmes from EURAXESS UK gave a presentation on the different Career Development tools available on the portal. Both experts represented also the EURAXESS TOP III and TOP IV projects aimed at enhancing mobility-related services and focusing on career development of researchers.

Furthermore, Rosa Bazán from the IMDEA Materiales and Marc González from the Barcelona Supercomputing Centre shared their best practice on how their institutions benefitted from receiving the HR Excellence in Research Logo.

Enhancing the collaboration between the EURAXESS and the MSCA NCP networks was the overall aim of the training.

Altogether, 29 participants, including representatives of European as well as Third Country MSCA NCPs, took the opportunity to participate in this training.
What is EURAXESS?

Founded in 2004, the EURAXESS network is currently comprised of more than 500 EURAXESS Centres in 42 countries. The task of the EURAXESS Centres is to give personal assistance to researchers on all issues related to their mobility and research stays abroad. These centres are organized in 42 national EURAXESS networks. On the national level, those networks are coordinated by the so-called Bridgehead Organisation or the BHO. In some countries the BHOs are located at the same institution as the MSCA NCP. The BHOs, which are normally funded by their national ministries, manage their national networks and act as their connection to the ministry in charge as well as to the European Commission. Twice a year the European Commission organizes meetings for these BHOs in Brussels in order to coordinate new developments and to take decisions.

Over 500 local EURAXESS centres provide personal assistance to mobile researchers and help them free of charge with a wide range of services facilitating their move abroad. Those local centres can be found on the EURAXESS portal. The European EURAXESS portal complemented by the national EURAXESS portals is the key tool of the EURAXESS initiative. It offers information on the most relevant topics related to researchers’ mobility such as visa and entry conditions, social security, taxation etc. This information is provided by the national EURAXESS BHOs, which are responsible for its accuracy, and is automatically incorporated into the European EURAXESS portal.

The menu “EURAXESS Jobs” features job, funding and hosting offers at research and innovation institutions from countries all over Europe and beyond. Researchers interested in finding a host organisation in Europe can set up their researcher profile and upload their CV in the Partnering section of the portal. In this section, organisations active in research and innovation can publish their expressions of interests in order to find researchers interested to submit a joint research proposal.

In addition, a section on Career Development features the career development tools developed by EURAXESS as well as information on the European Charter & Code for Researchers and the Human Resources Strategy for Researchers.

EURAXESS network projects called TOP (enhancing The Outreach and effectiveness of the Euraxess network Partners) are aimed at enhancing the cooperation among national EURAXESS networks and developing tools that can be used by all networks members in order to facilitate the mobility of international researchers.

Let’s take now a closer look at the EURAXESS portal and the services it offers.
I. EURAXESS Portal: services and tools and how to use them

Today’s researchers are modern nomads who are bound to move from one place to another in order to pursue a successful career in research. For this purpose, they are reliant on accurate and potentially comprehensive information related to funding opportunities in academia and research, mobility and career development. Addressing these needs is the aim of the EURAXESS portal: https://euraxess.ec.europa.eu/. In particular, it provides a database with job, funding and hosting offers, a partnering section as well as tools for career development within or outside academia. Mobile researchers and their families are served with relevant relocation information.

Besides mobile researchers that represent the core target audience of EURAXESS, R&D organisations constitute another target group of EURAXESS. They can feed the portal’s database with offers and select most suitable candidates by the means offered by the portal. In addition, the EURAXESS portal supports R&D organisations applying for the HR excellence award.

When starting using the portal, it is crucial to distinguish between publicly accessible areas of information and the services restricted for registered users only.

1. PUBLICLY ACCESSIBLE INFORMATION

The EURAXESS portal (https://euraxess.ec.europa.eu/) offers to its target audiences plenty of information that is publicly accessible. For the sake of clarity, it will be presented in accordance with the structure of the portal:

Menu “Jobs & Funding”
The menu “Jobs & Funding” (https://euraxess.ec.europa.eu/jobs) is divided into four sections: job offers, funding and hosting offers, working environment and career development:

<table>
<thead>
<tr>
<th>JOB OFFERS</th>
<th>FUNDING &amp; HOSTING OFFERS</th>
<th>WORKING ENVIRONMENT</th>
<th>CAREER DEVELOPMENT</th>
</tr>
</thead>
</table>

Search for jobs and post your offer!

Take advantage of EURAXESS and find your job in research. EURAXESS lists thousands of vacancies and fellowships from more than 40 European countries and other regions in the world.

Find talented and experienced staff at the click of a button. EURAXESS lists thousands of European and global vacancies and fellowships.

SEARCH FOR JOB OFFERS  POST JOB OFFERS

1.1.1 Job offers

The EURAXESS Jobs database lists jobs in research as well as fellowships offered in more than 40 European countries and other regions in the world. An unregistered user can search for job offers but cannot post them. Job offers can be selected by applying filters such as research field, researcher profile, sector, country and European research programme:
All jobs offered in the framework of the MSCA are required to be published on the EURAXESS portal. They are flagged with an MSCA emblem:

15 PhD-student positions: Innovative training network PROTON (# of pos: 15)

1.1.2 Funding and hosting offers
In this section one can search for funding and hosting offers. When searching for funding, it is possible to filter results by selecting the research field, the funding type, the career stage or the organisation country:
Hosting offers contain expressions of Interest from research institutions wishing to host MSCA Individual Fellows, as well as offers from institutions wishing to offer their research infrastructures to researchers in order to jointly conduct research projects and foster innovation in their fields. Hosting offers can be selected by applying filters such as “Country” and “European research programme”:

1.1.3 Working environment

In this section information on the research working environment is presented. The European Charter for Researchers and a Code of Conduct for the Recruitment of Researchers (https://euraxess.ec.europa.eu/jobs/charter) are introduced alongside the Human Resources Strategy for Researchers (HRS4R) (https://euraxess.ec.europa.eu/jobs/hrs4r). The latter was developed in order to implement the Charter and Code:

For the MSCA NCPs information on HRS4R and Charter and Code is relevant with regard to article 32 “Recruitment and working conditions for the recruited researcher” of the Grant Agreement. Every beneficiary signing the Grant Agreement with the European Commission agrees to adhere to the obligation to “take all measures to implement the principles set out in the Commission Recommendation on the
European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers and ensure that the researcher is aware of them”.

The institutions which make progress in aligning their human resources policies to the 40 principles of the Charter & Code, based on a customized action plan/HR strategy are recognized by the European Commission with the “HR Excellence in Research Award” as seen in the figure below:

1.1.4 Career development
This particular section is linked to the portals main menu “Career Development” (https://euraxess.ec.europa.eu/career-development) and provides comprehensive information on possible career paths in academia and industry.

EURAXESS Career development Centres
Alongside EURAXESS Centres whose services are traditionally focused on mobility-related issues, EURAXESS Career Development Centres support researchers within their institutions in the planning of their careers. They have dedicated staff providing personal assistance and advice on career development opportunities.

Career development Training tools
Career orientation tools introduced on the portal are aimed at supporting researchers in finding their most suitable career path. Those tools help researchers identify their most preferable career options and illustrate what kind of skills they may need to obtain in order to embark on their preferable career path.

The Career Development Training Tools are divided into several sections:

- Values and motivation section
- Skills
- Career Options
- Plan your professional development
Menu “Information and Assistance”

When using this menu (https://euraxess.ec.europa.eu/information), individual researchers may decide whether they explore the national portals in order to find the required piece of information or they find a local EURAXESS Centre where they can get personal assistance:

1.2.1 Explore EURAXESS national portals:

Each of the currently 42 EURAXESS countries has a national EURAXESS portal. Usually, these portals are maintained by the respective national Bridgehead Organisation. They deliver information on topics and national regulations relevant to internationally mobile researchers. The information provided on the national level is pooled into the main EURAXESS portal:
Recommendations for using EURAXESS tools

Explore EURAXESS:

an unique pan-European initiative backed by the European Union, member states and associated countries, offering a complete range of information and personalised support services, to researchers, innovators, research organisations/universities and businesses.

MAIN EURAXESS PORTAL

Explore EURAXESS National Portals:

Packed with practical advice and local information on all matters concerning your professional and daily life, as well as job and funding opportunities, the EURAXESS National Portals are here to support and help you succeed in your research career.

The responsibility for content quality, accuracy and completeness lies entirely with the EURAXESS National Network Organizer and Portal Administrator/Content Manager of each national EURAXESS portal that exchanges information with the European site.

Researchers planning to move to one of the EURAXESS countries can find relevant information for their arrival and their stay in the respective country on the national portals:
https://euraxess.ec.europa.eu/choose-your-country

The menu “Information and Assistance” is divided into four areas which are common for the European and the national portals:

- EURAXESS Services Network;
- Living in Europe;
- Working in Europe;
- Leaving Europe.

Some national portals also include a section “Returning to …” This section addresses researchers abroad willing to return to this particular country and is focused on the transfer of entitlements accrued abroad:
Recommendations for using EURAXESS tools

In the area “Living in Europe”, information on entry conditions and visa, social security and accommodation might be especially interesting for international mobile researchers.

In the section “Entry conditions and visa” questions like *Do I need to apply for a visa? Do I need a work permit? How and when do I apply? Which documents do I need to provide? Where do I apply for a visa and a residence permit?* are addressed.

When it comes to social security issues, information on available health insurance schemes appears to be the most relevant to mobile researchers.

The area WORKING IN EUROPE delivers, among other things, information on working permits, taxation, pension rights, unemployment benefits and recognition of diplomas. Taxation is one of the most difficult and frequently asked questions as every researcher going abroad needs to know where he or she is obliged to pay taxes and what the concrete regulations are.

The area LEAVING EUROPE is focused on issues connected to the outgoing mobility.

1.2.2 EURAXESS support Centres

The European EURAXESS Portal as well as the national portals contain the contact data of every registered EURAXESS Centre located at universities, research organisations, science academies etc. and provide personalized support to the researchers coming to their countries/their institutions: [https://euraxess.ec.europa.eu/information/centres/search](https://euraxess.ec.europa.eu/information/centres/search)

---

2. SERVICES RESTRICTED TO REGISTERED USERS: INDIVIDUAL USERS

*Registering a personal account*

What are my benefits from registering a personal account as an individual user?

EURAXESS assumes that a potential individual user is a researcher primarily interested in finding a new job in research. Therefore, EURAXESS offers researchers to maintain their Researcher profile in order to manage their entire application and recruitment process or to act as a Research Buddy for refugee researchers:
Recommendations for using EURAXESS tools

For benefiting from services available for registered users only, an individual user is first required to set up a personal EURAXESS account and to fill in a user profile.

Setting up a new account is possible using the URL: https://www.euraxess.de/user

Even before registering a personal account it is possible to browse the help section of the portal (https://www.euraxess.de/my/help) containing comprehensive information on how to manage your user profile:

**Setting up a researcher profile**
After registering a personal account and logging in, the user will be forwarded to his or her Dashboard where it is possible to enable a “researcher profile”:

I am a researcher
Click the following button to enable your researcher profile.

ENABLE RESEARCHER PROFILE
Having enabled his or her researcher profile, the researcher will see a status bar on the dashboard indicating how complete the concerned researcher profile is:

For researchers, it is recommendable to keep their researcher profile up to date providing as many precise details as possible:
This is especially interesting because of the portal’s feature to automatically display matching job and hosting offers on the basis of the information provided in the researcher profile:

Hence, the more complete, accurate and up-to-date the information in the researcher profile is, the higher is the chance to find a matching job or hosting offer.

Another portal’s feature appealing to researchers is the possibility to create a CV using the standardised Europass template and to export this CV to the EURAXESS portal. This way the respective researcher can gain more visibility towards potential employers and increase the probability to be offered a suitable research job:

Menu “Partnering”
Using the “Partnering” menu, it is possible to search in the EURAXESS database for individual researchers as well as for organisations. As an individual researcher, one may search for a suitable person to jointly start a business. Searching for organisations, one can identify a suitable host organisation for implementing an envisaged research project:
Recommendations for using EURAXESS tools

When searching for individual members, the search criteria can be refined using the following filters: Research Field, Researcher profile (from R1 to R4), Country, Collaboration with institutions and Collaboration with researchers. It is possible to select multiple values for each filter:

In the search results, the researcher profile of the respective member, his or her contact information as well as the uploaded EUROPASS CV will be available:

<table>
<thead>
<tr>
<th>CURRENT LIVING COUNTRY</th>
<th>ORGANISATION / COMPANY</th>
</tr>
</thead>
<tbody>
<tr>
<td>India</td>
<td>Indian Institute of Science, Bangalore</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>Centre for Ecological Sciences</th>
</tr>
</thead>
<tbody>
<tr>
<td>CURRENT JOB POSITION</td>
<td>PhD research scholar</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>HIGHEST EDUCATION DEGREE</td>
<td>PhD or equivalent</td>
</tr>
<tr>
<td></td>
<td>Biological sciences</td>
</tr>
<tr>
<td>YEARS OF EXPERIENCE</td>
<td>4 - 10</td>
</tr>
</tbody>
</table>

I am a PhD scholar at the Indian Institute of Science in Bangalore, India. For my PhD thesis I am studying the process of termite mound construction. This is a collaborative project between ecology and civil engineering where we are trying to draw parallels between animal and human construction. I will be submitting my thesis in July 2019 and I am looking for post-doctoral research opportunity in Europe.

CV Attachment
Download nilesh_kumar_cv.pdf (124.64 KB)

<table>
<thead>
<tr>
<th>JOB PREFERENCES</th>
<th>CV</th>
<th>COLLABORATION</th>
<th>CONTACT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
When searching for institutions, the search criteria can be refined using the following filters: Organisation type, Country, Collaboration with institutions and Collaboration with researchers. It is possible to select multiple values for each filter:

It is also possible to filter organisations by HR Award, Policy on open, transparent, merit-based recruitment (ITM-R) and Seal of Excellence:

In the search results, the organisational profile as well as the contact information of the person in charge will be available:

acatech - National Academy of Science and Engineering
International Affairs / Brussels Office
3. SERVICES RESTRICTED TO REGISTERED USERS: ORGANISATIONS

3.1 Registering an organisation

What are the benefits for an organisation from registering on the EURAXESS portal? While individual users are primarily addressed by the argument of an easy management of their personal profiles and higher visibility to potential employers, organisations – being themselves those potential employers – are offered to manage their recruiting process over the EURAXESS portal. In particular, this includes publishing job, funding and hosting offers. When advising their organisational clients, the MSCA NCPs should emphasize that this service is absolutely for free. Unfortunately, this is not yet clearly stated on the portal:

Why Register?

Manage your application process
Registration at EURAXESS is free and comes with a lot benefits for researchers and entrepreneurs.

Once you have registered you will be welcomed to My EURAXESS private area, where among many others, you will fill in and manage your user and researcher profile, Sciences4Refugees Buddy Programme preferences as well as many more.

It’s quick, simple and free of charge. Register now and you will have your own EURAXESS user account in no time!

Manage your recruiting process
As a research institution, university or business, My EURAXESS area lets you manage your organisation profile, post job, funding and hosting offers, search for the best candidates and many more!

Register an account with us and join EURAXESS’ large research community today!
In the help section for organisations (https://www.euraxess.de/my/help) the EURAXESS portal provides comprehensive information on how to manage an organisation profile:

To register an organisation, a personal EURAXESS account should be set up first, as it is described above. In the next step, it is possible to join an existing organisation. Based on the email address provided, one will be automatically suggested to join an organisation having the same email domain. If the requested organisation cannot be identified over the automatic suggestion, it is possible to search for it or register anew:

After registering an organisation, this organisation will be displayed on the dashboard:
3.2 Managing organisation members
The first person who registers an organisation automatically becomes an admin of this organisation. Among other things, an admin can manage the members of the concerned organisation by removing the existing ones or adding new people. Any new member having registered a personal account with an email address within the domain of the concerned organisation can be added:

3.3 Assigning a contact person as a HRS4R Organisation Admin
Any member of the organisation can assign him or herself to be the HRS4R admin. The HRS4R admin then becomes the person in charge for the HRS4R process of the organisation:
The assigned person can create a case and apply for the Excellence in Research Award on behalf of the concerned organisation:

The entire application procedure for the Excellence in Research Award should be conducted electronically over the HRS4R E-tool. Information on the procedure is available on the EURAXESS portal: https://euraxess.ec.europa.eu/jobs/hr4r

For MSCA NCPs it is important to know that they can approach their national EURAXESS BHOs with any questions concerning HRS4R as those support and monitor the HRS4R process and its national implementation.

3.4 Publishing job, funding and hosting offers on behalf of an organisation

Having logged in on the EURAXESS portal with your personal account, every organisation member can create and publish a new job, hosting and funding offer on behalf of the organisation he/she belongs to:
Every job offer is split into the following sections: Basic information, Hiring info & work location, Requirements, Additional info whereas the first two sections are mandatory and the last two ones are optional:

After filling all required information, the job offer can be submitted to the EURAXESS Helpdesk by pressing the button "SEND FOR APPROVAL" at the bottom of the page. The EURAXESS Helpdesk checks whether this job offer meets all formal requirements and publishes it within a few hours.

The same procedure applies to publishing funding and hosting offers.

As already mentioned, in the help section (https://www.euraxess.de/my/help) the EURAXESS portal provides comprehensive information on how to publish job, funding and hosting offers.
II. BENEFITS FROM EURAXESS IN A NUTSHELL

From the point of view of the NCPs MSCA, during the training in Madrid the following three target groups were identified as particularly relevant:

- Individual researchers;
- Research institutions and universities;
- The non-academic sector: large companies and SMEs.

1. EURAXESS for individual researchers

Already in the area of the publicly accessible information, researchers can browse the EURAXESS database searching for jobs, funding opportunities and hosting offers.

They can explore the European and the national EURAXESS portals providing information on all mobility-relevant matters. Furthermore, they can identify their local EURAXESS Centre offering personal assistance and support.

Comprehensive information on working environment including multiple career development tools is also available.

Having registered a personal EURAXESS account and filled a researcher profile, researchers will be automatically notified about matching job and hosting offers available based on their researcher profile.

Using the option “Saved searches” it is possible to keep track of search results: Every time that a change has occurred producing new results in the search list results, the researcher will be notified by an email.

Researcher profiles can be made visible to potential employers or possible scientific collaborators.

2. EURAXESS for academia: research institutions and universities

Having registered an institutional EURAXESS account, research institutions and universities can advertise their open positions in research.

Members of an institution can also browse the profiles of registered researchers in order to find and directly approach possible candidates for their open positions. Over the Partnering menu potential partners can be identified.

On the EURAXESS portal, universities and research institutions have also access to the HRS4R tool that guides through the entire application procedure for the HR Excellence award.

Last but not least, institutions can make full use of the EURAXESS Career Development tools available on the portal.

To reach academia, especially the big players in their fields, is often quite difficult because of their ramified organisational structure. It is therefore particularly important to sell the benefits of the services provided by EURAXESS as they were described above. Even big players, let alone the smaller ones, are generally interested to increase their visibility to potential candidates in order to succeed in attracting "the best and the brightest" in the long term.
3. **EURAXESS for the non-academic sector: large companies and SMEs**

Unlike the academic sector, non-academic institutions are more difficult to reach as a target group. In general, they have less points of contact with MSCA or EURAXESS and are quite often not aware of the fact that all MSCA positions must be published on the EURAXESS platform. Hence, the EURAXESS portal as the relevant European job platform for academic positions should be promoted more intensively among non-academic institutions conducting research activities and being potentially interested in hiring their personnel over EURAXESS. Doing so, it should be emphasized that EURAXESS services are absolutely free of charge as this fact quite often comes as a surprise to the institutions from the non-academic sector.

Both large companies and SMEs can benefit from registering on EURAXESS and having access to the profiles of registered researchers. As SMEs normally have only limited capacities in their HR department, publishing their jobs on EURAXESS can be considered as a notable potential benefit leading to a better visibility on the international level.

A closer cooperation between the MSCA NCPs and the national SME NCPs as well as the thematic NCPs would be beneficial for both sides allowing the MSCA NCPs to identify companies and SMEs as a strategically important target group.

Seeking synergies with the Enterprise Europe Network (EEN) would be another way to better reach companies and especially SMEs. The EEN is the world’s largest support network for SMEs operating in more than 60 countries worldwide. It offers a comprehensive online database for finding cooperation partners, which is named “Partnering Opportunity Database” (POD). The POD database can be accessed via the central POD entry point: https://een.ec.europa.eu/partners

In the framework of the N4M+ project, comprehensive guidelines on how to use the EEN database for partner search were prepared and published on the project website (https://www.net4mobilityplus.eu/msca-ncp/). The MSCA NCPs are highly encouraged to use these guidelines in their daily work.

As the EEN is aimed, among other things, at matching SMEs with potential partners, the MSCA NCPs could use EEN brokerage events in order to promote the MSCA to SMEs. Furthermore, based on a well-established individual collaboration between certain MSCA NCPs and their regional/national EEN counterparts, a stronger linkage between the EEN and the N4M+ networks should be sought.
III. RECOMMENDATIONS FOR IMPROVING THE COLLABORATION BETWEEN MSCA NCPS AND EURAXESS

Based on the findings of the training in Madrid, the following recommendations were formulated for further improvement of the collaboration between MSCA NCPS and EURAXESS:

FOR MSCA NCPS:

The most important finding appears to be the realisation of the fact that nowadays the MSCA NCPS are expected to think outside of the box. They are required to promote not solely their own programmes but to sell the “entire package” of both, the MSCA funding opportunities and the EURAXESS mobility-related services in order to attract the best talents to their countries. This is the point where the complementary knowledge about EURAXESS comes into play and proves itself to be beneficial for MSCA NCPS. Moreover, in the context of selling the “entire package”, it appears to be highly recommendable to provide references to EURAXESS not only on the concerned MSCA websites but also on the national portals dedicated to Horizon 2020 and Horizon Europe.

In any case, knowing about EURAXESS and cooperating with it turns out to be beneficial in the long term. On the organisational level, it is regarded to be a substantial advantage if the teams of the national MSCA NCP and the respective EURAXESS BHO are situated within the same organisational structure or have at least a close linkage. Such a one-stop shop solution based on continuous knowledge exchange and permanent internal communication is to the advantage of both parties. Such a structure facilitates conducting joint events involving the MSCA NCP and the EURAXESS BHO and promoting MSCA funding lines accompanied by mobility-related services of EURAXESS.

A best-practice already established by several MSCA NCPS is to include a few slides on EURAXESS and its services when delivering MSCA informational events. When introducing EURAXESS, besides the mobility-related services, also the career development tools available on the EURAXESS portal should be addressed by the MSCA NCPS as those are potentially relevant for the MSCA target audience.

Another good practice approach is to establish a close linkage to the national or local chapters of the MSCA Alumni association. With their support, success stories of MSCA fellows who found their jobs over EURAXESS or received support from it in resolving their mobility-related issues can be easily sold to the MSCA NCP target audiences being beneficial for both MSCA NCPS and EURAXESS.

Using EURAXESS databases (e.g. the database of diaspora researchers) the MSCA can be introduced to target groups not reachable by the means of local events. In this sense, country representatives of EURAXESS Worldwide can also be contacted over the national EURAXESS BHO and help promote the MSCA outside of Europe, especially in third countries and areas which are not yet represented by a MSCA NCP.

FOR EURAXESS centres:

When it comes to knowledge about the MSCA within the EURAXESS community, it is worth noting that this knowledge also requires a substantial development. This is not some kind of imaginary researcher whose mobility and career development EURAXESS facilitates. This is quite often a very concrete researcher receiving funding from one of the MSCA programme lines who is going abroad or coming to a particular country. As a dedicated mobility programme within the pillar “Excellent Science” of Horizon 2020, the MSCA are representing a substantial part of the EURAXESS target audience. And the basic knowledge about the MSCA would enable the EURAXESS platform to accordingly evolve their services.
Recommendations for using EURAXESS tools

In this sense, it is necessary to **reaffirm the structural advantage of the national MSCA NCP and the respective EURAXESS BHO being within the same team or having a close linkage to each other.** In practical terms, a promising procedure would be to include information about the MSCA in the EURAXESS guidelines. This way, newcomers within the EURAXESS community could better understand the background of mobile researchers to whom they provide their services.

As N4M+ is not solely aimed at the MSCA NCPs but also targeting a broader scientific community ([https://www.net4mobilityplus.eu/scientific-community/](https://www.net4mobilityplus.eu/scientific-community/)), it is recommendable to **include in the EURAXESS guidelines references to this project and outline the benefits it offers to individual researchers as well as to their host organisations.** In particular, when it comes to funding within the MSCA scheme, recorded webinars, published handbooks on how to write successful proposals as well as FAQ sections and other supporting documents available on the project website can prove themselves very useful.

As for further practical activities, it is recommendable to **invite MSCA NCPs to EURAXESS career days** or to dedicate a time slot for the MSCA at other EURAXESS events. This way, the MSCA can be promoted with the means of EURAXESS. **Publishing MSCA calls on national EURAXESS websites and promoting them over EURAXESS-related social media** might be another good practice approach beneficial for both sides.

One of the aims of the Work Package 5 “Promotion and external networking” of the MSCA Net4Mobility+ project is discovering possible synergies and enhancing collaborations with other EU-funded projects in order to increase visibility of the MSCA to potential target audiences. It seems natural that the EURAXESS initiative of the European Commission should be an important priority for producing the envisaged synergies. As the dedicated mobility programme within the pillar “Excellent Science” of Horizon 2020, which is going to be continued within the pillar “Open Science” of Horizon Europe, the MSCA have their own strong interest in **establishing a close cooperation with EURAXESS** as they both deal with mobile researchers.

There is no doubt that the MSCA NCPs should be recommended to broaden their knowledge on EURAXESS and the tools it offers. The training in Madrid on May 7th and May 8th 2019, organized within the MSCA Net4Mobility+ project by the Spanish MSCA NCP (FECYT) and the German MSCA NCP (DLR), was a major step towards sensitizing the MSCA NCPs to this endeavour. Using the developed recommendations and taking into account their country specifics, the MSCA NCPs are highly encouraged to build upon their acquired initial knowledge and to continue their cooperation with the EURAXESS network.