Network Programme

TERMS AND CONDITIONS

A Network is a system of research groups in a region that pursue a common scientific project over an extended period. It is a mechanism for increasing the level of all the scientists within it by providing the means to meet and work more closely together on common research areas, and also offering students the possibility to experience different scientific environments.

This document describes the procedure for implementing the Network.

General guidelines

A network is approved for one year, and can be renewed for up to a maximum of three years, subject to the positive evaluation of progress and annual reports.

Funds are generally transferred to the Institute of the network coordinator.

The assignment letter indicates the amount that can be provided to the network for one year, and this amount is normally paid in two equal instalments: the first instalment will be transferred after receiving a formal request for payment, and the second instalment will be transferred, based on the availability of funds, and after receiving a financial report detailing how the previous funds were spent.

The funds should mainly be used to support the travel expenses of scientists **from developing countries**, who belong to the network, to visit other member Institutions. It can also be used to support living expenses. It cannot be used to support health or travel insurances or incidental costs.

The member Institutes are expected to contribute to the local expenses relevant to the stays of the visiting scientists belonging to the network. Hence, the network should be strongly supported by the local authorities and the member Institutions.

The role of the network coordinator is to:

- receive and administer the ICTP funds;
- ensure that the objectives of the project are achieved;
- act as liaison with ICTP scientist(s);
- maintain contacts with the other members of the network;

- prepare the necessary financial and scientific reports and other documentation;
- take responsibility for collecting documentation to be submitted to ICTP.

Transfer of the funds

The funds will generally be transferred to the Institute of the coordinator. **TRANSFERS TO PRIVATE BANK ACCOUNTS ARE NOT ALLOWED.**

The following information is required for the remittance of the funds:

- A formal letter or email message requesting the transfer of the instalment;

- The bank account details, on a document released by your bank, where the account number and name of the bank account holder, are indicated. The ICTP funds may also be transferred through the UNESCO/UNDP Office, if available in your country, for subsequent remittance into an official bank account;

- The registration document of the institute/university that will be receiving the funds.

In order to avoid unnecessary delays, please make sure that you submit the above information as soon as possible.

Utilization of funds

All visits that will be charged against the OEA funds must receive authorization from ICTP **before the visit commences**.

At least 4 weeks before the proposed start date of the visit, the coordinator of the network, must submit a Visit Plan Form (see Annex 1 attached) to the ICTP, for consideration.

The visit plan can only include the travel expenses of one return journey to and from the member institution, and living expenses. The funds cannot be used to cover health or travel insurances or incidental costs.

In addition to the Visit Plan Form, we need to receive a copy of the passport photo ID page of the person travelling.

It is the responsibility of the coordinator to ensure that all the necessary components relevant to the visit have been submitted. If any required document is not submitted, or submitted in the wrong way, the request for funding will not be assessed.

Upon receipt of the above material, ICTP will review the request. The coordinator will subsequently be informed via email if the visit has been approved or not, and the maximum amount that can be used for the visit.

When the traveller arrives at the host institute, the host institute must send an email to the following email address oea@ictp.it, stating that this visitor has arrived.

Within one month after the end of visit, the visitor must submit a report summarizing the activities performed, a description of the main results obtained, and any other comments (if any). They should also attach copies of the boarding passes relevant to the travel.

The funds *must be used for visits held during the same year.* Funds cannot be used for visits or portion of visits taking place during the following year. It is important to note that if a visit is postponed to the following year, a new visit plan must be submitted in order to allocate funds within the relevant budget year. Rollover of funds into the next budget year is not possible.

Continuation of financial support from ICTP will depend on:

- ➔ positive assessment of the scientific and individual visiting reports;
- ➔ detailed programme and financial plan for the following year;
- ➔ availability of funds.

This will allow the relevant ICTP Committee to consider funding for the following year, up to a maximum of 3 years.

Reporting

When the first instalment has been fully utilized, the coordinator of the network must send us a financial report that shows how the instalment was spent. Only visits approved by the ICTP should be included in this report. The report must be printed on the Institutes letterhead, signed and stamped by the Responsible of the Finance/Administration Unit of the Institute, and sent to us via email to oea@ictp.it, together with a formal letter or email message requesting the transfer of the second instalment.

ICTP will review the report received. If the visits and expenses correspond to those previously approved, and funding is available, the second instalment will be transferred.
Please note that all requests for instalment payments must reach the OEA by **15 November 2019.** After this date, any unused funds will automatically be cancelled from the budget.

By **15 December**, the coordinator of the network will be required to submit:

1. a financial report that shows how the last instalment was spent. Only visits approved by the ICTP should be included in this report. The report must be signed and stamped by the Responsible of the Finance Unit of the Institute, and sent to us

via email to <u>oea@ictp.it</u>. Any unspent funds should be clearly indicated, as they will generally have to be returned to the ICTP.

2. a scientific report (on-line) of the year in which the funds have been allocated. He/she will receive a link from the ICTP for this.

The proposal and budget request for the following year should be submitted to the OEA by **15 January**.

This request together with the report will be forwarded to referees for evaluation. It is important to bear in mind that continuation of the network depends on the submission of both the report and documentation for the following year.

Proposals and reports received will be sent to referees, who are experts in the field, for evaluation and comments/recommendations. All proposals will be reviewed and the relevant final decision will be taken by the OEA Head together with the ICTP Committee.

Failure to submit a report will prevent the coordinator from submitting further proposals for ICTP activities and may result in the retention of funds.

Please note that if the ICTP funds are not used as stipulated in the terms and conditions and/or the final report is incomplete, the coordinator will be requested to reimburse the total amount to the ICTP. There are no exceptions to these rules unless previously agreed to with the Office.

Assessment meeting

Before the end of the three years, a meeting should be organized with all the members of the network. The purpose of the meeting is to assess the results of the programme and the impact the exchange visits has had on the educational and research programme of the visitors and/or host institutions. The outcome of the meeting is very important to enable ICTP to evaluate the accomplishment of goals and consider new applications for funding. Automatic extensions are not envisaged.

Support of maximum Euro 5,000 can be provided through our Scientific Meeting Programme for the meeting. ICTP funds are intended to cover the travel expenses of participants from O.E.A. supported countries in the region, excluding the home country. Up to 40% of the grant may be used to cover board and lodging costs. Please refer to the website of the Office of External Activities for further information.

Visit Plan

ICTP Networks Programme

Visitors Information

Name SURNAME	
Institute Address	
Nationality	
Email address	

Visit Details

Start Date of visit	
End Date of visit	
Travelling to	
Outline of visit	
Itemized budget proposal (indicate clearly the currency)	
Local support	

Please attach a copy of the visitors' passport.

Signed: ....

Dated: …...............................……………

Note: *Please fill out this form accurately and return it to oea@ictp.it. Failure to provide correct and complete information may cause delays.*