

## CONVOCATORIA DE PRÁCTICAS INTERNACIONALES/ CALL FOR INTERNATIONAL INTERNSHIP

### CONVENIO CEBE 2021 / CEBE 2021 AGREEMENT

#### I. HOST APPLICANT INFORMATION

*This person is responsible for signing the Learning Agreement, amending it if needed, supervising the trainee during the traineeship and signing the Traineeship Certificate.*

Department/Faculty. Institution	FiBL Europe					
Organization Type (see annex I)	EPLUS-RES					
Public body	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Non-Profit	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Size	<input checked="" type="checkbox"/> < 250 employees <input type="checkbox"/> >250 employees	
Address; website	<a href="https://www.fibl.org/en/locations/europe-en/about-us-eu.html">https://www.fibl.org/en/locations/europe-en/about-us-eu.html</a>					

#### II. PROJECT DESCRIPTION

*Description of the project that will be done by the student-trainee at the host institution.*

<b>Wished period for mobility <sup>(1)</sup> : from (day/month/year) 01/09/2022 to (day/month/year) 31/12/2022</b>
<b>1. Project title: Administrative assistance in EU research projects for organic agriculture.</b>
<b>2. Number of working hours per week: 38</b>
<b>3. Detailed programme of the traineeship <sup>(2)</sup> (max. 300 words):</b>
<p>The trainee will support the EU Project Manager of FiBL Europe with the administrative submission of two proposals coordinated under the Horizon Europe research programme.</p> <p>The trainee will collect and compile all information required to fulfil EC proposal rules and ensure that all requirements, documents, formatting and deadlines as set by the Project Manager are met. She/he will assist in day-to-day administrative tasks: draft correspondence; if needed, organise online meetings, agenda, including logistics, registration, taking minutes; The trainee will file and archive all proposal related documents.</p> <p>The trainee will support the EU Project Manager with the preparation of the proposal financial budgets according to the rules of Horizon Europe and liaise with the partners for their financial contributions to the project.</p>

The trainee will support the EU Project Manager with the communication interface between the proposal partners from all over Europe and the coordination team. She/he will ensure a continuous support to partners acting as “Help Desk”, monitoring the status of the partners and support on demand any administrative request in order to anticipate critical issues. In addition, she/he will support the Project Managers on legal and ethical aspects: Ethics, GDPR, etc.

**4. Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes)(max 100 words):**

The trainee will develop working experience and in-depth knowledge of Horizon Europe framework programme research funding and project management. She/he will acquire a deep understanding for Horizon Europe administrative, legal and financial rules and procedures.

She/he will develop and improve strong communication and language skills in an international working environment context while liaising with stakeholders from different EU countries. English will be the main language of communication.

The handling of multiple tasks and projects under time constraints will require organisational skills and time management to be acquired by the trainee.

**5. Monitoring plan (max 100 words):**

The trainee will be involved on a daily basis in the team working in the implementation of the Horizon Europe proposal submission activities. The trainee will be able to discuss the progress of the implementation of the tasks regularly with the team she/he will be cooperating with. On top of this, he or she will have a review meeting each month to discuss the main trouble or difficulties found and adjust the planning to achieve the expected competencies.

**6. Evaluation plan (max 100 words):**

Every month the trainee will have a review meeting with his supervisor. Each of these meetings will produce a short report on his or her assessment. The performance of the trainee will be assessed against three specific criteria that will be used continuously in his or her evaluation: Communication skills, teamwork skills, and analytical skills. The assessment of these criteria in these monthly meetings will fill the final report of the trainee reflecting with high detail his or her performance.

**7.a. Impacts and benefits of the traineeship to the host applicant (max 100 words):**

The trainee will support the team of FiBL Europe with the adequate and professional preparation of two coordinating proposals, each with more than 20 partners. Time constraints and work pressure will be a day-to-day occurrence in preparation of these proposals. Well organised and efficient support will be an added-value to increase success chances of a project. Good communication skills of a trainee are an important asset to FiBL Europe in the development of successful proposals.

**7.b. Impacts and benefits of the traineeship to the trainee (max 100 words):**

The trainee will get a deep understanding of the proposal writing and submission under Horizon Europe research programme, administrative, legal and financial rules and procedures.

She/will be able to manage time and prioritise tasks, within tight time constraints, develop planning and organisational skills. The trainee will have the possibility to work in an international context and liaising with stakeholders from different EU countries. Working in an international environment in Europe will allow further improvement of language skills and deeper understanding of multi-cultural research environments.

**III. STUDENT PROFILE AND REQUIREMENTS**

*This section refers to specific knowledge or expertise that the student/trainee must have in order to proceed successfully with the proposed project.*

<b>8. Research Area (see annex II): Agricultural and agri-food engineering, Environmental Sciences, Food Science and Technology</b>	
<b>9. Is the host applicant / scientific supervisor willing to evaluate the project performance so that the student could validate the traineeship as ECTS credits (3):</b>	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
<b>10. Student required expertise and technical knowledge: Basic knowledge of Agroecology, good english drafting skills, social media literacy</b>	
<b>11. Level of studies: Bachelor, Msc</b>	
<b>12. Language: English</b>	
(4) The level of <b>language competence</b> in <u>English</u> (indicate here the main language of work that the trainee already has or agrees to acquire by the start of the mobility period is: A1 <input type="checkbox"/> A2 <input type="checkbox"/> B1 <input type="checkbox"/> B2 <input checked="" type="checkbox"/> C1 <input type="checkbox"/> C2 <input type="checkbox"/> Native speaker <input type="checkbox"/>	

<p><b>13. Does the host institution require any other language besides the language of work?</b></p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p>	<p><b>Which one?:</b></p>
<p><b>14. Does the host institution require any further paperwork done or any other relevant information to host a student/trainee (under the condition of this programme)</b></p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p>	<p><b>14. A</b></p> <p><i>If YES, please detail:</i></p>

#### IV. Consent to publish Traineeship Data.

I agree that my name, title of the project, its duration and the name of the Receiving Institution / Enterprise can be published on the CEBE website as awarded supervisor of the Traineeship Programme 2020.

(1) a) Related to UAM: A minimum of 2 months and up to 4 months (only the first 3 are funded). The planned period in this call should be between 1st of June 2020 and 30th of December of 2021. After the matching of host candidates with students and by mutual agreement between the two parties, the exact dates can be changed and the total stay could be prolonged up to 6 months; b) Related to UCLM: A minimum of 2 months and up to 4 months (all 4 months are funded). The estimated start date of the internship is 1st July and can be extended up to a total of 12 months.

(2) Consider that this must be read by the selection committee but also by the students, who will apply to the project.

(3) If NO, only students who will not validate the project as ECTS credits will be assigned for matching with this applicant. The application to validate the project as ECTS credits will come exclusively from the student.

(4) Level of language competence: a description of the European Language Levels (CEFR) is available at: <https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

#### Annex I: List of Organisation Types

CODE	Organisation type
EPLUS-EDU-HEI	Higher education institution (tertiary level)
EPLUS-EDU-GEN-PRE	School/Institute/Educational centre – General education (pre-primary level)
EPLUS-EDU-GEN-PRI	School/Institute/Educational centre – General education (primary level)
EPLUS-EDU-GEN-SEC	School/Institute/Educational centre – General education (secondary level)
EPLUS-EDU-VOC-SEC	School/Institute/Educational centre – Vocational Training (secondary level)
EPLUS-EDU-VOC-TER	School/Institute/Educational centre – Vocational Training (tertiary level)
EPLUS-EDU-ADULT	School/Institute/Educational centre – Adult education
EPLUS-BODY-PUB-NAT	National Public body
EPLUS-BODY-PUB-REG	Regional Public body
EPLUS-BODY-PUB-LOC	Local Public body
EPLUS-ENT-SME	Small and medium sized enterprise
EPLUS-ENT-LARGE	Large enterprise
EPLUS-NGO	Non-governmental organisation
EPLUS-FOUND	Foundation

EPLUS-SOCIAL	Social partner or other representative of working life
EPLUS-RES	Research Institute/Centre
EPLUS-YOUTH-COUNCIL	National Youth Council
EPLUS-ENGO	European NGO
EPLUS-NET-EU	EU-wide network
EPLUS-YOUTH-GROUP	Group of young people active in youth work
EPLUS-EURO-GROUP-COOP	European grouping of territorial cooperation
EPLUS-BODY-ACCRED	Accreditation, certification or qualification body
EPLUS-BODY-CONS	Counselling body
EPLUS-INTER	International organisation under public law
EPLUS-SPORT-PARTIAL	Organisation representing the sport sector
EPLUS-SPORT-FED	Sport federation
EPLUS-SPORT-LEAGUE	Sport league
EPLUS-SPORT-CLUB	Sport club

## Annex II: Research Areas

Area of knowledge	University
Agricultural and agri-food engineering	Universidad Castilla La Mancha
Aerospace engineering	Universidad Castilla La Mancha
Biochemistry	Universidad Autónoma de Madrid, Universidad Castilla La Mancha
Biology	Universidad Autónoma de Madrid
Biomedical engineering	Universidad Castilla La Mancha
Chemical Engineering	Universidad Autónoma de Madrid, Universidad Castilla La Mancha
Chemistry	Universidad Autónoma de Madrid, Universidad Castilla La Mancha
Computer Engineering	Universidad Autónoma de Madrid, Universidad Castilla La Mancha
Computer Engineering and Mathematics	Universidad Autónoma de Madrid
Electrical Engineering	Universidad Castilla La Mancha
Environmental Sciences	Universidad Autónoma de Madrid, Universidad Castilla La Mancha
Food Science and Technology	Universidad Autónoma de Madrid, Universidad Castilla La Mancha
Forestry and environmental engineering	Universidad Castilla La Mancha
Human nutrition and dietetics	Universidad Autónoma de Madrid
Industrial and automatic electronics engineering	Universidad Castilla La Mancha
Mathematics	Universidad Autónoma de Madrid
Mechanical engineering	Universidad Castilla La Mancha
Medicine	Universidad Castilla La Mancha
Nursing	Universidad Castilla La Mancha
Pharmacy	Universidad Castilla La Mancha
Physics	Universidad Autónoma de Madrid
Physiotherapy	Universidad Castilla La Mancha

