

**DOCUMENT ON PROCEDURES FOR
SELECTION OF ATTENDEES TO 1st TwiNSol-CECs SUMMER SCHOOL AND
THE SCHOOL GRANTS AWARDING
within the TwiNSol-CECs project (Grant Agreement 101059867)**

1. Subject of the Document

This document (hereafter: **the Document**) defines procedures for selecting the attendees for the **1st TwiNSol-CECs Summer School** (hereafter **the School**) based on the Call for Expression of Interest (hereafter **the Call**), criteria for awarding the School grants for partial covering of the costs of stay (hereafter **the Grant**) during the School of the attendees chosen based on procedures explained in the Document (hereafter **grantholders**), and obligations of grantholders and the grantor.

The Call and the School are organized within the project "TWINNING FOR ENHANCING THE SCIENTIFIC EXCELLENCE OF FACULTY OF TECHNOLOGY NOVI SAD FOR INNOVATIVE SOLUTIONS TO PROTECT ENVIRONMENTAL RESOURCES FROM CONTAMINANTS OF EMERGING CONCERN", Grant Agreement (hereafter **GA**) number 101059867, acronym TwiNSol-CECs (hereafter **the Project**). The Project is implemented within Horizon Europe programme, and it is coordinated by the Faculty of Technology Novi Sad (hereafter **TFNS**) with two advanced EU partners in the consortium: Spanish National Research Council, Institute of Environmental Assessment and Water Research, Barcelona, Spain (hereafter **CSIC**) and NOVA University Lisbon, NOVA School of Science and Technology, Lisbon, Portugal (hereafter **UNL**).

The general objective of TwiNSol-CECs project is to raise TFNS scientific and innovation excellence in various aspects of 'Contaminants of Emerging Concern' (hereafter **CECs**) research integrated in broader EU networks of excellence, contributing to the national and regional scientific and economic growth and well-being and to the harmonization of advanced research and innovation efforts important for the overall faster and sustainable transition of whole Europe foreseen by European Green Deal towards zero-pollution, toxic free environment. The Project represents a coherent set of knowledge-, skills-, experience-, and awareness- raising activities, dissemination, communication, networking, coordination, etc. for successful achieving of the project objective.

According to GA, one of the Project activities within Work Package 3 (task 3.3) is the organization of two, one-week TwiNSol-CECs Summer Schools at TFNS with presenters/trainers from CSIC, UNL, and/or TFNS depending on the agreed programs of the schools.

The organizer of both TwiNSol-CECs Summer Schools is TFNS, with the Organizing Committee consisted of TwiNSol-CECs team members coming from TFNS.

The program of the Summer Schools will consist of theoretical and practical lessons in accordance to the previous agreement between the TwiNSol-CECs partners which is further approved by the Project Steering Team (hereafter **PST**). Each school will be dedicated to a *main topic*, but parallel topic(s) will also be a part of the schools' programs to provide additional knowledge for the attendees, which could be important for engagement in multidisciplinary research teams on the latest challenges in front of the transition towards a toxic free environment.

The breaks in the schools' program for refreshment and lunch during the five days of each school, as well as other activities within the summer schools (preparation of materials for the attendees and ensuring the necessary consumables, the social program if any in the schools' program, etc.), will be organized by TFNS and covered by the TwiNSol-CECs budget share of TFNS. Limited number of Grants for certain number of the attendees (hereafter **grantholders**) is also included in the project budget share of TFNS.

For each school, separate document on procedures for selection of attendees and the school grants awarding will be agreed and put in force.

The total number of the summer schools' attendees depends on the TFNS laboratory capacity where the practical lessons are organized, but originally planned by the GA is to have the following number of attendees and/or grantholders for both schools in total: 5 attendees from Novi Sad, 10 attendees-grantholders from Serbia, and 10 attendees-grantholders from Western Balkan (hereafter **WB**) countries. This further means that in the case laboratory facilities support larger number of attendees for the schools' practical lessons, the number of attendees might be increased if the Organizing Committee decides it would be appropriate.

TwiNSol-CECs Summer Schools are open to PhD students and early-stage researchers not just from TFNS, but also from University of Novi Sad (UNS), other higher education and research institutions from Serbia, as well as from WB countries, in order to accomplish positive impact on rising institutional, national, and regional excellence in the field CECs' surveillance and innovative removal technologies. Additionally, in a very limited number, schools' attendees may also be professionals working in companies engaged in the environmental monitoring and protection.

The *main topic* of the 1st School, which is going to be organized in summer 2023, is the analysis of CECs. The language of the School is English. The final dates of the School will be announced in the Call, in accordance to the best possible arrangements for the School realization.

The maximum number of attendees at the 1st TwiNSol-CECs School is at least 3 from Novi Sad, maximum 5 from Serbia (working and living 80 km (or more) away from Novi Sad), being the grantholders, and maximum 5 from WB countries, also the grantholders.

It is expected that candidates expressing their interest to attend the School have at least a general knowledge and/or experience in analytical laboratories, preferably in chromatographic analyses with mass spectrometric detection, and/or in the domain of organic micropollutants in the environment.

It is expected that candidates interested in attending the School send an application to the Organizer in accordance to the Call conditions.

Candidates with a submitted application expressing an interest in attending the School, whose place of residence is more than 80 km from Novi Sad (maximum 5 from Serbia and maximum 5 from other WB countries) are eligible to be the applicants for the 1st TwiNSol-CECs Summer School Grant based on the criteria and scoring explained in Section 4. The grant will be provided in a manner to be fully compliant with the national regulations applicable to the state public academic institutions such as TFNS in case of reimbursements to the TFNS non-employees; details on the Grant is further explained in Section 3.

At the end of the School, the attendees of each day of the School will be awarded with a Certificate of Attendance.

2. Description of the Call

The Call is announced on the Project website and the social network profiles together with this Document on procedures immediately upon the approval of the Document by the TwiNSol-CECs PST.

The Call contains information on:

- School dates,
- main topics covered by the School program, and parallel (if any)
- application procedure and deadline,
- the criteria and scoring process for selecting the timely received complete applications by the Committee for the 1st TwiNSol-CECs Summer School's Applications and Grant Approval (hereafter **the Committee**),
- deadlines for informing the applicants of the selection process outcomes, including for the preliminary and for the final list, as well as for non-selected candidates' appeals,
- deadline for sending a Letter of Intent, and
- conditions for the Grant usage.

The Call describes the criteria and the scoring of the received documents expressing an interest to participate in the School. The documents used for submitted applications scoring are: CV (formatted as EUROPASS CV) and a letter of motivation as a one-page-long letter that explains the candidates professional interests and achievements, particularly those referring to the subject of the School and the criteria for the application scoring, as well as the expected outcomes of the School with reference to the applicant's career and how she/he will make use of

the information received during the School (why attendance to the School is important for the (academic) career).

3. Description of the Grant

The 10 Grants will be awarded to the candidates with the highest scores from the countries targeted by the Call in the following way: 5 to the best ranked candidates from Serbia (working and living at least 80 km or more from Novi Sad) and 5 from other WB countries, preferably to one representative from each WB country. If one or more WB countries (other than Serbia) have no representatives, the grant(s) will be transferred to the other country(ies) in accordance to the proportion of the country-based applications received.

The grant of 500 Euros per grantholder selected by the Committee, based on the total scoring against the criteria defined by the Call, covers:

- the accommodation cost of the grantholder for 6 night-stay with breakfast in the accommodation provided by TFNS through the institutional tender procedure, and
- the remaining share (if any) of the grant up to 500 Euros, obtained after the deduction of the cost paid by TFNS for the grantholder accommodation from the grant amount (500 Euros), representing the partial reimbursement in cash of the grantholder's costs for travel and/or meals.

The Grant of 500 Euros for 10 grantholders (5 from Serbia (living at least 80 km or more from Novi Sad) and 5 from WB countries) is the cost amount included in the TwiNSol-CECs budget share of TFNS, and in accordance to GA, this is the actual cost directly linked to the Project implementation, it is identifiable and verifiable, in particular recorded in the beneficiary's accounts in accordance with the accounting standards applicable in Serbia as a country where the TFNS is established and with the TFNS's usual cost accounting practices, it is complied with the applicable national law on taxes, labour and social security and is reasonable, justified and complied with the principle of sound financial management, in particular regarding the economy and efficiency.

Upon publishing the final ranking list, the selected grantholders must send the Letter of Intent as proof that she/he will use the Grant in compliance to the conditions of the Grant usage.

If the grantholder would be prevented to attend the School, grantholder is obliged to inform the School organizer immediately at the earliest convenience, so the organizer can arrange sending the invitation to the next succeeding applicant according to the final list of the applications, respecting also the country-based awarding as previously mentioned.

4. Committee and the criteria for awarding the Grants

Three members of the Committee are TwiNSol-CECs team members selected in accordance with the relevant PST decision.

The Committee will propose the text of the Call compliant to the Document, consisting of all elements described in Section 2. Upon approval of the Call text by PST, the Call is announced on the Project website and the project social media profiles.

The applications to the Call will be evaluated by the Committee based on the received documentation and the criteria announced by the Call. Only complete applications received in a timely manner, fully compliant with the Call conditions will be evaluated based on the criteria, scored separately up to the maximum points attributed to each of these criteria in the following way:

- Previous experience in the analytical laboratories (max 20 points)
- Previous experience in chromatographic analyses with mass spectrometric detection (max 40 points)
- Previous experience in research within the domain of organic micropollutants in the environment (max 40 points).

Sufficient command of the English language is necessary for the grantholders to actively participate in the lectures, practical lessons, and discussions. It is expected that candidates provide information on the English language proficiency in the submitted CVs.

Within the procedure of grantholders selection, involvement of at least one attendee from each of the WB countries (besides 8 in total from Serbia, i.e. 5 grantholders from Serbia) will be considered. In the case that there are no applications from one or more WB countries other than Serbia, then countries from which the (complete and timely sent) applications are received will be represented in proportion to the country-based ratio of the applications received, up to 5 grants to the WB representatives.

The Committee will form a preliminary ranking list based on the scoring explained in the Call. The Organizing Committee will inform all the applicants about the preliminary ranking list. Candidates who are not selected based on the preliminary ranking list can send an appeal to the Committee by email. Appeals submitted after the deadline specified by the Call will not be taken into account.

The Committee will consider the submitted appeals and send the opinion on the received appeals to PST for the decision on the final ranking list.

The final ranking lists will be published on the Project website.

The candidates with the accepted applications/grants awarded will be asked to send the Letter of Intent in specified due date as a proof of the intention to attend the School.

5. Conditions for the Grant usage

The grantholders must send the Letter of Intent to the Organizing Committee in a due date specified in the Call.

The accommodation provided by the Grant refers to the days when the School is held according to the School program and according to the conditions contracted between TFNS and the chosen provider for the accommodation booking.

The grantholders are obliged to sign the list of attendance each day of the School. This is the request for obtaining the payment in cash (if any) as explained in the Section 3.

An illness of the attendee and/or grantholder or other *force majeure* that prevents attendee and/or the grantholder from attending the School will be considered as a justified cause for canceling attendance of the School, but attendee and/or the grantholder must inform the School organizer immediately at the earliest convenience, so if applicable (adequate to the remaining time frame with respect to the School date) the organizer can arrange sending the invitation to the next succeeding applicant according to the final list of the applications.

7. General Data protection

Personal data of the applicants (not those belonging to special categories and respecting “data minimization principle”) received within the Call are collected with the purpose to select a limited number of attendees with respect to the capacity of training premises. The collected data are limited to only those relevant and necessary for contact with the applicants and for granting participation based on the relevant professional background described in the submitted CV during the application; apart from professional CVs, collected data will contain names, title, affiliation, business postal and email addresses, phone number, and motivation letters. All collected data will be subject to appropriate safeguards and the free and fully informed consent of the persons concerned, and all involved persons will be made aware that they will take part in the TwiNSol-CECs project. There will be no further processing of collected personal data.

The School attendees will be informed that photographs or electronic images will be taken during the event and that they may grant the permission and give the consent to the TwiNSol-CECs team for the use of such material for presentation under legal use. Primarily these documents will be used for presentations, reports, newsletter, and other project communication activities.

Signed lists of attendance during each day of the School will contain the attendee’s names and institution details. The signed lists represent a means of verification for the event (as one of the project milestones in accordance to GA); they will be kept on file and protected as described in the TwiNSol-CECs Data Management Plan available at the project website, and provided, if necessary, to the EC upon request.

The Project Independent Ethics Advisor’s (hereafter **IEA**) contact details will be provided to the applicants and attendees. A person responsible at TFNS for data protection (DPO) in compliance with the relevant national laws and the institutional act on the protection of

personal data in line with GDPR 2016/679 will be constantly involved in all data collection activities, working closely with IEA.

8. Final remarks

This Document will be considered valid upon the approval of PST.

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