



EUROPEAN RESEARCH EXECUTIVE AGENCY (REA)

REA.A - Marie Skłodowska-Curie Actions & Support to Experts
A.1 - MSCA Doctoral Networks

Horizon Europe- Doctoral Networks

MID-TERM MEETING (MTM) Guidance

Objective of the meeting

As indicated in the Work programme, a mid-term meeting should be organised between the participants and the granting authority to assess:

- the fulfilment of the recruitment procedure;
- the eligibility of the Doctoral Candidates (DCs);
- the project's progress;
- any deviations from the original research training programme and define – if necessary - contingency measures.

It will also allow the granting authority to remind consortia and DCs of their rights and obligations.

Timing & pre-conditions

The meeting needs to be organized at month 13-15 and when all DCs are recruited. In case there is a delay in the recruitment, the PO will need to decide whether to postpone the meeting or not. If not all DCs are recruited but a big majority is, a meeting could be arranged to meet the already recruited DCs. A tele/video conference could then be foreseen later to meet the remaining DCs.

The submission all deliverables due for the period including the progress report¹ is an additional pre-condition for the meeting to be held. The [progress report](#) and the deliverables related to recruitment and management form the basis of the discussions at the meeting.

The progress report must be uploaded as a pdf document under the “Deliverables” Tab via the continuous reporting tool.

Participants

The Project Coordinator, the scientists-in-charge, the representatives of the Associated Partners as well as all the appointed DCs must attend the meeting.

¹ The progress report template is available on the Funding and tenders opportunities portal (see [Reference documents](#) under Horizon Europe).

Roles & Agenda

<p>Role of the coordinator</p>	<ul style="list-style-type: none"> • Propose a date and venue (unless organised remotely) for the meeting. The venue should be easily reachable for all participants including REA staff. • Propose an agenda to the Project Officer at least 2 months before the meeting. • Submit the Progress report through the Funding and Tenders opportunities Portal via the continuous reporting tool (at month 13). • Check that all deliverables due for the period have been submitted via the continuous reporting tool before the meeting. • Check that the Mobility Declarations for all recruited DCs are submitted by each beneficiary (they need to be submitted within 20 days of the recruitment and in any case before the meeting) and updated (if applicable). • Provide all the participants (including the DCs) with the present guidelines. • Provide fellows and participants with the: <ul style="list-style-type: none"> - Information package for Marie Skłodowska-Curie Fellows - Information note for Marie-Skłodowska-Curie Fellows in Doctoral Networks (DNs) - MSCA guidelines for supervision - MSCA questionnaires² - Grant agreement and Description of Action - MSCA Financial Guide • Organise the logistics for the meeting. • Co-chair the meeting. • Present an overview of the progress report and the network's progress and achievements in terms of recruitment and management. • After the meeting: circulate the REA's feedback to all network partners and arrange for any necessary follow-up.
<p>Role of Doctoral Candidates (DCs)</p>	<ul style="list-style-type: none"> • Prepare a slideshow and/or a poster to be presented during the meeting, where they present themselves as well as their project.
<p>Agenda</p>	<p>The agenda shall be agreed with the Project Officer. The meeting should normally last half a day to a day and should include the following topics:</p> <ul style="list-style-type: none"> • Introduction: Short introduction by the REA Project Officer and the Project Coordinator (<i>~5 minutes</i>) on the purpose of the meeting. • Tour de table: All scientists-in-charge should briefly present their research team and describe their role within the network. Introduction of the Associated Partners (if any) (<i>~30 minutes</i>).

² The beneficiaries must inform the researchers about the obligation of the researchers to complete and submit — at the end of the research training activities — the [evaluation questionnaire](#) and — two years later — [follow-up questionnaire](#) provided by the granting authority.

	<ul style="list-style-type: none"> • REA Project officer presentation: presentation on the monitoring of project implementation, reporting and purpose of the mid-term check (~20 minutes): <ul style="list-style-type: none"> - MTM objective - Assessment of recruitment / Reminder of DCs rights & obligations - Project Management - Reporting & finance - Communication, Dissemination, Exploitation, Synergies - Useful links & reference documents • Coordinator's report: Presentation of the Network and the progress covering the following aspects (~between 45 and 60 minutes). The presentation should include: <ul style="list-style-type: none"> - State of play of the recruitment, deliverables and milestones; - Ethics issues (if applicable); - Management activities (Supervisory board activities, etc.); - Financial aspects (if necessary); - Critical implementation risks and mitigation actions; - Any proposed re-orientations of the networks' activities; - Document management and Open Science. • DCs Individual presentation: DCs will present themselves, their background and their individual research project (foreseen research, training, secondments, etc.). Scientific results are not expected in the presentations at this stage of the project (<i>therefore, max 10 minutes/each</i>). • Restricted session with the DCs (~1 hour): the session is intended to allow the researchers to discuss with the REA representative about their experiences within the network in terms of training foreseen, supervision arrangements, progress and impact on their future careers³. The main focus will be on: <ul style="list-style-type: none"> - Administration: awareness of the grant agreement provisions, working conditions (employment contracts compliant with the Annex V of the grant agreement, eligible allowances, visa issues, administrative support, tuition fees); - Supervision and integration: quality of the supervision, integration within the research team/the network/ the host institution/the country, career development plans; - Training: effectiveness of the Career Development Plan, individual research projects, secondments, PhD enrolment, attendance of external courses/workshops/conferences, language courses and complementary skills training. <p>For ID, 50% exposure to the non-academic sector; for JD, PhD requirements at each hosting institution, enrolment and</p>
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³ The DCs representative(s) may summarize the fellows' feedback in a couple of slides to briefly present their experience in the network and the project (by highlighting what is positive and what could be improved). Questions could be also collected in advance as a basis for discussion during the meeting.

recognition of double/joint doctoral degree and hosting arrangements;

- **Awareness of the European Charter for Researchers.**

For the meeting with the Project Officer, the DC representative(s) (if any) may summarize the **DCs' feedback in a couple of slides** to briefly present their experience in the network and the project (by highlighting what is positive and what could be improved). Questions could be also collected in advance as a basis for discussion during the meeting.

- **Restricted session:** Meeting between coordinator and Project Officer to discuss any issue (*~15 minutes*).
- **Feedback and open discussion:** Feedback from the REA Project Officer on the output of the network so far, on possible training areas for future exploitation or the impact on DCs' future careers development (*~15-30 minutes*).