

Handbook for ESRs



A-WEAR project handbook for ESRs

Revised 27 September 2019

ESR handbook

Horizon 2020 research and innovation on programme H2020-MSCA-ITN-2018

Marie Skłodowska-Curie Actions

Project no.: 813278

Project acronym: A-WEAR

Project title: A network for dynamic WEearable Applications with pRivacy constraints

Start date of the project: 01/01/2019

Duration of the project: 48 months

Training Plan

Organization name of lead beneficiary for this task: TAU



Table of Content

INTRODUCTION	4
TOPIC	5
NETWORK OBJECTIVES	6
LIST OF BENEFICIARIES AND PARTNER ORGANIZATIONS	7
MAIN CONTACT PERSONS AT NETWORK LEVEL	8
ESR RIGHTS	9
GENERAL RIGHTS	9
RIGHTS TO PARTICIPATE TO CONFERENCES AND WORKSHOPS	13
RIGHTS TO SOFTWARE AND HARDWARE NEEDED FOR TRAINING	13
ESR DUTIES	14
GENERAL DUTIES	14
ESR WORKING HOURS AND TIME SHEETS	15
ESR DUTIES RELATED TO TRAINING EVENTS	15
ESR DUTIES RELATED TO SECONDMENTS	17
ESR DUTIES RELATED TO TECHNICAL PUBLICATIONS	18
ESR DUTIES RELATED TO SOCIAL MEDIA /DISSEMINATION ACTIVITIES	21
ACKNOWLEDGEMENTS	23
ESR DUTIES RELATED DELIVERABLES AND MILESTONES	24
ESR DUTIES RELATED TO THEIR JOINT/DOUBLE PHD DEGREE	24



<u>EXPECTATIONS FROM THE BENEFICIARIES' SIDE</u>	25
<u>EXPECTATIONS FROM THE INDUSTRIAL PARTNER ORGANIZATIONS' SIDE</u>	27
<u>ADDITIONAL RULES ABOUT SPENDING DURING THE EVENTS</u>	28
<u>CONFLICT RESOLUTION PROCESS</u>	29
<u>NON-COMPLIANCE WITH REGULATIONS</u>	29

Introduction

Dear ESR, welcome to the A-WEAR training network. This document serves as your basic introduction to A-WEAR and aims to guide you through the project, the collaborations and the training programme. The document is a dynamic document and may be revised during the project duration. A-WEAR is a four year (2019-2022) H2020 Marie Skłodowska-Curie (MSCA) Innovative Training Network (ITN)/European Joint Doctorate (EJD) bringing together five beneficiaries and 12 partner organizations from Finland, Czech Republic, Italy, Romania, and Spain, with the aim of educating, supervising, and training 15 ambitious and creative early stage researchers (ESRs) to face the future challenges in smart wearables and wireless computing and enhance their career prospects by training them in a multi-sector cross-country environment and teaching them to think globally.



Topic

The emerging market of wearables is expected to grow exponentially in the near future, driven by the sales increase of smart clothes, watches, and eyeglasses. The future wearables are likely to be heterogeneous, operating on batteries, sun power or human motion, and endowed with smart functions. They will co-operate in a decentralized manner with each other and will be able to reach various interconnected software and applications. The main stream wearable-based architecture has been applied so far in wellbeing industries, such as eHealth or ambient assisted living, which might also reduce the costs for care and guarantee a healthy independent live in the forthcoming older society. As the digitalisation and data-based economy are growing, the exploitation potential of the wearables can easily be expected to increase. Key wearables stakeholder groups in the future are also smart cities, comprising intelligent building industry and infrastructure, energy-efficient smart grid sector, public e-Services, and smart transport. Motivated by the opportunities that next-generation wearable intelligence is expected to provide, the mission of A-WEAR action is to cross-disciplinarily create new architectures, open-source software and frameworks for dynamic wearable ecosystems, with distributed localization and privacy constraints. The impact of A-WEAR will be to enhance the future social well-being, to contribute to an easy living, effective and enjoyable work, and to offer new solutions to the challenges of violation of privacy by communication and positioning through wearables and to the need of applying the right of the ownership to one's data. The A-WEAR is organized by means of the network research allowing for inter-project and cross-institutional collaboration. Each ESR has an established role between the main university, the host university, and industrial partner(s).



Network objectives

All ESRs are expected to actively participate towards the achievement of the scientific and training objectives of A-WEAR, listed below.

The scientific objectives of A-WEAR are

1. Create novel multi-layer knowledge for dynamic wearable networks, in terms of localization, connectivity, privacy and security;
2. Identify vulnerabilities and offer innovative solutions in crowdsourced as well as cloud, edge, and fog-based wearable architectures;
3. Design and develop privacy-enhanced and location-aware wearable technologies;
4. Devise new Medium Access Control (MAC) low-latency algorithms and protocols for wearable communications, especially in the frequency bands of the future, such as mmWave spectrum;
5. Develop new open-source SW platforms for wearables in social/eHealth/industrial applications.

The training objectives of A-WEAR are

1. Educate, supervise, and train 15 ambitious and creative researchers to face the future challenges in smart wearables and wireless computing and enhance their career prospects by training them in a multi-sector cross-country environment and teaching them to think globally;
2. Create and manage efficiently joint and double European PhD programmes and build a solid foundation for long-term structured joint PhD education in Europe in the Internet



of Wearable Things (IoWT) field with joint selection, supervision, and PhD Dissertation procedures for effective graduation process for PhD's degrees;

3. Create open-source training material for educational purpose and to publish and exploit research results and best practices in cooperation with the scientific community, industry, and general public;
4. Have an interactive participation in social media such as webpage (including the videos of the researchers) and blogs, ResearchGate, Twitter, LinkedIn, YouTube, etc., in the form of literate, illustrative, and video presentations on the training and scientific outcome in order to disseminate efficiently our results; promote career prospects of the researchers and expand the collaboration and the knowledge transfer also beyond our network.
5. Foster multi-national collaboration through regular network training events and cross-country secondments as well as establish and maintain long-term academic and industrial partnerships, beyond the project's timeframe, in order to ensure the continuity of high quality training and research of inter-sectorial nature.

List of Beneficiaries and Partner Organizations

Consortium Member (Beneficiary)	Short Name	Country
Tampere University	TAU	Finland
Universitat Jaume I de Castellon	UJI	Spain
Brno University of Technology	BUT	Czech Republic
University "Politehnica" of Bucharest	UPB	Romania
Universita Mediterranea di Reggio Calabria	UNIRC	Italy



Partner Organization	Short Name	Country
Netcope technologies	Netcope	Czech Republic
CITST	CITST	Romania
NXP Semiconductors	NXP	Romania
Wirepas	Wirepas	Finland
Digital Living International Oy	DLI	Finland
Beia Consult International	BEIA	Romania
S2 Grupo	S2 GRUPO	Spain
Ericsson	Ericsson	Finland
City of Castellón, police department	CPD	Spain
IDOM Consulting, Engineering, Architecture S.A.U.	IDOM	Spain
Sewio Networks	SEWIO	Czech Republic
T6 Ecosystems	T6-ECO	Italy

Main contact persons at network level

In addition to the supervisors listed in the table from 'ESR rights' section, you can find below a list of contact persons in charge of various coordination and ethical tasks, such as the network coordinator, the Project and Training Manager (PTM), the Equality Officer, the Data Protection Officers, Working Package (WP) leaders, etc.

Name	Role in the Network
Simona Lohan	A-WEAR project coordinator and WP ₁ /WP ₇ leader
Aleksandr Ometov	A-WEAR PTM and WP ₆ leader
Salla Kotakorva	TAU financial manager
Jari Nurmi	TAU A-WEAR doctoral school director
Antonio Iera	WP ₂ leader
Joaquin Huerta	WP ₃ leader
Dragos Niculescu	WP ₄ leader



Jiri Hosek	WP5 leader
Nirvana Popescu	Equality Officer
Jukka Tuomela	A-WEAR network and TAU Data Protection Officer (DPO)
Daniela Dvorska	BUT DPO
UJI DPO office	UJI DPO
Alexandru Rusu Casandra	UPB DPO
Alessandro Andriani	URC DPO

ESR rights

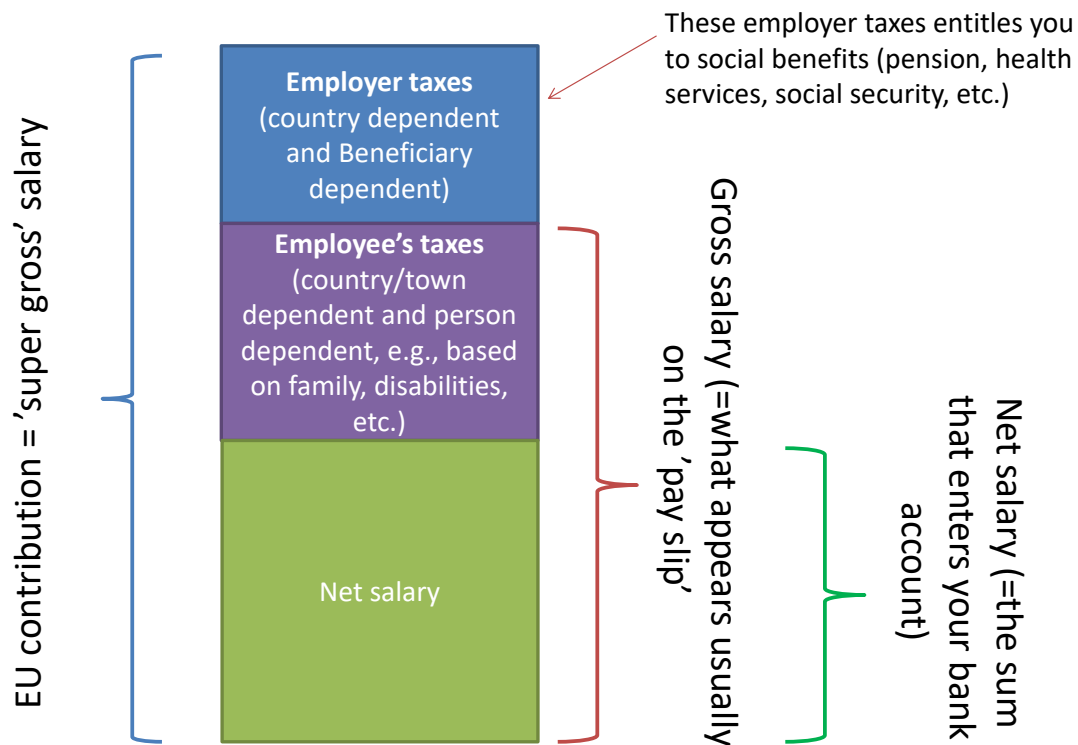
General rights

The ESR rights are listed in the A-WEAR Grant Agreement (GA) and its Annexes. Each ESR is entitled to receive upon its hiring the full GA text and to ask clarifying questions (if any) about it. Each ESR is hired according to full-time contract at a single Beneficiary where (s)he was recruited. The working conditions and salary level depend on the Beneficiary and on the recruitment country and they can be found in the GA and in the MSCA-related web pages. The EU MSCA funding covers the followings:

- The **ESR 'super-gross' salary**, formed by a living allowance (3270 EUR/month, adjusted by a country-specific coefficient), a mobility allowance (600 EUR/month), and (if applicable) a family allowance (500 EUR/month). The salary contributions of EU are depicted in the following figure and the 'super-gross' terminology is explained in more details in ¹. The social contributions are Beneficiary and country-dependent.

¹ <https://docplayer.net/41121842-Msca-project-management-of-marie-sklodowska-curie-actions-in-fp7-and-horizon-2020.html>





From the gross salary, the ESR also pays the country-specific taxes, therefore the net salary is computed after deducting the Beneficiary social contributions and the town/country-specific taxes. Therefore, a formula to estimate own gross salary per month is as follows

$$GS = \frac{c * 3270 + 600 + f * 500}{1 + s}$$

where c is a country-specific coefficient given by EU ($c=1.208$ in FIN, $c=0.818$ in CZ, $c=0.954$ in ES, $c=0.688$ in RO, and $c=1.044$ in IT), f is a 0/1 flag ($f=0$ if no spouse or children at the date of recruitment, i.e., date of starting the contract, $f=1$ otherwise), and s is an employer-specific index covering the employer social charges, also time varying (of up to 35%, to be checked locally with each Beneficiary).

Note: the monthly salary may slightly variate from the above formula, but a correction is to be done at the end of each year, in such a way that the final exact sum will correctly reach the ESR. The fluctuations are due to the fact that s in formula above is a time-varying index, which can fluctuate monthly.



- The **research, training, and networking costs**: "...: these are available to the host institution as a flat rate per person-month (pm) (i.e., 1800 EUR/pm) and it is meant to cover **all training-related costs in the network, thus they are not ESR specific**. Such training costs include, but are not limited to:
 - Training events organization costs (premises, food, lecturing fees, travel costs of lecturers and participating ESRs)
 - ESR visa costs (both when recruited and when participating to A-WEAR network events and secondments)
 - Open-access fees for publications in conferences and journals
 - Conference fees and travel costs of ESR and possibly associated supervisors to participate to conferences where there is a publication co-authored by an ESR
 - Laptops/computers and needed software and hardware tools for the purpose of ESR research and training
 - Costs related to secondments (travel, accommodation – when relevant, partner organization possible fees, etc.)
 - Coordination between participants
 - Tuition fees (when applicable)
 - PhD defense related fees (e.g., travel costs and fees of opponents/examiners)
- The **management costs** of the network (1200 EUR/pm): these are fully meant to cover the management tasks and the overheads at each Beneficiary Unit. The training costs plus the management costs are also called "**institutional costs**".

The employment contract of each ESR should be treated as work, not as study with scholarship (e.g., for visa procedures, for employment benefits, etc.)

Each ESR is entitled to active supervision within the network. To facilitate the interaction with multi-supervisors, a main supervisor has been appointed for each ESR position (see the list of



supervisors in the table below) and this main supervisor will act as the main contact point/manager in all interactions with the additional supervisors.

ESR number	Main univ	2nd (duration secondn.)	univ. Non-academic partner (duration secondn.)	Main supervisor	Co-supervisors (1st&2nd univ)	Co-supervisors industry
1	TAU	URC (12)	T6E, IT (2)	Nurmi	Lohan, Molinaro, Campolo	Lener, Nicolai, Pasani
2	TAU	UJI (6)	IDOM, ES (3)	Nurmi	Lohan, Granell	Alarcon, Stosic
3	TAU	UPB (9)	Digital Living, FIN (3)	Lohan	Andreev, Niculescu	Suomi, Himanen
4	TAU	BUT (12)	Ericsson, FIN (3)	Andreev	Koucheryavy, Misurec, Hosek	Torsner
5	UJI	TAU (6)	S2Grupo, ES (3)	Huerta	Torres-Sospedra, Koucheryavy, Nurmi	Beyer, Villanon-Huerta
6	UJI	TAU (6)	Wirepas, FIN (3)	Casteleyn	Torres-Sospedra, Lohan, Nurmi	Curticepean
7	UJI	BUT (12)	CDP (1)+ S2G (2)	Gould	Remolar, Hajny	Carque, Alarcon
8	UPB	TAU (9)	NXP, RO (3)	Niculescu	Lohan, Andreev	Pavel
9	UPB	BUT (12)	Beia Consulting, RO (3)	Marghescu	Rusu, Burget	Suciu Jr, Suciu Sr
10	UPB	URC (12)	CITST, RO (3)	Popescu	Iera, Ruggeri	O. Cramariuc, B. Cramariuc
11	BUT	TAU (12)	Sewio Networks (2)	Burget	Smekal, Koucheryavy, Andreev	Simek, Mraz
12	BUT	TAU (12)	Netcope (3)	Hosek	Misurec, Andreev, Lohan,	Pus, Matousek
13	BUT	UJI (12)	Netcope (3)	Hajny	Gould	Pus, Matousek
14	URC	TAU (12)	ERI (2)	Iera	Molinaro, Nurmi, Andreev	Torsner
15	URC	UJI (12)	IDOM (3)	Araniti	Iera, Trilles, Tores-Sospedra	Alarcon, Stosic

Each ESR is also entitled to access the relevant training for his/her research topic in order to acquire skills fulfilling the needs of both academia and the non-academic sector and in order to enhance her/his inter-sectoral employability at the completion of her/his PhD.

In addition, please check the Sections "Expectations from Beneficiaries' side" and "Expectations from Partner Organization' side" to see how each Beneficiary and each Partner organization take concrete action points regarding the ESR rights .



Rights to participate to conferences and workshops

It is highly advised that the participation to additional conferences and workshops to those mentioned in the table from Section “ESR obligations related to training events” will comply with the following rules, which will maximize the training benefits for the ESRs:

- An ESR can participate to a conference after (s)he get the approval of his/her main supervisor and if:
 - o the paper is related to ESR topic in A-WEAR
 - o (s)he is the first author of an accepted paper
 - o (s)he is the only ESR author of an accepted paper (i.e., no other A-WEAR ESR is a co-author)
 - o (s)he is neither the first author, nor the only ESR as author, but the other ESR authors agree that he/she will present the paper
 - o (s)he is neither the first author, nor the only ESR as author, nor the presenter, yet the exceptional quality of the conference/workshop or the exceptional relevance for the A-WEAR network warrants his/her presence. This requires a motivated request to the Advisory Board (AB), who will decide to grant or deny the request on a case-by-case basis
- An ESR can participate to a seasonal school or training workshop outside the A-WEAR training events after getting the approval of his/her main supervisor and according to a ‘reasonable cost/reasonable benefit’ principle

Rights to software and hardware needed for training

Each Beneficiary unit is in charge to providing the ESRs the needed software and hardware tools to support their research and training goals as outlined in each ESR topic in the GA plan. **The acquired hardware/software is at the discretion of the beneficiary unit, as long as it covers the ESR’s needs.** The ESR can come with own **motivated** proposals regarding



additional software/hardware tools that might be needed to conduct the work. **This has to be discussed with and approved by** the Beneficiary team.

ESR duties

General duties

Each ESR should read Grant Agreement (GA), related Annexes, and due Milestones and Deliverables. Those contain significant information about the project state.

Each ESR should complete her/his Personal Career Development Plan (PCDP) individually and according to the deadlines, as set in the GA. PCDP is a dynamic document which will be amended and changed over the course of the research project. It should be authored by the ESR and discussed and agreed with his/her supervisors (academic and industrial). The PCDP should:

1. Include the research plan, methodology and overview of key state-of-the-art references;
2. Define the role of the industry collaboration and secondment programme;
3. List the planned courses to attend;
4. Outline a plan in the format of a Gantt chart (see GA for the A-WEAR Gantt);
5. Outline a dissemination plan in accordance with the expectations outlined further
6. The ESR PCDP should be presented at 'Orientation week' winter school from Tampere in December 2019;

Each ESR will be evaluated during his/her trial period (typical trial periods are between 6 and 12 months and they are Beneficiary specific) and also annually (e.g., through an annual



reporting or presentations). In case of poor performance, there is the possibility of an interruption of the contract. Main supervisors should discuss in due time with underperforming ESRs in order to see if timely mitigation actions are possible.

Sick leaves and other justified leaves should be duly informed to the Beneficiary and the coordination team. The ESRs can take sick leaves or maternity/paternity leaves in accordance with national legislation. If an ESR is in a justified leave for more than 30 consecutive days, the payment is suspended by EU for the full duration of absence. According to the H2020-ITN-2018 Coordinators Info Day, 23 November 2018², “the costs of the maternity/parental leave **are not eligible** under the action. The researcher's activity in the action is suspended during the maternity/parental leave. This period should be reflected in the Researcher's Declaration and their contract **might** be extended with the corresponding period **within the action's duration**”.

ESR working hours and time sheets

The ESRs must work at the Beneficiary premises or at the agreed secondment premises at least during the working hours specified in each ESR contract.

The ESRs should fill in their working time sheets in accordance to each Beneficiary rule and must keep proofs of their travels during secondments (accommodation and travel tickets receipts, signed secondment agreements, etc.).

ESR duties related to training events

Each ESR **should participate to all the seasonal schools and workshop events** E1, E3, E4, E6, E7, E10, and E11 listed in the following table (and in the GA). Exceptions are allowed only for health reasons (sick leaves) or to inability to acquire a visa (however visa procedures must be started well in advance). The participation to the half-day workshops E2, E5, E8, E9 **is strongly recommended** and it is possible also without having a paper to present in there (unlike participation to other conferences or workshops, as described in the section “ESR



obligations related to publications and participation to conferences and workshops". It is however strongly recommended that ESRs prioritize the conferences mentioned as E2, E5, E8 and E9 events to submit their research work.

Event	Main Training Events & Conferences	ECTS	Training outcomes	Lead Unit	Month
E1	2-5 December 2019: orientation camp and Fall school on "Localization and communication enablers for wearables", including half-day fellow presentations and team building activities collocated with midterm check. It will include introductions, logistics and team building for the A-WEAR team, technical training on seamless localization and low-energy communications in IoT, and complementary skills on ethics in research, strategy & business planning and MyData.	3-4	Overview of the training and research; IoT communication and positioning challenges; harmonization of training methodologies; orientation to PhD studies and ethical behavior	TAU	M12
E2	Half-day A-WEAR workshop at AGILE 2020 conference on wearables in smart cities.	1	Presentation, networking and communication skills.	UJI	M17
E3	4-day summer school on "Machine Learning, Spatial analysis, and cybersecurity in wearables", including half-day fellow presentations and team building. Topics: machine learning, AI, cryptography and cybersecurity, web and context-aware systems, public safety; complementary skills on multi-cultural business communication and leadership.	4	Machine learning and AI techniques; cybersecurity and cryptography methods; public safety; business and leadership.	UJI	M18
E4	4 days, Winter school on "Consumer and healthcare applications of wearables", including half-day fellow presentations and team building activities. Topics: Ambient Assisted Living (AAL) challenges, eHealth platforms, mesh sensor networks, localization via miniaturized devices; complementary success stories of female leaders and from research idea to start-ups. Planned lecturers from UPB and industry.	3	Wearables usage in AAL and eHealth; platforms requirements for consumer and eHealth applications; how to build a successful start-up.	UPB	M22
E5	Half-day A-WEAR workshop at ICUMT 2020 conference on green communication and networking with wearables.		Presentation, networking and communication skills.		M22
E6	Joint virtual research seminar via Moodle2 and Echo tools covering edge and fog computing, physical layer parameter optimization and MAC protocols in wearables, and wearable applications and services. Lectures: all academic scientists-in-charge of A-WEAR.	3	7-layer OSI model of wearables: from physical layer to application layer – challenges and solutions	TAU	M24
E7	4-day summer school on "Critical Industrial Applications in 5G-Internet of Things (IoT) Ecosystem", including half-day fellow presentations and team building activities. Technical topics: privacy, precise indoor positioning for industrial applications, low-latency communication architectures. Complementary skills: legal aspects of security and privacy protection and from idea to commercial product.	3	5G and mmWave architectures; privacy laws and digital privacy solutions; IPR protection.	BUT	M29
E8	Half-day A-WEAR workshop at ICL-GNSS 2021 conference on Location Based Services through wearables.	1	Presentation, networking and communication skills.	TAU	M30
E9	Half-day A-WEAR workshop at IPIN 2021 conference on indoor location privacy of wearables.	1	Presentation, networking and communication skills.	UJI	M33



E10	2.5-day workshop, including one-day fellow presentations and team building activities and complementary skills training on languages, communications, business, fundraising, entrepreneurship skills & success stories.	1	Fundraising and entrepreneurship skills for a successful career.	URC	M35
E11	2.5-day workshop, including one-day fellow presentations and team building activities and complementary skills training on multi-cultural environments, R&D project management & legal aspects and IPR.	1	Project management cycle	TAU	M41
Total number of ECTS credits to acquire through A-WEAR events					
21-22					

In addition to the above-mentioned events, each ESR should complete the required amount of courses for his/her PhD by attending the local courses offered by her/his Beneficiary and/or Secondment Unit. A list of recommended courses can be found in the D7.1 Training deliverable.

ESR duties related to secondments

Each ESR should perform the academic and industrial secondments described in her/his topic description in the GA. The overall duration of the secondments **is fixed according to the GA**; however the splitting of the long secondments into multiple smaller parts can be discussed and negotiated case by case (discussions to be coordinated by the main supervisor of each ESR). Explicit agreement of the AB is needed in case of changes of secondment periods compared to the GA. Secondments must be planned well in advance, in order to have time to apply for visa (if needed) and to find reasonable-cost accommodation.

The following EU rules apply to secondment costs:

- Economy travel costs (flights, train/buses) are covered for the secondment trips
- "Institutional costs are covering also costs (e.g. travel and accommodation costs) arising from each secondment of 6 months or less which require mobility from the place of residence"². Accommodation budget is based on the rules at each Beneficiary and should be discussed beforehand with each Beneficiary. Accommodation costs are

² According to the EU slides at the Coordinator Info day; Bruxelles, Oct 2018



not covered for secondments longer than 6 months in a row, as it is expected that ESR will not keep two accommodations for long secondments. Normally, the ESRs are expected to find out the accommodation options by themselves and to agree with the Beneficiary on the costs. In case there is disagreement between the ESR and the Beneficiary regarding what a budget-type accommodation is, the Beneficiary is entitled to propose to the ESR a budget-type accommodation. If ESR declines the accommodation offer(s) that might be made by the Beneficiary unit, then ESR should cover the accommodation costs by herself/himself.

- No daily allowances are covered during secondments, as they are already covered by the mobility allowance of ESR salary
- Visa costs (when needed) are covered by the A-WEAR project (training funds/institutional costs)
- While finding an accommodation is entirely the ESR responsibility, the ESR may ask advice/help in finding reasonable-cost accommodations from his/her supervisors

Taxation issues during secondments

- EU countries apply the so-called '183 days' taxation rule, meaning that no matter on the source of revenues/salary, a person spending more than 183 cumulated days in a EU country (counted typically within any 12-month window) will start paying taxes on the global revenue in that country where (s)he spends 183 days or more per year.
- Each fellow, with the help of his/her main supervisor should investigate the taxation rules applicable in their case (Beneficiary country/country of secondment) and take an informed decision regarding the split of secondments.

ESR duties related to technical publications

During the ESR phase of the career, each ESR should publish the results of his/her research, **by complying with research ethics** at every step. When applicable, ESRs should apply for the ethical approval to the Committee of Ethics at the host university. No plagiarism is accepted



in any published work by an ESR (self-plagiarism also counts as 'plagiarism'). We recommend that similarity check tools available at each Beneficiary (such as Turnitin similarity check web-based tool) are to be used regularly.

Each venue for technical publications (conference/journal/magazine/etc.) should be preapproved by the supervisor since the budget is limited and venue may not be of significant value/might not be accepted as a part of a PhD by the corresponding Beneficiaries' units. Each ESR should discuss the publication plans with the supervisors prior to submitting and should get the approval of the main supervisor for submitting

A-WEAR aim is to have at least 60 publications in total from the fellows during their work in A-WEAR, i.e., minimum 4 per fellow. However, each ESR should follow requirements of the corresponding two universities' regulations in terms of graduation requirements (e.g., typically a minimum of 2 publications/year are expected on average from PhD students at TAU).

The list of more detailed requirements regarding technical dissemination is given in Annex 10f GA and re-listed below. Please note that **ESRs are responsible for these:**

1. High-level publications: Minimum 30 ISI-indexed and IEEE publications , i.e., *each fellow should aim at a minimum of two ISI-indexed and/or IEEE publications*
2. Internationally recognized research: Minimum 5 prizes, awards, or patents , i.e., *each fellow to target to acquire at least one best-paper award in a conference*
3. Appropriate dissemination: Min 45 conference papers, min 15 journal papers, min 15 relevant events attended (workshops, conferences, ...), i.e., *each fellow to aim to publish at least 3 conference papers and one journal paper and to attend at least one conference out of these over the 3-year contract duration*



4. Multidisciplinary collaboration: Min 25 joint papers with authors from several academic and industrial units in A-WEAR, *i.e.*, *each ESR to target at least 2 joint publications with ESRs from other units*

As soon as a paper is published, the ESR who is the main author **should add this publication without delays on zenodo.org repository**, under the A-WEAR project. This should be done as soon as possible, but no later than 6 months following the acceptance of the publication. In addition, the ESRs are strongly encouraged to add their work on ResearchGate (under A-WEAR folder), on ArXiv repository (pre-print versions), and in the open-access repositories at each Beneficiary (e.g., tutcris at TAU, etc.). The created open-access software must also be added at least at zenodo.org, but preferably also on GitHub. The software results created within A-WEAR network should be made available to the research community as much as possible.

A-WEAR goals set by EU (see GA article 29.2) are **to publish only in green/open-access publication channels** (i.e. free of charge online access for any user). **Publications not fulfilling green/open access rules cannot be funded by A-WEAR or reported under A-WEAR project.**

In order to fulfill the FAIR principles of EU (See D1.2 Data Management Plan deliverable for details), the bibliographic metadata (e.g., added on zenodo.org) must be in a standard format and must include all of the following:

1. the terms "Marie Skłodowska-Curie Actions (MSCA)" ;
2. the name of the action, acronym and grant number (A network for dynamic WEearable Applications with pRivacy constraints; A-WEAR; grant 813278)
3. the publication date and a persistent identifier(e.g., DOI, etc.).

Regarding the publication co-authored by an ESR



- It is highly recommended that at least one supervisor from A-WEAR contributes to the paper and appears as co-author (these are typically the main supervisor(s) of the ESR(s) co-authoring the paper);
- Publications topics and research work related to publications should be approved by the main supervisor;
- A good ethical practice is to add as co-authors all those who have contributed substantially to the research work (minor editing or spell check are not counted as substantial contribution);
- Each publication should have an acknowledgement to A-WEAR.
- Collaboration with 1 or 2 other ESRs when writing a paper is highly encouraged, by pre-agreeing beforehand who will use that publication in his/her thesis. Such collaboration not only will foster better research ideas and improve your scientific writing skills, but it will also increase your number of publications in your CV.
- A paper with many authors might be not so well seen by some publication forums and by some PhD thesis reviewers, thus the team of co-authors must be chosen based on actual contributions. In case of publications with more than 5 authors, please include a section clarifying the contribution of each author.

ESR duties related to social media /dissemination activities

Each ESR is expected to actively participate to all the social media activities from the GA and re-listed in the following table:

Additional dissemination activities besides webpage, scientific publications, conference & workshop participation, and patents. All ESRs will be involved in all these activities. One or two ESRs/task will lead the efforts	Lead ESRs³
Webropol survey active all through the EJD where users and stakeholders will be free to share their concerns and challenges regarding the technology (on one hand) and	ESR1 and

³ All fellows will participate in each of these tasks and one or two fellows will be in charge with reminding the others to be active, with collecting the inputs regarding a certain task and with verifying that active steps are taken towards the task completion. Giving the fellows responsibility for a specific ask is part of their training.



applications (on the other hand) of wearables	ESR9
Facebook open group for A-WEAR public awareness	ESR10
LinkedIn open group regarding discussions in the areas of A-WEAR with blog posts on LinkedIn, including fellow's blog inputs on their experiences within the EJD (technical, social, experiences associated to mobility in other country, lesson learnt and best practices) with at least two posts/quarter	ESR4 and ESR5
Adding A-WEAR open-source measurement data on open repositories , such as EU Zenodo , GitHub or Bitbucket – Fellows 3 and 13 will be in charge with finding out the distribution terms for the open repositories, informing the other fellows of those and regularly reminding each of them to distribute their open measurement data through those repositories	ESR3 and ESR13
ESRs will maintain a youtube channel with video clips and fellows testimonies related to the main topic of the project, providing lessons and general-purpose talks, to spread the relevance of the activities carried out in the network	ESR6 and ESR14
Twitter 140-character postings with links to results and elevator pitches	ESR8
ESRs will attempt contact with local mass-media to spread the activities of the consortium, the Marie Curie Actions, and of individual activities	ESR2 and ESR12
Each ESR will post his/her publications (at least the abstract) on ResearchGate and participate in the ResearchGate discussions related to A-WEAR topics	ESR7

In addition, the last column of the table above specifies which fellow(s) should take a leadership role regarding each of the above-mentioned social media activities. A leadership role implies to actively collect inputs from other fellows, to come with ideas regarding the content, etc.

The list of more detailed requirements regarding non-technical dissemination is given in Annex 10 of GA and re-listed below. Please note that **ESRs are responsible for these**:

1. Appropriate dissemination: minimum 30 blog entries for non-scientific audience (to be visible at A-WEAR website), i.e., *minimum 2 blog entries/ESR during the project duration*
2. Outreach: Min 10 articles in newspapers and general interest magazines, min 200 subscribers and 1000 views at A-WEAR Youtube channel, i.e., *each fellow to write at least one article in a newspaper or a general interest magazines and to participate to the other social media activities listed in the table above.*



Acknowledgements

The following text together with the EU flag must be added as Acknowledgements in each non-technical article, whenever possible:



"The authors gratefully acknowledge funding from European Union's Horizon 2020 Research and Innovation programme under the Marie Skłodowska Curie grant agreement No. 813278 (A-WEAR: A network for dynamic wearable applications with privacy constraints, <http://www.a-wear.eu/>). This work does not represent the opinion of the European Union, and the European Union is not responsible for any use that might be made of its content."

Each paper should be supplemented by the acknowledgement as:

LATEX (copy as it is):

The authors gratefully acknowledge funding from European Union's Horizon 2020 Research and Innovation programme under the Marie Skłodowska Curie grant agreement No. 813278 (A-WEAR: A network for dynamic wearable applications with privacy constraints, <http://www.a-wear.eu/>).

Short, Word

The authors gratefully acknowledge funding from European Union's Horizon 2020 Research and Innovation programme under the Marie Skłodowska Curie grant agreement No. 813278 (A-WEAR, <http://www.a-wear.eu/>).

Long, Word

The authors gratefully acknowledge funding from European Union's Horizon 2020 Research and Innovation programme under the Marie Skłodowska Curie grant agreement No. 813278 (A-WEAR: A network for dynamic wearable applications with privacy constraints,



<http://www.a-wear.eu/>). This work does not represent the opinion of the European Union, and the European Union is not responsible for any use that might be made of its content.

ESR duties related deliverables and milestones

Each ESR should actively participate in the writing of deliverables (according to the WPs where they are involved, see GA) and to participate in the achieving of the milestones as given in the GA and its Annexes. A list of deliverables and milestones will be provided to each ESR by the PTM at the beginning of the network. The main supervisor of each ESR, the WP leaders, and the PTM are in charge with the timely collection of the deliverables and milestones inputs. The ESRs should comply with the internal deadlines as set by their supervisors, the WP leaders, the PTM, and the Coordinator in order to ensure a smooth functioning of the network and the best outputs in terms of training and research.

Additional tasks or deliverables might appear during the project duration (e.g., at the requirements of the EU project officer). These additional tasks may form also a part of the ESR duties.

ESR duties related to their joint/double PhD degree

Each ESR must register to a joint or double PhD program according to his/her topic description and must pay annual PhD fees (if any) at the universities where (s)he is registered. These annual fees are reimbursed by A-WEAR training costs.

Each ESR must actively pursue the completion of his/her PhD studies, which typically requires

- *a certain number of publications (to be discussed with the supervisory team)*
- *a certain number of ECTS credits (to be discussed with the supervisory team)*
- *a certain number of presentations and workshop participation (to be discussed with the supervisory team)*
- *a unique thesis writing in compound or monograph format (to be discussed with the supervisory team)*



- *a thesis defense at the place of one of the beneficiaries involved in the double/joint degree (to be discussed with the supervisory team)*

While the A-WEAR team will strongly support the ESR training, the full completion of the steps required for the joint/double PhD degree is up to each ESR as this will basically highly benefit his/her career and training goals, and therefore ESRs must proactively follow the completion of their PhDs.

Expectations from the Beneficiaries' side

The beneficiaries are expected to support the implementation of the actions outlined in the GA and the Consortium Agreement for A-WEAR. Of specific relevance for the ESR's rights, the beneficiaries are expected to (more detailed description is available in GA Article 32):

1. Ensure that the researchers enjoy at the place of the implementation at least the same standards and working conditions as those applicable to local researchers holding a similar position;
2. Ensure that the employment contract, other direct contract or fixed amount-fellowship agreement (see GA Article 6) specifies :
 - a. The starting date and duration of the research training activities under the action;
 - b. The monthly support for the researcher under this Agreement (in euro and, if relevant, in the currency in which the remuneration is paid);
 - c. The obligation of the researcher to work exclusively for the action;
 - d. The obligation of the researcher not to receive for activities carried out in the frame of the action, other incomes than those received from the beneficiary (or other entity mentioned in Annex 1 of the GA);



- e. The obligation of the researcher to inform the beneficiary as soon as possible of any events or circumstances likely to affect the Agreement (see Article 17 of GA);
 - f. The arrangements related to the intellectual property rights between the beneficiary and the researcher — during implementation of the action and afterwards;
 - g. The obligation of the researcher to maintain confidentiality (see GA Article 36);
 - h. The obligation of the researcher to ensure the visibility of EU funding in communications or publications and in applications for the protection of results (see Articles 27, 28, 29 and 38 of GA);
3. Inform the researchers about:
- a. the description, conditions, location and the timetable for the implementation of the research training activities under the action and the name of the supervisor;
 - b. the rights and obligations of the beneficiary toward the researcher under this Agreement;
 - c. the obligation of the researcher to complete and submit — at the end of the training — the evaluation questionnaire and — two years later — follow-up questionnaire provided by the Agency;
4. Ensure that the researchers do not receive, for activities carried out in the frame of the action, other incomes than those received from the beneficiaries (or other entity mentioned in Annex 1 of GA);
5. Ensure that the researchers do not have to bear any costs for the implementation of the action as described in Annex 1;
6. Host the researchers at their premises (or at the premises of an entity with a capital or legal link);
7. Provide training and the necessary means for implementing the action (or ensure that such training and means are provided by entities with a capital or legal link);
8. Ensure that the researchers are adequately supervised;



9. Ensure that a career development plan is established and support its implementation;
10. Ensure an appropriate exposure to the non-academic sector;

Expectations from the industrial partner organizations' side

Industrial partners are also expected to support and contribute to the implementation of the activities initiated by the A-WEAR network as described in the GA and Consortium Agreement for the network. It is to be remarked that Partner Organizations do not receive any direct funding for the implementation of A-WEAR, thus their expected benefit is the valuable ESR work while in the industrial secondments.

Of special relevance for the ESR's, the industrial partners are expected to:

1. Make available their research environment to the hosted ESR and possibly support synergy between the independent research project and existing projects;
2. Co-supervise the ESRs in their individual research projects and be in dialogue with;
3. Host secondments as agreed in GA;
4. Provide feedback on scientific and project progress when applicable;
5. Support and enable access to available workshops and toolsets where necessary to the research;
6. Support the dissemination activities of the research project.



Additional rules about spending during the events

Attending A-WEAR events and conferences typically involve travelling and accommodation costs. It is a must to follow a good practice while attending such events, thus the ESR should:

1. Agree with the supervisor on the available funds that could be spent on the events prior to the paper/participation request submission;
 - a. Follow this agreement;
 - b. Follow the regulations related to travelling plan and report according to the beneficiary rules.
2. Plan the trip in advance;
 - a. Use economy flights/travel;
3. Select the hotel of a reasonable price;
4. Taxi's use is generally not allowed, unless there is no public transport available; please note that several of the Beneficiaries do not reimburse taxi travel costs as a part of their units' policies
5. Visit to a conference implies:
 - a. Attending the keynote speakers;
 - b. Presenting your paper or poster;
 - c. Socialization with other attendees – establishing new connections and extending personal network;
 - d. Not sightseeing or staying in the hotel room/bar/beach/etc. during the sessions' time.
 - e. A short report to the main supervisor about your conference activity following a conference travel



6. Generally, to be reasonable and avoid spending more than supervisors.

Conflict resolution process

It is our aim that conflicts will be solved at the lowest level possible, and preferably amicably. In case an agreement cannot be reached at a task or at a WP level, then the coordinator and the PTM must be informed immediately, and the PC will take the action point to mediate and lead the conflict resolution process. In situations pertaining to ethics, the local and/or TAU DPOs should be also contacted. In situations pertaining equality issues (e.g., gender equality, work environment equality, etc.), the Equality Officer should also be informed.

Non-compliance with regulations

Non-compliance with the rules and regulations specified in the ESR's grant agreement and the obligations as specified in this A-WEAR project handbook for ESRs may result in punitive actions according to the host institution's work regulations, and in the worst case, in the termination of the work contract.

