

# **DECLARATION OF COMMITMENT**

BY THE MEMBERS OF

## **THE EURAXESS NETWORK**

2022



## History of changes

Version 2022, 17.06.2022

Page/section	Nature of change and reason (if applicable)
Title page and footer	Version number and date are added.
p5 / Part I, point 1 "Mission"	"free" is added in front of "assistance", as suggested by the DoC working group in 2020.
P5 / Part I, point 3 "Members' tasks"	Addition of a point concerning the non-authorized creation of more than one national portal per country
p6 / Part I, point 5 "Membership entry"	Additions for clarifying the procedure. A special case is added for the membership of several ESCs belonging to the same legal entity.
p7 / Part I, point 8 "Signing of the Declaration"	The procedure is updated (only 1 copy of the signed declaration is needed; e-mail address has been updated); the wording is updated at specific points.
p8 / Part I, point 9 "The EURAXESS International Organisations"	The name is changed to EURAXESS International Organisations. The abbreviation is kept (EIO). In Point A, an expanded definition of the status of EIOs is added. A footnote is also added for clarification (i.e. which orgs do not qualify as EIOs). Point C "Duties" is updated (only 1 copy of the signed declaration is needed).
p9 / Part II, Annex I, "Principles of the EURAXESS Network"	The heading title is updated to "Working Principles of the EURAXESS Network" following a comment on the DoC
p10 / Part II, Annex I, "Members of the EURAXESS network"	Some of the wording in the list of ENO tasks is updated for coherence.
p11 / Part II, Annex I, "Members of the EURAXESS network"	Terminology changed in one of the duties of the EURAXESS Centre (change highlighted): ESCs will support the implementation of the EURAXESS annual action plan at the national level, according to the plan designed by the ENO, <b>in consultation</b> .
p12 / Part II, Annex I, "Members of the EURAXESS network"	Reference to former EURAXESS Contact Points as an explanatory note is deleted in the paragraph about ESCs with local/institutional coverage.
p12 / Part II, Annex I, "Coordination and working structure within the EURAXESS Network"	Point A: Procedure added for withdrawing the membership of a EURAXESS member institution.
p13 / Part II, Annex I, "Coordination and working structure within the EURAXESS Network"	Point E: The minimum frequency for updating the DoC has been raised from 3 to 5 years, following a comment on the DoC
p14 / Part II, Annex I, "Coordination and working structure within the EURAXESS Network"	Point F: The procedure of commitment to the newest version of the DoC has been simplified: it can be done electronically.

working structure within the EURAXESS Network”	A footnote has been added to indicate that this function is forthcoming but not implemented yet.
p14 / Part II, Annex I, “Provision of services”	“Administrative support” has been added as an item to the list of services, following a comment on the DoC.
p15-16 / Part II, Annex II and Annex III	The non-discrimination clauses in both Annex II and Annex III have been harmonised (the same text is now used).
p16 / Part II, Annex III	The text of the “Privacy statement/policy” has been updated to reflect compliance with the GDPR.
p17 / Annex II Response modalities	Clarification added regarding the response timeframe
p18-19 / Part II, Annex IV	The abbreviation ECDC is coherently used for “EURAXESS Career Development Centre” throughout Annex IV.
p19 / Part II, Annex IV	Additional explanation is provided on the procedure verifying the threshold requirements for service provision. Additional explanation is provided for the term “increased specialisation”.

## **PART I**

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# PART I

## 1. Mission

*The mission of the EURAXESS Network is to provide free assistance to researchers and talents to circulate and collaborate across borders, sectors and disciplines, while facilitating open, transparent, merit-based recruitment and attractive careers within the European Knowledge Sustainable Society.*

*The EURAXESS Network serves as an implementation tool for the European Research Area, facilitating researchers' mobility in and beyond Europe, while translating policies into everyday working practice and promoting transnational cooperation and common standards for researchers and institutions in Europe.*

## 2. Aim of the Declaration

This Declaration of Commitment (hereafter referred to as "DoC") is designed to be a statement of an organisation's participation in the EURAXESS Network and to acknowledge the objectives that the members of the Network aspire to meet.

## 3. Member's Tasks

The EURAXESS Network members (EURAXESS National Organisations - hereafter referred to as "ENO", EURAXESS Centres – hereafter referred to as "ESC" and EURAXESS European/International Organisations – hereafter referred to as "EIO") shall:

- Provide support to researchers and their families and/or organisations acting on their behalf for all, or a selection of, mobility and/or career related matters<sup>1</sup>, including:
  - reliable country-specific information useful for their specific queries
  - customised assistance in administrative and procedural formalities
- Keep track of incoming requests according to the operational rules of the Network
- Promote EURAXESS among researchers, stakeholders, specific target groups and on the respective level and coverage area (institutional, local, regional, national)
- Use the EURAXESS logo: all signatories of this commitment (i.e. ENOs, ESCs,) shall use the EURAXESS logo and tagline ("EURAXESS – Researchers in Motion") according to the [EURAXESS Stylebook](#) ) provided by the EC;
- National portals: all signatories agree to centralise their network activities through the official national portal administered in collaboration with their ENO. No additional EURAXESS national portals for the same country should be created by ESCs.
- Publish information on their institution's web site about their EURAXESS membership
- Adhere to the principles of the EURAXESS Code of Conduct (see Annex II)

The members of the Network act according to the mission statement in providing free assistance in matters related to mobility and/or career development.

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<sup>1</sup> Listed in Annex I

#### **4. Member's Benefits**

Signing the DoC provides EURAXESS Network members with a wide range of shared as well as individual benefits (see Annex I). In particular

1. Increased visibility as a EURAXESS Network member institution;
2. Networking opportunities all over Europe
3. Participation in EURAXESS Network events: trainings, conferences (where ENO, ESCs shall represent their country), study visits, seminars; EURAXESS conferences, working groups, online knowledge sharing activities
4. Eligibility for participation in European Commission (hereafter referred to as "EC") EURAXESS-funded projects (restricted calls for proposals);
5. Guidance and support by the EC and ENOs
6. Use of the EURAXESS logo: all signatories of this commitment are entitled to use the EURAXESS logo associated with their activities
7. Access to the EURAXESS Extranet, the internal communication platform and resources library of the EURAXESS Network
8. Use of information and training material developed within the EURAXESS Network

#### **5. Membership Entry**

To become a member of the EURAXESS network, the legal representative of the joining institution/organisation has to sign this Declaration of Commitment according to the rules set in point 8. "Signing the Declaration of Commitment" and in Annex I, D "Joining the EURAXESS Network". In addition, the institution/organisation has to accept the structure of the EURAXESS network (Annex I) and the Code of Conduct (Annex II).

Specific condition for EURAXESS Centres (ESC)<sup>2</sup>: More than one ESC may join as member on behalf of one legal entity only if the physical addresses of these ESCs are different.

#### **6. Membership Withdrawal**

For those who wish to withdraw from the Network the following applies: any member (ESC) will duly notify the ENO of its decision; whilst any ENO will notify, if needed, the competent ministry or entity that appointed it. The ENO will then notify the EC.

European/International organisations wishing to withdraw will notify directly the EC of their wish.

#### **7. Cancellation of Membership**

Each ENO is responsible for supervising the implementation of the DoC by national/regional or institutional members. In case of non-compliance the ENO can propose to cancel the membership of the non-compliant institution.

The EC monitors the implementation at the European level.

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<sup>2</sup> For definition see Annex I, section "Members of the EURAXESS network", point 2 EURAXESS Declaration of Commitment, version 2022

## 8. Signing of the Declaration

The present DoC must be duly completed and signed in one copy; it will be kept by the joining member as the official document. The scanned pdf version of the signed declaration shall be sent to the EC ([RTD-ERA-TALENT-PLATFORM@ec.europa.eu](mailto:RTD-ERA-TALENT-PLATFORM@ec.europa.eu)) as well as to the national ENO.

The pdf version of the signed DoC will be uploaded in the organisation profile on the EURAXESS extranet. For newcomer institutions, the registration of the organisation account on the Extranet will depend on the upload of the signed DoC. The visibility of the uploaded version on the Extranet will be limited to EC roles, the ENO of the organisation and the organisation members.

The EC will register the extranet account for ENOs and will upload the pdf version of the signed DoC part of their extranet profiles. The ENO administrators will register the extranet accounts for the newly created centres in their respective networks and will be responsible for the upload of their signed DoC.

We, Poznań University of Economics and Business (PUEB), undersigned organisation declare our commitment to the abovementioned principles and requirements

(Tick the applicable cases as appropriate)

- EURAXESS National Organisation (ENO)<sup>3</sup>

- EURAXESS Centre (ESC)<sup>4</sup>

Organisation:

Poznań University of Economics and Business

Responsible:

  
prof. dr hab. Barbara Jankowska, Rector of PUEB

Date and Signature:

11.12.2024

Countersigned by EURAXESS National Organisation (if required):

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Countersigned by competent Ministry (if required):

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<sup>3</sup> See definition and tasks in Annex I

<sup>4</sup> As above

## 9. The EURAXESS International Organisations

### a. Description

EURAXESS International Organisations are independent, intergovernmental organisations appointed and overseen by more than one government, and located in one or more EURAXESS member countries<sup>5</sup>. They have no formal role within the EURAXESS Network/s of the country/ies where they have been established. They liaise directly with the EC. They provide expertise in mobility and/or career development matters<sup>6</sup> falling within the scope of the EURAXESS Network.

### b. Benefits

EURAXESS International Organisations may participate in all animation activities organised by the EC for the EURAXESS Network. They shall get special access rights to the Extranet.

### c. Duties

Each EURAXESS International Organisation shall liaise with the EURAXESS Network. They are requested to provide data and statistics through the Extranet. To this end, they are responsible for keeping their contact data up-dated in the Extranet.

Whenever needed, they shall liaise with the EURAXESS Network of the country they have been established in to share information, participate/invite to training events and launch promotion campaigns. They shall also adopt the EURAXESS look and feel in at least one page of their website devoted to their participation in the EURAXESS initiative (e.g. "ad hoc" EURAXESS entry page, or tailored layout, etc.).

The present DoC must be duly filled in and signed in one copy: it shall remain at the member's premises. The scanned pdf version of the signed declaration shall be sent to the European Commission.

We, ....., undersigned organisation declare our commitment to the abovementioned principles and requirements as a EURAXESS European/International Organisation.

Organisation: \_\_\_\_\_

Responsible: \_\_\_\_\_

Date and Signature: \_\_\_\_\_

Countersigned by the European Commission: \_\_\_\_\_

<sup>5</sup> Private or public organisations, having offices in more than one European country, are not included in this definition.

<sup>6</sup> Annex 1: "Provision of services"



## **PART II (Annexes)**

### **Annex I**

#### **Structure of the EURAXESS Network**

##### **The EURAXESS initiative**

EURAXESS – Researchers in Motion is one of the key initiatives to enhance researcher careers and mobility and, as such, is the operational instrument of related European policies. Given its overall aim of contributing to the further development and consolidation of the European Research Area (ERA) and, in particular, of making Europe more attractive to researchers from all over the world, EURAXESS is backed at a national, political and institutional level. The EC supports the activities of the EURAXESS Network for its personalised dimension and the direct contact with researchers, thus fulfilling the goal of making Europe an attractive place for researchers.

EURAXESS – Researchers in Motion contributes as the operational arm for policy implementation at both the national and the European level and supports researchers within or wanting to come to Europe. EURAXESS also aims to retain and attract talent in Europe, and enhance the careers of researchers in Europe by providing information on job opportunities; mobility services; personalised assistance; rights and obligations of researchers and research organisations; and personal career development opportunities.

The EURAXESS initiative interlinks a range of activities and remains open to taking up new policy developments.

##### **Working Principles of the EURAXESS network**

The EURAXESS members will provide principal information and assistance to the researchers and their families free of charge; however specialised services (e.g. tax or legal issues, etc.) may require additional advice. The EURAXESS Centres may recommend professional service providers where appropriate.

The EURAXESS Network operates on a not-for-profit level; in this respect institutions and/or companies that aim to use the network to market paid-for researcher services are excluded from membership in the network.

One of the principles of the network is the sharing of relevant information; this is encouraged by the use of the EURAXESS Extranet. However, charges might apply for specialised sessions such as professional training.

## Members of the EURAXESS network

### 1. The EURAXESS National Organisation (ENO)

ENOs are national coordinators. They act as coordinators at national level of the Network and liaise with the EC, national governments and other organisations. They also act as link to the ERAC Standing Working Group on Human Resources and Mobility (SWG HRM) for each country. They coordinate and support the whole network of ESCs at national level and represent their countries at the ENO meetings and at the EURAXESS biennial Conference.

ENOs may play a multifaceted role besides fulfilling the duties and responsibilities of ENO; they can also assume the role of ESC (national, regional or institutional), depending on the structure of the national EURAXESS network.

As national coordinator:

- The ENO will design an annual action plan, based on the network development goals set in the Performance Assessment Tool (PAT) and the priorities and specificities of each country. The action plan will include measurable activities, with qualitative information and key performance indicators, leveraging the resources of the whole network for increased reach and impact. ENOs will self-assess their annual action plan and will communicate the state of achievement to the EC, part of the Mid-Year Review and End-Year Review cycles.
- The ENO will assign a contact person that will liaise with EURAXESS Worldwide country representatives. The person will be granted the role of “Link with EURAXESS Worldwide” on the Extranet. The following activities are included within the role:
  - To inform colleagues in Worldwide offices on available scholarships, fellowships and highlight upcoming deadlines and/or available scholarship/fellowship national databases.
  - To facilitate the information flow between embassies in the region and colleagues in Worldwide offices if any mutually relevant activities are carried out.
  - To spread relevant information from colleagues in Worldwide offices via national information channels.
  - To contribute with information to the newsletters/flash notes published by Worldwide offices.
- The ENO will also act as EURAXESS Ambassador in their country and will promote the initiative and its instruments to institutional and non-institutional stakeholders.
- The ENO will try to connect with local, regional and national ecosystems to improve the assistance offered to incoming and outgoing researchers and their families.
- The ENO will promote common standards for institutions in terms of open, transparent and merit-based recruitment processes, proper working conditions and career development opportunities for researchers, and will

provide information on the HRS4R implementation mechanism of the Charter & Code.

- The ENO will assign a contact person that will liaise with national organisations on the Human Resources Strategy for Researchers (HRS4R). The person will be granted the role of “HRS4R Point of Contact” on the Extranet. The following activities are included within the role:
  - The HRS4R Point of Contact will liaise with national organisations on the HRS4R application and reporting procedure. The Point of Contact will provide general information on the process flow, templates to use, responsibilities and timelines. S(he) will use as supporting documents the Procedural and Technical Guidelines published on EURAXESS.
  - The HRS4R Point of Contact will interface with the European Commission on the queries received from institutions on the RTD-CHARTER functional mailbox, taking responsibility for follow up and assistance, on a needs basis.
  - The HRS4R Point of Contact will inform the European Commission on the issues encountered at a national level and will provide recommendations on how to improve the HRS4R procedure or the way it is presented on EURAXESS.
  - The HRS4R Point of Contact will forward all queries related to the content of applications requiring feedback/assistance from HRS4R experts to the functional mailbox ([RTD-CHARTER@ec.europa.eu](mailto:RTD-CHARTER@ec.europa.eu)). All technical issues highlighted by institutions must be forwarded to the Help Desk ([support@euraxess.org](mailto:support@euraxess.org))
  - The HRS4R Point of Contact will collect and report data on the number of HRS4R queries addressed during a year, using the tools provided on the Extranet.
- The ENO might on a best-effort basis participate in the policy discussions at the national level on the role of universities and research organisations in the knowledge economy, in particular to the modernisation of universities agenda, joint strategies on employment conditions and career development opportunities for researchers.
- The ENO will manage and develop the national network which includes to recruit and appoint new members, withdraw membership and build the capacity of the network while ensuring the quality of the services provided.
- The ENO will either manage the EURAXESS National Portal or appoint another portal administrator/content manager. A person in charge and a valid contact point must at all times be made available on the Extranet.

## **2. The EURAXESS Centre (ESC)**

The ESC is in contact with its national ENO. In addition, depending on its coverage area or target group:

- When National or regional coverage  
The ESC is in contact with regional and local authorities, and receives assistance and support from the ENO and may also coordinate the network of ESCs at a regional level<sup>7</sup>

or:

- When Local/institutional coverage  
The ESC is in contact with its national ENO and national or regional ESCs from where it receives assistance and support. Local/institutional ESCs support the staff of their own institution by providing assistance to researchers and their families<sup>8</sup>.

ESCs will support the implementation of the EURAXESS annual action plan at the national level, according to the plan designed by and in consultation with the ENO.

ESCs will collect data regarding the type of services provided, using one of the two tools available on the Extranet: bi-annual data reporting or real-time data collection. Compliance with the General Data Protection Regulation EU 2016/679 (“GDPR”) is the responsibility of the ESCs in charge of collecting data.

### **3. The EURAXESS International Organisation (EIO)**

EURAXESS International Organisations are independent and have no formal role within the EURAXESS Network of the country where they have been established. They liaise directly with the EC. They provide expertise in matters falling within the scope of the EURAXESS Network.

EURAXESS International Organisations and ENOs collaborate for increased reach and impact at a national level.

## **Coordination and working structure within the EURAXESS Network**

### **A. The European Commission (EC)**

The EC’s role is to coordinate activities at the European level and to liaise with the ENOs of the participating countries. The EC organises activities (e.g. training, conferences and seminars, working groups, etc.), collects data, and maintains the EURAXESS Extranet. Furthermore, the EC defines and implements the communication and policy strategy at the European level in collaboration with the Network’s members and the ERAC Standing Working Group on Human Resources and Mobility (SWG HRM).

The EC is also responsible for appointing European/International Organisations as members of the EURAXESS Network. The EC can decide to withdraw membership of a network member in cases of non-compliance with the provisions of the DoC.

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<sup>7</sup> Coverage area is displayed on the EURAXESS web site and set on the Extranet

<sup>8</sup> Coverage area is displayed on the EURAXESS web site and set on the Extranet

Withdrawal of the membership must include formal notification to the member and the relevant ENO stating the reasons why. The formal notification includes requesting observations within 30 days of receiving notification. If the granting authority does not receive observations or decides to pursue the procedure despite the observations it has received, it will confirm the termination and the date it will take effect. Otherwise, it will formally notify that the procedure is discontinued.

Appeal against the decision of the EC is possible by making a complaint to the European Ombudsman.

#### B. National structure

Within each participating country, the ENO of the Network should be appointed by the ministry or entity directly linked to national research policy whilst the ESCs should be appointed by the ENO. In cases where the above-mentioned ministry or entity is no longer in a position to commit to the initiative any existing ENO or ESC in the respective country would still benefit from the EURAXESS Network membership. This will only be revoked if the ministry or entity makes a clear recommendation.

#### C. International Organisations

Should International Organisations wish to join the EURAXESS Network the EC will be responsible for approving their direct application.

#### D. Joining the EURAXESS Network

Membership by a potential ESC of the EURAXESS Network is achieved through the following process:

1. Application to the national ENO;
2. Approval by the ENO and signature of the DoC by the applicant;
3. Countersignature by the ENO and, if required by the responsible ministry or entity;
4. Notification by the ENO to the EC.
5. Registration of an organisation profile on the Extranet, including the pdf version of the signed DoC.

Membership by a European/International Organisation of the EURAXESS Network is achieved through the following process:

1. Application to the EC;
2. Approval by the EC and signature of the DoC by the applicant.

#### E. Updating the Declaration of Commitment

In this respect the network will update the DoC whenever deemed necessary but at least every 5 years. The procedure foresees the approval of the revised document by the ENOs at the following meeting and the notification to its national members about the updated version of the DoC.

#### F. Committing to the updated Declaration of Commitment

Commitment to the newest version of the DoC for those institutions/organisations which have signed earlier can be done by confirming on the Extranet, by ticking a case<sup>9</sup>, that the organisation declares its commitment to the updated principles and requirements of the new version of the DoC.

#### **Provision of services**

The network expects the members to provide services within:

- Access to the culture of the host country/language courses
- Accommodation
- Banking
- Career Development\*
- Day care, schooling & family related issues
- Departure conditions/formalities
- Dual Career
- Entry conditions/visas
- Health insurance
- Human Resources Strategy for Researchers (HRS4R)
- Intellectual Property Rights
- Job opportunities
- Medical care
- Pension rights
- Recognition of diplomas
- Research funding opportunities
- Research Landscape
- Taxation/salaries
- Unemployment
- Work permit
- Administrative support

*\*Researcher Career Development Services can be provided at two levels. Each level has a threshold level of service provision that must be met prior to selecting 'career development' as a provided service. Please see Annex IV for a description of the two levels of service*

The number of topics covered will depend on the structure and expectations of the national network and the respective member's capacity.

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<sup>9</sup> This feature is being implemented and will be available soon.  
EURAXESS Declaration of Commitment, version 2022

## Annex II

### EURAXESS Code of Conduct

#### 1. Rules of Conduct

The EURAXESS Network promotes a service-culture approach based on requirements for politeness, openness, and transparency.

All researchers shall be treated equally irrespective of their nationality and citizenship, gender, racial or ethnic origin, religion or beliefs, disabilities, age or sexual orientation.

#### 2. Quality assurance

The EURAXESS Network members ensure high-quality services based on the requirements for reliability, competence and professionalism.

The EURAXESS Network members make the best efforts to ensure that information provided is complete, impartial, accurate, practical, user-friendly and up-to-date.

#### 3. Response modalities and complaints

The EURAXESS Network members ensure that they can be reached by at least one means of communication (e-mail, help-desk, telephone, face-to-face, etc.). Public holidays and days off should be clearly indicated on the website or through automatic responses on the phone and e-mail (if possible).

All requests and complaints shall be fully addressed within three (3) working days, except for cases in which further investigation is needed (i.e. IT issues, specific queries requiring additional check etc.). In such cases, a reply should be provided indicating an estimated time span within which the full answer can be expected.

#### 4. Data Protection

The EURAXESS Network members shall comply with national and, where applicable, European Union legislation regarding the possession and protection of personal data (EU 2016/679 GDPR). This will be treated as confidential. No sensitive data relating to clients should be made available to other network members or the public for commercial purposes.

## Annex III

# DECLARATION OF COMMITMENT FOR THE SETTING UP AND MAINTENANCE OF THE NATIONAL EURAXESS PORTAL

### *Background*

National EURAXESS Portals have been created to complement existing information provided by the European EURAXESS Portal on jobs and funding opportunities, national regulations and procedures as well as administrative and cultural issues relevant for mobile researchers.

### *Principles of Commitment*

- **Interoperability with the European EURAXESS Portal:** Standardisation on core sets of inter-operational protocols, formats, search and retrieve functions, access interfaces and terminal interfaces and protocols: in conjunction with the relevant documents and deliverables as proposed by the EC;
- **Use of the EURAXESS logo and tagline:** all signatories of this commitment (ENOs, ESCs) shall use the EURAXESS logo and tagline ("EURAXESS - Researchers in Motion") according to the Stylebook provided by the EC;
- **Quality assurance:** to ensure that the information included within their National Portal is of the highest quality: the information provided shall be complete, impartial, accurate, practical, user-friendly and up-to-date. The responsibility for this quality assurance lies entirely with the Portal Administrator and Content Manager of each national EURAXESS portal that exchanges information with the European site; the content will be reviewed at least once per year.
- **Usability:** The Portal Administrator and Content Manager will ensure that the national portal is user-friendly and easy to use and navigate through, adapted according to web-reading practices.
- **Content disclaimer:** Each national portal will publish a content disclaimer indicating the local content management entity, the office address and the contact details.
- **Accessibility:** information provided shall be accessible to all researchers regardless of their situation, place of residence or social category;
- **Principle of non-discrimination:** information provided shall respect the principle of non-discrimination and in particular shall guarantee equal treatment for its users irrespective of their nationality and citizenship, gender, racial or ethnic origin, religion or beliefs, disabilities, age or sexual orientation;
- **Confidentiality:** Where relevant, information and counselling are given in a way that respects the user's right to confidentiality and anonymity;
- **Privacy statement/policy:** Each national portal will publish a customised privacy statement. As national portals are under national governance in terms of compliance with data protection regulation, the contacts provided in the privacy statement will be those of the local ENO, which should include the Data Protection Officer<sup>10</sup>, the Data Protection Coordinator and Controller. Information

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<sup>10</sup> For more information see: <https://gdpr-info.eu/art-37-gdpr/>  
EURAXESS Declaration of Commitment, version 2022



about the purpose and description of the processing, data subjects and retention period has to be included. Cookie policy should also be explicitly displayed and accepted by the visitors of national portals.

- **Copyright:** The Portal Administrator and Content Manager will ensure that the national portal will publish text and audio-visual content for which the entity is the copyright holder or in case of copyright protected work, it has been granted rights to reproduce, distribute, display, etc. the respective work.
- **Contact point:** A person in charge and a valid contact point must at all times be made available on the Extranet.

**Common ownership of the EURAXESS initiative:** participating members are committed to exchanging information and to sharing experiences within the scope of this Commitment.

We, ....., undersigned organisation declare our commitment to the abovementioned principles and requirements (Annex III – Declaration of Commitment for the Setting Up and Maintenance of the National EURAXESS Portal).

Organisation:

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Member type (tick the applicable case):

EURAXESS National Organisation (ENO)

EURAXESS Centre (ESC)

Responsible:

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Date and Signature:

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Countersigned by EURAXESS National Organisation (if required):

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## Annex IV

# THRESHOLD LEVELS FOR DESIGNATED RESEARCHER CAREER DEVELOPMENT SERVICES

### *Summary*

Two levels of Researcher Career Development service can be provided through the EURAXESS network. These are as follows:

- EURAXESS CENTRE (with an indicated career development service)
- EURAXESS CAREER DEVELOPMENT CENTRE (ECDC)

Services provided under these categories can be determined as appropriate by the service provider relative to local and national needs. However, each level of service has an associated threshold level of service that must be provided prior to ECSs self-designating career development services through the portal. The threshold level of service provision needs to be verified by the centre itself, via self-assessment covering the requirements as listed below. The threshold requirements for each level is defined below<sup>11</sup>.

### *EURAXESS CENTRE (with an indicated career development service)*

Centres can provide physical or virtual services and can be based around services provided through the researcher careers development section of the EURAXESS portal, but must provide added value career development services determined as follows:

- Centres must undertake Training Needs Analysis (TNA) of the career development services / opportunities available to researchers (advice on how to carry out a TNA can be found on the EURAXESS portal).
- Centres must collect and publish case studies / testimonials from researchers on their career trajectory including examples from researchers in academia, in the non-academic sector and those who have moved from one sector to the other.
- Centres must provide or facilitate added value training or services to fill gaps in RCD provision in areas relevant to the finding from their TNA (there is no requirement for EURAXESS staff to develop or provide training themselves unless they have the capacity, resources, experience and willingness to do so).

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<sup>11</sup> Signposting, arranging career events or fairs, providing information about existing career development tools is not a provision of career development services.

- Centres facilitate or provide an increased specialisation, comprising of increased service scope and/or range, of career development services and training opportunities.

#### *EURAXESS CAREER DEVELOPMENT CENTRE*

Centres can provide physical or virtual services and use the name 'EURAXESS Career Development Centre (ECDC)'. In addition to the requirements noted above for ESCs with and indicated career development service, ECDCs must meet the following additional threshold requirements:

- ECDCs must provide a personalised level of career development support to researchers.
- ECDCs must make available a career advisor or coach to the researchers the ECDC supports.
- ECDCs must facilitate or provide a full suite of career development services & training opportunities to the researchers it supports.
- ECDCs must gain agreement from their ENO prior to self-designating as a ECDC

Recommendations for setting up EURAXESS Career Development Centres (ECDCs)' can be found in the EURAXESS Extranet Library.