

Attachment 6:

Secondment Agreement in Marie Skłodowska-Curie Research and Innovation Staff Exchange (RISE)

RISE SMA Grant Agreement No. 823866

This Agreement is entered into pursuant to the Grant Agreement Number 823866 and is made between the Seconded Staff Member Home Organisation, the Beneficiary Receiving Organisation and the Seconded Staff Member as defined below.

1. Definitions and required information

Beneficiary Receiving Organisation (Receiving Organisation): Leiden Institute of Advance Computer Science (LIACS) University of Leiden

Eligible Staff seconded under RISE: It is the responsibility of the Staff Member's Home Organisation to ensure that the seconded Staff Member is considered as staff based on applicable national law or internal practices.

Employment Contract: the employment contract between the Seconded Staff Member Home Organisation and the Seconded Staff Member.

Location where the research activities will take place: University of Agder Norway
Parties: the Seconded Staff Member Home Organisation, Beneficiary Receiving Organisation and the Seconded Staff Member

Project: Rise SMA as set out in the Grant Agreement No. 823866

Research activities of the Seconded Staff Member: the activities related to the Seconded Staff Member under the Project as described in Annex 1.

Scientist in charge supervising the research activities at the Beneficiary Receiving Organisation: Dr. Suzan Verberne

Secondment period: 1 September 2022-11 October 2022

Seconded Staff member (Staff Member): Dr. Setiawan Hadi, M.Sc.CS.

Seconded Staff Member Home Organisation (Home Organisation): Universitas Padjadjaran

2. Project

The Grant Agreement provides that various terms of a secondment must be set out in a written agreement between the Receiving Organisation, the Home Organisation and the Staff Member. The Parties confirm that the terms of this Agreement shall apply to the secondment of the Staff member described at section 1.

3. Home Organisation obligations

It has to ensure

- that the rights and obligations of the Staff Member remain unchanged during the secondment
- that the Staff Member is reintegrated after the secondment
- that the Staff Member is covered by an adequate medical insurance scheme
- that the Staff Member is covered under the social security scheme, which is applied to employees at the Home Organisation and the social security scheme covers the Staff Member at any place of the implementation of the Project
- that the Staff Member has the relevant expertise for the research activities

The Home Organisation shall provide reasonable assistance to the Staff Member in all administrative procedures required by the relevant authorities of the Home Organisation as well as in all administrative procedures necessary for secondment periods, such as visas and work permits required by the relevant authorities of the country of the Receiving Organisation;

The Home Organisation is aware of the contents of the Grant Agreement and will take care that the Receiving Organisation will be able to fulfil its respective duties towards the Union and other parties to the Grant Agreement.

The Home Organisation shall take measures to ensure that the Staff Member completes – at the end of the secondment - the evaluation questionnaires, provided by the REA and shall contact the Staff Member two years later in order to invite him/her to complete the follow-up questionnaires, provided by the REA and shall transmit to the REA upon request the completed questionnaires mentioned in this paragraph.

4. Staff Member's obligations

The Staff Member is aware of the contents of the Grant Agreement and will carry out his/her work in such a way that the Receiving Organisation will be able to fulfil its respective duties towards the Union and other parties to the Grant Agreement.

The Staff Member confirms that he/she satisfies the eligibility criteria he/she has to fulfil in order to be eligible under the Project as set out in Grant Agreement Art. 6.2 A (b) (i) (ii).

The Staff Member undertakes to devote himself full-time to the research activities.

The Staff Member is obliged to ensure the visibility of EU Funding in Communications or publications and in applications for the protection of results (see Art. 27, 28, 29 and 38 of the Grant Agreement).

The Staff Member is obliged to maintain confidentiality (see Art. 36 Grant Agreement).

The Staff Member shall inform the Home Organisation and the Receiving Organisation as soon as possible of circumstances likely to have an effect on the performance of the Project or this Agreement, such as sickness.

The Staff Member undertakes to return after each Secondment Period to the Home Organisation premises.

The Staff Member shall complete, sign and transmit to the Receiving Organisation the evaluation and follow-up questionnaires referred to under section 3 above.

The Staff Member shall keep the Home Organisation informed during three years after the end of the Project of any changes in his contact details.

5. Receiving Organisation obligations

The Receiving Organisation shall:

- (a) host the Staff Member during the Secondment Periods.
- (b) ensure that the Staff Member enjoys at the place of the implementation at least the same standards and working conditions as those applicable to local persons holding a similar position
- (c) provide, throughout the duration of the Secondment Periods, the means, including the infrastructure, equipment and products, for implementing the Project in the scientific and technical fields concerned and to make these means available to the Staff Member, as necessary;
- (d) provide reasonable assistance to the Staff Member in all administrative procedures such as visas and work permits required by the relevant authorities of the Receiving Organisation;
- (e) ensure that the Staff Member will work full-time under the Project during the Secondment Periods;
- (f) inform the Staff Member about the description, conditions, locations and the timetable for the implementation of the secondment and the activity

6. European Charter for Researchers and Code of Conduct for the Recruitment of Researchers

The Receiving and the Home Organisation take all measures to implement the principles set out in the Commission Recommendation on the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers.¹ The Staff Member is aware of them.

<http://ec.europa.eu/euraxess/index.cfm/rights/europeanCharter>

¹ Commission recommendation (EC) No 251/2005 of 11 March 2005 on the European Charter for Researchers and on a Code of Conduct for the Recruitment of Researchers (OJ L 75)

7. Intellectual property rights

The Receiving Organisation must – on a royalty-free basis – give access rights to the Staff Member to Background and Results necessary for his/her research and innovation activities under the action. If the Staff Member or the Home Organisation may claim rights to the results, they must ensure that the Receiving Organisation can comply with its obligations under the Grant Agreement (see Section 3 Grant Agreement “Rights and Obligations to Background and Results”), that means, that the Receiving Organisation must obtain all necessary rights (transfer, licences or other) in order to be able to respect its obligations as if those results were generated by the Receiving Organisation itself.

8. Publicity

The Staff Member shall communicate, publish and disseminate results generated within the Project in accordance with the Grant Agreement Art. 29.
The Staff Member will acknowledge the support received of the Union under the Marie Skłodowska-Curie Research and Innovation Action in any related publications or other media in accordance with the Grant Agreement (Art. 29).

9. Confidentiality

The Parties will comply with the rules relating to confidentiality in the Grant Agreement (Art. 36 Grant Agreement).

10. Payment arrangements

Payment arrangements:

Name of Bank Holder	: Setiawan Hadi
Account Number	: 0194807487
Name of Bank	: Bank Negara Indonesia (BNI)
Swift Code	: BNINIDJAXXX

The Staff Member is entitled to receive € 2.100,00 € /month for the secondment period from the Receiving Organisation. Payout will be at the beginning of each month in advance.

If the minimum period for a secondment of one month is reached, additional incomplete months will be paid as a pro-rata of 30 days. If the minimum 30 days are not completed, the funds already received would need to be returned to the host beneficiary.

11. Applicable law and jurisdiction, Place of Jurisdiction

The law of Belgium shall govern this agreement. Place of jurisdiction will be Brussels. For the avoidance of doubt the governing law of the Employment Contract will be unaffected.

12. Duration and Termination of the Agreement.

This Agreement shall come into force as from the date of signature by all Parties with retroactive effect from *05.02.2019* and shall apply until completion of the Parties'


respective obligations under this Agreement provided that if the Grant Agreement is terminated by the Union this Agreement shall automatically terminate without prejudice to any provisions which are intended to survive termination.

This agreement has been drawn up in three originals, one for each Party.

Signed 


Date September 29, 2022

(Dr. Setiawan Hadi, M.ScCS)

Signed 

Date September 29, 2022

Prof. Dr. Iman Rahayu, M.SI.
Dean of Faculty of Mathematics and Natural Sciences Universitas Padjadjaran
(On behalf of the Home Organisation)

Signed 

Date September 29, 2022

Prof. dr. J. Knoester
Dean of the Faculty of Science.
Universiteit Leiden
(On behalf of Receiving Organisation)



Scientist in charge:

Signed 

Date 29 September 2022

Dr. Suzan Verberne
Leiden Institute for Advanced Computer Science (LIACS)
Universiteit Leiden

Appendix

Appendix 1 Articles 6, Section 3, 36, 38 of the Grant Agreement, number 612170 between inter alia the Beneficiary Home Organisation and the Beneficiary Receiving Organisation and the Union.

Appendix 2 Research Activities and timetable for implementation

Appendix 1

Grant Agreement 823866

Articles 6, Section 3, 36, 38

(see attached)

Appendix 2

Research Activities and timetable for implementation

Proposed Agenda for RISE_SMA Secondment 2022 Setiawan Hadi (1 September-11 October 2022)

Date		Activities	PIC
1/9	Thu	Departure date, from Bandung to Jakarta-Amsterdam-Leiden	Setiawan
2/9	Fri	Arrive in Leiden and Preparation/Adaptation	Setiawan
3-4/9	Sat, Sun		Setiawan
5/9	Mon	General activities and self preparation	Setiawan
6/9	Tue	General activities and self preparation	Setiawan
7/9	Wed	st AI-Convergence Mixer Event: Panel discussion on "AI and Dis-Information" at Rijksmuseum Boerhaave in Leiden.	Suzan
8/9	Thu	Meeting Dean of Leiden University and discussion on MoA or MoU	Setiawan
9/9	Fri	Meeting with Suzan and Frank	
10-11/9	Sat, Sun		
12/9	Mon	Get to know Leiden Campus	
13/9	Tue	Discussion with supervisor and PhD student in Leiden University	Setiawan, Erick, Fons, Jean-Christophe
14/9	Wed	Text Mining Class	Setiawan, Frank
15/9	Thu	General activities and self preparation	Setiawan Hadi
16/9	Fri	Social Network Analysis class	Setiawan, Suzan
17-18/9	Sat, Sun		
19/9	Mon	General activities and self preparation	
20/9	Tue	Meet and discuss in a small group for research in computer science and information systems with researcher of Leiden University	Setiawan, Brian
21/9	Wed	Text Mining Class	Setiawan, Frank
22/9	Thu	Unpad Research in Computer Science preparation, Presentation of Unpad CS Research for students and lecturers	Setiawan
23/9	Fri	Social Network Analysis Class	Setiawan, Suzan
24-25/9	Sat, Sun		
26/9	Mon	Discussion and follow up research collaboration	
27/9	Tue	Meet and discuss in a small group on the design curriculum for computer science and information systems with program coordinator in computer science in Leiden	Setiawan
28/9	Wed	Text Mining Class. Discussion for RISE_SMA activities for year 2023	Setiawan, Suzan, Frank

29/9	Thu	Social Network Analysis Class, Preparation of Report writing Final Report writing of the secondment RISE SMA	Setiawan
30/9	Fri	Independent research	Setiawan
1-2/10	Sat, Sun		
3-8/10	Tue-Sat	Independent research	Setiawan
9/10	Sun	Preparation for leaving for Leiden to Amsterdam	Setiawan
10/10	Mon	Trip from Amsterdam to Jakarta	Setiawan
11/10	Tue	Arrive in Jakarta	Setiawan

Summary:

The main activity during the staff exchange will be:

The main activity during the staff exchange will be: Meeting the Dean, discuss about MoA or MoU

1. Showing campus University of Leiden, walking around the campus
2. Meet and discuss in a small group on the design curriculum for computer science and information systems with program coordinator in computer science in University of Leiden
3. Sit-in Class
4. Guest lectures
5. Discussion with Erick and Supervisors
6. Planning for RISE_SMA exchange year 2023
7. Student Exchange
8. Joint supervision for Ph.D. student.