

SECONDEES' BOOKLET

Dear consortium member,

The following summarizes administrative issues regarding your secondment. You will find all documents in the *Useful documents* tab on the PADDLE [website](#).

FOR BENEFICIARIES, *i.e.* European institutions

Before

You have received funding from IRD to organize your secondment yourself. Therefore, you are autonomous to organize your travel and your stay in your host institution.

Please inform Marie Bonnin and Odeline Billant of your secondment's realisation **at least one month before you leave** (paddle@ird.fr). You will have to fill in the *Risk assessment form* and send it to Odeline Billant. **This is a legal obligation.**

Your institution has to inform the EU commission of your secondments' realisation less than 20 days after the start of your secondment, by uploading it on the EU portal.

A document to guide you in this *very simple* process is available on the website. This person will need the following information. Either you upload it yourself (if you have the id and password), either you find the person in charge in your institution.

Secondee Profile

Secondment information

Titre		Sending organisation - employer	
First name		Host organisation	
Last Name		Work Packages	
Researcher Category ¹		Start date	
Birth date		End Date	
Gender		Duration (in days)	
Nationality			
Countries of residence in the past 5 years			
Mail			

¹ Choose between: administrative staff, early stage researcher (< 4 years experience in research), experienced researcher (> 4 years experience in research), technical staff, managerial staff

During your secondment

In reference to the 5th chapter of the Grant agreement, each beneficiary is responsible in front of the EU of the utilisation of his/her funding. In case of an audit of the PADDLE project, we have to be able to prove your secondments' realisation, up to several years after the end of the project.

You have to keep **all documents proving** that

- you went to your secondment's localisation
- you stayed there 30 days
- you have received 2000€ from your institution for living and travel expenses
- the 1800€ linked to your secondment have been spent *in the benefice of the project*

Therefore, we highly recommend that you keep following **supporting documents' originals**, and it is highly recommended to make copies of your:

- boarding pass
- accommodation invoice
- any other bills justifying the spending of the 2000€ you received for your secondment
- any other bill justifying the spending of the 1800€

Fill in the *attestation of secondment* form and ask somebody from your host institution to sign it.

After your secondment

Please send **less than 10 days after the end of your secondment** the *Attestation of secondment* filled in and signed to Odeline Billant: odeline.billant@ird.fr.

I just realised I cannot do my secondment as planned, what can I do?

- Inform Odeline Billant
- Reprogram the secondment

The list of planned secondments as transferred to the European Commission can be modified, if scientifically justified.