Content (use PDF bookmarks for easy navigation):
– Update on EARMA’s Annual Conference and General Assembly in Tallinn, Estonia, 30 June – 2 July 2014:
  – Remember to register
  – General Assembly materials on EARMA website
  – Call for members of the EARMA Board
  – Call for EARMA Auditors
  – Call for new members of EARMA’s Working Groups:
    o Professional Development Working Group
    o European Research Area Working Group
    o Annual Conference Committee
– EARMA website update:
  – User’s Guide to EARMA’s website
  – Call for experts/web forum managers
  – Participate in ERA-WG’s web survey on Horizon 2020
  – New presentation material; flyers and posters
  – IMPORTANT: Vote on country of registration!
– Chairman’s travel reports:
  – EARTO 2014 meeting in Vienna
  – euroCRIS 2014 conference in Rome
  – CASRAI ReConnect conference in Rome

EARMA’s Annual Conference and General Assembly in Tallinn, Estonia, 30 June – 2 July 2014

The most exciting event of the year for European research support, EARMA’s Annual Conference in Tallinn, Estonia, is approaching rapidly and EARMA hopes to welcome as many of the members as possible to this beautiful city and spectacular conference venue. Here are the latest updates about the conference:

Register on the Annual Conference website
If you have not registered yet for the conference, to avoid disappointment, members are advised to do so as soon as possible since we have had an unprecedented level of interest. To register, please go to http://earma-tallinn-2014.com/registration/

General Assembly materials on EARMA website
The documents for the General Assembly, to be held on 1 July 2014, 17:00 – 18:00 in Tallinn (exact meeting venue will be announced at the conference) are available at EARMA’s website where it can be downloaded as a PDF document. Please download and read this important information, where you will also find the following calls:
Call for EARMA Board members (applications deadline 8 June, 2014)

You are hereby invited to submit your candidature for becoming EARMA Board member.

Board members are elected for a two years period, and shall be willing to take on the responsibility to carry out the goals of the Association as set forth by the members on the General Assembly. The work of the Board is defined in the Statutes article 13.

To stand for election you have to provide:

a) A short – not more than one page – description of your background, motivation and commitment to become a Board member

b) A written, signed letter of commitment from your home institution/organisation

We are looking for experienced research managers and administrators and specific experiences in the following areas would be welcome though not essential:

- Website design and management,
- Implements and negotiation policy issues,
- Membership and training

The two candidates with the highest number of votes, but who are not elected, will automatically become replacements.

Please e-mail your application (maximum of 2 A4 pages) to secretary@earma.org before 8 June 2014.

Information about Board Members’ responsibilities

As a Board member, you should be ready to engage in the following activities:

Every two weeks a 2 hours telemething in the Board, 4 face-to-face one day Board meeting, participation in and contribution to the EARMA events – 2-3 per year – participation in and contribution to the Annual Conference. Represent EARMA towards other associations. Take the responsibility for Board activities, as campaigns, Treasurer, Secretary or other. Finally you are expected to take responsibility in the Board, together with other Board members, for one or more EARMA working group.
Call for EARMA Auditors (Deadline for application 8 June 2014)

You are hereby invited to submit your candidature for becoming EARMA Auditor. The EARMA Auditors are elected for a one-year period, and shall be willing to take on the responsibility to carry out the auditing of the EARMA accounts and present an audit report for the General Assembly. The work of the auditors is defined in the Statutes article 10, 16 and 17.

EARMA has an external Accounting Service and an external Financial Audit.

To stand for election you have to provide

a) A short – not more than one page – description of your background, motivation and commitment to become an EARMA auditor

b) A written, signed letter of commitment from your home institution/organisation

Please e-mail your application (maximum of 2 A4 pages) to secretary@earma.org before 8 June 2014.

EARMA is looking for new members of its Working Groups

EARMA’s 3 Working Groups—Professional Development, European Research Area, and the Annual Conference Committee— are looking for new members. The call for each Working Group (WG) is outlined below, and detailed in the General Assembly Agenda that can be downloaded from the web page.

The deadline for application is 8 June 2014 for all WG’s.

Call for members of the Professional Development Working Group (PD-WG)

You are hereby invited to submit your candidature for becoming member of the Professional Development Working Group. Members are appointed for a two-year period, and shall be willing to take on the responsibility to carry out the goals of the PD-WG as outlined below.

Please note: The description of the PD-WG below is a condensed version; please refer to the full text in the General Assembly Agenda.

In order to initiate a professional development training and certification system for its members, EARMA established a Professional Development Working Group (PD-WG) in 2011. The WG deals with issues of professionalization, recognition of the profession, define and address needs in managing international and national research projects, in special management issues in the European Framework Programmes, in simplification, Joint Programming, in exchange programmes, networking and other issues coming up in the European and trans-European Research Area.

We are looking for EARMA members to join the PD-PD-WG to contribute and invite you to apply. You are expected to deliver a significant contribution to the working group.
Terms of Reference and Selection Criteria

The communication within the PD-WG will take place via e-mail, or through teleconferences at least once a month. The Chair of the PD-WG, in cooperation with the EARMA Board Members, manages the working group.

You should be prepared to devote time to contribute to the working group. If a PD-WG member is not able to contribute for a period of three months or longer, they are obliged to inform the Chair of the PD-WG otherwise they are considered no longer member of the working group.

The appointment of the PD-WG is for two years (2014-2015), and supplementary calls for new members can be agreed with the EARMA Board.

The PD-WG has a budget of 5,000 € per year for activities.

Members of the WG must have documented relevant expertise and experience in at least some of the following:

1. Proposal preparation;
2. Costing of projects and financial reporting;
3. Contract negotiations with the Commission and other project partners;
4. Project management and governance;
5. Delivering training, particularly for external audiences, on any aspect of (International Research) Project Management and Administration and European and/or other Research Framework Programmes.
6. Strong communication skills.

What is in it for me?

Members of the PD-WG will be acting on a voluntary basis. However, any and all documentation issued by the WG on behalf of EARMA will acknowledge the members of the WG and their home institutions.

How to Volunteer for the PD-WG

To be considered for the Professional Development WG, members must provide:

1. A brief summary, detailing how you meet the above criteria and summarizing your commitment, motivation for volunteering and your special know-how and interest in the field;
2. A CV, outlining the most relevant knowledge and experience.

Please e-mail your application (maximum of 1 A4 page) to secretary@earma.org before 8 June 2014.
Call for members of the European Research Area Working Group (ERA-WG)

You are hereby invited to submit your candidature for becoming member of the European Research Area Working Group. Members are appointed for a two-year period, and shall be willing to take on the responsibility to carry out the goals of the ERA-WG as outlined below.

Please note: The description of the ERA-WG below is a condensed version; please refer to the full text in the General Assembly Agenda.

The Board setup the ERA Working Group in 2010 to monitor policy developments in the European Research Area (ERA) and to identify relevant topics where EARMAs contributions may bear distinguishing characteristics rather than adding just more of the same to an on-going discussion. Over the past four years, the ERA WG has produced EARMA Position Papers (e.g. on simplification, and EARMAs response to the EC’s Green paper in the open consultation), organised annual one--day expert workshops and sessions in the Annual Conference dedicated to current topics including Innovation, Industry–Academia Relations, new Instruments (EIT, KICs), and Open Access. The results from these events were followed up with articles in LINK to disseminate the information to the EARMA membership at large.

The main objective of the ERA Working Group for 2014 is to monitor the implementation of Horizon 2020. The Working Group has the final responsibility for the selection of topics and actions within its remit, so further activities may be included at any time upon agreement between the Working Group members.

Key Objectives and Selection Criteria

The ERA working group is responsible for:

- Actively monitoring and promoting discussion on policy developments with regard to the European Research and Innovation Framework Programmes and their simplification;
- Identifying common concerns amongst our members regarding management and implementation of projects under Horizon 2020, and to propose possible solutions;
- Communicating these concerns and possible solutions to the European Commission and to the EARMA members;
- Producing EARMA position papers, and where relevant, articles for LINK, EARMA-- website or other relating to the ERA;
- Organizing activities for members, particularly training activities such as workshops and seminars;
- Preparing workshops and sessions for the Annual Conference.
We would welcome 5 volunteers that meet all or part of the qualifications below:

1. Comprehensive knowledge of, and experience in, the field of research management and administration.
2. Good general knowledge of European research policy, aims, and background
3. Be of a creative, practical, and organizational nature
4. Must be an EARMA member.

What’s in it for me?

Members of the ERA-WG will be acting on a voluntary basis. In return for your commitment, there will be a number of opportunities to:

1. Broaden your expertise in Framework Programme and other European issues and add to your network;
2. Increase your profile and that of your home institution within Europe;
3. Develop professionally and gain personal satisfaction;
4. Establish a strong network of professional contacts.

How to volunteer for the ERA-WG

To be considered for the European Research Area WG, members must provide:

1. A brief summary, maximum one page, outlining your knowledge and experience and explaining how they meet the ERA Working Groups requirements.
2. A written, signed letter of commitment from your home institution/organisation.

In case of any queries relating to the ERA Working Group, please contact its secretary, Anne Katrin Werenskiold: era@earma.org

Please e-mail your application (maximum of 2 A4 pages) to secretary@earma.org before 8 June 2014.

Call for members of the Annual Conference Committee (ACC)

You are hereby invited to submit your candidature for becoming member of the Annual Conference Committee. Members are appointed for a two-year period, and shall be willing to take on the responsibility to carry out the goals of the ACC as outlined below.

Please note: The description of the ACC below is a condensed version; please refer to the full text in the General Assembly Agenda.

The ACC is selected by the Board of EARMA and has final responsibility for its actions. The main objective of this Committee is to organise and prepare EARMA’s annual flagship event: our Annual
Conference. This is the premier promotional, educational and networking event for the European community of Research Managers and Administrators.

Working closely, and in collaboration, with the Board, the ACC’s mandate is two-fold:

1. To ensure that Annual Conferences reflect EARMA’s vision and mission;
2. To ensure that Annual Conferences are successful, high-quality and financially sustainable events reflecting the needs of our Members.

The Annual Conference is currently a three-day event comprising a mixture of plenary and parallel sessions, workshops, and discussion groups. It is frequently accompanied by pre- and/or post-Conference events. The Board appoints the Chair and the representative of the hosting organization. All members of the Conference Committee will be acting on a voluntary basis.

**What’s in it for me?**

In return for your commitment, there will be a number of opportunities to;

1. Broaden your expertise in Framework Programme and other European issues and add to your network.
2. Increase your profile and that of your home institution within Europe.
3. Develop professionally and gain personal satisfaction.

**Selection criteria**

As a result of this call, we would welcome 5 volunteers that meet all or part of the qualifications below:

1. Comprehensive knowledge of, and experience in, the field of research management and administration.
2. Prior experience in conference programming and organizing.
3. Be of a creative, practical, and organizational nature
4. Must be an EARMA member.

**How to Volunteer for the Annual Conference Committee**

Members are appointed for a two-year period, and shall be willing to take on the responsibility to carry out the goals of the ACC as described below.

To stand for selection you have to provide

a) A short – not more than one page – description of your background, motivation and commitment to become an ACC member.

b) A written, signed letter of commitment from your home institution/organisation.

Please e-mail your application (maximum of 2 A4 pages) to secretary@earma.org before 8 June 2014.
EARMA website update

EARMA’s website is constantly developing, with the aim to provide the best possible user experience. Please do not hesitate to contact the web master (web@earma.org) with comments and suggestions. The latest developments are briefly outlined below:

User’s Guide to EARMA’s website
We have produced a simple guide showing you how to make best use of EARMA’s website that can be downloaded here as a PDF file. This guide will be updated in the future. We hope you find it helpful!

Call for experts/web forum managers
Would you like to share your expertise with other members and lead discussions on topics that interest you? As part of its plans to improve communications, the board would like to establish the forums on our website as vibrant resources that will benefit all members. Accordingly we require enthusiastic volunteers who can take charge of our forums. The benefits for you will be to raise your profile and become recognised for your expertise as well as the chance to learn from other members.

Specifically, your role as a forum expert would be to:
• Lead discussions and stimulate debate on topics relevant to the Forum
• Answer Questions from members

Currently, we have forums available on the following topics:
• Financial and Project Management
• Research Offices and Models of Support
• Legal, Ethical, Open (Access Publishing)
• Research Policy
• H2020

Please note, the H2020 forum is for H2020 topics not covered by one of the other forums, including programmes, assessment, proposal writing and project assessment. We may open further forums in the future. We are also open to suggestions for new forums.

Please submit your expression of interest to web@earma.org, stating the title your preferred forum.

Participate in ERA-WG’s web survey on Horizon 2020
EARMA’s European Research Area Working Group (ERA-WG) is currently dedicating effort to monitoring the implementation of Horizon 2020. To that end, you are invited to participate in the ERA-WG’s survey of the first impressions of proposal submission under Horizon 2020.
New presentation material on website; flyers and posters

New presentation materials are available on the website, and can be downloaded as PDF files:

- EARMA in a Nutshell folder with a brief and concise introduction of EARMA. An accompanying on-line presentation is in its final stage of development and will be presented at the Annual Conference 2014 in Tallinn.
- EARMA Certificate in Research Management Flyer. The flyer describes the EARMA's accredited Certificate in Research Management Professional Development Course being offered for the 1st time in 2014.

Both folders are 3-fold flyers, and are also available in hard copy. In addition, PDF’s of EARMA roll-ups are available. Members interested in using such roll-ups should contact EARMA’s secretariat.

IMPORTANT: Vote on country of registration!

All members (for institutional members, only the Institutional Contact Points): Please vote for EARMA’s country of registration at the website as soon as possible! All the information needed as well as the voting poll can be accessed at this web page.

Chairman’s travel reports

Part of the obligations of EARMA’s Chair is to represent EARMA at meetings and conferences of sister and partner organizations. John Donovan of Dublin Institute of Technology here reports briefly on the latest events:

EARO 2014 meeting in Vienna, Austria, 8-9 May 2014

EARO (The European Association of Research and Technology Organisations) represents research and technology organisations (RTO’s), such as Fraunhofer in Germany, around Europe. They tend to be organisations undertaking commissioned research on behalf of companies.

The organisations range from 100% private to 100% public and every possible combination in between. EARO is a Sister Professional Association of EARMA, as an invited participant, I took the opportunity to meet several EARMA members in this group and to meet new organisations such as YEAR (Association of Young Researchers). I also distributed information about EARMA, the EARMA PD programmes and discussed a joint project that EARMA and EARTO will carry out together towards the end of this year.
**euroCRIS 2014 conference in Rome, Italy, 13-15 May 2014**

*euroCRIS* is a Sister Professional Association of EARMA and has been for a number of years. There conference takes place every two years and EARMA has been represented at them previously.

*euroCRIS* is an association that keeps the CERIF standard. CERIF is the standard for research information exchange mandated for use across the EU. The focus of this conference for EARMA was the completion of an MoU between the two Associations.

There is a considerable overlap between the job that our members do and the types of information that CERIF deals with. Research Information Systems are increasingly being used as the repository of ‘all information’ that is relevant to researchers and research evaluations. Our members are responsible for the collection and maintenance of lots of the information.

During the meeting a number of joint actions were agreed to take place between the two Associations. These include a joint EARMA/CRIS ‘Summer School’ for ‘RDM for RSO’.

**CASRAI ReConnect 2014 conference, Rome, Italy, 14-16 May 2014**

The [Consortia Advancing Standards in Research Administration Information (CASRAI)](http://www.casrai.org/) is a non-profit standards development organization. CASRAI is an international community of leading research funders and institutions collaborating to ensure seamless interoperability of research information. They collectively develop and maintain a common data dictionary and advance best practices for data exchange and reuse between research teams, institutions, and funding agencies throughout the entire life-cycle of research activity.

EARMA has been asked to join as an affiliate member (free). I was asked to take part in a panel discussion on the re-use of research data and the daily life of RDM in research offices.

As we move to a more connected research world, data exchange and standards for this are becoming more and more important. A significant number of the world’s developers, vendors and communities were represented at what was a lively and thought provoking session. I received much interest in EARMA and many promises to come to our Tallinn conference.