

CORBEL Staff Exchange

17-19 October 2017

Venue: CCMAR, Faro (Portugal)

Objectives of the staff exchange:

- Exchange experiences and operational best practices among participants in User Access and Service Provision;
- Facilitate an open and collaborative forum for discussion between managers of research infrastructures and topic-specific experts;
- Based on particular experience and knowledge of “User Access and Service Provision of different Infrastructure’s, definition of steps to implement Standard Operational Procedures (Technical, Administrative and Financial matters);
- Promote communication and future collaboration between research infrastructures in areas of synergy.

Program of the staff exchange

1st day (Faro, CCMAR)

09:00 - Welcome

09:20 - CCMAR as EMBRC and AQUAEXCEL2020 partner (CCMAR Director, Infrastructure Representative);

09:40 - Technological Core facilities at CCMAR (Scientific Coordinator or representative)

10:00 - CCMAR’s Standard Operational Procedures to receive users and provide services (Liaison Officer / Local Access Officer)

10:20 - Participant presentation (RI in which they are involved, their roles, Interactions with users, challenges, expectations from the staff exchange) (each participant)

10:40 - Coffee break

11:00 - Participant presentation’s (RI in which they are involved, their roles, Interactions with users, challenges, expectations from the staff exchange) (each participant)

11:40 - Round table with people involved in the user access and service provision at CCMAR and participants to analyses Strengths and weaknesses on the topic, stimulating a brainstorm .

12:30 - Lunch

14:00 - CCMAR facilities guided tour (Liaison officer)

15:30 - How to calculate Access Costs regarding TRANS-NATIONAL ACCESS (TNA) (Financial Officer)

16:00 - Informal discussions with selected EMBRC and Aquaexcel representatives (Infrastructure Manager, Local Access Officer, Aquaria Facilities Manager; Financial Officer) – based on the preferences of participants.

2nd day (Faro, CCMAR)

09:00 - Visit to the Ramalhete field station (Aquaria facility manager)

Technical tour to the backstage: overall view of the salt water circuit, pumping and filtration system and fish tanks. Visit to the seahorse breeding facility and talk with specialists, visit to

the sea cucumber breeding facilities depending on the special authorization and presence of the specialists. Oceanic acidification system, animal data registration system used in the bioterium, automatic temperature registration system and video recording system.

13:00 - Lunch

14:30 - Round table - Participants will be invited to present their own challenges and present possible approaches to tackle the issues

16:30 - Discussion – “What do I know now that I wish I’d known when I started?”

3rd day (Faro, CCMAR)

09:00 - Visit to Ria Formosa lagoon, Natural Park. Field ecosystem approach (Liaison Officer)

12:30 - Lunch

14:00 - Wrap-up session during which the participants will discuss the outcomes of the staff exchange and possible future cooperation. Fulfilment of expectations, lessons learned, recommendations and conclusions.

Through a short, targeted survey, participants will be asked at the end of 3-day staff exchange about their experiences in User Access and Service Provision in their RI: strengths, weaknesses, opportunities and threats. The outcomes of the survey will be used to tailor the staff exchange conclusions.

Benefits

- After the staff exchange, participants will be able to:
- Review challenges and explore opportunities on their organization with other perspective,
- Identify strengths and weaknesses in activities related with User Access and Service Provision in their organization
- Optimize Standard Operational Procedure’s for User Reception and integration into infrastructures, administrative and financial general procedures
- Improve dynamics, socialization and team building contacts between different areas regarding motivation for work in progress.

Other important information

The applications will be evaluated based on the following criteria:

- Potential impact of the staff exchange on the development of a research infrastructure, which an applicant is affiliated to;
- Clarity of motivation of the applicant to participate in a staff exchange;
- Position of an applicant within a research infrastructure;
- Maturity of a research infrastructure;

A maximum of three participants will be selected from different research infrastructures.

Only applications submitted via an on-line application form available in SurveyMonkey will be considered.

Questions can be addressed to Ana Margarida Amaral: amamaral@ualg.pt