

SIXTH FRAMEWORK PROGRAMME
Human Resources & Mobility
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EUROPEAN NETWORK OF MOBILITY CENTRES

Deliverable 1.1

Bridgehead Research Mobility Center statute, functions and job descriptions

WP1 Setting up a Research Mobility Centre at the bridgehead organisation

Project acronym: **BulRMCNet**

Project full title: **Bulgarian Network of Research Mobility Centres**

Proposal/Contract no.: **MOBI-CT-2004-510971**

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Statute of Research Mobility Centre

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Article 1 The Research Mobility Centre (RMC) is unit of the Sofia University ‘St. Kliment Ohridski’ established in relation to Article 4 (2) and Article 14 point 6 of the Regulation for the structure and activities of the Science Research Department (NIS).

Article 2 The RMC is established as a result of the implementation of project BulRMCNet for Building a Bulgarian Network of RMC in order to fulfil the role of a national coordinating unit in the network.

Article 3 The RMC has the following main objectives:

- a) to collaborate with national institutions and organisations on issues related to ensuring:
 - 1. *European standards for welcoming foreign researcjers in the country;*
 - 2. *validated information on issues of the mobility of researchers accessible through the National web portal;*
 - 3. *internationally accessible information on free positions for researchers.*
- b) to collaborate and exchange information with members of the European Network of Research Mobility Centres and the Bulgarian Network of RMC;
- c) to contribute to establishing genuine mobility culture in Europe and in Bulgaria in particular;
- d) to ensure assistance to mobile researchers and their families directly or by transferring to other competent institutions.

Article 4 The RMC fulfils specific tasks comprising:

- 1. to create, maintain and periodically update the national web portal and data bases for researchers mobility;
- 2. to ensure regularly updated information on legal issues and legal acts in force in the area of employment, international relations, finance, healthcare and social insurance, etc. through maintaining links to the respective ministries and state organs;
- 3. to follow the policy in various areas having direct impact on researchers mobility;
- 4. to provide positions and proposals to the respective political organs on the existing legal gaps with negative impact on the mobility of researchers;
- 5. to inform the respective experts and political organs on specific needs of the mobile researchers;
- 6. to maintain links to the statistic agencies and scientific institutions ensuring statistical data on mobility;
- 7. to coordinate the activities of the Bulgarian Network of RMC;
- 8. to contribute to dissemination of information and best practices among the members of the Network;

9. to stimulate the interactions among the members of the Bulgarian network of RMC;
10. to coordinate the work on creating and disseminating information packages, products and services for mobile researchers;
11. to carry out activities for awareness raising and training for provision of information and services by the members of the Bulgarian Network of RMC;
12. to provide organisational, technical and methodological assistance for setting up of regional RMC according to project BulRMCNet;
13. to provide assistance to the regional structures for developing the network at local level.

Article 5 The RMC has the task to provide directly or indirectly (by transferring to other competent institutions) comprehensive and up-to-date information and personalised services and assistance to mobile researchers and their families on the following issues:

1. visa and entry conditions;
2. work permissions and opportunities;
3. salaries and taxes;
4. pension rights, healthcare and social insurance;
5. accommodation;
6. childcare and education;
7. language courses;
8. culture of the receiving country;
9. intellectual property rights.

Article 6 The RMC realises its activities by:

- a) acting in collaboration with the department „International relations and protocol”, as well as all faculties and structural units of Sofia University;
- b) carrying out contacts and collaboration with other interested universities, state, private and non-governmental organisations in Bulgaria and abroad.

Article 7 The RMC is guided by a director appointed by the Steering Council of NIS based on a proposal of the coordinator of BulRMCNet project.

Article 8 The RMC Director:

- a) sets up and organises the work of the RMC and distributes the tasks among its personnel and approves the results of their work;
- b) controls the RMC available resources and is responsible for their respective usage;
- c) represents the RMC at the Sofia University and other institutions.

Article 9 The RMC personnel comprises director, experts and technical persons, working on working contract for fulfilment of the tasks of project BulRMCNet.

Article 10 The RMC is on self financing. Its incomes are formed from:

- a) purposeful financing of the RMC by international and national programs;
- b) donation and sponsorship;
- c) other sources stipulated by law.

Article 11 The financial and accounting services of the RMC are ensured by NIS at Sofia University. The resources are spent for:

- a) salaries of the RMC personnel;
- b) missions in the country and abroad in relation to carrying out the tasks of the RMC;
- c) developing, publishing and translating of information materials and guides;
- d) buying of office equipment and techniques;
- e) organisation of external events – seminars, conferences, workshops;
- f) payment of consumables necessary for the functioning of the Centre;
- g) maintaining of the material bases of the Centre.

Article 12 The purchased material actives, if not negotiated other, are property of the Sofia University and are used by the Centre in accordance with Article 18 of NIS Regulations.

This Statute is accepted by the Steering council of NIS at Sofia University ‘St. Kl. Ohridski’ on 18/02/2005.

Job descriptions of the staff of the Bridgehead Research Mobility Centre

As stipulated in its Statute, the RMC personnel comprises director, experts and technical persons, working on working contract for fulfilment of the tasks of project BulRMCNet.

1. Director

The RMC is guided by a director appointed by the Steering Council of NIS based on a proposal of the coordinator of BulRMCNet project.

The tasks of RMC Director include:

- setting up and organising the work of the RMC in order to fulfil the objectives and the specific tasks of RMC included in its Statute;
- distributing the tasks among its personnel and external experts, when necessary, and approving the results of their work;
- controlling the RMC available resources and their respective usage;
- representing the RMC before the Sofia University and other institutions.

For the fulfilment of the above mentioned tasks are required the following skills/competences:

- completed higher education at least at Bachelor level;
- relevant experience of minimum 5 years in the area of project and team management;
- experience in international relations or relevant contacts with international institutions, organisations, companies, etc.;
- fluency in English, knowledge of other languages is an advantage;
- leadership capabilities;
- good organisational, communication and presentation skills;

2. Expert staff

The main tasks of the expert staff of the RMC comprise:

- collection, storage and dissemination of information and materials related to visa and entry conditions, work permissions, taxes, pension rights, healthcare and social insurance, accommodation, childcare and education, etc.
- provision of direct or indirect services and information to mobile researchers according to Article 5 of the RMC Statute;
- organisational and methodological support of the Bulgarian Network of RMC, including training of their staff, dissemination of information and good practice, etc.
- collaboration on expert level with governmental institutions and agencies on topics of interest to mobile researchers;
- organisation of awareness raising events, and dissemination activities.

For the fulfilment of the above mentioned tasks are required the following skills/competences:

- completed higher education at Bachelor level;
- relevant experience in the area of operational management;

- fluency in English, knowledge of other languages is an advantage;
- good computer skills (MS Office, web applications)
- excellent organisational and communication skills;
- excellent report writing and presentation skills;

3. Technical staff

The main tasks of the technical staff of the RMC comprise:

- design, programming and maintenance of the National Research Mobility Portal;
- design and filling in of information data bases relevant to the tasks of the RMC;
- maintenance of a research jobs opportunities web data base;
- assistance in training of the staff of other RMC.

For the fulfilment of the above mentioned tasks are required the following skills/competences:

- completed higher education at Bachelor level in informatics or relevant;
- expertise in web design;
- in-depth knowledge of one or more web mark-up languages (HTML, Javascript, etc.);
- fluency in English;
- good verbal and written communication skills.