



Metrology for Integrated marine MaNagement and Knowledge-transfer nEtwork

Call H2020-INFRAIA-2020-1
Topic INFRAIA-02-2020
Integrating Activities for Starting Communities

General Guidelines for the TNA calls

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Index

Index	3
1. Introduction	4
2. Objectives of the TNA	4
3. Access Rules	4
4. The TNA Calls	5
5. Modality of access (MoA) under this proposal	5
6. Submission of the TNA/VA proposals	6
7. Evaluation and selection procedure	6
8. What have to do if your project is accepted	7

List of figures

Figure 1. TNA process

List of tables

Table 1. TNA calendar

1. Introduction

Two calls for proposals are foreseen under the MINKE project, which will be published in December 2021 and June 2023. They will be published on the MINKE website, mailing lists, social media, and other public access media, clearly stating the timeline and providing the template for transnational access proposals.

The access is provided free of charge and includes all the logistical, technological and scientific support, as well as any specific training, that is normally provided to external users of the specific facility.

2. Objectives of the TNA

1. Provide coordinated 'free of charge' trans-national access to researchers or research teams from academy and industry to metrological laboratories, coastal infrastructures and low cost sensors.
2. Build long-term collaborations between end users and facilities.
3. Promote the importance of marine data quality through the knowledge of proper and well characterized measurements.

3. Access Rules

Some specific conditions must be met to apply for the MINKE TNA/VA calls as the following:

1. User/users groups will benefit from "free of charge" access to the infrastructures offered by the MINKE program after applying to the Calls.
2. Access must be transnational; the user group leader and most group users must work in a different country than the country where the facility is located. The country in which the applicant works is considered and not the nationality of the researchers or researchers' team.
3. The applicant, or most applicants within a group, must be employed by an organization established in an EU Member State or an associated country.

4. Only user/users' groups that are authorized to disseminate the results they have generated under the action will be able to benefit from access.
5. Access for groups with a majority of users not working in the EU or a partner country is limited to 20% of the total number of access provided. While access from non-associated third countries is possible, it will require strong justification and will be closely monitored.
6. The provider of each infrastructure will establish the appropriate start and end times for access to their facilities. In the same way, it will ask for the necessary documentation to support and justify the access. This documentation will explain the type of service provided as well as a record of the names, nationalities and institutions of origin of the users.
7. The access provider will ensure that users comply with the established terms and conditions for using the infrastructures and meet the eligibility criteria established by MINKE for TNA and VA access.

4. The TNA Calls

	First call	Second call
Opening of the call	December 2021	June 2023
Submission deadline	2nd week of February 2022	2nd week of August 2023
Evaluation and selection phase	3rd week of February - 1st week of March 2022	3rd week of August - 1st week of September 2023
Feedback to applicants	2nd week of March 2022	2nd week of September 2023
Access	3rd week of March 2022 - 4th week of July 2023	3rd week of September 2023 - 4th week of January 2025

Fig. 1 - TNA calendar

5. Modality of access (MoA) under this proposal

A user or group of users shall be given access to the infrastructures listed from TNA providers to test, calibrate, validate instruments or train personnel in metrological or instrument manipulation concepts. An additional access is provided to low cost instrumentation as well. Modality of Access can be of the three following types:

- MoA1 Remote: the presence of the user or user group is not required at any time during the access period.
- MoA2 Partially remote: the presence of the user or user group is required at some stage, e.g. for installing and uninstalling an instrument.
- MoA3 In-person (“hands-on”): the presence of the user or user group is required/recommended during the whole access period.

If unspecified, the default MoA will be considered as likely to be partially remote (MoA2). As multidisciplinary installations are generally able to host multiple users and handle multiple activities simultaneously, the access can be shared simultaneously by several user groups. Users, unless otherwise specified, shall preferably bring their own measuring system to be installed/tested (MoA2: Partially remote).

6. Submission of the TNA/VA proposals

Proposals must be submitted to MINKE using TNA/VA Office mail (minke.tna@upc.edu) during the period when a Call is open (around 2 month). They will be registered in order of their arrival and a reference number will be assigned: MINKE_TNA/VA_CALL#_progressively_increasing_number (starting from 01), then they archived and prepared for evaluation.

Suppose users apply for access to a facility at which time of admission has already been used up. In that case, they may be redirected to another facility with unconsumed admission time. As far as possible, the alternative facility offered will have similar technical or geographical characteristics.

7. Evaluation and selection procedure

The TNA Office will check the proposals in order as they were submitted. A preliminary check is necessary to ensure the correct application of each one. Incomplete proposals will automatically be rejected.

Proposals will be evaluated by two experts from the MINKE Evaluation Committee;

Following this review, proposals will be sent to the MINKE Evaluation Committee for final decision. Applicants will be notified of the outcome of the evaluation within three weeks from the date of submission.

The Evaluation Committee will prioritise the projects that:

- Are in accordance with the objectives of the call.
- Have not previously used the installation.
- Do not have equivalent research infrastructures in their own countries.

The unsuccessful applications will receive feedback for improvement and some options for resubmission in future calls.

8. What have to do if your project is accepted

When a project is accepted, candidates will be asked to get in touch with the facility manager to interact directly with the facility operators to discuss details and the exact timeline.

Then, a contract will be signed between the end-user or group of end-users (institution/company of the user group, if applicable), the MINKE Consortium in the person of the CSIC coordinator and the beneficiary who gives access to its infrastructure (installation operator).

The agreement will define the terms of access and will detail:

1. General access conditions
2. Specific access conditions
3. End- user commitments
 - a. expenses
 - b. travel and shipment costs
 - c. TNA project report of the experiment
 - d. Safety rules
 - e. Dissemination and exploitation of the results
 - f. Intellectual property rights
 - g. Data acquired during the experiments and calibration
4. Facility operator commitments
5. Conditions regarding end-users' expenses reimbursement
6. Coordinator's role

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7. Confidentiality
8. Liability
9. COVID-19 statement
10. Duration - termination
11. Jurisdiction

Along with the agreement, the end user will also receive a template to report immediate outcomes after the visit and to provide information useful for reporting to the European Commission.

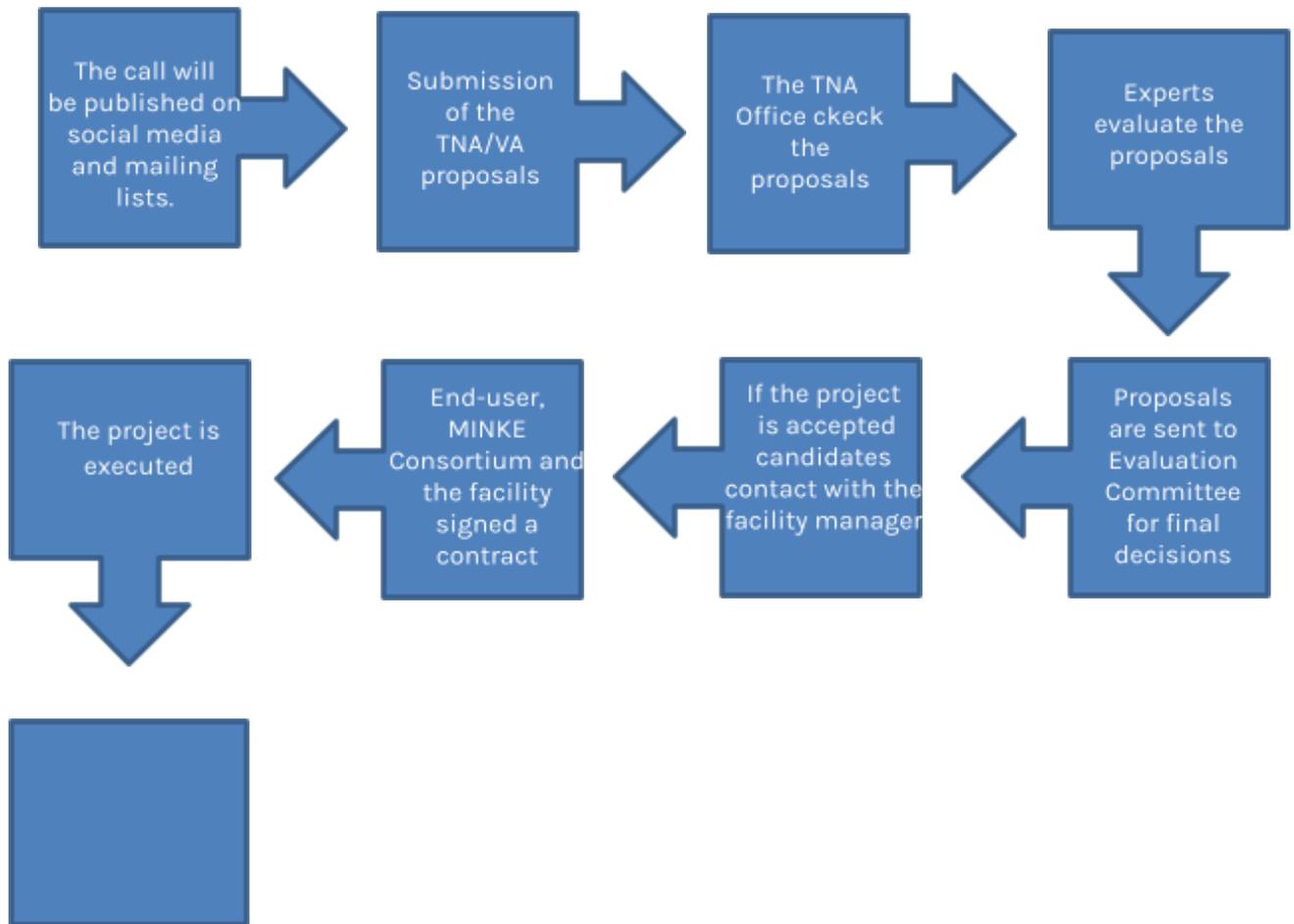


Figure 1 - TNA process