

Global Minds Call 2020 Incoming (XREI-in) and outgoing (XREI-out) staff mobility

Abbreviations

AAP	Assisterend Academisch Personeel
ATP	Administratief en Technisch Personeel
BAOW	Bijzonder Adviesorgaan voor Ontwikkelingssamenwerking
IRMO	International Relations Office
RIB	Council for International Policy / Raad Internationaal Beleid
VUB	Vrije Universiteit Brussel
ZAP	Zelfstandig Academisch Personeel
OAP	Overig Academic Personeel
SDG	Sustainable Development Goals

Objectives of the call

The objective of this call is to stimulate the mobility of staff. This can be VUB personnel travelling South, or Southern staff travelling to the VUB or to a VUB organized event in Belgium. However, the mobility should contribute to the **capacity building** within VUB with regard to **university development cooperation** (in accordance with the [Global Minds objectives](#)). As such, a mobility can take place within the framework of:

- Sharing knowledge (e.g. guest lectures, trainings,...)
- Joint curriculum development
- Recruitment
- Exploring, initiating, intensifying collaboration and (new) partnerships
- Joint research/joint PhD
- Dissemination of research results
- Joint research workshops (group mobility)
- The development of project proposals

However, not all mobilities are eligible. For example, the following proposals will not be taken into consideration:

- Fieldwork for research
- Passive participation at a conference

Each mobility should contribute to an overall objective and have an added value for both institutions. The mobility must have a development relevance and tangible results should be reached at the end of the mobility. For a group mobility, a specific motivation will have to be provided.

This project is supported by [VLIR-UOS](#). This call reaches out to all VUB community members, to propose scientific, educational and administrative initiatives.

Budget	<p>Individual mobility: Max. € 2.500 per person Group mobility: up to a maximum of 5 people (max. € 2.500 € per person – so if 3 people travel, a maximum of 7.500 € can be requested)</p> <p>These expenses have to take into account the VLIR-UOS financial regulations. The call awards a maximum of 2.500 € to support an individual mobility. Group mobilities can go up to a maximum of 5 people with a support of maximum 2.500 € per person. This budget covers the flight (economy ticket), the per diem of the stay (as per VLIR-UOS regulations, with a maximum of 7 nights, not travel nights), hotel cost (as per VLIR-UOS regulations, with a maximum of 7 nights), insurance and transport from and to the airport in Belgium (public transport, taxi or own vehicle in which case, VUB's compensation/km applies). Costs made for visa or malaria medication are also refundable.</p> <p><u>Remarks:</u></p> <ul style="list-style-type: none"> - The requested and approved budget will be made fully available on a specific PKC provided by IRMO, with the promotor as full delegate. As such, the promotor will have full access to the budget, and will be responsible for all expenses and payments. Costs which are not eligible by VLIR-UOS regulations, but made by the promotor, will be reclaimed afterwards. <p>A maximum of 2 mobilities a year per staff member can be funded. First time applications of staff A will have priority over an application for a second mobility by staff B.</p>
Duration	Mobility has to take place in 2020
Eligibility	<ul style="list-style-type: none"> - Eligible participants: <ul style="list-style-type: none"> o ZAP, AAP, OAP, PhD, ATP personnel of VUB o Professors and staff employed by a university located in one of the 31 countries on the country list. For this group, application has to be done by a VUB personnel member. - A maximum of 2 mobilities a year per staff member can be funded. - The mobility outcome has to be development relevant. - Applicants must submit their proposal before the deadline. - Proposals must be submitted via the online application form, as defined in the call. - Applications have to be written in English and according to the modalities explained in the call.

Required documents & application procedure	<ul style="list-style-type: none"> - Fill in and sign the application form. - Fill in the budget template. - Fill in the partner template. - Go to the submission website <ul style="list-style-type: none"> ➤ for outgoing mobility : XREI-OUT 2020 ➤ For incoming mobility : XREI-IN 2020 - Fill in personal details - Upload the signed application form - Upload the budget and partner template - Upload letter of support of the partner institution/organisation (if applicable) - Upload CV (if applicable) Remarks: Partners can be North and/or South, public, private, education institution, NGO, ... Indicate name, department, function and describe their role and added value in the template.
Countries (of destination or origin)	<p>Africa: Benin, Burkina Faso, Burundi, Cameroon, DR Congo, Ethiopia, Guinea, Kenya, Madagascar, Mali, Morocco, Mozambique, Niger, Rwanda, Senegal, South Africa, Tanzania, Uganda, Zimbabwe.</p> <p>Asia: Cambodia, Indonesia, Palestinian Territories, Philippines, Vietnam.</p> <p>Latin America: Bolivia, Cuba, Ecuador, Guatemala, Haiti, Nicaragua, Peru.</p> <p>Remark: due to VLIR-UOS regulations, Suriname is not an eligible destination.</p>
Launch of call	13 January 2020
Deadline submission	<ul style="list-style-type: none"> • 23 February 2020 • 24 May 2020 • 27 September 2020
Grants available	50 mobilities available for granting in 2020
Contact person	Olivia Lebbe: Olivia.lebbe@vub.be Jannes Motmans : Jannes.motmans@vub.be

Selection criteria

The selection is a competitive process organised by the RIB and based on the assessment of the quality of the proposal from an academic and organisational point of view.

The project should be in line with the Global Minds goals, and will be evaluated based on its relevance to those goals:

- to strengthen and deepen the capacity and knowledge of VUB in development cooperation and to sustain, improve and expand its collaboration with partners in the South (developing countries);
- to integrate development issues into education, research and administrative processes;
- and to raise awareness about global challenges.

We are aiming at proposals that are development relevant. By this we mean the extent to which the objectives of the proposal are consistent with beneficiaries' requirements, country needs, synergy opportunities, global priorities (SDG's) and partners' and donors' policies.

The selection is primarily based on the following criteria:

1. **Quality:** Quality of the proposal (content, form, ...).
2. **Effectiveness:** The extent to which the proposal's objectives are expected to be achieved, taking into account the planned activities and the connected deliverables/results (activities -> deliverables -> objectives)
3. **Efficiency:** A measure of how economically resources/inputs (funds, expertise, time, etc.) are converted to deliverables/results. "Value for Money"
4. **Impact:** Potential positive and negative effects produced by the activity, directly or indirectly, intended or unintended, for the applicant, VUB, the society, sector and, if relevant, for the local partner.
5. **Sustainability/Strategic Relevance:** The continuation of benefits and/or cooperation after the activities have been completed. The developmental relevance. The contribution to the capacity building of the VUB in the field of university development cooperation.

For more information about project formulation and differentiating results levels, please see the table below and the [Guide to the formulation of VLIR-UOS projects](#).

	Outputs (Intermediate Results)	Specific objective(s) (outcome level)	General objective (impact level)
Level of control	Sphere of control	Sphere of influence	Sphere of interest
What?	Products or services (can also include use of outputs)	Changes for beneficiaries	Contribution to a change at level of society
Resulting from...	Resulting from activities	Change resulting from the use of outputs	Resulting from the achievement of a combination of other outcomes
When?	Achieved during the project	Achieved at the latest at the end of a project	Appears after the end of project. The project only contributes to the impact level (no attribution)

Selection procedure

Step 1: IRMO performs an eligibility check.

Step 2: All eligible applications are sent to the BAOW.

Step 3: The BAOW makes a selection and advises the RIB on the selection results.

Step 4: The RIB makes the final decision.

The following time frame is set:

Date	Action	Responsible
<ul style="list-style-type: none">• 13 January 2020	Call will be launched to all deans, 'vakgroepvoorzitters', 'voorzitters van de opleidingsraad' and via the e-newsletter	IRMO
<ul style="list-style-type: none">• 23 February 2020• 24 May 2020• 27 September 2020	Deadlines for applicants. Proposals must be submitted via online application file	VUB personnel member
<ul style="list-style-type: none">• 3 March 2020• 4 June 2020• First BAOW of next academic year	Pre-selection by BAOW	IRMO and BAOW
<ul style="list-style-type: none">• 24 March 2020• 23 June 2020• First RIB of next academic year	Final approval by the RIB, 4 times a year following the BAOW meetings	RIB
Latest 3 weeks after the RIB selection.	Applicants will be notified by e-mail and budget will be made available.	IRMO
Latest one month after the mobility	The grantee submits a narrative and financial report to IRMO. A mandatory template is available.	Grantee

Selection outcome

All applicants will receive an e-mail with the selection outcome latest 3 weeks after the RIB selection. Detailed feedback about the proposal will be provided in that e-mail.

Final report

A narrative and financial report, must be submitted one month after the ending of the project. It will present the current state of affairs of the project. The report must be presented on the required forms, which are available on the VUB website.

The reports must be sent electronically to Olivia.lebbe@vub.be.

Information

For further general information, please contact IRMO

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