Concept Note Seasonal School

Africa-UniNet | 2024

Cover Page and Summary

Please start with your own cover sheet. It needs to provide an overview of the planned event (date, location, topic, involved institutions, summary) and can be designed individually.

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# Contact Information

The following aspects have to be covered:

* Contact details of the African Africa-UniNet host institution = coordinating institution. *Please note that the event has to take place at an active Africa-UniNet member institution in an African country.*
* Contact details of the responsible coordinator at the host institution including a description of the academic qualifications and expertise *(minimum qualification: PhD).*
* Contact details of the Austrian Africa-UniNet partner institution(s). *Please note that at least one active Austrian Africa-UniNet institution has to be involved.*
* Contact details of the responsible Austrian contact person including a description of the academic qualifications and expertise. *(minimum qualification: PhD student).*
* Team members of the participating institutions. *(minimum qualification for all team members that are envisaged to receive funding: PhD student).*
* *Please note that the CVs of overall coordinator and contact person(s) (max. 4 pages each) have to be included in the application as Appendix 1.*

# Design and Relevance

The following aspects have to be covered:

* Topic of the event, relevance of the topic, contribution to the SDGs.
* Time and location of the event. *Please note that the event has to take place at an active Africa-UniNet member institution in an African country. The event has to take place in 2024.*
* Target group, estimated number of participants and how they will be reached and selected. *Please note that only PhD students and post docs can be financed by Africa-UniNet and that they have to be affiliated to an active Africa-UniNet member institution. While master students are welcome to participate, their travel costs have to be covered by other financial means.*
* Context to existing or past Africa-UniNet projects, interdisciplinary approach.
* If the event is embedded in a larger event format: elaboration of context, contribution of Africa-UniNet in terms of its content and participants.
* Integration of a gender and diversity perspective.
* Expected results, dissemination and potential publications.
* Risks management.
* Preliminary programme including intended teachers and speakers. *Please note that only PhD students and post docs can be financed by Africa-UniNet and that they have to be affiliated to an active Africa-UniNet member institution.*
* References (if applicable)

# Facilities and Organisation

The following aspects have to be covered:

* Description of the venue and the facilities. *Please note that the event has to take place at an active Africa-UniNet member institution in an African country.*
* Next airport, travel from the airport to the location, visa requirements.
* Time frame for the organization of the event.
* Description of the organizational team, modes of collaboration, tasks and responsibilities.
* Information on management support by the host institution. *Please note that a support letter by the management of the host institution has to be submitted as Appendix 2.*

# Budget

The following aspects have to be covered:

* Overall estimated costs, costs to be financed by Africa-UniNet and costs to be covered by the participating institutions, co-funding and external sponsors if applicable.
* *The Africa-UniNet regulations for eligible expenses apply. The following expenses can be covered by Africa-UniNet:*
* *Mobility and subsistence costs for PhD students or post docs from active Africa-UniNet member institutions to the host institution and back.*
  + *Max 1,500 euros per person for travel costs to and from the host institution. This amount is limited to costs for flight, travel to and from the airport, travel insurance and and visa costs.*
  + *Subsistence and accommodation costs of no more than 100 euros per day, but no more than 1,250 euros/month for PhD students and no more than 1,400 euros/month for post docs.*
* *Equipment and material costs for up to 3,000 euros in total*
* *Any total amount up to a maximum of 40.000,00 euros can be applied for.*

You have to include the estimated costs to be financed by Africa-UniNet in the following list. Please include the participants yet to be defined as PhD1, PhD2 as well as Post doc1, Post doc2, etc. respectively.

**Estimated Mobility Costs**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Name (PhD students or post docs from active Africa-UniNet member institutions to and from the host institution; Please include the participants yet to be defined as PhD1, PhD2 as well as Post-doc1, Post-doc2, etc. respectively)** | **Gender** | **PhD student or post doc?** | **From and to (insert host location)** | **Dates of travel, number of days** | **Estimated costs for travel (max 1,500 euros per person for flight, travel to and from the airport, travel insurance and and visa costs)** | **Estimated costs for accommodation and subsistence (max. 100 euros per day, but max. 1,250 euros/month for PhD students and max. 1,400 euros/month for post docs.** | **Total** |
| 1 |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |
| 5 | Please insert further lines if needed. |  |  |  |  |  |  |  |
|  | **TOTAL** |  |  |  |  |  |  |  |

**Estimated Equipment and Material Costs**

|  |  |  |
| --- | --- | --- |
| **No.** | **Item** | **Total (max. 3,000 euros in total)** |
| 1 |  |  |
| 2 |  |  |
| 3 | Please insert further lines if needed. |  |
|  | **TOTAL** |  |

**Total Costs to be financed by Africa-UniNet**

|  |  |  |
| --- | --- | --- |
| **No.** | **Item** | **Total** |
| 1 | Total Estimated Mobility Costs |  |
| 2 | Total Estimated Equipment and Material Costs (max. 3,000 euros) |  |
|  | **TOTAL (max 40,000 euros)** |  |

# Confirmation of Appendices

Please confirm that you have included the following documents in the application:

Appendix 1: CV of overall coordinator and contact persons (max. 4 pages each)

Appendix 2: Letter of support by the host institution, signed by an authorised signatory of the respective institution

# Data Protection Declaration and Confirmation

By signing this application you give your consent to the processing of your personal data by Africa-UniNet and the OeAD-GmbH. Further you confirm that all the team members have given their consent to the relevant processing of their personal data.

Controller for data processing is the OeAD (Österreichische Austauschdienst)- Gesellschaft mit beschränkter Haftung – Austrian Agency for International Cooperation in Education and Research (OeAD-GmbH), Company register number (FH) 320219 k (Commercial Court Vienna), Ebendorferstraße 7, 1010 Wien, Austria. Data protection officer is Mag. Christian Pichler-Stainern, [datenschutz@oead.at](mailto:datenschutz@oead.at).

You explicitly agree

* that the OeAD-GmbH as data controller registers, records and processes the compiled personal data in accordance with the EU General Data Protection Regulation (GDPR) and other valid legal regulations;
* that the personal data will be published on websites, newsletters, print work, annual reports and social media of Africa-UniNet and the OeAD-GmbH;
* that the personal data will be passed to all other members of Africa-UniNet, its President, its Board and its General Assembly for professional exchange and networking;
* that the compiled personal data (including activities for the network) will be passed to the owner of the OeAD-GmbH (Republic of Austria) and the respective authority commissioning Africa-UniNet and the OeAD-GmbH (e.g. Federal Ministry of Education, Science and Research and other institutions which support Africa-UniNet financially).

Data is processed according to the legal provisions Article 6 paragraph 1 point a (Consent) and point e (Performing our statutory public relations mandate in our area of responsibility) and point f (for the purposes of the legitimate interests pursued by the controller or by a third party) of the GDPR.

Please tick if the following applies

I explicitly agree that my personal data will be used for delivering the periodical newsletter with substantial information about Africa-UniNet.

In case of requests for information, correction, revocation and deletion of your personal data please contact Africa-UniNet (mail to: [africa-uninet@oead.at](mailto:africa-uninet@oead.at)) or the data protection officer of OeAD-GmbH (mail to: [datenschutz@oead.at](mailto:datenschutz@oead.at)). To obtain detailed information about the data processing as well as about your rights, please see the [Privacy Statement of the OeAD-GmbH which will be updated if necessary.](https://oead.at/en/privacy-policy/)

Please confirm the following criteria that have to be met for a successful application.

I, the undersigned, herewith certify…

…that I am not interacting as an intermediary, but am directly responsible for the coordination of the event.

…that I have developed this concept note in collaboration with my project partners and that they are willing to conduct this cooperative event.

…that the information provided in this concept note is correct and complete.

…that in case of any further funding of the proposed activities, I will inform the OeAD Africa-UniNet office at [africa-uninet@oead.at](mailto:africa-uninet@oead.at) immediately.

…that in case of any changes of information, I will inform the OeAD Africa-UniNet office at [africa-uninet@oead.at](mailto:africa-uninet@oead.at) immediately.

I confirm that while organizing and conducting the Seasonal School I will comply with all relevant national, international and EU legislation, e.g. the Dual-Use-Regulation (EU) 2021/821 ([Commission Delegated Regulation (EU) 2022/ of 20 October 2021 amending Regulation (EU) 2021/821 of the European Parliament and of the Council as regards the list of dual-use items (europa.eu)](https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32022R0001&qid=1660118969330&from=EN)) as well as relevant EU recommendations on Research Ethics and Tackling R&I Foreign Interference ([Tackling R&I foreign interference - Publications Office of the EU](https://op.europa.eu/en/web/eu-law-and-publications/publication-detail/-/publication/3faf52e8-79a2-11ec-9136-01aa75ed71a1)) and the restrictions declared in the EU Sanctions Map (<https://www.sanctionsmap.eu/>).

City, date, name, signature of overall coordinator