

## **Final Report 01/01/2013 – 31/12/2014 – Core of the Report**

Grant Agreement number: 324304  
Project acronym: ESNFO  
Project title: EURAXESS SERVICE NETWORK FAROE ISLANDS  
Project coordinator: Annika Sølvará  
Organisation: The Faroese Research Council

### **Project objectives**

The project will set up the EURAXESS service network in the Faroe Islands and include the national services in the context of the broader European service network. The overall goal is to set up a national service network that offers first class mobility guidance to researchers wanting to work in the Faroe Islands. This will be accomplished through a number of initiatives that collectively work towards this goal. The relevant persons and institutions will be engaged to solve possible legislative issues and provide the best knowledge base for the services. Two Service Centres will be established of which one is the Faroese Bridgehead Organisation. Together the centres will provide all the necessary tools for the EURAXESS services including training of staff and the publication and continuous running of the Faroese EURAXESS portal.

### **Work progress and achievements**

#### **Work Package 1: Project management**

Objective:

The objective of this work package is to ensure effective co-ordination and collaboration within the project partners and to ensure the fulfilment of the project activities within the time schedule and budget constraints proposed.

Work performed:

- A Management Team has been established. The team consists of the Director, the EURAXESS Project Manager and the EURAXESS Coordinator at the Faroese Research Council.
- The Management Team has met regularly to plan and discuss various issues during the upstart period of the Faroese EURAXESS services.
- The Bridgehead Organisation has met with experts and representatives from other involved organisations, such as ministries and the Immigration Office, on several occasions to discuss relevant issues.
- A Project Initiation Document has been adopted and published on the website of the Faroese Research Council. The Document contains the project objectives, the structures and procedures of the management, and a description and work plan for the project.

- The Coordinator and the Project Manager have interacted and reported to the European Commission and represented the Faroese Bridgehead Organisation at the European level.
- A Steering Group has been nominated. The Group acts as a consultative body for the Management Team and the Coordinator. It also helps to remove barriers in the Faroese administration by increasing efficiency of implementation of legislation in relation to mobility of researchers and other relevant issues.

#### Major achievements:

- Coordinating and fulfilling the project
- Adopting a Project Initiation Document
- Interacting with and reporting to the European Commission
- Representing the Faroese Research Council at European level
- Setting up a Steering Group

#### Deviations from project programme:

|      |  |                |                   |
|------|--|----------------|-------------------|
| D1.1 | Midterm report                                 | Date due 12/13 | Actual date 03/14 |
| D1.2 | Setting up of a steering group                 | Date due 02/13 | Actual date 10/13 |
| D1.3 | Minutes of management team and members meeting | Date due 10/14 | Actual date 02/15 |
| D1.4 | Projection Initiation Document                 | Date due 02/13 | Actual date 02/14 |
| D1.5 | Minutes of Steering Group meetings             | Date due 10/14 | Actual date 02/15 |
| D1.6 | Final Report                                   | Date due 12/14 | Actual date 03/15 |

#### Comment:

The Project Manager went on leave in October 14. This made it necessary to reorganise the management work and caused delay especially in respect to the reporting of the various deliverables. Also we had difficulties in finding the right form to report our deliverables.

### **Work Package 2: National Mobility Network**

#### Objective:

The objective of this Work Package is to establish the Faroese EURAXESS service network by assigning the Faroese Research Council as Bridgehead Organisation, by

setting up two Mobility Centres and by setting up communication channels between the Mobility Centres and higher education institutions and other relevant R&D performers.

Work performed:

- The Faroese Ministry of Education, Research and Culture has designated the Faroese Research Council as the Faroese legal entity in charge as the Faroese Bridgehead Organisation for the set-up of a national EURAXESS network.
- The Bridgehead Organisation has been formally established at a meeting at the Faroese Research Council. The objective of the BHO is to coordinate the mobility network and to network with the other members of the international EURAXESS service network. The BHO is also one of two Mobility Centres in the Faroe Islands.
- The University of the Faroe Islands has been established as the second EURAXESS Mobility Centre in the Faroe Islands.
- A new staff-member, Ms Dagmar Joensen-Næs, has been employed as daily coordinator for the start-up period of the EURAXESS network.
- The Project Manager and the Project Coordinator have met with directors and staff of the Faroese research institutions in order to inform them of the set up of the Faroese EURAXESS Services and to appoint Contact Points at the various research institutions.
- Relevant staff-members at all public research institutions, the private sector and relevant public authorities have been appointed as EURAXESS Contact Points.
- A Mobility Handbook for EURAXESS Service Centres staff and Contact Points has been prepared with information packages on administrative procedures and important contacts. The Handbook is available on the intranet area of the Faroese EURAXESS portal. The intranet also has a page where comments and questions on mobility issues can be raised.
- The Mobility Handbook has been constantly updated and at the end of the project period sent out in pdf. version to relevant institutions.

Major achievements:

- Establishment of a Bridgehead Organisation and two Service Centres
- Appointment of Contact Points at all research institutes, the private sector and relevant public organisations
- Mobility Handbook for staff at Service Centres and Contact Points available on the intranet area of the Faroese EURAXESS portal

Deviations from project programme:

|   |                |                   |
|---|----------------|-------------------|
| D2.1 Bridgehead Organisation established              | Date due 02/13 | Actual date 02/14 |
| D2.2 Establishment of Mobility Network                | Date due 03/13 | Actual date 02/14 |
| D2.3 Draft of Mobility Handbook                       | Date due 10/13 | Actual date 03/14 |
| D2.4 Follow-up report on the Faroese mobility network | Date due 10/14 | Actual date 02/15 |
| D2.5 Final version of Mobility Handbook               | Date due 12/14 | Actual date 02/15 |

Comment:

The Project Manager went on leave in October 14. Due to lack of resources we decided to concentrate on publishing our portal first and then set up an intranet section where the mobility handbook was made available.

### **Work Package 3: National Researchers' Mobility Portal**

Objective:

The objective of this Work Package is to develop the national mobility portal: euraxess.fo.

Work performed:

- The domain name <http://www.euraxess.fo> has been registered.
- Based on advice from the Euraxess network, the open source solution Typo3 has been chosen.
- A contract on development and maintenance of the portal has been made with the webdesigner firm Ctrl Sp/f .
- Hosting facilities for the Faroese EURAXESS website have been arranged with the public institution Nám which is the main provider of services to Faroese schools.
- The design of the portal has been set up. Its layout mirrors the other European EURAXESS portals. The portal is primarily designed to meet the needs of researchers coming to the Faroe Islands. It features practical information, research job opportunities, information on funding and the Faroese research landscape. The portal is linked to the search tools on euraxess.eu. It offers the possibility of registering Faroese CV's and research job vacancies on the European EURAXESS portal's job database. It contains links to all relevant legislation and documents and has a database of all EURAXESS service centres and contact points. The portal also contains an intranet section open only to registered users.
- The prototype of the Faroese EURAXESS portal was completed in August 2013.

- Information material has been collected and edited. The content has been provided by the Mobility Centres and Contact Points and relevant public and private parties.
- The Faroese EURAXESS portal was launched in December 2013.
- The information provided on the portal has been subject to regular quality control. Feed-back has been collected from researchers and research institutes, and the portal has been revised accordingly.

Major achievements:

- Arrangements made for hosting and technical maintenance of the portal
- Prototype of the Faroese EURAXESS portal completed
- Information material collected and edited
- Final Faroese EURAXESS portal launched

Deviations from project programme:

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|---|-----------------|-------------------|
| D3.1 Prototype of Faroese EURAXESS portal | Date due: 05/13 | Actual date 03/14 |
| D3.2 Final Faroese EURAXESS portal        | Date due: 07/14 | Actual date 02/15 |

Comment:

We had technical difficulties for some time when setting up the prototype of the portal.

## Work Package 4: Information and assistance for researchers

Objective:

The objective of this Work Package is to create tools for information and assistance to mobile researchers, by setting up a mobility centre help desk and by creating a comprehensive mobility guide with practical information for researchers about living and working in the Faroe Islands. This work package will also inform the relevant Faroese research institutions about the commission initiative on “The European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers”.

Work performed:

- Communication channels have been identified and established to officials in all relevant ministries and government institutes that could be helpful in mobility issues.

The prime organisations are the Immigration Office, the Ministry of Trade and Industry, the Ministry of Education, Research and Culture, the National Health Insurance, and the Taxation Office.

- The coordinators of the BHO and the EURAXESS Centre at the University of the Faroe Islands have with assistance from the mobility network gathered information and set up a draft for a mobility guide for incoming researchers and their families. The mobility guide contains information on entry conditions, health and social security, taxation, family issues etc.
- The draft of the mobility guide was published on the Faroese EURAXESS portal on March 5th, 2014.
- An offer was received from the Faroese printing company Føroyaprent for printing 150 booklets with the title “A Foreign Researcher’s Guide to the Faroe Islands”. The size of the booklet is A5 and it contains 68 pages and a cover and has spiral binding. The is DKK 8,287 + DKK 5,000.
- The Mobility Guide has been printed and distributed to research institutions and representations of the Faroe Islands abroad. Research institutions have been instructed to provide incoming researchers with a copy of the mobility guide.
- The final version of the Mobility Guide has been made available for download (.pdf) on the website of EURAXESS Faroe Islands.
- An action plan for informing the relevant Faroese research institution about the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers has been set up. The aim is to encourage the institutes to adopt the C&C.
- A Faroese version of the latest Charter & Code leaflet has been set up and printed in 700 copies.
- In the spring of 2014 information meetings on Charter & Code were held at all research institutes.

#### Major achievements:

- Communication channels identified and established to officials in relevant ministries and other governmental institutions instrumental regarding incoming mobility.
- Help Desk established to provide researchers with assistance and information related to mobility
- Mobility guide for incoming researchers published
- Action plan for institutions in the Faroe Islands to participate in the European Charter for Research and Code of Conduct for the Recruitment of Researchers set up and carried out
- Faroese versions of European leaflet on Charter & Code set up and printed

Deviations from project programme:

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| D4.1 Help desk manual | Date due: 04/13 | Actual date: 03/14 |
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Comment:

We had difficulties in finding the right communication channels at two public organisations.

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| D4.2 Draft of mobility guide published at portal | Date due: 08/13 | Actual date: 03/14 |
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Comment:

We decided not to publish the mobility guide until the contents were completed and ready for printing as we wanted to be sure that everything was correct.

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| D4.3 Mobility guide published | Date due: 12/14 | Actual date: 02/15 |
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Comment: We had to concentrate on completing all materials for the portal before being able to make a version for the mobility guide.

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|--|-----------------|--------------------|
| D4.4 Final version of Mobility Guide published at portal | Date due: 12/14 | Actual date: 02/15 |
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| D4.5 Help desk activity log | Date due: 12/14 | Actual date: 02/15 |
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|--|-----------------|--------------------|
| D4.6 Action plan for institutions to participate in Charter & Code | Date due: 02/14 | Actual date: 06/14 |
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## Work Package 5: Dissemination & Workshop

Objective:

The objective of this Work Package is to promote the mobility network and the portal.

Work performed:

- An early awareness raising campaign was carried out in February and March 2013, The EURAXESS Manager and the EURAXESS Coordinator held a number of meetings with the directors of the Faroese research institutes in order to inform about the process of building up the Faroese EURAXESS services.
- A second awareness raising campaign directed towards the R&D community was carried out in the spring of 2014. The object of the campaign was to introduce the services offered by the national and European EURAXESS mobility networks and mobility portals. The campaign was aimed at potential users of these services. Information meetings were held with the directors and relevant heads of departments at the Faroese research institutions. The agenda of the meetings was to inform about

the services offered by EURAXESS and to urge the institutes to adopt the principles of Charter & Code.

- A Faroese version of the latest EURAXESS leaflet for researchers was printed and distributed at the meetings with the research institutions. The leaflet was set up with the source files for the original EURAXESS leaflet and printed in 700 copies by the Faroese printing company Føroyaprent. The size of the leaflet is A5, and it contains 3 folded pages. A pdf. version of the leaflet can be downloaded on the Faroese EURAXESS portal.
- Besides the awareness raising campaign at the research institutes the Faroese EURAXESS team has participated in several information meetings at institutes and in meetings held on national and international research where we have used the opportunity to inform about the EURAXESS services.
- A mobility workshop was held at the Faroese Research Council on September 10th, 2013. The process of the building up of the Faroese Euraxess services was evaluated and an awareness raising campaign for the Charter & Code at the Faroese research institutions was discussed. Also the publishing of a Faroese mobility guide and various topics essential to mobile researchers were discussed.
- A second mobility workshop was held at the Faroese Research Council on January 14th, 2014. An awareness campaign for the EURAXESS services and the Charter & Code at the Faroese research institutes was planned. The contents of two leaflets in Faroese on EURAXESS and Charter & Code and the Mobility Guide for Foreign Researchers were discussed.
- A high profile launching event was held on December 19th, 2013, at Hotel Hafnia in Tórshavn in order to promote the use of the Faroese EURAXESS services. Members of the Faroese research community, the media and government officials were invited to attend the event. At the launching event the mobility network and the national mobility portal were presented. The Faroese minister of trade, Mr Jóhan Dahl, held a speech at the launching event and opened the portal. At the event awareness raising material was distributed.
- Before and after the launch event press releases were sent out.
- Several awareness raising newsletters have been published on main issues regarding mobility and EURAXESS activities. The newsletters have been distributed by email to the Faroese research community and other interested parties. The already highly subscribed newsletter by the Faroese Research Council has been used for this purpose. The newsletter has also been made available online through the website of the Faroese Research Council and linked to Facebook.

#### Major achievements:

- Awareness campaign directed towards the R&D community planned
- Leaflets in Faroese on EURAXESS and Charter & Code printed



- Workshops on mobility issues for members of Service Centres organized
- Newsletters sent out on EURAXESS activities.
- Launching event held

Deviations from project programme:

D5.1 Awareness raising campaign      Date due: 08/13      Actual date: 03/14

Comment:

We had difficulties with translation of leaflets into Faroese and getting the right source files for the printing. We decided to postpone the campaign until we had the material we needed.

D5.2 Mobility workshops 1      Date due: 06/13      Actual date: 03/14

Comment:

We found it most useful to have our first mobility workshop when we had collected most material for the portal.

D5.3 Mobility workshops 2      Date due: 11/13      Actual date: 03/14

Comment:

We decided to have our second mobility workshop when the portal had been online for some time and we were about to start our awareness campaign.

D5.4 Newsletters      Date due: 09/14      Actual date: 02/15

D5.5 Launching event      Date due: 07/13      Actual date: 03/14

Comment:

We decided to have the launching event when the portal was ready to go online.

## **Work Package 6: Training for mobility network members**

Objective:

The objective of this Work Package is to build up the capacity of the national mobility network by organizing training sessions on how to manage mobility information and services.

Work performed:

- The first training session of the Faroese EURAXESS mobility network was held on April 9th, 2013, in Kaffihúsið in Tórshavn. The main discussions were on regulations for work permits. Other items that were discussed were differences between taxation systems in the Faroe Islands and other countries, health insurance, day care for children, and retirement pension.
- The second training session of the Faroese EURAXESS mobility network was held on October 31st, 2013, in Kaffihúsið in Tórshavn. Discussions were held on various

issues relevant to mobile researchers presented at the EURAXESS portal and on the need for implementing the Charter & Code at research institutes in the Faroe Islands.

- After each training session an evaluation was made. Most participants expressed that the training sessions had been very useful and had clarified various questions, especially related to residence and work permits. All participants expressed great satisfaction with the contents of the Faroese EURAXESS portal and agreed that it was a great help in their daily work with assisting foreign researchers.

#### Major achievements:

- Training sessions on mobility issues held for Contact Points
- Evaluation on training sessions

#### Deviations from project programme:

D6.1 Training sessions 1      Date due: 09/13      Actual date: 03/14

##### Comment:

We decided to have our first training session for the Contact Points before starting to collect material for the portal as we wanted the Contact Points to assist with this work.

D6.2 Training sessions 2      Date due: 08/14      Actual date: 02/15

D6.3 Final training seminar  
follow-up report      Date due: 12/14      Actual date: 02/15

#### **Project meetings**

16 January 2013, the Faroese Research Council: Management meeting  
5 February 2013, the Faroese Research Council: Management meeting  
19 February 2013, the Faroese Research Council: Steering Group meeting  
3 April 2013, the Faroese Research Council: Management meeting  
9 April 2013, Kaffihúsið: Training seminar  
10 September 2013, the Faroese Research Council: Workshop  
31 October 2013, Kaffihúsið: Training seminar  
4 December 2013, the Faroese Research Council: Steering Group meeting  
19 December 2013, Hotel Hafnia: Launching event  
14 January 2014, the Faroese Research Council: Management meeting  
19 February 2014, the Faroese Research Council: Management meeting  
4 March 2014, University of the Faroe Islands and Faroe Marine Research Institute:  
Information meetings  
1 April 2014, Department of Occupational Medicine and National Heritage:  
Information meetings  
2 April 2014, Food and Veterinary Agency and Earth and Energy Directorate,  
Information meetings

3 April 2014, Environment Agency and Aquaculture Research Station: Information meetings  
21 May 21 2014, National Hospital: Information meeting  
3 June 2014, the Faroese Research Council: Management meeting  
28 August 2014, Ministry of Culture: Information meeting  
7 October, 2014, University of the Faroe Islands: Management meeting  
2 December 2014, the Faroese Research Council: Management meeting  
13 February 2015, the Faroese Research Council: Steering group meeting

### **Problems which have occurred**

At the beginning of the project we had some difficulties in finding out which kind of technical solution we should chose for our portal. After consulting other EURAXESS service centres we chose Typo3 and made a contract with a provider on developing and maintaining the site. However, we had to solve several technical problems on the way which delayed the project.

In October 2013 our Project Manager went on leave and since then we have had to manage without his deep knowledge of the project and experience.

The fact that our Project Managar went on leave in October 2013 has caused us some difficulties in the daily work but it has not resulted in major deviations from the workplan. Several deliverables were not reported on time but most of the tasks were carried out as scheduled.

### **Changes in the consortium**

In October 2013 the Project Manager, John D. Olsen, went on leave. The director of the Faroese Research Council, Annika Sølvará, has taken over as Project Manager.