

MSCA-NET

# PERSONALISED SKILLS DEVELOPMENT PLAN

Deliverable 2.6

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NETWORK OF THE MARIE SKŁODOWSKA-CURIE ACTIONS NATIONAL CONTACT POINTS

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Task 2.2	Training, Mentoring and Support
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Dear MSCA NCP

The purpose of this document is to guide you through the maze of being a MSCA NCP by giving an overview of what you need to become an MSCA NCP powerhouse. We list the instruments that the MSCA-NET project offers to bridge the gaps in your knowledge acquisition.

How should you use this document?

First, you will see a list of the main skills you should have/obtain as an MSCA NCP. These are both MSCA specific skills as well as transferable skills and cross-cutting issues. You can self-assess your skills here but also reflect if a specific knowledge area is of use to you. Some areas of MSCA may not be of relevance to your country and therefore you may not be interested in developing that skill. Your organization might have structural support in terms of communication or cross-cutting issues, so training on those topics might not be of priority to you.

After you have done your self-assessment, you will see an overview of the project activities: training, twinning, mentoring, train-the-trainer, meet & exchange events as well as supporting documents, guides, handbooks and more. Once you have completed your self-assessment, you can then systematically approach these activities and mark which ones will be of greatest benefit to you. Should the MSCA project not provide training for your area of interest, you can keep your eyes open for these topics in other cross-cutting NCP projects, such as those available at the [horizoneuropencpportal.eu](http://horizoneuropencpportal.eu)

This exercise will help you keep track of your skills development over the next years and hopefully by the end of the project you can proudly see how your skills have developed.

We hope this document and the services of MSCA-NET will help you become a better NCP.

With kind regards from the MSCA-NET team.

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**Part 1: Current level of skills**

MSCA topics					Is this a priority area in which I would like to enhance my skills?
		Beginner	Intermediate	Advanced	
Promoting MSCA to new actors & non-academic involvement		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advising/ training on Proposal writing:					
• for MSCA-PF		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• for MSCA-DN		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• for MSCA-SE		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• for MSCA-COFUND		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• for MSCA-CITIZENS		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proposal proofreading / Final proposal check:					
• for MSCA-PF		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• for MSCA-DN		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• for MSCA-SE		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• for MSCA-COFUND		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• for MSCA-CITIZENS		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General MSCA:					
• Proposal submission		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Evaluation procedure		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Project implementation		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• MSCA legal & financial issues (Grant/ Consortium/ Partnership Agreement, MSCA audit requirements)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MSCA supervision guidelines		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Charter & Code /Career Development Plan		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Links to regional policy - EU Structural & Investment funds (COFUND, Seal of Excellence-SoE)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Soft skills & competences		Beginner	Intermediate	Advanced		Is this a priority area in which I would like to enhance my skills?
Promotion MSCA NCP services		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Organisation of events (info days, trainings, seminars, webinars)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Organisation of Networking for the involvement of non-academic actors (SMEs...)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Presentation skills		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Training skills		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Communication skills (traditional / social media)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Marketing and promotional strategy		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Interaction with R&I policymakers		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Collaboration at National Level (with other NCPs, programmes, projects, networks & initiatives with similar/complementary strategy)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>

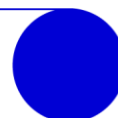
Horizon Europe cross-cutting topics		Beginner	Intermediate	Advanced		Is this a priority area in which I would like to enhance my skills?
Open science & open data		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Impact in Horizon Europe (Outcome, Impact, KPIs, Pathways to impact...)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Exploitation of research results (incl. IP management)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Dissemination & Communication		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Public engagement and citizen science		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Social Innovation		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Ethical issues		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
International Cooperation		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Missions		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Gender issues (Gender dimension in Research, Gender Equality Plan)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Sustainability (MSCA Green Charter, Green Deal, Sustainable Development Goals - SDG)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>

## Part 2: How can the project bridge my skills gaps?

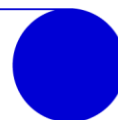
The MSCA-NET project will offer the following mentoring programmes, events and tools to fill the gaps in your knowledge. Reflect on your Personalized Skills Development Plan and see how the MSCA-NET activities can assist you in increasing your skills where needed.

Mentoring Programme				
A mentoring scheme is a deep training programme where groups of 8-10 NCPs are paired with a mentor (experienced NCP) over a period of a few weeks with regular online meetings and ending with an onsite twinning event. An Expression of Interest (EOI) will be sent out with invitations to join a mentoring programme.				
Name of Mentoring Programme	Description	Target group	This is of interest to me	Completed
Newcomer mentoring 1 <b>COMPLETED.</b>	6-8 mentoring sessions bi-weekly starting November 2022.	For NCPs with less than 1,5-2 years of MSCA NCP experience	<input type="checkbox"/>	<input type="checkbox"/>
Newcomer mentoring 2	6-8 mentoring sessions bi-weekly starting autumn 2023.	For NCPs with less than 1,5-2 years of MSCA NCP experience	<input type="checkbox"/>	<input type="checkbox"/>
Widening Countries mentoring <b>ONGOING</b>	6 mentoring sessions bi-weekly with a special focus on widening issues, starting January 2023.	For NCPs from Widening Countries	<input type="checkbox"/>	<input type="checkbox"/>
Third Countries mentoring	2 cohorts: <ul style="list-style-type: none"> <li>• Feb-October 2023</li> <li>• Feb-October 2024</li> </ul> 7 sessions per cohort. Each session will have two editions in different day and time of the month to facilitate participation from different time zones.	For NCPs from Third Countries (TC). Focused on relevant calls for Third Country participants (PF, DN and SE) and addressing specificities of their participation in MSCA.	<input type="checkbox"/>	<input type="checkbox"/>

Twinning Programme		
Twinning aims to facilitate the exchange of knowledge, experience, and good practices among the MSCA NCPs to help them improve their everyday work. They take the form of a short (2 days) but intensive onsite session with a mix of experienced and less experienced NCPs dealing with a specific subject based on needs' analysis of NCPs. Twinning are open to <b>all NCPs</b> but limited to 10 people per twinning and in case of oversubscription, each NCP can join max 2 twinings over the project period. 10 twinning visits are foreseen during the project's lifetime and 2 additional twinings will be proposed to third country NCPs to respond to their specific needs. 5 twinings will be part of the mentoring schemes mentioned above while the remaining topics are focused on the needs of NCPs according to their answers to the questionnaire and are subject to change according to mentors and hosts availability.		



Twining topic	Description	This is of interest to me	Completed
Staff Exchange	The twinning about staff exchange is estimated to take place in Armenia in autumn 2023.	<input type="checkbox"/>	<input type="checkbox"/>
MSCA Proposal pre-screening/proofreading. <b>COMPLETED.</b>	The twinning about proposal prescreening took place in Estonia on November 30 – December 1, 2022. <b>Material available on <a href="#">CIRCABC</a>.</b>	<input type="checkbox"/>	<input type="checkbox"/>
Newcomer mentoring 1 <b>COMPLETED.</b>	The twinning for the first newcomer mentoring group took place in Ankara, Turkey, 13 & 14 March 2022. <b>Material available on <a href="#">CIRCABC</a>.</b>	<input type="checkbox"/>	<input type="checkbox"/>
MSCA Promotion & Engagement of the non-academic sector. <b>COMPLETED.</b>	The twinning took place in Malta 8.-9. June 2023. <b>Material available on <a href="#">CIRCABC</a>.</b>	<input type="checkbox"/>	<input type="checkbox"/>
Newcomer mentoring 2	The twinning for the second newcomer mentoring group will take place in Cyprus in Q1 2024.	<input type="checkbox"/>	<input type="checkbox"/>
Third Countries mentoring	The twinning for the third countries mentoring group will take place in Spain in autumn 2023.	<input type="checkbox"/>	<input type="checkbox"/>
Widening Countries mentoring	The twinning for the widening mentoring group will take place in Greece 21-22. September 2023.	<input type="checkbox"/>	<input type="checkbox"/>
MSCA Proposal Writing	The twinning will take place in Faroe Islands in Q1 2024 (tbc).	<input type="checkbox"/>	<input type="checkbox"/>
MSCA and Citizens	The twinning will take place in Spain in September 2023 together with the Researchers' night in Madrid.	<input type="checkbox"/>	<input type="checkbox"/>
Topic to be defined.	The twinning will take place in Croatia in Q2 2024 (tbc).	<input type="checkbox"/>	<input type="checkbox"/>
General aspects of MSCA and NCP daily work	The twinning will take place in Iceland in Q4 2024 (tbc).	<input type="checkbox"/>	<input type="checkbox"/>
Third countries	A second twinning on Third Countries participation and needs will take place in Tunisia Q4 2024 (tbc).	<input type="checkbox"/>	<input type="checkbox"/>
MSCA project implementation and L&F aspects	The twinning will take place in Switzerland Q1 2025 (tbc).	<input type="checkbox"/>	<input type="checkbox"/>



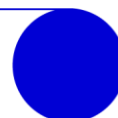
Trainings				
<p>The programme offers a total of 9 training sessions (both onsite and online) on various topics, both on MSCA specifically but also on cross-cutting / implementation aspects. Trainings are <b>open to all MSCA NCPs</b>, but some oversubscription restrictions may apply.</p> <p>There are 2 types of trainings: the MSCA trainings and the trainings on implementation.</p>				
Training topic	Description	This is of interest to me	Completed	
<b>MSCA Trainings</b>				
MSCA Evaluation procedure <b>COMPLETED.</b>	The training took place on 8 <sup>th</sup> of November 2022 in Bologna, Italy. <b>Material available on <a href="#">CIRCABC</a>.</b>	<input type="checkbox"/>	<input type="checkbox"/>	
MSCA Legal & Financial issues <b>COMPLETED.</b>	The training took place in spring 2023 in Denmark. <b>Material available on <a href="#">CIRCABC</a>.</b>	<input type="checkbox"/>	<input type="checkbox"/>	
COFUND Proposal Advice and structural funds	The training will take place in Malta 3-4 October 2023.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Trainings on Implementation</b>				
MSCA Supervision <b>COMPLETED.</b>	The training took place on 9 <sup>th</sup> of November 2022 in Bologna. <b>Material available on <a href="#">CIRCABC</a>.</b>	<input type="checkbox"/>	<input type="checkbox"/>	
Training on CA, GA and PA <b>COMPLETED.</b>	The training will take place in Spring 2023 in Denmark. <b>Material available on <a href="#">CIRCABC</a>.</b>	<input type="checkbox"/>	<input type="checkbox"/>	
Cross-cutting aspects (tbc)	The training will take place in Greece in 2024 (tbc).	<input type="checkbox"/>	<input type="checkbox"/>	

Train the Trainer (TTT)				
<p>In order to promote the potential of Widening Countries and to encourage Widening Countries to apply, at least one “Train the trainer” event per MSCA will be organized in a Widening Country or in the countries of the newcomer MSCA NCPs in collaboration with more experienced MSCA NCPs (tutors). The TTT on COFUND will be online. The trainings will be targeted to the research community in the Widening Country/country of the newcomer, thus achieving double impact: increasing the skills of NCPs, but also directly improving the knowledge of their potential applicants. Expressions of interest will be circulated</p>				
Name of TTT programme	Description	Target group	This is of interest to me	Completed
<u>Train the trainer: Doctoral</u>	1.5-day training in a Widening Country/Newcomer where a less experienced NCP (and other	Newcomer NCPs and / or NCPs from Widening Countries	<input type="checkbox"/>	<input type="checkbox"/>



<u>Networks</u> <b>COMPLETED.</b>	assistant NCPs from WC or NC) are teamed up with an experienced NCP to give a training for the R&I community in their respective country. The event took place in Prague, 28-29 June 2023. Material to be uploaded.			
<u>Train the trainer: Postdoctoral Fellowships</u> <b>COMPLETED.</b>	1-day training in a Widening Country/ Newcomer where a less experienced NCP (and other assistant NCPs from WC or NC) are teamed up with an experienced NCP to give a training for the R&I community in their respective country. The event took place in Warsaw, 21 June 2023. Material to be uploaded.	Newcomer NCPs and / or NCPs from Widening Countries	<input type="checkbox"/>	<input type="checkbox"/>
<u>Train the trainer: Staff Exchanges</u>	1-day training in a Widening Country/ Newcomer where a less experienced NCP (and other assistant NCPs from WC or NC) are teamed up with an experienced NCP to give a training for the R&I community in their respective country. Planned date: December 2023	Newcomer NCPs and / or NCPs from Widening Countries	<input type="checkbox"/>	<input type="checkbox"/>
<u>Train the trainer: COFUND</u> <b>COMPLETED.</b>	1-1.5-day online training where 3 less experienced WC NCPs/Newcomers are teamed up with 1 experienced NCP to hold a training for the R&I community. <b>Material available on CIRCABC.</b>	Newcomer NCPs and / or NCPs from Widening Countries	<input type="checkbox"/>	<input type="checkbox"/>

<b>Meet and Exchange Workshops (M&amp;E)</b>			
Meet & exchange workshops aim to foster the exchange of knowledge, ideas, and good practices on MSCA related topics and further enhance the capacity of MSCA NCPs. They will be organized in liaison with other MSCA-NET events and will be open to all NCPs. One M&E workshop will specifically focus on the needs of widening countries. There are 2 online and 2 onsite workshops foreseen.			
<b>Name of workshop</b>	<b>Description</b>	<b>This is of interest to me</b>	<b>Completed</b>
MSCA promotion/marketing. <b>COMPLETED.</b>	The first Meet & Exchange workshop took place the 9 <sup>th</sup> November 2022 in Bologna. <b>Material available on CIRCABC.</b>	<input type="checkbox"/>	<input type="checkbox"/>
Synergies with similar initiatives at EU and/or national level and	The workshop will take place in Malta 3 October 2023.	<input type="checkbox"/>	<input type="checkbox"/>

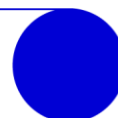


structural funds for additional funding			
Advisory services for applicants and participants	TBD 2024	<input type="checkbox"/>	<input type="checkbox"/>
National strategy for MSCA participation and cooperation with national stakeholders	TBD 2024	<input type="checkbox"/>	<input type="checkbox"/>

### Project's reading materials, online tools, and other useful capacity building tools.

In addition to the events listed above, the project offers a myriad of tools for further reading and self-improvement of skills.

Name of tool	Description	Link
Newcomer Welcome Package	A package designed to aid you in your first steps as an MSCA NCP	On CIRCABC: <a href="#">Horizon Europe NCP - Marie Skłodowska-Curie Actions (MSCA) - Library (europa.eu)</a>
Evolution Guide	A document on the evolution of calls and changes compared to previous ones. A useful resource to advise grant holders.	On CIRCABC: <a href="#">Horizon Europe NCP - Marie Skłodowska-Curie Actions (MSCA) - Library (europa.eu)</a>  On the website: <a href="#">Statistics-on-MSCA-PF-2021-Call.pdf (msca-net.eu)</a>
ESR Analyses	Documents which analyze the Evaluation Summary Reports (ESR) of all MSCA schemes and summarize typical strengths and weaknesses of proposals.	On CIRCABC: <a href="#">Annual ESR Analysis PF2021 (europa.eu)</a>
Handbooks	Regularly updated handbooks for all MSCA schemes, with changes according to Work Programmes, Guide for Applicants and potential comments from MSCA NCPs and REA.	On CIRCABC: <a href="#">Horizon Europe NCP - Marie Skłodowska-Curie Actions (MSCA) - Library (europa.eu)</a>  On the website <a href="#">PF 2022: MSCA PF handbook final.pdf (msca-net.eu)</a> <a href="#">DN 2022: MSCANET DN2022.pdf (msca-net.eu)</a>
Q&A Blog	A summary of Q&A based on REA's answers to NCPs' queries and official documents as well as input from the Google Group discussions and trainings.	<a href="#">Home Page - MSCA-NET</a>
Online self-assessment tool	Use this self-assessment tool to track your progress and knowledge development through the project	On the website <a href="#">The MSCA Self Assessment Tool (msca-net.eu)</a>



Policy Briefs	Briefings on policy relevant topics with a focus on the MSCA	On CIRCABC: <a href="#">Horizon Europe NCP - Marie Skłodowska-Curie Actions (MSCA) - Library (europa.eu)</a> On the website: <a href="#">The first three policy briefs are ready!</a> - MSCA-NET
Network Directory EEN and MSCA (Who-is-Who model)	NCPs and EEN Staff can look up contact data and information to look up to create mutual awareness and facilitate events	80 EEN advisors selected from the Thematic Group – Research and Innovation. 53 MSCA NCP selected from MSCA Matchmaking Platform. Date: Summer 2023.
Guidelines about how to approach the non-academic sector in MSCA projects and B2M platform	These guidelines and the use of the B2M tool will enable NCPs to facilitate matchmaking with the non-academic sector, both for consortia and individuals.	TBA <a href="https://msca.b2match.io/">https://msca.b2match.io/</a> Expected in June 2023.
Tips and tricks poster	Poster with practical information to ensure that the project outcomes are used and promoted (e.g., for the organization of info days and workshops, promotion guidelines and targeted promotional activities, etc.)	On CIRCABC: <a href="#">Tips and tricks poster</a> On the website: <a href="#">Tips and tricks poster</a>
Inspirational stories from Widening Countries	A set of Widening country success stories will be collected (3 times per project) in cooperation with the EC and REA.	On CIRCABC: <a href="#">Inspirational stories</a> On the website: <a href="#">Widening Countries Inspirational Stories - MSCA-NET</a>

**REA and the EC regularly organize information days and trainings, both specifically for NCPs and for a more general audience. These complement the project's capacity building efforts and shall be considered for the individual plan.**