

Handbook

**for
Coordinators and Participants
in**

CLIOHRES.net

**"Creating Links and Innovative Overviews for a New History
Research Agenda for the Citizens of a Growing Europe."**

**A Network of Excellence
supported by the European Commission, DG Research, under the
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Foreword

This Handbook has been prepared by the Coordinator of CLIOHRES.net with the collaboration of the Co-coordinator and the Coordinating Committee. The purpose is to present in clear and synthetic form the main things that CLIOHRES.net Coordinators and researchers will need to know to carry out their activities in the agreed way.

As explained in this Handbook under point II.1 (Contractual Documents), the Network exists within the legal framework set up by two documents (the Contract and the Consortium Agreement) and their Annexes. These documents have been signed by the legal representatives of the partner institutions and the European Commission. They are binding for all partners, and take precedence over what is stated in this Handbook. Therefore, continuous reference must be made to the Contractual Documents which are in the possession of all partners and on the www.cliohres.net site. Nonetheless, we hope that this synthesis will prove useful for quick reference in the day to day running of the Network.

The present version is largely identical to the December 2005 Handbook, except for the addition of point III.8. Guidelines for Meeting Organisers and the update of the Work-plan for the second year.

I. General Matters

I.1 Project Summary

The following is the official summary contained in the Technical Annex to the Contract:

“The CLIOHRES.net Network of Excellence is specifically designed to address the novel historical challenges, needs and research opportunities emerging from today's context of a growing and expanding Europe. In the view of the partners, this is a vital area of endeavour, perhaps the most important and urgent task for building and strengthening the foundations of a peaceful, productive European community of citizens. Basic and unquestioned attitudes about ourselves and others are rooted in the ways that the scientific community in each country defines its research agenda. Historians create and cultivate selective views of the national or local past, which in turn underpin pervasive ideas about identities and stereotypes: national, religious, gender, political, etc. National historiographies today are still largely shaped by problems and preoccupations reflecting previous political and cultural contexts. CLIOHRES.net aims to create and promote a new structure and agenda for the community of historical research, redirecting its critical efforts along more fruitful lines. The consortium is uniquely placed to accomplish this very ambitious goal. It has developed as a partnership over the past fifteen years; it includes all member states, accession countries and as well as neighbouring and third countries; it possesses an unrivalled knowledge of national and local differences in the use and abuse of history. The Network includes six thematic groups organised to conduct research in six interlocking areas, promoting cooperation and synergy between historians, geographers, philologists, art historians and other human scientists of different national background so as to redirect and redefine approaches. Its broad networking capacity allows it to disseminate its findings effectively. With its links with other important European projects and networks it can exert a powerful influence in shaping the future structure of historical research, both popular and academic.”

I.2 Logos

The CLIOHRES.net logo is formed by a detail of the Muse Clio as depicted by Vermeer in his Allegory of Painting (already used in the logo of the parent Network, CLIOHnet), in this case superimposed on brightly coloured glassware such as used in a scientific laboratory. The intent is to symbolise History through its muse and scientific research using the widely recognisable tools of research in the natural sciences. A variant in the second year shows a new version of Clio, now with her eyes open and holding our Citizenship book in her arms, to symbolise an awakening and a new awareness of her surroundings.

The Network has been authorised by the European Commission to place on its website and on its official publications the logo of the Sixth Framework Project. The logo of the Sixth Framework Project is a stylised blue number 6. It must be accompanied by a ‘disclaimer’ formula stating that the publication represents the opinion of the authors and that the European Commission cannot be held responsible for the contents.

There are norms on giving appropriate visibility to Commission support which must be followed. These consist in always making evident in every document, meeting, website and so forth, the name of the Network, the Contract number and that the activity is funded by the European Commission through the Sixth Framework Programme of DG Research. And the ‘disclaimer’ must always be included.

I.3 General Objectives of CLIOHRES.net

These are set out in the Technical Annex to our contract with the European Commission as follows:

“The **general overarching objective** of the Network of Excellence is to create a structure which will make it possible to utilise to its full extent the unused potential that exists in the research area of history and related humanistic disciplines to give guidance and to encourage cohesion, fighting prejudice and xenophobia in all its forms. This is to be accomplished by achieving and disseminating a greater understanding of both the actual histories and the self-representations of the past which are current in Europe today, highlighting both diversities and connections and clarifying the context of their development.

“To reach that general objective, CLIOHRES.net will employ a strategy which can be viewed as a complex of partial or subordinate measurable objectives, interlocking in their execution and effects. For simplicity we have grouped them under the following headings:

1. **Increase integration of the European historiographical communities on a new critical basis, utilizing fully the potential created by the encounter of the existing national historiographical communities;**
2. **Involve related disciplinary fields;**
3. **Carry out 6 coordinated macro-research projects on aspects of the formation and self-representation of European peoples, new perspectives, methodologies and sources;**
4. **Carry out 6 coordinated transversal research projects (on 'citizenship', 'identity', 'gender', 'migration', 'discrimination', 'tolerance');**
5. **Promote the use of categories based on connection and plurality as well as those based on division and uniqueness;**
6. **Bring the results of the Network of Excellence to bear directly on educational and research policy, particularly on the relationship between research and teaching/learning; on the actual structure of higher education teaching/learning; and on the understanding of and support for basic research and humanistic research;**
7. **Disseminate the results both within the academic community and to a broad public;**
8. **Create the premises for on-going development of the NoE and its activities after the funding period.”**

Each of the above is further explained and specified in the Technical Annex.

I.4 Disciplines involved

The Network does not include historians alone. As stated in the Technical Annex, “Researchers in separate but related fields (such as Archaeology, Architecture, Art History, Gender Studies, Geography, Law, Philology, Philosophy, Theology and Sociology) are needed in order to develop the research foreseen in this proposal. The particular expertise of historians – providing the general structure and cohesiveness of the proposed Network -- lies in their ability to clarify the political and cultural context in which various developments, events and processes occurred. However, the specific understanding and knowledge of researchers whose formation and activities regard other areas of human endeavour are also needed in order to achieve a high level of results”.

This means that partners are not only allowed to designate researchers, including doctoral students, coming from other disciplinary areas: they are encouraged and, indeed, required to do so in order to carry out the objectives of the Network.

I.5 Networks of Excellence

The Network of Excellence (NoE) is one of the “new instruments” of the Sixth Framework Programme. The NoEs are usually much smaller than ours, and represent the leading institutions in a research field. By forming a Network and pooling their resources, researchers and doctoral students, they propose to bring their research field to a new level of excellence. Our Network of Excellence builds on the experience of CLIOHnet and of Tuning, and is very large (45 partners and 180 researchers). The issues addressed require, in our view, for their vastness and complexity, the concourse of a large number of institutions and individuals, representing many historiographical approaches and numerous branches of the humanistic sciences.

I.6 Selection Procedure

The CLIOHRES.net project was presented (in December 2003) in response to a call for proposals regarding the Priority 7 of the Sixth Framework Programme. Specifically it responded to Priority 7.1.3 although the proposal also addresses Priorities 7.1.1. and 7.1.2.

These priorities as defined in the call are:

“7.1.1 European Citizenship and multiple identities

The objective is to increase understanding of the evolution of citizenship and identities in Europe in the context of cultural and other diversities. Within this framework, research should examine the different features of citizenship, European citizenship and relation with other types of citizenship as well as rights of non-citizens, the way civic cultures shape citizenship and the role of education in combating civic apathy and exclusion. The construction of individual, collective and multiple identities and their interrelations as well as their consequences for the promotion of inclusive and active citizenship should be addressed. It should take into account the dynamics of European integration and enlargement, of globalisation as well as the ongoing societal and demographic changes. A comparative and multidisciplinary approach is of particular importance.

7.1.2. Cultural dialogue and the European society

The objective is to improve understanding of the cultural assets and dialogue between the peoples of Europe and with other world regions, and an assessment of their role in European integration and more globally, as well as their links with social changes and economic growth. The importance of culture, in all its diversity manifested in different types of knowledge, traditions, lifestyles, languages and cultural expressions as a key immaterial factor in the development of Europe and the world should be assessed. A particular attention should be put on the manifold interrelations between cultural diversity and dialogue in Europe and the development of a European knowledge based society in line with European social objectives.

7.1.3. New perspectives on European History

The objective is to bring together research from different disciplines and parts of Europe in order to integrate existing and develop new perspectives and knowledge about the history of the European peoples. The integration should cover the relevant areas of European history including the emergence of common political and philosophical ideas and ideals related to the formation of European states and legal systems as well as forms of spreading ideas and society models and the different expressions they took (including e.g. architecture, arts, etc.). In this context, the emergence of different interests, preferences and co-operations and their consequences should be assessed, as well as centres of power versus peripheries. Contacts to other world regions and their economic, societal and cultural impact on Europe should also be addressed. “

Nine proposals were submitted for priority 7.1.3. The selection process was carried out by the commission assisted by a panel of anonymous experts. Our proposal was selected because it achieved the highest overall score as well as being above the threshold for each part of the proposal.

After selection, a negotiation and preparation phase lasting nearly nine months was carried out. During this time the Technical Annex was simplified and re-elaborated until it was considered ready for approval and the Consortium Agreement was prepared and signed.

II. Contractual Basis and Work-plan

II.1 CLIOHRES.net Contractual Documents

The legal framework of the Network is established by two main documents and their annexes.

The first is the **Contract with the European Commission**. It defines the rules and the reciprocal obligations between the Network and the Commission. It has been signed by the Rector of the University of Pisa and by the responsible person for the Commission. Furthermore each of the 44 partners has also co-signed with the Rector of the University of Pisa the accession to the contract. They have signed three originals, one of which is held by the European Commission, the second of which is held by the University of Pisa, and the third has been returned to the respective partner University with a full copy of the Contract and its Annexes.

The second document is the **Consortium Agreement** signed by all 45 partners among themselves, with its Annexes. The Consortium Agreement defines the rules and reciprocal obligations among the partners themselves. It has been signed by the legal representative of all the partner institutions and by the Rector of the University of Pisa. The University of Pisa holds an original including all the signatures and stamps; each partner holds a complete copy including the original signature of its own legal representative and that of the Rector of the University of Pisa.

The Annexes to the Contract with the European Commission are:

Annex I: Description of Work (this is known as the Technical Annex [TA] or Joint Programme of Activities [JPA])

Annex II: General Conditions

Annex III: Specific Provisions related to Networks of Excellence

Annex IV: Form A – Consent of the Contractors to accede to the Contract

Annex V: Form B – Accession of New Legal Entities to the Contract

Annex VI: Form C – Financial Statement for Instrument

The Annexes to the Consortium Agreement are:

Annex A: Joint Programme of Activities (identical to the Annex I to the Contract)

Annex B: Budget

Annex C: List of Members

Annex D: Recipients for Notices
Annex E: Bank Accounts

The most relevant of the Annexes is the “TA” or “Technical Annex” (or JPA). It has been negotiated with the European Commission on the basis of the original proposal. It describes exactly what the Network promises to do and to achieve. This document should be carefully read and well-known by all participants.

All of the Contractual documents can be downloaded from the www.cliohres.net website. ***The contractual documents are reserved. They cannot be published outside the Network without the consent of all the members.*** Therefore they are on a restricted part of the website. From the restricted space for each TWG and the CC, with the ‘login’, it is possible to download the complete documents with their Annexes.

II.2 The Partnership

The Network of Excellence is formed by 45 partners, of which partner 1 is the Coordinating Institution; Partner 2 the Co-coordinating Institution; Partners 3–8 form the Management Group; Partners 9–14 the leaders of the Thematic Work Groups (TWGs); Partners 15–32 are the TWG Co-organisers. Partners 33–45 form the Inner Circle of network.

Partner 1: PISA	Coordinator	Università di Pisa (IT)
Partner 2: REYKJAVIK	Co-Coordinator:	Háskóli Íslands, Reykjavik (IS)

Management Group:

Partner 3: GRAZ	Karl-Franzens-Universität Graz (AT)
Partner 4: GENT	Universiteit Gent (BE)
Partner 5: SOFIA	Sofiyiski Universitet "Sveti Kliment Ohridski" (BG)
Partner 6: GALWAY	National University of Ireland, Galway (IE)
Partner 7: BOLOGNA	Università di Bologna (IT)
Partner 8: CARDIFF	Cardiff University (UK)

Thematic Workgroup Leaders:

Partner 9: PRAGUE	Univerzita Karlova v Praze (CZ)
Partner 10: MADRID A	Universidad Autonoma de Madrid (ES)
Partner 11: DEBRECEN	Debreceni Egyetem (HU)
Partner 12: UTRECHT	Universiteit Utrecht (NL)
Partner 13: COIMBRA	Universidade de Coimbra (PT)
Partner 14: RIGA	Latvijas Universitate , Riga (LV)

Thematic Workgroup Organisers:

Partner 15: POTSDAM (DE)	FEA (Forschungszentrum Europäische Aufklärung)
Partner 16: ROSKILDE	Roskilde Universitetscenter (DK)
Partner 17: TARTU	Tartu Ülikool (EE)
Partner 18: DEUSTO	Universidad de Deusto (ES)
Partner 19: ABERDEEN	University of Aberdeen (UK)
Partner 20: VALENCIA	Universitat de Valencia (ES)
Partner 21: GRENOBLE 2	Université de Grenoble II-Pierre Mendès France (FR)
Partner 22: TOULOUSE	Université de Toulouse II - Le Mirail (FR)
Partner 23: ATHENS	Ethniko kai Kapodistriako Panepistimio Athinon (GR)
Partner 24: MILANO	Università di Milano (IT)

Partner 25: PADUA	Università di Padova (IT)
Partner 26: MALTA	L-Università Tà Malta (MT)
Partner 27: KRACOW	Uniwersytet Jagielloniski, Krakow (PL)
Partner 28: CLUJNAPOCA	Universitatea Babeş-Bolyai Cluj-Napoca (RO)
Partner 29: MARIBOR	Univerza v Mariboru (SI)
Partner 30: BRATISLAVA	Slovakian Academy of Sciences (SK)
Partner 31: ANKARA	Middle East Technical University (TR)
Partner 32: SUSSEX	University of Sussex (UK)
Partners: Inner Circle	
Partner 33: NOVI SAD	Univerzitet u Novom Sadu (CS)
Partner 34: BASEL	Universtät Basel (CH)
Partner 35: CYPRUS	Panepistimio Kyprou (CY)
Partner 36: HANNOVER	Universität Hannover (DE)
Partner 37: ALCALÀ	Universidad de Alcalà (ES)
Partner 38: THESSALONIKI	Aristotelio Panepistimio Thessalonikis (GR)
Partner 39: MISKOLC	Miskolci Egyetem (HU)
Partner 40: OSLO	Universitetet i Oslo (NO)
Partner 41: ABERTA	Universidade Aberta (PT)
Partner 42: SUCEAVA	Universitatea Stefan cel Mare Suceava (RO)
Partner 43: MOSCOW	Moskowskij gosudarstvennyj oblastnoj universitet (RU)
Partner 44: TURKU	Turun Yliopisto (SF)
Partner 45: DURBAN	University of KwaZulu-Natal (ZA)

The Middle Circle: those Universities that have expressed the desire to become full partners in the future.

The Outer Circle: all Universities, bodies and associations belonging to CLIOHnet2 but not partners in CLIOHRES.net.

II.3 Internal Organization

The Network is organised in such a way as to delegate different roles to different partners, giving responsibility to all and using the competences of all.

Each partner institution must designate four researchers, two staff members and two doctoral candidates, who form the official team “to be integrated” in the Network of Excellence. One of the two staff members is the “Coordinator”, or the person who normally interacts with the Management Structure and who normally will attend the Consortium Assembly. Each partner institution is invited to form a “back-up team” of persons, staff and doctoral candidates, who are informed about the project, who can assist when the partner organises meetings, who can attend official meetings if one of the official members cannot do so for serious reasons (e.g. health problems), and who can help disseminate knowledge about the project and its findings.

Partner 1, the “Coordinator” of the Network, or the “Beneficiary” according to the terminology used in the Contract, is assisted by Partner 2, named Co-coordinator. This is to ensure that at all times two people (Profs Isaacs and Halfdanarson) are fully informed about the Network and its on-going activities, so that either one can represent the Network in case of necessity.

There is a Management Committee, which includes the Coordinator and Co-coordinator and six other partners, in the persons of Profs Beer, Osmond, Genov, Salvaterra, Ellis and Harris. They provide the coordination and liaison between the Thematic Work Groups.

Each of the six Thematic Work Groups (TWG) has a Leader and a Reference Person from the Management Committee. They are listed under Thematic Work Groups (below).

Together, the Management Committee and Thematic Work Group Leaders form the Coordinating Committee (CC).

There are, furthermore, 18 “Co-organising institutions”, three for each TWG, who take the responsibility of organising 2 TWG meetings during the five years of operation of the Network.

II.4 Rules on Meetings

The rules regarding meetings are contained in the Consortium Agreement under Title II, art. 1.2, page 8

These include that the agendas of Assembly meetings are to be sent to the participants at least 10 days before the meeting; that members within seven days before the meeting can ask to have included points which they think are missing.

The quorum is 50 per cent of the persons having the right to attend.

The majority for decisions is two thirds of those present.

Thematic Work Group meetings are presided by their leader; Plenary meetings, Coordinating Committee meetings and the Consortium Assembly are presided by the Coordinator. All are minuted, the minutes circulated to the participants and finalised and signed in the case of the TWGs by the TWG Leader and the Management Reference Person; in the other cases by the Coordinator.

One of the “Blue” Integration Indicators (see below, point II.11) is to perfect and further elaborate the rules for meetings to ensure smooth running and good collaboration. Steps and a timeframe for doing so are contained in the “Blue” Integration Indicators.

When necessary, meetings may be carried out in electronic form.

II.5 Thematic Work Groups

The six Thematic areas designated are follows:

1. States, legislation, institutions
2. Power and culture, including language, art and architecture
3. Religious and Philosophical concepts
4. Work, Gender and Society
5. Frontiers and Identities
6. Europe and the World

For each Theme there is a Thematic Work Group (TWG). Approximately one sixth of the researchers in the Network belong to each TWG. Each TWG has a leader (TWG 1: Juan Pan Montojo, Madrid Autonoma; TWG 2: Ausma Cimдина, Riga; TWG 3: Joaquim Carvalho, Coimbra; TWG 4: Berteke Waaldijk, Utrecht; TWG 5: Luda Klusakova, Prague; TWG 6: Csaba Lévai, Debrecen).

For each TWG there is a member of the Management Committee delegated as TWG Reference Person. These are for TWG 1: Siegfried Beer, Graz; TWG 2: Jonathan Osmond, Cardiff; TWG 3: Roumen Genov, Sofia; TWG 4: Carla Salvaterra, Bologna; TWG 5: Steven Ellis, Galway; and TWG 6: Mary Harris, Galway.

The TWGs are the most important articulation of the Network, as they provide the main forum for exchange of knowledge, views and insights. They are responsible for the TWG volumes (see below, publications) and for preparing work on the transversal themes.

II.6 Transversal Themes

There are six “transversal themes”. These represent directions of research which are transversal to all the TWGs. Thus they connect the TWGs, while preserving the articulation of the Network in 6 sectors of endeavour. The Network will concentrate a part of its efforts on one or two of the six

transversal themes each year. In year one the chosen theme was “Citizenship”. In year two it is “Migration”.

In the following years we propose to analyse:

year 3: “Identity”

year 4: “Discrimination/Tolerance”

year 5: “Gender”

The transversal themes, as seen in the perspectives of the different TWGs, form part of the object of the annual plenary meeting, and studies regarding them are published in an annual volume (see below, under Publications).

II.7 Work-plan

The Work-plans for the full five year period and for the first 18 months are described in the Technical Annex and in its updates. The plan is represented in different ways, using different ‘fiches’ and coloured charts. The following summarises the main “Work-packages” for the period of 18 months beginning on 1 June 2006:

WPu 1 The Website: The www.cliohres.net website is restyled and maintained; and its functions are expanded.

WPu 6 Third Cycle of Thematic Work Group conferences.

This Work Package, relative to the third cycle of TWG meetings including the preparation and follow-up, is analogous to the activities in the first cycle although the level of interaction will be higher. In fact, the second year agenda of the TWGs, each for its Thematic area, is *to single out key questions, concepts and categories that can be useful in connecting the histories of the different European countries, rather than stressing comparison and difference*. The task of the Groups at their early spring workshop/conferences is to begin this work and to prepare their report to be given at the Second Plenary meeting, to be held in month 18 (December 2006).

WPu 7 Second Plenary Meeting and Assembly, including preparation, execution and follow-up.

The Second Plenary Meeting has the same kind of organisation and function as the first, which was described as WP 3. Naturally the level of interaction and reciprocal knowledge will be greater. It constitutes the platform for positive interchange among the six Thematic Work Groups, for work on the transversal theme (“Migration”), for presenting new viewpoints and new information to all participants and for involving the doctoral students actively in debate; it is also occasion on which the Assembly of the Consortium meets.

WP 14 Fourth Cycle of Thematic Work Group conferences.

This Work Package, relative to the fourth cycle of TWG meetings including the preparation and follow-up, is analogous to the activities in the second cycle although the level of interaction will be higher. The meetings will take place in month 21 (February 2006). The groups will make any necessary final touches to their second year publications and will devote the main part of their time to preparing the activities for the third year.

An objective of the fourth cycle of meetings is to achieve understanding and unity of action for the third year: the TWG Leader, the reference person, the co-organisers and the participants will discuss in detail the research plan and designate the specific persons and institutions responsible for preparing the chapters of the TWG’s third volume and the reports and presentations on the transversal theme, for the Third Plenary Meeting.

WP 15 Fifth Cycle of Thematic Work Group conferences.

The fifth conference/workshop to be held in month 4 of the third funding period (September 2007). The conference/workshop will normally be held at one of the ‘co-organising’ partner institutions, planned so as to guarantee good geographical distribution and making possible the participation in one or more conference workshops of not only the researchers and doctoral students from the

Leader's Institution and the Reference Person, the Co-organising Institutions, and the researchers and doctoral students from the Inner Circle who have elected to participate in the particular TWG, but also members of the Middle and Outer Circles as well as other interested parties.

The specific object of the conferences/workshops is to allow each TWG to present and discuss and interact around the research and gathering of data which has been carried out in preparation for the meeting: on the particular methodologies and sources available and used for research on the thematic area in each national historiography (or region when appropriate). This serves not only to help define and understand how the general Thematic area is approached, but also to make possible cross-fertilisation and to inspire of new research in the area that is the responsibility of the TWG.

WP 16 Third Plenary Meeting and Assembly, including preparation and follow-up

The third plenary meeting is planned to be held in month 7 of the third year (month 31 of the project), December 2007. The University of Malta has proposed hosting this meeting, and unless there are logistic or other reasons for changing the venue it is planned to hold the meeting there.

All partners should be present. The programme foresees the reports of the TWGs on the results of their meetings and research activities, the presentation of specific research results of interest to all members, the discussion of the transversal theme and the organisation of the first report on it; it also will include the official meeting of the Consortium Assembly and the presentations of the doctoral candidates' research.

The Third Plenary meeting also provides a framework for publicising the NoE beyond the direct participants and the occasion for monitoring and evaluation activities to be discussed..

In addition to the above there are the ongoing WPs 9, 10, 11, 12 and 13 which regard Management and Coordination, Assessment, Monitoring, Internal and External Evaluation.

II.8 Deliverables and Milestones

What must come out of the above activities is described in detail in the Technical Annex in the list of 'Deliverables', under 9.5. These are single objects or products which the Network is obliged to produce and which the Commission will check.

II.9 Publications

The main publications of the Network of Excellence are of three kinds:

1. The Thematic Work Group volumes. These are six in number each year (one from each TWG each year). They are to be published in book form and on-line and distributed by the end of May each year. In the volumes, each Thematic Work Group explores, in the light of its own Thematic Area, a general topic which is the same for all TWGs each year. These general topics follow a progression, which reflects the progression in the findings and the integration of the TWGs.

This can be represented synthetically as in the Table on the following page.

2. Volumes of proceedings of the Plenary Meetings dedicated to the "Transversal Themes". This is one volume each year, to be published in book form and on-line and distributed by the end of May of each year. The first year, the transversal theme "Citizenship" has been chosen; for the second year "Migration" is the transversal theme. At present (December 2006) the order in which the other transversal themes will be taken up for publishing is foreseen as the following:

year 3: "Identity"

year 4: "Discrimination/Tolerance"

year 5: "Gender"

3. Doctoral dissertations of the official doctoral students who have participated in the Network activities. The dissertations may be published in book form if resources allow and on line if the

Editorial Board judges that the effects of participating in the Network are evident in the choice of topic, methodology, comparative elements or the like.

The working language of the Network is English. The publications must be prepared in English. However ample summaries of each chapter will be published in the language of the writer. Sources will be published in the original language and in English translation if they are not in English. The doctoral dissertations will be published in English or in another language if the candidate desires. However they will contain a very ample analytical summary in English (20 pages) so that all members of the Network can be informed of the results obtained.

To facilitate the preparation of the texts, templates will be placed on the website where the authors can type their texts in the established format in order to simplify the first phase of editing.

II.10 Editorial Board

As stated in the Technical Annex (point 8.12):

“The Editorial Board is specifically dedicated to guide, check and coordinate the printing and production of the many publications foreseen as the results of the NoE. This will be headed by PISA, REYKJAVIK and GALWAY, because of the great publishing experience accrued in the Clioh’s Workshop Projects, and will include the TWG Leaders or their Delegates.”

The Editorial Board with the Management Committee decide when a ‘deliverable’ can be published.

	TWG 1	TWG 2	TWG 3	TWG 4	TWG 5	TWG 6
First year volume; to be finished by May 2006	Current definitions/problems and approaches regarding “States, legislation, institutions” in national historiographies	Current definitions/problems and approaches regarding “Power and culture” in national historiographies	Current definitions/problems and approaches regarding “Religious and Philosophical Concepts” in national historiographies	Current definitions/problems and approaches regarding “Work, society and gender” in national historiographies	Current definitions/problems and approaches regarding “Frontiers and identities” in national historiographies	Current definitions/problems and approaches regarding “Europe and the World” in national historiographies
Second year volume; to be finished by May 2007	Identifying connecting themes which are common to various national historiographies with regard to “States, legislation, institutions	Identifying connecting themes which are common to various national historiographies with regard to “Power and Culture”	Identifying connecting themes which are common to various national historiographies with regard to “Religious and Philosophical Concepts”	Identifying connecting themes which are common to various national historiographies with regard to “Work, society and gender”	Identifying connecting themes which are common to various national historiographies with regard to “Frontiers and Identities”	Identifying connecting themes which are common to various national historiographies with regard to “Europe and the World”
Third year volume; to be finished by May 2008	Comparing and reviewing sources and methodologies used in research on “States, legislation, institutions”	Comparing and reviewing sources and methodologies used in research on “Power and Culture”	Comparing and reviewing sources and methodologies used in research on “Religious and Philosophical Concepts”	Comparing and reviewing sources and methodologies used in research on “Work, society and gender”	Comparing and reviewing sources and methodologies used in research on “Frontiers and Identities”	Comparing and reviewing sources and methodologies used in research on “Europe and the World”
Fourth year volume; to be finished by May 2009	‘Cross-fertilisation’: how historiographical problems on “States, legislation, institutions” can be developed in new contexts	‘Cross-fertilisation’: how historiographical problems on “power and culture” can be developed in new contexts	‘Cross-fertilisation’: how historiographical problems on “Religious and Philosophical Concepts” can be developed in new contexts	‘Cross-fertilisation’: how historiographical problems on “Work, society and gender” can be developed in new contexts	‘Cross-fertilisation’: how historiographical problems on “Frontiers and Identities” can be developed in new contexts	‘Cross-fertilisation’: how historiographical problems on “Europe and the World” can be developed in new contexts
Fifth year volume; to be finished by May 2010	Proposing an innovative and relevant research agenda on “States, legislation, institutions”	Proposing an innovative and relevant research agenda on “Power and culture”	Proposing an innovative and relevant research agenda on “Religious and Philosophical Concepts”	Proposing an innovative and relevant research agenda on “Work, society and gender”	Proposing an innovative and relevant research agenda on “Frontiers and Identities”	Proposing an innovative and relevant research agenda on “Europe and the World”

Table showing progression through the five years of the project

II.11 “Blue” Integration Indicators

The main activity of Networks of Excellence is ‘Integration’. This means working more and more closely together, in such a way that the full potential of our Network of 45 partners can be expressed. Integration means finding ways to facilitate communication and decision making, monitoring and enhancing the quality of our interactions and putting our respective intellectual and material resources in common to the extent possible. It means giving both staff members and doctoral students the full benefit of coordination with 45 Universities in 32 countries, rather than just with their own institution and a few others as is usually the case. Integration also means building our collaboration into something longstanding which can continue after the five year funding period ends.

The European Commission needs to be able to check that we are integrating successfully according to our plan. In the Technical Annex to our Contract under point 7, tables show the various ways we plan for integration to take place, and give corresponding indicators for the level to be reached at the end of each year of the project. This constitutes checklist for the Commission, to be sure we are doing what we have promised.

To avoid confusion with other ‘indicators’, we refer to these as the “Blue” Integration Indicators. For convenience they are reproduced here, and those referring to the second year are highlighted.

Expected Results	Intermediate Steps				
	Period 1 (Year 1)	Period 2 (Year 2)	Period 3 (Year 3)	Period 4 (Year 4)	Period 5 (Year 5)
A. Communications within the Network					
Smooth and rapid communications using compatible tools, hardware and software,	Survey of ability of partners to interact at a basic level and implementation of immediate working solutions Indicator: Report	Purchase of minimum necessary equipment and software for partners to interact Indicator: Proof of purchase and use by partners	Review of smoothness of communications, degree of use Indicator: Monitoring Report	Implementation of recommendations Indicator: Proof of implementation	Optimisation of basic communications Indicator: Internal and External evaluation of communications
Agreed terminology	Identification of contrasting and confusing terminological differences within each Thematic Work Group Indicator: Analytical Lists	Comparison of results from each TWG and identification of common problem areas Indicator: report on Analytical Lists	Proposed Glossary for entire NoE Indicator: Draft glossary	Testing and revision of Glossary Indicator: revised and broadened glossary	Adoption and publication of agreed glossary Indicator: web published glossary
B. Sharing and common management of equipment, installations, infrastructure:					
Development of common access capabilities to electronic databases, inventories, library and archival inventories	Designation of member of each team responsible for sector Inventory of existing and potential access of partners to major databases, digital libraries and repertories Indicators: List of responsible persons; lists of free and restricted access digital resources	Identification of gaps and obstacles to common use Indicator: Report on financial and other difficulties for sharing	Action plan to overcome obstacles (financial, legal, linguistic or other) Indicator: Action plan	Implementation of plan to the extent feasible under legal or other constraints Indicator: Increased list of shared materials, both free and restricted access	Optimisation of access to web based resources, shared by all partners Indicator: Greater number of shared materials with access managed through www.clioheres.net site
Creation and use of common electronic workspace	Initial workspace on www.clioheres.net configured and utilizable for Thematic Work Groups and for all Network members	Creation of system of differential access to areas for drafts, discussion and	Evaluation of functionality proposal for improvement and revision of structures if	Implementation of recommendations	Common workspace fully integrated and optimised, including both central work and publication spaces and connected local spaces

	Indicators: Number of pages published, number of hits	publication within the NoE Indicator: parts of website organised as described are functional	necessary Indicator: Self evaluation report and proposal	Indicator: proof of implementation according to report	managed by partners where appropriate Indicator: existence of website as described
Development of web-based public interface for dissemination	Initial public interface of www.cliohtres.net is operative and publicised Indicators: existence of public site and number of hits	Finalised publications of NoE available to public on-line Indicators: existence of publications and number of hits/downloads	Creation of discussion spaces for those outside the NoE Indicators: Number of external contributions, number of hits	Continued functioning increase of available materials, discussion space Indicators: Number of contributors, number of hits/downloads	Effective organisation of public site allowing for access to publications and repertories-indexes Indicators: existence of site containing NoE books and dissertations in electronic form Indicators: number of publications available, number of hits
C. Common Knowledge Management					
Completion of six separate Group work projects according to progressive pathway leading to common understanding Results of Thematic Workgroups published in book and on-line form	Work on diverse national perceptions of thematic area complete Indicators: six books; number of countries and contributors)	Work on problems that connect national historiographies Indicators: six books; number of countries and contributors	Work on sources and methodologies Indicator: six books; number of countries and contributors	Work on using problems and issues to national historiographies to illuminate the histories of other areas in Europe Indicator: six books; number of countries and contributors	Work to develop future large scale research themes Indicators: six books; number of countries and contributors
Completion of transversal work packages to which all partners contribute Results of work on transversal themes published in book and on line form	Work on first theme published (probably citizenship) Indicator book published	Work on second theme published (probably migration) Indicator book published	Work on third theme published (probably gender) Indicator book published	Work on fourth theme published (probably identity) Indicator book published	Work on fifth and sixth theme published probably tolerance/discrimination Indicator book published
Dissertations of integrated doctoral candidates published	Doctoral dissertations in preparation	First dissertations published Indicator: number of dissertations estimated at 10 published	Further dissertations published Indicator: increasing number of dissertations published	Further dissertations published Indicator: increasing number of dissertations published	Corpus of dissertations published during NoE on line and hard copy Indicator: Total number of published dissertations
D. Common Management of Human Resources					
Integrated doctoral students across NoE participate actively in Thematic Work Groups and plenary meetings	The 90 official doctoral students belonging to the NoE participate in the Thematic Work Groups and in the Plenary session Indicator: number of presentations of research	Doctoral students contribute to joint research and publications Indicator: number of contributions to TWG publications	Doctoral students contribute to organisation of work and publications on transversal themes Indicator: number of contributions to transversal theme publications	New doctoral students are integrated into project and take active part in research projects Indicator: number of students new and experienced contributing to publications	The integrated doctoral students overall demonstrate ability to deal with innovative themes and to continue such research after end of NoE Indicator: quantity contributions over five year period, evidence of on-going research opportunity inside and outside the NoE
Staff distributed across NoE in the six TWGs and participate actively in the multinational context	The 90 official staff belonging to the NoE participate in the Thematic Work Groups and in the Plenary session	Staff contribute in international context to joint research and publications	Staff contribute in international context to organisation of work and publications on transversal themes Indicator: number	Staff are involved in supervising doctoral students from other partner institutions Indicator: number	The integrated staff demonstrates their ability to deal with the innovative themes and to continue such research after the end of the NoE Indicator: quantity

	Indicator: number of presentations of research	Indicator: number of contributions to TWG publications	Indicator: number of contributions to transversal theme publications	of staff supervising or helping to supervise doctoral students from other partners	contributions over the five year period, evidence of on-going research opportunity inside/outside NoE
Outside staff, doctoral and second cycle students participate in workshops and plenary meetings	Partners form back-up teams to involve staff and students (in addition to the official teams) in project meetings Indicator: number and profile of back-up teams	Back-up teams and other interested parties participate in working meetings Indicator: number of other staff participating with official teams in group work.	CLIOHnet members participate with back-up teams and other parties in working meetings Indicator: number and profile of participants	Persons from related disciplines participate, with historians, back-up teams and other interested parties Indicator: Number and profile of participants	There is ample participation and involvement of qualified staff and students beyond the circle of the officially integrated members Indicator: number and profile of persons
Promotion of student exchange across NoE	Survey of existing bilateral agreements and identification of major gaps Indicator: number of agreements,	Promotion of existing exchanges and development of new agreements Indicators: number of agreements, number of exchanges	Survey of exchanges and recommendation for judicious increase if possible Indicator: survey and recommendation	Rationalisation and balancing of exchanges Indicator Balance and consistency of possible exchanges	Network of possible exchanges available for present and future collaboration Indicator: number of agreements
Promotion of Staff exchange across NoE	Survey of existing bilateral agreements and identification of major gaps Indicator: number of agreements,	Promotion of existing exchanges and development of new agreements Indicators: number of agreements, number of exchanges	Survey of exchanges and recommendation for judicious increase if possible Indicator: survey and recommendation	Rationalisation and balancing of exchanges Indicator Balance and consistency of possible exchanges	Network of possible exchanges available for present and future collaboration Indicator: number of agreements
E. Network Management					
Establishment, development and consolidation of agreed decisional procedures for entire NoE (Assembly of partners)	First Assembly including all participants held; any necessary modifications proposed to rules of Consortium Indicator: minutes of Assembly meeting	Continuing operation according to existing rules, with amendments as needed Indicator: Minutes	Evaluation of procedures and recommendations for change by ad hoc commission Indicator: recommendations	Implementation of recommendations in by-laws or other appropriate form Indication: by-laws or amendments if required	Consolidated and smooth operation of procedures for decision making in Assembly Indicator: Minutes of Assembly meeting and general success of NoE
Establishment development and consolidation of agreed decisional procedures for entire NoE (Coordinating Committee/Management)	First year Coordinating Committee meetings held; any necessary modifications proposed to rules established in Consortium agreement) Indicator: minutes of Coordinating Committee	Continuing operation according to existing rules, with amendments as needed, including electronic meetings Indicator: Minutes	Evaluation of procedures and recommendations for change through self evaluation of Committee Indicator: recommendations	Implementation of recommendations in by-laws or other appropriate form Indication: by-laws or amendments if required	Consolidated and smooth operation of procedures for decision making in Coordinating Committee Indicator: Minutes of Coordinating Committee and general success of NoE
Established rules of procedure and management decisions for Thematic Work Groups which can be used in future projects	First year's TWG meetings held; working rules of order suggested by Coordinating Committee are implemented and tested Indicator: minutes of Assembly meeting	Continuing operation according to existing working rules, with amendments as needed Indicator: Minutes	Evaluation of procedures and recommendations for change discussed in Coordinating Committee Indicator: recommendations	Implementation of recommendations in appropriate form Indication: by-laws or amendments if required	Consolidated and smooth operation of procedures for group work including electronic contacts Indicator: Minutes of Assembly meeting and general success of NoE
Establishment of advisor network for doctoral candidates	During execution of NoE workplan, establishment of voluntary arrangements for	Proposals to partner institutions to	Formation of directory of interests and	Extension of directory to other members of	General pool of NoE experts to be drawn on as advisors is

	advisors coming from other partners of Network Indicator: list of such advisors	promote choice of advisors or supervisors from other NoE partner institutions Indicator: invitation to NoE doctoral schools	competences of Integrated staff to serve as repertory for advisors Indicator: directory; number of advisors	partner institutions Indicator: directory and increasing number of partners acting as advisors in other institutions	established Indicator: Overall directory of NoE advisors
F. Continuity of Network					
Development and consolidation of permanent structure	Institution of CLIOHnet/CLIOHRES.net Association Indicator: statute, minutes	Operation as voluntary association, dues Indicator: minutes, accounts	Search for external funding, promotion of membership from institutions as well as persons Indicator: minutes, accounts	Articulation with institutional, private and student membership Indicator: minutes, accounts	Association is consolidated as body representing private persons and institutions and able to accede to and manage research funding Indicator: Statute, accounts
Consolidation of links with other networks	CLIOHnet members of outer circle participate in and are informed about CLIOHRES.net activities Indicator: presence of CLIOHnet outer circle in activities	“HUMAN PLUS Archipelago” members are informed and invited to participate Indicator: presence of HUMAN PLUS members	Map of collaboration; action plan for finding synergies in other Networks Indicator: Map, Action plan	Other Networks informed and invited Indicator: links from and to sites; participants in activities	CLIOHRES.net has formalised links of cooperation with other Networks; partners collaborate with other Networks in designing and carrying out research. Indicator: evidence of collaboration, projects
Development of coordinated portfolio of spin-off and follow-up projects	Survey of possible collateral funding sources Indicator: evidence of survey	Proposals of small collateral projects on TGW or transversal themes Indicator: Evidence of proposal	Thematic Work Groups coordinate proposals including members of more than one TWG Indicator: Evidence of proposals	Thematic Work Groups begin definition of new research priorities, object of last year of activities Indicator: minutes of TWG meetings	Group of projects proposed and/or approved allowing continuation of common research efforts of NoE Indicator: portfolio of projects
Connection and synergy with national and other international projects	Survey of existing links with national projects Indicator: Survey	Encouraging partners' participation in national projects related to NoE themes Indicator: evidence of participation	Survey of relevant international projects Indicator: Survey	Action plan for enhancing links Indicator: Plan	NoE, TWGs and partners linked to relevant national and international projects and able to promote them Indicator: Portfolio of projects
Decreasing proportion of financing from NoE grant	Creation of Association, able to request and receive other funds Indicator: Statute, minutes of Association	Survey of potential funding sources Indicator: Survey	Action plan agreed for supplementary funding Indicator: Plan	Plan implemented Indicator: Action taken on recommendations	Sources secured to continue activities Indicator: Amounts available or spent for NoE activities in addition to grant
Development of Joint Degree Programmes at doctoral and second cycle ("Masters") level	Mapping of existing or planned Joint Degree programmes within or without the partnership Indicator: evidence of completed mapping	Promotion of new projects and agreements including nuclei of partners Indicator: new proposals	Review of joint degree programmes and promotion of coordination between programmes Indicator: programmes including greater number of partners	Promotion of new programmes involving countries and partners where missing Indicator: new proposals	Consolidated network of joint degree programmes embracing most partners in NoE Indicator: number and extension of programmes

II.12 Relations with CLIOHnet, Tuning and the Humanistic Archipelago

According to our Technical Annex, an important part of our activities is their dissemination and validation through the links with CLIOHnet2, with Tuning and with the Archipelago of Humanistic Thematic Networks. It is foreseen that these Networks and Network of Networks will take up the results of CLIOHRES.net and contribute to them. Our Technical Annex provides for CLIOHnet 2 members attending the CLIOHRES.net meetings. They will be involved as fully as is possible financially using CLIOHnet 2 funds.

III. Financial Matters

III.1 Budget

The budget is set out both in the Contract and in the Consortium agreement. The substance is the same, although the form differs slightly. The guiding principle has been to find a way of carrying out the work plan with the grant amount assigned to the project by the Commission.

The following is the description of the Budget contained in Annex B to the Consortium Agreement:

“The following is based on the assumption that by carrying out its work-plan satisfactorily, spending and accounting for expenditure according to the contractual rules and on time, the Network will obtain over the period of operation the maximum sum allowed, 4,500.000.00 euros. The Network foresees using 900,000.00 euros of that sum in each of the five years of the contract, and to request that sum as pre-financing at the start-up of the project. The basic planned activities will be identical in cost each year or will rise, as in the case of the publication of doctoral theses which will become more numerous in later years; it is foreseen that the Network will be able to find progressively greater sources of outside funding to offset that increase and to prefigure continuation and expansion of its activities after the funding period.

The Budget is organised around the following principles:

1. The Partners wish to carry out the project and intend to do so in a spirit of trust and good will;
2. The Partners will follow the general financial rules contained in the Annex B to the Contract with the Commission;
3. The Partners are aware that the Contract requires that the total cost of the project be greater than the Commission grant;
4. The Partners are aware that they are expected to contribute with staff time and in other ways to carry out the project. The estimated ‘net effort’ for the first 18 months and for the whole project (60 months) are contained in the Technical Annex to the Contract, reproduced here as Annex A.
5. The foreseen Commission grant is to be divided into two parts:
 - A ‘General’ part to be divided equally among all partners. These are 45 at present; other partners can only be added in case of necessity and with the approval of the existing partners;
 - A part devoted to ‘Management’;
 - A part devoted to ‘Coordinating activities’, both central and at the Thematic Work Group level;
6. Each partner may choose whether to handle the general part of the grant directly or through the central coordinating structure. All partners who handle funds directly, according to Commission contractual rules, must present annual audit certificates from an internationally certified accountant.
7. Although the Contract allows up to 20% of the grant amount received to be declared as ‘general costs’ by those partners using the AC model, the direct costs of the project will be too great to allow the partners to declare such a large portion of the grant as ‘general costs’, except as a simplification in accounting;
8. Identifiable VAT (IVA –TVA) cannot be paid for with grant money.
9. Since the transformation of pre-financing into grant, and the reception of further tranches depend on activities being carried out and on the amounts received being completely spent on time, each partner who foresees under-spending will inform the Co-coordinators in a timely fashion so that the money may be spent where it is needed for Network activities.

The present budget will guide the first year’s expenditure. If needed, the Assembly can amend it.

To clarify we give here a breakdown according to types of expenditure for which the Commission grant may be used:

A. General budget share of each partner

Each full Partner has an equal share in the general part of the budget. Each partner is required to integrate two staff members and two doctoral students in the Network. If a partner is forced to designate fewer persons it will have a proportionally smaller share (e.g., an Institution integrating one staff researcher and one doctoral student will have half a share).

Each share of the general budget consists of 15,000.00 euros divided into the following amounts:

- ***5000 euros to be given as grants for the two doctoral students***
- ***8400 euros for the expense of participation (travel and subsistence) of each of the four persons in two Thematic Work Group meetings and one plenary meeting each year, hence 12 trips each year per partner;***
- ***1600 euros for general expenses for those using the AC model; 1600 euros for Network activities to be accounted for by those partners using the FC model.”***

[At the beginning of CLIOHRES.net activities, there were only 44 shares, insofar as partners 35 and 45 had indicated only one staff member and one doctoral student. Partner 45 has now indicated two doctoral students and two staff and hence has full share.)

III.2 Financial Rules

The financial rules are contained in the Contract and its Annexes I, II and III, and in the Consortium Agreement (Title IV, section 2, page 9) with its Annex B.

There are further more extended documents interpreting the Commission rules. Overall, the rules foresee that any expense be reasonable and be necessary for carrying out the project as described in the Technical Annex. Accounting procedures must be the accepted ones of the country of the Institution handling the funds. An important limitation is that VAT and other taxes cannot be paid with grant money.

III.3 Travel and Subsistence Costs

A large part of the CLIOHRES.net budget is devoted to travel costs. In the Network work-plan, meetings are very important insofar as it is at meetings that the researchers can interact directly, learning about different historiographical approaches, presenting their own research and discussing their premises and their findings. Meetings are also the place where plans for integration can be made best.

The budget contains provision for 3 trips each year for each of the 178 staff members and doctoral students currently included officially in the Network. These have been calculated conventionally at an average of 700 euros per trip, including both travel tickets and subsistence costs. Air travel must be with APEX or low cost tickets. Train travel can be reimbursed. Travel by automobile can only be reimbursed to the amount of a first class train ticket over the same route. In any case, partners are urged to search out the most economical ways of travel and to purchase tickets early to obtain advantageous fares. Taxi travel and personal expenses (e.g. minibar, telephone) are not reimbursed.

III.4 Management Funds

For Networks of excellence a maximum of 7% of the grant may be used for ‘Management’. In our budget the first year this is 63,000.00 euros. Any partner handling funds must present at the end of each year an internationally valid audit certificate. The payment of the audits must be included in the Management funds. In order to limit this very relevant audit cost, and to rationalise the organisation of meetings etc., all but 5 partners have agreed to have their quota handled by the

University of Pisa. To facilitate their activities the Thematic Work Group Leaders receive 4,500,00€ per year, plus 500.00€ when they organise TWG meetings. The 500.00 € go to the Reference Person or the Co-organising institution when they organise a TWG meeting. 30,000.00 € stay with the University of Pisa for the central management structure and for the audit.

III.5 Student Grants

The Network foresees for each officially integrated doctoral candidate who participates actively in the Network according to the work-plan a grant of 'at least' 2500.00€ per year.

Because of the very different tax systems and bureaucratic formalities, most partners have asked the University of Pisa to give the grants to their students. Models of grant contracts are being prepared in adaptation to the different local situations. The object is to ensure that the largest possible part of the grant money goes in final analysis to the student.

III.6 Staff Time

The time staff member spend on CLIOHRES.net activities is first of all their own contribution. However, from an accounting point of view, that time is considered to be the contribution of their Universities to the Network of Excellence. In this as in all Commission projects, the principle is that the grant covers only a part of the cost. In CLIOHRES.net, the contribution of the Universities is Staff Effort measured in time. Estimates of the cost of the necessary staff time are contained in the Technical Annex under point 10.1, in the Network Effort Form 1 and 2. The Universities' (our) contribution in terms of Staff Time must be carefully documented with Time Sheets and supporting documents about the actual cost to each University of the time put into CLIOHRES by each member.

III.7 Financial Reporting

The second financial reporting period ends on 31 May 2007. At that time all the partners who have handled funds must send the financial report on the appropriate forms with the internationally valid audit certificate. Any partner who has received funds and anticipates not using them all by that date must inform Pisa beforehand so that the money may be used where it is needed. What is not spent is not 'saved' for the next year, but detracted from the total grant.

III.8 Guidelines for Meeting Organisers:

1. TRAVEL: *CLIOHRES pays for the travel of all official TWG members.*

- ❑ Most members will buy their own tickets and ask for reimbursement from Pisa.
- ❑ Some members will contact Pisa and we will prepay their ticket.
- ❑ Members from 'self-providing' Universities (Madrid, Aberdeen, Turku, Potsdam and Cardiff) will pay for their own travel from the money they have already received from Pisa.

What must the Organiser do?

- Give clear and timely information about what airport to use and how to get from the airport to the hotel(s) and conference venue.
- Give reimbursement forms to the members at the meeting (the forms are available on the website).

What will Pisa do?

- Reimburse those who send their reimbursement request and used tickets, boarding passes and receipts according to the rules
- Buy tickets for those who require this service and reimburse any further costs requested using a reimbursement form that contains the necessary documentation. The used prepaid tickets must be sent to Pisa after use, with the boarding passes.

2. SUBSISTENCE (hotel, meals and coffee breaks): CLIOHRES pays subsistence costs up to the maximum cost per day per person fixed for each country.

- ❑ Most members' subsistence expenses will be paid by Pisa directly to hotels, restaurants, caterers or travel agents, as is arranged between you and Pisa.
- ❑ The 'self providers' will pay for their own meals, hotel and coffee breaks.
- ❑ Any guests (spouses, children, partners, friends) must pay for meals themselves. If the guest is staying in a double room with an official member the guest will pay the additional charges with respect to the price for one person.

What must the Organiser do?

- Identify hotels, restaurants and coffee break providers so that all together the daily cost per person per day is within the establish maximum for your country. service.
- Get offers (estimates) from at least three restaurants and hotels and tell Pisa which you choose on the basis of cost, convenience and your own local expertise (give name, address, telephone, fax, website and name of person to contact and send us all three offers)
- Do this through a travel agency if it is easier for you and more economical because of VAT rules (see below, point 4).
- Make the rooming list (list of participants with arrival and departure dates and times) and communicate it to Pisa.
- Keep the rooming list updated and communicate any changes to Pisa.

What will Pisa do?

- Make the arrangements with the hotel, restaurants, caterers or travel agency according to your indications.
- Make reservations for all members.
- Pay hotels and restaurants when we receive the invoices after the meetings for all members except for the self-providers who must pay for themselves.
- If necessary, make advanced payment of a part of the cost, directly to the hotel, restaurant, caterer or travel agency before the meeting.
- If necessary, pay the entire amount of the invoice (except for the part regarding the self-providers) before the meeting. We prefer to pay part rather than the whole amount in advance otherwise there may be problems if there are last minute changes in the numbers of people.

PLEASE NOTE: What Pisa can NOT do:

- Pay invoices sent without a written order sent by Pisa before the event.

3. Venue (Conference Rooms or meeting place)

The Organiser is responsible for finding and securing appropriate rooms for the TWG meeting. Normally these are furnished free of charge by the host University.

If this is not possible, please contact Pisa.

4. The VAT Problem: CLIOHRES is not allowed to pay VAT with Commission funds.

- ❑ The EU has asked all member countries to apply directives so that Commission projects do not have to pay VAT.
- ❑ Not all countries have applied them, and many people in countries that have applied them are not aware that this has happened.
- ❑ Often travel agencies that are used to dealing with international groups know how to avoid paying VAT

What must the organiser do?

- Find out what the situation is in your country.
- Decide whether it is best for Pisa to make a contract with a travel agency or to deal directly with the individual hotels and restaurants.

What will Pisa do?

- Make the contract with the agency or the arrangements with the hotels and restaurants, trying to avoid paying VAT.
- If it is impossible to find a better solution, Pisa will pay the VAT with its own funds.

5. Support for the Organiser: *CLIOHRES will send you 500 euros to help with managing the meeting.*

- ❑ Usually Organisers use a part of the 500€ to make a contract with a graduate student or other appropriate person to help him/her.
- ❑ The 500€ can also be used for necessities such as dossiers, photocopies, badges.
- ❑ You also have 1600 € for miscellaneous expenses. The 1600€ can be used for such things as museum entrance or other un-official expenses necessary to make the meeting smooth and pleasant.

What must the Organiser do (with the helper)?

- deal with the correspondence, rooming lists, badges, photocopies, dossiers of conference materials and generally do what is necessary to make the TWG meeting run smoothly
- account for the use of the 500€ to Pisa (the 1600€ does not need to be accounted for).

5. Final tips:

- ❑ start early
- ❑ stay in contact with your TWG leader and with Laura Burgisano (l.burgisano@stm.unipi.it) and Laura Franciosi (l.franciosi@adm.unipi.it)
- ❑ if there are problems let Pisa know right away: we want to deal with them as soon as possible.