

II.4 Guideline for Fellowship Proposals

II.4.1 Objectives

A Fellowship shall offer the possibility to undertake a specific research objective under the guidance of EUMETSAT at a location decided by EUMETSAT.

The objectives of EUMETSAT Research Fellowships are:

- to contribute to the development of space meteorology techniques and meteorological observing systems using satellites;
- to promote a better understanding and use of satellite data applications;
- to support the definition, implementation and operation of EUMETSAT's Programmes;
- to contribute to the education of suitably qualified graduates and thereby to the development of further competence within the Member and Cooperating States;
- to foster exchange of knowledge and cross-fertilisation of ideas under the worldwide meteorological satellite orientated community.

II.4.2 Potential Research Topics

When proposing research projects, preference should be given to operational satellite data and products or their use in operational applications. Potential future products and applications are also included.

Below is a draft list of potential generic topics for research projects. This list is neither complete nor exclusive and just serves as a starting point.

1. Use of satellite data for the core activities of National Meteorological Services including Nowcasting, very short range forecasting applications and Numerical Weather Prediction (NWP);
2. Use of satellite data for climate applications;
3. Development and application of Day-2 products from EUMETSAT satellite data;
4. Calibration and validation activities for EUMETSAT satellites;
5. Development of new scientific applications for EUMETSAT's satellites, including oceanography, hydrology and atmospheric composition.

Furthermore, meaningful results have to be defined as a deliverable at the end of the Research Fellowship project.

II.4.3 Proposal Preparation

The proposal for the Research Fellowship project shall be concise but offer enough detailed information, in particular on which satellite data will be used and how the data will be used, in order to allow for a proper scientific evaluation by the STG Science Working Group (STG-SWG) and a well considered selection by the Scientific and Technical Group (STG).

The proposal shall in particular address the following items:

- Project title;
- Area of research;
- Rationale, objectives and expected results with a focus on which satellite data will be used and how the data will be used;
- Name of the scientific supervisor of the project;
- Relevance of the research to existing and future EUMETSAT programmes;
- Benefits to operational community;
- Benefits to other users than the host;
- Work plan for the first year of the project;
- Brief indication of goals and work foreseen beyond the first year if relevant;
- Relevant scientific expertise, facilities and logistic support.

Proposals shall be submitted **in English and shall be no longer than three pages.**

The following assumptions should be made:

- The proposal will compete with other proposals;
- Only one Research Fellow will be appointed at a Host Institute at any time.

Furthermore, the proposal shall contain a statement declaring that the institute will be able to offer a direct contract of employment to the selected candidate in accordance with applicable national legislation.

II.4.4 Schedule and Decisions for Selecting Proposals

The Secretariat will compile all proposals received from the Member State representatives and from the representative of the Cooperating States within the deadline in a paper to be presented to the STG-SWG. Ranking of proposals based on scientific evaluation by the STG-SWG will be discussed and eventually decided by STG. Following final approval of proposed projects and hosts by STG, the Secretariat jointly with the selected host institution will issue vacancy notices in order to start the recruitment process to fill the Fellowship positions as soon as they become vacant in the order of the ranking throughout.

II.4.5 Eligibility for Fellowship

Fellowships shall normally be awarded to suitably qualified graduates whose participation in the Fellowship programme would contribute to their scientific education and bring further competence to the Member States and Cooperating States, and who are nationals of EUMETSAT Member States or Co-operating States. Preference shall be given to nationals of Member States in deciding between candidates of equal merit.

Graduates from other States may be considered in the context of an agreed exchange programme or if the STG particularly decides that the award of a Fellowship to somebody from a non-Member or non-Cooperating State directly serves EUMETSAT's interests.

Current and former EUMETSAT Research Fellows are not eligible for further Fellowships.

II.4.6 Recruiting Candidates for Fellowships

Following decision by STG on research topics and proposing hosts, the EUMETSAT Head of Personnel shall be responsible for recruitment using the procedures applicable to EUMETSAT Staff members.

Jointly with the selected host, a vacancy notice is formulated describing the research work of the Fellow as defined in the selected research project definition proposal. The vacancy notice will be published via the EUMETSAT web page. A further distribution of the vacancy notice, if desired, is left to the discretion of the selected Host Institute. Potential candidates are requested to submit their application to the EUMETSAT Head of Personnel.

Based on the submitted applications EUMETSAT and the Host Institute will jointly compile a 'short list' (not more than 3) of potential candidates to be invited for an interview. The interview board will at least consist of a representative of the Host Institute, the EUMETSAT Head of Personnel or his representative, and the staff member from the Remote Sensing and Products Division responsible for the scientific management of the Research Fellowship programme (Point of Contact at EUMETSAT). The interview board will meet at EUMETSAT-HQ or, if in the interests of improved efficiency, on the premises of the host.

The institute selected as the responsible host shall advertise the open fellow position in appropriate places to ensure, as far as possible, that suitable candidates will apply.

The Vacancy Notice (VN) for a position at the host institute shall be issued not more than twice, and in the event that the recruitment fails after the second scheduled interview, the host institute shall be changed in accordance with the following principles:

1. If the failed recruitment was linked to a proposal submitted by a consortium of institutes (one responsible host and further participating institutes), the VN shall be issued a third, final, time, however, with a new host institute selected from the consortium of participating institutes and agreed among them.
2. If the failed recruitment was linked to a proposal submitted by one single host, or after the process at i) above has been exhausted, the proposal with the highest ranking (excluding the previously selected proposals) in the original ranking list approved by STG shall be selected as the new proposal and the submitting institute as the new responsible host. A new recruitment process shall be initiated for this new selected proposal with the submitting institute as the new responsible host.

II.4.7 Fellowship Contracts

Each of the six Fellowships within the EUMETSAT Member States and Cooperating States may cover a maximum of three years. The initial contract will be for one year. Based on the advice of STG towards the end of the first year of the Fellowship, the extension may be granted for further two years or in two increments of one year.

Two of the four Fellowships at ECMWF are standard fellowships and may cover a maximum of three years. The initial contract will be for one year. Based on the advice of STG towards the end of the first year, the extension may be granted for two years or in two increments of one year.

Two of the four Fellowships at ECMWF are extended fellowships and may cover a maximum of five years. The initial contract will be for one year. Based on the advice of STG towards the end of the first year, a first extension may be granted for two more years. Based on the advice of STG towards the end of the third year, a second final extension may be granted for another two years.

An honorarium for each Fellowship will be determined by EUMETSAT, within the maximum of the annual budget as described in section II.4.12, at a level consistent with corresponding staff in the Host Institute. Due regard shall be paid to the limited duration of the Fellowship and the higher costs which may be expected to be incurred by expatriates. However no account shall be taken of marital status and family circumstances in arriving at an appropriate allowance for expatriation.

The Fellow will be reimbursed for travel to and from the place of research at the beginning and at the end of the Research Fellowship in accordance with EUMETSAT Rules. Personal removal expenses will be reimbursed within reasonable limits to be fixed by the EUMETSAT Head of Personnel.

The Host Institute shall issue a contract (initial contract and contract extension, in case approved by STG, – duration of contracts as described above) to the selected Research Fellow, having sent the draft contract (initial contract and contract extension) to EUMETSAT for approval by the Director-General.

Furthermore, the Host Institute is responsible for payment of the honorarium within the guidelines and budgetary limits authorised by EUMETSAT Council. The Host Institute will be reimbursed for the payment of the honorarium of the Fellow as agreed in the approved contract. The Host Institute shall not levy any overhead or service charge.

Social Security is a necessary part of the Fellowship and the Research Fellow and the Host Institute acting as employer are responsible for contributing to an appropriate Social Security and Health Insurance Scheme from the honorarium.

II.4.8 The Secretariat

The Fellowships will be managed by the Secretariat. The Secretariat reports at each regular STG meeting on the Research Fellowship programme as a standard item. The status report shall as a minimum spell out in tabular form the:

- fellow's name;
- location of host;
- research topic;
- milestone(s) reached;
- date of next action (e.g. date of contract extension or replacement).

Based on the status report, STG will have to advise the Secretariat concerning the 'next action' in question (i.e. extension of contract).

II.4.9 Monitoring of the EUMETSAT Research Fellowship Programme

The Host Institute undertakes to provide supervision and infrastructure appropriate to the Research Fellow and the selected project.

The Research Fellow will report to the Point of Contact at EUMETSAT as follows:

- She/he will have to submit an annual report describing the work done under the specific Research Fellowship topic.
- In accordance with the half yearly Delegate Body meetings, she/he will submit a short half-year summary report (not more than 3 pages) addressing:
 - the objectives of the Fellowship;
 - the achievements made over the last six months;
 - the plan for future work within the next period.

Furthermore, the Research Fellow will be invited to give each year an oral presentation on the research topic at the EUMETSAT-HQ and to use the presence at EUMETSAT for discussions with interested/involved staff members and interested delegates (e.g. from STG- SWG). It is recommended to invite several Fellows, selected by research topics, to give their presentations on the same day at EUMETSAT.

II.4.10 Mission Plan

A limited number of missions can be considered during the Fellowship. The purpose of the missions should be directly related to the research topic and be agreed annually. The supervisor at the Host Institute will have to discuss with the Fellow the planned missions and shall submit a mission plan as early as possible during each year of the Fellowship. The Point of Contact at EUMETSAT will evaluate the scientific relevance of the proposed missions and will give recommendations for their approval to Personnel. Head of Personnel will give the financial approval by sending the relevant information to the Point of Contact at EUMETSAT, who then will inform the responsible persons at the Host Institute.

II.4.11 Publications

All intellectual property rights arising from work performed by the Research Fellow within the Fellowship shall belong both to EUMETSAT and to the concerned organisation. Publication of the results of the work by the Fellow in the open literature is strongly encouraged and shall be supported financially by EUMETSAT subject to approval.

Before a paper is to be submitted for publication it should be sent by the Fellow with a cover memo to the Point of Contact at EUMETSAT to seek approval for publication. It is mandatory that both EUMETSAT and the concerned organisation be properly credited for their support to the research activity within the acknowledgement of the publication.

In case EUMETSAT is asked to cover the paper charges, the Fellow has to send an official request to the Secretariat quoting the “upper limit price” (pages plus colour figures) and an expected payment date for publishing the paper together with the appropriate “Publication Charge Certificates” of the Journal. The quotation together with the Journal forms will be forwarded to the Head of Personnel for financial approval. The Secretariat will inform the Fellow about the final decision.

II.4.12 Budgetary Provision

The financial resources for Research Fellows will be provided each year in the normal budget. In accordance with the decision of the 49th Council, the amount will nominally be 75 KEUR per Fellow including costs for approved travel and other expenses. These amounts are at 2002 economic conditions and shall be updated to current conditions each year. The actual amount paid will be as defined in section II.4.7 above.