

## **ECSA Terms of Engagement in Project Proposals**

- approved by the ECSA Steering Committee as of 4 September 2015

1. ECSA is a pan-European association with the aim of promoting Citizen Science across the European Union (but not limited to it) and encouraging joint action of and exchange between Citizen Science practitioner organizations. ECSA contributions to projects will be in accordance with these principles.
2. In each call for proposals, ECSA may participate in as many consortia as it gets requested, as long as there is a member of ECSA leading or as a partner in the proposal, and that this partner/coordinator leads on writing the ECSA part in the project.
3. To avoid conflicts of interest and unintended sharing of information, in cases where ECSA is involved in more than one consortium, only the Executive Board of ECSA (and if Executive Board members' home institutions are also involved in the consortia, only the Headquarter of ECSA) will be involved in the preparation of budget or committing to deliverables, with the ECSA member who acts as partner or leader of the proposal managing most of the effort. The ECSA Headquarter will inform the members of the existence of other bids, but no details about the nature of the bids or any other information will be shared. Decisions on specific commitments that will require discussion with the Steering Committee will need to be done with the knowledge of all the competing proposals, as this changes what ECSA is offering.
4. Requests for ECSA participation in a proposal have to be communicated to Headquarters and approved by the Executive Board.
5. ECSA Headquarters will provide standard texts to the various parts of a typical proposal, and the Executive Board will have the final say on ECSA's commitments and budget.
6. The role of ECSA in the project must be related to the objectives stated in the ECSA Statutes and ECSA Strategy (please consult the current documents at the ECSA homepage), such as:
  - 6.1. carrying out research on citizen science, participatory research, and volunteering/community service;
  - 6.2. developing and employing knowledge and skills on citizen science at the international, national and regional level as well as gathering and distributing those through web sites, workshops, talks and publications;
  - 6.3. developing and implementing European citizen science programmes, especially in areas with high societal relevance both on the international and on the national level, such as sustainability, environment, social and technical innovation, and health;
  - 6.4. identifying, developing and promoting best practices and excellence in citizen science;

- 6.5. developing a common European approach to citizen science, in terms of methodology, education and training materials, and performance criteria;
  - 6.6. encouraging the participation of disadvantaged and marginalized groups in participatory research;
  - 6.7. linking ECSA members to the international Citizen Science community;
  - 6.8. providing expertise and evidence on Citizen Science to policy and decision makers at the regional, national and European level and advocating for Citizen Science.
7. ECSA devised specific activities may include (but are not limited to, please consult the current list of possible contributions with ECSA Headquarters):
- 7.1. project management if the scope of the whole project is within the previous topics;
  - 7.2. developing web pages and websites within the topics of its competence (web hosting plus content);
  - 7.3. producing e-newsletter articles monthly within the topics of its competence;
  - 7.4. organizing a conference with circa 150 attendees sharing project outcomes and/or setting the scene for the citizen-science landscape;
  - 7.5. organizing knowledge-sharing workshops facilitated by people active/expert within the field of citizen science;
  - 7.6. writing of a 'lessons learned and best practices' report from the project (method to be determined via discussion but could include questionnaire to all partners, gathering feedback, some interviews, and professional design), to be disseminated around ECSA network and project partnership;
  - 7.7. promotion via ECSA's social media channels;
  - 7.8. the following products and services:
    - 7.8.1. a repository of open data generated within the project;
    - 7.8.2. an internet platform to share knowledge supported through common, free and open software standards;
    - 7.8.3. data quality assessment.
8. ECSA's effort will normally be at least 2% of the total budget of the project subject to the discretion of ECSA Headquarters.
9. ECSA Headquarters person months cost is in the range of 5000 - 7000 €/month.
10. Once the proposal is accepted, the ECSA contribution to the project will be carried out either through the ECSA Headquarters (hiring staff, implementing events, etc.) or by ECSA members (through ECSA). For the second case this means that staff is contracted through ECSA but would work at a members' site or staff is contracted through the ECSA member and seconded to ECSA Headquarters for the respective task. It depends of the specific context of each proposal which legal arrangement best describes this sort of contribution – most likely this will be a "linked third party" arrangement; in the majority of cases it would not be subcontracting. As the suitable arrangement depends on the specific task and available expertise, please consult the implementation modalities in your specific case with ECSA Headquarters.