GRANT AGREEMENT

NUMBER — 690984 — DEMOSTAF

This Agreement (‘the Agreement’) is between the following parties:

on the one part,

the Research Executive Agency (REA) ('the Agency'), under the power delegated by the European Commission ('the Commission'), represented for the purposes of signature of this Agreement by Head of Unit, Marie Sklodowska-Curie Research and Innovation Staff Exchanges, Fredrik OLSSON HECTOR,

and

on the other part,

1. ‘the coordinator’:

INSTITUT NATIONAL D'ETUDES DEMOGRAPHIQUES (INED), 180037020, established in Boulevard Davout 133, PARIS 75980, France, FR37180037020 represented for the purposes of signing the Agreement by Director, Chantal CASES

and the following other beneficiaries, if they sign their ‘Accession Form’ (see Annex 3 and Article 56):

2. UNIVERSITE CATHOLIQUE DE LOUVAIN (UCL) BE6, 419052272, established in PLACE DE L UNIVERSITE 1, LOUVAIN LA NEUVE 1348, Belgium, BE0419052272

3. UNIVERSITE DE GENEVE (UNIGE), CHE110644228, established in RUE DU GENERAL DUFOUR 24, GENEVE 1211, Switzerland, CHE114927636TVA

4. INSTITUT DE RECHERCHE POUR LE DEVELOPPEMENT (IRD), 18006025, established in Boulevard de Dunkerque - CS 90009 44, MARSEILLE 13572, France, FR75180006025

Unless otherwise specified, references to ‘beneficiary’ or ‘beneficiaries’ include the coordinator.

The parties referred to above have agreed to enter into the Agreement under the terms and conditions below.

By signing the Agreement or the Accession Form, the beneficiaries accept the grant and agree to implement it under their own responsibility and in accordance with the Agreement, with all the obligations and conditions it sets out.
The Agreement is composed of:

Terms and Conditions

Annex 1  Description of the action
Annex 2  Estimated budget for the action
Annex 3  Accession Forms
Annex 4  Model for the financial statements
Annex 5  Not applicable
Annex 6  Not applicable
TABLE OF CONTENTS

CHAPTER 1 GENERAL ...............................................................................................................................................10

ARTICLE 1 — SUBJECT OF THE AGREEMENT .................................................................................................10

CHAPTER 2 ACTION .................................................................................................................................................. 10

ARTICLE 2 — ACTION TO BE IMPLEMENTED .................................................................................................10

ARTICLE 3 — DURATION AND STARTING DATE OF THE ACTION .................................................................10

ARTICLE 4 — ESTIMATED BUDGET AND BUDGET TRANSFERS ....................................................................10

4.1 Estimated budget................................................................................................................................... 10

4.2 Budget transfers.....................................................................................................................................10

CHAPTER 3 GRANT ....................................................................................................................................................10

ARTICLE 5 — GRANT AMOUNT, FORM OF GRANT, REIMBURSEMENT RATES AND FORMS OF COSTS ......................................................................................................................................................... 10

5.1 Maximum grant amount ........................................................................................................................ 10

5.2 Form of grant, reimbursement rate and form of costs ..........................................................................10

5.3 Final grant amount — Calculation........................................................................................................11

5.4 Revised final grant amount — Calculation.......................................................................................... 12

ARTICLE 6 — ELIGIBLE AND INELIGIBLE COSTS ...................................................................................... 12

6.1 General conditions for costs to be eligible ........................................................................................... 12

6.2 Specific conditions for costs to be eligible ...........................................................................................12

6.3 Ineligible costs .......................................................................................................................................13

6.4 Consequences of declaration of ineligible costs ...................................................................................14

CHAPTER 4 RIGHTS AND OBLIGATIONS OF THE PARTIES ........................................................................ 14

SECTION 1 RIGHTS AND OBLIGATIONS RELATED TO IMPLEMENTING THE ACTION ................................... 14

ARTICLE 7 — GENERAL OBLIGATION TO PROPERLY IMPLEMENT THE ACTION ...................................... 14

7.1 General obligation to properly implement the action ........................................................................... 14

7.2 Consequences of non-compliance .........................................................................................................14

SECTION 2 RIGHTS AND OBLIGATIONS RELATED TO THE GRANT ADMINISTRATION .................... 15

ARTICLE 17 — GENERAL OBLIGATION TO INFORM .................................................................................. 15

17.1 General obligation to provide information upon request ................................................................. 15

17.2 Obligation to keep information up to date and to inform about events and circumstances likely to affect the Agreement ........................................................................................................ 15

17.3 Consequences of non-compliance .........................................................................................................16
ARTICLE 18 — KEEPING RECORDS — SUPPORTING DOCUMENTATION..............................................16

18.1 Obligation to keep records and other supporting documentation.............................................16

18.2 Consequences of non-compliance..................................................................................................16

ARTICLE 19 — SUBMISSION OF DELIVERABLES..................................................................................17

19.1 Obligation to submit deliverables..................................................................................................17

19.2 Consequences of non-compliance..................................................................................................17

ARTICLE 20 — REPORTING — PAYMENT REQUESTS...........................................................................17

20.1 Obligation to submit reports...........................................................................................................17

20.2 Reporting periods............................................................................................................................17

20.3 Periodic reports — Requests for interim payments.......................................................................17

20.4 Final report — Request for payment of the balance.....................................................................19

20.5 Currency for financial statements..................................................................................................19

20.6 Language of reports.........................................................................................................................19

20.8 Consequences of non-compliance — Suspension of the payment deadline — Termination........19

ARTICLE 21 — PAYMENTS AND PAYMENT ARRANGEMENTS..............................................................20

21.1 Payments to be made......................................................................................................................20

21.2 Pre-financing payment — Amount — Amount retained for the Guarantee Fund..........................20

21.3 Interim payments — Amount — Calculation..............................................................................20

21.4 Payment of the balance — Amount — Calculation — Release of the amount retained for the Guarante... 21

21.5 Notification of amounts due............................................................................................................22

21.6 Currency for payments....................................................................................................................22

21.7 Payments to the coordinator — Distribution to the beneficiaries..................................................22

21.8 Bank account for payments............................................................................................................22

21.9 Costs of payment transfers............................................................................................................22

21.10 Date of payment.............................................................................................................................23

21.11 Consequences of non-compliance...............................................................................................23

ARTICLE 22 — CHECKS, REVIEWS, AUDITS AND INVESTIGATIONS — EXTENSION OF FINDINGS......23

22.1 Checks, reviews and audits by the Agency and the Commission..................................................23

22.2 Investigations by the European Anti-Fraud Office (OLAF).............................................................25

22.3 Checks and audits by the European Court of Auditors (ECA).........................................................25

22.4 Checks, reviews, audits and investigations for international organisations....................................26

22.5 Consequences of findings in checks, reviews, audits and investigations — Extension of findings......26

22.6 Consequences of non-compliance...............................................................................................27
ARTICLE 23 — EVALUATION OF THE IMPACT OF THE ACTION........................................................28
  23.1 Right to evaluate the impact of the action..........................................................................................28
  23.2 Consequences of non-compliance......................................................................................................28

SECTION 3 RIGHTS AND OBLIGATIONS RELATED TO BACKGROUND AND RESULTS..........28

SUBSECTION 1 GENERAL..............................................................................................................................28
ARTICLE 23a — MANAGEMENT OF INTELLECTUAL PROPERTY......................................................28
  23a.1 Obligation to take measures to implement the Commission Recommendation on the management of
  intellectual property in knowledge transfer activities........................................................................... 28
  23a.2 Consequences of non-compliance.....................................................................................................28

SUBSECTION 2 RIGHTS AND OBLIGATIONS RELATED TO BACKGROUND.............................................29
ARTICLE 24 — AGREEMENT ON BACKGROUND..................................................................................29
  24.1 Agreement on background.................................................................................................................. 29
  24.2 Consequences of non-compliance.......................................................................................................29
ARTICLE 25 — ACCESS RIGHTS TO BACKGROUND.............................................................................29
  25.1 Exercise of access rights — Waiving of access rights — No sub-licensing.......................................29
  25.2 Access rights for other beneficiaries, for implementing their own tasks under the action..............29
  25.3 Access rights for other beneficiaries, for exploiting their own results..............................................29
  25.4 Access rights for affiliated entities.....................................................................................................30
  25.5 Access rights for seconded staff members..........................................................................................30
  25.6 Consequences of non-compliance.......................................................................................................30

SUBSECTION 3 RIGHTS AND OBLIGATIONS RELATED TO RESULTS....................................................31
ARTICLE 26 — OWNERSHIP OF RESULTS...............................................................................................31
  26.1 Ownership by the beneficiary that generates the results................................................................. 31
  26.2 Joint ownership by several beneficiaries......................................................................................... 31
  26.3 Rights of third parties (including personnel)....................................................................................31
  26.4 Agency ownership, to protect results..............................................................................................32
  26.5 Consequences of non-compliance.......................................................................................................32
ARTICLE 27 — PROTECTION OF RESULTS — VISIBILITY OF EU FUNDING....................................33
  27.1 Obligation to protect the results.........................................................................................................33
  27.2 Agency ownership, to protect the results..........................................................................................33
  27.3 Information on EU funding...............................................................................................................33
  27.4 Consequences of non-compliance.......................................................................................................33
ARTICLE 28 — EXPLOITATION OF RESULTS.........................................................................................33
  28.1 Obligation to exploit the results...........................................................................................................33

5
28.2 Results that could contribute to European or international standards — Information on EU funding

28.3 Consequences of non-compliance

ARTICLE 29 — DISSEMINATION OF RESULTS — OPEN ACCESS — VISIBILITY OF EU FUNDING

29.1 Obligation to disseminate results

29.2 Open access to scientific publications

29.3 Open access to research data

29.4 Information on EU funding — Obligation and right to use the EU emblem

29.5 Disclaimer excluding Agency responsibility

29.6 Consequences of non-compliance

ARTICLE 30 — TRANSFER AND LICENSING OF RESULTS

30.1 Transfer of ownership

30.2 Granting licenses

30.3 Agency right to object to transfers or licensing

30.4 Consequences of non-compliance

ARTICLE 31 — ACCESS RIGHTS TO RESULTS

31.1 Exercise of access rights — Waiving of access rights — No sub-licensing

31.2 Access rights for other beneficiaries, for implementing their own tasks under the action

31.3 Access rights for other beneficiaries, for exploiting their own results

31.4 Access rights of affiliated entities

31.5 Access rights for the EU institutions, bodies, offices or agencies and EU Member States

31.6 Access rights for seconded staff members

31.7 Consequences of non-compliance

SECTION 4 OTHER RIGHTS AND OBLIGATIONS

ARTICLE 32 — RECRUITMENT AND WORKING CONDITIONS FOR SECONDED STAFF MEMBERS

32.1 Obligations towards seconded staff members

32.2 Consequences of non-compliance

ARTICLE 33 — GENDER EQUALITY

33.1 Obligation to aim for gender equality

33.2 Consequences of non-compliance

ARTICLE 34 — ETHICS

34.1 Obligation to comply with ethical principles

34.2 Activities raising ethical issues

34.3 Activities involving human embryos or human embryonic stem cells
34.4 Consequences of non-compliance................................................................. 41

ARTICLE 35 — CONFLICT OF INTERESTS............................................................. 41
35.1 Obligation to avoid a conflict of interests..................................................... 41
35.2 Consequences of non-compliance............................................................... 41

ARTICLE 36 — CONFIDENTIALITY.................................................................... 41
36.1 General obligation to maintain confidentiality............................................. 41
36.2 Consequences of non-compliance............................................................... 42

ARTICLE 37 — SECURITY-RELATED OBLIGATIONS.......................................... 42
37.1 Results with a security recommendation.................................................... 42
37.2 Classified results.......................................................................................... 42
37.3 Activities involving dual-use goods or dangerous materials and substances...................................................................................................................... 43
37.4 Consequences of non-compliance............................................................... 43

ARTICLE 38 — PROMOTING THE ACTION — VISIBILITY OF EU FUNDING...... 43
38.1 Communication activities by beneficiaries.................................................. 43
38.2 Communication activities by the Agency.................................................... 44
38.3 Consequences of non-compliance............................................................... 45

ARTICLE 39 — PROCESSING OF PERSONAL DATA......................................... 45
39.1 Processing of personal data by the Agency and the Commission.................. 45
39.2 Processing of personal data by the beneficiaries......................................... 45
39.3 Consequences of non-compliance............................................................... 46

ARTICLE 40 — ASSIGNMENTS OF CLAIMS FOR PAYMENT AGAINST THE AGENCY... 46

CHAPTER 5  DIVISION OF BENEFICIARIES’ ROLES AND RESPONSIBILITIES — RELATIONSHIP WITH COMPLEMENTARY BENEFICIARIES — RELATIONSHIP WITH PARTNERS OF A JOINT ACTION.................................................. 46

ARTICLE 41 — DIVISION OF BENEFICIARIES’ ROLES AND RESPONSIBILITIES — RELATIONSHIP WITH COMPLEMENTARY BENEFICIARIES — RELATIONSHIP WITH PARTNERS OF A JOINT ACTION.................................................. 46
41.1 Roles and responsibilities towards the Agency............................................. 46
41.2 Internal division of roles and responsibilities............................................. 46
41.3 Internal arrangements between beneficiaries — Consortium agreement...... 47

CHAPTER 6  REJECTION OF COSTS — REDUCTION OF THE GRANT — RECOVERY — PENALTIES — DAMAGES — SUSPENSION — TERMINATION — FORCE MAJEURE................................................................. 48

SECTION 1  REJECTION OF COSTS — REDUCTION OF THE GRANT — RECOVERY — PENALTIES........................................................................................................ 48

ARTICLE 42 — REJECTION OF INELIGIBLE COSTS.......................................... 48
42.1 Conditions.................................................................................................... 48
42.2 Ineligible costs to be rejected — Calculation — Procedure.......................... 48
42.3 Effects.

ARTICLE 43 — REDUCTION OF THE GRANT.

43.1 Conditions.

43.2 Amount to be reduced — Calculation — Procedure.

43.3 Effects.

ARTICLE 44 — RECOVERY OF UNDUE AMOUNTS.

44.1 Amount to be recovered — Calculation — Procedure.

ARTICLE 45 — ADMINISTRATIVE AND FINANCIAL SANCTIONS.

45.1 Conditions.

45.2 Duration — Amount of penalty — Calculation.

45.3 Procedure.

SECTION 2 LIABILITY FOR DAMAGES.

ARTICLE 46 — LIABILITY FOR DAMAGES.

46.1 Liability of the Agency.

46.2 Liability of the beneficiaries.

SECTION 3 SUSPENSION AND TERMINATION.

ARTICLE 47 — SUSPENSION OF PAYMENT DEADLINE.

47.1 Conditions.

47.2 Procedure.

ARTICLE 48 — SUSPENSION OF PAYMENTS.

48.1 Conditions.

48.2 Procedure.

ARTICLE 49 — SUSPENSION OF THE ACTION IMPLEMENTATION.

49.1 Suspension of the action implementation, by the beneficiaries.

49.2 Suspension of the action implementation, by the Agency.

ARTICLE 50 — TERMINATION OF THE AGREEMENT OR OF PARTICIPATION FOR ONE OR MORE BENEFICIARIES.

50.1 Termination of the Agreement by the beneficiaries.

50.2 Termination of participation for one or more beneficiaries, by the beneficiaries.

50.3 Termination of the Agreement or participation for one or more beneficiaries, by the Agency.

SECTION 4 FORCE MAJEURE.

ARTICLE 51 — FORCE MAJEURE.

CHAPTER 7 FINAL PROVISIONS.

ARTICLE 52 — COMMUNICATIONS BETWEEN THE PARTIES.
52.2 Date of communication.................................................................................................................................. 67
52.3 Addresses for communication..................................................................................................................... 67

ARTICLE 53 — INTERPRETATION OF THE AGREEMENT.................................................................................. 68
53.1 Precedence of the Terms and Conditions over the Annexes.................................................................... 68
53.2 Privileges and immunities......................................................................................................................... 68

ARTICLE 54 — CALCULATION OF PERIODS, DATES AND DEADLINES...................................................... 68

ARTICLE 55 — AMENDMENTS TO THE AGREEMENT..................................................................................... 68
55.1 Conditions.................................................................................................................................................. 68
55.2 Procedure.................................................................................................................................................. 68

ARTICLE 56 — ACCESSION TO THE AGREEMENT......................................................................................... 69
56.1 Accession of the beneficiaries mentioned in the Preamble....................................................................... 69
56.2 Addition of new beneficiaries.................................................................................................................... 69

ARTICLE 57 — APPLICABLE LAW AND SETTLEMENT OF DISPUTES....................................................... 69
57.1 Applicable law........................................................................................................................................... 69
57.2 Dispute settlement..................................................................................................................................... 70

ARTICLE 58 — ENTRY INTO FORCE OF THE AGREEMENT............................................................................. 70
CHAPTER 1 GENERAL

ARTICLE 1 — SUBJECT OF THE AGREEMENT

This Agreement sets out the rights and obligations and the terms and conditions applicable to the grant awarded to the beneficiaries for implementing the action set out in Chapter 2.

CHAPTER 2 ACTION

ARTICLE 2 — ACTION TO BE IMPLEMENTED

The grant is awarded for the action entitled ‘Emerging population issues in sub-Saharan Africa: Cross-checking and promoting demographic data for better action — DEMOSTAF’ (‘action’), as described in Annex 1.

ARTICLE 3 — DURATION AND STARTING DATE OF THE ACTION

The duration of the action will be 48 months as of 1 January 2016 (‘starting date of the action’).

ARTICLE 4 — ESTIMATED BUDGET AND BUDGET TRANSFERS

4.1 Estimated budget

The ‘estimated budget’ for the action is set out in Annex 2.

It contains the estimated eligible costs and the forms of costs, broken down by beneficiary and budget category (see Articles 5, 6).

4.2 Budget transfers

The estimated budget breakdown indicated in Annex 2 may be adjusted by transfers of amounts between the beneficiaries. This does not require an amendment according to Article 55, if the action is implemented as described in Annex 1.

CHAPTER 3 GRANT

ARTICLE 5 — GRANT AMOUNT, FORM OF GRANT, REIMBURSEMENT RATES AND FORMS OF COSTS

5.1 Maximum grant amount

The ‘maximum grant amount’ is EUR 868,500.00 (eight hundred and sixty eight thousand five hundred EURO).

5.2 Form of grant, reimbursement rate and form of costs

The grant reimburses 100 % of the action’s eligible costs (see Article 6) (‘reimbursement of eligible costs grant’) (see Annex 2).
The estimated eligible costs of the action are EUR **868,500.00** (eight hundred and sixty eight thousand five hundred EURO).

Eligible costs (see Article 6) must be declared under the following forms ('forms of costs'):

(a) for **costs of seconded staff members**: on the basis of the amount(s) per unit set out in Annex 2 (‘unit costs’) and

(b) for **institutional costs** (research, training and networking costs, management and indirect costs): on the basis of the amount per unit set out in Annex 2 (**unit costs**).

### 5.3 Final grant amount — Calculation

The final grant amount depends on the actual extent to which the action is implemented in accordance with the Agreement’s terms and conditions.

This **amount** is calculated by the Agency — when the payment of the balance is made (see Article 21.4) — in the following steps:

- **Step 1** – Application of the reimbursement rate
- **Step 2** – Limit to the maximum grant amount
- **Step 3** – Reduction due to improper implementation or breach of other obligations

#### 5.3.1 Step 1 — Application of the reimbursement rate

The reimbursement rate (see Article 5.2) is applied to eligible costs (unit costs; see Article 6) declared by the beneficiaries and approved by the Agency (see Article 21).

#### 5.3.2 Step 2 — Limit to the maximum grant amount

If the amount obtained following Step 1 is higher than the maximum grant amount set out in Article 5.1, it will be limited to the latter.

#### 5.3.3 Step 3 — Reduction due to improper implementation or breach of other obligations — Reduced grant amount — Calculation

If the grant is reduced (see Article 43), the Agency will calculate the reduced grant amount by deducting the amount of the reduction (calculated in proportion to the improper implementation of the action or to the seriousness of the breach of obligations in accordance with Article 43.2) from the maximum grant amount set out in Article 5.1.

The final grant amount will be the lower of the following two:

- the amount obtained following Steps 1 and 2 or
- the reduced grant amount following Step 3.
5.4 Revised final grant amount — Calculation

If — after the payment of the balance (in particular, after checks, reviews, audits or investigations; see Article 22) — the Agency rejects costs (see Article 42) or reduces the grant (see Article 43), it will calculate the ‘revised final grant amount’ for the beneficiary concerned by the findings.

This amount is calculated by the Agency on the basis of the findings, as follows:

- in case of rejection of costs: by applying the reimbursement rate to the revised eligible costs approved by the Agency for the beneficiary concerned;
- in case of reduction of the grant: by calculating the concerned beneficiary’s share in the grant amount reduced in proportion to its improper implementation of the action or to the seriousness of its breach of obligations (see Article 43.2).

In case of rejection of costs and reduction of the grant, the revised final grant amount for the beneficiary concerned will be the lower of the two amounts above.

ARTICLE 6 — ELIGIBLE AND INELIGIBLE COSTS

6.1 General conditions for costs to be eligible

Unit costs are eligible (‘eligible costs’), if:

(i) they are calculated as follows:

\[ \text{amounts per unit set out in Annex 2} \times \text{the number of actual units}. \]

(ii) the number of actual units complies with the following:

- the units must be actually used or produced in the period set out in Article 3;
- the units must be necessary for implementing the action or produced by it, and
- the number of units must be identifiable and verifiable, in particular supported by records and documentation (see Article 18).

6.2 Specific conditions for costs to be eligible

Costs are eligible, if they comply with the general conditions (see above) and the specific conditions set out below for each of the following two budget categories:

A. Costs of seconded staff members are eligible, if:

(a) the number of units declared:

(i) corresponds to the actual number of months spent by the seconded staff members on the research and innovation activities and
(ii) does not exceed 12 months (per seconded staff member);

(b) the seconded staff members comply — at the date of secondment — with the following conditions:

(i) be one of the following:

- an ‘early stage researcher’ (i.e. in the first four years of his/her research career and not have a doctoral degree);

- an ‘experienced researcher’ (i.e. in possession of a doctoral degree or have at least four years of research experience), or

- administrative, managerial or technical staff supporting research and innovation activities under the action, and

(ii) have been actively engaged in or linked to research and innovation activities for at least 6 months at the beneficiary or a 'partner organisation'.

(c) the secondment complies with the following conditions:

(i) last at least 1 month and no longer than 12 months;

(ii) be between:

- a beneficiary established in a EU Member State (or associated country) and a beneficiary established in another EU Member State (or associated country) from different sectors (academic and non-academic) or

- a beneficiary established in a EU Member State (or associated country) and a partner organisation established in a non-EU Member State (or non-associated country), and

(iii) the beneficiary or partner organisation sending the person is established in a country listed in General Annex A of the Main Work Programme.

B. Institutional costs (B.1 Research, training and networking costs and B.2 Management and indirect costs) are eligible if the costs for the seconded staff members (see above) are eligible.

6.3 Ineligible costs

‘Ineligible costs’ are:

(a) costs that do not comply with the conditions set out above (in Article 6.1), in particular costs incurred during suspension of the action implementation (see Article 49);

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1 For the definition, see ‘associated country’ footnote (Article 25.4).
(b) costs reimbursed under another EU or Euratom grant (including grants awarded by a Member State and financed by the EU or Euratom budget and grants awarded by bodies other than the Agency for the purpose of implementing the EU budget), in particular, management and indirect costs if the beneficiary is already receiving an operating grant financed by the EU or Euratom budget in the same period.

6.4 Consequences of declaration of ineligible costs

Declared costs that are ineligible will be rejected (see Article 42).

This may also lead to any of the other measures described in Chapter 6.

CHAPTER 4 RIGHTS AND OBLIGATIONS OF THE PARTIES

SECTION 1 RIGHTS AND OBLIGATIONS RELATED TO IMPLEMENTING THE ACTION

ARTICLE 7 — GENERAL OBLIGATION TO PROPERLY IMPLEMENT THE ACTION

7.1 General obligation to properly implement the action

The beneficiaries must implement the action as described in Annex 1 and in compliance with the provisions of the Agreement and all legal obligations under applicable EU, international and national law.

7.2 Consequences of non-compliance

If a beneficiary breaches any of its obligations under this Article, the grant may be reduced (see Article 43).

Such breaches may also lead to any of the other measures described in Chapter 6.

ARTICLE 8 — RESOURCES TO IMPLEMENT THE ACTION — THIRD PARTIES INVOLVED IN THE ACTION

Not applicable

ARTICLE 9 — IMPLEMENTATION OF ACTION TASKS BY BENEFICIARIES NOT RECEIVING EU FUNDING

Not applicable

ARTICLE 10 — PURCHASE OF GOODS, WORKS OR SERVICES

Not applicable
ARTICLE 11 — USE OF IN-KIND CONTRIBUTIONS PROVIDED BY THIRD PARTIES AGAINST PAYMENT

Not applicable

ARTICLE 12 — USE OF IN-KIND CONTRIBUTIONS PROVIDED BY THIRD PARTIES FREE OF CHARGE

Not applicable

ARTICLE 13 — IMPLEMENTATION OF ACTION TASKS BY SUBCONTRACTORS

Not applicable

ARTICLE 14 — IMPLEMENTATION OF ACTION TASKS BY LINKED THIRD PARTIES

Not applicable

ARTICLE 15 — FINANCIAL SUPPORT TO THIRD PARTIES

Not applicable

ARTICLE 16 — PROVISION OF TRANS-NATIONAL OR VIRTUAL ACCESS TO RESEARCH INFRASTRUCTURE

Not applicable

SECTION 2   RIGHTS AND OBLIGATIONS RELATED TO THE GRANT ADMINISTRATION

ARTICLE 17 — GENERAL OBLIGATION TO INFORM

17.1 General obligation to provide information upon request

The beneficiaries must provide — during implementation of the action or afterwards and in accordance with Article 41.2 — any information requested in order to verify eligibility of the costs, proper implementation of the action and compliance with any other obligation under the Agreement.

17.2 Obligation to keep information up to date and to inform about events and circumstances likely to affect the Agreement

Each beneficiary must keep information stored in the 'Beneficiary Register' (via the electronic exchange system; see Article 52) up to date, in particular, its name, address, legal representatives, legal form and organisation type.

Each beneficiary must immediately inform the coordinator — which must immediately inform the Agency and the other beneficiaries — of any of the following:

(a) events which are likely to affect significantly or delay the implementation of the action or the EU's financial interests, in particular:
(i) changes in its legal, financial, technical, organisational or ownership situation

(b) circumstances affecting:

(i) the decision to award the grant or

(ii) compliance with requirements under the Agreement.

17.3 Consequences of non-compliance

If a beneficiary breaches any of its obligations under this Article, the grant may be reduced (see Article 43).

Such breaches may also lead to any of the other measures described in Chapter 6.

ARTICLE 18 — KEEPING RECORDS — SUPPORTING DOCUMENTATION

18.1 Obligation to keep records and other supporting documentation

The beneficiaries must — for a period of five years after the payment of the balance — keep records and other supporting documentation in order to prove the proper implementation of the action and the costs they declare as eligible.

They must make them available upon request (see Article 17) or in the context of checks, reviews, audits or investigations (see Article 22).

If there are on-going checks, reviews, investigations, litigation or other pursuits of claims under the Agreement (including the extension of findings; see Articles 22), the beneficiaries must keep the records and other supporting documentation until the end of these procedures.

The beneficiaries must keep the original documents. Digital and digitalised documents are considered originals if they are authorised by the applicable national law. The Agency may accept non-original documents if it considers that they offer a comparable level of assurance.

18.1.1 Records and other supporting documentation on the scientific and technical implementation

The beneficiaries must keep records and other supporting documentation on scientific and technical implementation of the action in line with the accepted standards in the respective field.

18.1.2 Records and other documentation to support the costs declared

The beneficiaries must keep adequate records and other supporting documentation to prove the number of units declared.

18.2 Consequences of non-compliance

If a beneficiary breaches any of its obligations under this Article, costs insufficiently substantiated will be ineligible (see Article 6) and will be rejected (see Article 42), and the grant may be reduced (see Article 43).
Such breaches may also lead to any of the other measures described in Chapter 6.

ARTICLE 19 — SUBMISSION OF DELIVERABLES

19.1 Obligation to submit deliverables

The coordinator must:

- submit a ‘progress report’ within 30 days after the end of each year, except when the periodic and final reports are due;
- organise a ‘mid-term review meeting’ between the beneficiaries, the partner organisation(s) and the Agency before the deadline for the submission of the report for RP 1 (reporting period 1) and
- submit any other deliverables identified in Annex 1, in accordance with the timing and conditions set out in it.

The beneficiaries must:

- submit a ‘researcher declaration’ within 20 days after the secondment of each seconded staff member;

19.2 Consequences of non-compliance

If a beneficiary breaches any of its obligations under this Article, the Agency may apply any of the measures provided for in Chapter 6.

ARTICLE 20 — REPORTING — PAYMENT REQUESTS

20.1 Obligation to submit reports

The coordinator must submit to the Agency (see Article 52) the technical and financial reports set out in this Article. These reports include the requests for payments and must be drawn up using the forms and templates provided in the electronic exchange system (see Article 52).

20.2 Reporting periods

The action is divided into the following ‘reporting periods’:
- RP1: from month 1 to month 24
- RP2: from month 25 to month 48

20.3 Periodic reports — Requests for interim payments

The coordinator must submit a periodic report within 60 days following the end of each reporting period.

The periodic report must include the following:

(a) a ‘periodic technical report’ containing:

   (i) an explanation of the work carried out by the beneficiaries;
(ii) an overview of the progress towards the objectives of the action, including milestones and deliverables identified in Annex 1.

This report must include explanations justifying the differences between work expected to be carried out in accordance with Annex 1 and that actually carried out.

The report must also detail the exploitation and dissemination of the results and — if required in Annex 1 — an updated ‘plan for the exploitation and dissemination of the results’

(iii) a summary for publication by the Agency;

(iv) the answers to the ‘questionnaire’, covering issues related to the action implementation and the economic and societal impact, notably in the context of the Horizon 2020 key performance indicators and the Horizon 2020 monitoring requirements;

(b) a ‘periodic financial report’ containing:

(i) an ‘individual financial statement’ (see Annex 4) from each beneficiary, for the reporting period concerned.

The individual financial statement must detail the eligible costs (see Article 6) for each budget category (see Annex 2).

The beneficiaries must declare all eligible costs, even if they exceed the amounts indicated in the estimated budget (see Annex 2). Amounts which are not declared in the individual financial statement will not be taken into account by the Agency.

If an individual financial statement is not submitted for a reporting period, it may be included in the periodic financial report for the next reporting period.

The individual financial statements of the last reporting period must also detail the receipts of the action (see Article 5.3.3).

Each beneficiary must certify that:

- the information provided is full, reliable and true;

- the costs declared are eligible (see Article 6);

- the costs can be substantiated by adequate records and supporting documentation (see Article 18) that will be produced upon request (see Article 17) or in the context of checks, reviews, audits and investigations (see Article 22), and

- for the last reporting period: that all the receipts have been declared (see Article 5.3.3);

(ii) not applicable;
(iii) not applicable;

(iv) a ‘periodic summary financial statement’ (see Annex 4), created automatically by the electronic exchange system, consolidating the individual financial statements for the reporting period concerned and including — except for the last reporting period — the request for interim payment.

20.4 Final report — Request for payment of the balance

In addition to the periodic report for the last reporting period, the coordinator must submit the final report within 60 days following the end of the last reporting period.

The final report must include the following:

(a) a ‘final technical report’ with a summary for publication containing:

   (i) an overview of the results and their exploitation and dissemination;

   (ii) the conclusions on the action, and

   (iii) the socio-economic impact of the action;

(b) a ‘final financial report’ containing a ‘final summary financial statement’ (see Annex 4), created automatically by the electronic exchange system, consolidating the individual financial statements for all reporting periods and including the request for payment of the balance.

20.5 Information on cumulative expenditure incurred

Not applicable

20.6 Currency for financial statements

Financial statements must be drafted in euro.

20.7 Language of reports

All reports (technical and financial reports, including financial statements) must be submitted in the language of the Agreement.

20.8 Consequences of non-compliance — Suspension of the payment deadline — Termination

If the reports submitted do not comply with this Article, the Agency may suspend the payment deadline (see Article 47) and apply any of the other measures described in Chapter 6.

If the coordinator breaches its obligation to submit the reports and if it fails to comply with this obligation within 30 days following a written reminder sent by the Agency, the Agreement may be terminated (see Article 50).
ARTICLE 21 — PAYMENTS AND PAYMENT ARRANGEMENTS

21.1 Payments to be made

The following payments will be made to the coordinator:

- one pre-financing payment;

- one or more interim payments, on the basis of the request(s) for interim payment (see Article 20), and

- one payment of the balance, on the basis of the request for payment of the balance (see Article 20).

21.2 Pre-financing payment — Amount — Amount retained for the Guarantee Fund

The aim of the pre-financing is to provide the beneficiaries with a float. It remains the property of the EU until the payment of the balance.

The amount of the pre-financing payment will be EUR 564,525.00 (five hundred and sixty four thousand five hundred and twenty five EURO).

The Agency will — except if Article 48 applies — make the pre-financing payment to the coordinator within 30 days either from the entry into force of the Agreement (see Article 58) or from 10 days before the starting date of the action (see Article 3), whichever is the latest.

An amount of EUR 43,425.00 (forty three thousand four hundred and twenty five EURO), corresponding to 5% of the maximum grant amount (see Article 5.1), is retained by the Agency from the pre-financing payment and transferred into the ‘Guarantee Fund’.

21.3 Interim payments — Amount — Calculation

Interim payments reimburse the eligible costs incurred for the implementation of the action during the corresponding reporting periods.

The Agency will pay to the coordinator the amount due as interim payment within 90 days from receiving the periodic report (see Article 20.3), except if Articles 47 or 48 apply.

Payment is subject to the approval of the periodic report. Its approval does not imply recognition of the compliance, authenticity, completeness or correctness of its content.

The amount due as interim payment is calculated by the Agency in the following steps:

Step 1 – Application of the reimbursement rates

Step 2 – Limit to 90% of the maximum grant amount

21.3.1 Step 1 — Application of the reimbursement rates

The reimbursement rate(s) (see Article 5.2) are applied to the eligible costs (actual costs, unit costs and flat-rate costs ; see Article 6) declared by the beneficiaries (see Article 20) and approved by the Agency (see above) for the concerned reporting period.
21.3.2 Step 2 — Limit to 90% of the maximum grant amount

The total amount of pre-financing and interim payments must not exceed 90% of the maximum grant amount set out in Article 5.1. The maximum amount for the interim payment will be calculated as follows:

$90\%$ of the maximum grant amount (see Article 5.1)

minus

{pre-financing and previous interim payments}. 

21.4 Payment of the balance — Amount — Calculation — Release of the amount retained for the Guarantee Fund

The payment of the balance reimburses the remaining part of the eligible costs incurred by the beneficiaries for the implementation of the action.

If the total amount of earlier payments is greater than the final grant amount (see Article 5.3), the payment of the balance takes the form of a recovery (see Article 44).

If the total amount of earlier payments is lower than the final grant amount, the Agency will pay the balance within 90 days from receiving the final report (see Article 20.4), except if Articles 47 or 48 apply.

Payment is subject to the approval of the final report. Its approval does not imply recognition of the compliance, authenticity, completeness or correctness of its content.

The amount due as the balance is calculated by the Agency by deducting the total amount of pre-financing and interim payments (if any) already made, from the final grant amount determined in accordance with Article 5.3:

{final grant amount (see Article 5.3)

minus

{pre-financing and interim payments (if any) made}. 

At the payment of the balance, the amount retained for the Guarantee Fund (see above) will be released and:

- if the balance is positive: the amount released will be paid in full to the coordinator together with the amount due as the balance;

- if the balance is negative (payment of the balance taking the form of recovery): it will be deducted from the amount released (see Article 44.1.2). If the resulting amount:

  - is positive, it will be paid to the coordinator

  - is negative, it will be recovered.

The amount to be paid may however be offset — without the beneficiary’s consent — against any other amount owed by the beneficiary to the Agency, the Commission or another executive agency
(under the EU or Euratom budget), up to the maximum EU contribution indicated, for that beneficiary, in the estimated budget (see Annex 2).

21.5 Notification of amounts due

When making payments, the Agency will formally notify to the coordinator the amount due, specifying whether it concerns an interim payment or the payment of the balance.

For the payment of the balance, the notification will also specify the final grant amount.

In the case of reduction of the grant or recovery of undue amounts, the notification will be preceded by the contradictory procedure set out in Articles 43 and 44.

21.6 Currency for payments

The Agency will make all payments in euro.

21.7 Payments to the coordinator — Distribution to the beneficiaries

Payments will be made to the coordinator.

Payments to the coordinator will discharge the Agency from its payment obligation.

The coordinator must distribute the payments between the beneficiaries without unjustified delay.

Pre-financing may however be distributed only:

(a) if the minimum number of beneficiaries set out in the call for proposals has acceded to the Agreement (see Article 56) and

(b) to beneficiaries that have acceded to the Agreement (see Article 56).

21.8 Bank account for payments

All payments will be made to the following bank account:

Name of bank: TRESOR PUBLIC
Address of branch: 94, R DE REAUMUR PARIS, France
Full name of the account holder: AGENT COMPTABLE DE L INED
Full account number (including bank codes):
IBAN code: FR7610071750000000100067592

21.9 Costs of payment transfers

The cost of the payment transfers is borne as follows:

- the Agency bears the cost of transfers charged by its bank;
- the beneficiary bears the cost of transfers charged by its bank;
- the party causing a repetition of a transfer bears all costs of the repeated transfer.
21.10 Date of payment

Payments by the Agency are considered to have been carried out on the date when they are debited to its account.

21.11 Consequences of non-compliance

21.11.1 If the Agency does not pay within the payment deadlines (see above), the beneficiaries are entitled to late-payment interest at the rate applied by the European Central Bank (ECB) for its main refinancing operations in euros (‘reference rate’), plus three and a half points. The reference rate is the rate in force on the first day of the month in which the payment deadline expires, as published in the C series of the Official Journal of the European Union.

If the late-payment interest is lower than or equal to EUR 200, it will be paid to the coordinator only upon request submitted within two months of receiving the late payment.

Late-payment interest is not due if all beneficiaries are EU Member States (including regional and local government authorities or other public bodies acting on behalf of a Member State for the purpose of this Agreement).

Suspension of the payment deadline or payments (see Articles 47 and 48) will not be considered as late payment.

Late-payment interest covers the period running from the day following the due date for payment (see above), up to and including the date of payment.

Late-payment interest is not considered for the purposes of calculating the final grant amount.

21.11.2 If the coordinator breaches any of its obligations under this Article, the grant may be reduced (see Article 43) and the Agreement or the participation of the coordinator may be terminated (see Article 50).

Such breaches may also lead to any of the other measures described in Chapter 6.

ARTICLE 22 — CHECKS, REVIEWS, AUDITS AND INVESTIGATIONS — EXTENSION OF FINDINGS

22.1 Checks, reviews and audits by the Agency and the Commission

22.1.1 Right to carry out checks

The Agency or the Commission will — during the implementation of the action or afterwards — check the proper implementation of the action and compliance with the obligations under the Agreement, including assessing deliverables and reports.

For this purpose the Agency or the Commission may be assisted by external persons or bodies.

The Agency or the Commission may also request additional information in accordance with Article 17. The Agency or the Commission may request beneficiaries to provide such information to it directly.

Information provided must be accurate, precise and complete and in the format requested, including electronic format.
22.1.2 Right to carry out reviews

The Agency or the Commission may — during the implementation of the action or afterwards — carry out reviews on the proper implementation of the action (including assessment of deliverables and reports), compliance with the obligations under the Agreement and continued scientific or technological relevance of the action.

Reviews may be started **up to two years after the payment of the balance**. They will be formally notified to the coordinator or beneficiary concerned and will be considered to have started on the date of the formal notification.

The Agency or the Commission may carry out reviews directly (using its own staff) or indirectly (using external persons or bodies appointed to do so). It will inform the coordinator or beneficiary concerned of the identity of the external persons or bodies. They have the right to object to the appointment on grounds of commercial confidentiality.

The coordinator or beneficiary concerned must provide — within the deadline requested — any information and data in addition to deliverables and reports already submitted (including information on the use of resources). The Agency or the Commission may request beneficiaries to provide such information to it directly.

The coordinator or beneficiary concerned may be requested to participate in meetings, including with external experts.

For **on-the-spot** reviews, the beneficiaries must allow access to their sites and premises, including to external persons or bodies, and must ensure that information requested is readily available.

Information provided must be accurate, precise and complete and in the format requested, including electronic format.

On the basis of the review findings, a ‘**review report**’ will be drawn up.

The Agency or the Commission will formally notify the review report to the coordinator or beneficiary concerned, which has 30 days to formally notify observations (**contradictory review procedure**).

Reviews (including review reports) are in the language of the Agreement.

22.1.3 Right to carry out audits

The Agency or the Commission may — during the implementation of the action or afterwards — carry out audits on the proper implementation of the action and compliance with the obligations under the Agreement.

 Audits may be started **up to two years after the payment of the balance**. They will be formally notified to the coordinator or beneficiary concerned and will be considered to have started on the date of the formal notification.

The Agency or the Commission may carry out audits directly (using its own staff) or indirectly (using external persons or bodies appointed to do so). It will inform the coordinator or beneficiary concerned of the identity of the external persons or bodies. They have the right to object to the appointment on grounds of commercial confidentiality.
The coordinator or beneficiary concerned must provide — within the deadline requested — any information (including complete accounts, individual salary statements or other personal data) to verify compliance with the Agreement. The Agency or the Commission may request beneficiaries to provide such information to it directly.

For **on-the-spot** audits, the beneficiaries must allow access to their sites and premises, including to external persons or bodies, and must ensure that information requested is readily available.

Information provided must be accurate, precise and complete and in the format requested, including electronic format.

On the basis of the audit findings, a ‘**draft audit report**’ will be drawn up.

The Agency or the Commission will formally notify the draft audit report to the coordinator or beneficiary concerned, which has 30 days to formally notify observations (‘**contradictory audit procedure**’). This period may be extended by the Agency or the Commission in justified cases.

The ‘**final audit report**’ will take into account observations by the coordinator or beneficiary concerned. The report will be formally notified to it.

Audits (including audit reports) are in the language of the Agreement.

The Agency or the Commission may also access the beneficiaries’ statutory records for the periodical assessment of unit costs or flat-rate amounts.

**22.2 Investigations by the European Anti-Fraud Office (OLAF)**

Under Regulations No 883/2013 and No 2185/96 (and in accordance with their provisions and procedures), the European Anti-Fraud Office (OLAF) may — at any moment during implementation of the action or afterwards — carry out investigations, including on-the-spot checks and inspections, to establish whether there has been fraud, corruption or any other illegal activity affecting the financial interests of the EU.

**22.3 Checks and audits by the European Court of Auditors (ECA)**

Under Article 287 of the Treaty on the Functioning of the European Union (TFEU) and Article 161 of the Financial Regulation No 966/2012, the European Court of Auditors (ECA) may — at any moment during implementation of the action or afterwards — carry out audits.

The ECA has the right of access for the purpose of checks and audits.

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22.4 Checks, reviews, audits and investigations for international organisations

Not applicable

22.5 Consequences of findings in checks, reviews, audits and investigations — Extension of findings

22.5.1 Findings in this grant

Findings in checks, reviews, audits or investigations carried out in the context of this grant may lead to the rejection of ineligible costs (see Article 42), reduction of the grant (see Article 43), recovery of undue amounts (see Article 44) or to any of the other measures described in Chapter 6.

Rejection of costs or reduction of the grant after the payment of the balance will lead to a revised final grant amount (see Article 5.4).

Findings in checks, reviews, audits or investigations may lead to a request for amendment for the modification of Annex 1 (see Article 55).

Checks, reviews, audits or investigations that find systemic or recurrent errors, irregularities, fraud or breach of obligations may also lead to consequences in other EU or Euratom grants awarded under similar conditions (‘extension of findings from this grant to other grants’).

Moreover, findings arising from an OLAF investigation may lead to criminal prosecution under national law.

22.5.2 Findings in other grants

The Agency or the Commission may extend findings from other grants to this grant (‘extension of findings from other grants to this grant’), if:

(a) the beneficiary concerned is found, in other EU or Euratom grants awarded under similar conditions, to have committed systemic or recurrent errors, irregularities, fraud or breach of obligations that have a material impact on this grant and

(b) those findings are formally notified to the beneficiary concerned — together with the list of grants affected by the findings — no later than two years after the payment of the balance of this grant.

The extension of findings may lead to the rejection of costs (see Article 42), reduction of the grant (see Article 43), recovery of undue amounts (see Article 44), suspension of payments (see Article 48), suspension of the action implementation (see Article 49) or termination (see Article 50).

22.5.3 Procedure

The Agency or the Commission will formally notify the beneficiary concerned the systemic or recurrent errors and its intention to extend these audit findings, together with the list of grants affected.

22.5.3.1 If the findings concern eligibility of costs: the formal notification will include:

(a) an invitation to submit observations on the list of grants affected by the findings;
(b) the request to submit **revised financial statements** for all grants affected;

(c) the **correction rate for extrapolation** established by the Agency or the Commission on the basis of the systemic or recurrent errors, to calculate the amounts to be rejected if the beneficiary concerned:

(i) considers that the submission of revised financial statements is not possible or practicable or

(ii) does not submit revised financial statements.

The beneficiary concerned has 90 days from receiving notification to submit observations, revised financial statements or to propose a duly substantiated **alternative correction method**. This period may be extended by the Agency or the Commission in justified cases.

The amounts to be rejected will be determined on the basis of the revised financial statements, subject to their approval.

If the Agency or the Commission does not receive any observations or revised financial statements, does not accept the observations or the proposed alternative correction method or does not approve the revised financial statements, it will formally notify the beneficiary concerned the application of the initially notified correction rate for extrapolation.

If the Agency or the Commission accepts the alternative correction method proposed by the beneficiary concerned, it will formally notify the application of the accepted alternative correction method.

22.5.3.2 If the findings concern **improper implementation** or a **breach of another obligation**: the formal notification will include:

(a) an invitation to submit observations on the list of grants affected by the findings and

(b) the flat-rate the Agency or the Commission intends to apply according to the principle of proportionality.

The beneficiary concerned has 90 days from receiving notification to submit observations or to propose a duly substantiated alternative flat-rate.

If the Agency or the Commission does not receive any observations or does not accept the observations or the proposed alternative flat-rate, it will formally notify the beneficiary concerned the application of the initially notified flat-rate.

If the Agency or the Commission accepts the alternative flat-rate proposed by the beneficiary concerned, it will formally notify the application of the accepted alternative flat-rate.

**22.6 Consequences of non-compliance**

If a beneficiary breaches any of its obligations under this Article, any insufficiently substantiated costs will be ineligible (see Article 6) and will be rejected (see Article 42).

Such breaches may also lead to any of the other measures described in Chapter 6.
ARTICLE 23 — EVALUATION OF THE IMPACT OF THE ACTION

23.1 Right to evaluate the impact of the action

The Agency or the Commission may carry out interim and final evaluations of the impact of the action measured against the objective of the EU programme.

Evaluations may be started during implementation of the action and up to five years after the payment of the balance. The evaluation is considered to start on the date of the formal notification to the coordinator or beneficiaries.

The Agency or the Commission may make these evaluations directly (using its own staff) or indirectly (using external bodies or persons it has authorised to do so).

The coordinator or beneficiaries must provide any information relevant to evaluate the impact of the action, including information in electronic format.

23.2 Consequences of non-compliance

If a beneficiary breaches any of its obligations under this Article, the Agency may apply the measures described in Chapter 6.

SECTION 3 RIGHTS AND OBLIGATIONS RELATED TO BACKGROUND AND RESULTS

SUBSECTION 1 GENERAL

ARTICLE 23a — MANAGEMENT OF INTELLECTUAL PROPERTY

23a.1 Obligation to take measures to implement the Commission Recommendation on the management of intellectual property in knowledge transfer activities

Beneficiaries that are universities or other public research organisations must take measures to implement the principles set out in Points 1 and 2 of the Code of Practice annexed to the Commission Recommendation on the management of intellectual property in knowledge transfer activities.

This does not change the obligations set out in Subsections 2 and 3 of this Section.

The beneficiaries must ensure that researchers are aware of them.

23a.2 Consequences of non-compliance

If a beneficiary breaches its obligations under this Article, the Agency may apply any of the measures described in Chapter 6.

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5 Commission Recommendation C (2008) 1329 of 10.4.2008 on the management of intellectual property in knowledge transfer activities and the Code of Practice for universities and other public research institutions attached to this recommendation.
SUBSECTION 2 RIGHTS AND OBLIGATIONS RELATED TO BACKGROUND

ARTICLE 24 — AGREEMENT ON BACKGROUND

24.1 Agreement on background

The beneficiaries must identify and agree (in writing) on the background for the action (‘agreement on background’).

‘Background’ means any data, know-how or information — whatever its form or nature (tangible or intangible), including any rights such as intellectual property rights — that:

(a) is held by the beneficiaries before they acceded to the Agreement, and

(b) is needed to implement the action or exploit the results.

24.2 Consequences of non-compliance

If a beneficiary breaches any of its obligations under this Article, the grant may be reduced (see Article 43).

Such breaches may also lead to any of the other measures described in Chapter 6.

ARTICLE 25 — ACCESS RIGHTS TO BACKGROUND

25.1 Exercise of access rights, — Waiving of access rights — No sub-licensing

To exercise access rights, this must first be requested in writing (‘request for access’).

‘Access rights’ means rights to use results or background under the terms and conditions laid down in this Agreement.

Waivers of access rights are not valid unless in writing.

Unless agreed otherwise, access rights do not include the right to sub-license.

25.2 Access rights for other beneficiaries, for implementing their own tasks under the action

The beneficiaries must give each other access — on a royalty-free basis — to background needed to implement their own tasks under the action, unless the beneficiary that holds the background has — before acceding to the Agreement —:

(a) informed the other beneficiaries that access to its background is subject to legal restrictions or limits, including those imposed by the rights of third parties (including personnel), or

(b) agreed with the other beneficiaries that access would not be on a royalty-free basis.

25.3 Access rights for other beneficiaries, for exploiting their own results

The beneficiaries must give each other access — under fair and reasonable conditions — to background needed for exploiting their own results, unless the beneficiary that holds the background
has — before acceding to the Agreement — informed the other beneficiaries that access to its background is subject to legal restrictions or limits, including those imposed by the rights of third parties (including personnel).

‘Fair and reasonable conditions’ means appropriate conditions, including possible financial terms or royalty-free conditions, taking into account the specific circumstances of the request for access, for example the actual or potential value of the results or background to which access is requested and/or the scope, duration or other characteristics of the exploitation envisaged.

Requests for access may be made — unless agreed otherwise — up to one year after the period set out in Article 3.

25.4 Access rights for affiliated entities

Unless otherwise agreed in the consortium agreement, access to background must also be given — under fair and reasonable conditions (see above; Article 25.3) and unless it is subject to legal restrictions or limits, including those imposed by the rights of third parties (including personnel) — to affiliated entities\(^6\) established in an EU Member State or ‘associated country’\(^7\), if this is needed to exploit the results generated by the beneficiaries to which they are affiliated.

Unless agreed otherwise (see above; Article 25.1), the affiliated entity concerned must make the request directly to the beneficiary that holds the background.

Requests for access may be made — unless agreed otherwise — up to one year after the period set out in Article 3.

25.5 Access rights for seconded staff members

The beneficiaries must — on a royalty-free basis — give access to the seconded staff members to background necessary for their research and innovation activities under the action.

25.6 Consequences of non-compliance

If a beneficiary breaches any of its obligations under this Article, the grant may be reduced (see Article 43).

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\(^6\) For the definition, see Article 2.1(2) of the Rules for Participation Regulation No 1290/2013: ‘affiliated entity’ means any legal entity that is under the direct or indirect control of a participant, or under the same direct or indirect control as the participant, or that is directly or indirectly controlling a participant.

‘Control’ may take any of the following forms:
(a) the direct or indirect holding of more than 50% of the nominal value of the issued share capital in the legal entity concerned, or of a majority of the voting rights of the shareholders or associates of that entity;
(b) the direct or indirect holding, in fact or in law, of decision-making powers in the legal entity concerned.

However the following relationships between legal entities shall not in themselves be deemed to constitute controlling relationships:
(a) the same public investment corporation, institutional investor or venture-capital company has a direct or indirect holding of more than 50% of the nominal value of the issued share capital or a majority of voting rights of the shareholders or associates;
(b) the legal entities concerned are owned or supervised by the same public body.

\(^7\) For the definition, see Article 2.1(3) of the Rules for Participation Regulation No 1290/2013: ‘associated country’ means a third country which is party to an international agreement with the Union, as identified in Article 7 of Horizon 2020 Framework Programme Regulation No 1291/2013. Article 7 sets out the conditions for association of non-EU countries to Horizon 2020.
Such breaches may also lead to any of the other measures described in Chapter 6.

**SUBSECTION 3 RIGHTS AND OBLIGATIONS RELATED TO RESULTS**

**ARTICLE 26 — OWNERSHIP OF RESULTS**

**26.1 Ownership by the beneficiary that generates the results**

Results are owned by the beneficiary that generates them.

‘Results’ means any (tangible or intangible) output of the action such as data, knowledge or information — whatever its form or nature, whether it can be protected or not — that is generated in the action, as well as any rights attached to it, including intellectual property rights.

**26.2 Joint ownership by several beneficiaries**

Two or more beneficiaries own results jointly if:

(a) they have jointly generated them and

(b) it is not possible to:

(i) establish the respective contribution of each beneficiary, or

(ii) separate them for the purpose of applying for, obtaining or maintaining their protection (see Article 27).

The joint owners must agree (in writing) on the allocation and terms of exercise of their joint ownership (‘joint ownership agreement’), to ensure compliance with their obligations under this Agreement.

Unless otherwise agreed in the joint ownership agreement, each joint owner may grant non-exclusive licences to third parties to exploit jointly-owned results (without any right to sub-license), if the other joint owners are given:

(a) at least 45 days advance notice and

(b) fair and reasonable compensation.

Once the results have been generated, joint owners may agree (in writing) to apply another regime than joint ownership (such as, for instance, transfer to a single owner (see Article 30) with access rights for the others).

**26.3 Rights of third parties (including personnel)**

If third parties (including personnel) may claim rights to the results, the beneficiary concerned must ensure that it complies with its obligations under the Agreement.

If a third party generates results, the beneficiary concerned must obtain all necessary rights (transfer, licences or other) from the third party, in order to be able to respect its obligations as if those results were generated by the beneficiary itself.
If obtaining the rights is impossible, the beneficiary must refrain from using the third party to generate the results.

26.4 Agency ownership, to protect results

26.4.1 The Agency may — with the consent of the beneficiary concerned — assume ownership of results to protect them, if a beneficiary intends — up to four years after the period set out in Article 3 — to disseminate its results without protecting them, except in any of the following cases:

(a) the lack of protection is because protecting the results is not possible, reasonable or justified (given the circumstances);

(b) the lack of protection is because there is a lack of potential for commercial or industrial exploitation, or

(c) the beneficiary intends to transfer the results to another beneficiary or third party established in an EU Member State or associated country, which will protect them.

Before the results are disseminated and unless any of the cases above under Points (a), (b) or (c) applies, the beneficiary must formally notify the Agency and at the same time inform it of any reasons for refusing consent. The beneficiary may refuse consent only if it can show that its legitimate interests would suffer significant harm.

If the Agency decides to assume ownership, it will formally notify the beneficiary concerned within 45 days of receiving notification.

No dissemination relating to these results may before the end of this period or, if the Agency takes a positive decision, until it has taken the necessary steps to protect the results.

26.4.2 The Agency may — with the consent of the beneficiary concerned — assume ownership of results to protect them, if a beneficiary intends — up to four years after the period set out in Article 3 — to stop protecting them or not to seek an extension of protection, except in any of the following cases:

(a) the protection is stopped because of a lack of potential for commercial or industrial exploitation;

(b) an extension would not be justified given the circumstances.

A beneficiary that intends to stop protecting results or not seek an extension must — unless any of the cases above under Points (a) or (b) applies — formally notify the Agency at least 60 days before the protection lapses or its extension is no longer possible and at the same time inform it of any reasons for refusing consent. The beneficiary may refuse consent only if it can show that its legitimate interests would suffer significant harm.

If the Agency decides to assume ownership, it will formally notify the beneficiary concerned within 45 days of receiving notification.

26.5 Consequences of non-compliance

If a beneficiary breaches any of its obligations under this Article, the grant may be reduced (see Article 43).

Such breaches may also lead to the any of the other measures described in Chapter 6.
ARTICLE 27 — PROTECTION OF RESULTS — VISIBILITY OF EU FUNDING

27.1 Obligation to protect the results

Each beneficiary must examine the possibility of protecting its results and must adequately protect them — for an appropriate period and with appropriate territorial coverage — if:

(a) the results can reasonably be expected to be commercially or industrially exploited and

(b) protecting them is possible, reasonable and justified (given the circumstances).

When deciding on protection, the beneficiary must consider its own legitimate interests and the legitimate interests (especially commercial) of the other beneficiaries.

27.2 Agency ownership, to protect the results

If a beneficiary intends not to protect its results, to stop protecting them or not seek an extension of protection, the Agency may — under certain conditions (see Article 26.4) — assume ownership to ensure their (continued) protection.

27.3 Information on EU funding

Applications for protection of results (including patent applications) filed by or on behalf of a beneficiary must — unless the Agency requests or agrees otherwise or unless it is impossible — include the following:

“The project leading to this application has received funding from the European Union’s Horizon 2020 research and innovation programme under the Marie Skłodowska-Curie grant agreement No 690984”.

27.4 Consequences of non-compliance

If a beneficiary breaches any of its obligations under this Article, the grant may be reduced (see Article 43).

Such a breach may also lead to any of the other measures described in Chapter 6.

ARTICLE 28 — EXPLOITATION OF RESULTS

28.1 Obligation to exploit the results

Each beneficiary must — up to four years after the period set out in Article 3 — take measures aiming to ensure ‘exploitation’ of its results (either directly or indirectly, in particular through transfer or licensing; see Article 30) by:

(a) using them in further research activities (outside the action);

(b) developing, creating or marketing a product or process;

(c) creating and providing a service, or

(d) using them in standardisation activities.
This does not change the security obligations in Article 37, which still apply.

28.2 Results that could contribute to European or international standards — Information on EU funding

If results are incorporated in a standard, the beneficiary concerned must — unless the Agency requests or agrees otherwise or unless it is impossible — ask the standardisation body to include the following statement in (information related to) the standard:

“Results incorporated in this standard received funding from the European Union’s Horizon 2020 research and innovation programme under the Marie Skłodowska-Curie grant agreement No 690984”.

28.3 Consequences of non-compliance

If a beneficiary breaches any of its obligations under this Article, the grant may be reduced in accordance with Article 43.

Such a breach may also lead to any of the other measures described in Chapter 6.

ARTICLE 29 — DISSEMINATION OF RESULTS — OPEN ACCESS — VISIBILITY OF EU FUNDING

29.1 Obligation to disseminate results

Unless it goes against their legitimate interests, each beneficiary must — as soon as possible — ‘disseminate’ its results by disclosing them to the public by appropriate means (other than those resulting from protecting or exploiting the results), including in scientific publications (in any medium).

This does not change the obligation to protect results in Article 27, the confidentiality obligations in Article 36, the security obligations in Article 37 or the obligations to protect personal data in Article 39, all of which still apply.

A beneficiary that intends to disseminate its results must give advance notice to the other beneficiaries of — unless agreed otherwise — at least 45 days, together with sufficient information on the results it will disseminate.

Any other beneficiary may object within — unless agreed otherwise — 30 days of receiving notification, if it can show that its legitimate interests in relation to the results or background would be significantly harmed. In such cases, the dissemination may not take place unless appropriate steps are taken to safeguard these legitimate interests.

If a beneficiary intends not to protect its results, it may — under certain conditions (see Article 26.4.1) — need to formally notify the Agency before dissemination takes place.

29.2 Open access to scientific publications

Each beneficiary must ensure open access (free of charge online access for any user) to all peer-reviewed scientific publications relating to its results.
In particular, it must:

(a) as soon as possible and at the latest on publication, deposit a machine-readable electronic copy of the published version or final peer-reviewed manuscript accepted for publication in a repository for scientific publications;

Moreover, the beneficiary must aim to deposit at the same time the research data needed to validate the results presented in the deposited scientific publications.

(b) ensure open access to the deposited publication — via the repository — at the latest:

(i) on publication, if an electronic version is available for free via the publisher, or

(ii) within six months of publication (twelve months for publications in the social sciences and humanities) in any other case.

(c) ensure open access — via the repository — to the bibliographic metadata that identify the deposited publication.

The bibliographic metadata must be in a standard format and must include all of the following:

- the terms “Marie Skłodowska-Curie Actions”;
- the name of the action, acronym and grant number;
- the publication date, and length of embargo period if applicable, and
- a persistent identifier.

29.3 Open access to research data

Not applicable

29.4 Information on EU funding — Obligation and right to use the EU emblem

Unless the Agency requests or agrees otherwise or unless it is impossible, any dissemination of results (in any form, including electronic) must:

(a) display the EU emblem and

(b) include the following text:

“This project has received funding from the European Union’s Horizon 2020 research and innovation programme under the Marie Skłodowska-Curie grant agreement No 690984”.

When displayed together with another logo, the EU emblem must have appropriate prominence.

For the purposes of their obligations under this Article, the beneficiaries may use the EU emblem without first obtaining approval from the Agency.

This does not however give them the right to exclusive use.
Moreover, they may not appropriate the EU emblem or any similar trademark or logo, either by registration or by any other means.

29.5 Disclaimer excluding Agency responsibility

Any dissemination of results must indicate that it reflects only the author's view and that the Agency is not responsible for any use that may be made of the information it contains.

29.6 Consequences of non-compliance

If a beneficiary breaches any of its obligations under this Article, the grant may be reduced (see Article 43).

Such a breach may also lead to any of the other measures described in Chapter 6.

ARTICLE 30 — TRANSFER AND LICENSING OF RESULTS

30.1 Transfer of ownership

Each beneficiary may transfer ownership of its results.

It must however ensure that its obligations under Articles 26.2, 26.4, 27, 28, 29, 30 and 31 also apply to the new owner and that this owner has the obligation to pass them on in any subsequent transfer.

This does not change the security obligations in Article 37, which still apply.

Unless agreed otherwise (in writing) for specifically-identified third parties or unless impossible under applicable EU and national laws on mergers and acquisitions, a beneficiary that intends to transfer ownership of results must give at least 45 days advance notice (or less if agreed in writing) to the other beneficiaries that still have (or still may request) access rights to the results. This notification must include sufficient information on the new owner to enable any beneficiary concerned to assess the effects on its access rights.

Unless agreed otherwise (in writing) for specifically-identified third parties, any other beneficiary may object within 30 days of receiving notification (or less if agreed in writing), if it can show that the transfer would adversely affect its access rights. In this case, the transfer may not take place until agreement has been reached between the beneficiaries concerned.

30.2 Granting licenses

Each beneficiary may grant licences to its results (or otherwise give the right to exploit them), if:

   (a) this does not impede the rights under Article 31

   (b) not applicable.

In addition to Points (a) and (b), exclusive licences for results may be granted only if all the other beneficiaries concerned have waived their access rights (see Article 31.1).

This does not change the dissemination obligations in Article 29 or security obligations in Article 37, which still apply.
30.3 Agency right to object to transfers or licensing

*Not applicable*

30.4 Consequences of non-compliance

If a beneficiary breaches any of its obligations under this Article, the grant may be reduced (see Article 43).

Such a breach may also lead to any of the other measures described in Chapter 6.

**ARTICLE 31 — ACCESS RIGHTS TO RESULTS**

31.1 Exercise of access rights — Waiving of access rights — No sub-licensing

The conditions set out in Article 25.1 apply.

The obligations set out in this Article do not change the security obligations in Article 37, which still apply.

31.2 Access rights for other beneficiaries, for implementing their own tasks under the action

The beneficiaries must give each other access — on a royalty-free basis — to results needed for implementing their own tasks under the action.

31.3 Access rights for other beneficiaries, for exploiting their own results

The beneficiaries must give each other — under fair and reasonable conditions (see Article 25.3) — access to results needed for exploiting their own results.

Requests for access may be made — unless agreed otherwise — up to one year after the period set out in Article 3.

31.4 Access rights of affiliated entities

Unless agreed otherwise in the consortium agreement, access to results must also be given — under fair and reasonable conditions (Article 25.3) — to affiliated entities established in an EU Member State or associated country, if this is needed for those entities to exploit the results generated by the beneficiaries to which they are affiliated.

Unless agreed otherwise (see above; Article 31.1), the affiliated entity concerned must make any such request directly to the beneficiary that owns the results.

Requests for access may be made — unless agreed otherwise — up to one year after the period set out in Article 3.

31.5 Access rights for the EU institutions, bodies, offices or agencies and EU Member States

The beneficiaries must give access to their results — on a royalty-free basis — to EU institutions, bodies, offices or agencies, for developing, implementing or monitoring EU policies or programmes.

Such access rights are limited to non-commercial and non-competitive use.
This does not change the right to use any material, document or information received from the beneficiaries for communication and publicising activities (see Article 38.2).

31.6 Access rights for seconded staff members

The beneficiaries must — on a royalty-free basis — give access to the seconded staff members to results necessary for their research and innovation activities under the action.

31.7 Consequences of non-compliance

If a beneficiary breaches any of its obligations under this Article, the grant may be reduced (see Article 43).

Such breaches may also lead to any of the other measures described in Chapter 6.

SECTION 4 OTHER RIGHTS AND OBLIGATIONS

ARTICLE 32 — RECRUITMENT AND WORKING CONDITIONS FOR SECONDED STAFF MEMBERS

32.1 Obligations towards seconded staff members

The beneficiaries must respect the following recruitment and working conditions for the seconded staff member under the action:

(a) take all measures to implement the principles set out in the Commission Recommendation on the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers\(^8\) and ensure that the seconded staff members are aware of them;

(b) ensure that the rights and obligations of the seconded staff members remain unchanged during the secondment;

(c) ensure that seconded staff members are reintegrated after the secondment;

(d) ensure that the seconded staff members enjoy at the place of the implementation at least the same standards and working conditions as those applicable to local persons holding a similar position;

(e) ensure that the seconded staff members are covered by an adequate medical insurance scheme;

(f) ensure that the staff members are seconded full-time;

(g) ensure that the seconded staff members have the relevant expertise for the action;

(h) inform the seconded staff members about:

- the description, conditions, location and the timetable for the implementation of the secondment under the action;

the rights and obligations of the beneficiary toward the seconded staff members under this Agreement;

- the obligation of the seconded staff members to complete and submit — at the end of the secondment — the evaluation questionnaire and — two years later — the follow-up questionnaire provided by the Agency;

- the arrangements related to the intellectual property rights between the beneficiary and the seconded staff members — during implementation of the secondment and afterwards;

- the obligation of the seconded staff members to maintain confidentiality (see Article 36);

- the obligation of the seconded staff members to ensure the visibility of EU funding in communications or publications and in applications for the protection of results (see Articles 27, 28, 29 and 38);

(i) assist the seconded staff members in the administrative procedures related to their secondment;

(j) use the costs of seconded staff members (see Article 6) to contribute to their subsistence and mobility.

The beneficiaries must ensure that researchers and third parties involved in the action are aware of them.

32.2 Consequences of non-compliance

If a beneficiary breaches any of its obligations under this Article, the grant may be reduced (see Article 43).

Such breaches may also lead to any of the other measures described in Chapter 6.

ARTICLE 33 — GENDER EQUALITY

33.1 Obligation to aim for gender equality

The beneficiaries must take all measures to promote equal opportunities between men and women in the implementation of the action. They must aim, to the extent possible, for a gender balance at all levels of personnel assigned to the action, including at supervisory and managerial level.

33.2 Consequences of non-compliance

If a beneficiary breaches its obligations under this Article, the Agency may apply any of the measures described in Chapter 6.

ARTICLE 34 — ETHICS

34.1 Obligation to comply with ethical principles

The beneficiaries must carry out the action in compliance with:
(a) ethical principles (including the highest standards of research integrity — as set out, for instance, in the European Code of Conduct for Research Integrity\(^9\) — and including, in particular, avoiding fabrication, falsification, plagiarism or other research misconduct) and

(b) applicable international, EU and national law.

Funding will not be granted for activities carried out outside the EU if they are prohibited in all Member States.

The beneficiaries must ensure that the activities under the action have an exclusive focus on civil applications.

The beneficiaries must ensure that the activities under the action do not:

(a) aim at human cloning for reproductive purposes;

(b) intend to modify the genetic heritage of human beings which could make such changes heritable (with the exception of research relating to cancer treatment of the gonads, which may be financed), or

(c) intend to create human embryos solely for the purpose of research or for the purpose of stem cell procurement, including by means of somatic cell nuclear transfer.

34.2 Activities raising ethical issues

Activities raising ethical issues must comply with the ‘ethics requirements’ set out in Annex 1.

Before the beginning of an activity raising an ethical issue, the coordinator must submit (see Article 52) to the Agency copy of:

(a) any ethics committee opinion required under national law and

(b) any notification or authorisation for activities raising ethical issues required under national law.

If these documents are not in English, the coordinator must also submit an English summary of the submitted opinions, notifications and authorisations (containing, if available, the conclusions of the committee or authority concerned).

If these documents are specifically requested for the action, the request must contain an explicit reference to the action title. The coordinator must submit a declaration by each beneficiary concerned that all the submitted documents cover the action tasks.

34.3 Activities involving human embryos or human embryonic stem cells

Activities involving research on human embryos or human embryonic stem cells may be carried out only if:

\(^9\) The European Code of Conduct for Research Integrity of ALLEA (All European Academies) and ESF (European Science Foundation) of March 2011.

- they are set out in Annex 1 or
- the coordinator has obtained explicit approval (in writing) from the Agency (see Article 52).

34.4 Consequences of non-compliance

If a beneficiary breaches any of its obligations under this Article, the grant may be reduced (see Article 43) and the Agreement or participation of the beneficiary may be terminated (see Article 50).

Such breaches may also lead to any of the other measures described in Chapter 6.

ARTICLE 35 — CONFLICT OF INTERESTS

35.1 Obligation to avoid a conflict of interests

The beneficiaries must take all measures to prevent any situation where the impartial and objective implementation of the action is compromised for reasons involving economic interest, political or national affinity, family or emotional ties or any other shared interest ('conflict of interests').

They must formally notify to the Agency without delay any situation constituting or likely to lead to a conflict of interests and immediately take all the necessary steps to rectify this situation.

The Agency may verify that the measures taken are appropriate and may require additional measures to be taken by a specified deadline.

35.2 Consequences of non-compliance

If a beneficiary breaches any of its obligations under this Article, the grant may be reduced (see Article 43) and the Agreement or participation of the beneficiary may be terminated (see Article 50).

Such breaches may also lead to any of the other measures described in Chapter 6.

ARTICLE 36 — CONFIDENTIALITY

36.1 General obligation to maintain confidentiality

During implementation of the action and for four years after the period set out in Article 3, the parties must keep confidential any data, documents or other material (in any form) that is identified as confidential at the time it is disclosed ('confidential information').

If a beneficiary requests, the Agency may agree to keep such information confidential for an additional period beyond the initial four years.

If information has been identified as confidential only orally, it will be considered to be confidential only if this is confirmed in writing within 15 days of the oral disclosure.

Unless otherwise agreed between the parties, they may use confidential information only to implement the Agreement.

The beneficiaries may disclose confidential information to their personnel or to partner organisations only if they:
(a) need to know to implement the Agreement and

(b) are bound by an obligation of confidentiality.

This does not change the security obligations in Article 37, which still apply.

The Agency may disclose confidential information to its staff, other EU institutions and bodies or third parties, if:

(a) this is necessary to implement the Agreement or safeguard the EU’s financial interests and

(b) the recipients of the information are bound by an obligation of confidentiality.

Under the conditions set out in Article 4 of the Rules for Participation Regulation No 1290/2013, the Commission must moreover make available information on the results to other EU institutions, bodies, offices or agencies as well as Member States or associated countries.

The confidentiality obligations no longer apply if:

(a) the disclosing party agrees to release the other party;

(b) the information was already known by the recipient or is given to him without obligation of confidentiality by a third party that was not bound by any obligation of confidentiality;

(c) the recipient proves that the information was developed without the use of confidential information;

(d) the information becomes generally and publicly available, without breaching any confidentiality obligation, or

(e) the disclosure of the information is required by EU or national law.

36.2 Consequences of non-compliance

If a beneficiary breaches any of its obligations under this Article, the grant may be reduced (see Article 43).

Such breaches may also lead to any of the other measures described in Chapter 6.

ARTICLE 37 — SECURITY-RELATED OBLIGATIONS

37.1 Results with a security recommendation

Not applicable

37.2 Classified results

Not applicable

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37.3 Activities involving dual-use goods or dangerous materials and substances

Not applicable

37.4 Consequences of non-compliance

Not applicable

ARTICLE 38 — PROMOTING THE ACTION — VISIBILITY OF EU FUNDING

38.1 Communication activities by beneficiaries

38.1.1 Obligation to promote the action and its results

The beneficiaries must promote the action and its results, by providing targeted information to multiple audiences (including the media and the public) in a strategic and effective manner.

This does not change the dissemination obligations in Article 29, the confidentiality obligations in Article 36 or the security obligations in Article 37, all of which still apply.

Before engaging in a communication activity expected to have a mainstream media coverage the beneficiaries must inform the Agency (see Article 52).

38.1.2 Information on EU funding — Obligation and right to use the EU emblem

Unless the Agency requests or agrees otherwise or unless it is impossible, any communication activity related to the action (including in electronic form, via social media, etc.) and any infrastructure, equipment and major results funded by the grant must:

(a) display the EU emblem and

(b) include the following text:

For communication activities: “This project has received funding from the European Union’s Horizon 2020 research and innovation programme under the Marie Skłodowska-Curie grant agreement No 690984”.

For infrastructure, equipment and major results: “This [infrastructure][equipment][insert type of result] is part of a project that has received funding from the European Union’s Horizon 2020 research and innovation programme under the Marie Skłodowska-Curie grant agreement No 690984”.

When displayed together with another logo, the EU emblem must have appropriate prominence.

For the purposes of their obligations under this Article, the beneficiaries may use the EU emblem without first obtaining approval from the Agency.

This does not, however, give them the right to exclusive use.

Moreover, they may not appropriate the EU emblem or any similar trademark or logo, either by registration or by any other means.
38.1.3 Disclaimer excluding Agency responsibility

Any communication activity related to the action must indicate that it reflects only the author's view and that the Agency is not responsible for any use that may be made of the information it contains.

38.2 Communication activities by the Agency

38.2.1 Right to use beneficiaries’ materials, documents or information

The Agency may use, for its communication and publicising activities, information relating to the action, documents notably summaries for publication and public deliverables as well as any other material, such as pictures or audio-visual material that it receives from any beneficiary (including in electronic form).

This does not change the confidentiality obligations in Article 36 and the security obligations in Article 37, all of which still apply.

However, if the Agency’s use of these materials, documents or information would risk compromising legitimate interests, the beneficiary concerned may request the Agency not to use it (see Article 52).

The right to use a beneficiary’s materials, documents and information includes:

(a) **use for its own purposes** (in particular, making them available to persons working for the Agency or any other EU institution, body, office or agency or body or institutions in EU Member States; and copying or reproducing them in whole or in part, in unlimited numbers);

(b) **distribution to the public** (in particular, publication as hard copies and in electronic or digital format, publication on the internet, as a downloadable or non-downloadable file, broadcasting by any channel, public display or presentation, communicating through press information services, or inclusion in widely accessible databases or indexes);

(c) **editing or redrafting** for communication and publicising activities (including shortening, summarising, inserting other elements (such as meta-data, legends, other graphic, visual, audio or text elements), extracting parts (e.g. audio or video files), dividing into parts, use in a compilation);

(d) **translation**;

(e) giving **access in response to individual requests** under Regulation No 1049/2001\(^{11}\), without the right to reproduce or exploit;

(f) **storage** in paper, electronic or other form;

(g) **archiving**, in line with applicable document-management rules, and

(h) the right to authorise **third parties** to act on its behalf or sub-license the modes of use set out in Points (b),(c),(d) and (f) to third parties if needed for the communication and publicising activities of the Agency.

If the right of use is subject to rights of a third party (including personnel of the beneficiary), the beneficiary must ensure that it complies with its obligations under this Agreement (in particular, by obtaining the necessary approval from the third parties concerned).

Where applicable (and if provided by the beneficiaries), the Agency will insert the following information:

“© – [year] – [name of the copyright owner]. All rights reserved. Licensed to the Research Executive Agency (REA) under conditions.”

38.3 Consequences of non-compliance

If a beneficiary breaches any of its obligations under this Article, the grant may be reduced (see Article 43).

Such breaches may also lead to any of the other measures described in Chapter 6.

ARTICLE 39 — PROCESSING OF PERSONAL DATA

39.1 Processing of personal data by the Agency and the Commission

Any personal data under the Agreement will be processed by the Agency or the Commission under Regulation No 45/2001\(^{12}\) and according to the ‘notifications of the processing operations’ to the Data Protection Officer (DPO) of the Agency or the Commission (publicly accessible in the DPO register).

Such data will be processed by the ‘data controller’ of the Agency or the Commission for the purposes of implementing, managing and monitoring the Agreement or protecting the financial interests of the EU or Euratom (including checks, reviews, audits and investigations; see Article 22).

The persons whose personal data are processed have the right to access and correct their own personal data. For this purpose, they must send any queries about the processing of their personal data to the data controller, via the contact point indicated in the ‘service specific privacy statement(s) (SSPS)’ that are published on the Agency and the Commission websites.

They also have the right to have recourse at any time to the European Data Protection Supervisor (EDPS).

39.2 Processing of personal data by the beneficiaries

The beneficiaries must process personal data under the Agreement in compliance with applicable EU and national law on data protection (including authorisations or notification requirements).

The beneficiaries may grant their personnel access only to data that is strictly necessary for implementing, managing and monitoring the Agreement.

The beneficiaries must inform the personnel whose personal data are collected and processed by the Agency or the Commission. For this purpose, they must provide them with the service specific privacy statement (SSPS) (see above), before transmitting their data to the Agency or the Commission.

\(^{12}\) Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data (OJ L 8, 12.01.2001, p. 1).
39.3 Consequences of non-compliance

If a beneficiary breaches any of its obligations under Article 39.2, the Agency may apply any of the measures described in Chapter 6.

ARTICLE 40 — ASSIGNMENTS OF CLAIMS FOR PAYMENT AGAINST THE AGENCY

The beneficiaries may not assign any of their claims for payment against the Agency to any third party, except if approved by the Agency on the basis of a reasoned, written request by the coordinator (on behalf of the beneficiary concerned).

If the Agency has not accepted the assignment or the terms of it are not observed, the assignment will have no effect on it.

In no circumstances will an assignment release the beneficiaries from their obligations towards the Agency.

CHAPTER 5  DIVISION OF BENEFICIARIES’ ROLES AND RESPONSIBILITIES — RELATIONSHIP WITH COMPLEMENTARY BENEFICIARIES — RELATIONSHIP WITH PARTNERS OF A JOINT ACTION

ARTICLE 41 — DIVISION OF BENEFICIARIES’ ROLES AND RESPONSIBILITIES — RELATIONSHIP WITH COMPLEMENTARY BENEFICIARIES — RELATIONSHIP WITH PARTNERS OF A JOINT ACTION

41.1 Roles and responsibilities towards the Agency

The beneficiaries have full responsibility for implementing the action and complying with the Agreement.

The beneficiaries are jointly and severally liable for the technical implementation of the action as described in Annex 1. If a beneficiary fails to implement its part of the action, the other beneficiaries become responsible for implementing this part (without being entitled to any additional EU funding for doing so), unless the Agency expressly relieves them of this obligation.

The financial responsibility of each beneficiary is governed by Articles 44, 45 and 46.

41.2 Internal division of roles and responsibilities

The internal roles and responsibilities of the beneficiaries are divided as follows:

(a) Each beneficiary must:

(i) keep information stored in the 'Beneficiary Register' (via the electronic exchange system) up to date (see Article 17);

(ii) inform the coordinator immediately of any events or circumstances likely to affect significantly or delay the implementation of the action (see Article 17);

(iii) submit to the coordinator in good time:
- individual financial statements for itself and, if required, certificates on the financial statements (see Article 20);

- the data needed to draw up the technical reports (see Article 20);

- ethics committee opinions and notifications or authorisations for activities raising ethical issues (see Article 34);

- any other documents or information required by the Agency or the Commission under the Agreement, unless the Agreement requires the beneficiary to submit this information directly to the Agency or the Commission.

(b) The coordinator must:

(i) monitor that the action is implemented properly (see Article 7);

(ii) act as the intermediary for all communications between the beneficiaries and the Agency (in particular, providing the Agency with the information described in Article 17), unless the Agreement specifies otherwise;

(iii) request and review any documents or information required by the Agency and verify their completeness and correctness before passing them on to the Agency;

(iv) submit the deliverables and reports to the Agency (see Articles 19 and 20);

(v) ensure that all payments are made to the other beneficiaries without unjustified delay (see Article 21);

(vi) inform the Agency of the amounts paid to each beneficiary, when required under the Agreement (see Articles 44 and 50) or requested by the Agency.

The coordinator may not delegate the above-mentioned tasks to any other beneficiary or subcontract them to any third party.

41.3 Internal arrangements between beneficiaries — Consortium agreement

Not applicable

41.4 Relationship with complementary beneficiaries — Collaboration agreement

Not applicable

41.5 Relationship with partners of a joint action — Coordination agreement

Not applicable
CHAPTER 6  REJECTION OF COSTS — REDUCTION OF THE GRANT — RECOVERY — PENALTIES — DAMAGES — SUSPENSION — TERMINATION — FORCE MAJEURE

SECTION 1  REJECTION OF COSTS — REDUCTION OF THE GRANT — RECOVERY — PENALTIES

ARTICLE 42 — REJECTION OF INELIGIBLE COSTS

42.1 Conditions

42.1.1 The Agency will — at the time of an interim payment, at the payment of the balance or afterwards — reject any costs which are ineligible (see Article 6), in particular following checks, reviews, audits or investigations (see Article 22).

42.1.2 The rejection may also be based on the extension of findings from other grants to this grant, under the conditions set out in Article 22.5.2.

42.2 Ineligible costs to be rejected — Calculation — Procedure

Ineligible costs will be rejected in full.

If the Agency rejects costs without reduction of the grant (see Article 43) or recovery of undue amounts (see Article 44), it will formally notify the coordinator or beneficiary concerned the rejection of costs, the amounts and the reasons why (if applicable, together with the notification of amounts due; see Article 21.5). The coordinator or beneficiary concerned may — within 30 days of receiving notification — formally notify the Agency of its disagreement and the reasons why.

If the Agency rejects costs with reduction of the grant or recovery of undue amounts, it will formally notify the rejection in the ‘pre-information letter’ on reduction or recovery set out in Articles 43 and 44.

42.3 Effects

If the Agency rejects costs at the time of an interim payment or the payment of the balance, it will deduct them from the total eligible costs declared, for the action, in the periodic or final summary financial statement (see Articles 20.3 and 20.4). It will then calculate the interim payment or payment of the balance as set out in Articles 21.3 or 21.4.

If the Agency — after an interim payment but before the payment of the balance — rejects costs declared in a periodic summary financial statement, it will deduct them from the total eligible costs declared, for the action, in the next periodic summary financial statement or in the final summary financial statement. It will then calculate the interim payment or payment of the balance as set out in Articles 21.3 or 21.4.

If the Agency rejects costs after the payment of the balance, it will deduct the amount rejected from the total eligible costs declared, by the beneficiary, in the final summary financial statement. It will then calculate the revised final grant amount as set out in Article 5.4.
ARTICLE 43 — REDUCTION OF THE GRANT

43.1 Conditions

43.1.1 The Agency may — at the payment of the balance or afterwards — reduce the maximum grant amount (see Article 5.1), if the action has not been implemented properly as described in Annex 1 or another obligation under the Agreement has been breached.

43.1.2 The Agency may also reduce the maximum grant amount on the basis of the extension of findings from other grants to this grant, under the conditions set out in Article 22.5.2.

43.2 Amount to be reduced — Calculation — Procedure

The amount of the reduction will be proportionate to the improper implementation of the action or to the seriousness of the breach.

Before reduction of the grant, the Agency will formally notify a ‘pre-information letter’ to the coordinator or beneficiary concerned:

- informing it of its intention to reduce the grant, the amount it intends to reduce and the reasons why and
- inviting it to submit observations within 30 days of receiving notification

If the Agency does not receive any observations or decides to pursue reduction despite the observations it has received, it will formally notify confirmation of the reduction (if applicable, together with the notification of amounts due; see Article 21).

43.3 Effects

If the Agency reduces the grant at the time of the payment of the balance, it will calculate the reduced grant amount for the action and then determine the amount due as payment of the balance (see Articles 5.3.4 and 21.4).

If the Agency reduces the grant after the payment of the balance, it will calculate the revised final grant amount for the beneficiary concerned (see Article 5.4). If the revised final grant amount for the beneficiary concerned is lower than its share of the final grant amount, the Agency will recover the difference (see Article 44).

ARTICLE 44 — RECOVERY OF UNDUE AMOUNTS

44.1 Amount to be recovered — Calculation — Procedure

The Agency will — after termination of the participation of a beneficiary, at the payment of the balance or afterwards — claim back any amount that was paid but is not due under the Agreement.

Each beneficiary’s financial responsibility in case of recovery is limited to its own debt, except for the amount retained for the Guarantee Fund (see Article 21.4).

44.1.1 Recovery after termination of a beneficiary’s participation
If recovery takes place after termination of a beneficiary’s participation (including the coordinator), the Agency will claim back the undue amount from the beneficiary concerned, by formally notifying it a debit note (see Article 50.2 and 50.3). This note will specify the amount to be recovered, the terms and the date for payment.

If payment is not made by the date specified in the debit note, the Agency or the Commission will recover the amount:

(a) by ‘offsetting’ it — without the beneficiary’s consent — against any amounts owed to the beneficiary concerned by the Agency, the Commission or another executive agency (from the EU or Euratom budget).

In exceptional circumstances, to safeguard the EU’s financial interests, the Agency may offset before the payment date specified in the debit note;

(b) not applicable;

(c) by taking legal action (see Article 57) or by adopting an enforceable decision under Article 299 of the Treaty on the Functioning of the EU (TFEU) and Article 79(2) of the Financial regulation No 966/2012.

If payment is not made by the date specified in the debit note, the amount to be recovered (see above) will be increased by late-payment interest at the rate set out in Article 21.11, from the day following the payment date in the debit note, up to and including the date the Agency or the Commission receives full payment of the amount.

Partial payments will be first credited against expenses, charges and late-payment interest and then against the principal.

Bank charges incurred in the recovery process will be borne by the beneficiary, unless Directive 2007/64/EC applies.

**44.1.2 Recovery at payment of the balance**

If the payment of the balance takes the form of a recovery (see Article 21.4), the Agency will formally notify a ‘pre-information letter’ to the coordinator:

- informing it of its intention to recover, the amount due as the balance and the reasons why;

- specifying that it intends to deduct the amount to be recovered from the amount retained for the Guarantee Fund;

- requesting the coordinator to submit a report on the distribution of payments to the beneficiaries within 30 days of receiving notification, and

- inviting the coordinator to submit observations within 30 days of receiving notification.

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If no observations are submitted or the Agency decides to pursue recovery despite the observations it has received, it will confirm recovery (together with the notification of amounts due; see Article 21.5) and:

- pay the difference between the amount to be recovered and the amount retained for the Guarantee Fund, if the difference is positive or

- formally notify to the coordinator a debit note for the difference between the amount to be recovered and the amount retained for the Guarantee Fund, if the difference is negative. This note will also specify the terms and the date for payment.

If the coordinator does not repay the Agency by the date in the debit note and has not submitted the report on the distribution of payments: the Agency or the Commission will recover the amount set out in the debit note from the coordinator (see below).

If the coordinator does not repay the Agency by the date in the debit note, but has submitted the report on the distribution of payments: the Agency will:

(a) identify the beneficiaries for which the amount calculated as follows is negative:

\[
\left\{ \left\{ \text{beneficiary's costs declared in the final summary financial statement and approved by the Agency multiplied by the reimbursement rate set out in Article 5.2 for the beneficiary concerned} \right\} \div \text{the EU contribution for the action calculated according to Article 5.3.1} \right\} \times \text{the final grant amount (see Article 5.3)},
\]

minus

\{\text{pre-financing and interim payments received by the beneficiary}\}.

(b) formally notify to each beneficiary identified according to point (a) a debit note specifying the terms and date for payment. The amount of the debit note is calculated as follows:

\[
\left\{ \text{amount calculated according to point (a) for the beneficiary concerned} \right\} \div \text{the sum of the amounts calculated according to point (a) for all the beneficiaries identified according to point (a)} \times \text{the amount set out in the debit note formally notified to the coordinator}. \]

If payment is not made by the date specified in the debit note, the Agency will recover the amount:
(a) by ‘offsetting’ it — without the beneficiary’s consent — against any amounts owed to the beneficiary concerned by the Agency, the Commission or another executive agency (from the EU or Euratom budget).

In exceptional circumstances, to safeguard the EU’s financial interests, the Agency may offset before the payment date specified in the debit note;

(b) by drawing on the Guarantee Fund. The Agency or the Commission will formally notify the beneficiary concerned the debit note on behalf of the Guarantee Fund and recover the amount:

(i) not applicable;

(ii) by taking legal action (see Article 57) or by adopting an enforceable decision under Article 299 of the Treaty on the Functioning of the EU (TFEU) and Article 79(2) of the Financial Regulation No 966/2012.

Partial payments will be first credited against expenses, charges and late-payment interest and then against the principal.

Bank charges incurred in the recovery process will be borne by the beneficiary, unless Directive 2007/64/EC applies.

44.1.3 Recovery of amounts after payment of the balance

If, for a beneficiary, the revised final grant amount (see Article 5.4) is lower than its share of the final grant amount, it must repay the difference to the Agency.

The beneficiary’s share of the final grant amount is calculated as follows:

\[
\text{beneficiary’s share} = \frac{\text{beneficiary’s costs declared in the final summary financial statement and approved by the Agency multiplied by the reimbursement rate set out in Article 5.2 for the beneficiary concerned}}{\text{the EU contribution for the action calculated according to Article 5.3.1}} \times \text{the final grant amount (see Article 5.3)}
\]

If the coordinator has not distributed amounts received (see Article 21.7), the Agency will also recover these amounts.

The Agency will formally notify a pre-information letter to the beneficiary concerned:

- informing it of its intention to recover, the due amount and the reasons why and
inviting it to submit observations within 30 days of receiving notification.

If no observations are submitted or the Agency decides to pursue recovery despite the observations it has received, it will confirm the amount to be recovered and formally notify to the beneficiary concerned a debit note. This note will also specify the terms and the date for payment.

If payment is not made by the date specified in the debit note, the Agency will recover the amount:

(a) by ‘offsetting’ it — without the beneficiary’s consent — against any amounts owed to the beneficiary concerned by the Agency, the Commission or another executive agency (from the EU or Euratom budget).

In exceptional circumstances, to safeguard the EU’s financial interests, the Agency may offset before the payment date specified in the debit note;

(b) by drawing on the Guarantee Fund. The Agency or the Commission will formally notify the beneficiary concerned the debit note on behalf of the Guarantee Fund and recover the amount:

(i) not applicable;

(ii) by taking legal action (see Article 57) or by adopting an enforceable decision under Article 299 of the Treaty on the Functioning of the EU (TFEU) and Article 79(2) of the Financial Regulation No 966/2012.

If payment is not made by the date in the debit note, the amount to be recovered (see above) will be increased by late-payment interest at the rate set out in Article 21.11, from the day following the date for payment in the debit note, up to and including the date the Agency or the Commission receives full payment of the amount.

Partial payments will be first credited against expenses, charges and late-payment interest and then against the principal.

Bank charges incurred in the recovery process will be borne by the beneficiary, unless Directive 2007/64/EC applies.

ARTICLE 45 — ADMINISTRATIVE AND FINANCIAL PENALTIES

45.1 Conditions

Under Articles 109 and 131(4) of the Financial Regulation No 966/2012, the Agency may impose administrative and financial penalties if a beneficiary:

(a) has committed substantial errors, irregularities or fraud or is in serious breach of its obligations under the Agreement or

(b) has made false declarations about information required under the Agreement or for the submission of the proposal (or has not supplied such information).

Each beneficiary is responsible for paying the financial penalties imposed on it.
Under Article 109(3) of the Financial Regulation No 966/2012, the Agency or the Commission may — under certain conditions and limits — publish decisions imposing administrative or financial penalties.

### 45.2 Duration — Amount of penalty — Calculation

**Administrative penalties** exclude the beneficiary from all contracts and grants financed from the EU or Euratom budget for a maximum of five years from the date the infringement is established by the Agency.

If the beneficiary commits another infringement within five years of the date the first infringement is established, the Agency may extend the exclusion period up to 10 years.

**Financial penalties** will be between 2% and 10% of the maximum EU contribution indicated, for the beneficiary concerned, in the estimated budget (see Annex 2).

If the beneficiary commits another infringement within five years of the date the first infringement is established, the Agency may increase the rate of financial penalties to between 4% and 20%.

### 45.3 Procedure

Before applying a penalty, the Agency will formally notify the beneficiary concerned:

- informing it of its intention to impose a penalty, its duration or amount and the reasons why and
- inviting it to submit observations within 30 days.

If the Agency does not receive any observations or decides to impose the penalty despite of observations it has received, it will formally notify **confirmation** of the penalty to the beneficiary concerned and — in case of financial penalties — deduct the penalty from the payment of the balance or formally notify a **debit note**, specifying the amount to be recovered, the terms and the date for payment.

If payment is not made by the date specified in the debit note, the Agency or the Commission may **recover** the amount:

(a) by ‘**offsetting**’ it — without the beneficiary’s consent — against any amounts owed to the beneficiary concerned by the Agency, the Commission or another executive agency (from the EU or Euratom budget).

In exceptional circumstances, to safeguard the EU’s financial interests, the Agency may offset before the payment date specified in the debit note;

(b) by **taking legal action** (see Article 57) or by **adopting an enforceable decision** under Article 299 of the Treaty on the Functioning of the EU (TFEU) and Article 79(2) of the Financial Regulation No 966/2012.

If payment is not made by the date in the debit note, the amount to be recovered (see above) will be increased by **late-payment interest** at the rate set out in Article 21.11, from the day following the payment date in the debit note, up to and including the date the Agency or the Commission receives full payment of the amount.
Partial payments will be first credited against expenses, charges and late-payment interest and then against the principal.

Bank charges incurred in the recovery process will be borne by the beneficiary, unless Directive 2007/64/EC applies.

SECTION 2 LIABILITY FOR DAMAGES

ARTICLE 46 LIABILITY FOR DAMAGES

46.1 Liability of the Agency

The Agency cannot be held liable for any damage caused to the beneficiaries or to third parties as a consequence of implementing the Agreement, including for gross negligence.

The Agency cannot be held liable for any damage caused by any of the beneficiaries or third parties involved in the action, as a consequence of implementing the Agreement.

46.2 Liability of the beneficiaries

46.2.1 Conditions

Except in case of force majeure (see Article 51), the beneficiaries must compensate the Agency for any damage it sustains as a result of the implementation of the action or because the action was not implemented in full compliance with the Agreement.

Each beneficiary is responsible for paying the damages claimed from it.

46.2.2 Amount of damages - Calculation

The amount the Agency can claim from a beneficiary will correspond to the damage caused by that beneficiary.

46.2.3 Procedure

Before claiming damages, the Agency will formally notify the beneficiary concerned:

- informing it of its intention to claim damages, the amount and the reasons why and
- inviting it to submit observations within 30 days.

If the Agency does not receive any observations or decides to claim damages despite the observations it has received, it will formally notify confirmation of the claim for damages and a debit note, specifying the amount to be recovered, the terms and the date for payment.

If payment is not made by the date specified in the debit note, the Agency or the Commission may recover the amount:

(a) by ‘offsetting’ it — without the beneficiary’s consent — against any amounts owed to the beneficiary concerned by the Agency, the Commission or another executive agency (from the EU or Euratom budget).
In exceptional circumstances, to safeguard the EU's financial interests, the Agency may offset before the payment date specified in the debit note;

(b) by taking legal action (see Article 57) or by adopting an enforceable decision under Article 299 of the Treaty on the Functioning of the EU (TFEU) and Article 79(2) of the Financial Regulation No 966/2012.

If payment is not made by the date in the debit note, the amount to be recovered (see above) will be increased by late-payment interest at the rate set out in Article 21.11, from the day following the payment date in the debit note, up to and including the date the Agency or the Commission receives full payment of the amount.

Partial payments will be first credited against expenses, charges and late-payment interest and then against the principal.

Bank charges incurred in the recovery process will be borne by the beneficiary, unless Directive 2007/64/EC applies.

SECTION 3 SUSPENSION AND TERMINATION

ARTICLE 47 — SUSPENSION OF PAYMENT DEADLINE

47.1 Conditions

The Agency may — at any moment — suspend the payment deadline (see Article 21.2 to 21.4) if a request for payment (see Article 20) cannot be approved because:

(a) it does not comply with the provisions of the Agreement (see Article 20);

(b) the technical reports or financial reports have not been submitted or are not complete or additional information is needed, or

(c) there is doubt about the eligibility of the costs declared in the financial statements and additional checks, reviews, audits or investigations are necessary.

47.2 Procedure

The Agency will formally notify the coordinator of the suspension and the reasons why.

The suspension will take effect the day notification is sent by the Agency (see Article 52).

If the conditions for suspending the payment deadline are no longer met, the suspension will be lifted — and the remaining period will resume.

If the suspension exceeds two months, the coordinator may request the Agency if the suspension will continue.

If the payment deadline has been suspended due to the non-compliance of the technical or financial reports (see Article 20) and the revised report or statement is not submitted or was submitted but is
also rejected, the Agency may also terminate the Agreement or the participation of the beneficiary (see Article 50.3.1(l)).

**ARTICLE 48 — SUSPENSION OF PAYMENTS**

**48.1 Conditions**

The Agency may — at any moment — suspend, in whole or in part, the pre-financing payment and interim payments for one or more beneficiaries or the payment of the balance for all beneficiaries, if a beneficiary:

(a) has committed or is suspected of having committed substantial errors, irregularities, fraud or serious breach of obligations in the award procedure or under this Agreement or

(b) has committed — in other EU or Euratom grants awarded to it under similar conditions — systemic or recurrent errors, irregularities, fraud or serious breach of obligations that have a material impact on this grant (extension of findings from other grants to this grant; see Article 22.5.2).

**48.2 Procedure**

Before suspending payments, the Agency will formally notify the coordinator:

- informing it of its intention to suspend payments and the reasons why and
- inviting it to submit observations within 30 days of receiving notification.

If the Agency does not receive observations or decides to pursue the procedure despite the observations it has received, it will formally notify confirmation of the suspension. Otherwise, it will formally notify that the suspension procedure is not continued.

The suspension will take effect the day the confirmation notification is sent by the Agency.

If the conditions for resuming payments are met, the suspension will be lifted. The Agency will formally notify the coordinator.

During the suspension, the periodic report(s) (see Article 20.3) must not contain any individual financial statements from the beneficiary concerned. When the Agency resumes payments, the coordinator may include them in the next periodic report.

The beneficiaries may suspend implementation of the action (see Article 49.1) or terminate the Agreement or the participation of the beneficiary concerned (see Article 50.1 and 50.2).

**ARTICLE 49 — SUSPENSION OF THE ACTION IMPLEMENTATION**

**49.1 Suspension of the action implementation, by the beneficiaries**

**49.1.1 Conditions**

The beneficiaries may suspend implementation of the action or any part of it, if exceptional circumstances — in particular force majeure (see Article 51) — make implementation impossible or excessively difficult.
49.1.2 Procedure

The coordinator must immediately formally notify to the Agency the suspension (see Article 52), stating:

- the reasons why
- the expected date of resumption.

The suspension will take effect the day this notification is received by the Agency.

Once circumstances allow for implementation to resume, the coordinator must immediately formally notify the Agency and request an amendment of the Agreement to set the date on which the action will be resumed, extend the duration of the action and make other changes necessary to adapt the action to the new situation (see Article 55) — unless the Agreement or the participation of a beneficiary has been terminated (see Article 50).

The suspension will be lifted with effect from the resumption date set out in the amendment. This date may be before the date on which the amendment enters into force.

Costs incurred during suspension of the action implementation are not eligible (see Article 6).

49.2 Suspension of the action implementation, by the Agency

49.2.1 Conditions

The Agency may suspend implementation of the action or any part of it:

(a) if a beneficiary has committed or is suspected of having committed substantial errors, irregularities, fraud or serious breach of obligations in the award procedure or under this Agreement;

(b) if a beneficiary has committed — in other EU or Euratom grants awarded to it under similar conditions — systemic or recurrent errors, irregularities, fraud or serious breach of obligations that have a material impact on this grant (extension of findings from other grants to this grant; see Article 22.5.2), or

(c) if the action is suspected of having lost its scientific or technological relevance.

49.2.2 Procedure

Before suspending implementation of the action, the Agency will formally notify the coordinator:

- informing it of its intention to suspend the implementation and the reasons why and
- inviting it to submit observations within 30 days of receiving notification.

If the Agency does not receive observations or decides to pursue the procedure despite the observations it has received, it will formally notify confirmation of the suspension. Otherwise, it will formally notify that the procedure is not continued.

The suspension will take effect five days after confirmation notification is received by the coordinator (or on a later date specified in the notification).
It will be lifted if the conditions for resuming implementation of the action are met.

The coordinator will be formally notified of the lifting and the Agreement will be amended to set the date on which the action will be resumed, extend the duration of the action and make other changes necessary to adapt the action to the new situation (see Article 55) — unless the Agreement has already been terminated (see Article 50).

The suspension will be lifted with effect from the resumption date set out in the amendment. This date may be before the date on which the amendment enters into force.

Costs incurred during suspension are not eligible (see Article 6).

The beneficiaries may not claim damages due to suspension by the Agency (see Article 46).

Suspension of the action implementation does not affect the Agency’s right to terminate the Agreement or participation of a beneficiary (see Article 50), reduce the grant or recover amounts unduly paid (see Articles 43 and 44).

**ARTICLE 50 — TERMINATION OF THE AGREEMENT OR OF THE PARTICIPATION OF ONE OR MORE BENEFICIARIES**

**50.1 Termination of the Agreement by the beneficiaries**

**50.1.1 Conditions and procedure**

The beneficiaries may terminate the Agreement.

The coordinator must formally notify termination to the Agency (see Article 52), stating:

- the reasons why and
- the date the termination will take effect. This date must be after the notification.

If no reasons are given or if the Agency considers the reasons do not justify termination, the Agreement will be considered to have been ‘terminated improperly’.

The termination will take effect on the day specified in the notification.

**50.1.2 Effects**

The coordinator must — within 60 days from when termination takes effect — submit:

(i) a periodic report (for the open reporting period until termination; see Article 20.3) and

(ii) the final report (see Article 20.4).

If the Agency does not receive the reports within the deadline (see above), only costs which are included in an approved periodic report will be taken into account.

The Agency will calculate the final grant amount (see Article 5.3) and the balance (see Article 21.4) on the basis of the reports submitted. Only costs incurred until termination are eligible (see Article 6). Costs relating to contracts due for execution only after termination are not eligible.
Improper termination may lead to a reduction of the grant (see Article 43).

After termination, the beneficiaries’ obligations (in particular Articles 20, 22, 23, Section 3 of Chapter 4, 36, 37, 38 and 40) continue to apply.

50.2 Termination of the participation of one or more beneficiaries, by the beneficiaries

50.2.1 Conditions and procedure

The participation of one or more beneficiaries may be terminated by the coordinator, on request of the beneficiary concerned or on behalf of the other beneficiaries.

The coordinator must formally notify termination to the Agency (see Article 52) and inform the beneficiary concerned.

If the coordinator’s participation is terminated without its agreement, the formal notification must be done by another beneficiary (acting on behalf of the other beneficiaries).

The notification must include:

- the reasons why;

- the opinion of the beneficiary concerned (or proof that this opinion has been requested in writing);

- the date the termination takes effect. This date must be after the notification, and

- a request for amendment (see Article 55), with a proposal for reallocation of the tasks and the estimated budget of the beneficiary concerned (see Annexes 1 and 2) and, if necessary, the addition of one or more new beneficiaries (see Article 56). If termination takes effect after the period set out in Article 3, no request for amendment must be included unless the beneficiary concerned is the coordinator. In this case, the request for amendment must propose a new coordinator.

If this information is not given or if the Agency considers that the reasons do not justify termination, the participation will be considered to have been terminated improperly.

The termination will take effect on the day specified in the notification.

50.2.2 Effects

The coordinator must — within 30 days from when termination takes effect — submit:

(i) a report on the distribution of payments to the beneficiary concerned and

(ii) if termination takes effect during the period set out in Article 3, a ‘termination report’ from the beneficiary concerned, for the open reporting period until termination, containing an overview of the progress of the work, an overview of the use of resources, the individual financial statement and, if applicable, the certificate on the financial statement (see Articles 20.3 and 20.4).

The information in the termination report must also be included in the periodic report for the next reporting period (see Article 20.3).
If the request for amendment is rejected by the Agency, (because it calls into question the decision awarding the grant or breaches the principle of equal treatment of applicants), the Agreement may be terminated according to Article 50.3.1(c).

If the request for amendment is accepted by the Agency, the Agreement is amended to introduce the necessary changes (see Article 55).

The Agency will calculate — on the basis of the periodic reports, the termination report and the report on the distribution of payments — if the (pre-financing and interim) payments received by the beneficiary concerned exceed the beneficiary’s EU contribution (calculated by applying the reimbursement rate(s) to the eligible costs declared by the beneficiary and approved by the Agency). Only costs incurred by the beneficiary concerned until termination takes effect are eligible (see Article 6). Costs relating to contracts due for execution only after termination are not eligible.

• If the payments received exceed the amounts due:
  
  - if termination takes effect during the period set out in Article 3 and the request for amendment is accepted, the beneficiary concerned must repay to the coordinator the amount unduly received. The Agency will formally notify the amount unduly received and request the beneficiary concerned to repay it to the coordinator within 30 days of receiving notification. If it does not repay the coordinator, the Agency will draw upon the Guarantee Fund to pay the coordinator and then notify a debit note on behalf of the Guarantee Fund to the beneficiary concerned (see Article 44);
  
  - in all other cases (in particular if termination takes effect after the period set out in Article 3), the Agency will formally notify a debit note to the beneficiary concerned. If payment is not made by the date in the debit note, the Guarantee Fund will pay to the Agency the amount due and the Agency will notify a debit note on behalf of the Guarantee Fund to the beneficiary concerned (see Article 44);
  
  - if the beneficiary concerned is the former coordinator, it must repay the new coordinator according to the procedure above, unless:

    - termination is after an interim payment and

    - the former coordinator has not distributed amounts received as pre-financing or interim payments (see Article 21.7).

In this case, the Agency will formally notify a debit note to the former coordinator. If payment is not made by the date in the debit note, the Guarantee Fund will pay to the Agency the amount due. The Agency will then pay the new coordinator and notify a debit note on behalf of the Guarantee Fund to the former coordinator (see Article 44).

• If the payments received do not exceed the amounts due: amounts owed to the beneficiary concerned will be included in the next interim or final payment.

If the Agency does not receive the termination report within the deadline (see above), only costs included in an approved periodic report will be taken into account.
If the Agency does not receive the report on the distribution of payments within the deadline (see above), it will consider that:

- the coordinator did not distribute any payment to the beneficiary concerned and that
- the beneficiary concerned must not repay any amount to the coordinator.

Improper termination may lead to a reduction of the grant (see Article 43) or termination of the Agreement (see Article 50).

After termination, the concerned beneficiary’s obligations (in particular Articles 20, 22, 23, Section 3 of Chapter 4, 36, 37, 38 and 40) continue to apply.

**50.3 Termination of the Agreement or the participation of one or more beneficiaries, by the Agency**

**50.3.1 Conditions**

The Agency may terminate the Agreement or the participation of one or more beneficiaries, if:

(a) one or more beneficiaries do not accede to the Agreement (see Article 56);

(b) a change to their legal, financial, technical, organisational or ownership situation is likely to substantially affect or delay the implementation of the action or calls into question the decision to award the grant;

(c) following termination of participation for one or more beneficiaries (see above), the necessary changes to the Agreement would call into question the decision awarding the grant or breach the principle of equal treatment of applicants (see Article 55);

(d) implementation of the action is prevented by force majeure (see Article 51) or suspended by the coordinator (see Article 49.1) and either:
   
   (i) resumption is impossible, or
   
   (ii) the necessary changes to the Agreement would call into question the decision awarding the grant or breach the principle of equal treatment of applicants;

(e) a beneficiary is declared bankrupt, being wound up, having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, or is subject to any other similar proceedings or procedures under national law;

(f) a beneficiary (or a natural person who has the power to represent or take decisions on its behalf) has been found guilty of professional misconduct, proven by any means;

(g) a beneficiary does not comply with the applicable national law on taxes and social security;

(h) the action has lost scientific or technological relevance;

(i) not applicable;

(j) not applicable;
(k) a beneficiary (or a natural person who has the power to represent or take decisions on its behalf) has committed fraud, corruption, or is involved in a criminal organisation, money laundering or any other illegal activity affecting the EU’s financial interests;

(l) a beneficiary (or a natural person who has the power to represent or take decisions on its behalf) has — in the award procedure or under the Agreement — committed:

(i) substantial errors, irregularities, fraud or

(ii) serious breach of obligations, including improper implementation of the action, submission of false information, failure to provide required information, breach of ethical principles;

(m) a beneficiary has committed — in other EU or Euratom grants awarded to it under similar conditions — systemic or recurrent errors, irregularities, fraud or serious breach of obligations that have a material impact on this grant (‘extension of findings from other grants to this grant’).

50.3.2 Procedure

Before terminating the Agreement or participation of one or more beneficiaries, the Agency will formally notify the coordinator:

- informing it of its intention to terminate and the reasons why and

- inviting it, within 30 days of receiving notification, to submit observations and — in case of Point (l.ii) above — to inform the Agency of the measures to ensure compliance with the obligations under the Agreement.

If the Agency does not receive observations or decides to pursue the procedure despite the observations it has received, it will formally notify to the coordinator confirmation of the termination and the date it will take effect. Otherwise, it will formally notify that the procedure is not continued.

The termination will take effect:

- for terminations under Points (b), (c), (e), (g), (h), (j), and (l.ii) above: on the day specified in the notification of the confirmation (see above);

- for terminations under Points (a), (d), (f), (i), (k), (l.i) and (m) above: on the day after the notification of the confirmation is received by the coordinator.

50.3.3 Effects

(a) for termination of the Agreement:

The coordinator must — within 60 days from when termination takes effect — submit:

(i) a periodic report (for the last open reporting period until termination; see Article 20.3) and

(ii) a final report (see Article 20.4).
If the Agreement is terminated for breach of the obligation to submit the reports (see Articles 20.8 and 50.3.1(l)), the coordinator may not submit any reports after termination.

If the Agency does not receive the reports within the deadline (see above), only costs which are included in an approved periodic report will be taken into account.

The Agency will calculate the final grant amount (see Article 5.3) and the balance (see Article 21.4) on the basis of the reports submitted. Only costs incurred until termination takes effect are eligible (see Article 6). Costs relating to contracts due for execution only after termination are not eligible.

This does not affect the Agency’s right to reduce the grant (see Article 43) or to impose administrative and financial penalties (Article 45).

The beneficiaries may not claim damages due to termination by the Agency (see Article 46).

After termination, the beneficiaries’ obligations (in particular Articles 20, 22, 23, Section 3 of Chapter 4, 36, 37, 38 and 40) continue to apply.

(b) for termination of the participation of one or more beneficiaries:

The coordinator must — within 60 days from when termination takes effect — submit:

(i) a report on the distribution of payments to the beneficiary concerned;

(ii) a request for amendment (see Article 55), with a proposal for reallocation of the tasks and estimated budget of the beneficiary concerned (see Annexes 1 and 2) and, if necessary, the addition of one or more new beneficiaries (see Article 56). If termination is notified after the period set out in Article 3, no request for amendment must be submitted unless the beneficiary concerned is the coordinator. In this case the request for amendment must propose a new coordinator, and

(iii) if termination takes effect during the period set out in Article 3, a termination report from the beneficiary concerned, for the open reporting period until termination, containing an overview of the progress of the work, an overview of the use of resources, the individual financial statement and, if applicable, the certificate on the financial statement (see Article 20).

The information in the termination report must also be included in the periodic report for the next reporting period (see Article 20.3).

If the request for amendment is rejected by the Agency (because it calls into question the decision awarding the grant or breaches the principle of equal treatment of applicants), the Agreement may be terminated according to Article 50.3.1(c).

If the request for amendment is accepted by the Agency, the Agreement is amended to introduce the necessary changes (see Article 55).
The Agency will calculate — on the basis of the periodic reports, the termination report and the report on the distribution of payments — if the (pre-financing and interim) payments received by the beneficiary concerned exceed the beneficiary’s EU contribution (calculated by applying the reimbursement rate(s) to the eligible costs declared by the beneficiary and approved by the Agency). Only costs incurred by the beneficiary concerned until termination takes effect are eligible (see Article 6). Costs relating to contracts due for execution only after termination are not eligible.

• If the payments received exceed the amounts due:

  - if termination takes effect during the period set out in Article 3 and the request for amendment is accepted, the beneficiary concerned must repay to the coordinator the amount unduly received. The Agency will formally notify the amount unduly received and request the beneficiary concerned to repay it to the coordinator within 30 days of receiving notification. If it does not repay the coordinator, the Agency will draw upon the Guarantee Fund to pay the coordinator and then notify a debit note on behalf of the Guarantee Fund to the beneficiary concerned (see Article 44);

  - in all other cases, in particular if termination takes effect after the period set out in Article 3, the Agency will formally notify a debit note to the beneficiary concerned. If payment is not made by the date in the debit note, the Guarantee Fund will pay to the Agency the amount due and the Agency will notify a debit note on behalf of the Guarantee Fund to the beneficiary concerned (see Article 44);

  - if the beneficiary concerned is the former coordinator, it must repay the new coordinator the amount unduly received, unless:

    - termination takes effect after an interim payment and

    - the former coordinator has not distributed amounts received as pre-financing or interim payments (see Article 21.7)

    In this case, the Agency will formally notify a debit note to the former coordinator. If payment is not made by the date in the debit note, the Guarantee Fund will pay to the Agency the amount due. The Agency will then pay the new coordinator and notify a debit note on behalf of the Guarantee Fund to the former coordinator (see Article 44).

• If the payments received do not exceed the amounts due: amounts owed to the beneficiary concerned will be included in the next interim or final payment.

If the Agency does not receive the termination report within the deadline (see above), only costs included in an approved periodic report will be taken into account.

If the Agency does not receive the report on the distribution of payments within the deadline (see above), it will consider that:

  - the coordinator did not distribute any payment to the beneficiary concerned, and that
the beneficiary concerned must not repay any amount to the coordinator.

After termination, the concerned beneficiary’s obligations (in particular Articles 20, 22, 23, Section 3 of Chapter 4, 36, 37, 38 and 40) continue to apply.

SECTION 4  FORCE MAJEURE

ARTICLE 51 — FORCE MAJEURE

‘Force majeure’ means any situation or event that:

- prevents either party from fulfilling their obligations under the Agreement,
- was unforeseeable, exceptional situation and beyond the parties’ control,
- was not due to error or negligence on their part (or on the part of a partner organisation), and
- proves to be inevitable in spite of exercising all due diligence.

The following cannot be invoked as force majeure:

- any default of a service, defect in equipment or material or delays in making them available, unless they stem directly from a relevant case of force majeure,
- labour disputes or strikes, or
- financial difficulties.

Any situation constituting force majeure must be formally notified to the other party without delay, stating the nature, likely duration and foreseeable effects.

The parties must immediately take all the necessary steps to limit any damage due to force majeure and do their best to resume implementation of the action as soon as possible.

The party prevented by force majeure from fulfilling its obligations under the Agreement cannot be considered in breach of them.

CHAPTER 7  FINAL PROVISIONS

ARTICLE 52 — COMMUNICATION BETWEEN THE PARTIES

52.1 Form and means of communication

Communication under the Agreement (information, requests, submissions, ‘formal notifications’, etc.) must:

- be made in writing and
- bear the number of the Agreement.
Until the payment of the balance: all communication must be made through the electronic exchange system and using the forms and templates provided there.

After the payment of the balance: formal notifications must be made by registered post with proof of delivery (‘formal notification on paper’).

Communications in the electronic exchange system must be made by persons authorised according to the ‘Terms and Conditions of Use of the electronic exchange system’. For naming the authorised persons, each beneficiary must have designated — before the signature of this Agreement — a ‘Legal Entity Appointed Representative (LEAR)’. The role and tasks of the LEAR are stipulated in his/her appointment letter (see Terms and Conditions of Use of the electronic exchange system).

If the electronic exchange system is temporarily unavailable, instructions will be given on the Agency and Commission websites.

52.2 Date of communication

Communications are considered to have been made when they are sent by the sending party (i.e. on the date and time they are sent through the electronic exchange system).

Formal notifications through the electronic exchange system are considered to have been made when they are received by the receiving party (i.e. on the date and time of acceptance by the receiving party, as indicated by the time stamp). A formal notification that has not been accepted within 10 days after sending is considered to have been accepted.

Formal notifications on paper sent by registered post with proof of delivery (only after the payment of the balance) are considered to have been made on either:

- the delivery date registered by the postal service or
- the deadline for collection at the post office.

If the electronic exchange system is temporarily unavailable, the sending party cannot be considered in breach of its obligation to send a communication within a specified deadline.

52.3 Addresses for communication

The electronic exchange system must be accessed via the following URL:


The Agency will formally notify the coordinator and beneficiaries in advance any changes to this URL.

Formal notifications on paper (only after the payment of the balance) addressed to the Agency must be sent to the following address:

Research Executive Agency (REA)
Marie Sklodowska-Curie Research and Innovation Staff Exchanges
COV2
B-1049 Brussels Belgium
Formal notifications on paper (only after the payment of the balance) addressed to the beneficiaries must be sent to their legal address as specified in the 'Beneficiary Register'.

ARTICLE 53 — INTERPRETATION OF THE AGREEMENT

53.1 Precedence of the Terms and Conditions over the Annexes
The provisions in the Terms and Conditions of the Agreement take precedence over its Annexes.
Annex 2 takes precedence over Annex 1.

53.2 Privileges and immunities
Not applicable

ARTICLE 54 — CALCULATION OF PERIODS, DATES AND DEADLINES
In accordance with Regulation No 1182/71\(^\text{14}\), periods expressed in days, months or years are calculated from the moment the triggering event occurs.
The day during which that event occurs is not considered as falling within the period.

ARTICLE 55 — AMENDMENTS TO THE AGREEMENT

55.1 Conditions
The Agreement may be amended, unless the amendment entails changes to the Agreement which would call into question the decision awarding the grant or breach the principle of equal treatment of applicants.
Amendments may be requested by any of the parties.

55.2 Procedure
The party requesting an amendment must submit a request for amendment signed in the electronic exchange system (see Article 52).
The coordinator submits and receives requests for amendment on behalf of the beneficiaries (see Annex 3).
If a change of coordinator is requested without its agreement, the submission must be done by another beneficiary (acting on behalf of the other beneficiaries).
The request for amendment must include:
- the reasons why;
- the appropriate supporting documents;

for a change of coordinator without its agreement: the opinion of the coordinator (or proof that this opinion has been requested in writing).

The Agency may request additional information.

If the party receiving the request agrees, it must sign the amendment in the electronic exchange system within 45 days of receiving notification (or any additional information the Agency has requested). If it does not agree, it must formally notify its disagreement within the same deadline. The deadline may be extended, if necessary for the assessment of the request. If no notification is received within the deadline, the request is considered to have been rejected.

An amendment enters into force on the day of the signature of the receiving party.

An amendment takes effect on the date agreed by the parties or, in the absence of such an agreement, on the date on which the amendment enters into force.

ARTICLE 56 — ACCESSION TO THE AGREEMENT

56.1 Accession of the beneficiaries mentioned in the Preamble

The other beneficiaries must accede to the Agreement by signing the Accession Form (see Annex 3) in the electronic exchange system (see Article 52) within 30 days after its entry into force (see Article 58).

They will assume the rights and obligations under the Agreement with effect from the date of its entry into force (see Article 58).

If a beneficiary does not accede to the Agreement within the above deadline, the coordinator must — within 30 days — request an amendment to make any changes necessary to ensure proper implementation of the action. This does not affect the Agency’s right to terminate the Agreement (see Article 50).

56.2 Addition of new beneficiaries

In justified cases, the beneficiaries may request the addition of a new beneficiary.

For this purpose, the coordinator must submit a request for amendment in accordance with Article 55. It must include an Accession Form (see Annex 3) signed by the new beneficiary in the electronic exchange system (see Article 52).

New beneficiaries must assume the rights and obligations under the Agreement with effect from the date of their accession specified in the Accession Form (see Annex 3).

ARTICLE 57 — APPLICABLE LAW AND SETTLEMENT OF DISPUTES

57.1 Applicable law

The Agreement is governed by the applicable EU law, supplemented if necessary by the law of Belgium.
57.2 Dispute settlement

If a dispute concerning the interpretation, application or validity of the Agreement cannot be settled amicably, the General Court — or, on appeal, the Court of Justice of the European Union — has sole jurisdiction. Such actions must be brought under Article 272 of the Treaty on the Functioning of the EU (TFEU).

As an exception, if such a dispute is between the Agency and UNIVERSITE DE GENEVE, the competent Belgian courts have sole jurisdiction.

If a dispute concerns administrative or financial penalties, offsetting or an enforceable decision under Article 299 TFEU (see Articles 44, 45 and 46), the beneficiaries must bring action before the General Court — or, on appeal, the Court of Justice of the European Union — under Article 263 TFEU. Actions against enforceable decisions must be brought against the Commission (not against the Agency).

ARTICLE 58 — ENTRY INTO FORCE OF THE AGREEMENT

The Agreement will enter into force on the day of signature by the Agency or the coordinator, depending on which is later.

SIGNATURES

For the coordinator

For the Agency

Chantal CASES with ECAS id ncasecha signed in the Participant Portal on 09/12/2015 at 09:46:00 (transaction id SigId-111452-je9lxUjUQzVd09R16qguyLbWwBkypC2vF3kRISOGypASCTHCfuLYMjLX9KvG6eKz7VEJLjyP2QJbCz8Bm-Jy71xzYb8r9TOHuN2x1OS-3QdrK09kT6h8QoH2Yc2NANk1a1vHgH0Wj8OfF72YDFP) Wed Dec 09 09:46:08 CET 2015

Signed by Fredrik OLSSON HECTOR with ECAS id olssor as an authorised representative on 09-12-2015 10:47:04 (transaction id SigId-111452-je9lxUjUQzVd09R16qguyLbWwBkypC2vF3kRISOGypASCTHCfuLYMjLX9KvG6eKz7VEJLjyP2QJbCz8Bm-Jy71xzYb8r9TOHuN2x1OS-3QdrK09kT6h8QoH2Yc2NANk1a1vHgH0Wj8OfF72YDFP) Wed Dec 09 10:47:14 CET 2015
ANNEX 1 (part A)

RISE

NUMBER — 690984 — DEMOSTAF
# Table of Contents

1.1. The project summary .................................................................................................................................................... 3
1.2. The list of beneficiaries ................................................................................................................................................ 4
1.3. Workplan Tables - Detailed implementation ............................................................................................................. 5
   1.3.1. WT1 List of work packages ........................................... 5
   1.3.2. WT2 List of deliverables .................................................. 6
   1.3.3. WT3 Work package descriptions ........................................ 9
       Work package 1 ................................................................. 9
       Work package 2 ................................................................. 12
       Work package 3 ................................................................. 16
       Work package 4 ................................................................. 21
       Work package 5 ................................................................. 24
       Work package 6 ................................................................. 27
   1.3.4. WT4 List of milestones .................................................... 30
   1.3.5. WT5 Critical Implementation risks and mitigation actions .......................................................... 31
   1.3.6 WT6 Summary of project effort contribution ......................................................................................... 32
   1.3.7. WT7 Tentative schedule of project reviews ......................................................................................... 33
1.4. Ethics Requirements ................................................................................................................................................ 34
1.5. List of Partner Organisations .................................................................................................................................. 36
1.6. Secondments ............................................................................................................................................................. 37
   1.6.1. Summary of secondments per participant .......................................................................................... 37
   1.6.2. Summary of secondments funded by EU per Beneficiary ..................................................................... 37
   1.6.3. Secondments plan .................................................................................................................................. 37
1.1. The project summary

DEMOSTAF (DEMOgraphy-STatistics-for-Africa) brings together European and African research institutes as well as non academic African national statistics offices (NSOs) in a staff exchange programme, for a period of 48 months, with the aim to advance research on emerging population issues in Sub-Saharan Africa (SSA). DemoStAf is built around four major population-related themes: fertility, mortality & health, households & families and education. These themes federate the research projects conducted by the partners, and aim to shed light on key contemporaneous questions, with the objective to inform the post-2015 development agenda framed in the Sustainable Development Goals (SDGs) currently in discussion. The programme focuses on the articulation between quantitative data from national statistics (censuses and sample surveys) and local data (demographic surveillance systems or local vital registration). Thanks to the close involvement of NSOs, the programme will consolidate and promote public statistics. The programme will finance staff mobility between partners for supporting research projects, while reinforcing training and skill transfers. Collective activities essentially devoted to training, data documentation and scientific dissemination are also planned. DemoStAf involves 17 partners: 4 European academic institutions, well known for their African population expertise (INED and IRD in France, UCL in Belgium, Unige in Switzerland), 12 African partners from Burkina Faso (INSD and ISSP), Kenya (APHRC), Madagascar (INSTAT, INSPC, IPM, UCM), Mali (INSTAT), Senegal (ANSD, UCAD, UZ) and Uganda (UM). Among them, 4 are NSOs. Due to mutual interests in the promotion of demographic data, a Canadian academic institution (ODSEF) is also involved. A scientific advisory committee with 11 members associates key experts and promote international partnerships. In total, 94 individuals participate, 74 are involved in 166 secondments (that correspond to 193 months).
## 1.2. List of Beneficiaries

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<tr>
<th>No</th>
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<th>Country</th>
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<th>Project exit month</th>
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1.3. Workplan Tables - Detailed implementation

1.3.1. WT1 List of work packages

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<th>End month</th>
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<td>4 - IRD</td>
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### 1.3.2. WT2 list of deliverables

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1.3.3. WT3 Work package descriptions

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<td>Start month</td>
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Objectives

The objectives of this WP are the scientific and administrative management of the programme.

Description of work and role of partners

WP1 - Programme management [Months: 1-48]

**INED**

**Task 1.1 – Scientific coordination**

This task involves the supervision and coordination of the research between the different WPs; regular contacts with the different committees in form of Skype meetings and via e-mails, the assessment of progress, results, impact and dissemination.

The scientific coordinator will be supported by:

- A WP Leader Committee (WPLC): one WP leader of each WP will participate in regular update and counselling on the conduction of the scientific project and possible adaptation of the scientific work programme. This will take place by skype meetings and via emails whenever necessary.
- A General Assembly (GA) will gather at least one representative of each partner in a kick off meeting (Year 1) and collective meetings planned in Years 3 and 4. Each year, an internal activity report will be addressed to the partners who will be asked to contribute and will be able to react on the programme conduction.
- A Scientific Advisory Committee (SAC) made of 11 key scientific representatives will also be asked to contribute yearly to the review of the project activity, on the basis of the activity report. SAC members will be consulted in the course of the programme, and will be called upon to participate in the collective activities of the project (seminars, conferences, training sessions).
- An Ethics and Users Committee (made of representatives of data producers and WP leaders) will follow up on the issue of data access, use, and dissemination.

**Task 1.2 – European project management**

This task involves the overall administrative and financial management of the project, with regard to the European Commission: implementation of the contract and the Consortium Agreement. The consortium agreement will also clarify the repartition of funds between the beneficiaries and the partners, including the overheads repartition for hosting organisations.

**Task 1.3 – Organisation of staff exchanges**

The project manager will settle the common administrative procedures for the organisation of staff exchanges (standard forms to be used by all partners in the organisation of the exchanges, information on justificatives to be kept…).

Standard bilateral hosting agreements will be drafted in order to settle: the practical minimum hosting conditions of each seconded staff; scientific and administrative hierarchy issue during the stays; the financial aspects of the stay for the seconded staff and the receiving institute; the reporting obligations after the exchange; the ethical issues regarding data handling.

A collective agreement regarding access to national data will be settled between INED and NSOs. It will formalise access to census data for the scientific activities, specifying participants and duration.

Procedures for a close follow up of the research budget will be set up between the beneficiaries, in order to mutualise financial resources for the programme. A distinctive feature of DemoStAf is that the research budget associated with staff exchanges will be used to fund the participation to the collective activities of the programme, in agreement with all participants.

**Task 1.4 – Coordination of secondments and scientific activities**

The calendar of the secondments will be carefully kept so as to mutualise the exchange of activities (seminars, skill sharing, trainings…), and make sure of the coherence of the secondments to favour transversal activities and networking.

The coordination will draft an Ethic Charter. This will include aspects related to data access (see section 7). The coordination also involves drafting the necessary tools for this large network of partners to feel engaged throughout time writing our yearly internal activity report, maintaining communication through regular updates emails and a bi-
annual internal newsletter to keep the network informed of on-going progresses in all the WPs; Maintaining a programme webpage on both the scientific advancements and the practicalities of the stays for the seconded researchers (tips page on accommodation and daily life in each city involved in the project for instance).

### Participation per Partner

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<th>Partner number and short name</th>
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### List of deliverables

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<td>Report</td>
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<td>32</td>
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<td>D1.5</td>
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### Description of deliverables

D1.1 : Ethic charter [1]
Charter on the use of data and citation within the project

D1.2 : Report of the kick off meeting [6]
Report of the project kick off meeting

D1.3 : Progress report 1 [12]
Progress report on first year of activity

D1.4 : Report of the first General Assembly Meeting [32]
Report of the first general assembly of the project, including project review
D1.5: Internal four pages newsletters [48]
Four pages newsletters, two per year, to keep the dynamics of the network

D1.6: Mid-term meeting [14]
Mid-term review meeting taking place at the premises of the coordinator between month 14-18.

D1.7: Progress report 2 [36]
Progress report

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</tr>
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Work package number | WP2 | Lead beneficiary | 3 - UNIGE
--- | --- | --- | ---
Work package title | Promoting an alternative source of data on reproduction in Sub-Saharan Africa in a context of slow fertility decline and high unmet need for contraception |
Start month | 1 | End month | 48

**Objectives**

The objective of this WP is to conduct comparative reproductive research in order to promote the use of HDSS as an alternative source of evidence on reproduction in Sub-Saharan Africa, and to produce more contextualized understandings of the obstacles to fertility decline and contraceptive uptake on the continent. The ultimate objective is to share these results with local and international stakeholders, to push further the reflexion on African reproductive specificities, their implications for reproductive health programs, the need to add specific modules to African DHS questionnaires, and the place of HDSS in national statistical systems.

**Description of work and role of partners**

**WP2 - Promoting an alternative source of data on reproduction in Sub-Saharan Africa in a context of slow fertility decline and high unmet need for contraception [Months: 1-48]**

**UNIGE**

**Task 2.1: Understanding African fertility stalls (lead: B. Schoumaker, UCL)**

In the mid-2000s, data from the DHS indicated that the fertility decline had come to a halt in certain African countries and an important debate to understand why followed (Schoumaker 2009, Machiyama 2010). Part of the disagreement arose from the definitions and tools used to measure stalls; the detection and treatment of biases in DHS data. Schoumaker (2009) identified variations in sampling and problem with births dates as important biases weighting on the measurement of this phenomenon. One first challenge here is measurement issues. The level of analysis may constitute an additional problem: fertility differences observed between large cities, smaller towns and rural areas can be great in SSA (Garenne 2011, Corker 2014), and the sampling frame of the DHS is not designed to take into account such diversity. Studies of the determinants of stalls in HDSS may offer important insights in this context, as the sampled territory is small and fixed over time, and richer information on the contextual factors explaining the stalls can be gathered.

In this project, the fertility stalls apparent in HDSS sites in Nairobi (Kenya) and Mlomp (Senegal) will be investigated, compared and contextualized, and these results will in turn be compared to information available in the DHS. The project may also investigate stalls in other INDEPTH sites to enrich the comparison. Collaboration between UCL and ANSD is also planned, to investigate the potentiality of fertility-related statistics from the Senegalese NSO. The DEMOSTAF programme will facilitate exchanges between researchers involved in the HDSS programs (IRD, APHRC) and those involved staff in Senegal and Kenya and one research institution (UCL). Expertise in dealing with HDSS data will be transferred to UCL staff. UCL staff will guide HDSS staff in the collection of standardized contextualized information, and transfer knowledge on the handling of DHS data for HDSS-DHS comparisons. These exchanges will help develop an understanding of the fertility stalls happening in the HDSS, and frame the contributions and shortcomings of DHS data in this regard. Practical sessions are planned at UCL to explore Senegalese census data. These results will be shared with NSOs and other stakeholders; implications for family planning programs as well as for the design of DHS and HDSS questionnaires will be discussed.

Associated participants: UCL, APHRC, IRD, ANSD

**Task 2.2: Relating adolescent fertility to marriage, schooling and migration processes (Lead: V. Delaunay, IRD)**

Adolescent fertility is the highest in SSA worldwide. As educational attainment and age at marriage are slowly increasing, a greater share of unmarried women engage in sexual activity before marriage and have premarital births, even in rural areas; premarital sexual activity remains often unprotected (Delaunay and Guillaume 2007). While efforts to promote their reproductive health are vigorously promoted at the international level ever since the Cairo Conference in 1994, they are hindered at the local level by conservative visions of premarital sexuality. While lacking access to reproductive health information and services explain partly the poor reproductive outcomes of young people, the demand side factors at play have been little explored to date. The union formation process in SSA is long and includes various stages. This cultural specificity facilitates the initiation of premarital sexuality activity in spite of conservative norms and it is tolerated in the frame of a future union. The lengthening of education, increased difficulties in finding a job or raising enough money for the wedding modify the union formation process and in turn the pressure to engage in premarital sexuality (Mondain et al. 2014). HDSS sites participating in the project register the dates of union formation, school-drop outs, migrations and births: the prospective nature of the data collected guarantees a high degree of precision in the dates. By comparison, DHS data are
The DEMOSTAF programme will facilitate exchanges between one research institution (Unige) and HDSS staff in several African INDEPTH sites, building on the methodology described by Rossier (2010). Particularly severe. WHO will pilot a community-level questionnaire to collect data on the safety of induced abortion in contexts where abortion is highly restricted and its outcomes on the safety of abortion is nevertheless an emergency in the field of maternal health, especially for African countries. A self-report method which works poorly in settings where abortion is highly restricted. Community-based information define its degree of safety: provider, method used, gestational age. Data on the safety of abortion in developing countries systematically into account. It is also important to document the conditions in which an abortion is performed and which medical abortions. Now that mortality from unsafe induced abortions is falling, it is important to take morbidity more seriously into account. These results will be shared with national statistical offices and other stakeholders on the implications of these results for programs and further data collection.

Associated participants : IRD, APHRC, ISSP, ANSD, INSD, INED

Task 2.4 – Piloting a tool to collect data on abortion safety at the community level (Lead: C. Rossier, Unige)

Fertility reductions occurring in SSA seem to happen mainly in the second part of the reproductive life span (i.e. after age 30) according to DHS data (Bongaarts and Casterline 2013). However, other DHS analyses suggest that fertility changes also occur earlier in the life cycle, at least in some countries or for some groups. First, African women seem to lengthen their births intervals (Moultrie et al. 2012). Moreover, while women start childbearing early on average, the age at entry into maternity is increasing (Doyle et al. 2012). An important question thus remains unanswered: to what extent is lower fertility in some African settings reached through fertility regulation early in the life cycle (delaying), through fertility regulation in the middle of the life cycle (spacing), and/or through fertility regulation later in the reproductive life cycle (limitation)? Moreover, what can explain these different pathways to lower fertility in SSA? Three HDSS sites participating in the project have a level of fertility of about 3 children per women in 2011: Ouagadougou, Nairobi, Momp. Despite having similarly low total fertility rates, patterns of family formation differ strongly across these sites. While DHS data contains the same information, and in fact provide additional information on some proximate determinants by age, the comparison across HDSS sites will provide a unique opportunity to document contextual differences (reproductive norms, delivery of contraceptive information and services to different age groups) which could explain different fertility reductions by age in the African context. The project may also investigate paths to low fertility in other INDEPTH sites to enrich the comparison.

The DEMOSTAF programme will facilitate exchanges between two research institution (UCL, Unige) and HDSS staff in Burkina Faso, Kenya and Senegal. Expertise in dealing with HDSS data will be transferred to UCL and Unige staff. UCL and Unige staff will guide HDSS staff in the collection of standardized contextualized information, and transfer knowledge on the handling of DHS data for HDSS- DHS comparisons. These exchanges will help develop an understanding of the paths to low fertility in the HDSS, and to frame the contributions and shortcomings of DHS data in this regard. These results will be shared with national statistical offices and other stakeholders; implications for family planning programs as well as for the design of DHS and HDSS questionnaires will be discussed.

Associated participants : UCL, Unige, ISSP, APHRC, IRD, ANSD, INSD

Task 2.4 – Piloting a tool to collect data on abortion safety at the community level (Lead: C. Rossier, Unige)

The estimated rate of induced abortions in SSA is as high as in other developing regions, despite abortion being illegal in most of these countries (Sedgh et al. 2012). With a high fertility, women who want to avoid a birth are more often resorting to induced abortion in that region compared to others. Also, mortality related to illegal induced abortion has decreased over the last few decades, due to improvements in maternal health care, but also to the diffusion of a less lethal means to induce an abortion in contexts where the practice is illegal (medical abortions with misoprostol). These trends have recently led the WHO to revise its unsafe abortion criteria (Ganatra et al 2014). It now reasons in terms of a safety continuum rather than defining risk levels exclusively on the basis of the legality of the abortion procedure. For example, abortions performed legally by practitioners using curettage, a technique no longer recommended, occupy an intermediate position on the safety continuum, as do illegal but correctly administered medical abortions. Now that mortality from unsafe induced abortions is falling, it is important to take morbidity more seriously into account. It is also important to document the conditions in which an abortion is performed and which define its degree of safety: provider, method used, gestational age. Data on the safety of abortion in developing countries and countries where abortion is illegal come almost exclusively from hospital studies, while the sample of hospitalized abortions is highly skewed. DHS rarely collect data on induced abortion in Sub-Saharan Africa. When they do they use a selfreport method which works poorly in settings where abortion is highly restricted. Community-based information on the safety of abortion is nevertheless an emergency in the field of maternal health, especially for African countries where access to abortion is highly restricted and its outcomes particularly severe. WHO will pilot a community-level questionnaire to collect data on the safety of induced abortion in several African INDEPTH sites, building on the methodology described by Rossier (2010).

The DEMOSTAF programme will facilitate exchanges between one research institution (Unige) and HDSS staff in Burkina Faso and Kenya participating to the WHO study. Unige staff will guide HDSS staff in the analysis of induced
abortion data. These exchanges will help to develop an understanding of the characteristics and differences in the recourse to abortion in the HDSS sites.

Associated participants: Unige, ISSP, APHRC, INSID

### Participation per Partner

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### List of deliverables

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### Description of deliverables

Deliverables will be organized along the following features:

-- A working paper related to each task of the WP, based on the scientific production of the participants (articles, papers, communications...)

-- Several more policy-oriented document related to each task/to the whole WP, based on the round-tables, meetings, other contacts with stakeholders in the course of the project and/or translation of research findings into policy insights

-- A finalized product specific to the WP

D2.1: Working paper: contribution to understanding African fertility stalls [42]
Working paper summarising the main findings of task 1 under WP2, focusing in particular on HDSS data compared with DHS information

D2.2 : Working paper: contribution to understanding family formations leading to low fertility [42]

Working paper summarising the main findings of task 2 under WP2, attempt to draw patterns of family formations

D2.3 : Working paper : contribution to data collection tool on abortion safety [42]

Working paper summarising the main findings of task 3 under WP2, in particular recommendations to improve data collection on abortion safety at the community level

D2.4 : Policy paper 1 [42]
Policy paper

D2.5 : Policy paper 2 [42]
Policy paper 2

D2.6 : Manual HDSS data use [48]
Manual to study event-histories with HDSS data

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WP3 will promote interactions between academia and non-academic institutions in SSA and EU to advance knowledge on the health transitions in SSA.

### Description of work and role of partners

**WP3 - Tracking health transitions in SSA in a context of double burden of disease  [Months: 1-48]**

**UCL**

**Task 3.1: Mortality levels and trends: measurement issues (Lead: G. Pison, Ined)**

Although comprehensive vital registration is the best long-term goal, surveys and censuses will remain interim sources of data on mortality and health. In-depth evaluations of surveys and censuses are often conducted by NSOs and academic institutions to correct for recall errors and refine data collection protocols. In this task 3.1, continuous mortality data collected in HDSS will be used as a reference to evaluate censuses conducted in Senegal (2002 and 2013) and Burkina Faso (2016). Individual-level data will be linked to census reports using probabilistic record linkages. These validation studies will pinpoint the various types of reporting errors, the extent of misclassification of maternal deaths, and their effects on mortality estimates. In 2014, a team of researchers from ANSD, INED/IRD and UCL tested the linkage process in one HDSS in Senegal and could automatically link more than 80% of individuals based on names, first names, and relationships to the head of household. In the context of the continuous DHS organized in Senegal, the three populations from HDSS sites will also be over-sampled in 2016 to allow for an in-depth examination of the quality of survey data on child and adult mortality (Helleringer et al., 2014). Burkina Faso is also planning its next census in 2016, and similar validation studies are in preparation with the HDSS located in Ouagadougou.

The DEMOSTAF programme will facilitate exchanges between research institutions (INED, IRD, UCL, ISSP) and staff from NSOs in Senegal and Burkina (INSD, ANSD). Expertise in dealing with HDSS data will be transferred to NSOs staff. Expertise in dealing with census/DHS data, including postenumeration surveys, will be transferred to academic researchers. These exchanges will help to develop adjustments to be applied to census data and facilitate discussions on revisions to census questionnaires which could improve the quality of the data. Recommendations to other NSOs and HDSS in Sub-Saharan Africa will be issued and disseminated.

Associated participants: UCL, INED, ANSD, IRD, INSD, ISSP

**Task 3.2: Improving the collection and interpretation of cause-of-death data (Lead: B. Masquelier, UCL)**

Counting who is dying and what they are dying from is one of the best investments to reduce premature mortality (Jha 2012). However, in SAA, most people die at home without medical attention. Few deaths are registered in official records, and when they are, the underlying cause is not always documented. In this context, interim methods are needed. Among these, verbal autopsies (VAs) are emerging as a very promising tool. VAs consist in post-mortem interviews among relatives and caretakers of the deceased to collect data on circumstances and symptoms preceding the death through a structured questionnaire. A probable cause of death is later assigned by physicians reviewing each VA or through computer-coded verbal autopsies (CCVA) that automatically assign a cause of death from the reported symptoms, based on statistical models. In 2012, the WHO published a revised and shortened VA instrument, designed primarily for electronic data capture and amenable to automated processing (Leitao et al. 2013). There is a consensus within the academia, international agencies (WHO & World Bank, 2014) and governments (e.g. African program on accelerated civil registration and vital statistics) that verbal autopsies should be a stepping stone to increasing the quality of civil registration and vital statistics systems. Verbal autopsies have not yet been scaled-up in routine death registration, however. Participants will introduce VAs for assigning causes of death when no physician is available in urban areas of Ouagadougou (Burkina Faso), Dakar (Senegal) and large cities in Madagascar (Tamatave, Fianarantsoa). The proportion of deaths due to a specific cause will be compared by age and sex with hospital records and with model-based estimates (e.g. WHO estimates). These pilot studies should demonstrate that real-time monitoring of urban mortality is feasible at low cost. Two causes of death – maternal mortality, and mortality from external causes (accidents, violence, suicide) – will be particularly examined.

Staff exchange between the participants’ institutions will provide opportunities for training and transfer of knowledge between academic and non-academic partners, in addition to drafting the study protocols. Knowledge of verbal autopsies
will be transferred to NSOs in Senegal, Burkina Faso and Madagascar. NSOs will benefit from a better integration of non-standard data (including local death registers) in the national statistical system.

Associated participants: UCL, ANSD, INED, INSTAT-Madagascar, ISSP

Task 3.3: Investigating the “double burden of disease” (Lead: A. Soura, ISSP)

SSA is currently facing a “double burden of disease”, especially in urban areas, among the most marginalized sections of the cities (Agyei-Mensah and de Graft Aikins, 2010). African populations continue to be affected by the persistence of life-threatening infections such as malaria and tuberculosis, as well as high levels of maternal mortality. At the same time, the prevalence of noncommunicable diseases (NCDs) is rising as a result of population aging, inadequate diet habits and changes in life style. In this context, the task 3.3 will follow three streams of research:

1) Participants will investigate risk factors for NCDs in three HDSS, in Senegal, Burkina Faso and Madagascar. Preliminary studies have highlighted the importance of NCDs in these populations, including mental disorders and risk factors (Rossier et al. 2014, Duthé & Pison 2008). In Madagascar, previous studies have demonstrated a high prevalence of hypertension and diabetes. Data collection on NCD morbidity and risk factors is planned in the coming years to confirm these preliminary insights. Closer collaboration between the different research teams involved in DemoStaf will help to better monitor the increasing burden of NCDs.

2) Other participants will focus on three infectious diseases targeted by the SDGs: tuberculosis (TB), diarrhoea and malaria (in task 3.4). Declines in diarrheal, malaria and TB mortality have been largely dependent on anti-microbial and anti-parasitic medicine, and this raises concerns in the context of increasing threads from drug-resistant infections. - Trends and risk factors of TB-mortality will be investigated in Antananarivo, Madagascar. Participants will use digitized data from death registers covering the period 1976-2013 to explore changes in TB-mortality and link these changes to patterns of detection and control (Masquelier et al. 2014). Infection clusters have been identified based on detected TB cases in Antananarivo (Randremanana et al., 2009), but the corresponding patterns of mortality clustering remains unexplored. It is also unclear whether rises in the number of TB-deaths are due to a better accuracy of diagnoses, in part due to better monitoring, or a genuine increase in TB-mortality. - Trends and risks factors of diarrheal mortality will be studied and compared using the data of two urban Ouagadougou and Nairobi HDSS. Despite an increasing access to water and sanitation globally (WHO/UNICEF, 2014), many uncertainties remain about how to improve public health through improvements in water supply and sanitation (Hunter et al., 2012). Ouagadougou and Nairobi present very interesting profiles to undertake this study. Ouagadougou looks like a shining example of improvements in access to water in African cities, while improved water access in Kenyan cities fell from 92% to 82% between 1990 and 2012 (WHO/UNICEF, 2014). Yet looking past these initial measurements to examine detailed on access to water, a much more complicated reality is revealed, with great inequalities between zones, especially in the outskirts (Dos Santos et al. 2014). In Kenya, the gap between urban and rural child mortality is currently narrowing. This could be linked to the unsanitary living conditions in urban slums (Kimani-Murage, 2014).

3) Finally, there has been much discussion in Sub-Saharan Africa around the emergence of an “urban penalty” in mortality, particularly due to the rapid development of slums Kimani-Murage, 2014). However, few studies have been devoted to comparisons of cause-of-death patterns between urban and rural settings. Participants in this WP will undertake a systematic comparison of cause-of-death patterns in urban and rural areas in Burkina Faso (Ouagadougou & Nouna HDSS) and Madagascar (Moramanga HDSS and urban death registration). These comparisons aim to inform reforms of health care systems which are still mainly shaped to deal with communicable diseases in cities and the countryside.

Associated participants: UCL, INED, Institut Pasteur de Madagascar, INSPC, IRD, ISSP

Task 3.4 – Identifying health risks in mobile populations and effects of human movements on vector-borne diseases (Lead: P. Bocquier UCL)

Health analyses and public statistics in SSA commonly produce indicators separately for cities and rural areas. These urban and rural health indicators make the implicit assumption of no migration, which is paradoxical given the intensity of migration on the rapidly urbanizing African continent. Migration may be both life-enhancing and life-threatening for the migrant and his or her family. Migrations can also facilitate the spread of vector-borne diseases through human and vector movements. This task will address these issues in two directions:

1) Health-migration relationships are complex and changing in an urbanizing Africa. For example, some migrants move to the city to get care or access to health services. Poorer migrants also return to their rural places of origin when sick to get care (Clark et al. 2007, Rossier et al. 2014). Considering the interplay of in- and out-migration selection effects, it is likely that urban health indicators, however well-measured, would not reflect the true state of health of local urban populations. The contribution that migration has on the general urban health advantage or penalty is uncertain, and may also depend on the chosen health indicator. For example, in-migration selection may have different effects on communicable and non-communicable diseases. Also, compared to acute illness, chronic illnesses may lead poorer migrants to return to their place of origin to seek care from relatives, or on the other hand may lead richer migrants in cities to host sick parents coming from the village to get care. Do urban health indicators really reflect urban health risks and access to health services? To what extent do
these indicators reflect past exposure to other health environments and health care systems? To answer these questions, participants will test a new data collection tool for migrant follow-up using mobile phone as well as statistical tools to control for migration effect in health analysis. The data collection will be funded by the Belgian cooperation and take place the Ouagadougou HDSS. The migrant follow-up survey will be the first conducted in West Africa, in an urban area, and will be representative of all adults aged 30-74. This project is based on a collaborative process bringing together UCL, ISSP and IDEMO.

2) Malaria-related mortality and its risk factors will be investigated in the urban context of Dakar. Although malaria is generally considered to be more prevalent in rural areas, recent years have seen an unexpected trend, whereby the vectors of malaria become more accustomed to the urban environment of Dakar (Pages et al. 2008). Moreover, rural-urban migration has seen a significant increase in recent decades. These intensified interactions pose added threat for the parasite to further penetrate into the city. Given the past low prevalence of the disease, Dakar residents generally have low acquired malaria immunity (Machault et al., 2009). Hence, in the event of an infection, they are at higher risk of developing severe forms of the disease. The context of Dakar itself is highly heterogeneous, which leads to a highly clustered incidence of malaria and to interactions between environmental and behavioural factors in its transmission (Dos Santos et al., 2014; Rautu, 2014). Recently, there has been a growth in the availability of data for measuring human population movements across spatial and temporal scales that are important for malaria control (Pindolia et al.2012). The use of mobile phone call data records to model parasite movements offers one of the most promising approaches, providing fine scale estimates in space and time, and covering large percentages of national populations (LeMenach et al. 2011). Closer collaboration between demographers and epidemiologists is needed to advance the field in this area, and the DEMOSTAF programme will contribute to bridging this gap.

Associated participants: UCL, ISSP, IDEMO, UCAD

### Participation per Partner

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<td>Working paper “Investigating the double burden of disease – insights from the DEMOSTAF project”</td>
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<td>Report</td>
<td>Public</td>
<td>42</td>
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<tr>
<td>D3.4</td>
<td>Working paper “Identifying health risks in mobile populations and effects of human movements on vector-borne diseases – insights from the DEMOSTAF project”</td>
<td>2 - UCL</td>
<td>Report</td>
<td>Public</td>
<td>42</td>
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<tr>
<td>D3.5</td>
<td>Report of three restitution meetings with stakeholders on “Improving the measurement and interpretation of mortality data in Sub-Saharan Africa”</td>
<td>7 - ISSP</td>
<td>Report</td>
<td>Public</td>
<td>36</td>
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</table>

## Description of deliverables

Deliverables will be organized along the following features:

-- A working paper related to each task of the WP, based on the scientific production of the participants (articles, papers, communications...)

-- Several more policy-oriented document related to each task/to the whole WP, based on the round-tables, meetings, other contacts with stakeholders in the course of the project and/or translation of research findings into policy insights

-- A finalized product specific to the WP
D3.1 : Working paper “Mortality levels and trends: measurement issues – insights from the DEMOSTAF project [42]

Working paper “Mortality levels and trends: measurement issues – insights from the DEMOSTAF project Working paper summarizing the main findings of task 1 under WP3, including insights on methodological issues (probabilistic and manual linkages between HDSS and census data), evaluation of the quality of census data, and coverage and content errors and their impact on demographic estimates, and insights on impact of data quality issues in urban/rural differences of mortality estimates.

D3.2 : Working paper “Improving the collection and interpretation of cause-of-death data – insights from the DEMOSTAF project [42]

Working paper “Improving the collection and interpretation of cause-of-death data – insights from the DEMOSTAF project : Working paper summarizing main findings of task 2 under WP3, including proposal for protocols for pilot studies of VA in urban vital registration offices, feasibility of supplementing routine death registration with verbal autopsies in African capitals.

D3.3 : Working paper “Investigating the double burden of disease – insights from the DEMOSTAF project [42]


D3.4 : Working paper “Identifying health risks in mobile populations and effects of human movements on vector-borne diseases – insights from the DEMOSTAF project [42]

Working paper “Identifying health risks in mobile populations and effects of human movements on vector-borne diseases – insights from the DEMOSTAF project Working paper summarizing the main findings of task 4 under WP4, including the migration-health relationship in Ouagadougou, insights on measurement of migration effect on health using data collection and statistical tools and role of rural-urban migration as intensifying factor for urban malaria.

D3.5 : Report of three restitution meetings with stakeholders on “Improving the measurement and interpretation of mortality data in Sub-Saharan Africa” [36]

Report of three restitution meetings with stakeholders in Senegal, Burkina Faso, and Madagascar on the theme “Improving the measurement and interpretation of mortality data in Sub-Saharan Africa”.


Peer-reviewed paper on the theme “The roles of National Statistical Systems in Sub-Saharan Africa for monitoring health changes: the case of Senegal, Burkina and Madagascar”

<table>
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<tr>
<th>Milestone number</th>
<th>Milestone title</th>
<th>Lead beneficiary</th>
<th>Due Date (in months)</th>
<th>Means of verification</th>
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<td>18</td>
<td>Schedule of relevant Milestones</td>
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**Work package number** 9  
**WP4**  
**Lead beneficiary** 1 - INED  
**Work package title**  
Grasping the complexity of West African families through household statistics  
**Start month** 1  
**End month** 48  

## Objectives

WP4 has three objectives: 1) to produce detailed maps of household structures, using disaggregated census data from three Western African countries (Burkina-Faso, Mali, Senegal); 2) to generate new insights on emerging and debatable issues linked to household in these three countries; 3) to apply a critical methodological approach on the household concept.

## Description of work and role of partners

### WP4 - Grasping the complexity of West African families through household statistics [Months: 1-48]

<table>
<thead>
<tr>
<th>INED</th>
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<tbody>
<tr>
<td><strong>Task 4.1. Mapping households. Complexity, diversity and inequalities in family structures (Lead: A. Gakou, INSTAT Mali)</strong></td>
</tr>
<tr>
<td><strong>Task 1 is made of several streams of work:</strong></td>
</tr>
<tr>
<td>1. The constitution of a corpus mobilizing the census data-bases of all 3 countries (Burkina Faso, Mali and Senegal), assessing the comparability of data, definition of harmonized criteria, indicators and analysis types suitable for comparison.</td>
</tr>
<tr>
<td>2. The mapping of family structures, based on indicators developed at the smallest geographical scale. These indicators will be defined from different inputs to capture not only the morphology of households but also their socio-economic profile, the occurrence of particular situations (eg female headed households, age or sex imbalances) or remote from dominant models. This component will paint the landscape of living arrangements; assess the persistence of regional patterns and continuity between countries as well as focus on the emergence of new family configurations.</td>
</tr>
<tr>
<td>3. Atlas of families and socio-economic indicators: do correlations make sense? The confrontation of maps on household structures and those on the local socio-economic and demographic conditions will serve as a basis to test possible influences and interactions between local development and household patterns.</td>
</tr>
<tr>
<td><strong>Task 4.2 - Family environment, gender and intergenerational relations (C. Sauvain Dugerdil,Unige)</strong></td>
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<tr>
<td><strong>Task 2 covers two areas of work:</strong></td>
</tr>
<tr>
<td>1. Care for dependents: The isolation of older persons and patterns of child care are recurrent issues in international debates, whether they are held by policy makers or researchers. Analyses of census data will address these questions, at the individual level, dealing with the relational environment within households, and at the collective level, assessing the spatial concentration of vulnerability.</td>
</tr>
<tr>
<td>2. Conjugal and gender relations. Various indicators at the national level point to changes in union forms and living arrangements of couples; for instance the increase in age at marriage, the decrease in polygamy and the rise in the proportion of female-headed households (Antoine, 2002; Calvès and Adjamagbo, 2014; Marcoux and Antoine, 2014; Vallin, 2009). To what extent are these trends and patterns commonplace or contrasted at the local level? Are there typical of urban or rural dynamics?</td>
</tr>
<tr>
<td>3. Family systems and quality of life, the advantages and disadvantages of large families. Large households are able to better diversify their subsistence strategies, but they are also known to be more fragile and unequal (Sauvain Dugerdil, 2014). This issue will be treated through an analysis of the links between the composition of the household and several measurements of the quality of life (children survival and education, level of comfort, situation of women).</td>
</tr>
<tr>
<td><strong>Task 4.3. Households and family environments. Quality and comparability of data. (V. Hertrich, INED)</strong></td>
</tr>
<tr>
<td>The concept of household holds a prominent position in national and international statistics on families as a unit enumeration in surveys and censuses (Pilon et al., 1997; van de Walle, 2006). However, its relevance and ability to reflect real social units in which people live is debatable, in part because there is no easy way to combine various dimensions of households (economic, residential, kinship relations, authority of a head of household, etc.). This task is dedicated to a critical analysis of household data. It builds upon a series of national surveys and censuses, as well as data from four rural areas in Senegal and Mali in which census data have been linked to high-quality longitudinal data. In Senegal, data from three HDSS Sites (Delaunay et al., 2013; Pison et al., 2013) have been linked to the last two national censuses, while in Mali data from one rural area have been linked to the four national censuses (Hertrich, 1996, 2009).</td>
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1. Variations in the definition of households in questionnaires and data collection protocols: Despite the existence of international recommendations (United Nations, 2008; Randall et al. 2015), there is a great deal of heterogeneity in data collected on households (Randall et al. 2011, 2013). This task questions the tension between international definitions...
and practical guidance notes on the one hand, and specific local features on the other hand in Senegal and Mali. It also explores changes over time within these countries.

2. Intersecting views of African households: To what extent does the « statistical household » (van de Walle, 2006) bear resemblance to familial units that members identify with (Gastellu, 1984; Hertrich, 1996)? To what extent the shapes and boundaries of households vary across types of data collection operations? These issues will be addressed by comparing statistics on households provided from different sources on a same population (HDSS and Census) and by further analysis on specific items, as the impact of seasonal migrants in shaping living arrangements, or the percentage of particular family patterns (female-headed households, single-parent households…).

3. Effects of specific definitions of households on demographic estimates and poverty measures: The more or less inclusive delineations of households may affect poverty measures in a population (Randall and Coast, 2015), for example through the proportions of isolated individuals. It can also interact with demographic estimates, for instance child mortality through the higher risk of omission of children not directly related to the household head and possibly more vulnerable (orphans). The effects of definitions of households on demographic and socio-economic o will be addressed (1) at the aggregate level, by computing the same indicator for the same populations using different sources and different definitions of household, and (2) at the individual level by identifying the "blind spots" and distortions associated with protocols for enumerating households.

<table>
<thead>
<tr>
<th>Participation per Partner</th>
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<tbody>
<tr>
<td><strong>Partner number and short name</strong>¹⁰</td>
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<tr>
<td>1 - INED</td>
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<td>3 - UNIGE</td>
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<td>5 - Institut National de la Statistique</td>
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<td>6 - INSD</td>
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<td>7 - ISSP</td>
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<td>8 - Agence Nationale de la Statistique et de la Démographie</td>
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<td><strong>Deliverable Number</strong>¹⁴</td>
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### List of deliverables

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<th>Dissemination level</th>
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<td>Policy brief on &quot;Family systems and quality of life&quot;</td>
<td>3 - UNIGE</td>
<td>Report</td>
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<td>48</td>
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<tr>
<td>D4.5</td>
<td>Atlas on families and socio-economic indicators</td>
<td>1 - INED</td>
<td>Report</td>
<td>Public</td>
<td>42</td>
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</tbody>
</table>

### Description of deliverables

Deliverables will be organized along the following features:
-- A working paper related to each task of the WP, based on the scientific production of the participants (articles, papers, communications...)
-- Several more policy-oriented document related to each task/to the whole WP, based on the round-tables, meetings, other contacts with stakeholders in the course of the project and/or translation of research findings into policy insights
-- A finalized product specific to the WP

D4.1 : Contributions on household structures in Burkina Faso, Mali and Senegal [42]
Working paper summarising the main findings of task 1 under WP4, on household structures in Burkina Faso, Mali and Senegal

D4.2 : Contributions on family environment, gender and intergenerational relations. [42]
Working paper summarizing the main findings of task 2 under WP4, on family environment, gender and intergenerational relations

D4.3 : Quality and comparability of data on household and family structures. Methodological Contributions. [42]
Working paper summarizing the main findings of task 3 under WP4, on methodological contributions to quality and comparability of data on household and family structures.

D4.4 : Policy brief on "Family systems and quality of life" [48]
Policy brief summarising the main findings of WP4 on « Family systems and quality of life » written on the basis of national workshops conclusions.

D4.5 : Atlas on families and socio-economic indicators. [42]
Electronic/web publication presenting families and socio-economic indicators in Burkina Faso, Mali et Senegal

### Schedule of relevant Milestones

<table>
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<tr>
<th>Milestone number</th>
<th>Milestone title</th>
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WP5 - Educational challenges in the post-2015 agenda: out of school children, illiteracy and higher education graduates

Objective

WP5 will make use of existing demographic data (censuses and national surveys mainly) to better document three aspects of educational issues in SSA, and produce useful evidence for decision makers. The DemoStAf programme will facilitate exchanges between the numerous partners grouped in the WP5. All African countries are involved, with methodological and research aspects.

Description of work and role of partners

| IRD |
| **Task 5.1 – Out of school children (Lead: V. Delaunay, IRD-LPED)** |
| The objective of this task is to offer detailed data analyses and methodological research aiming at renewing out of school children (OOSC) measurement and indicators. Participants will make use of population censuses, national and local surveys (EDS, MICS, ECVM, HDSS) for the following countries: Burkina-Faso, Mali, Senegal, Uganda, Madagascar. Spatial analysis of OOSC from census data will allow us to go beyond the mere differentiation between rural and urban settings, with a particular focus on intra-urban differences within the capital cities. With a specific attention to the different categories of OOSC, we will answer the following questions: What is the weight of each category? Where are the OOSC located? What are their individual and family characteristics? What is the role of children’s network and social environment on school enrolment and drop-out? Are there any specificities according to gender and of what nature? |
| Associated participants : IRD-CEPED, ISSP, INSD, INSTAT-Mali, ANSD, UCAD-LARTES, Univ. Makerere, INSTAT-Madagascar, UCM, IRD-LPED, ODSEF |
| **Task 5.2 – Non-literacy and illiteracy (Lead: M. Pilon, IRD-CEPED)** |
| The objective of this task is to better document situations of non-literacy (non-learning of reading and writing) and illiteracy (lost reading and writing skills previously learnt), taking into account the distinction between the two situations. As for task 5.1, the programme will offer thorough analysis linked to methodological approaches using existing demographic data sources such as population censuses and national surveys (EDS, MICS, ECVM), for the following countries: Burkina-Faso, Mali, Senegal, Uganda and Madagascar. A particular focus on capital cities will be applied here too. Questions to be addressed are: What is the respective weight of non-literates and illiterates? What are their respective characteristics? Are there specificities according to gender? If yes, of what nature? |
| Associated participants : IRD-CEPED, ISSP, INSD, INSTAT-Mali, ANSD, UCAD-LARTES, Univ. Makerere, INSTAT-Madagascar, UCM, IRD-LPED, ODSEF |
| **Task 5.3 – Higher education graduates (Lead: M. Wayack Pambé, ISSP)** |
| Under this task, a comparative work on higher education graduates in Burkina-Faso and Senegal is planned for along three axes :
1. Being a graduate in SSA (Senegal, Mali, Burkina Faso): Specific trajectories? Many studies have attempted to understand and explain the under-enrolment of girls that characterizes sub-Saharan African countries. Participants will change the focus and analyse how some girls and young women succeed in sub-Saharan Africa to graduate in contexts where being a wife and mother remains the yardstick of women's success. This will bring to light their specific trajectories and the singular conditions that enabled them to achieve these levels of education. What are the social conditions, especially in terms of family arrangements, that made thinkable and possible these trajectories? Are these young women, necessarily and solely from families with higher social and academic background? 
2. Professional and family destiny of graduates in sub-Saharan Africa (Senegal, Mali, Burkina Faso): This axis aims at questioning the scope and limits of female and male academic progress in sub-Saharan Africa. It has been shown in population studies, that women who have reached a certain level of education (at or above high school level) have specific marital and reproductive behavior: they marry later, with the men with whom the age difference is less, and have fewer children, who are also better educated and healthier than those of other women. We will investigate jointly the professional and family perspectives of these women and compare their trajectories to those of men of the same levels of education. Several questions will guide the analysis: do acquired school capital enable in all circumstances, women
to (re) negotiate roles and tasks that are usually assigned to them? What is the influence of prolonged schooling of men in their family, social, and economic roles? How do graduates manage the education of their own children?

3. Migration and diploma: In this strand of work, we will use Senegalese census data to estimate return migrations of higher education graduates, in particular their gender differences. With census data, we will attempt to grasp student and graduated migrations within the continent.

Associated participants: INED, ISSP, IRD-CEPED, UCAD-LARTES, UZ

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**Participation per Partner**

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<tr>
<th>Partner number and short name</th>
<th>1 - INED</th>
<th>4 - IRD</th>
<th>5 - Institut National de la Statistique</th>
<th>6 - INSID</th>
<th>7 - ISSP</th>
<th>8 - Agence Nationale de la Statistique et de la Démographie</th>
<th>9 - UNIVERSITE CHEIKH ANTA DIOP DE DAKAR</th>
<th>11 - INSTAT</th>
<th>14 - Université catholique de madagascar</th>
<th>15 - MU</th>
<th>17 - Uni Laval</th>
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**List of deliverables**

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<th>Type</th>
<th>Dissemination level</th>
<th>Due Date (in months)</th>
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<tr>
<td>D5.1</td>
<td>Working paper: Out of school children</td>
<td>4 - IRD</td>
<td>Report</td>
<td>Public</td>
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<td>D5.2</td>
<td>Working paper: Non-literacy and illiteracy</td>
<td>4 - IRD</td>
<td>Report</td>
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<td>D5.3</td>
<td>Working paper: higher education graduate</td>
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<td>Report</td>
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-- A finalized product specific to the WP

D5.1: Working paper: Out of school children [42]

Working paper summarizing the main findings of task 1 under WP5, on out of school children in three African countries.

D5.2: Working paper: Non-literacy and illiteracy [42]

Working paper summarizing the main findings of task 2 under WP5, on the situation of non-literacy and illiteracy on five African countries.
D5.3: Working paper: higher education graduate [42]

Working report summarizing the main findings of task 3 under WP5, on trajectories of graduate, professional and family destiny of graduates and migration and diploma in three African countries.

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<th>Schedule of relevant Milestones</th>
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WP6 is a transversal and final WP which dedicates attention to existing partners’ data, and the dissemination of project results. It is aligned with the general objectives of DEMOSTAF, which are to promote the quality and the use of the partners’ demographic data. It involves two sets of activities:

• The promotion of demographic data thanks to the identification and documentation of existing sources in partners’ documentation funds and archives.

• The scientific and public dissemination of the project results, both methodological and thematic.

Description of work and role of partners

Task 1 – Data documentation (Lead: FX Pelegrin, INED)
National statistical institutes and African academic project partners have been collecting data since the independence of their countries. However, data regarding population have existed for a longer period of time, and producers have varied over time. The different historical and political contexts in the African countries studied complicates the identification of existing data (what type of data? Where are they? What do they cover? Which indicators can they provide?). This inventory of data has not been completed yet in the African context. In order to make use of this mass of data (data collection documentation, analytical reports, individual data), a first prerequisite consists in archiving and classifying the information. It should then be made accessible to potential users. All of this requires specific documentation skills which are available in research institutes such as INED or IRD that have a mission of collecting and disseminating population data or data reports.

Task 1 will coordinate the collaboration between the documentation department of INED and librarians from the 4 NSOs involved in the programme (INSD, ANSD, INSTAT-Mali, INSTAT-Madagascar). Colleagues from IRD (IREDA project), ODSEF, will be associated to the work without secondments. In addition to technical support and general training for the African colleagues, a collaborative work geared at the identification and localization of national statistical documentation will take place between librarians. The work will enable to inventory and classify the documentation held by the different partners. covering the four countries.

Associated participants : INED, IRD, INSTAT-Mali, ANSD, INSD, INSTAT-Madagascar, ODSEF

Task 2 – Dissemination (Lead: G. Pison & C. Ndiaye, INED & ANSD)
The second activity in WP6 will deal with the collective organisation of the dissemination of results at the project level.

Specific seminars and round-tables are organized within each WP, including in the African countries covered by the programme. The dissemination activity in WP6 will build on the work of the thematic WPs. A first objective is to bring together representatives of each strand of work within the project. A second objective is to open up the work to the general scientific community and institutions interesting in population data in Africa. A third objective is to synthesize the project results in the view of its original ambition: cross-checking and promoting data for better action. Therefore, one meeting (internal) is focused on data and will make recommendations to our partners in the non-academic sector. Built on this methodological work, the final conference will bring out innovative results on emerging issues linked to SDGs. And finally, classical scientific production is part of the dissemination strategy: collective books and dissemination publications using the partners collections. An internal scientific seminar will offer a synthesis on data « evaluation » (month 31) with four sessions: (S1) Civil registration and vital statistics; (S2) Data integration; (S3) Data quality, standardization and disaggregation, (S4) Provision of data

• A final open conference will be organised focused on emerging population issues in the frame of the SDGs (month 46). The final conference operates as our key channel to feedback the project results to the scientific community, and to stakeholders (data users, policy-makers, international and intergovernmental institutions dealing with population issues, private foundations with an interest in African population…).

• Scientific production will have different type of materials: Collective books (on data and methods, on SDGs); Communication in conferences; Working papers; Scientific articles; Dissemination articles (on the format on Population and Society, INED dissemination four-page magazine, or Ouaga focus, ISSP’s dissemination tool…).

Associated participants: All
## Participation per Partner

### Partner number and short name

<table>
<thead>
<tr>
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<tbody>
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## List of deliverables

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<th>Lead beneficiary</th>
<th>Type</th>
<th>Dissemination level</th>
<th>Due Date (in months)</th>
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<tr>
<td>D6.1</td>
<td>Inventory of national data sources</td>
<td>1 - INED</td>
<td>Report</td>
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<td>46</td>
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<td>Websites, patents filling, etc.</td>
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<td>D6.6</td>
<td>Draft collective book on SDGs</td>
<td>1 - INED</td>
<td>Report</td>
<td>Public</td>
<td>48</td>
</tr>
</tbody>
</table>

### Description of deliverables

Deliverables will be organized along the following features:
-- Document allowing to summarize and account for the work of librarians under task 1 of WP6
-- Products related to the scientific outputs of DEMOSTAF project
-- Products related to the general communication and dissemination of the project

D6.1 : Inventory of national data sources [46]
The inventory of data sources on four African countries will be made available to the general public. It will provide access to the list of data collection, documentation, analysis reports and individual data that are available on those four countries, and will include their localisation as well.

D6.2 : Project website [5]
The website of the project will be launched on the occasion of the kick off meeting. It will be updated during the whole project life.

D6.3 : Internal scientific seminar [34]
This scientific seminar will be restricted to the project participants, however the presentations will be made available through the project website.

D6.4 : Final conference [46]
The final open conference will focus on emerging population issues in the frame of the SDGs. It will bring the project participants as well as key identified stakeholders. We expect to bring around 100 participants in Paris for this meeting. Presentations will be made available via the project website.

D6.5 : Draft collective book on data and methods [48]
Results of the project will be gathered to form a collective book. We do not anticipate to publish it before the end of the project, but the preparation of the book will be launched before month 48.

D6.6 : Draft collective book on SDGs [48]
Results of the project will be gathered to form a collective book. We do not anticipate to publish it before the end of the project, but the preparation of the book will be launched before month 48.

---

### Schedule of relevant Milestones

<table>
<thead>
<tr>
<th>Milestone number 18</th>
<th>Milestone title</th>
<th>Lead beneficiary</th>
<th>Due Date (in months)</th>
<th>Means of verification</th>
</tr>
</thead>
<tbody>
<tr>
<td>MS2</td>
<td>Internal scientific seminar</td>
<td>1 - INED</td>
<td>31</td>
<td>Internal scientific seminar: synthesis on data « evaluation » in the different WPs. It will bring together WP and task leader participants and the SAC (35 participants).</td>
</tr>
<tr>
<td>MS3</td>
<td>Final open conference</td>
<td>1 - INED</td>
<td>46</td>
<td>Final open conference: synthesis on SDGs. It will bring together as much as participants as possible, including members of the SAC but will be open to other participants (150 participants expected – external funds will be sought).</td>
</tr>
</tbody>
</table>
1.3.4. **WT4 List of milestones**

<table>
<thead>
<tr>
<th>Milestone number</th>
<th>Milestone title</th>
<th>WP number</th>
<th>Lead beneficiary</th>
<th>Due Date (in months)</th>
<th>Means of verification</th>
</tr>
</thead>
<tbody>
<tr>
<td>MS1</td>
<td>Kick off meeting</td>
<td>WP1</td>
<td>1 - INED</td>
<td>5</td>
<td>the Kick off meeting will bring together WP and task leaders, in addition to key representative of the NSOs (35 participants). The meeting will be organised over 3 days at INED with collective sessions and WP sessions devoted to detail their work programme objectives. The SAC will participate to the scientific aspects of the discussion over two days.</td>
</tr>
<tr>
<td>MS2</td>
<td>Internal scientific seminar</td>
<td>WP6</td>
<td>1 - INED</td>
<td>31</td>
<td>Internal scientific seminar: synthesis on data « evaluation » in the different WPs. It will bring together WP and task leader participants and the SAC (35 participants).</td>
</tr>
<tr>
<td>MS3</td>
<td>Final open conference</td>
<td>WP6</td>
<td>1 - INED</td>
<td>46</td>
<td>Final open conference: synthesis on SDGs. It will bring together as much as participants as possible, including members of the SAC but will be open to other participants (150 participants expected – external funds will be sought).</td>
</tr>
</tbody>
</table>
### 1.3.5. WT5 Critical Implementation risks and mitigation actions

<table>
<thead>
<tr>
<th>Risk number</th>
<th>Description of risk</th>
<th>WP Number</th>
<th>Proposed risk-mitigation measures</th>
</tr>
</thead>
<tbody>
<tr>
<td>R1</td>
<td>Disengagement of partners</td>
<td>WP1</td>
<td>Data users charter, internal scientific communication strategy</td>
</tr>
<tr>
<td>R2</td>
<td>Delay in planned secondments</td>
<td>WP2, WP3, WP4, WP5</td>
<td>Extended secondments to catch up delays</td>
</tr>
<tr>
<td>R3</td>
<td>Segmentation</td>
<td>WP2, WP3, WP4, WP5</td>
<td>Joint secondments, internal scientific communication strategy</td>
</tr>
<tr>
<td>R4</td>
<td>Visa issue</td>
<td>WP1</td>
<td>Communication to key European embassies and consulates</td>
</tr>
<tr>
<td>R5</td>
<td>Change in geostrategic situation in partners' countries</td>
<td>WP1, WP2, WP3, WP4, WP5, WP6</td>
<td>Adapt secondments programme</td>
</tr>
</tbody>
</table>
1.3.6. *WT6 Summary of project effort contribution*

<table>
<thead>
<tr>
<th></th>
<th>WP1</th>
<th>WP2</th>
<th>WP3</th>
<th>WP4</th>
<th>WP5</th>
<th>WP6</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - INED</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>2 - UCL</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>3 - UNIGE</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>4 - IRD</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>17 - Uni Laval</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>16 - APHRC</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>12 - INSPC</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>6 - INSD</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>13 - IPM</td>
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<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>10 - Uni Ziguinchor</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>5 - Institut National de la Statistique</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>15 - MU</td>
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<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>11 - INSTAT</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>9 - UNIVERSITE CHEIKH ANTA DIOP DE DAKAR</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>7 - ISSP</td>
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<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>8 - Agence Nationale de la Statistique et de la Démographie</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>14 - Université catholique de madagascar</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>
1.3.7. WT7 Tentative schedule of project reviews

No project reviews indicated
### 1.4. Ethics Requirements

<table>
<thead>
<tr>
<th>Ethics Issue Category</th>
<th>Ethics Requirement Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROTECTION OF PERSONAL DATA</td>
<td>- In case of data not publicly available, relevant authorizations must be provided (prior to month 1).</td>
</tr>
<tr>
<td>NON-EU COUNTRIES</td>
<td>- The applicant must provide details on the material which will be imported to/exported from EU (before grant signature) and provide the adequate authorizations (prior to month 1).</td>
</tr>
<tr>
<td>NON-EU COUNTRIES</td>
<td>- Detailed information must be provided to confirm that fair benefit-sharing arrangements with stakeholders from low and/or lower-middle income countries are ensured during the project (before grant signature).</td>
</tr>
<tr>
<td>PROTECTION OF PERSONAL DATA</td>
<td>- The proposal puts forward information about an Ethics and User Committee - they must manage all of the authorizations for the project and include reports to REA during the periodic reporting process.</td>
</tr>
<tr>
<td>PROTECTION OF PERSONAL DATA</td>
<td>- The applicant must explicitly confirm if the existing data are publicly available or not (before grant signature).</td>
</tr>
<tr>
<td>PROTECTION OF PERSONAL DATA</td>
<td>- Copies of opinion or confirmation by the competent Institutional Data Protection Officer and/or authorization or notification by the Data Protection Authority (which ever applies according to the Data Protection Directive and the national law) must be submitted (prior to month 1).</td>
</tr>
<tr>
<td>HUMANS</td>
<td>- The applicant must clarify how consent/assent will be ensured in case children and/or adults unable to give informed consent are involved (before grant signature).</td>
</tr>
<tr>
<td>HUMANS</td>
<td>- The applicant must clarify whether children and/or adults unable to give informed consent will be involved and, if so, justification for their participation must be provided (before grant signature).</td>
</tr>
<tr>
<td>HUMANS</td>
<td>- Details on the procedures and criteria that will be used to identify/recruit research participants must be provided (before grant signature).</td>
</tr>
<tr>
<td>NON-EU COUNTRIES</td>
<td>- The applicants must confirm that the research performed outside the EU is compatible with the Union, National and International legislation and could have been legally conducted in one of the EU Member States (before grant signature).</td>
</tr>
<tr>
<td>NON-EU COUNTRIES</td>
<td>- The applicant must confirm that the ethical standards and guidelines of Horizon2020 will be rigorously applied, regardless of the country in which the research is carried out (before grant signature).</td>
</tr>
<tr>
<td>PROTECTION OF PERSONAL DATA</td>
<td>- Detailed information must be provided on the procedures that will be implemented for data collection, storage, protection, retention and destruction and confirmation that they comply with national and EU legislation (before grant signature).</td>
</tr>
<tr>
<td>PROTECTION OF PERSONAL DATA</td>
<td>- Detailed information must be provided on the informed consent procedures that will be implemented in regard to the collection, storage and protection of personal data. Templates of the informed consent forms and information sheet must be submitted (prior to month 1).</td>
</tr>
<tr>
<td>HUMANS</td>
<td>- Copies of ethics approvals for the research with humans must be submitted (prior to month 1).</td>
</tr>
<tr>
<td>HUMANS</td>
<td>- Detailed information must be provided on the informed consent procedures that will be implemented for the participation of humans. Templates of the informed consent forms and information sheet must be submitted (prior to month 1).</td>
</tr>
</tbody>
</table>
| NON-EU COUNTRIES            | - Detailed information must be provided on foreseen measures to minimise the risks to research participants and staff involved in this...
## 1.4. Ethics Requirements

<table>
<thead>
<tr>
<th>Ethics Issue Category</th>
<th>Ethics Requirement Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>project (before grant signature). Given the high political and public health risks in some of the partner countries where secondment will take place, consortium partners must provide adequate insurance for travel to these countries.</td>
</tr>
<tr>
<td>PROTECTION OF PERSONAL DATA</td>
<td>- Justification must be given in case of collection and/or processing of personal sensitive data (before grant signature).</td>
</tr>
<tr>
<td>HUMANS</td>
<td>- Details on incidental findings policy must be provided (before grant signature).</td>
</tr>
</tbody>
</table>
## 1.5. List of Partner Organisations

<table>
<thead>
<tr>
<th>Participant number</th>
<th>Partner Organisation Full Name</th>
<th>Partner Organisation Short name</th>
<th>Country</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>INSTITUT NATIONAL DE LA STATISTIQUE</td>
<td>Institut National de la Statistique</td>
<td>Mali</td>
</tr>
<tr>
<td>6</td>
<td>INSTITUT NATIONAL DE LA STATISTIQUE ET DE LA DEMOGRAPHIE</td>
<td>INSD</td>
<td>Burkina Faso</td>
</tr>
<tr>
<td>7</td>
<td>UNIVERSITE DE OUAGADOUGOU</td>
<td>ISSP</td>
<td>Burkina Faso</td>
</tr>
<tr>
<td>8</td>
<td>AGENCE NATIONALE DE LA STATISTIQUE ET DE LA DEMOGRAPHIE</td>
<td>Agence Nationale de la Statistique et de la Démographie</td>
<td>Senegal</td>
</tr>
<tr>
<td>9</td>
<td>UNIVERSITE CHEIKH ANTA DIOP DE DAKAR</td>
<td>UNIVERSITE CHEIKH ANTA DIOP DE DAKAR</td>
<td>Senegal</td>
</tr>
<tr>
<td>10</td>
<td>UNIVERSITE ASSANE SECK DE ZIGUINCHOR</td>
<td>Uni Ziguinchor</td>
<td>Senegal</td>
</tr>
<tr>
<td>11</td>
<td>INSTITUT NATIONAL DE LA STATISTIQUE</td>
<td>INSTAT</td>
<td>Madagascar</td>
</tr>
<tr>
<td>12</td>
<td>Institut National de Sante Publique et Communautaire</td>
<td>INSPC</td>
<td>Madagascar</td>
</tr>
<tr>
<td>13</td>
<td>Institut Pasteur de Madagascar</td>
<td>IPM</td>
<td>Madagascar</td>
</tr>
<tr>
<td>14</td>
<td>UNIVERSITE CATHOLIQUE DE MADAGASCAR</td>
<td>Université catholique de madagascar</td>
<td>Madagascar</td>
</tr>
<tr>
<td>15</td>
<td>MAKERERE UNIVERSITY</td>
<td>MU</td>
<td>Uganda</td>
</tr>
<tr>
<td>16</td>
<td>AFRICAN POPULATION &amp; HEALTH RESEARCH CENTRE KENYA</td>
<td>APHRC</td>
<td>Kenya</td>
</tr>
<tr>
<td>17</td>
<td>UNIVERSITE LAVAL</td>
<td>Uni Laval</td>
<td>Canada</td>
</tr>
</tbody>
</table>
1.6. Secondments

1.6.1. Summary of secondments per Participant

<table>
<thead>
<tr>
<th>Partner number</th>
<th>Partner short name</th>
<th>Country</th>
<th>EU/AC or TC</th>
<th>Academic sector</th>
<th>Total Number of secondments</th>
<th>Total Researcher Months Period 1</th>
<th>Total Researcher Months Period 2</th>
<th>Total Researcher Months Overall</th>
<th>Total Researcher Months (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>INED</td>
<td>France</td>
<td>EU/AC</td>
<td>Yes</td>
<td>22</td>
<td>19.00</td>
<td>8.00</td>
<td>27.00</td>
<td>13.99%</td>
</tr>
<tr>
<td>2</td>
<td>UCL</td>
<td>Belgium</td>
<td>EU/AC</td>
<td>Yes</td>
<td>10</td>
<td>16.00</td>
<td>5.00</td>
<td>21.00</td>
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<tr>
<td>3</td>
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<td>Switzerland</td>
<td>EU/AC</td>
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<td>13</td>
<td>11.00</td>
<td>6.00</td>
<td>17.00</td>
<td>8.81%</td>
</tr>
<tr>
<td>4</td>
<td>IRD</td>
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<td>EU/AC</td>
<td>Yes</td>
<td>12</td>
<td>10.00</td>
<td>3.00</td>
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<td>6.74%</td>
</tr>
<tr>
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<td>Mali</td>
<td>TC</td>
<td>Yes</td>
<td>16</td>
<td>10.00</td>
<td>7.00</td>
<td>17.00</td>
<td>8.81%</td>
</tr>
<tr>
<td>6</td>
<td>INSD</td>
<td>Burkina Faso</td>
<td>TC</td>
<td>No</td>
<td>16</td>
<td>9.00</td>
<td>8.00</td>
<td>17.00</td>
<td>8.81%</td>
</tr>
<tr>
<td>7</td>
<td>ISSP</td>
<td>Burkina Faso</td>
<td>TC</td>
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<td>23</td>
<td>17.00</td>
<td>10.00</td>
<td>27.00</td>
<td>13.99%</td>
</tr>
<tr>
<td>8</td>
<td>Agence Nationale de la Statistique et de la Démographie</td>
<td>Senegal</td>
<td>TC</td>
<td>Yes</td>
<td>22</td>
<td>14.00</td>
<td>8.00</td>
<td>22.00</td>
<td>11.40%</td>
</tr>
<tr>
<td>9</td>
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<td>Senegal</td>
<td>TC</td>
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<td>9</td>
<td>7.00</td>
<td>2.00</td>
<td>9.00</td>
<td>4.66%</td>
</tr>
<tr>
<td>10</td>
<td>Uni Ziguinchor</td>
<td>Senegal</td>
<td>TC</td>
<td>Yes</td>
<td>1</td>
<td>2.00</td>
<td>0.00</td>
<td>2.00</td>
<td>1.04%</td>
</tr>
<tr>
<td>11</td>
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<td>Madagascar</td>
<td>TC</td>
<td>No</td>
<td>6</td>
<td>3.00</td>
<td>3.00</td>
<td>6.00</td>
<td>3.11%</td>
</tr>
<tr>
<td>12</td>
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<td>Madagascar</td>
<td>TC</td>
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<td>0.52%</td>
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<tr>
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<td>TC</td>
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<td>2</td>
<td>1.00</td>
<td>1.00</td>
<td>2.00</td>
<td>1.04%</td>
</tr>
<tr>
<td>15</td>
<td>MU</td>
<td>Uganda</td>
<td>TC</td>
<td>Yes</td>
<td>4</td>
<td>2.00</td>
<td>2.00</td>
<td>4.00</td>
<td>2.07%</td>
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<tr>
<td>16</td>
<td>APHRC</td>
<td>Kenya</td>
<td>TC</td>
<td>Yes</td>
<td>3</td>
<td>1.00</td>
<td>2.00</td>
<td>3.00</td>
<td>1.55%</td>
</tr>
<tr>
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<td>Canada</td>
<td>TC</td>
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<td>0</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>18</td>
<td>TOTAL</td>
<td></td>
<td></td>
<td></td>
<td>164</td>
<td>126.00</td>
<td>67.00</td>
<td>193.00</td>
<td>100.00%</td>
</tr>
</tbody>
</table>

1.6.2. Summary of secondments funded by EU per Beneficiary

(secondments from the Beneficiary and from funded Partner Organisations to the Beneficiary)

<table>
<thead>
<tr>
<th>Partner number</th>
<th>Partner short name</th>
<th>Country</th>
<th>Number of secondments funded by EU</th>
<th>Researcher Months funded by EU Period 1</th>
<th>Researcher Months funded by EU Period 2</th>
<th>Researcher Months funded by EU Overall</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>INED</td>
<td>France</td>
<td>85</td>
<td>58.00</td>
<td>35.00</td>
<td>93.00</td>
</tr>
<tr>
<td>2</td>
<td>UCL</td>
<td>Belgium</td>
<td>27</td>
<td>26.00</td>
<td>12.00</td>
<td>38.00</td>
</tr>
<tr>
<td>3</td>
<td>UNIGE</td>
<td>Switzerland</td>
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1. Project number
The project number has been assigned by the Commission as the unique identifier for your project. It cannot be changed. The project number should appear on each page of the grant agreement preparation documents (part A and part B) to prevent errors during its handling.

2. Project acronym
Use the project acronym as given in the submitted proposal. It can generally not be changed. The same acronym should appear on each page of the grant agreement preparation documents (part A and part B) to prevent errors during its handling.

3. Project title
Use the title (preferably no longer than 200 characters) as indicated in the submitted proposal. Minor corrections are possible if agreed during the preparation of the grant agreement.

4. Starting date
Unless a specific (fixed) starting date is duly justified and agreed upon during the preparation of the Grant Agreement, the project will start on the first day of the month following the entry into force of the Grant Agreement (NB: entry into force = signature by the Commission). Please note that if a fixed starting date is used, you will be required to provide a written justification.

5. Duration
Insert the duration of the project in full months.

6. Call (part) identifier
The Call (part) identifier is the reference number given in the call or part of the call you were addressing, as indicated in the publication of the call in the Official Journal of the European Union. You have to use the identifier given by the Commission in the letter inviting to prepare the grant agreement.

7. Abstract

8. Project Entry Month
The month at which the participant joined the consortium, month 1 marking the start date of the project, and all other start dates being relative to this start date.

9. Work Package number
Work package number: WP1, WP2, WP3, ..., WPn

10. Lead beneficiary
This must be one of the beneficiaries in the grant (not a third party) - Number of the beneficiary leading the work in this work package

11. Person-months per work package
The total number of person-months allocated to each work package.

12. Start month
Relative start date for the work in the specific work packages, month 1 marking the start date of the project, and all other start dates being relative to this start date.

13. End month
Relative end date, month 1 marking the start date of the project, and all end dates being relative to this start date.

14. Deliverable number
Deliverable numbers: D1 - Dn

15. Type
Please indicate the type of the deliverable using one of the following codes:
- R Document, report
- DEM Demonstrator, pilot, prototype
- DEC Websites, patent filings, videos, etc.
- OTHER

16. Dissemination level
Please indicate the dissemination level using one of the following codes:
- PU Public
- CO Confidential, only for members of the consortium (including the Commission Services)
- EU-RES Classified Information: RESTREINT UE (Commission Decision 2005/444/EC)
17. Delivery date for Deliverable
Month in which the deliverables will be available, month 1 marking the start date of the project, and all delivery dates being relative to this start date.

18. Milestone number
Milestone number: MS1, MS2, ..., MSn

19. Review number
Review number: RV1, RV2, ..., RVn

20. Installation Number
Number progressively the installations of a same infrastructure. An installation is a part of an infrastructure that could be used independently from the rest.

21. Installation country
Code of the country where the installation is located or IO if the access provider (the beneficiary or linked third party) is an international organization, an ERIC or a similar legal entity.

22. Type of access
- VA if virtual access,
- TA-uc if trans-national access with access costs declared on the basis of unit cost,
- TA-ac if trans-national access with access costs declared as actual costs, and
- TA-cb if trans-national access with access costs declared as a combination of actual costs and costs on the basis of unit cost.

23. Access costs
Cost of the access provided under the project. For virtual access fill only the second column. For trans-national access fill one of the two columns or both according to the way access costs are declared. Trans-national access costs on the basis of unit cost will result from the unit cost by the quantity of access to be provided.
Marie Skłodowska-Curie Actions (MSCA)
Research and Innovation Staff Exchange (RISE)
H2020-MSCA-RISE-2015

Project Acronym: DEMOSTAF – Project Number: 690984
Annex 1 to the Grant Agreement
(Description of the Action)
Part B
History of changes

Main changes include:

- Detail/correction of expression regarding the objectives of DEMOSTAF: pages 5 and 8
- Correction in number of staff and secondments involved in the programme: pages 2, 9, 12
- Update of scientific advisory board members: page 11
- Revision of the calendar: page 13
- Revision of the ethics aspects: page 24 + insertion of the list of the data collection (annex 1 p. 35)

Table of Contents

1. SUMMARY
2. EXCELLENCE
3. IMPACT
4. IMPLEMENTATION
5. REFERENCES
6. ETHICS ASPECTS
7. LETTERS OF COMMITMENT OF PARTNER ORGANISATIONS
1. Summary

DEMOSTAF (DEMOgraphy-STatistics-for-Africa) brings together European and African research institutes as well as non academic African national statistics offices (NSOs) in a staff exchange programme, for a period of 48 months, with the aim to advance research on emerging population issues in Sub-Saharan Africa (SSA). DEMOSTAF is built around four major population-related themes: fertility, mortality & health, households & families and education. These themes federate the research projects conducted by the partners, and aim to shed light on key contemporaneous questions, with the objective to inform the post-2015 development agenda framed in the Sustainable Development Goals (SDGs) currently in discussion. The programme focuses on the articulation between quantitative data from national statistics (censuses and sample surveys) and local data (demographic surveillance systems or local vital registration). Thanks to the close involvement of NSOs, the programme will consolidate and promote public statistics. The programme will fund staff mobility between partners for supporting research projects, while reinforcing training and skill transfers. Collective activities essentially devoted to training, data documentation and scientific dissemination are also planned.

DEMOSTAF involves 17 partners: 4 European academic institutions, well known for their African population expertise (INED and IRD in France, UCL in Belgium, Unige in Switzerland), 12 African partners from Burkina Faso (INSD and ISSP), Kenya (APHRC), Madagascar (INSTAT, INSPC, IPM, UCM), Mali (INSTAT), Senegal (ANSO, UCAD, UZ) and Uganda (UM). Among them, 4 are NSOs. Due to mutual interests in the promotion of demographic data, a Canadian academic institution (ODSEF) is also involved. A scientific advisory committee with 11 members associates key experts and promote international partnerships. In total, 94 individuals participate, 74 are involved in 164 secondments (that correspond to 193 months).
2. Excellence

2.1 Quality, innovative aspects and credibility of the research (including inter/multidisciplinary aspects)

Specific objectives and the relevance of the research project

Addressing African population issues in the frame of the post-2015 development agenda

DEMOSTAF (DEMOgraphy-STatistics-for-AFrica) brings together in a staff exchange programme European and African research institutes and African national statistics offices (NSOs) with the aim to advance research on emerging population issues in Sub-Saharan Africa (SSA). The programme will finance staff mobility between partners, while reinforcing training and skill transfers. DEMOSTAF is built around four themes: (i) fertility, (ii) mortality and health, (iii) households and families and (iv4) education. These themes federate the research projects conducted by the partners, and aim to shed light on key demographic questions, closely aligned with the forthcoming Sustainable Development Goals (SDGs) (United Nations, 2014a).

The SDGs follow up on the Millennium Development Goals (MDGs), which were defined in 2000 and set targets for 2015 (United Nations 2014b). Despite important progress achieved during the first fifteen years of the new millennium, particularly in terms of poverty, education, health and access to clean water, efforts need to be maintained and SSA must receive special attention because it has lagged behind on achieving pernicious targets. From a demographic perspective, SSA will experience the highest population growth in the next decades worldwide and fairly atypical trends: fertility is still very high (5 children per woman on average), progress in health is slow and fragile and migration flows within Africa and to Europe are very important and complex. Those demographic trends entail important challenges for families and households, and for the implementation of targets for inclusive and equitable education.

DEMOSTAF is planned for a period of four years (2016-19), starting right after the SDGs are adopted (in September 2015), at a time when development issues are high up in the international policy agenda (United Nations 2014a).

Improving the quality of population data and contributing to the “data revolution”

In order to monitor progress towards SDGs, it will be important to improve the quality, availability and access to data and statistics disaggregated by various characteristics: income, gender, age, ethnicity, migratory status, disability, geographic location, among others. Urgent steps should be taken to ensure that no one is left behind and governments are held accountable (United Nations, 2014a). This is why the post-2015 agenda is closely linked to the “Data Revolution”, an international initiative that aims to improve the quality of statistics as well as information available to citizens (IEAG, 2014).

Demographers and population scientists are well-placed to contribute to this Data Revolution, and NSOs are often hard-pressed to provide data allowing the assessment of progress related to development goals (IUSSP 2014). However, due to lack of resources, low rates of literacy and at times, lack of political commitment, the evidence base on the population dynamics in Africa remains limited. There is a dramatic deficit of classical demographic data at the national level which has been referred to as a “scandal of invisibility” (Setel et al. 2007). Apart from some exceptions (including South Africa), very few African countries have a comprehensive system of civil registration and vital statistics, which are the ideal data source on births and deaths. According to Unicef, only 44% of children under age five are registered today in SSA, and in rural areas, the completeness of birth registration is even lower. The registration of deaths and their cause is even less frequent. In addition, there can be long delays between successive population censuses. For instance, the last census in Madagascar was conducted in 1993. In sum, there are major issues with national statistical systems in their ability to provide reliable and high-quality population data, and this translates into large uncertainties around demographic levels and trends.

To address these critical gaps, the collection of data supported by development partners and academic groups has multiplied since the 1980’s. In particular, large retrospective sample surveys have been conducted, including as the Demographic and Health surveys (DHS), funded by the United States
Agency for International Development (USAID) (Cleland, 1996). DHS provide standardized data for a wide range of monitoring and impact evaluation indicators in the areas of population, health, and nutrition. However, retrospective reports provided in DHS and other sample surveys (such as UNICEF's Multiple Indicator Cluster Surveys) are known to be plagued by various patterns of misreporting: recall errors, under-reporting of some events which could be considered as painful or sensitive, misreporting of ages and dates, and so on (Potter, 1977; Institute for Resource Development, 1990). Another prominent data source on population trends in Africa are Health and Demographic Surveillance Systems (HDSS) in which longitudinal data on vital events, marriages and migrations are collected through regular visits in a geographically-defined area (Indepth 2014, Pison, 2005). However, the connection between HDSS and public statistics is still punctual and fragile.

The DEMOSTAF programme innovates as it specifically focuses on the comparison and the relationship between quantitative data from the national statistical systems (censuses in particular, but also sample surveys) and local data (demographic surveillance systems and local vital registration). For example, researchers will use high-quality data from local areas to assess the robustness of estimates obtained from censuses. Thanks to the close involvement of NSOs, the programme will consolidate and promote public statistics. DEMOSTAF will also contribute to maintain the momentum for responding to the need for strengthening civil registration system and vital statistics and promoting additional sources of high-quality data.

Foster new dynamics and new partnerships with DEMOSTAF

In Europe, DEMOSTAF brings together four academic partners (INED and IRD in France, UCL in Belgium and the Unige in Switzerland). In SSA, the programme includes twelve partners from Burkina Faso (ANSD and ISSP), Kenya (APHRC), Madagascar (INSTAT-Madagascar, INSPE, IPM, UCM), Mali (INSTAT-Mali), Senegal (ANSD, UCAD, UZ) and Uganda (UM). Non-academic partners are the four NSOs located in Burkina Faso, Madagascar, Mali and Senegal. A Canadian academic organization (ODSEF) is also involved because of their expertise in the promotion of African population data. To associate key experts in this field, a scientific advisory committee (SAC) with 11 members will provide advices and additional support.

When conducting research in close collaboration between African and European partners, secondments will offer a multiplicity of benefits for participants, institutions, international networks and ultimately scientific knowledge. European and African academic and non-academic institutions involved in DemoStaf are working toward a common goal: cross-checking and promoting demographic data in order to address emerging population issues in SSA. DEMOSTAF brings in a critical mass of people (researchers, engineers and students) in the same field on the basis of on-going projects and initiatives but it will also foster new dynamics and new partnerships.

Projects included in the DEMOSTAF programme address specific data challenges:

- **Evaluating data quality** at different stages of the data process (from collection to data cleaning and adjustments for recall errors) and evaluating the quality of demographic indicators (uncertainty of estimations, timeliness, completeness...): This supposes to use and analyse the multiple existing data sources, articulating local and national levels, and comparing census, surveys and HDSS data.

- **Promoting the use of demographic data**: this includes different aspects such as data archiving, documentation, sharing and dissemination, data analysis and the diffusion of results to different audiences: the international scientific community, the international and national policy makers and the general population.

**Methodological approach**

The global purpose of this research and networking programme is to promote the sharing of knowledge between partners and skills development to advance research on four demographic themes: Fertility, Mortality and Health, Families and Households, Education.

- **Promoting an alternative source of data on reproduction in SSA in a context of slow fertility decline and high unmet need for contraception (WP 2)**
The fertility decline in SSA has started later than in other developing regions, and has proceeded at a slower pace (Casterline 2001). In 2010-2015, the region had the highest fertility rate in the world, with 5.1 children per women (UN 2013). Contraceptive use has increased worldwide, but remains low in SSA: a quarter of women in union have an unmet need for contraception in 2010 (Alkema et al. 2013). Two targets of the SDGs (Targets 3.7 and 5.6) stress the need to guarantee by 2030 a universal access to sexual and reproductive health, rights and services, including to contraceptive services, information and education. These targets are key to lower maternal and child mortality and to ensure healthy individual lives (Goal 3), and are crucial to promote gender equality (Goal 5). Moreover, they are central to limit population growth to help advance many SDGs.

While our knowledge of levels of fertility and some of its proximate determinants are advanced thanks to DHS, the understanding of the “African reproductive exception” remains surprisingly low, a shortcoming which hinders further, well-targeted action. Both the United Nations Population Division (UNPD) and the World Health Organization (WHO) have recently confirmed that research on the obstacles to the fertility decline and contraceptive uptake in SSA were among the top priorities (Ali et al. 2013).

The main reason is that DHS data measure levels (aggregate individual practices and outcomes), but hardly document the structural, normative and service environments which explain them. Moreover, standardized DHS questionnaires are not designed to grasp reproductive practices specific to SSA. Studying reproductive behaviours in HDSS sites offers several advantages in this regard. While HDSS sites often collect only basic data on fertility (like censuses and vital statistics), the data pertain to small, socio-economically diverse areas. This opens the possibility to conduct mixed-methods as well as comparative research, two very powerful approaches when relating individual reproductive behaviours to contextual and other unmeasured factors. The sites are also able to test new quantitative questionnaires as they collect high-quality longitudinal data.

Five HDSS sites participate in DemoStaf: three rural sites in Senegal and two urban sites in Burkina Faso and Kenya. Short term exchange of staff will help to conduct comparative reproductive research across these sites and promote the use of HDSS as an alternative source of evidence on reproduction in SSA. They will result in more contextualized understandings of the obstacles to the fertility decline and contraceptive uptake on the continent. The ultimate objective is to share these results with local and international stakeholders (among which NSOs), to further the reflection on African reproductive specificities, their implications for reproductive health programs, the need to add specific modules to African questionnaires from sample surveys and the place of HDSS in national statistical systems.

WP2 will give priority to the following emerging issues (as described in the WP table):
- Task 2.1 - Understanding African fertility stalls
- Task 2.2 - Relating adolescent fertility to marriage, schooling and migration processes
- Task 2.3 - Investigating different patterns of family formations leading to low fertility
- Task 2.4 - Piloting a tool to collect data on abortion safety at the community level

**Tracking health transitions in SSA in a context of double burden of disease (WP3)**

All countries need timely and reliable estimates of mortality to monitor progress in the health of their populations. This need is especially acute in SSA, where gains in life expectancy have lagged far behind those experienced in other regions (United Nations, 2013). The HIV epidemic, temporary declines in immunization rates and the re-emergence of malaria all contributed to slowdowns and stalls in the mortality declines in the 1990s and early 2000s. In 2014, the unprecedented outbreak of the Ebola virus disease in Western Africa demonstrated how precarious health transitions can be.

SSA is also the region where uncertainty about levels and trends in mortality is the greatest. This is because the vital registration systems operating in the vast majority of African countries fail to provide full national coverage. Often less than 25% of deaths are reported in official records (Mathers et al. 2005). As a result, cause-of-death data are limited to deaths that occur in hospitals or within specific areas under surveillance.

The lack of health-related data is problematic because massive changes are taking place. As all other parts of the world, SSA is experiencing a shift from a regime of high mortality, dominated by infectious diseases, to a regime of low mortality where deaths are mainly due to non-communicable (or chronic)
diseases (Omran, 1971). Typically, acute respiratory infections, diarrhea and tuberculosis are receding, while cardiovascular diseases, chronic respiratory diseases and diabetes are on the rise. This “epidemiological transition” is closely linked to the ageing of populations and changes in lifestyles (e.g. decreasing exercise and increasing tobacco use). Compared with other regions, the health transition in SSA has started later, following the diffusion of antibiotics in the 1940s, and has progressed at a much slower pace. The shift from communicable to non-communicable diseases is not definitive either, as illustrated with the outbreak of Ebola virus disease. Faced with a “double burden of disease”, African countries need stronger evidence on mortality levels and the leading causes of death to make informed decisions about how to spend their limited human and financial resources. In particular, SDGs include targets which concern both infectious and chronic diseases to ensure healthy lives at all ages (Goal 3). NSOs, development partners and academic institutions will have to adopt innovative strategies to monitor progress in (1) reducing maternal mortality, (2) ending preventable deaths among new-borns and under-five children, (3) ending the epidemics of HIV, TB and malaria or (4) to reduce premature mortality from non-communicable diseases.

WP3 will give priority to the following emerging issues (as described in the WP table):
Task 3.1 - Mortality levels and trends: measurement issues
Task 3.2 - Improving the collection and interpretation of cause-of-death data
Task 3.3 - Investigating the “double burden of disease”
Task 3.4 - Identifying health risks in mobile populations and effects of human movements on vector-borne diseases

- Grasping the complexity of West African families through household statistics (WP4)

Demographic change and stability in sub-Saharan Africa, including fertility and mortality declines or improvements in children's schooling, cannot be completely understood without accounting for family and living arrangements. African families have been qualified by their complexity, diversity and flexibility (Locoh, 1988; Pilon et al. 1997, 2006), with individuals imbedded in large networks that influence their wellbeing, their behaviours and their agency (Locoh, 1995; Lloyd, 1999). This family complexity is often shown as strength, ensuring that the more vulnerable are taken care of and enabling to face uncertainties and insecurity in contexts of frequent economic setbacks and lack of social protection. On the other side, complex and large families have also been perceived as less progressive and more constraining for individual agency, for instance in using contraception or taking a child to the doctor.

Empirical knowledge, fuelled by statistics at national and local levels, is essential to grasp the diversity and complexity of families, and this is a topic of interest for both scientists and decision makers, for example when addressing the isolation of the elderly, the growing number of households headed by women, the children’s mobility...

However large-scale quantitative studies on African family structures are still lacking. This is due to the scarcity of surveys recording the family space beyond the household, but also to the under-use of a significant body of census and survey data on households.

WP4 is dedicated to a comprehensive study of household patterns and trends through systematic and consistent analysis of the last national censuses conducted in Burkina Faso (2006), Mali (2009) and Senegal (2013). The Sudano-Sahelian zone is the core of the project because it appears in many ways as an iconic zone of sub-Saharan socio-demographic structures and trends (Tabutin et Schoumaker, 2004; Ferry, 2007): slow demographic changes, levels of fertility and child mortality among the highest in the world, low human development, complex family dynamics, fuelled by polygamy and child fostering. Yet factors conducive to the diversification and remodelling of family structures are also present, including urbanization and widespread human mobility, dramatic increase of education rates, declines in early marriage patterns for women...

WP4 relies on a strong collaboration between the NSOs of the three countries and demographers, to pool the data, build a common database and design relevant indicators. It will make an innovative use of census data to map households structure, examining the geographical patterns, and addressing special issues of interest for national and international stakeholders, including the care of dependants, the correlations between poverty and household structure, the gap between urban and rural
structures. In addition a specific task is dedicated to methodological issues related to the concept of household and the comparability of related data.

WP4 is divided into three tasks (as described in the WP table):
Task 4.1 – Mapping households. Complexity, diversity and inequalities in family structures
Task 4.2 – Family environment, gender and intergenerational relations
Task 4.3 – Households and family environments. Quality and comparability of data

- Educational challenges in the post-2015 agenda: out of school children, illiteracy and higher education graduates (WP5)

Since the World Conference on Education for All (EFA) in Jomtien in 1990, and especially since the Dakar Forum and the World Conference on the MDGs in 2000, education is at the heart of the international agenda (as the 2nd out of 8 MDGs), because of the very high expectations related to both formal and informal education, either at the individual or national levels. The 4th goal of the forthcoming SDGs will be devoted to education: « Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all » (IEAG 2014).

Many African countries have not achieved the educational goals set for 2015, starting with achieving universal primary education. Progress is impaired in SSA, partly in relation to rapid population growth. Compared to 2000, there were 35 per cent more school children to accommodate in 2012. Countries in the region have also experienced armed conflicts and numerous other emergencies which have kept children out of school. Hence, although the number of children enrolled in primary education has more than doubled between 1990 and 2012, there is still one child out of five who is not in school, of which 56 per cent are girls (United Nations 2014b). Illiteracy constitutes a “vital challenge” (Unesco, 2006), for people as well as for societies, but in SSA, numerous countries are still far from the MDG target fixed for 2015, which was a decrease of the illiteracy rates among adults of 50%. In the post-2015 agenda, the Open Working Group of the General Assembly on SDGs suggests to formulate a specific target as follow: “4.6 By 2030, ensure that all youth and at least [x] per cent of adults, both men and women, achieve literacy and numeracy”. It is important to better document the situation of illiteracy, and especially through distinguishing people who have never been to school from who have been to school but remain illiterate. Meanwhile, at the other side of the education system, higher education is an equally important and emerging issue for the development process with social implications, especially gender aspects.

WP5 will give priority to the following emerging issues (as described in the WP table):
Task 5.1 – Out of school children
Task 5.2 - Illiteracy and not-literacy
Task 5.3 - Higher education graduates

Transversal sources and innovative approaches

Through its WP 2, 3, 4, and 5, DEMOSTAF innovates by its methodology, bringing academic and non-academic institutions together in staff exchanges. All research projects integrated in DEMOSTAF are devoted to enhance data quality by providing new tools, new methods, new approaches for analyses, by comparing sources, supporting the sustainability of civil registration and vital statistics systems, and by initiating new data collections on several emerging topics.

The effort to cross-check national and local sources based on strong collaborations with NSOs gives its originality to the programme. Data sharing is a very sensitive issue and DEMOSTAF builds on and furthers strong partnerships between academic institutions and NSOs: the first ones are not merely data users but they contribute to data collection, the second ones are not merely data producers but they collaborate on research projects.

The following data sources and methods will be mobilized in DEMOSTAF:

Data sources:
- DHS and similar national sample surveys: standard DHS conducted in the six African country’s partners and across SSA.
The Continuous DHS which has been launched in Senegal to collect nationally representative data in five yearly phases, conducted from 2012 to 2017. HDSS and similar longitudinal surveys: sites operating in Ouagadougou in Burkina Faso; Nairobi in Kenya; among the Bwa in Mali; Bandafassi, Mlomp and Niakhar in Senegal; Moramanga in Madagascar and additional HDSS sites members of the Indepth network.

- Other national sampled surveys: MICS (conducted in all countries’ partners except Uganda), Senegalese Survey on Children work (ENTES 2005), yearly ECVM in Burkina Faso (with data on household economic conditions).
- Other surveys related to specific topics: abortion, inter-VA interviews using mobile phones, surveys on unfavourable risk behaviours and highly educated African migrants.

Methodological approaches:
- HDSS-DHS comparisons for improving questionnaire designs (tasks 2.1, 2.2, 2.3)
- Record linkages of local surveys and national censuses at individual level (tasks 3.1, 4.3)
- Development of innovative tools for new data collection in HDSS on topics related to SDGs (tasks 2.4, 3.2, 3.3)
- Evaluation of census data through consistency checks (task 3.1)
- Evaluation of HDSS data (task 3.1)
- Comparison of key demographic indicators between sources (tasks 4.2, 5.1, 5.2, 5.3)
- Use of other sources: data from health services (tasks 3.2, 3.3) and schools (tasks 5.1, 5.3)
- International comparisons (all tasks)
- Promotion of national census data through atlases (tasks 4.1, 5.1, 5.2)

Inter/multidisciplinary types of knowledge involved, if applicable.

DEMOSTAF will support the circulation of participants – academic and non-academic - who have skills at different steps of the data process: the conception, collection, documentation, analysis, and dissemination of data. It involves people with very different backgrounds, including faculty, researchers, heads of NSOs, data managers, etc. Though demography is the prominent discipline, other disciplines are represented: sociology, statistics, anthropology, medicine, and epidemiology. Support services are also involved such as documentation, dissemination, edition and computing. Secondments involve staff at different stages of their career: from PhD students to seniors.

2.2 Clarity and quality of knowledge sharing among the participants in light of the research and innovation objectives (Approach and methodology used for knowledge sharing)

The programme is based on the approach of “training through research”. The secondments are dedicated to joint work over the 48 months and provide opportunities to meet across WPs and across sectors (academic and non-academic). The secondments will enable all participants to meet and exchange, to create a collective dynamic related to projects and methodologies. For all institutions, it will be the opportunity to link the different projects, skills, methods and combine data sources.

By exchanging between academic institutions and NSOs, DEMOSTAF seeks to improve the quality of data thanks to close collaborations between producers and analysts, strengthening the research capacity of the producers. For African partners, DEMOSTAF will offer a unique opportunity to plan stays in Europe with excellent conditions for collaborating on international research projects. For the non-academic African partners more specifically, they will have the opportunity to strengthen their research capacity and to promote their data. South-South collaborations will also be promoted through simultaneous stays from different NSOs in Europe. Specific secondments will offer NSOs technical staff to benefit from the experience of the services which support researchers in their activities (data collection, documentation, computing, dissemination...). For participants from European institutions, secondments will be the opportunity to pursue and strengthen their on-going collaborations by devoting time to innovative projects and staying in the country they work on.

2.3 Quality of the interaction between the participating organisations
- Contribution of each participant in the activities planned

DEMOSTAF involves participants who combine different skills and profiles. Accessing the data is a prerequisite, but each data source needs specific expertise. The programme feasibility relies on the
involvement of data producers and data analysts and their knowledge of highly complex datasets. The programme therefore associates NSOs with two profiles: both head of departments of data collection and analysis, and statistician engineers who build (or take part in the management of) databases. They will help analysts to navigate in databases and realise extractions. The programme also relies on the involvement of local survey data producers (ISSP staff members and engineers, key participants in the Senegalese and Malian HDSS). It is essential to associate specialists and data producers given the complexity of the datasets, especially when dealing with longitudinal data. Academics as data-users and specialists of the demographic contexts will bring an additional research perspective by questioning and testing the capacity of the data to address and inform African population dynamics. As “data disseminators”, researchers will be able to promote all this mass of valuable results, towards the scientific community and policy-makers.

Cross-checking data requires a sound knowledge of all data sources, and a high level of statistical analysis skills. We will therefore bring people together to share their expertise and construct this collective evaluation of data sources.

- **Justification of the main networking activities**

With the 94 individual participants involved the programme (among them, 74 are involved in secondments), new networking opportunities will arise on many occasions thanks to DemoStaf. We strongly believe that research exchanges favour spontaneous training by the circulation of experiences and expertise.

**Secondments** - Participants will:

- Develop original and innovative primary analysis, or secondary analysis in original projects.
- Draft protocols and support or prepare data collections (which will not be funded through DEMOSTAF).
- Jointly prepare peer-reviewed papers and chapters (including collective books to be published by the end of the programme).
- Participate in training sessions (as trainer and/or learner).

**Internal communication activities** - A quarterly internal newsletter will be produced with the objective to reinforce the knowledge sharing between participants. It will focus on networking, training, secondments and scientific results (each WP will present its advancement each year).

**Enlarged networking** - The programme will take advantage of the international population conferences to organise additional networking activities, with side meetings. Targeted events include: International Population Conference (IUSSP 2017), African Population Conference (UAPS 2019), annual conferences of the Population Association of America (PAA 2016 to 2019), European Population Conferences (EAPS, 2016, 2018) and French speaking demographers’ conference (AIDELF 2018).

### 3. Impact

#### 3.1 Enhancing research- and innovation-related human resources, skills, and working conditions to realise the potential of individuals and to provide new career perspectives

**Project contribution to realising the potential of individuals and to providing new skills and career perspectives**

The DEMOSTAF programme, and the opportunities for scientific mobility that it allows, will provide a unique opportunity to reinforce the research experience of all its participants.

The programme was constructed having in mind the non-academic African partners in particular. While most of the participants from NSOs have an academic background, the staff skills are often under-used because of time, task or administrative constraints. DEMOSTAF provides the opportunity for them to devote some time for research collaboration with the support of their institution, which sees clear benefits for the promotion of its data. It will give them the opportunity to strengthen their research and networking, to complete their background if necessary by new methods, analysis, etc.

The same reasoning somehow holds true for the academic staff, whether African or European. Time for research is often becoming a challenge because of the multiplication of projects which hinder
effective collaboration. Being present on site, in the partners’ research premises and away from home contingencies ensures a high level of joint work and efficiency.

For some of the African researchers, the secondments in Europe also ensure a better access to research facilities, in particular documentation (library, on-line catalogue and data-banks) and other support services. For the younger researchers participating in DEMOSTAF, the acquaintance with some of the key experts in their field of research will provide increased opportunities for exchanges and tutorship. DEMOSTAF will positively impact on their future career.

European partners will have a unique opportunity to get access to first hand and extensive national databases, especially censuses, and to improve their knowledge on the conditions of data collections, thanks to direct exchanges with the producers of national data.

Finally, research engineers (both African and Europeans) will also benefit from an increased recognition for the work they provide for the exploitation of complex data, and their integration in a larger and international network. They will be systematically associated to the publications and will potentially be able to operate a transition to academic activities.

3.2 To develop new and lasting research collaborations, to achieve transfer of knowledge between research institutions and to improve research and innovation potential at the European and global levels

Development of new and lasting research collaborations

In France, DEMOSTAF will strengthen the collaborations between researchers from two laboratories at IRD - CEPED and LPED - and INED. In Europe, it will strengthen the collaborations between the five academic institutions working in France, Switzerland and Belgium. These five academic institutions concentrate most of the Africanist demographers in Europe.

In SSA, DEMOSTAF will lead to the development of new collaborations between African NSOs. Initiated on the basis of well-functioning bilateral collaborations between INSTAT-Mali and ANSD with European partners, DEMOSTAF extends the scientific partnership to two other NSOs (INSTAT-Madagascar and INSD) where working relations exist but are yet to be formalised.

Self-sustainability of the partnership after the end of the project

For all partners, tight international collaborations are a key condition for their visibility among the African scientific community. For the African academic partners, it will confirm the solid positioning of some of them such as ISSP in West Africa, for others, more modest in capacity such as UZ, DEMOSTAF will offer them a visibility at the international level that will continue after the end of the programme. DEMOSTAF should contribute to improve the capacities of NSOs in terms of quality, exploitation and promotion of the data they produce. Creating or reinforcing research capacities within their institution is the main objective of the NSOs involved in DEMOSTAF. The programme will provide the means to organise this section of their work. DemoStaf will offer to the research teams a solid positioning in African population studies networks, but also more globally in the population scientific network. After the end of DemoStaf, some activities will continue: the maintenance of the mailing list and of the website, the continuation of the internal newsletter, etc.

Finally, part of the time during secondments will be devoted to drafting protocols for new research projects and applying for grants. DEMOSTAF will provide excellent conditions to develop joint research projects to be submitted to additional research funding.

Contribution of the project to the improvement of the research and innovation potential within Europe and/or worldwide

A number of collaborations have emerged between European and African academics institutes to collect and analyse diverse national and local sources. In parallel, the connection between European/African academic partners and the NSOs has grown over time, and the specific need for scientific collaborations has recently increased. Collaboration between academic and non-academic institutions is very stimulating on both sides with symmetric needs: on the academic side, there is a need for data and in-house knowledge of survey/census protocols; on the non-academic side, there is a need for improving the quality of and promoting their data through research projects.
The RISE programme of the European Commission provides the opportunity to support existing and strong partnerships between participants, strengthening the European & African scientific network on African population studies and the partnership between academic institutions and NSOs. DEMOSTAF will help formalize this network. While the network is not limited to French-speaking organizations from Western Africa and French speaking scientists from Europe, they form the majority of participants and DEMOSTAF will support their visibility in a field where scientific advances are still too often the preserve of English-speaking researchers working in East and Southern Africa.

3.3 Effectiveness of the proposed measures for communication and results dissemination

Dissemination strategy and expected impact of measures

To contribute to the international debate on population-related SDGs and disseminate results, the project will be supported by a scientific advisory committee (SAC) composed of representatives of the key experts and stakeholders in the field.

The role of the SAC will be to maintain working relationships with some eminent colleagues (located in non-eligible third countries), to benefit from key actors who could make use of our results and disseminate them, and to involve some of them in the programme activities (e.g. training). The composition of the SAC is as follows:

- Mrs. Koumba Boly Barri (Former Minister of Education, Burkina Faso): Education and literacy
- Mrs Aminata Diallo Diarra (United Nations Population Fund - UNFPA, Mali): Data production, dissemination, policy outputs
- Mr. Stéphane Helleringer (John Hopkins University, US): Innovative methods in health data collection and analysis
- Mr Martin Bangha, Manager for Capacity Strengthening and Training (INDEPTH network): interest in data promotion and data user training,
- Mr. Almamy Malick Kanté (Columbia University): Use of HDSS data for health policy and planning
- Mr. Robert McKaa (IPUMS international): Census data dissemination
- Mr Bruno Nouatin (Economic and statistic observatory of SSA, AFRISTAT): African public statistics
- Mr. Tom Pullum (DHS Programme): Quality of DHS data
- Mrs. Sara Randall (University College London): Families and households in West Africa
- Mrs. Gloria Waithira Mathenge (United Nations Economic Commission for Africa, UNECA): Civil registration and vital statistics

SAC members will be invited to meet with DEMOSTAF partners and to present their institution and/or work and their link to the partners research projects. This effort will complement the activities planned in each WP to reach local national stakeholders via round-tables and seminars.

General outreach activities will be developed, making use of existing tools of the programme partners which benefit of efficient channels of communication. They will consist mainly in the production of policy briefs or popular scientific journals such as Population & Societies (INED, four pages bulletin, published in French and English), Ouaga focus (ISSP, two pages bulletin), Sciences au Sud (IRD, scientific dissemination journal), Khi-Deux (INSTAT-Mali, three pages statistic bulletin)...

Intellectual property rights aspects and exploitation of results

Legal aspects (e.g. intellectual property, and management of knowledge in general) will be determined and laid out in the Consortium Agreement. It will set in a contractual document binding the partners the rules enforced by the consortium with regard to property rights, access rights and publications. In addition, an ethical charter relating to data access, data use, fair citation of all staff involved in the production of results (see section 7. Ethical issues) will be signed by all participants.

4. Implementation

4.1 Overall coherence and effectiveness of the work plan, including appropriateness of the allocation of tasks and resources

Work plan
The programme is organised along six WPs. The first WP is devoted to management. The second to the fifth WPs relate to the research projects. They are subdivided into subprojects corresponding to tasks, each addressing an emerging issue in the demography of sub-Saharan Africa. The coherence of the subprojects lays on their methodological approach with regards to the data sources and/or the method of analysis. Each WP is multi-country, multi-partner and multi-sectorial as it associates for joint work staff from the NSOs, African academic partners and European research centres.

WP6 is a transversal WP which complements DEMOSTAF’s objectives to promote the use of data. Task 1, is a joint endeavour of INED & IRD archivists with their colleagues from the African NSOs to identify, map and document existing data related to their country with the view to improve the knowledge on population data sources. Task 2 is dedicated to the dissemination of research work and results, and acts as a synthesis of all WPs. In addition to regular informal contacts, an internal seminar in year 3 will provide the occasion to share the results of the two first years. A final conference will enable the partners to disseminate the knowledge generated by the programme. Outreach activities to a wider community (non-scientific dissemination) are also planned within this WP.

Programme of activity

Secondments

DEMOSTAF plans for 164 secondments, corresponding to 193 person-months (PM) over the 48 month period of the programme. Secondments will benefit to all participants, academic or non-academic, as guests, hosts or both:

- Inter-sectorial exchanges corresponds to 88 secondments (53%) and 95 PM. For two thirds, they are stays of African partners in European academic institutes (62 secondments)
- Academic secondments accounts for 78 secondments (47%) and 98 PM.

The duration of the secondments is 1.2 month on average. It corresponds to the capacity constraint of the NSOs in dedicating specific research time among their activities. The number of planned inter-sectorial secondments demonstrates the support for this programme from both the managerial staff and the technical staff. Similarly, colleagues with teaching duties (in European and African academic partners) also have a limited availability. They opted for limited but repeated secondments over the programme period.

The secondments are organised according to each task: in most cases the task leader belongs to the host institution and offers scientific supervision for the secondments. The programme is therefore organised on intensive research stays, where dedicated time to the project is guaranteed. The repetition of the stays ensures a follow up of each strand of work over the 48 months.

Collective and training activities

With a network of 17 partners and 74 individual participants, organising fully collective activities is a real challenge. Therefore, the programme management lays on the WP and task leaders who will represent their team during the transversal activities.

Stays of NSO staff members are generally organised in INED (Paris) where most of the training activities will be concentrated. The programme funds will be used to make sure that interactions with other European colleagues are made possible during the presence of the African colleagues in Paris. As much as possible, secondments have been planned to take place within the same period of time in Europe, in order to organise interactions, joint activities and to increase the attendance capacity of African participants to joint work.

A training programme proposal will be adapted to the project needs. The participants, with the support of several services of INED will be involved to propose training such as:

- Cartography: presenting and make data more valuable through graphs and maps
- Bridging the gaps between different data sources: national/local surveys, cross-sectional/longitudinal approaches
- Cross-checking data sources: intersecting viewpoints on the same indicators
- Data analysis: beyond primary analysis to address complex research questions
- Statistical software: STATA, R, SAS, Phildigit, MapInfo
- Data documentation: Organising data documentation and on-line provision
Some complementary skills training are also planned such as:

- Dissemination toward non-scientific audience (website, newsletter, social network...)
- Classification documentation and archives

The programme calendar presents the following main features:

**Year 1, Month 5: the Kick off meeting** will bring together WP and task leaders, in addition to key representative of the NSOs (35 participants). The meeting will be organised over 3 days at INED with collective sessions and WP sessions devoted to detail their work programme objectives. The SAC will participate to the scientific aspects of the discussion over two days.

**Year 1, Months 5-6: Secondments** are organised around that time to enable the presence of key participants during the kick off meeting. Specific training programmes will take place at INED or other partners’, open to seconded staff present in Europe at the moment. In addition, secondments of the high level and technical staff of the NSOs take place in European academic institutions. Research and training activities take place at this moment. Specific training programmes will take place at INED, open to seconded staff present in Europe at the moment.

**Year 1, Months 9-10: Secondments** of African academic and technical staff take place in European academic institutions, in order to match the teaching duties for each participant. Specific training programmes will take place at INED, open to seconded staff present in Europe at the moment.

**Year 2, Month 22: Secondments** (same than for month 5-6).

**Year 3, Month 31:** Internal scientific seminar: synthesis on data « evaluation » in the different WPs. It will bring together WP and task leader participants and the SAC (35 participants).

**Year 3, Month 34:** Secondments (same than for month 9-10).

**Year 4, Month 46:** Final open conference: synthesis on SDGs. It will bring together as much as participants as possible, including members of the SAC but will be open to other participants (150 participants expected – external funds will be sought).

**Year 4, Months 45-46: Secondments** (same than for months 9-10).

**Gender aspects in the planning of activities**

For demographers and population scientists, gender is a key variable in the research projects. Women autonomy and empowerment corresponds to a central development issue (SDG-5). A large part of WP2 is dedicated to reproductive health. WP3 also includes gender as a disaggregating variable in all mortality statistics and focuses on pregnancy-related risks of dying. WP4 on households and families will investigate more specifically on conjugal and gender relations, and on family systems and quality of life. WP5 will address the issue of access to education among girls, and women non-literacy or illiteracy, as well as women with higher education diplomas.

Sensitivity to the gender question has been considered in the internal organisation of the programme. The coordinator is a woman, and 5 out of the 11 WP co-leaders are female. Women represent a third of the individual participants. The proportion of women among the African partners is unfortunately lower than those in the European ones. A specific attention will be taken in the programme to make sure the secondments programme do not evolve to the detriment of women. Among the SAC, efforts have been made to increase the inclusion of women – especially African ones - in this high level expert group (4 out of 11 members).

**4.2 Appropriateness of the management structure and procedures, including quality management and risk management**

**Project organisation and management structure**

The project is coordinated by Géraldine Duthé from INED, a researcher with a large network and research experience in Africa. She will be the contact person for the European Commission, responsible for the implementation of the work programme, financial management and control, handling all administrative matters, chairing the consortium meetings, and meetings with the SAC, the Steering Committee, and the General Assembly. She will also be responsible for the timely receipt of deliverables from the work packages, timely submission of meeting reports, and the scientific and financial reports to the European Commission.
The Scientific coordinator will be supported by several key persons: the project manager who is a permanent staff member of INED’s international relations department (DRIP); WP leaders; task leaders; partners’ main contact persons; and scientific advisors. Those key personalities will be organised in several instances.

**Financial strategy**

By the beginning of the programme, and during the kick off meeting, detailed information on the use of project funds will be released to all participants. In particular, a series of joint or collective activities are to be funded in the programme, and we intent to make a collective use of the research budget in order to fund these activities. In case of question/issues arising from the use of funds, the committee made up of WP leaders will be called on to take a collective decision.

**Living allowance** - The allowance will be attributed according to the living cost in the location of the secondments, and the actual need of the individual for his/her stay. The amount will be limited to respect the European Commission’s grant table (2000 € per month).

**Research, training and networking costs** – Due to the collective nature of many scheduled secondments (i.e. trainings at INED) and of some of the activities, the research budget will be managed at the programme level rather than at the secondment level that generated the funds. Our estimation is that about 30% of this budget should be dedicated to fund the collective activities of the programme. They include: Participation of key participants in the kick off meeting; internal seminar and final conference; Visit trips of seconded staff in Europe to other European partners’ institutes; and visit trips of European colleagues to African colleagues seconded to Europe; Participation of individual participants to trainings organised at the partners.

The remaining of the budget will be allocated to the individual whose secondment generated the fund. This budget can fund, among others: Trip costs of the secondment; Participation to international conferences or seminars related to DEMOSTAF programme; Research expenses such as translation, organisation of local seminars and round-tables, organisation of specific training activities locally; and in some limited cases, data purchase.

**Management and indirect costs** – In order to facilitate the organisation and overview of the budget in this complex secondment programme, it is proposed that the budget is kept by the four European institutes who will be in charge of organising the trips linked to either their staff or their visitors. However, as the secondments will generate undue costs for the partners, a forfait for “additional hosting costs” will be transferred to each partner on a yearly basis, according to the number of hosted person-months. It will cover costs such as printing, paper, internet access... The consortium agreement signed between all parties will be the legal basis for these transfers and will settle the conditions of execution.

**Risks and the contingency plans**

Given the number of partners and individual participants, the main risk of the programme would be the disengagement of some of them, inducing the non-completion of the secondments programme. In order to limit this situation however, we will:

- Ensure a clear place and visibility for all participants in the programme, including the staff of the NSOs and make sure there is a joint construction of the projects;
- Clear guidelines on papers/reports signatures and a data users charter that will be signed by each individual participant;
- In case of issues, we will offer to extend other secondments from the same institution.

The segmentation by WPs and tasks could impact on the collective dynamics in the project. This will be mitigated by the organisation of “joint secondments”: hosting participants of different WPs at the same place at the same moment; the involvement of same participants under different WPs; and the internal scientific communication strategy with a four page quarterly newsletter.

Other risks factors might be independent from the programme conduction. They include:

- Non-obtention of visa for African researchers: contacts with scientific advisors in the European partners’ local Embassies and Consulates will be taken before the programm starts; long-term
multiple entry visa for the programme duration will be requested (this has proven an effective strategy in the case of some of our previous projects).

- Change in the geopolitical situation over the African countries involved: currently, mobility restrictions apply for some rural areas in Mali. In case of a reinforcement of the security rules, secondments will be shifted to other countries and alternative ways of collaborations will be sought.

### 4.3 Appropriateness of the institutional environment (infrastructure)

#### Availability of the expertise and human resources

The programme involves 4 European institutions (2 public research institutes and 2 universities), 4 National Statistical Offices, 5 African universities, 2 private non for profit research organisations (IPM, APHRC) and 1 Canadian university (devoted to an international topic). It brings together some of the main research institutes in the African countries studied, and the NSOs in 4 out of the 6 countries. Apart from the 12 members of the SAC, the network brings together 94 individuals, among which 74 will participate in secondments. Most of them are experienced researchers. 12 PhD students from European and African countries are involved. 20 technical staff from academic and non-academic partners will participate in the secondments. It ensures a large coverage of skills, disciplines, fieldworks and research capacities in order to carry out the project objectives.

While the number of secondments is important, they are limited in time and attention has been given in the calendar to ensure that tutorship and joint work will be available during the secondments. The calendar proposes roughly each year, one period of stays for the African colleagues (May-June for the first year or October for the following years), in order to make economies of scales and organise joint supervision and collective training activities. It is to note that the teams are not limited to participants in the secondments: in most countries, a larger network of tutors is available on site.

#### Summary of partners’ involvement (updated tables)

<table>
<thead>
<tr>
<th>Affiliation of people involved in secondments</th>
<th>Type</th>
<th>ER</th>
<th>ESR</th>
<th>TECH</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-INED</td>
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<td>21</td>
<td></td>
<td>6</td>
<td>27</td>
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<tr>
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<td>9</td>
<td>6</td>
<td></td>
<td>21</td>
</tr>
<tr>
<td>3-UNIGE</td>
<td>AC</td>
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<td>10</td>
<td></td>
<td>17</td>
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<tr>
<td>4-IRD</td>
<td>AC</td>
<td>13</td>
<td></td>
<td></td>
<td>13</td>
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<tr>
<td>5-INSTAT Mali</td>
<td>NON AC</td>
<td>6</td>
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<td>17</td>
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<td>NON AC</td>
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<tr>
<td>7-ISSP</td>
<td>AC</td>
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<td>2</td>
<td>27</td>
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<tr>
<td>8-ANSD</td>
<td>NON AC</td>
<td>17</td>
<td></td>
<td>5</td>
<td>22</td>
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<tr>
<td>9-UCAD</td>
<td>AC</td>
<td>5</td>
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<td>4</td>
<td>9</td>
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<tr>
<td>10-UZ</td>
<td>AC</td>
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<td></td>
<td></td>
<td>2</td>
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<td>11-INSTAT Mada</td>
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<td>5</td>
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<tr>
<td>12-INSPC</td>
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<td>13-IPM</td>
<td>AC</td>
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<td>14-UCM</td>
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<tr>
<td>15-UM</td>
<td>AC</td>
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<td>16-APHRC</td>
<td>AC</td>
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<tr>
<td>17 - ODSEF</td>
<td>AC</td>
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<tr>
<td>Total of person-months</td>
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<td>107</td>
<td>42</td>
<td>44</td>
<td>193</td>
</tr>
</tbody>
</table>
Main hosts capacities:

- The four European partners have extensive experience in hosting African colleagues for short and longer-term period of work. Within the project, INED will organise the largest number of secondments. INED is the largest research institute in Europe devoted to population studies, all staff members are located in one site in the Eastern part of Paris. Since the 1990's INED has been running a visiting research programme. Each year, the International relations department (DRIP) hosts around 70 foreign researchers for stays ranging from a few weeks to 12 months. It has the capacity to host 18 persons simultaneously. DRIP has agreements with several organisations to provide housing in Paris, including with the Cité Universitaire Internationale (CIUP). Within DRIP, up to 4 persons can be involved in the organisation of secondments, including visa procedure support.

- African academic partners will receive in comparison a much smaller number of secondments and their capacity allow them to do so. The ISSP holds a particular position. It is the largest population sciences institute in the region covered by the project. The ISSP has gained extensive experience in research at national and international level through the completion of more than forty research projects on diverse themes of population issues in recent years. ISSP owns its own premises: a building of around 40 offices, 3 teaching classes, a conference room, a documentation centre, and one IT room for the data capture and treatment of survey data. The IT system is well equipped (90 desktop computers and 27 laptops). ISSP regularly hosts researchers from all over the world for research stays.

- As for NSOs, the non-academic partners have important facilities and will be able to host the planned secondments. The involvement of their dead in the programme ensures its feasibility and that no administrative barriers will complicate the organisation of the secondments.

**Description of the necessary infrastructures**

The secondments require classical technical equipment, i.e. computer and software analysis, to which all partners have access. In some cases, the research budget of the programme will be used to purchase additional equipment, for instance specific software devoted to mapping.

The main infrastructure required by the project is data. The involvement of the NSOs at a high managerial level (Directors or Heads of Demographic departments are involved in DEMOSTAF) ensures that data will be available for the programme participants. Previous research agreements between some of the European and African NSOs already set a legal framework to this end. Additional...
bilateral agreements will be signed between INED (as representative of the project partners) and the NSOs to ensure data access if required.

Within the programme, the producers of “local” data are participants: SLAM (Longitudinal survey in Mali) (V. Hertrich, INED), rural HDSS sites in Senegal (C. Sokhna, IRD, G. Pison INED), urban HDSS sites in Burkina Faso (A. Soura, ISSP) and in Nairobi (B. Mberu, APHRC).

4.4 Competences, experience and complementarity of the participating organisations and institutional commitment

Strong common joint working experience

The consortium brings together 4 European beneficiaries and 12 African and 1 Canadian partners. This large size is required by the large scope of the project with regards to emerging demographic issues in SSA, but also the scattered repartition of key population scientists among African institutions.

Links between the four core beneficiaries are tight: Belgian and Swiss team leaders are associated researchers to INED, INED and IRD-CEPED are involved in the same grouping of Parisian academic institution (Sorbonne Paris Cité). INED and IRD-LPED conduct jointly the supervision of two Senegalese HDSS and are linked by a scientific partnership agreement.

As for scientific collaborations among the partners, most recent examples are: the DYPE project ( Dynamique de la parentalité et de l’enfance en milieu rural africain), funded by the French National Research Agency and led by V. Hertrich, with participants from INED, IRD, UCL and INSTAT Mali; the MADAS project (Mortalité des adultes en Afrique subsaharienne), also funded by the French National Research Agency and led by G. Pison, with researchers from INED, UCL and IRD-LPED and ANSD; the FP7 TEMPER project (Temporary versus Permanent migration), which brings together researchers from INED and IRD-CEPED; Moving targets, a project funded by the Belgian Cooperation and involving UCL, Unige and ISSP; and the INDEPTH Fertility and SRH Working Group (2014-2015), involving Unige, IRD and APHRC.

Besides externally funded project, the publication record of the participants shows important interactions on many in-house projects. Many staff exchanges have contributed to these joint collaborations.

Adequacy of the partnership to carry out the project

A fundamental building block of this programme is the strong synergies which are already binding together the participants. The project has been formed on the basis of scientific excellence associated with successful common work experience. From the perspective of academic partners, most tasks listed in the description of work are linked to on-going research projects that help to fund the data collection and other aspects not funded by the RISE initiative. Two to three research teams are usually involved already but DEMOSTAF gives added impetus to these existing projects by expanding them to other partners or extending them to additional countries. From the perspective of non-academic partners, several tasks are integrated in the activity schedule of NSOs. For example, the record linkage between census and HDSS data in Senegal is already part of the post-census work programme of the Senegalese NSO. Rather than imposing new constraints on NSOs which are often overwhelmed with data requests, the project is based on collaborations that fit directly into their programs and activities and come in support of NSOs.

Interdisciplinary and intersectoriality have been two standing items of our discussions when setting up this proposal. As mentioned earlier, the team is mostly made of demographers, but also includes public health specialists, statisticians, anthropologists, microbiologists and archivists. Together, participants complement each other and cover a wide range of expertise in four thematic areas (fertility, mortality and health, households and families and education). Beyond their specific research topics, participants share a common interest in methodological issues associated with data collection, recall errors and selection biases, and with the sensitivity of research results to various indicators and definitions. Most participants also have a strong statistical background and are well versed in the analysis of quantitative data from complex databases, either from highly localized areas or in comparative exercises based on hundreds of sample surveys. Some participants have been active for almost 40 years in the field of population studies in Africa and are among the leading experts in this area. All European researchers have a good knowledge of the SSA region. They are used to spend time
in study sites for fieldwork or collaborative work, while most of African participants have also benefited from short-term stays in European research institutions in the past.

All participation partners are highly committed to achieving the objectives of the different WPs. They have been actively involved in drafting these objectives, tasks and deliverables.

While the original objective was to bring in for each country members from the NSO and at least one research institute, it was not possible to meet this expectation due to the imbalance of research capacities between countries. However, the partnership brings together participants from each of the six countries covered by the programme, allowing for a thorough knowledge of these countries to be present in the network.

**Acronym glossary**

DHS: Demographic and Health survey
HDSS: Health and demographic surveillance system
MDGs: Millennium Development Goals
MICS: Multiple Indicator Cluster Survey
NSO: National statistics office
PR: Peer-reviewed
SDGs: Sustainable Development Goals
SSA: sub-Saharan Africa
VA: verbal autopsy
WP: work package

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6. Ethics Issues

Details on the procedures and criteria that will be used to identify/recruit research participants must be provided (before grant signature)

As a staff exchange programme, DEMOSTAF does not fund new data collection per se. In most tasks of the project, research activities are based on secondary analysis of existing data (censuses, national surveys, HDSS), with the implication of researchers and statisticians belonging to the institutions which own the data.

All datasets used in the different research activities are either already collected (the large majority of them), or will be collected through other funding schemes (in a few cases). The annex 1 summarizes the list of the datasets mentioned in the programme and details on the procedures and criteria used to identify/recruit research participants are given in the content of the table.

DEMOSTAF will support the methodological work linked to both the analysis of data already collected and the development of new research protocols for some additional data collection efforts. In particular, two new data collection operations are foreseen, for which details on the procedures and criteria used to identify/recruit research participants will be provided to the REA when available:

- WP2 – collection of data on abortion safety at the community level: DEMOSTAF will allow bringing together some of the researchers involved in the data collection to support WHO in the analysing of the WHO pilot programme’s results.
- WP3 – collection on causes-of-death data through verbal autopsy (project submitted for funding to the Belgium cooperation, evaluation pending): DEMOSTAF will contribute by bringing together some of the PIs to develop the protocols, including the application to the institutional review boards in Senegal and Belgium, and by training them in verbal autopsy collection and analysis before the data collection actually starts.

Other «new» data collections concern the newly release of long planned collection operations: Census 2016 in Burkina Faso, and Enquêtes Modulaires et Permanentes auprès des ménages (EMOP 2015-2016-2017) in Mali.

Detailed information must be provided on the informed consent procedures that will be implemented for the participation of humans. Templates of the informed consent forms and information sheet must be submitted (prior to month 1)

The project involves both very recent data collection operations, for which ethical clearance has been sought before field studies when appropriate, and datasets generated in the more distant past. Informed consent procedures are listed in the table which summarizes the datasets (annex 1).

For some specific cases, in particular Health and Demographic Surveillance Systems operating since several decades, the demographic data started to be collected as early as the 1960s, and for these operations we cannot provide the same documentation as for more recent data collection. Ethical/legal validation processes were not in place in those countries at that time as they are today, and these processes in place now only concern health related data collections. Even though, essential standards of confidentiality and anonymity have always been safeguarded. In addition, most Ethical issues regarding long-term data collection in demographic surveillance systems are taken very seriously both by the different site leaders and by the network federating these sites (the INDEPTH network: www.indepth-network.org/), but the issues are more complex than for one-shot sample surveys or epidemiological trials. For example, in HDSS that have been running for a very long period of time, some individuals are born in the follow-up, and some basic demographic information regarding these new individuals is routinely collected as part of the regular field visits. In some cases, key informants are used in the villages to report on recent vital events. Informed
consent is not systematically sought at the individual level. Yet, community consent has been obtained in all sites and is regularly sought among village or community leaders. For specific surveys anchored to the regular demographic monitoring, ethical clearance is sought. For new data collection benefiting from support of the DEMOSTAF project in the form of staff exchanges, ethical clearance will be sought from the national body of the African countries where the research is conducted and from the European research institutions involved. Templates of the informed consent forms and information sheet will be submitted to REA prior to the starting of the secondments involving those activities. Informed consent forms will state the participant’s rights related to the study, the risks and benefits associated with participation, the expected burden and procedure related to data collection and storage.

The applicant must clarify whether children and/or adults enable to give informed consent will be involved and if so, justification for their participation will be provided (before grant signature)

The collection of demographic data on people aged under 18 is classic in an African context and reflects the different conceptions that applies in Africa where the notion of sexual majority may differ from civic majority, and where the concept of parental authority is not always readily applicable. For instance, DHS surveys do collect data from respondents aged 15 and above, without obtaining parental consent. In some other studies, questions are posed to married persons, who might be under 18. The matrimonial status, rather than the age, is considered in those cases to set the age at majority.

In addition, some of the datasets to be used by DEMOSTAF researchers have been among the entire population, such as censuses and HDSS. In this case, they also contain information on children aged less than 15. In that case, data is collected through a reference person that provides information for all the household individuals, including children.

Only one dataset to be used in DEMOSTAF is centered on data collection on and with children: Enquête sur le travail des enfants (ENTES, 2005). The institutional framework around the ENTES survey (funded by the International Labour Office and the State of Senegal, and collected by Senegalese NSO) ensures a high level of guarantees that research participants were well informed (See national and institutional context presented in last section of this document).

The applicant must clarify how consent/assent will be ensured in case children and/or adults unable to give consent are involved (before grant signature)

For surveys which involve the entire population such as censuses or HDSS, demographic information is collected at the household-level, a person of reference is identified and answers for all the members of the household, including children and/or adults unable to give consent. For more sensitive topics related to abortion, sexuality, etc., questions asked in DHS for instance, information are asked at the individual level after being ensured that the individual consents to answer (see DHS description).

All documentation related to survey protocols for new data collection that might involve children and/or adults unable to give consent will be provided to the Commission whenever they are available.

Details on incidental findings policy must be provided (before grant signature)

Incidental findings are an issue of increasing importance in research involving human participants. Incidental findings are observations of potential clinical significance discovered during the study, and unrelated to the purpose of the study. Because research activities supported by DEMOSTAF do not include biochemical or molecular testing, we do not expect to find any incidental findings. One component of the project where special care is required
because it includes sensitive data about health is when collecting information on causes of death. In all cases, information is provided by close relatives. In the case of death registration in Madagascar, reports are directly analyzed as such (after coding the reported causes in an international classification system), and there is no potential for incidental findings. In surveys involving verbal autopsies, statistical methods are used to assign a probable cause of death. However, the model we use does not generate a cause of death at the individual level; it produces estimates of the cause-specific mortality fraction at the population level (www.interva.net). In addition, assignment of probable causes of death is an operation which is distinct from data collection in the field and the results are not disclosed to the close relatives. Overall, thanks to the procedures in place to comply with standards related to data confidentiality and protection, incidental findings are not supposed to have implications on study participants. These aspects will be considered in the future DEMOSTAF ethic charter.

<table>
<thead>
<tr>
<th>Copies of ethics approvals for the research with humans must be submitted (prior to month 1)</th>
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<tbody>
<tr>
<td>For data already collected, documentation related to ethics approvals from national committees are attached (See national and institutional context presented in last section of this document).</td>
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</table>

<table>
<thead>
<tr>
<th>Copies of opinion or confirmation by the competent Institutional Data Protection Officer and/or authorization or notification by the Data Protection Authority (which ever applies according to the Data Protection directive and national law) must be submitted (prior to month 1)</th>
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<tbody>
<tr>
<td>All available documentation related to the dataset used in the project are annexed to the proposal.</td>
</tr>
<tr>
<td>• See Annex Data collection for ethic clearance and other documents related to the protocol (such as. Consent letter).</td>
</tr>
<tr>
<td>• See Annex entitled formal agreements for agreements and authorizations for data use and sharing in a bilateral or trilateral collaboration.</td>
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</tbody>
</table>

These agreements do not mention DEMOSTAF as they relates to on-going subprojects included in DEMOSTAF.

Within DEMOSTAF, we identified 4 levels of data access and consequent data agreement to be settled:

1. Specific agreement required for the use of nominative data.
2. Collective agreement through the consortium agreement for collective activities (Atlas & data quality under WP 4 & 5)
3. Agreement required through the normal access procedure of the data provider
4. No agreement required for open access data under request to the provider (DHS, IPUMs, UNICEF)

Annex 1 presents task by task the type of agreement that will need to be established.

<table>
<thead>
<tr>
<th>Justification must be given in case of collection and/or processing of personal sensitive data (before grant signature)</th>
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<tbody>
<tr>
<td>Sensitive data (health, cause of death, ethnicity and religion) have been collected in some of the studies to be used by the project participations during the staff exchange program. However, the datasets used do not contain biomedical samples. As part of ascertaining causes of death, no medical autopsy is involved; causes of death are assigned on the basis of responses given by close relatives regarding symptoms preceding deaths. When civil registration is missing, they constitute the core of the research devoted to health transition in Africa. Information related to sexuality, abortions, contraception..., such as collected in the...</td>
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</table>
DHS are also essential in the progress to understanding issues related to both fertility and reproductive health. Ethnic and religion information are essential and classical variables to be collected in an African context. They are widely collected in Demographic and Health Surveys, and censuses for instance. In the specific African countries where data have been collected, these aspects are not considered as sensitive. In addition, religion and ethnic characteristics are only considered as explicative variables in the research projects covered by DEMOSTAF. All documentation related to survey protocols for the two new data collection that might involve sensitive data will be provided to REA whenever they are available.

### Detailed information must be provided on the procedures that will be implemented for data collection, storage, protection, retention and destruction and confirmation that they comply with national and EU legislation (before grant signature)

Participants involved in staff exchanges supported by DEMOSTAF will apply principles of good practices. Data must be:
- Fairly and lawfully processed;
- Processed for limited purposes;
- Adequate, relevant and not excessive;
- Accurate;
- Not kept longer than necessary;
- Processed in accordance with the data subject’s rights;
- Secure and not transferred without adequate protection;
- Dealt in the context of arrangements for privacy and data protection in project.

The following principles will be rigorously applied during the project:
- Status of personal data: personal data form part of the personality of the individual, and must not be treated as mere objects of research collection;
- Confidentiality/privacy: all data will be kept in secure computers to prevent unauthorized access to data. Publications will not contain any individual information and will be limited to statistical indicators. In case of small numbers, the data will be aggregated to preserve anonymity.
- Principle of legitimate purpose: a strict relationship will be required between the collection, processing and handling of personal data on the one hand, and the legitimate purpose to which those data are used on the other hand;
- Security: the security of ICT is an ethical imperative to ensure the respect for human rights and freedoms of the individual, in particular the confidentiality of data and the reliability of ICT systems used in working environments. The respect for security requires the use of encryption technology where appropriate, the use of closed networks for the transfer of personal data and organizational measures to support security. Given the importance of the security of personal data, European security standards will be observed wherever an electronic transfer of person identifiable data occurs.
- When personal information is used for the project, and only when linkages between different datasets are necessary, the confidentiality of participants will be protected by identifying each participant on all study forms by a unique participant number. The key to participants’ numbers will be kept locked or otherwise inaccessible to unauthorised persons.

### Detailed information must be provided on the informed consent procedures that will be implemented in regard to the collection, storage and protection of personal data. Templates of informed consent forms and information sheet must be submitted (prior to month 1)

The procedures that will be implemented in regard to the collection, storage and protection of personal data will strictly respect the principles described above. They will be laid out in the consortium agreement of the project (signed by participant institutions) and in the ethical charter (to be signed by each individual researcher involved in the project). Templates of informed consent forms and information sheet will be submitted prior to month 1.
The applicant must explicitly confirm if the existing data are publicly available or not (before grant signature)

For research projects described in the different WP, there are different schemes according to the accessibility of the data and the pre-existing formal research agreements. Three cases are possible:

**Ongoing research projects: public data sources**

Public datasets freely available upon request include aggregate data from census tabulations, microdata collected in DHS ([www.measuredhs.com](http://www.measuredhs.com), see annex Data collection – DHS presentation), UNICEF’s MICS surveys ([http://www.unicef.org/statistics/index_24302.html](http://www.unicef.org/statistics/index_24302.html)), census micro-data distributed by the IPUMS project (https://www.ipums.org/ see annex Data collection – IPUMS description), and anonymized longitudinal microdata from HDSS ([http://www.indepth-ishare.org/index.php/home](http://www.indepth-ishare.org/index.php/home)). For these datasets, there is no need for a formal data sharing agreement between partners, since all participants using the data have agreed to abide by the conditions of use that amount to a legal contract. Among these conditions, the prohibitions against redistributing the data to others and attempting to identify individuals are explicit. In other words, agreements binding individual researchers with data providers will guarantee that individual data are adequately stored and used for the exclusive purposes of research, following strict rules of confidentiality.

**Ongoing research projects: data sources not distributed in the public domain**

Nonpublic data (anonymized or not) usually need an individual data sharing agreement between researchers involved in the analysis. These formal agreements already exist between partners involved in the project, and they are attached to this note (see all annexes entitled Formal agreements). Access to the data will be restricted to these partners and not all DEMOSTAF participants will benefit from this access.

Thanks to the DEMOSTAF project, collective activities are planned each year involving NSOs. Researchers and technicians from NSOs will be hosted in European institutions and analyzed their own data (brought on their secured laptops). NSOs staff will organize access to anonymous census data for the scientific activities specified in DEMOSTAF, for the project participants and only for the programme duration. The redistribution of such census extracts without authorization will be prohibited, as well as the use of data for other purposes than the tasks specified in the proposal, and any attempt to ascertain the identity of individuals or households.

**Future research projects: data sources to be collected and not distributed in the public domain**

For non-public data to be collected as part of research projects benefitting from staff exchanged funded by DEMOSTAF, new data sharing agreements will be drafted and made available to the ethics committee of the REA upon request from the PO. Access to specific datasets will be restricted to the partners involved in the corresponding project and not distributed to all DEMOSTAF participants.

In case of data not publicly available, relevant authorization must be provided (prior to month 1)

Formal bilateral agreements between partners already involved in on-going research projects and they are attached to this note (see all annexes entitled Formal agreement”). For all partners involved on the DEMOSTAF programme, the ethical charter will deal with this issue and will be signed by all individual researchers/technicians involved in the project.
The issue of data access will also be dealt with in the consortium agreement of the project which will determine who will have access to which data and under which conditions. If necessary, additional bilateral agreements will be drafted, in accordance with the 4 levels of data access already mentioned:

- Specific agreement required for the use of nominative data.
- Collective agreement through the consortium agreement for collective activities (Atlas & data quality under WP 4 & 5)
- Agreement required through the normal access procedure of the data provider
- No agreement required for open access data under request to the provider (DHS, IPUMs, UNICEF)

Annex 1 presents task by task (from WP2 to WP5) the type of agreement that will need to be established.

- Type 1: Formal agreements are annexed. They are on-going until 2016 and will be renewed in the course of the first year project and sent to REA.
- Type 2: Agreement will be settled in the Consortium Agreement signed before month 1 by all partners.
- Type 3: Some formal agreements are already on-going (i.e. for access to HDSS data in particular). New agreements will be concluded before the secondments that involved them and sent to REA. Note that the definition of the data that need to be accessed is part of the research project and will not be available before month 1 for all.
- Type 4: no agreement needed.

The proposal puts forward information about an Ethics and User committee – they must manage all the authorizations for the project and include reports to REA during the periodic reporting process.

Agreed – it will be part of the Ethics and User committee mandate. Its role and membership will be described in the consortium agreement and signed by all institutional partners.

The applicant must confirm that the ethical standard and guidelines of Horizon 2020 will be rigorously applied, regardless of the country in which the research is carried out (before grant signature)

I confirm that the ethical standard and guidelines of Horizon 2020 will be rigorously applied, regardless of the country in which the research is carried out.

The institutes involved in the DEMOSTAF programme, and their researchers are bound to ethical standards in social research methods and procedures. These aspects are central to be able to carry out the activities of the project. The partners will make sure that the proposed research fulfils all legal and ethical regulations of the Member States and third countries involved in the project. It will respect data protection regulations of the individual countries and on the European level.

Detailed information must be provided to confirm that fair benefit-sharing arrangements with stakeholders from low and/or lower-middle income countries are ensured during the project (before grant signature)

Non-academic participants, which are data producers, are considered as true collaborators in this programme. Their participation is essential to fulfill the project goals. Ensuring that those who generate the data also have the means and capacity to analyse the data has been one of our main motivations to develop this project. This is reflected in the staff exchanges and training opportunities. Closer collaboration between academics from Europe and Africa will be a key outcome of the project too, and DEMOSTAF will also contribute to strengthen regional partnerships between African research teams. According to the nature of the
collaboration, research contributions must be clearly notified, through co-authorship or acknowledgements in scholarly publications. The consortium agreement will clearly address these issues.

<table>
<thead>
<tr>
<th><strong>The applicant must provide details on the material which will be imported/exported from EU (before grant signature) and provide the adequate authorizations (prior to month 1)</strong></th>
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<tbody>
<tr>
<td>Data held by the National Statistical Offices will be brought to Europe by the staff of these NSOs. All data will be kept in secure computers to prevent unauthorized access to data. The respect for security requires the use of encryption technology (i.e. GPG) where appropriate, the use of closed and secured networks for the transfer of personal data and organizational measures to support security. As much as possible, secured networks (on INED server notably) with limited access rights will be used to exchange data in order to limit the circulation of data. Publications will not contain any individual information and will be limited to statistical indicators. In case of small numbers, the data will be aggregated to preserve anonymity. The adequate authorizations will be submitted prior to month 1.</td>
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<tr>
<th><strong>Detailed information must be provided on foreseen measures to minimize the risks to research participants and staff involved in this project (before grant signature).</strong></th>
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<tbody>
<tr>
<td>Given the high political and public health risks in some of the partner countries where secondments will take place, consortium partners must provide adequate insurance for travel to these countries. This programme will create no risk to participants involved in staff exchanges. All the institutions have the capacity and a solid experience in hosting staff and ensuring good working conditions. The consortium agreement will settle and remind the practical minimum hosting conditions of each seconded staff; the issues related to scientific and administrative hierarchy during the stays; the financial aspects of the stay for the exchanged staff and the receiving institute; the reporting obligations after the exchange; the ethical issues regarding data use. The programme is based on voluntary secondments. The coordination team will ensure that this condition is respected. Special attention will be dedicated to the fact that staff at early stage of their careers benefit from secondments opportunities as planned in the WPs’ schedules. All trips will be organised by the four European beneficiaries. All participants will be covered and benefit of the insurance of the inviting organization. In addition, all European partners’ institutes have specific policies regarding travels to countries considered at-risk. The consortium agreement will clearly state that these internal policies fully apply in the framework of DEMOSTAF. In cases of contextual changes over the 48 month programme, such as a problematic political or sanitary situation in the country of destination or a personal, familial situation change, individuals will be able to postpone (or at worst, to cancel) their planned secondment.</td>
</tr>
<tr>
<td>o At INED and IRD, a security and defense officer receives the notification of the Ministry of Foreign Affairs and Ministry of Research regarding travels to ask-risk country. In all African countries, the registration of researchers to the French Consulate list is compulsory. In addition, the approval of IRD local head of laboratories is necessary for IRD staff to travel to at-risk countries. INED will apply the same regulation for DEMOSTAF and ensures that local IRD staff and consulate have been consulted before the secondment takes place.</td>
</tr>
<tr>
<td>o At UCL and Unige, staff traveling abroad for one-month period has to obtain authorization from the Dean of the Faculty, who will inform the insurance company. Travelling in at-risk countries is allowed but if participants have to travel to dangerous areas (as defined by the Ministry of Foreign Affairs), supplementary health insurance is required and the travel has to be authorized by the Rector.</td>
</tr>
</tbody>
</table>
The applicants must confirm that the research performed outside the Union, national and international legislation and could have been legally conducted in one of the EU Member States (before grant signature)

I confirm that the research performed outside the EU is compatible with the Union, National and International legislation and could have been legally conducted in one of the EU Member States.

In addition, the consortium confirms that the secondary use of the data and the new data collection will comply with the EU, national and international legislation. This will be acted in the framework of the consortium agreement, signed by all beneficiaries and partners.

In many African countries (in particular in the countries we work on), the national framework related to ethics legislation only regard health data. Data collection projects outside this field, in social sciences in particular, are not requested to submit data collection protocols and to obtain official ethical clearance and fieldwork authorizations. Ethical aspects are dealt within the research centers, and are safeguarded by the data collectors. Institutional aspects are described in the two following sections: the countries and the partners.

**National context – European countries**

**Belgium**

The privacy commission is an independent supervisory authority which ensures that data protection legislation is observed, issues opinions on regulations and standards, and grants authorization to work with Belgian data for research. [http://www.privacycommission.be](http://www.privacycommission.be)

**France**

French National Charter for Research Integrity: [http://www.ird.fr/media/ird.fr/ccde/textes-de-reference/french-national-charter-for-research-integrity](http://www.ird.fr/media/ird.fr/ccde/textes-de-reference/french-national-charter-for-research-integrity) (see annex National context France)

**Switzerland**

Swiss Ethics Committees on research involving humans: [http://www.swissethics.ch/index_f.html](http://www.swissethics.ch/index_f.html)

**National context – Third countries**

In many African countries, ethical aspects related to data collection only deal with population health issues. At the moment, projects outside of this field, in social sciences in particular, are not requested to submit data collection protocols and to obtain official ethical clearance. Ethical aspects are deal with at the PI laboratories and are safeguarded by the data collectors.

**Burkina Faso**

Ethical aspects currently deal with health data collections: Ethic committee for Research in Health, Ministère des enseignements secondaire, supérieurs et de la recherche scientifique.
Canada
The policy statement of the three councils: The Ethics of Research Involving Humans (EPTC) is a common policy of the three federal research agencies: the Social Sciences and Humanities Research Council (CRSH), the research council natural Sciences and engineering Research Council of Canada CRSNG) and the Canadian institutes of Health Research (IRSC).

Kenya
Ethical Review Boards:

Madagascar
Act N° 2014 – 038 on personal data protection (see annex 1.1.Madagascar)
Ethical aspects currently deal with health data collections: Ethic committee, Ministry of Public Health

Mali
Comité de Coordination Statistique et Informatique (CCSI) : Décret no 05-267/P-RM du 14 juin 2005
Act for data protection : No 05-026 AN-RM du 6 juin 2005, régissant le SSN et sa coordination (see annex 1.1. Mali).

Senegal
see Annex National context Senegal a & b.
Law n° 2008 – 12 on personal data protection
Law for data collection and protection N° 2012-03 DU 3 JANVIER 2012:
http://www.jo.gouv.sn/spip.php?article9490
Ethical aspects in Senegal currently deal with health data collections: The Comité National d’Ethique pour la Recherche en Santé (CENRS) is the body in charge of issuing clearances for data collection projects in this field, it is supported by the Commission de Protection des Données Personnuelles (CDP). Law n° 2009-17 Code d’Éthique pour la Recherche en Santé (see Annex Senegal c).

Uganda
The Access to Information Act-2005 (see Annex National context Uganda)

Beneficiaries

1-INED
- CIL (correspondant informatique et libertés) : M. Nancy Grynszpan, Head of the juridic division of INED (decision 23 août 2008).
- Comité éthique de l’Ined : created in2012 (décision n°2012-292, see Annex Partner INED)
- Charte nationale de déontologie des métiers de la recherche : signed on march 24, 2015.

2-UCL (DEMO)
The Center is recognized by the European Commission (through Eurostat) as a research entity, and has access to confidential data on European Statistics in the context of various research proposals. DEMO also has a long expertise in dealing with census and vital registration data from Belgium, ensuring the strict respect to the statistical confidentiality of...
Confidential data are stored in the server of the University, and individual logins are required to connect to this server. The security of the information system is under the responsibility of the GSI (Gouvernance du système d’information) whose role is to ensure that the appropriate policies are followed by the users and the IT staff. One of the mission of the GSI is to promote best practices and disseminate guidelines related to IT security to the IS users. GSI is also responsible for the legal aspects about the use of the IS. A Security Manager of the Information System (alain.ninane@uclouvain.be) is more specifically in charge of the protection of data. UCL follows the ISO 27002 standard, the code of practice for Information Security Management. A Code of ethics and professional conduct related to the information system exists and is applicable to all UCL users. Policies related to e-mails, services to third parties and the management of the IT systems are also disseminated to staff members.

Locally, the DEMO Centre is part of the Institut IACCHOS (Institute for the Analysis of Change in Contemporary and Historical Societies), an interdisciplinary institute including researchers with various background, such as anthropology, demography, economy, sociology and political sciences. The research activity in DEMO is free from any external influence. Within IACCHOS, an ethical committee has been set up (http://www.uclouvain.be/471151.html). Its main missions are to respond to solicitations from researchers faced with ethical dilemmas, review the ethical aspects of research proposals, and act as mediator in case of complaints involving members of the institute.

3-UNIGE
Comité d’éthique et de déontologie (http://www.unige.ch/ethique/index.html)
Charter : http://www.unige.ch/ethique/charte.html

4-IRD
- Comité consultatif de déontologie et d’éthique (CCDE) : http://www.ird.fr/l-ird/l-organigramme/instances-et-comites/le-comite-consultatif-de-deontologie-et-d-ethique
- CIL (correspondant informatique et libertés) : Chargé de mission "sécurité & déontologie" in the IT direction (DSI): rssi@ird.fr.
- Charte nationale de déontologie des métiers de la recherche

Partner organisations

5- INSTAT - MALI
Data protection are guaranteed by the Director of INSTAT.

6-INSD
Data protection are guaranteed by the Director of INSD.

7-ISSP
Data protection are guaranteed by the Director of ISSP.

8 - ANSD
- Charte éthique : Charte africaine de la Statistique, adoptée à Addis-Abéba le 03 février 2009.
- Comité National d’Ethique pour la Recherche en Santé (DPRS/CNERS) : Dr Samba Cor SARR
- Commission Nationale de Protection des données Personnelles (CDP) : Dr Mouhamadou LO. 
  www.cdp.sn, Email : contactcdp@cdp.sn (see Annex Partners ANSD CDP)
- Person in charge of the data protection : Mamadou NIANG, Directeur du Management de l’Information Statistique (ANSD/DMIS). Email : mamadou.niang@ansd.sn
- Secured system for data protection (network, server and restricted access...)
- Information and consent request for each survey (see Annex Partners ANSD consent).

9- UCAD
- Comité d’éthique et de recherche (see Annex Partners UCAD a)
  LARTEs department :
  - data protection and security : Mr Diadji Niang, legal department
  - database: People Input Server (Dakar) with restricted access to LARTEs staff.
  Laboratoire bactériologie et virologie :
  - Charter on privacy (see Annex Partners UCAD b 1&2)
  - Ethic charter (see Annex Partners UCAD c 1 & 2)

10 – UZ
Data protection are guaranteed by the Director of UZ.

11 - INSTAT MADAGASCAR
Data protection are guaranteed by the Director of INSTAT Madagascar.

12 – INSPC
Data protection are guaranteed by the Director of INSPC.

13 – IPM
Archiving of documents related of the investigation (informed consent...) is kept in a locked space. Access to computer data files is secured and limited only to those likely to be involved in the production and valuation of the information (supervisor, researcher...). Regarding data sharing, a charter for its use and a written commitment by research teams on the confidentiality and use of data will be established.

14-UCM
Data protection are guaranteed by the Director of UCM.

15-UM
Data protection are guaranteed by the Director of UM.

16-APHRC
APHRC has approved guidelines that cover PROPOSAL DEVELOPMENT, DATA USE, PUBLICATIONS, RESEARCH ETHICS AND ETHICAL REVIEW (see Annex Partners APHRC), which are consistent with Kenyan laws (registered headquarters) and the US laws (registered in the State of Delaware as a 501(c) international organization). All proposals and projects including the Nairobi Urban Health and Demographic Surveillance System (NUHDSS) undergo an internal ethical review process and external ethical review by one of the Ethical Review Boards set up by the Kenyan Government.

17 - ODSEF
In charge of Data protection : Deleury, Édith, Head of the Comité universitaire d’éthique de la recherche Université Laval
Under the authority of the Vice-President, the Direction of Information Technology (DTI) provides the identification, development, implementation, standardization and management architecture, tools, information systems and institutional infrastructure. DTI is responsible for the integrity, security and availability of systems, data and institutional infrastructures and to manage access based on formal agreements. DTI manages institutional projects technological scope in collaboration with the client units. DTI coordinates and supervises the support offered to users and provides consulting services experts to units on tools, standard or
recommended practice systems and institutional infrastructure.
ANNEX 1 of Ethic issues

Operations of data collection related to DEMOSTAF programme are listed in the table below. In an attached document to part B, a description of this datasets is given. A first part describes the data already collected (45 operations listed), the second part describes the operations which are planed during the period of DEMOSTAF.

In the document, types of agreement are numerated as follow:

1. Specific agreement required for the use of nominative data
2. Collective agreement through the consortium agreement for collective activities (Atlas & data quality under WP 4 & 5)
3. Agreement required through the normal access procedure of the data provider
4. No agreement required for open access data under request to the provider (DHS, IPUMs, UNICEF)
### List of collected data mentioned in the DEMOSTAF programme

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<td>Census</td>
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<td>2002</td>
<td>Census (10% sampled)</td>
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<td>10% sampled of Population and Household Census-2014</td>
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<td>Census (10% sampled)</td>
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<td>on-going</td>
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7. Letters of Commitment of Third Country partner organisations

Please use this section to insert scanned copies of letters of commitment from TC partner organisations.
In case of international organisation or entity established in a country not listed in Annex A to the Work Programme planning secondments to MS/AC beneficiaries, a financial commitment must also be mentioned in the letter of commitment.
Bamako, 10 April 2015

Mr. Seydou Moussa TRAORE
Institut National de la Statistique du Mali (INSTAT)
BP 12 Bamako
MALI

Letter of commitment

This letter is to confirm that INSTAT, represented by its chief executive, is committed to participate in the DEMOSTAF project submitted under the RISE programme of the European Commission (H2020-MSCA-RISE-2015) under the coordination of the French national institute for demographic studies.

INSTAT will contribute to different work packages as defined by the scientific work programme. INSTAT will fully participate to the staff exchange programme, allowing our staff to benefit from the secondments in European institutes.

By giving opportunities to bring together the data producers and analysts from the research and public statistic communities, the project will generate opportunities to increase the quality and the use of the data produced on African population. This comes at the very timely moment when the international community is finalizing the post 2015 development agenda, the so called sustainable development goals (SDGs).

DEMOSTAF will positively support and reinforce the exchanges that already exist between INSTAT and our European colleagues from INED, IRD, DEMO (UCL) and IDEMO (University of Geneva), but also with our African colleagues involved in the programme. It will contribute to further train and strengthen the skills of all participants on data production, analysis and promotion.

Be assured of my organisation’s full support. My colleagues and I look very much forward to working with you under this enthusiastic programme in a near future.

Seydou Moussa TRAORE
Chief Executive INSTAT
Ouagadougou, April 13 2015

Le Directeur Général

A

Dr. Géraldine Duthé
Institut National d'Etudes Démographiques (INED)
133, Bd Davout 75980 Paris cedex 20
France

Letter of commitment

This letter is to confirm that Institut National de la Statistique et de la Démographie (INSD), represented by its Director General Banza BAYA, is committed to participate in the DEMOSTAF project submitted under the RISE programme of the European Commission (H2020-MSCA-RISE-2015) under the coordination of the French national institute for demographic studies.

INSD will contribute to different work packages as defined by the scientific work programme. INSD will fully participate to the staff exchange programme, allowing our staff to benefit from the secondments in European institutes.

By giving opportunities to bring together the data producers and analysts from the research and public statistic communities, the project will generate opportunities to increase the quality and the use of the data produced on African population. This comes at the very timely moment when the international community is finalizing the post 2015 development agenda, the so-called sustainable development goals (SDGs).

DEMOSTAF will positively support and reinforce the exchanges that already exist between INSD and our European colleagues from INED, IRD, DEMO (UCL) and DEMO (University of Geneva), but also with our African colleagues involved in the programme. It will contribute to further train and strengthen the skills of all participants on data production, analysis and promotion.

Be assured of my organisation's full support. My colleagues and I look very much forward to working with you under this enthusiastic programme in a near future.

Pr. Banza BAYA
Chevalier de l'Ordre des Palmes Académiques

TEL : 00 (226) 25 49 95 02/25 49 95 09 E-mail insdbf@yahoo.fr site WWW.insd.bf
Dr. Géraldine Duthé  
Institut National d’Etudes Démographiques (INED)  
133, Bd Davout 75980 Paris cedex 20  
France

Ouagadougou, April 8th, 2015

LETTER OF COMMITMENT

This letter is to confirm that Institut Supérieur des Sciences de la Population (ISSP), represented by its director, Jean-François KOBIANE is committed to participate in the DEMOSTAF project submitted under the RISE programme of the European Commission (H2020-MSCA-RISE-2015) under the coordination of the French national institute for demographic studies.

ISSP will contribute to different work packages as defined by the scientific work programme. ISSP will fully participate to the staff exchange programme, allowing our staff to benefit from the secondments in European institutes.

By giving opportunities to bring together the data producers and analysts from the research and public statistic communities, the project will generate opportunities to increase the quality and the use of the data produced on African population. This comes at the very timely moment when the international community is finalizing the post 2015 development agenda, the so called sustainable development goals (SDGs).

DEMOSTAF will positively support and reinforce the exchanges that already exist between ISSP and our European colleagues from INED, IRD, DEMO (UCL) and IDEMO (University of Geneva), but also with our African colleagues involved in the programme. It will contribute to further train and strengthen the skills of all participants on data production, analysis and promotion.

Be assured of my organisation’s full support. My colleagues and I look very much forward to working with you under this enthusiastic programme in a near future.

Jean-François KOBIANE  
Associate Professor of Demography  
The Director of ISSP
Letter of commitment

This letter is to confirm that Agence Nationale de la Statistique et de la Démographie (ANSD) of Senegal, represented by Aboubacar Sedikh BEYE, the General Manager, is committed to participate in the DEMOSTAF project submitted under the RISE programme of the European Commission (H2020-MSCA-RISE-2015) under the coordination of the French national institute for demographic studies.

ANSD will contribute to different work packages as defined by the scientific work programme. ANSD will fully participate to the staff exchange programme, allowing our staff to benefit from the secondments in European institutes.

By giving opportunities to bring together the data producers and analysts from the research and public statistic communities, the project will generate opportunities to increase the quality and the use of the data produced on African population. This comes at the very timely moment when the international community is finalizing the post 2015 development agenda, the so called sustainable development goals (SDGs).

DEMOSTAF will positively support and reinforce the exchanges that already exist between ANSD and our European colleagues from INED, IRD, DEMO (UCL) and IDEMO (University of Geneva), but also with our African colleagues involved in the programme. It will contribute to further train and strengthen the skills of all participants on data production, analysis and promotion.

Be assured of my organisation’s full support. My colleagues and I look very much forward to working with you under this enthusiastic programme in a near future.

Aboubacar Sedikh BEYE
Université Cheikh Anta Diop

Faculté de Médecine, Pharmacie et Odontologie
Département des Sciences Biologiques et Pharmaceutiques Appliquées

Bacteriologie-Virologie
Professeur Souleymane MBOUP

Dr. Géraldine Duthé
Institut National d'Etudes Démographiques (INED)
133, Bd Davout 75980 Paris cedex 20
France

Dakar, le 08 avril 2015

Letter of commitment

This letter is to confirm that The Laboratory of Bacteriology and Virology, represented by its Senior Researcher Mouhamadou Diallo Ph D, is committed to participate in the DEMOSTAF project submitted under the RISE programme of the European Commission (H2020-MSCA-RISE-2015) under the coordination of the French national institute for demographic studies.

Laboratory of Bacteriology and Virology will contribute to different work packages as defined by the scientific work programme. The Laboratory of Bacteriology and Virology will fully participate to the staff exchange programme in the Work Packages 1, 2, 3, 6, allowing our staff to benefit from the secondments in European institutes.

By giving opportunities to bring together the data producers and analysts from the research and public statistic communities, the project will generate opportunities to increase the quality and the use of the data produced on African population. This comes at the very timely moment when the international community is finalizing the post 2015 development agenda, the so called sustainable development goals (SDGs).

DEMOSTAF will positively support and reinforce the exchanges that already exist between Laboratory of Bacteriology and Virology and our European colleagues from INED, IRD, DEMO (UCL) and IDEMO (University of Geneva), but also with our African colleagues involved in the programme. It will contribute to further train and strengthen the skills of all participants on data production, analysis and promotion.

Be assured of my organisation's full support. My colleagues and I look very much forward to working with you under this enthusiastic programme in a near future.

[Signature]

Centre Hospitalier National Aristide Le Dantec – 30, avenue Pasteur – BP 7325 – Dakar, Sénégal
Téléphone (221) 338225919 – 338216420 Télécopie (221) 338216442
e-mail : virus@orange.sn / mbooup@rarsfbv.org

Je soussigné, Abdou Salam FALL, Directeur de recherche des universités à l’IFAN et Responsable de la formation doctorale « Sciences Sociales appliquées au Développement » et du Laboratoire de recherche sur les transformations économiques et sociales de l’IFAN/UCAD, viens par la présente lettre, soutenir le projet de Pr José Carlos SUAREZ HERRERA, Ph.D. (Hons.), M.PH. (Hons.), M.Sc.

Ce projet de recherche sur les Enjeux organisationnels associés à l’action humanitaire : réseaux d’acteurs, dynamiques stratégiques et dispositifs normatifs s’inscrit en droite ligne dans les axes de recherche du Laboratoire. Il contribuera à asseoir une masse critique de connaissance dans ce secteur peu étudié au Sénégal.

Aussi Le LARTES-IFAN s’engage à accueillir le Professeur José Carlos au Sénégal et à l’accompagner activement dans la réalisation de cette recherche dans les meilleures conditions.

Cette lettre d’accord est faite pour servir et valoir ce que de droit.

Pr. Abdou Salam FALL (PHD) Sociologue

Coordinateur Scientifique du LARTES-IFAN
Université Assane Seck de Ziguinchor

Unité de Formation et de Recherche
des Sciences Economiques et Sociales
Département de Sociologie
BP : 523 Ziguinchor – Sénégal

Chief of Department

Dr. Géraldine Duthé
Institut National d’Etudes Démographiques (INED)
133, Bd Davout 75980 Paris cedex 20
France

Ziguinchor, April 14th, 2015

Letter of commitment

This letter is to confirm that Sociological Department of Assane SECK University, represented by its Head Dr. Fatoumata HANE, is committed to participate in the DEMOSTAF project submitted under the RISE programme of the European Commission (H2020-MSCA-RISE-2015) under the coordination of the French national institute for demographic studies.

The Department of Sociology will contribute to different work packages as defined by the scientific work programme. The Department of Sociology will fully participate to the staff exchange programme, allowing our staff to benefit from the secondments in European institutes.

By giving opportunities to bring together the data producers and analysts from the research and public statistic communities, the project will generate opportunities to increase the quality and the use of the data produced on African population. This comes at the very timely moment when the international community is finalizing the post 2015 development agenda, the so called sustainable development goals (SDGs).

DEMOSTAF will positively support and reinforce the exchanges that already exist between Department of Sociology (Assane SECK University) and our European colleagues from INED, IRD, DEMO (UCL) and IDEMO (University of Geneva), but also with our African colleagues involved in the programme. It will contribute to further train and strengthen the skills of all participants on data production, analysis and promotion.

Be assured of my organisation’s full support. My colleagues and I look very much forward to working with you under this enthusiastic programme in a near future.
Dr. Géraldine Duthé  
Institut National d'Etudes Démographiques (INED)  
133, Bd Davout 75980 Paris cedex 20  
France

Letter of commitment

This letter is to confirm that Institut National de la Statistique (INSTAT)-Madagascar, represented by its Directeur Général, Paul Gérard RAVELOMANANTSOA, is committed to participate in the DEMOSTAF project submitted under the RISE programme of the European Commission (H2020-MSCA-RISE-2015) under the coordination of the French national institute for demographic studies.

INSTAT will contribute to different work packages as defined by the scientific work programme. INSTAT will fully participate to the staff exchange programme, allowing our staff to benefit from the secondments in European institutes.

By giving opportunities to bring together the data producers and analysts from the research and public statistic communities, the project will generate opportunities to increase the quality and the use of the data produced on African population. This comes at the very timely moment when the international community is finalizing the post 2015 development agenda, the so called sustainable development goals (SDGs).

DEMOSTAF will positively support and reinforce the exchanges that already exist between INSTAT and our European colleagues from INED, IRD, DEMO (UCL) and IDemo (University of Geneva), but also with our African colleagues involved in the programme. It will contribute to further train and strengthen the skills of all participants on data production, analysis and promotion.

Be assured of my organisation's full support. My colleagues and I look very much forward to working with you under this enthusiastic programme in a near future.
Letter of commitment

This letter is to confirm that Institut National de Santé Publique et Communautaire, INSPC, Antananarivo-Madagascar, represented by its Director, Professor Jean de Dieu Marie RAKOTOMANGA, is committed to participate in the DEMOSTAF project submitted under the RISE programme of the European Commission (H2020-MSCA-RISE-2015) under the coordination of the French national institute for demographic studies. Institut National de Santé Publique et Communautaire will contribute to different work packages as defined by the scientific work programme. Institut National de Santé Publique et Communautaire will fully participate to the staff exchange programme, allowing our staff to benefit from the secondments in European institutes.

By giving opportunities to bring together the data producers and analysts from the research and public statistic communities, the project will generate opportunities to increase the quality and the use of the data produced on African population. This comes at the very timely moment when the international community is finalizing the post 2015 development agenda, the so called sustainable development goals (SDGs).

DEMOSTAF will positively support and reinforce the exchanges that already exist between Institut National de Santé Publique et Communautaire and our European colleagues from INED, IRD, DEMO (UCL) and IDEMO (University of Geneva), but also with our African colleagues involved in the programme. It will contribute to further train and strengthen the skills of all participants on data production, analysis and promotion.

Be assured of my organisation’s full support. My colleagues and I look very much forward to working with you under this enthusiastic programme in a near future.

Ex-Ecole de Médecine Befelatanana, 101 Antananarivo – Madagascar
http://www.sante.gov.mg/inspc/
Letter of commitment

This letter is to confirm that Institut Pasteur de Madagascar, represented by its director Pr Christophe ROGIER, is committed to participate in the DEMOSTAF project submitted under the RISE programme of the European Commission (H2020-MSCA-RISE-2015) under the coordination of the French national institute for demographic studies.

Institut Pasteur de Madagascar will contribute to different work packages as defined by the scientific work programme. Institut Pasteur de Madagascar will fully participate to the staff exchange programme, allowing our staff to benefit from the secondments in European institutes.

By giving opportunities to bring together the data producers and analysts from the research and public statistic communities, the project will generate opportunities to increase the quality and the use of the data produced on African population. This comes at the very timely moment when the international community is finalizing the post 2015 development agenda, the so called sustainable development goals (SDGs).

DEMOSTAF will positively support and reinforce the exchanges that already exist between Institut Pasteur de Madagascar and our European colleagues from INED, IRD, DEMO (UCL) and IDEMO (University of Geneva), but also with our African colleagues involved in the programme. It will contribute to further train and strengthen the skills of all participants on data production, analysis and promotion.

Be assured of my organisation’s full support. My colleagues and I look very much forward to working with you under this enthusiastic programme in near future.
Université Catholique de Madagascar

Dr. Géraldine Duthé
Institut National d’Etudes Démographiques (INED)
133, Bd Davout 75980 Paris cedex 20 France

Antananarivo, 17 April 2015

UCM’s Letter of Commitment

This letter is to confirm that the “Université Catholique de Madagascar” (UCM), represented by Dr Frédérique ANDRIAMARO (Chief of SSAD’s Department), is committed to participate in the DEMOSTAF project submitted under the RISE programme of the European Commission (H2020-MSCA-RISE-2015) under the coordination of the French national institute for demographic studies.

UCM will contribute to different work packages as defined by the scientific work programme. UCM will fully participate in the staff exchange programme, allowing our staff to benefit from the secondments in European institutes.

By giving opportunities to bring together the data producers and analysts from the research and public statistic communities, the project will generate opportunities to increase the quality and the use of the data produced on African population. This comes at the very timely moment when the international community is finalizing the post 2015 development agenda, the so-called sustainable development goals (SDGs).

DEMOSTAF will positively support and reinforce the exchanges that already exist between UCM and our European colleagues from INED, IRD, DEMO (UCL) and IDEMO (University of Geneva), but also with our African colleagues involved in the programme. It will contribute to further train and strengthen the skills of all participants on data production, analysis and promotion.

Be assured of my organisation’s full support. My colleagues and I look very much forward to working with you under this enthusiastic programme in a near future.

The Rector

Dr Marc RAVELONANTOANDRO
Dr. Géraldine Duthé  
Institut National d’Etudes Démographiques (INED)  
133, Bd Davout 75980 Paris cedex 20  
France

Letter of commitment to participate in the DEMOSTAF project

This letter is to confirm that the School of Statistics and Planning (SSP) of Makerere University, represented by its Lecturer, Dr. Kakuba Christian, is committed to participate in the DEMOSTAF project submitted under the RISE programme of the European Commission (H2020-MSCA-RISE-2015) under the coordination of the French national institute for demographic studies.

The School of Statistics and Planning will contribute to different work packages as defined by the scientific work programme. The School of Statistics and Planning will fully participate in the staff exchange programme, allowing our staff to benefit from the secondments in European institutes.

By giving opportunities to bring together the data producers and analysts from the research and public statistics communities, the project will generate opportunities to increase the quality and use of the data produced on African population. This comes at the very timely moment when the international community is finalizing the post 2015 development agenda, the so-called sustainable development goals (SDGs).

DEMOSTAF will positively support and reinforce the exchanges that already exist between The School of Statistics and Planning and our European colleagues from INED, IRD, DEMO (UCL) and IDEMO (University of Geneva), but also with our African colleagues involved in the programme. It will contribute to further train and strengthen the skills of all participants in data production, analysis and promotion.

Be assured of my organisation’s full support. My colleagues and I look very much forward to working with you under this enthusiastic programme in the near future.

Yours faithfully,

Assoc Prof. Robert Wamala, PhD
Dean, SSP

Kampala, 7th April 2015
April 16, 2015

Dr. Géraldine Duthé
Institut National d'Etudes Démographiques (INED)
133, Bd Davout 75980 Paris cedex 20
France

Dear Dr. Géraldine,

RE: Letter of Commitment: DEMOSTAF Project

This letter is to confirm that the African Population and Health Research Center, Inc. (APHRC), represented by its Head of Urbanization & Wellbeing Program, Dr. Blessing Mberu is committed to participate in the DEMOSTAF project submitted under the RISE programme of the European Commission (H2020-MSCA-RISE-2015) under the coordination of the French National Institute for Demographic Studies.

APHRC will contribute to different work packages as defined by the scientific work programme. APHRC will fully participate in the staff exchange programme, allowing our staff to benefit from the secondments in European institutes.

By giving opportunities to bring together the data producers and analysts from the research and public statistic communities, the project will generate opportunities to increase the quality and the use of the data produced on African population. This comes at the very timely moment when the international community is finalizing the post 2015 development agenda on Sustainable Development Goals (SDGs).

DEMOSTAF will positively support and reinforce the exchanges that already exist between APHRC and other European partners on the project from INED, IRD, DEMO (UCL) and IDEMO (University of Geneva) and also with African partners involved in the programme. It will contribute to further train and strengthen the skills of all participants on data production, analysis and promotion.

Be assured of APHRC’s full support. We look forward to working with you under this enthusiastic programme in the near future.

Yours Sincerely,

Dr. Catherine Kyobutungi
Director of Research
Dr. Géraldine Duthé  
Institut National d’Études Démographiques (INED)  
133, Bd Davout 75980 Paris cedex 20  
France

This letter is to confirm that **Observatoire démographique et statistique de l’espace francophone** (ODSEF) of Université Laval, represented by its Director, professor Richard Marcoux, is committed to participate in the DEMOSTAF project submitted under the RISE programme of the European Commission (H2020-MSCA-RISE-2015) under the coordination of the French national institute for demographic studies (INED).

ODSEF will contribute to different work packages as defined by the scientific work programme. ODSEF will fully participate to the staff exchange programme, allowing our staff to benefit from the secondments in European institutes.

By giving opportunities to bring together the data producers and analysts from the research and public statistic communities, the project will generate opportunities to increase the quality and the use of the data produced on African population. This comes at the very timely moment when the international community is finalizing the post 2015 development agenda, the so called sustainable development goals (SDGs).

DEMOSTAF will positively support and reinforce the exchanges that already exist between ODSEF and our European colleagues from INED, IRD, DEMO (UCL) and IDEMO (University of Geneva), but also with our African colleagues involved in the programme. It will contribute to further train and strengthen the skills of all participants on data production, analysis and promotion.

Be assured of my organisation’s full support. My colleagues and I look very much forward to working with you under this enthusiastic programme in a near future.

Richard Marcoux  
Professeur titulaire  
Directeur  
Observatoire démographique et statistique de l'espace francophone (ODSEF)  
Département de sociologie, Université Laval  
courriel: Richard.Marcoux@soc.ulaval.ca  
site web: [www.odsef.fss.ulaval.ca](http://www.odsef.fss.ulaval.ca)
MARIE SKŁODOWSKA-CURIE ACTIONS

Research and Innovation Staff Exchange (RISE)
Call: H2020-MSCA-RISE-2015

PART B

“DEMOSTAF”
### ESTIMATED BUDGET FOR THE ACTION (page 1 of 2)

<table>
<thead>
<tr>
<th>A. Costs for seconded staff members</th>
<th>B. Institutional costs</th>
<th>Total costs</th>
<th>Reimbursement rate %</th>
<th>Maximum EU contribution</th>
<th>Maximum grant amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit</td>
<td>Unit</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Costs per unit</td>
<td>Costs per unit</td>
<td>Total</td>
<td>Costs per unit</td>
<td>Total</td>
<td></td>
</tr>
<tr>
<td>1. INED 93.00</td>
<td>186000.00</td>
<td>1800.00</td>
<td>167400.00</td>
<td>700.00</td>
<td>65100.00</td>
</tr>
<tr>
<td>2. UCL 38.00</td>
<td>76000.00</td>
<td>1800.00</td>
<td>68400.00</td>
<td>700.00</td>
<td>26600.00</td>
</tr>
<tr>
<td>3. UNIGE 20.00</td>
<td>40000.00</td>
<td>1800.00</td>
<td>36000.00</td>
<td>700.00</td>
<td>14000.00</td>
</tr>
<tr>
<td>4. IRD 42.00</td>
<td>84000.00</td>
<td>1800.00</td>
<td>75600.00</td>
<td>700.00</td>
<td>29400.00</td>
</tr>
<tr>
<td><strong>Total consortium</strong></td>
<td><strong>386000.00</strong></td>
<td><strong>347400.00</strong></td>
<td><strong>e</strong></td>
<td><strong>135100.00</strong></td>
<td><strong>868500.00</strong></td>
</tr>
</tbody>
</table>

**Note:**
- The table provides an estimation of the costs associated with seconded staff members and institutional costs, including research, training, and networking, and management costs. The table also calculates the total costs, reimbursement rates, and maximum EU contributions and grant amounts.
- The estimated eligible costs are distributed among the consortium members as follows:
  - INED: 93.00 units (186000.00 €)
  - UCL: 38.00 units (76000.00 €)
  - UNIGE: 20.00 units (40000.00 €)
  - IRD: 42.00 units (84000.00 €)

**Total Consortium:**
- **386000.00 €**
- **Total Costs:** **347400.00 €**
- **Reimbursement Rate:** **100.00%**
- **Maximum EU Contribution:** **868500.00 €**
- **Maximum Grant Amount:** **868500.00 €**
1 See Article 6 for conditions for costs to be eligible.
2 This is the theoretical amount of EU contribution that the system calculates automatically (by multiplying all the budgeted costs by the reimbursement rate). This theoretical amount is capped by the 'maximum grant amount' (that the Commission/Agency decided to grant for the action) (see Article 5.1).
3 The 'maximum grant amount' is the maximum grant amount decided by the Commission/Agency. It normally corresponds to the requested grant, but may be lower.
4 The indirect costs covered by the operating grant (received under any EU or Euratom funding programme; see Article 6.3(b)) are ineligible under the GA. Therefore, a beneficiary that receives an operating grant during the action's duration cannot declare indirect costs for the year(s)/reporting period(s) covered by the operating grant (i.e. the unit cost for management and indirect costs will be halved for person-months that are incurred during the period covered by the operating grant).
5 See Article 5 for form of costs.
6 See Annex 2a 'Additional information on the estimated budget' for the details on the costs per unit.
7 Total = costs per unit x number of units (person-months).
**ADDITIONAL INFORMATION ON THE ESTIMATED BUDGET**

- Instructions and footnotes in blue will not appear in the text generated by the IT system (since they are internal instructions only).
- For options *in square brackets*: the applicable option will be chosen by the IT system. Options not chosen will automatically not appear.
- For fields *in grey in square brackets* (even if they are part of an option as specified in the previous item): IT system will enter the appropriate data.

### Marie Skłodowska-Curie unit costs

**MSC-RISE unit costs**

**Costs for seconded staff members — Top-up allowance**

- **Units**: months spent by the seconded staff member(s) on the research and innovation activities (‘person-months’)
- **Amount per unit**: see Annex 2
- **Estimated number of units**: see Annex 2

**Institutional costs — Research, training and networking costs**

- **Units**: months spent by the seconded staff member(s) on the research and innovation activities (‘person-months’)
- **Amount per unit**: see Annex 2
- **Estimated number of units**: see Annex 2

**Institutional costs — Management and indirect costs**

- **Units**: months spent by the seconded staff member(s) on the research and innovation activities (‘person-months’)
- **Amount per unit**: see Annex 2
- **Estimated number of units**: see Annex 2

---

1. Same amount for all beneficiaries. Average based on the amount for the top-up allowance set out in the Main Work Programme — MSCA in force at the time of the call.
2. Same amount for all beneficiaries. Average based on the amount for research, training and networking costs set out in the Main Work Programme — MSCA in force at the time of the call.
3. Same amount for all beneficiaries. Average based on the amount for management and indirect costs set out in the Main Work Programme — MSCA in force at the time of the call.
ANNEX 3

ACCESSION FORM FOR BENEFICIARIES

UNIVERSITE CATHOLIQUE DE LOUVAIN (UCL) BE6, 419052272, established in PLACE DE L UNIVERSITE 1, LOUVAIN LA NEUVE 1348, Belgium, BE0419052272 (‘the beneficiary’), represented for the purpose of signing this Accession Form by the undersigned,

hereby agrees

to become beneficiary No (‘2’) in Grant Agreement No 690984 (‘the Agreement’)

between INSTITUT NATIONAL D’ETUDES DEMOGRAPHIQUES and the Research Executive Agency (REA) (‘the Agency’), under the power delegated by the European Commission (‘the Commission’),

for the action entitled ‘Emerging population issues in sub-Saharan Africa: Cross-checking and promoting demographic data for better action (DEMOSTAF)’.

and mandates

the coordinator to submit and sign in its name and on its behalf any amendments to the Agreement, in accordance with Article 55.

By signing this Accession Form, the beneficiary accepts the grant and agrees to implement the grant in accordance with the Agreement, with all the obligations and conditions it sets out.

SIGNATURE

For the beneficiary

Fabienne KINARD with ECAS id rkinnerca signed in the Participant Portal on 11/12/2015 at 09:22:00 (transaction id Spgq-183; ISLVj9jvIDf7u79467RwR8q7bRmAmCXXh4y11FCX2dc6UJkraxoX0t8 pgqOvhV3uE3JvhoR1q8he0kYXU6XGOya-PHtUJMV5XmYCGwcm4h5CCqf- IMUvKkCQ3zZ30Z2zTRk4z34zoA4VhMNSn9xzagZG). Timestamp by third party at Fri Dec 11 09:22:12 CET 2015
ANNEX 3

ACCESSION FORM FOR BENEFICIARIES

UNIVERSITE DE GENEVE (UNIGE), CHE110644228, established in RUE DU GENERAL DUFOR 24, GENEVE 1211, Switzerland, CHE114927636TVA ('the beneficiary'), represented for the purpose of signing this Accession Form by the undersigned,

hereby agrees

to become beneficiary No ('3')

in Grant Agreement No 690984 ('the Agreement')

between INSTITUT NATIONAL D'ETUDES DEMOGRAPHIQUES and the Research Executive Agency (REA) ('the Agency'), under the power delegated by the European Commission ('the Commission'),

for the action entitled ‘Emerging population issues in sub-Saharan Africa: Cross-checking and promoting demographic data for better action (DEMOSTAF)’.

and mandates

the coordinator to submit and sign in its name and on its behalf any amendments to the Agreement, in accordance with Article 55.

By signing this Accession Form, the beneficiary accepts the grant and agrees to implement the grant in accordance with the Agreement, with all the obligations and conditions it sets out.

SIGNATURE

For the beneficiary

Alex WAERLY with ECAS id nwaerly signed in the Participant Portal on 14/12/2015 at 15:51:44 /transaction.id SigId-1379-
3Z5vbvaB7zTdeo8AmXod3xj4cFx4Oen9BE1cuSjSXF00Cbr7akyhly3r8Z
DH0wMhSBzB9fyTCYUUmS2eH4vC2EIu-Uj7txYb6ymT7y9N0mq5Sw-
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Mon Dec 14 15:51:54 CET 2015
ACCESSION FORM FOR BENEFICIARIES

INSTITUT DE RECHERCHE POUR LE DEVELOPPEMENT (IRD), 18006025, established in Boulevard de Dunkerque - CS 90009 44, MARSEILLE 13572, France, FR75180006025 (‘the beneficiary’), represented for the purpose of signing this Accession Form by the undersigned,

hereby agrees

to become beneficiary No (‘4’)

in Grant Agreement No 690984 (‘the Agreement’)

between INSTITUT NATIONAL D’ETUDES DEMOGRAPHIQUES and the Research Executive Agency (REA) (‘the Agency’), under the power delegated by the European Commission (‘the Commission’),

for the action entitled ‘Emerging population issues in sub-Saharan Africa: Cross-checking and promoting demographic data for better action (DEMOSTAF)’.

and mandates

the coordinator to submit and sign in its name and on its behalf any amendments to the Agreement, in accordance with Article 55.

By signing this Accession Form, the beneficiary accepts the grant and agrees to implement the grant in accordance with the Agreement, with all the obligations and conditions it sets out.

SIGNATURE

For the beneficiary

Jean-Paul MOATTI with ECAS id inmoattij signed in the Participant Portal on 04/01/2016 at 12:18:44 (transaction id Spid-1812: mNk6T9AAAyYo4s08j22PQoUHPmYrCQQH7QhS4q6YAXo6S1LQO5PwHl8uQd5uPvU4w5UM/SXjYXzEX6k0k8fWTIEz2Lq6lovaMwaflswJAw4xM4GyjO6bWhid80s(WZY)); Timestamp by third party at Mon Jan 04 12:18:44 CET 2016
## MODEL ANNEX 4 FOR H2020 MGA MSC-RISE — MULTI

### FINANCIAL STATEMENT FOR BENEFICIARY [name] FOR REPORTING PERIOD [reporting period]

<table>
<thead>
<tr>
<th>Number of units (person-months)</th>
<th>Form of costs</th>
<th>Eligible costs (per budget category)</th>
<th>EU contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>A. Costs for seconded staff members</td>
<td>B. Institutional costs</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Costs per unit</td>
<td>Costs per unit</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total a</td>
<td>Total b</td>
</tr>
</tbody>
</table>

### Did you receive any EU/Euratom operating grant during this reporting period? YES □ NO □

If yes, pls indicate how many of the total person-months (see 'total beneficiary' above) were incurred DURING the period covered by the operating grant?

### The beneficiary hereby confirms that:

The information provided is complete, reliable and true.
The costs declared are eligible (see Article 6).
The costs can be substantiated by adequate records and supporting documentation that will be produced upon request or in the context of checks, reviews, audits and investigations (see Articles 17, 18 and 22).

### Please declare all your person-months, even if you exceed the estimated budget (see Annex 2). Only person-month that were declared in your individual financial statements can be taken into account lateron, in order to replace other costs that are found to be ineligible.

1. See Article 6 for the eligibility conditions
2. The indirect costs claimed must be free of any amounts covered by an operating grant (received under any EU or Euratom funding programme; see Article 6,3 (b)). If you have received an operating grant during this reporting period, indirect costs will not be reimbursed for the person-months incurred during the period covered by the operating grant.
3. See Article 5 for the form of costs
4. See Annex 2a 'Additional information on the estimated budget' for the details on the costs per unit.
5. Total = costs per unit x number of units (person-months)
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Any attempt to modify the content will lead to a breach of the electronic seal, which can be verified at any time by clicking on the digital seal validation symbol.