

RIGHTS AND DUTIES

FULL-TIME 1ST-AFFILIATION MEMBERS OF A RESEARCH CENTERS

Remark: This document only concerns the full-time 1st-affiliation members of the research centers (the 'corps scientifique' has its own 'rights and duties' document approved by the CF in August 2014).

CEB (CENTRE EMILE BERHNEIM)

A) RIGHTS OF THE FULL-TIME 1ST-AFFILIATION MEMBERS:

- CEB covers printer cartridges, stamps and posting expenses, and stationaries.
- CEB has three full-time administrative staff, who can help you dealing with daily tasks, accounting, organizing seminars...
- Access to the copy machine, personal printers but purchasing cartridges by the CEB.
- CEB helps managing research contracts, in terms of accounting, logistics, and technicalities.
- CEB provides administrative support to doctoral students: registrations, doctoral training, submission and defence of dissertations.
- CEB provides logistic and technical support : booking of rooms, travels, accommodation, catering, communication, publicity on the internet ...
- CEB organizes Research Seminars in Applied Economics and Management: at the beginning of the academic year members are asked to suggest speakers. CEB covers their expenses up to a limit specified every year.
- Members of the center are invited to present their works in progress in Brown Bag Seminars. The work of senior speakers are discussed by junior researchers, and vice versa.
- CEB has its own working paper series. It is disseminated on CEB's website, and on RePEc.
- A member of the administrative staff is in charge of helping CEB members update their webpage. She can also help members design invitations to seminars etc.

B) DUTIES OF THE FULL-TIME 1ST-AFFILIATION MEMBERS:

- The center requests no financial contribution from its members. They are invited to cover the expenses of the speakers they have invited for a seminar, in excess of the fixed amount covered by the center.
- CEB members are encouraged to attend internal and external seminars.
- A board meeting is organized twice a year for members having their first affiliation at CEB. A general assembly is organized once a year for all members.
- Senior members are free to disseminate their work in the centre's working paper series. Junior members must ask the agreement of their supervisor or team director.
- Once a year CEB members are invited to send the relevant information for the centre's annual report.
- Each member pays for his/her phone bills.

ECARES (EUROPEAN CENTER FOR ADVANCED RESEARCH IN ECONOMICS & STATISTICS)

A) RIGHTS OF THE FULL-TIME 1ST-AFFILIATION MEMBERS:

- New full-time 1st-affiliation members receive once 2500 Euros from the research center (of course this applies only to members newly appointed as ULB professor, not to "old" professors switching to another center).
- ECARES covers secretarial support such as delivery of mail, telephone costs, office supplies, ..
- ECARES covers printing and copying facilities.
- ECARES provides support with the administration of research grants such as reimbursement of costs, authorization de mission, making up contracts,
- ECARES provides support with the administration of doctoral students (e.g. helping students with registration).
- ECARES provides support with the organization of conferences and workshops.
- The center has several seminar series with external speakers and all full-time 1st-affiliation members have the right to suggest speakers.
- The center has a seminar series with internal speakers and full-time 1st-affiliation members have the right to present their work at this seminar.
- The center has a WP series and full-time 1st-affiliation members (as well as their PhD students and postdoctoral researchers) have the right to publish their work at this series.
- ECARES provides administrative support for updating, etc. the members' professional websites in the context of the website of the center.
- ECARES offers access to the coffee lounge. Water is freely available, coffee needs to be bought from the center.
- Fellow of both Ecares and Ecores.

B) DUTIES OF THE FULL-TIME 1ST-AFFILIATION MEMBERS:

- ECARES demands financial contributions to the activities (e.g. organization of seminars, hosting visitors, social activities, ...) of the research center through the research contracts.
- Requirement to be present (as much as possible) at the center's research seminars.
- Requirement to be present (as much as possible) at the center's meetings such as the excom meeting, the Ecares board and the Ecores board.
- Requirement to reveal information needed for the center's and the faculty's annual report.
- Requirement to provide the information needed by the administrative staff (e.g. to manage the research contract, to reimburse the costs, to fill in documents related to doctoral school, ...).
- Fellows need to provide their own funding to cover the costs of their research team.

ICITE (INTERNATIONAL CENTRE FOR INNOVATION, TECHNOLOGY & EDUCATION STUDIES)

A) RIGHTS OF THE FULL-TIME 1ST-AFFILIATION MEMBERS:

- The administrative staff of iCite (0.75 FTE) makes sure the office assigned to a new professor is ready for use (cleaning, phone line, furnitures, key, internet connection,...)
- iCite covers stamps and posting expenses and takes care of the delivery of mails to its members.
- Printing and copying services are outsourced and paid by iCite members. The administrative staff of iCite can take care of these activities.
- iCite helps managing research contracts, in terms of accounting, logistics, and technicalities.
- iCite does not have a doctoral programme.
- The support with the organization of conferences and workshops is also carried out by the iCite administrative staff.
- At the beginning of the academic year members are asked to suggest external speakers. iCite covers the expenses up to a limit specified every year. If necessary, iCite members can contribute. Regularly joint seminars are organized together with CEB and/or Ecares.
- iCite members are also invited to present their works in progress. The work of seniors speakers are discussed by junior researchers, and vice versa. Every month, an half a day is organized where iCite Ph.D researchers can present their work. Other researchers (both junior and senior) are invited to discuss and make suggestions to the works presented.
- iCite has its own working paper series. It is disseminated on iCite's website, and on RePEc.
- 1st-affiliation members are encouraged to publish their work at this series.
- A member of the administrative staff is in charge of helping iCite members update their webpage. She can also help members design invitations for seminars etc.
- The administrative support staff of iCite takes care of the logistic and technical support: booking of rooms, travels, accommodation, catering, communication, publicity on the internet ...
- Every year, there is the General Assembly meeting gathering all members of iCite

B) Duties of the full-time 1st-affiliation members:

- Currently there is no formal financial contribution from the iCite members. Some members provide some funding from their own research contracts to fund some extra events (occasional lunches, travel expenses of a researcher for a conference, buy a PC/software/database, ...).
- All iCite members are duly informed on ICITE activities and meetings and strongly encouraged to participate.
- Requirement to referee for the center's wp-series is not compulsory but can happen on a voluntary basis.
- Requirement to reveal information needed for the center's and the faculty's annual report is compulsory for the 1st –affiliation members.
- iCite Senior Members cover their phone bills as well as the ones of their researchers.
- Fellows need to provide their own funding to cover the costs of their research team.