

Dear BIBAFOODS Participants,

At the BIBAFOODS website you can now access the program for the

BIBAFOODS Scientific Kick-off Meeting 7-8 January 2015:

(http://bibafoods.ku.dk/documents/BIBAFOODS_Scientific_Kick-off_meeting_7-8_January_2015.pdf)

and

the agenda for the Supervisory Board Meeting 9 January 2015:

(http://bibafoods.ku.dk/documents/BIBAFOODS_Supervisory_Board_Meeting_9_January_2015_Agenda.pdf)

PLEASE NOTICE that **most of you will need to prepare one or more presentations for the kick-off meeting!** The kick-off meeting 8 January ends with an extended Supervisory Board Meeting which is open to all project participants.

In connection with the kick-off meeting all fellows employed in BIBAFOODS should start preparing their **Individual Career Development Plan (ICDP)**. You can find instructions about how to do this below – a summary of what is written in Annex 1 of the BIBAFOODS Grant Agreement about ICDPs. It is **mandatory** for all ESRs and ERs to make the Individual Career Development Plan as it is a deliverable to our funding agency, but the plans should also be seen as a very helpful tool to guide you through your projects.

BIBAFOODS Individual Career Development Plan (ICDP) and semi-annual progress reports

The aim of the ICDP is to balance the acquisition of new scientific and complementary skills in a manner to maximize employability, taking into account the existing knowledge of the ESR/ER and individual preferences of the fellow. An additional aim is to assure that the research training activity is planned as well as possible, and that the qualification the fellow gains during the PhD work matches his/her individual wishes in the best possible way. The construction of the ICDP takes its starting point in the formal demands for the ESR/ER of the home institution (PhD courses, publication, conferences), and the formal demands of the BIBAFOODS network (deliveries, outreach activities, participation in summer schools). The ICDP will further be expanded to include the direction set by the future carrier wishes of the fellow.

Who: all ESR and ER fellows

Contents of the ICDP

- time line for the project
- expected milestones
- list of courses the PhD student will follow (for increasing scientific and technical knowledge and complementary skills), examples:
 - research management, intellectual property rights (IPR) in biotechnology, grant and report writing etc., research design, research ethics, skills in presentations and CV writing
- other training activities (e.g., secondments)
- outreach activities
- dissemination activities
- contingency plan (for unexpected technical problems or problems with the starting hypothesis)

Format

A **template ICDP** is provided for your convenience at the end of this newsletter, but in case the place of employment for the individual fellow uses a different format containing the same information, you can use that one instead. Please bear in mind to add the items mentioned above. Also, please notice that **the template is divided into two** – you should only fill out the first one at this point in time, and the final one when you approach the end of your project.

Monitoring and approval

The progress of the PhD project is monitored by **semi-annual progress reports**, which briefly sum up the aims and achievements of the last 6 months and the experiments planned for the following period. At an **annual status meeting**, supervisor, co-supervisor and student will meet to discuss in detail the current status of the training activity, courses completed and possible changes in the career development plan. All reports will be sent to the BIBAFOODS coordinator (att.: Henriette Hansen, henha@food.ku.dk, on behalf of Jens Risbo), who will discuss them with the **Steering Committee** at the next meeting. If during the training activity problems occur with respect to working conditions (e.g. unexpected renovation or lab relocation, disease of supervisor or co-supervisor) the steering committee will help to find a quick solution for this problem together with the other partners of the network.

The Steering Committee will review the hiring process, the ICDPs, the semiannual progress reports and the well-being of each ESR and ER. It furthermore discusses network-related issues with the coordinator at meetings every 3 months to support the work of the coordinator and to prepare for the annual plenary session of the principal investigators.

The Supervisory Board must survey the individual career development plans of each researcher. It will take care that scientific training and training of complementary skills are sufficiently balanced to optimally promote the future employability of the ESRs/ERs. The supervisory board will furthermore control the supervision of the ESRs/ERs.

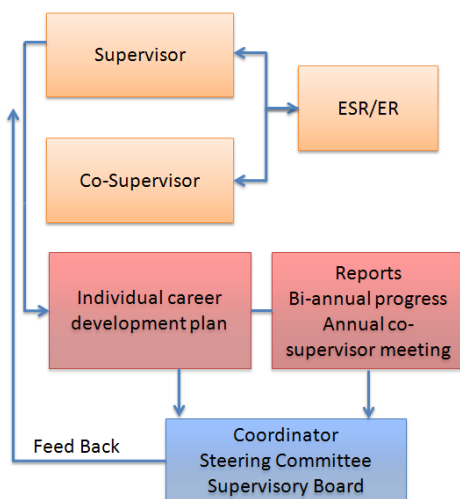


Figure 1. Supervision of ESR/ER. Together with Supervisor and co-supervisor, the researcher will prepare an individual career development plan (ICDP) that is evaluated by the steering committee. During the training, the researcher will submit semi-annual progress reports, one of them containing the report from the meeting with supervisor and co-supervisor.

BIBAFOODS Sharepoint

Some of you have already signed up for the BIBAFOODS Sharepoint site as mentioned in the previous newsletter. Unfortunately, the Sharepoint system is still experiencing some **technical problems** that seem to prevent it from sending passwords to mobile telephone numbers. We are working with the IT Service Desk at the University of Copenhagen to resolve this bug, and apologize for the inconvenience.

We look forward to meeting you all in Coimbra in January.

Best regards,

Jens Risbo – Scientific Coordinator and Associate Professor, University of Copenhagen
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Marité Cárdenas – Associate Professor, Malmö University
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Please find the ICDP template in the following pages!

Career Development Plan - Year 1
(Draft)

Name of fellow:
Department:
Name of Supervisor:
Date:

BRIEF OVERVIEW OF RESEARCH PROJECT AND MAJOR ACCOMPLISHMENTS EXPECTED (half page should be sufficient):

LONG-TERM CAREER OBJECTIVES (over 5 years):

1. Goals:
2. What further research activity or other training is needed to attain these goals?

SHORT-TERM OBJECTIVES (1-2 years):

1. Research results:
 - Anticipated publications:
 - Anticipated conference, workshop attendance, courses, and /or seminar presentations:
2. Research Skills and techniques:
 - Training in specific new areas, or technical expertise etc:
3. Research management:
 - Fellowship or other funding applications planned (indicate name of award if known; include fellowships with entire funding periods, grants written/applied for/received, professional society presentation awards or travel awards, etc.)
4. Communication skills:
5. Other professional training (course work, teaching activity):
6. Anticipated networking opportunities
7. Other activities (community, etc) with professional relevance:

Date & Signature of fellow:

Date & Signature of supervisor

Career Development Plan - Final year
(Draft)

BRIEF OVERVIEW OF PROGRESS, ACHIEVEMENT AND PERFORMANCE (half page should be sufficient):

LONG-TERM CAREER OBJECTIVES (over 5 years):

If relevant, mention any adjustments to your long-term career objectives as a result of the training received.

SHORT-TERM OBJECTIVES ACHIEVED DURING THE TRAINING PERIOD:

1 Research results:

- Publications (incl. in press):
- Conference, workshop attendance, courses, and /or seminar presentations:

2 Research Skills and techniques acquired:

- Training in specific new areas, or technical expertise etc:

3 Research management:

- Fellowship or other funding applications achieved (indicate name of award if known; include fellowships with entire funding periods, grants written/applied for/received, professional society presentation awards or travel awards, etc.)

4 Communication skills:

5 Other professional training (course work, teaching activity):

6 Anticipated networking opportunities:

7 Other activities (community, etc) with professional relevance:

Date & Signature of fellow:

Date & Signature of supervisor

**Career Development Plan
Guidance on some of the competencies expected**

The following points are a non-exhaustive series of aspects that could be covered by the career development plan, and it is relevant to the short-term objectives that will be set by the researcher and the reviewer at the beginning of the fellowship period. The objectives should be set with respect to the skills and experience that each researcher should acquire at a given time of his/her career. A postgraduate researcher at PhD level will have very different needs compared to a post-doctoral researcher at an advanced stage of his/her professional development. These objectives should be revised at the end of the fellowship and should be used as a pro-active monitoring of progress in the researcher's career.

1. Research results

These should give an overview of the main direct results obtained as a consequence of the research carried out during the training period. It may include publications, conference, workshop attendance, courses, and /or seminar presentations, patents etc. This will vary according to the area of research and the type of results most common to each field. The information at this level should be relatively general since the career development plan does not strictly constitute a report on the scientific results achieved.

2. Research Skills and techniques acquired

- Competence in experimental design, quantitative and qualitative methods, relevant research methodologies, data capture, statistics, analytical skills.
- Original, independent and critical thinking.
- Critical analysis and evaluation of one's findings and those of others
- Acquisition of new expertise in areas and techniques related to the researcher's field and adequate understanding their appropriate application
- Foresight and technology transfer, grasp of ethics and appreciation of IPPR.

3. Research management

Ability to successfully identify and secure possible sources of funding for personal and team research as appropriate. Project management skills relating to proposals and tenders work programming, supervision, deadlines and delivery, negotiation with funders, financial planning, and resource management. Skills appropriate to working with others and in teams and in teambuilding.

4. Communication skills

- Personal presentation skills, poster presentations, skills in report writing and preparing academic papers and books.
- To be able to defend research outcomes at seminars, conferences, etc.
- Contribute to promote public understanding of one's own field.

5. Other professional training (course work, teaching activity):

Involvement in teaching, supervision or mentoring.

6. Anticipated networking opportunities

Develop/maintain co-operative networks and working relationships as appropriate with supervisor/peers/colleagues within the institution and the wider research community.

7. Other activities (community, etc) with professional relevance

Issues related with career management, including transferable skills, management of own career progression, ways to develop employability, awareness of what potential employers are looking for when considering CV applications etc.