

The Nordic Mapping and Cadaster agencies  
Competence and Governance WG



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The Nordic National Mapping and Cadaster agencies (No-NMCA) work according to following common structure for Long Term Staff exchange between the No-NMCAs.

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Purpose of the activity is to create a tool and a common approach within the NMAs. That can enhance competence sharing, and further utilization of best practice

## Period of Performance

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The agreed common structure for Short Term Staff exchange will be taken into action from 1. October 2016 and shall continue until further updates agreed by the No- NMCA.

## Long Term Staff exchange

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A Long Term staff exchange means when staff from one institute visit another No-NMCAs for more than couple of weeks.

A Long Term Staff exchange process is thought to be used in the cases of longer joint projects, As for longer learning period such as within technical or governance mater or to gain specialized know-how. The Long Term Staff exchange can also be used as assistance in performing specialized projects or to strengthen the cooperation of the No-NMCA.

# Form of exchange and Finance

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A Long Term Staff Exchange can be according to two forms.

**Call for assistance:** A No-NMCA can call for an assistance to their institute, from other No-NCMAs, with specific topics in mind. This form of the staff exchange will be according to following process and financial agreement:

- The No-NMCA that calls for an assistance will contact HR personal or Contact person at Director level within the assisting institute and define the assistance needed and the time of assistance. This will need to be done at least 3 months in advance.
- The assisting institute will suggest assisting person and suitable dates in case of assistance. The assisting institute can refuse assistance on any terms.
- The institute calling for assistance will order and pay for airfare, accommodation and sustenance in the assisting country.
- The institute calling for assistance will pay the wage of the assisting personal according to their institutional structure. Any minus difference in wage payment, between the countries, will be covered by the assisting institute.

**Call for receive:** An No-NMCA can ask for permission of sending a Staff to another No-NCMAs for gaining know-how on specific topics. This form of staff exchange will be according to following process and financial agreement:

- The No-NMCA that calls for a receive will contact HR personal or Contact person at Director level within the assisting institute and define the assistance needed and the time of assistance. This will need to be done at least 3 months in advance.
- The assisting institute will suggest assisting person and suitable dates in case of assistance. The assisting institute can refuse assistance on any terms.
- The institute calling for receive will order and pay for airfare, accommodation and sustenance in the assisting country as well as for the wage of the traveling staff
- The receiving country pays for the wage of the assisting staff within the institute as well as for office cost (cell phones and computers not included).

## Founds

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To meet the cost of Long Term Staff Exchange the institute calling for assistance / receive in cooperation with the assisting institute are encouraged to apply for assistance with inn different founds for staff exchange.

It is also recommended that HR personal of the No-NMCA will be familiar in applying process of the main founds used.

Following are few founds providing assistance with Long Term staff exchange.

- **The Funding of the Nordic Council of Ministers:** <http://www.norden.org/en/nordic-council-of-ministers/funding-schemes-and-projects/about-funding-by-the-nordic-council-of-ministers>
- **Horizon 2020. The EU Framework Programme for Research and Innovation. Marie Skłodowska-Curie actions:** The <http://ec.europa.eu/programmes/horizon2020/en/h2020-section/marie-sklodowska-curie-actions>
- VVVV