Europa Media Trainings

An EU project's lifecycle

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Lifecycle overview

01

Project idea / concept

02

Project proposal submitted

03

Evaluation

04

Consortium Agreement &
Grant Agreeement signed

05

Implementation, monitoring,
reporting, review

06

Use of results

Zoom in: implementation
Expectations

Step 2

Some meeting...

Step 4

Some thing to submit...

Step 6

The End

Step 1

Kick-off your project

Step 3

Some reporting...

Step 5

Some monitoring...

Zoom in: implementation
Reality

monitoring

continuous reporting

periodic reporting (60+90 days)

periodic reporting

GAP + CA

3 months

Still 60+90 days from periodic report

M12
EC review

M24
EC review

kick-off

progress meeting

progress meeting

final meeting

exploitation

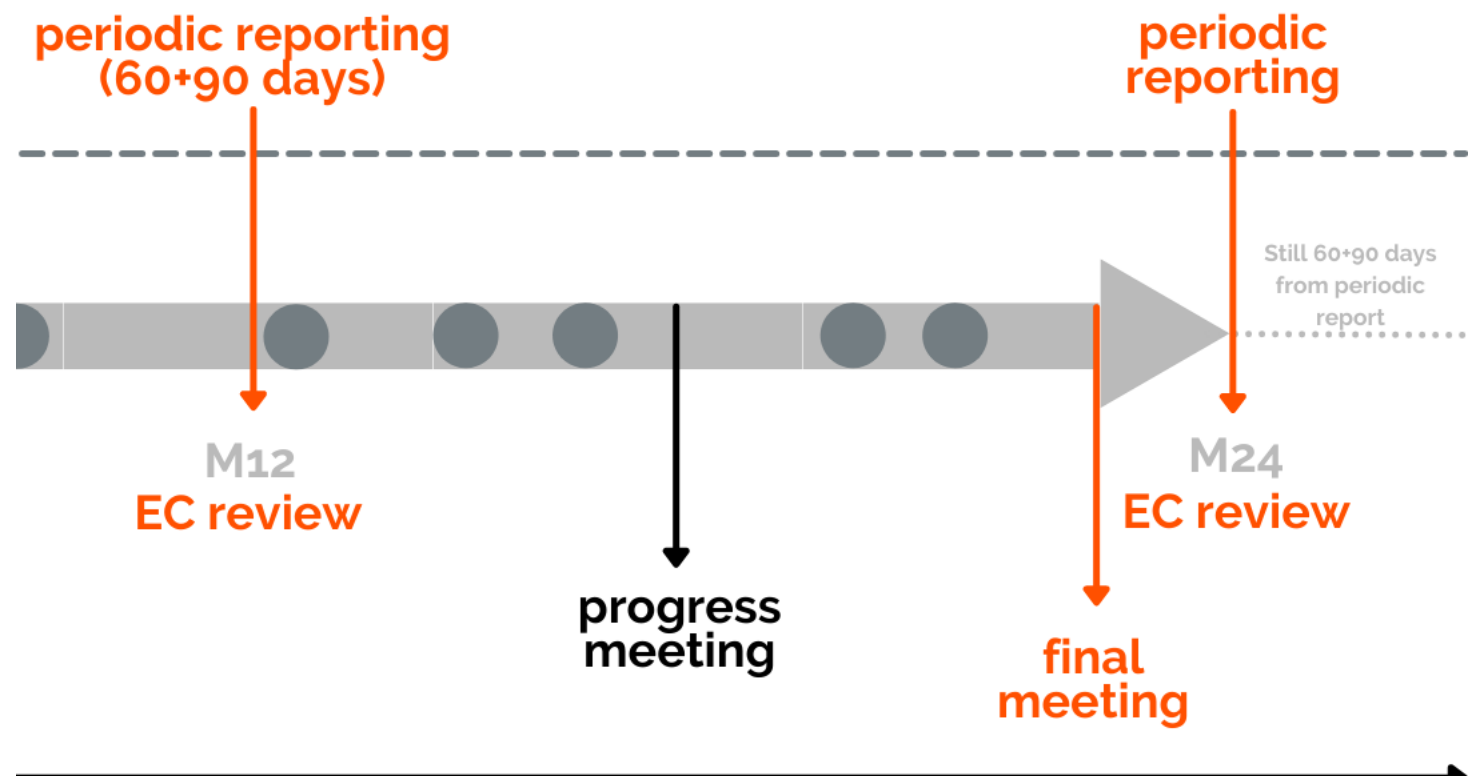deliverable
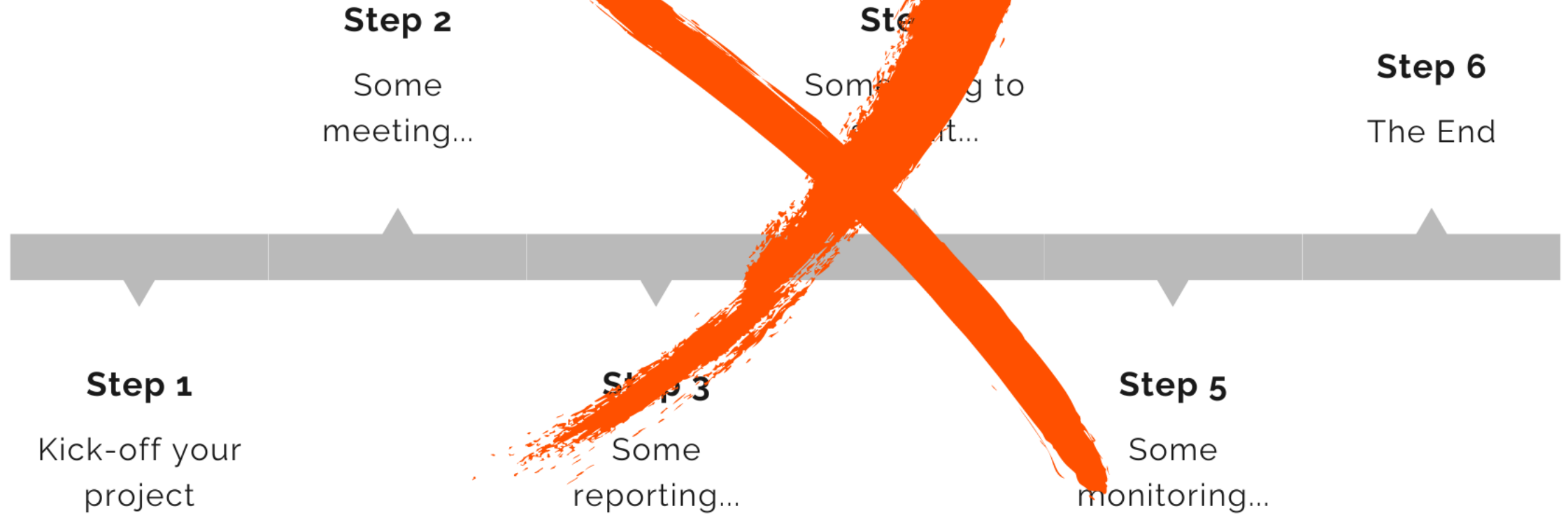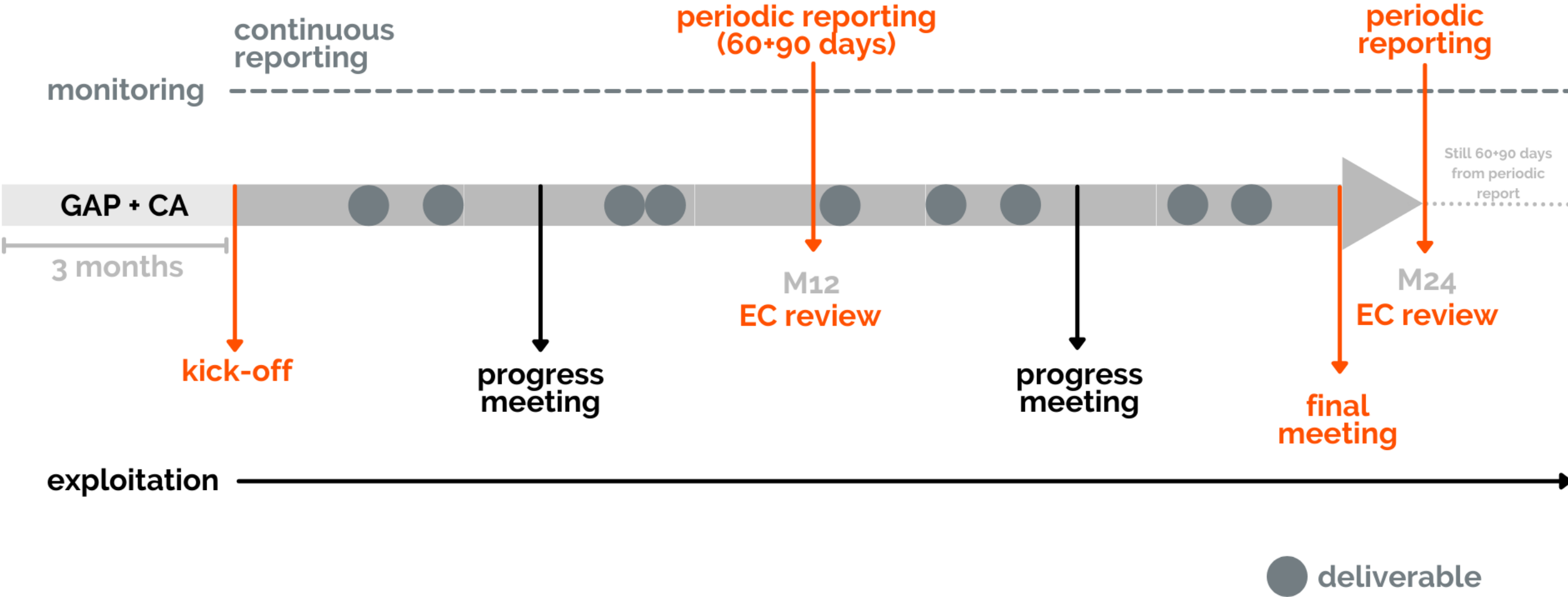
Zoom in: implementation
Reality

- 3 months before official start = signing **Consortium Agreement + Grant Agreement**

- **Kick-off meeting** = official start of your project

- **Progress meeting(s)** periodically (every 6-12 months)

- **Monitoring** = continuous process since day 1

- **Continuous reporting** = open since day 1 for beneficiaries to follow up on risks, ethics issues, publications, report progress on milestones etc. (stays open ever after)

- **Exploitation** of project results = use of results for commercial purposes or in public policymaking
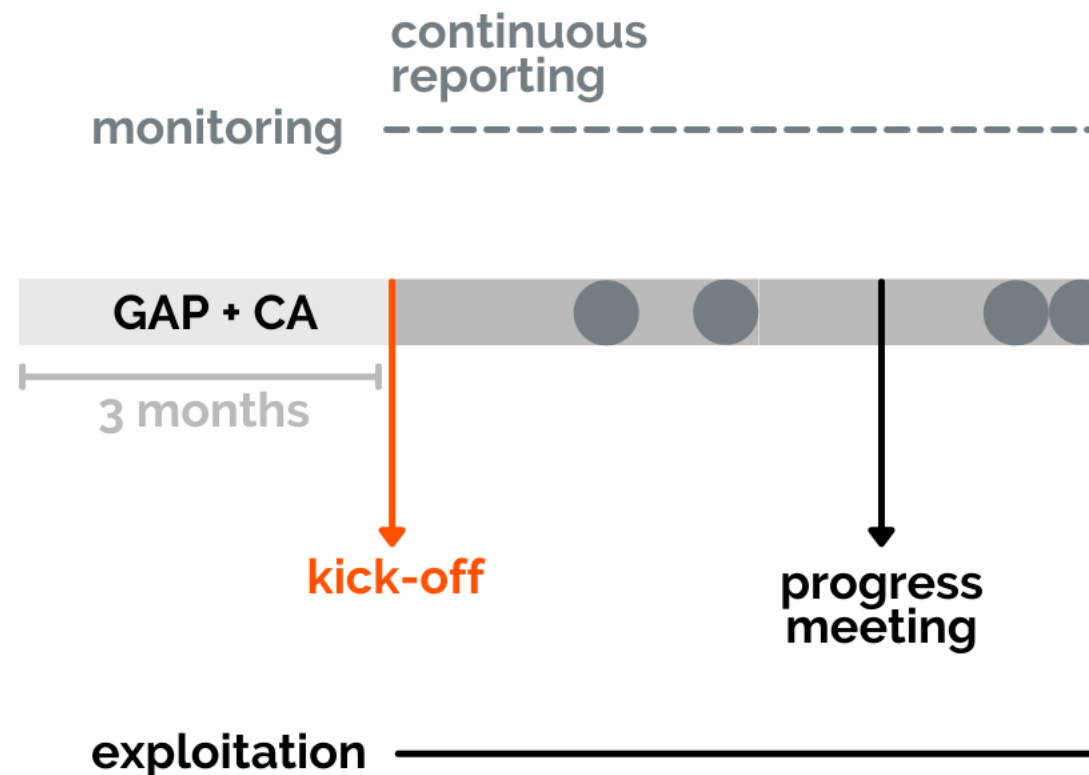
Zoom in: implementation
Reality

- **Periodic reporting** = reporting to the EC on the activities done (**technical**) & finances (**financial**) over a certain period

- **EC review** = where EC is cross-checking on how you have done so far in your project & whether you are on track

- **Deliverable** = output (information, report, a software…) that must be produced at a given moment during the action

- **Final project meeting** = the meeting that closes your project

💡 End of project implementation is **NOT** the end of contractual obligations (best effort obligation).

periodic reporting (60+90 days)

periodic reporting

Still 60+90 days from periodic report

M12
EC review

progress meeting

M24
EC review

final meeting

⬤ deliverable

Zoom in: implementation
Obligations after the end of the project

Check out your GA Data Sheet (!)

For X years after final payment:

- Confidentiality = 5 years

- Record-keeping = 5 years (3 years for grants < EUR 60 000)

For up to X years after final payment:

- Reviews = 2 years

- Audits = 2 years

- Extension of findings from other grants to this grant = 2 years

- Impact evaluation = 5 years (3 years for grants < EUR 60 000)

💡 Best effort obligation to exploit results = up to 4 years after the end of the action.

💡 If the results are not exploited within 1 year after the end of the action, the beneficiaries must use the Horizon Results Platform to find interested parties to exploit the results.

Roleplay

Roleplay: the Coordinator
Skills & roles

Skills

- **Scientific/technical** – understand the project & lead the partners

- **Administrative/financial** – knowledge of the rules of Horizon 2020/Horizon Europe

- **Social skills** – leading & motivating the partners

Roles

- Single representative of Consortium towards the EC

- Keeps the project on track

- Initiates changes in terms of work content if needed

- Handles payments

- Initiates, coordinates meetings, drafts…

- "Lobbies" for the project

The Coordinator
in real life...

- Work content changes – how to manage?

- Monitors partners performance – what if weak link?

- Handles disagreement between partners

- Oversees spending – what if running low? What if unforeseen expenditures?

- Deals with force majeure

- Mediates cultural differences

- ...

What does a Coordinator need?

- Time & patience

- Use charm, be pragmatic or legal power when needed

- Sense of politics

- Understand what the Project Officer wants from you!

Roleplay
The Partner

Who is the partner?

= one of the other beneficiaries (legal entity) that is NOT the Coordinator

What does a partner do?

- Contributes to CA/GA preparation when the coordinator asks for contributions

- Contributes to the project with the tasks assigned

- Makes sure they carry out their tasks on time and according to the rules and requirements

- Be proactive

- Asks questions when needed

- Signals issues in advance to Coordinator

Roleplay
Additional jargon (1)

- **Project Officer (PO)**

= representative of the EC (executive agency/unit), in charge of overseeing your project

- **Work Package (WP) leader**

= one of the beneficiaries within the Consortium that was assigned the lead on a Work Package

e.g. Beneficiary X is the leader of WP y on developing a digital toolbox, due to their proven experience in that area

- **Task leader**

= one of the beneficiaries within the Consortium that was assigned the lead on a specific Task

e.g. Beneficiary Z is the leader of Task x on developing a training methodology because they have proven experience in the area

Roleplay
Additional jargon (2)

- **Innovation Manager**

= the organization/person in charge of innovation management (exploitation + IPR)

💡 This role can be assigned to one of the Consortium partners.

- **Advisory Board (AB)**

= group of external individual experts contributing to the project (based on a contract/letter of intent/expression of interest…)

💡 When you have such an external body like the AB, you can include such provisions in your Consortium Agreement (CA) – Section 6 on Governance structure.

thank you

for your attention

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