

# European Funding Academy *Online*

*16-17 June 2021*

## Horizon Europe Project Management

Discover how to manage H2020 projects in parallel with  
Horizon Europe Projects

**Fully online:**

live webinars complemented with eLearning  
and live Q&A sessions

# Horizon Europe - Project Management

*16-17 June 2021*

## **Mandatory module before the webinar**

Don't worry; all participants will have the opportunity to prepare and get ready well in advance with this preliminary chapter. This introductory module, in eLearning format, will help you refresh your knowledge on project management and coordination.

### **How to Coordinate and Manage your R&I Project?**

Discover the tried and tested tools and methodologies from our team: essential project management and coordination tools and tips; dealing with partners; tools that will help to motivate and monitor your team; legal and administrative obligations; possible administrative and technical bottlenecks, legal problems.

## Discussion Topics

### DAY 1

08:45 - 09:00	Accessing the webinar room
09:00 - 09:15	Event opening and introduction to the webinar
09:15 - 10:15	Grant Agreement and the Consortium Agreement

Short introduction to legal agreements. Non-Disclosure Agreements; Letters of Intent; Memoranda of Understanding; Letters of Commitment. Subcontracting and Third-Party Agreements. Grant Agreement - what are the rights and obligations you are committing to? Consortium Agreement: what and how to include; decision making procedures, obligations and rights, financial issues and managing task and budget reallocations. Tips - what to include and how? Amending a Grant Agreement - when and how?

10:15 - 10:30 Coffee Break

**10:30 - 11:15 Essential tools and “weapons” of a top-notch coordinator**

Having a good management system supported by clear and practical tools will enable you to efficiently develop your project results. We will show you the most essential tools that we crafted based on our extensive experience with managing projects and various consortiums: Organise a good kick-off meeting; Internal technical and financial report; Budget monitoring; IP management, Data management, assessing the D&C activities of the partners.

11:15- 11:30 Break for a coffee, late breakfast or other

**11:30 - 12:15 Communication and Dissemination: Things you wish you had known before the first periodic report.**

What does a communication manager need to effectively support the project activities? How can we set up a good communication plan & make the partners part of it from the beginning? At proposal stage, discover how to select the right KPIs and stick to them along the way (unless reviewers change their mind!). Agree with partners how to collect their C&D numbers across the project and avoid last-minute confusion. Let's look at how to fill out the Dissemination table on the EU portal. Be ready for tweaks and changes in the Communication strategy and learn to anticipate reviewers' suggestions.

#### Afternoon

Do the exercises on the eLearning portal at your own speed.

13:30 - 14:00	Networking session
14:00 - 15:00	Live Q&A session with the experts



## Discussion Topics

### DAY 2

09:00 - 09:10      Accessing the webinar room

09:10 - 11:30      **Reporting obligations: Continuous reporting, Periodic Report, Final Report, Review meeting in Horizon Europe vs H2020**

In this session, we will introduce the main steps and the responsibilities of the partners in the continuous reporting. We will discuss when and how the internal reporting should be completed to be able to identify “problems”. Let’s discover together how to prepare the periodic technical and financial reports: what to and how to report, irregularities and deviation management, internal quality assurance, tips for effective internal management of your partners and their reporting obligations.

EU assessment of the periodic report: typical mistakes in the periodic report. Showcase of a real H2020, suspension of the payment letters. In this presentation, we will give you tips on how to be prepared for the review meeting.

Changes in Project Management: brief introduction to the Mutual Insurance Mechanism, novelties in Horizon Europe reporting, new exploitation obligations.

A break will be integrated.

10:15 - 10:30 - Coffee Break

Do the remaining exercises on the eLearning portal at your own speed.  
1-hour live Q&A session with the experts will be held at 14:00. [Q&A session](#)