

European Funding Academy *Online*

14-15 October 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

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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 course, 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 - 09:45 **Networking session**
- 09:45 - 10:45 **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?
- 10:45 - 11:00 Coffee Break
- 11:00 - 11:45 **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.
- 11:45 - 12:00 Break for a coffee, late breakfast or other
- 12:00 - 12:45 **Project Management case studies**
- How to deal with a non-performing partner? How to handle serious delays affecting many activities? How to work with the Project Officer? What happens that no matter how much you warned your partners to carefully plan their budget - they still underspend or overspend it significantly? What does a communication manager need to effectively support the project activities? AND many other questions will be discussed through a series of case studies.

Afternoon

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

- 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: full introduction to the novelties in Horizon Europe reporting, new exploitation, dissemination obligations, etc.

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.