

# **Horizon Europe Project Management and Reporting**

**13 February 2024  
Webinar**

## AGENDA

**08:45 – 09:00**      **Accessing the Zoom platform**

**09:00 – 09:15**      **Welcome and opening**

**09:15 – 10:00**      **Coordinator vs. Partner – Who does what in a Horizon Europe project?**

In this session we will go through **all the tasks related to project management and reporting** and look at which tasks belong to the **coordinator only**, which tasks are the **responsibility of the partners** and where the tasks converge, which requires effective coordination. This review of the tasks will start with the Grant Agreement Preparation and will end with the distribution of the Final Payment.

(10:00 – 10:15 Break)

**10:15 – 11:00**      **Horizontal activities – Open Science, Data Management, and Exploitation and Dissemination of Results incl. Communication**

The first deliverables you need to prepare are the Data Management Plan (DMP) and the Plan for Exploitation and Dissemination of Results (PEDR) based on the draft strategies included in the proposal. Both relate to your Sections 1.2 and 2.2 in the proposal. These are strategic, live documents, introducing all the key research data management, dissemination, exploitation and communication activities and measures planned to support the achievement of the expected outcomes and the long-term impact of the project, taking into consideration the open science principles. In this presentation, our trainers will give you several **practice-based tips on how to build your DMP and PEDR**, what exactly to include and in what format. Our trainers will also show you **several examples** from their own projects.

(11:00 – 11:15 Break)

**11:15 – 12:00**      **Horizontal activities – From results to Impact: Exploitation and Innovation management**

Introduction to the **innovation management** activities in Horizon Europe projects including best practices to make the most out of your project results. During this presentation we will discuss how innovation management is linked to the daily management and the reporting activities; how to follow IP development, **capture and manage results**; how to assess novelty elements and how to **decide on the best exploitation route?** You will also learn about EC tools helping you to boost the dissemination and exploitation of your results.

(12:00 – 12:45 Lunch break)

**12:45 – 13:30**      **The Project Handbook - tools and procedures to coordinate properly**

Having a good management system (for monitoring and reporting) supported by clear and **practical tools** will enable you to efficiently deliver your project results. We will show you the **essential tools** that we crafted **based on our extensive experience with managing projects** and various consortia: internal technical and financial report; budget spending monitoring; IP management, data management, assessing the D&C activities of the partners.

(13:30 – 13:45 Break)

**13:45 – 14:30**

**Reporting activities - Continuous Reporting**

In this session, we will introduce all tabs of [Horizon Europe Continuous Reporting tool](#) and discuss what has changed compared to Horizon 2020. Our trainers will introduce the responsibilities of the partners and the coordinator in the Continuous Reporting.

(14:30 – 14:45 Break)

**14:45 – 15:45**

**Reporting activities - Periodic Reporting**

Introduction on [how to prepare the periodic technical and financial reports](#): what to and how to report, irregularities and [deviation management](#), internal quality assurance, [tips and tools](#) for effective internal management of your partners and their reporting obligations. Detailed comparison of Horizon 2020 vs Horizon Europe Periodic Reporting. EU assessment of the periodic report: [typical mistakes in the periodic report](#).

**15:45 – 16:00**

**Final Q&A**

**16:00**

**End of webinar**