TRAININGS

Project Coordination in Horizon Europe

8 February 2027
Webinar

AGENDA

08:50 – 09:00 **Registration/Accessing ZOOM Online Meeting Room**

09:00 – 09:15 **Event Opening and introduction to the course**

09:15 – 10:00 **The tasks of a Coordinator in Horizon Europe projects**

We tell you stories here – what is officially the list of tasks? What is in reality the list of tasks and responsibilities? Why no one wants to coordinate? How can you make the most of your role as a coordinator. What team to get for this?

(10:00 – 10:10 Short Break)

10:10 – 11:00 **Drafting a Consortium Agreement tailored to your project**

Understanding your obligations coming from the Grant Agreement and the Consortium Agreement is the essential first step before your project starts. This presentation will introduce those articles of the GA and sections of the CA that need to be considered by the coordinator to make sure the project coordinator can **handle (un)expected events** – like non-performing partners, IP conflicts, delays, reallocations in the budget, overspending and underspending partners. We will discuss the same for the **lump sum** projects.

(11:00 – 11:10 Short Break)

11:10 – 12:00 **The Project Handbook - the toolset and procedures to coordinate properly**

Having a good project 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.

(12:00– 12:45 Lunch Break)

12:45 – 13:15 **What else to manage and monitor? Ethics, innovation, open science, research data, synergies with other projects and initiatives**

While all these tasks can be allocated to specific partners having expertise in – as a coordinator you need to make sure you have a good overview on the legal obligations and remember what you promised in the proposal, the GA, the PEDR or DMP. In this session we will go through these so reporting to the EC is easy.

(13:15– 13:30 Break for a coffee)

13:30 – 14:30 **Coordinate the work of Continuous reporting, Periodic Reporting, Final Reporting, and the Review meeting in your actual cost and lump sum project**

We will introduce the main responsibilities of the coordinator in the Reporting, followed by a detailed introduction on how to prepare the periodic technical and touching upon financial reports. The presentation will also give an overview about the specifications of the lump sum reporting. Finally, the presentation will introduce the review meeting and give you tips on how to be prepared for it.

(14:30– 14:40 Technical Break)

14:40 – 15:30 **Workshop: Project Coordination Case Studies** – *Online quiz*

Participants will analyse several project management scenarios. They will become the coordinators of a project with a lot of issues – and they will have to survive. It will be a competition!

Our best coordinator (with the highest score on the quiz) will win a 15% discount to a Europa Media face-to-face training course.

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