Participating in eTEN from a co-ordinator’s point of view

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Presentation Outline

- From the “proposal” to a “running project”
  - The starting point - Proposal
  - Negotiation Phase
  - Start of the project - Signed Agreement
Starting Point

- the idea
  - scope / objectives
- type of project
  - validation, deployment, ...
- Who could do that?

output of all that work

-> the PROPOSAL

- scope, objectives
- workplan, financial aspects
- responsibilities, roles & rules, processes
...
PROPOSAL – HealthService24

- based on the idea of MobiHealth (IST -2001-36006)
- definition of the scope, objectives, ...
- setting up a project workplan
- financing aspects
- ...

... this requires a CONSORTIUM in place
The CONSORTIUM
NEGOTIATION PHASE (1)

➢ Preparation of the Grant Agreement
  ▪ Grant Preparation File
    input (per beneficiary): contact details, personnel details, details of cost-categories, certification
    input (by coordinator): LFV, bank details
    input (general): Project definition
    output: “Cost Breakdown & Financial Plan”, “Milestones Breakdown Table“
  ▪ Technical Annex
  ▪ Certification of registration of the companies
  ▪ Subcontractor forms
  ▪ ...
NEGOITIATION PHASE (2)

- Call for 1st Negotiation Meeting
  - introduction of the project to the European Commission
    - the consortium
    - scope, objectives, benefits, risks, ...
    - financial aspects
    - project workplan
    - deliverables
    - ...

- Evaluator’s comments
  - Project Officer will come back with comments and questions
  - reply to that letter and provide the required information
NEGOTIATION PHASE (3)

- Finalizing the Grant Agreement
  - get the Grant Agreement signed by all partners
  - send the papers to European Commission

- Final Grant Agreement
  - Project Coordinator will receive one set of copies back, signed by the European Commission
Experiences during the Negotiation Phase
- different nationalities (language, time-zone, public holidays)
- different ways of working
- deadlines
- ... 

What helps to run a successful negotiation phase
- Project Management set-up: PO / SO / TO / WPL
- commitment of all involved key-persons
- clear definition of roles and rules
- clear processes with regard of the information flow, escalation, ...
- ...
THANK YOU