



What a European co-ordinator expects from his partners

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European **R**esearch **C**onsortium for
Informatics and **M**athematics

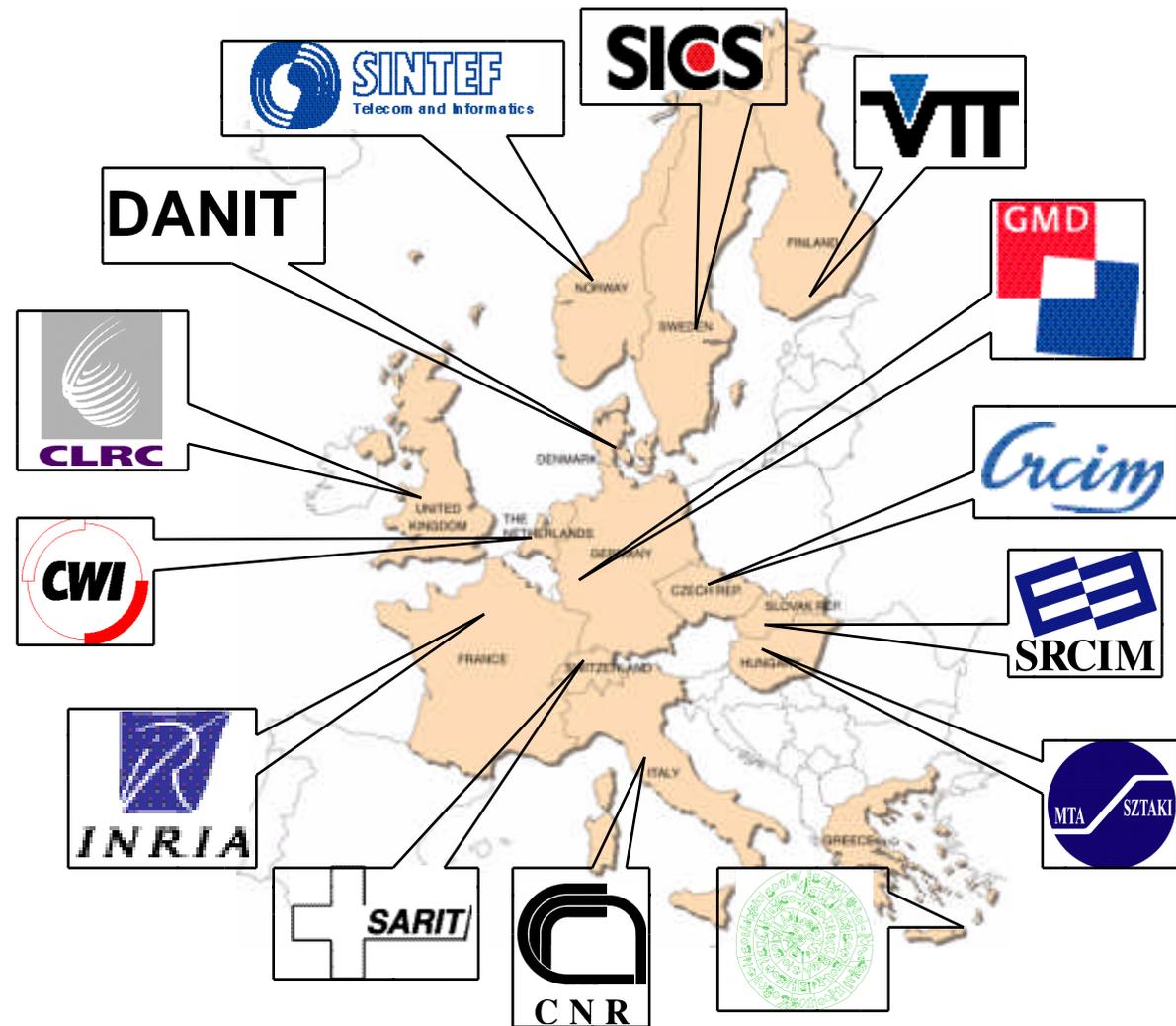
16 March 2000 - Info Day on IST



ERCIM Members



ERCIM is a consortium of leading research laboratories in **fourteen European countries** dedicated to the advancement of information technology and applied mathematics.





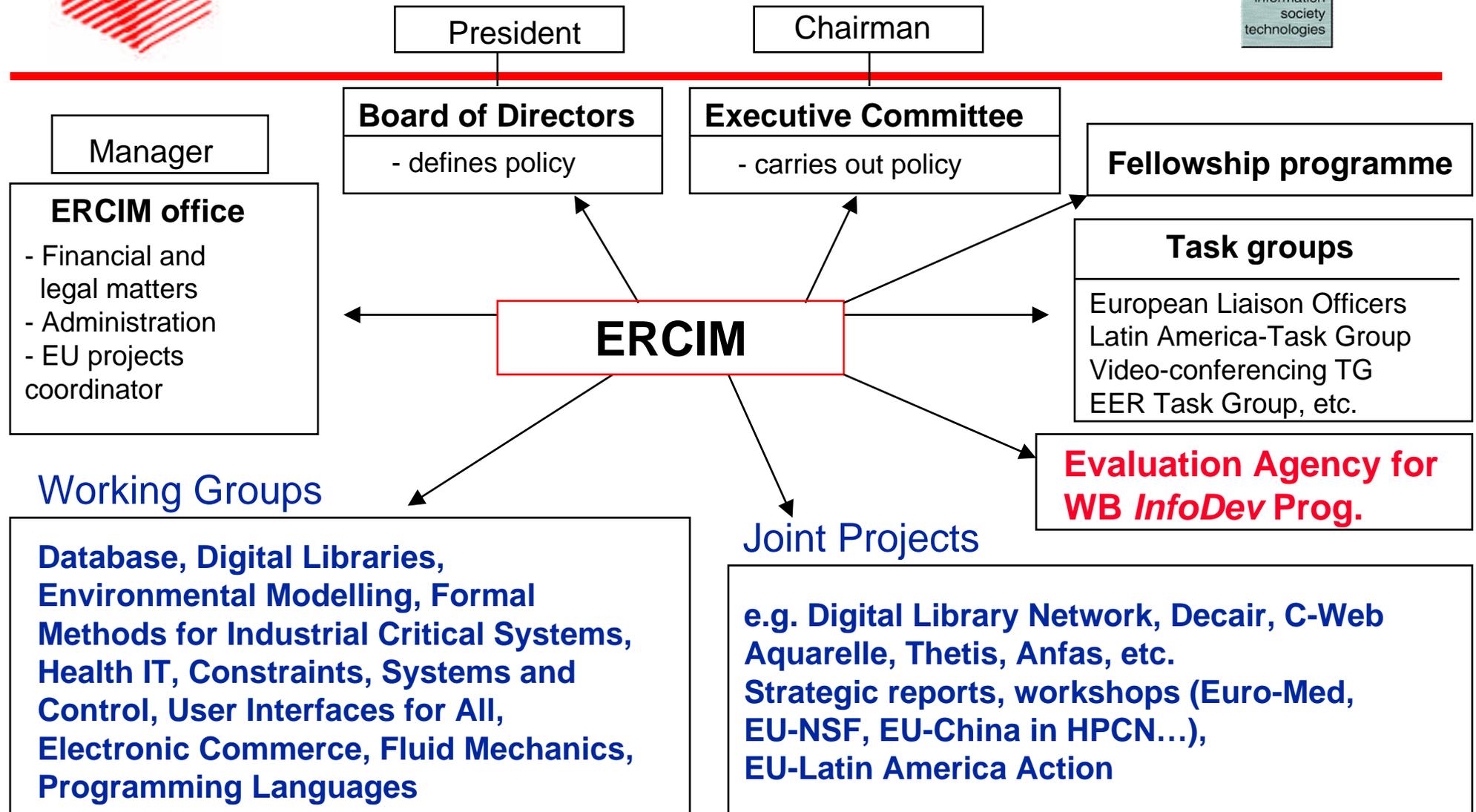
ERCIM Members



Member	Country	Size	Member since
INRIA	France	2100	1989 (founder)
GMD	Germany	1250	1989 (founder)
CNR	Italy	800*	1991
SARIT	Switzerland	800*	1994
SICS	Sweden	350	1992
SINTEF	Norway	350	1992
SZTAKI	Hungary	350	1994
CLRC	United Kingdom	290	1990
CRCIM	Czech Republic	250*	1996
CWI	The Netherlands	210	1989 (founder)
VTT	Finland	200	1993
SRCIM	Slovakia	180*	1998
FORTH	Greece	160	1992
DANIT	Denmark	80*	1996
Total		7265	



ERCIM activities





Prepare a proposal



- **Documents** - <http://www.cordis.lu/ist/>
 - **Work Programme** (updated version)

WP2000 is focussed on the challenges of realising the vision from its various perspectives including technology and applications as well as policy issues. The priorities for 2000 are: ...
 - **Call text** - Official Journal of the European Communities

Call for proposals for indirect RTD actions under the specific programme for research, technological development and demonstration on a user-friendly information society (1998 to 2002) ...
 - **Guide for proposers**

Part 1, common for all the calls, outlines the main rules, which define whom, may participate in the Fifth F P, and the general conditions for this participation.

Part 2, specific for each of the calls and for the different parts of the calls.
 - **Evaluation manual**



Prepare a proposal



- **Who can participate ?**
 - Normally
 - at least 2 EU partners or 1 EU + 1 Associated State
 - Self financing - conform with Community interests
 - Non-associated European and Mediterranean partner countries
 - Countries with S&T agreement (US, Canada, Argentina)
 - International organisations
 - Intermediate category - MOU
 - Self financing - conform with Community interest & substantial added value for programme
 - other countries



Evaluation



- **Individual evaluation by at least 3 experts**
 - first criterion 1 (anonymous for RTD and FET Open), then criteria 2-5
- **Consensus between 3 experts on draft summary**
 - scores for 5 criteria + comments
- **Discussion in panel for ranking and final overall mark to proposals**
- **Final ranking and recommendations**
 - Decisions documented in Evaluation report



Prepare a proposal



- **Form of the proposal - 3 parts**
 - **Part A**
 - legal and administrative information
 - summary of the funding requested
 - **Part B**
 - anonymous
 - objectives, scientific background to the project,
 - work to be carried out
 - **Part C**
 - European added value
 - contribution to social policies
 - consortium description
 - management of the project
 - dissemination and exploitation plans



Prepare a GOOD proposal



- **What is a European project supported by the EC**
 - Corresponds to an action line
 - Artificially adapted to an action line
 - Innovative topic
 - Lack of technological innovation, aims too general
 - Strong partnership
 - Consortium not balanced
 - Motivated end users
 - No exploitation or/and dissemination plan
 - Good management structure
 - Management structure too vague
 - First IST call : 2494 proposals, 536 retained for negotiation ...



Evaluation



- **Evaluation Criteria**

Five Blocks

- Scientific/Technological Quality and Innovation
- Community added value and contribution to EU policies
- Contribution to Community social objectives
- Economic development and S&T prospects
- Resources, Partnership and management

Scores on a scale from 0 to 5



Evaluation



<u>Criteria</u>	<u>Weight</u> ⁽¹⁾	<u>Threshold</u> ⁽²⁾
• Scientific/Technological Quality and innovation	4	≥ 3
• Community Added Value and contribution to EU policy	1	≥ 2
• Contribution to Comm. Social objectives	1	-
• Economic Dev; S&T prospects (range of applications, exploitation, strategic impact, dissemination)	2	≥ 3
• Resources, Partnership, Management	2	≥ 2

1) Weight on a scale of 10 (sum 10)

2) Threshold with respect to score 0-5



Negotiation



- **Congratulation** - The proposal has been accepted BUT
 - Clarifications are requested
 - On the work
 - On the exploitation plan
 - On the participants
 - The budget is reduced by 10 to 40%
 - Modified the work
 - Objectives less ambitious
 - Reduce the number of work packages
 - Less partners



The contract



- **Main types of Contracts**

- Shared cost RTD (Research, Demonstration, Combined R&D)
- Coordination (Concerted Actions, Thematic Networks)
- Accompanying Measures (Take-up)
- Fellowships (Marie Curie)
- SME Awards / Cooperative Research



The consortium

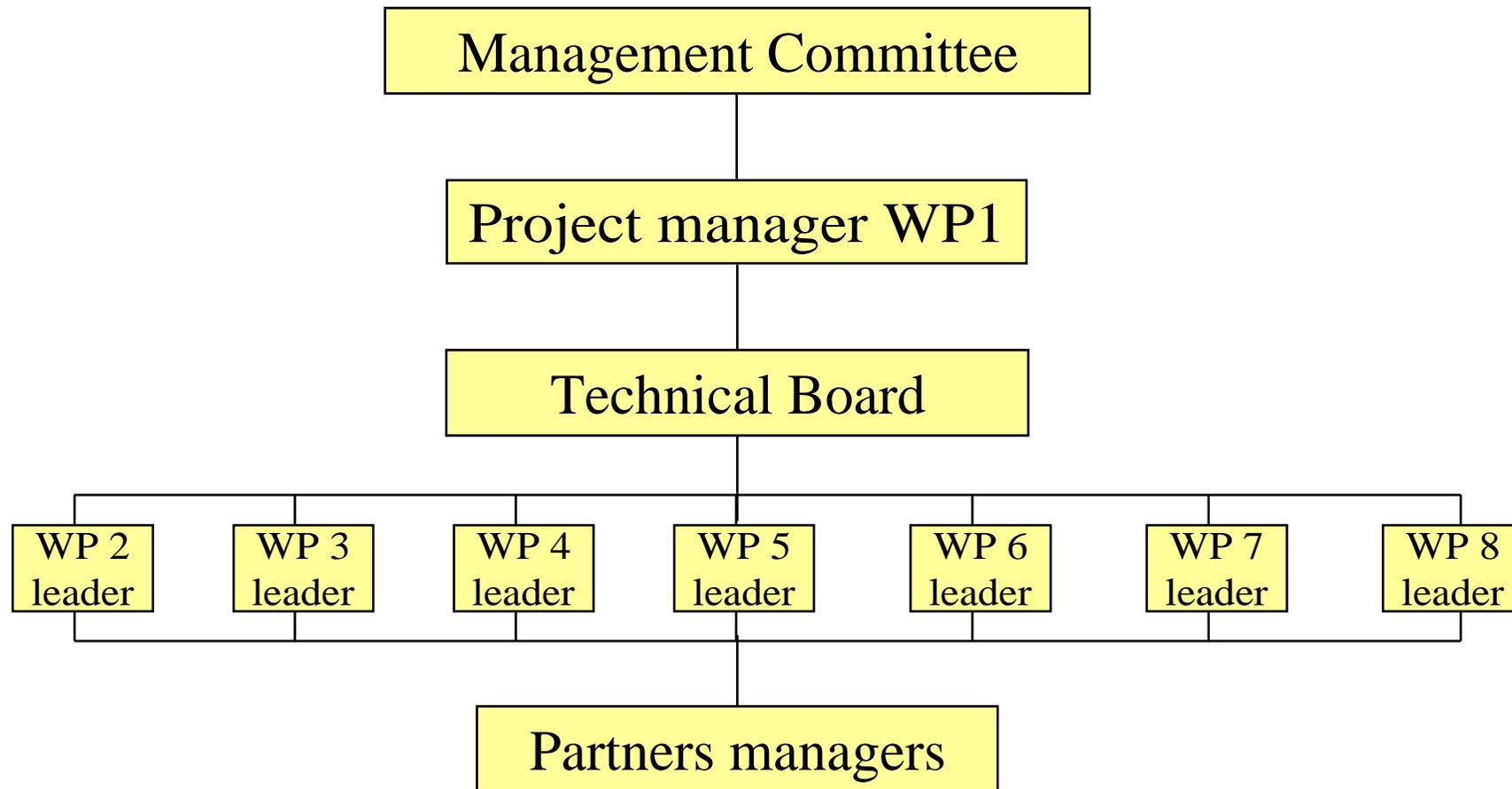


- **Partnership**

- Coordinator (contractor)
 - signs contract; liaison to Programme
- Principal Contractor
 - signs contract - jointly and severally liable
- Assistant Contractor (in R&D + demo)
 - signs contract - restricted liability and rights
- Member (in Thematic Network, Acc. Measure only)
 - signs membership agreement with Coordinator - in networks and Take-up measures
- Subcontractor
 - Rights to contractor - competitive prices



Possible Working Flow





Management structure (1)



- **Co-ordination**
 - Consortium level
 - Scientific and Administrative Co-ordinator : Permanent activities (management, international relations and dissemination, refinement of exploitation plan and concertation)
 - Technical work-packages
 - Interactive model
 - Each work-package has a responsible
 - WP 1
 - WP 2
 - WP 3
 - WP 4
 - WP 5
 - Horizontal working-groups



Management structure (2)

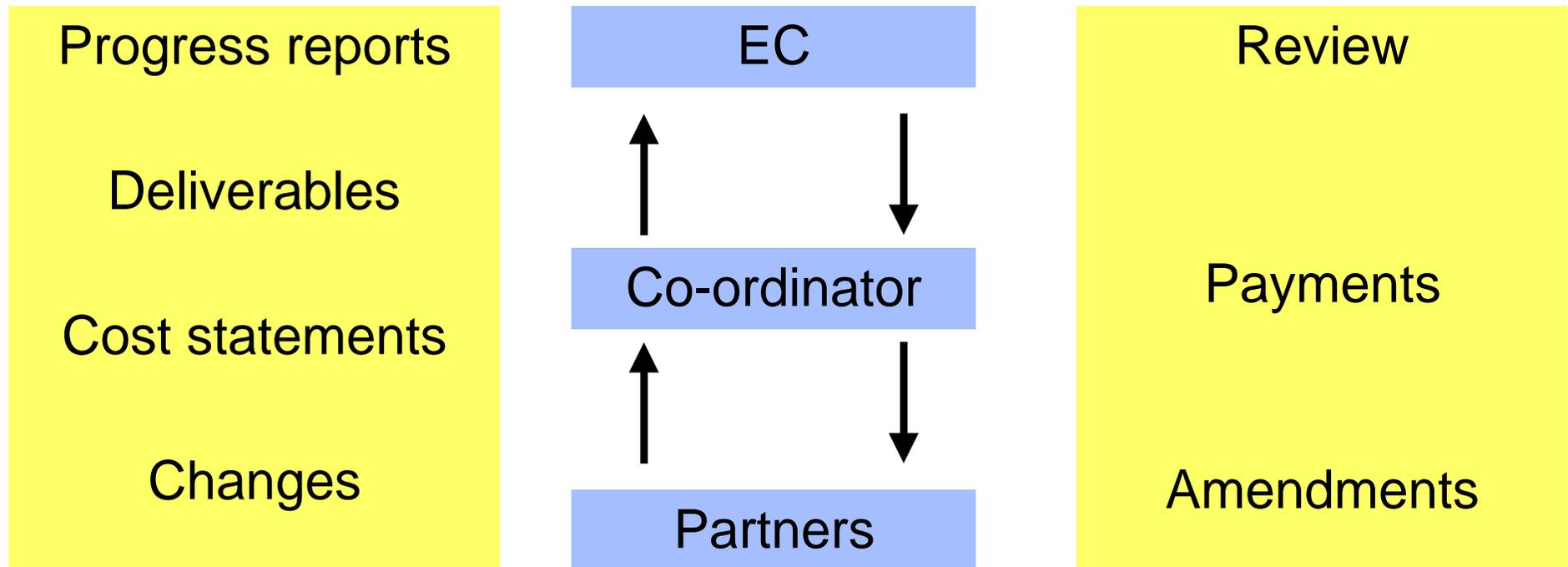


- **Project Management Committee**
 - Chaired by the project co-ordinator
 - One representative per partner
 - Decision on project management

- **Technical Board**
 - Chaired by the project co-ordinator
 - Work package leaders
 - Decision on scientific issues



EC rules





Co-ordinator 's role



-
- **Co-ordinates the work, especially the interaction between workpackages**
 - **Controls the work, project objectives are achieved**
 - **Resolves conflicts between partners**
 - **Intermediary between the contractors and the Commission**
 - **Manages/distributes project funds**



Kick off meeting



-
- **Organised by the Co-ordinator**
 - **All partners participate**
 - **Confirm goals and milestones**
 - **Agree management and administrative processes**
 - **Agree technical and quality standards**
 - **Develop common view**

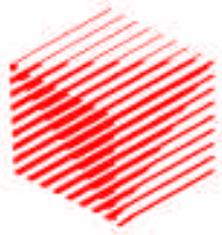


Management tools



- **Communication flow**
 - Common format to exchange documents : Word and pdf ?
 - E-mail
 - Web site
 - Public pages
 - Restricted pages
 - Staff and students exchange
 - Collaborative tools

- Phone and fax are not forbidden :-)



Activity Reports



- **Status report** (every 3 months)
 - Progress at the work packages level
 - Achievements and deliverables
 - Meetings, conferences, publications
 - Deviation and team changes
- **Project Progress Report** (every 6 months)
 - Progress at the partners level
 - New results
 - Deviations from the work plan and corrective actions to be taken
 - Work plan for the succeeding period.
 - Use of manpower per month/partner/task



Deliverables



- **Scientific report**
 - **Prototype**
 - **Study**
-
- *Consensual deliverable*
 - *Cost per deliverable*
 - *Information Flow*
-
- **Specific structure**
 - **Strong deadline**



Financial Contribution



- **Not a subvention, all costs have to be justified**
- **Advance payment**
 - 20 % of the eligible costs
 - 2 months from the commencement date
- **Periodic payments**

After approval of the periodic progress reports and costs statement
- **Guarantee retention of 15 %**

Contractors that do not benefit from a financial contribution from the Community are required to submit only a description of the efforts deployed and the resources used in order to carry out the project.



Financial reports



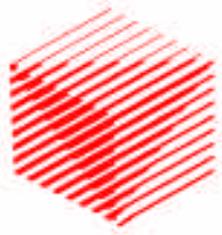
- **Cost Statement**
 - Each 6 months
 - Ressources used per partner
 - Manpower
 - Durable Equipment
 - IPR Protection
 - Consumables
 - Computing
 - Subcontracting
 - Travel and subsistence
 - Other specific costs
 - Overhead
 - Co-ordination costs
 - Supporting documentation have to be available for audit.



Review



- **By annual review**
 - Form
 - At the EC premise
 - Concertation Meeting
 - In site meetings
 - Objectives
 - Overview of the project objectives, of the work
 - Assess the work of the project against its contractual obligations.
 - Establish mechanisms of co-operation
 - Benefit from the comments and suggestions of the reviewers
 - Results
 - Continue
 - Modify
 - Red flag



Other reports



- **Final report**
 - Covers : work, objectives, results and conclusions
- **TIP - Technical implementation plan**
 - Implementation of the system
 - Summary of the project, forecast of the intentions of the contractors, description of their achievements regarding the use of the knowledge.
 - The forecast of the intentions of the contractors regarding use of the knowledge as well as their achievements in that field shall be sent to the Commission by **each contractor individually**
 - TIP due at the end of the project



Dissemination activities



- **Publications, conferences, workshops**
- **Concertation meetings**
 - Co-operation with other projects
 - participate to periodic concertation meetings
 - participate in concertation networks and common interest groups
 - provide information requested
 - contribute and participate to a final conference
 - Financed from the contractual budget