

WP2 - Management, review and assessment

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And Research



Leader: MIUR Co-leader: HCST

All participants:

MIUR, RPF, MHESR, ANR, DLR, CERTH, CIHEAM,
EMUNI, SEMIDE, UNISI, HCST, CNRS, MCST, MHESRET,
FCT, UEFISCDI, MINECO, TUBITAK, MESRST

WP2 - MAIN GOALS

Guaranteeing full synergy and integration among 4PRIMA participants, to provide added European value and to extend the state of the art in the development of inclusive, sustainable and healthy Euro Mediterranean societies regarding food systems and water resources.

Ensuring the successful progress of the action within

- ➡ agreed timeline
- ➡ budget availability
- ➡ technical quality standards

as defined by the contract with the EC and the Consortium Agreement

WP2 - SPECIFIC OBJECTIVES

- ✓ Overall coordination
- ✓ Ensure that all milestones and deliverables are successfully achieved and submitted
- ✓ Effective communication with EC
- ✓ Efficient communication across the partners on financial, administrative, training, and dissemination issues
- ✓ Identify possible problems, evaluating their relevance and possible negative impacts and adopting actions for solving the problems
 - ➡ Risk contingency plan

WP2 – Task 1: Organization structure and supervision of the results (leader: MIUR)

- *Aim*

Take effective measures to guarantee control, validation and verification of the results, ensure that plans are fulfilled and implementing necessary corrective actions

- Activities – Task 1

- ☐ define, divide and supervise tasks and activities within each task
- ☐ advise and direct the partners on the project developments necessary for the action
- ☐ daily management of activities and check the progress of the work
- ☐ communication with the EC
- ☐ coordinate the preparation of reports and implementation plan
- ☐ organization of the Project Meetings
- ☐ organization of the Steering Committee Meetings and conference calls
- ☐ follow the organization and updating of the project website

- Project work flow

	Months																	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
WP2 Management, review and assessment																		
<i>Task 1 Organization structure and supervision of the results</i>	D2.1						D2.2				D2.3			D2.4				D2.5
<i>Task 2 Administrative Management</i>																		
<i>Task 3 Risk management</i>																		
WP3 Alignment of Research at National, European and International level – State of art/Baseline commercialization and real case tests				M3.1 M3.2						M3.3		M3.4						
<i>Task 1 Mapping R&I funding institutions programs, investments and instruments, mobility scheme</i>				D3.1						D3.2								
<i>Task 2 Alignment and monitoring with national research programmes and policy</i>											D3.3							
<i>Task 3 Synergies with other other relevant EU intergovernmental programmes</i>																		
<i>Task 4 Interaction with international programmes and initiatives.</i>													D3.4					
WP4 Mobilising stakeholders/Knowledge exchange										M3.1 M3.2								
<i>Task 1 Creation of the PRIMA Stakeholder forum and consultation (Agriculture, Environment, Water, Scientific, Technology)</i>		D4.1																
<i>Task 2 Awareness Raising and inclusion of further countries in the PRIMA Initiative</i>																		
<i>Task 3 Contribute to the creation of cooperative science and policy interfacing networks</i>									D4.3									
<i>Task 4 Malta Presidency Conference involving CSA Stakeholders and Research Ministries</i>											D4.2 D4.4							

- Project work flow

WP5 Strategic Research and Innovation Agenda												M5.1					
<i>Task 1 Prioritization, development and update of PRIMA.objectives</i>	D5.1																
<i>Task 4.2 Preparation of SRIA Consultation and Consultation on SRIA White Paper</i>					D5.2												
<i>Task 4.3 Elaboration of SRIA</i>												D5.3					
<i>Task 4.4 Guidelines for transferring contents from research agendas to national policies and Research institutions</i>															D5.4		
WP6 PRIMA Implementation plan					M6.1											M6.2	
<i>Task 1 Exploring best options for the definition of Joint Activities of the future PRIMA Programme</i>					D6.1												
<i>Task 2 Generation of guidelines and procedures for implementing activities</i>																	
<i>Task 3 Evaluation of possible funding mechanisms</i>																	
<i>Task 4 PRIMA governance – Comparison among policy options</i>																D6.2	
WP7 Dissemination, communication and exploitation																	
<i>Task 1 Dissemination and raising awareness</i>	D7.1	D7.2															D7.12
<i>Task 2: Communication material</i>			D7.3		D7.4 D7.13			D7.5			D7.6						D7.7
<i>Task 3: Development, maintenance and improvements of the project web site</i>			D7.8														
<i>Task 4: Exploitation of project results to enhance the innovation potential of the PRIMA actions</i>																	D7.10
<i>Task 5: Final conference</i>																	D7.11

Project meetings

Italy - Rome	Kick off meeting	Month 1
Italy - Bari	Project meeting	Month 7
Malta – La Valletta	Project meeting	Month 11
France - Montpellier	Project meeting	Month 14
Cyprus - Nicosia	Final meeting	Month 18

WP2 – Task 2: Administrative Management (leader: MIUR)

- Aim

Ensure punctual provision of periodic management reports and cost statements, and handle EC project reviews and payment issues

- Activities – Task 2

- ☐ management of administrative consortium activities within the consortium and toward EC
- ☐ check the progress of administrative work and payments
- ☐ coordinate the preparation of financial reports
- ☐ follow up of the implementation and update of the Consortium Agreement
- ☐ coordinate the administrative bodies of the different participants' institutions

Reporting & payments

Monitor scientific and financial progress of the work

☐ Follow up of project tasks and financial reporting



six months

☐ During project meetings, participant will report on work progress

☐ Regular communication on any important issue concerning the progress of the action

Pre-financing: 75%

Final payment: 25%

Single gateway PORTAL



PARTICIPANT

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This page enables you to access all your EU projects managed via the Participant Portal that have been selected and approved for funding.

Depending on your roles, you can view or manage the following project-related tasks:

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Legend

AA	Access Amendment	GP	Grant Preparation	MP	Manage Projects	FR	Financial Reporting
PR	Periodic Reporting	RD	Reporting & Deliverables	PC	Project Consortium	VP	View Proposal

Show 10 entries Hide closed projects Search:

ACRONYM	CALL	PROGRAM	PROJECT	PHASE	ACTIONS
4PRIMA	H2020-SC5-2016-OneStageA	H2020	724060	Grant Preparation	PC VP MP

Single gateway PORTAL



PARTICIPANT

Participant Portal Grant Management Services - Windows Internet Explorer
https://ec.europa.eu/research/participants/grants/724060#/processes

RESEARCH & INNOVATION
Participant Portal - Grant Management Services

Help

Gaia BRENNIA

MY PROJECT

HORIZON 2020

Call: H2020-SC5-2016-OneStageA
Type of Action: CSA
Acronym: 4PRIMA
Current Phase: Grant preparation
Number: 724060
Duration: 18 months
Start Date: 01 May 2016
Estimated Project Cost: €1,999,378.75
Requested EU Contribution: €1,999,378.75
Contact: [Giulio.PATTANARO](#)

Latest Legal Data
Process List
Document Library
Communication Center

H2020 ONLINE MANUAL

HOW TO

Proposal Management & Grant Preparation
724060 - 4PRIMA

26 Jan 2016 27 Sep 2016 (106/245 days)

Submitted Informed Invited Prepared Signed Paid

Launch new interaction with the EU +

Process specific documents

Stage 1

724060-4PRIMA-ESR

Other

Evaluation Result... GA Declaration - ... H2020-SC5-2016-On...

Process specific communications

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WP2 – Task 3: Risk management (leader: HCST)

- *Aim*

To identify, quantify, track and mitigate risks within the action

To monitor and control the overall level of risk throughout the action

WP2 – Task 3: Risk management (leader: HCST)

Table 6. Significant general risks, and associated contingency plans.

Risk	Impact	Remedial action
Difficulties in partners collaboration	Inadequate communication; difficult to manage; unclear responsibilities	Use of project website; use of teleconferences; clear quality procedures; clear description of responsibilities in working plan
Deliverables not on time	Delay of correlated deliverables; Integration cannot start on time	Clear working plan; strict management of milestones; definition of critical deliverables

WP2 – Timing

	MONTHS																	
WP2 Management, review and assessment	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
<i>Task 1 Organization structure and supervision of the results</i>	Kick off meeting D2.1						1 Project meeting D2.2				2 Project meeting D2.3			3 Project meeting D2.4				4 Project meeting D2.5
<i>Task 2 Administrative Management</i>																		
<i>Task 3 Risk management</i>																		

Deliverables & Milestones

D2.1	Kick off meeting, updated schedules of activities, tasks allocation and minutes of the meeting	M1
D2.2	1st Project meeting, updated schedules of activities, tasks allocation and minutes of the meeting	M7
D2.3	2nd Project meeting, updated schedules of activities, tasks allocation and minutes of the meeting	M11
D2.4	3rd Project meeting, updated schedules of activities, tasks allocation and minutes of the meeting	M14
D2.5	4th Project meeting, updated schedules of activities, tasks allocation and minutes of the meeting	M18

**Thank you for your
attention!**

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