



InJoy&Train
4th Training Workshop
11-12 October 2007
Minsk - Belarus

Participating into an
EU-funded project

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APRE

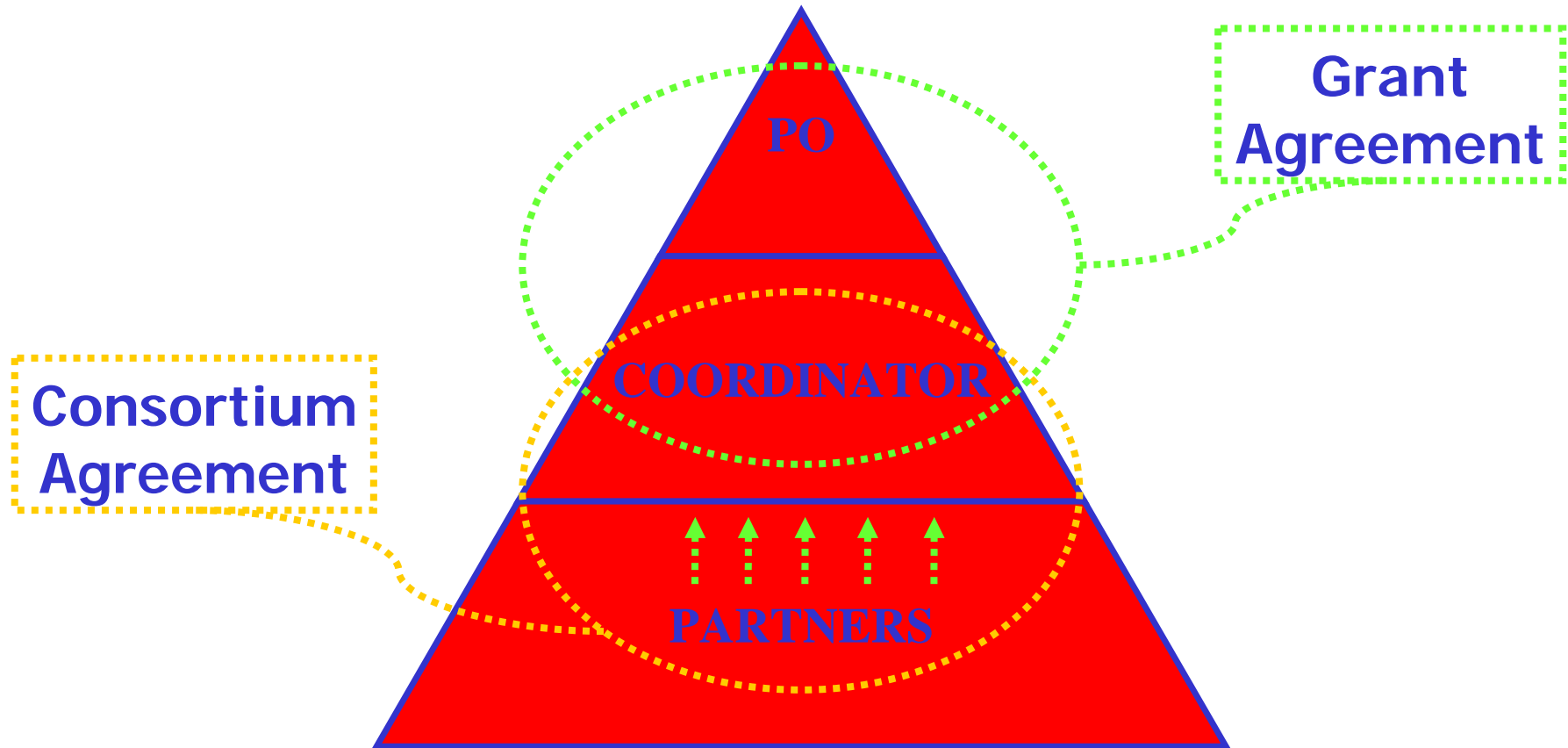


Agenda

- **Start the project**
- **Report to the European Commission**
- **Dissemination and Communication activities**



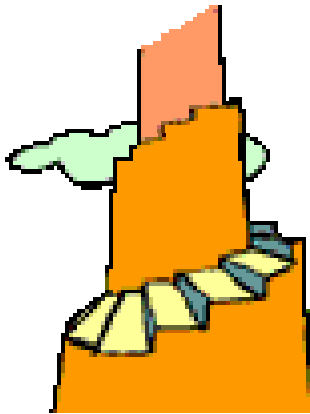
The official documents



Starting the project

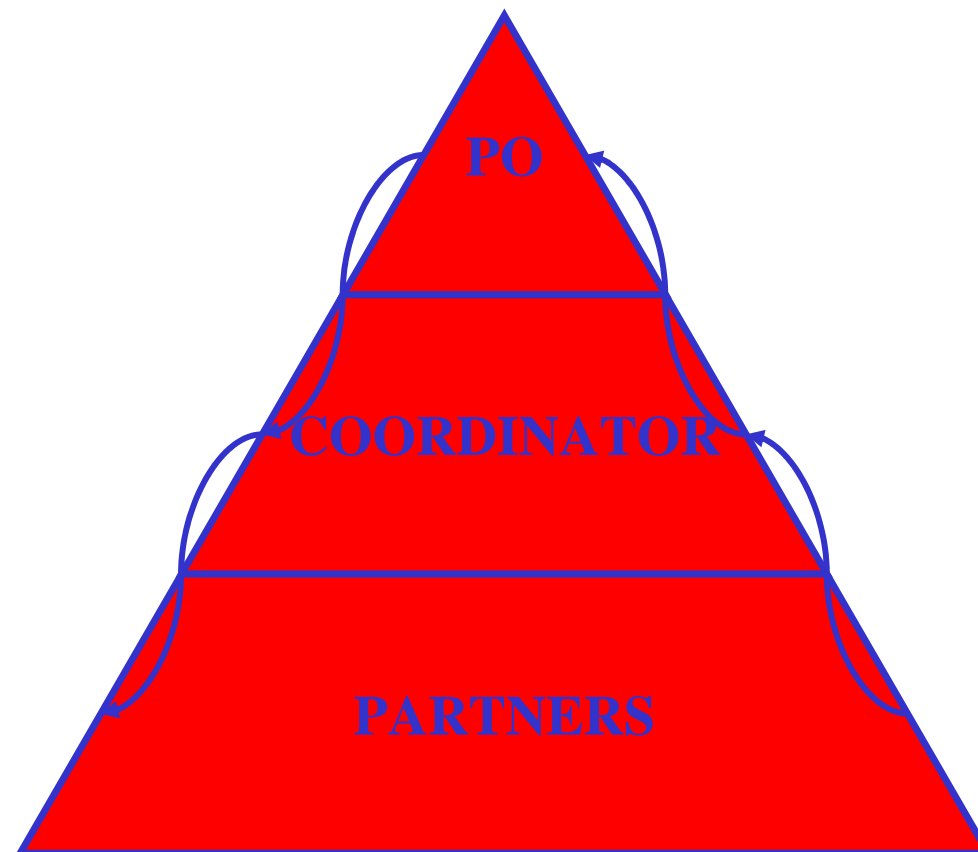
After the signature of the grant agreement,

you can start working!



The start date of the project is usually the month following the signature

Who's Who in the project?





Scientific officer

The scientific officer is the **first point of contact** with the Commission and is responsible to contact the coordinator on behalf of the Commission

The Scientific Officer is appointed at the beginning of the negotiation by the European Commission and is a member of the unit relevant to the project

The Scientific Officer reviews and approves:

- Project reports and
- Project deliverables

Coordinator

Overall coordination

- Progress monitoring of the technical activities of the project according to the predefined timetable
- Managing the resources
- Managing the contract with the EC
- Managing the consortium agreement with all participants
- Coordinating the organisation of meetings

Overall financial monitoring

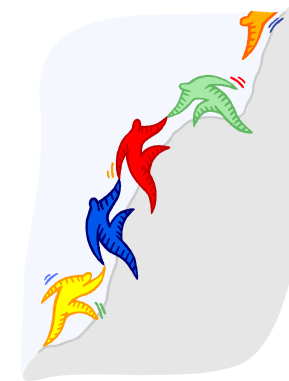
- Distributing the funds to participants in line with contract and consortium agreement
- Gathering, monitoring and integrating financial and administrative data from partners
- Preparing annual and final reports to the EC
- Communication
- Communication with the European Commission on behalf of the consortium

Project partners

The **partners** are responsible for carrying out work as described in the grant agreement with the Commission

Partners are responsible for:

- Reporting on their work as scheduled,
 - Attending project management meetings and
 - Abiding by communication rules
- as established in the consortium agreement



Kick-Off Meeting

LAUNCHING THE PROJECT TO THE SUCCESS!

To talk about:

- establish a common vision of the project amongst all partners
- develop working partnerships
- clarify the objectives of each work package
- discuss the work of the first few months of the project
- clarify expectation of the Commission from partners regarding reporting, recording work, etc



InJoy&Train Kick-off !!



Project Management

Your project should have been extensively planned at the proposal stage

- Active monitoring is essential
- Early decisions to take corrective action
- Amend plans must be agreed

so that control of the project is not lost!

Financial monitoring (1)

Timesheets are a useful instrument to keep a record of the labour effort engaged by each partner on the project

Prepare a timesheet form with reference to the project, for each person working on the project and to the hours devoted per week, month, year

- There is no standard for the timesheet
- The timesheet should be signed by the project officer of your organisation



Financial monitoring (2)

Timesheet: 2 examples

Month:

Staff	1	2	3	4	5	6	7	8	...	31	TOTAL
.....											
.....											
.....											
.....											
Tot. hours											

Signed:
 Counter signed by grant holder:
 Date:

Name:
 Month:
 No. of hours worked:

Date	Hours Worked	Tasks
1		
2		
3		
4		
5		
...		

Signed:
 Counter signed by grant holder:
 Date:

Reporting the EC (1)

The Commission monitors the progress of the project through
the **periodic reports** and a **final report** that all the participants are obliged to submit

All reports and deliverables shall be submitted **within 60 days** following the end of the reporting periods



Reporting the EC (2)

The coordinator send to the Commission for **each reporting period**:

- a periodic activity report
- a periodic plan for using and disseminating knowledge
- a periodic management report
- the certificates on financial statement for each contractor

The coordinator collects all the reports from the partners and prepare an unique document

Reporting the EC (3)

The coordinator send to the Commission **after the end of the project**:

- a final activity report
- a final plan for using and disseminating knowledge
- a final management report

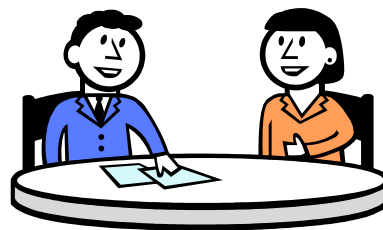
with the contribution of all the partners



Costs certificate

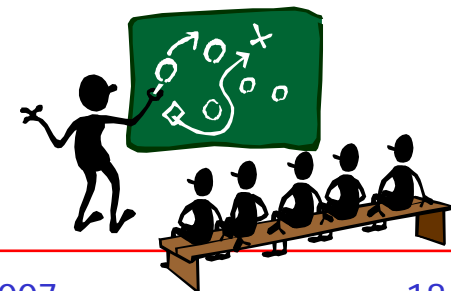
a certificate on the costs incurred shall be compulsory **only** whenever the cumulative amount of interim payments and balance payments made to a participant is equal to **EUR 375.000** or more

the costs have to be **actual, economic, necessary**



Residual obligations

The Commission may initiate a **technical audit** or review at any time during the implementation of the project and **up to up to five years after the end of the project**



Dissemination and Communication

You have to disseminate your activities
and results!!



All over the **WORLD!!**

ПИТАНИЕ

Food quality & safety

InJoy&Train



Website

InJoy&Train Food quality & safety

14 June 2006

ПИТАНИЕ

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Russian Version

Register Login Home

InJoy&Train offers you:

- Insert your Partner Profile
- Partners Search
- Training
- Reference Guides
- Forum
- Newsletter

InJoy&Train

InJoy&Train is a 24 months Specific Support Action which aims at improving in quality and quantity the participation of researchers, multipliers and SMEs in the „Food Quality and Safety” 6th Framework Programme and „Food, Agriculture and Biotechnology” 7th Framework Programme sector from Kazakhstan, Russia, Ukraine, Armenia and Belarus in European research.

Latest News

International Food and Health Innovation Conference 2006 - Sweden

25/10/2006 - 27/10/2006

European Conference on Biorefinery Research - Finland

19/10/2006 - 20/10/2006

Fifth edition of the Plant Genomics European Meetings - Italy

Food-N-Co

If you are looking for partners from other INCO countries, please go to: www.food-n-co.net

the most important tool of communication

Press release

The responsible partner involved in dissemination will develop the press release, with the comments of the partners

➤ less than 1 page long and avoid abbreviations, such as “work packages” or “FP6”
and distribute it to the European channels

All partners translate the press release into their national language and diffuse it to all the relevant reviews

PowerPoint presentation

It is important that the consortium have a unified approach to presenting the project



ПИТАНИЕ

Food quality & safety

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Flyers

describes the aims of the project

- A printed catalogue of researchers, multipliers and SMEs from KRUAB countries
- A virtual forum, available at the project website, for assisting the networking of EU and KRUAB researchers
- A partner search facility available at the project website
- Quarterly electronic newsletters on issues of interest to project participants, distributed to registered users of the website

The facilities offered by the project website can be used upon free registration. The languages of the website are English and Russian.



InJoy & Train consortium

<http://www.injoyandtrain.net>

Coordinator

APRE — Agency for the Promotion of European Research (Italy)

<http://www.apre.it>
dimaggio@apre.it
pocaterra@apre.it

Partners

Centre for Innovation and Technology of Biologically Active Substances, Russian Academy of Sciences and Food NCP of Russia (Russia)

<http://www.fp6-food.ru>
<http://www.fp6-food.ru/ijt/home.htm>
<http://bioinnovation.ru>
eryomin@inbi.ras.ru

National Agricultural University of Ukraine (Ukraine)

<http://www.nauu.kiev.ua>
smelnich@nauu.kiev.ua

Belarusian Institute of Systems Analysis (Belarus)

<http://www.belisa.org.by>
mikheyshin@belisa.org.by

FOODLAB, Yerevan State University (Armenia)

<http://nip.sci.am>
tarznip@sci.am
foodlab@inbox.ru

Hungarian Science and Technology Foundation (Hungary)

<http://www.tetalap.hu>
adam.molnar@tetalap.hu

Food Industrial Research and Technological Development Company (Greece)

<http://www.etat.gr>
garof@etat.gr

SenterNovem (The Netherlands)

<http://www.e-gl.nl/food>
C.deSwarte@e-gl.nl

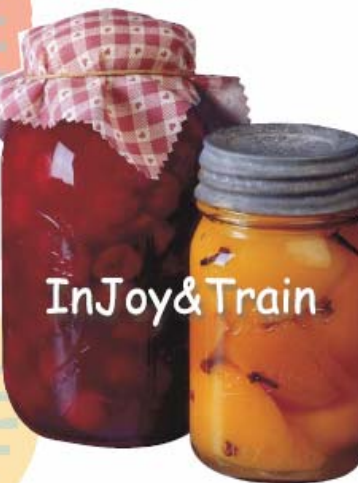
Independent Expert Consulting Board (Kazakhstan)

<http://www.nip.kz>
kamila@nip.kz

ПИТАНИЕ

Food quality & safety

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you could include:

- mission statement,
- brief summary of project activities, the consortium members,
- websites and partner contact details and
- contact details of the Scientific Officer

Events



Requirements

Keep a record of all the activities of dissemination you have done about the project!

This is needed for the reports to the Commission



**Thank you
for the attention!**

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