Project no.
ERAC-CT-2005- 01621

Project acronym
FENCO-ERA

Project title
Promotion of an Integrated European and National R&D Initiative for Fossil Energy Technologies towards Zero Emission Power Plants

Instrument: Coordination Action

Thematic Priority: ERA-NET: Energy Technology

Recommendations for a framework for long lasting co-operation adopted by the Executive Committee

Organisation name of Work package leader: CERTH / ISFTA, Greece

Start date of project: 01/06/2005 Duration: 66 months

Project co-funded by the European Commission within the Sixth Framework Programme (2002-2006)		
Dissemination Level		
PU	Public	X
PP	Restricted to other programme participants (including the Commission Services)	
RE	Restricted to a group specified by the consortium (including the Commission Services)	
CO	Confidential, only for members of the consortium (including the Commission Services)	

1. Introduction

FENCO-ERA, as a FP6 ERA-NET scheme**,** aimed at the coordination and mutual opening of the European Union Member States' Fossil Fuel R&D programmes in order to prevent duplication of work by sharing knowledge and funding options. It also aimed at establishing long-term cooperation between national programmes, leading eventually to transnational cooperation of national R&D programmes for the development of zero emission power plant technologies*.* Within FENCO-ERA the activities defined enabled the design of co-operation models between national research programmes in potential topics, including harmonisation on legal aspects, selection criteria, evaluation methods, funding mechanisms, monitoring methods as well as management procedures. The main experience/findings from the implementation of the joint call (launched on the 1st of April 2008) was the starting point towards the establishment of a self-sustaining network**,** in which representatives from National Funding Agencies can meet periodically to determine their priorities for possible joint call topics with minimum administrative burden.

Within this framework this updated version 2 of the D.4.4.1. **Recommendations for a framework for long lasting co-operation adopted by the Executive Committee** provides recommendations for the establishment of a structural and organisational framework capable of supporting the continued harmonious and synergistic co-operation on a European level between national fossil energy R&D programmes including CCS technologies.

The input for this form of cooperation is based on:

- The main experience/findings, barriers identified from the evaluation of the FENCO Joint Call and the implementation of the joint research projects
- Identification and analysis of barriers, in particular legal, financial, political and administrative, hindering the transnational cooperation and development of the cooperation model for the joint transnational programme based on barriers analysis.
- The current progress towards the establishment of a self-sustaining network consisting of European organisations having responsibilities related to the funding of national R&D programmes in the field of fossil energy (Terms of Reference)
- Best Practices in Transnational Programme Collaboration
- Findings drawn from FENCO-ERA.Net Work Package 3 - Strategic activities and Work Package 5 – Laying the groundwork for Joint Transnational Research

2. Model for transnational cooperation in the field of fossil energy

For the launch of the FENCO-ERA Joint Call the following cooperation model has been adopted by the FENCO-ERA partners (Deliverable D 4.1.1: Model of co-operation for use in piloting transnational research):

- *Common call*
- *National and common eligibility criteria*
- *Common scientific/technical evaluation and national evaluation based on agreed evaluation criteria*
- *National funding*

As a further step to progress towards transnational cooperation and opening, the following cooperation model is the most suitable from the cooperation models presented in the 1st version of the **D - 4.4.1.** based on the national or transnational implementation of three major steps of programme management, i.e. the call for proposals, the evaluation, and the funding:

- Joint call and evaluation process

- Virtual common pot – a funding model where each country funds its own national project partners. This model involves a high level of administrative effort, because budget approval is granted separately for national project partners and national administrative procedures have to be done separately. It offers a lower level of integration, but is possible for a greater proportion of participants [1].

- Common steering to decide on common goals of the programme, common area of research

When deciding what funding model to choose, the following points should be taken into account (EU Learning Platform):

• the amount of the call (for smaller calls true common pot or coordinated common pot has more advantages as well as for huge consortiums)

• number of organisations involved (larger numbers of partners from different countries may benefit from virtual common pot, depending on legal provisions of the partner countries)

• thematic scope of research (for innovative competitive/industrial research is more likely to use virtual common pot overcoming thus, the barriers related to the competitiveness issues such as IPR and possible barriers in funding foreign industries)

• national provision/ regulations limitations of the partners

Virtual pots are the easiest and the most practical for participating programme owners and managers to implement, since they involve few changes of significance to internal structures and procedures, whereas common pots can involve major changes and present real difficulties to some administrations, especially in terms of cross-border money transfers [2].

2. Organisation of the Network on clean fossil energy research

To form an efficient network, the partners need to have an acceptable level of impact and responsibility. Due to different legal and administrative structures the partners have different abilities for participating in transnational R&D fossil fuel activities.
In the case of the joint management model there are equal partners with their own, separate financing possibilities deciding and agreeing on the decision rules which they will use in the collaboration.

2.1. Network Steering Group (NSG)

The NSG consists of representatives of all signatory organisations. Per full member there is one representative in the NSG. The appropriate criteria for the appointment of the Programme Steering Committee will be specified among participating National Funding Agencies (NFAs) in the Memorandum of Understanding. The NSG meets twice a year to review the progress achieved and discuss the planning and implementation of joint activities. At one of these meetings the next President and Secretary will be elected for the term of one year.

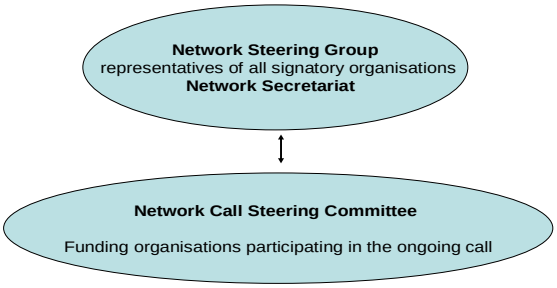
2.2. Network Secretariat

The President's organisation will host the **Network** Secretariat. The secretariat will be responsible for the day to day coordination and administration for the network's activities. The secretariat will also support the **Network** Call Steering Committee and its chair per call of the network.

2.3 Network Call Steering Committee (CSC)

In the CSC all funders participating in the ongoing call are represented. A lead organisation reporting to the President of the Network will be selected by the CSC as a Call Coordinator. All funding organisations of the call have a vote and are eligible to be the Call Coordinator.

Figure 1: Network organization



3. Joint Call Structure

Collaborative research projects should be established by consortia of partners, demonstrating evidence of added value as exclusively enabled by international collaboration. In other words, the projects will deliver results over and above the impact of non collaborative projects funded by individual countries. Structurally, two forms of joint call structure can be defined according to the research topics of the joint call based on the promising areas identified for transnational activities [5], [6]:

Call A	Call B
Identical potential topics • Studies and R&D regarding market regulation and policy development • Studies and R&D regarding communication and public acceptance • Long term R&D related to advanced fossil fuel generation, CO_2 capture CO_2 use and storage • R&D of CO_2 use and storage, Infrastructure, environment and safety	**Identical potential topics** • Pilot plant demonstration regarding advanced fossil plant and CO_2 capture, CO_2 use and storage • R&D regarding advanced fossil plant and CO_2 -capture

Open for: Researchers/research groups from academic institutions and research institutes within the participating countries. Projects may be supported by companies, public funding subject to the national eligibility criteria.	Open for: Companies and research organisations, subject to the national eligibility criteria.
Consortium: A consortium should at least include three public partners from three participating National Funding Agencies	**Consortium:** A consortium should include at least three partners from three countries, at least one from industry. Participation of two or more private partners from different countries will be favoured.
Funding modalities: According to national terms	Funding modalities: According to national terms.
Duration of projects: up to 3 years	Duration of projects: up to 3 years

The outline of the Joint Call procedure (illustrated in Table 1) comprises the following steps:

- The organisation of biannual workshops for NFAs and non-NFAs stakeholders for the identification of research topics for joint actions (D3.4 Preliminary Strategy and Action Plan for the Implementation of Multi-national Programmes on Clean Fossil Energy) will be conducted by the President of the Network Steering Group (NSG), elected each year
- The announcement and dissemination activities will be performed collaboratively within a short and limited time period
- The coordination and management of the overall Joint Call procedure will be undertaken by the **Network Call Steering Committee** (CSC), which consists of representatives of all National Funding Agencies (NFAs) participating in the Joint Call
- The composition and the role of the CSC will be defined in the Memorandum of Understanding (MoU) signed between the participating NFAs before the publication of the Joint Calls
- Full proposals submitted for the Joint Call will be assessed by the CSC with respect to their scientific/technical content and eligibility conformity

- Eligible proposals will then be sent out for external peer review by an **Evaluation Panel** composed of scientific experts nominated by the participating NFAs according to agreed evaluation criteria
- A review meeting of CSC members with the Evaluation Panel will finally rank the proposals
- Based on the final ranking list of the proposals as agreed at the evaluation panel meeting, the CSC will recommend the funding of projects to the NFAs
- The funding of projects will be done through a 'distributed pot' whereby each country/ region funds its own national/regional participants
- The administration of projects will be accomplished at both national and FENCO-ERA level
- Joint Calls will be based on a specific MoU between the NFAs relevant to each call

Table 1: Procedure for the implementation of Joint Calls on Clean Fossil Energy technologies

Task	**Who**
Organisation of biannual workshops for NFAs and non-NFAs stakeholders to define possible subjects for joint actions and identify potential funding organisations	President of the Network Steering Group
Decision to launch a joint call and nomination of the members of the Call Steering Committee	Network Steering Group
Distribution of the call package to potential participating NFAs : MoU, budget for the call, applicants' guide, application form, preannouncement and announcement text	Call Steering Committee
Recception of the signed MoU	Network Steering Group
The call is pre-announced	Call Coordinator
Finalisation of the call technical content and call package, applicants' guide, application forms	Call Steering Committee
Last comments period for the applicants' guide, the application form and the announcement text	NFA's
Establishment of Electronically Submission System	Call Coordinator
The call is open	
Contact with the members of the Evaluation Panel to check their availability	Call Coordinator
The call is closed	
Eligibility check	Call Steering Committee
Evaluation of eligible proposals according to agreed criteria	Evaluation Panel
Forward of evaluation reports and ranking list to the Call Steering Committee	Evaluation Panel
Review meeting for the final ranking of the proposals	Call Steering Committee and

	Evaluation Panel
The CSC proposes a list of accepted proposals, rejected proposals and a reserve list - Recommendations for funding to the NFAs	Call Steering Committee
Confirmation of recommendations and projects' participants	NFA's
Contract negotiations and sign	NFA's and projects 'partners
Projects common monitoring	Call Steering Committee and consortiums' coordinators

4. Application and evaluation procedure

To facilitate frequent calls, the procedures for launching and implementing the calls should be simplified and streamlined. For the FENCO-ERA Joint Call a two-stage application procedure (Deliverable D-4.2.1: Evaluation procedure with common criteria) was adopted but it was recognized that any two-stage procedure is associated with delays. From the feedback received by the participating NFAs two considerations should guide the definition of a mechanism for operating joint calls [3]:

- Establish a generic format for making joint calls for projects that can be reused in each annual round. This call and evaluation procedure should have a single bidding round to speed project selection.

To ensure that future joint calls will be administered as speedily as possible, which will be important if calls are to become frequent, as well as to facilitate coordination with national and EU programme timescales a one-step process could be preferable.

"Using foreign evaluators" is considered as an option to increase the impact of national programmes through transnational cooperation and opening [4]. As a step towards increased cooperation in the programme evaluation procedure it is suggested to have a joint evaluation of the scientific and technological content of the proposals by an Evaluation Panel appointed by the Network Steering Group and consisting of peer reviewers from the participating NFAs. This option results in efficient use of resources and time and enhanced quality of the trans-national added value of the project proposals.

4.1. Description of the process

1. Full proposals (**Annex 1: Proposal Application Form TEMPLATE**) will be submitted by the co-ordinator of the project consortium to the **Call Coordinator** for eligibility check through an online application form available on the website of the Network

2. Eligible proposals will then be forwarded to an **Evaluation Panel** composed of scientific experts by the participating NFAs according to the following evaluation criteria:

Evaluation Criteria	Points
*Project **compatibility** with the thematic topics of the call and **significance** of contribution to the call research area*	*1 - 5*
Technological/Scientific Innovation *(Technical approach and feasibility of the project, innovation potential, benefit for the consortium, state of intellectual property – patents)*	*1 – 5*
Social and Economic perspective *(Potential for commercial exploitation, business strategy of the project - strengths and weaknesses, trans-national added value, social and environmental benefits)*	*1 - 5*
Consortium and Project Management *(Quality of consortium – complementarities, scientific excellence and experience of the consortium, project management capacity, consortium agreement plan, dissemination/IPR)*	*1 - 5*
Resources *(Human resources, financial capability of the consortium and financial commitment of the partners)*	*1 - 5*

(5=Excellent, 4=Very good, 3=Good, 2=Fair, 1=Poor)

3. Each proposal will be evaluated independently by at least two members of the **Evaluation Panel**, filling individual Evaluation Forms **(Annex 2**), giving marks and providing comments to accompany each of their marks. Assessors are required to sign confidentiality agreements and to declare any potential conflicts of interest

4. Based on the peer review assessment the Evaluation panel will group the full proposals leading to the final ranking list.

5. The **Evaluation Panel** will provide the final ranking list to the **Call Steering Committee**

6. Based on the ranking list of the proposals received by the **Evaluation Panel** the **Call Steering Committee** will proceed with the final policy relevance rating of the proposals, taking also into account strategic aspects and issues and recommendations for funding to the National Funding Agencies and the **Network Steering Group** preparing one joint evaluation statement for each proposal **(Annex 3: Common Evaluation Form)** after a final evaluation meeting with the **Evaluation Panel** for continuity of scientific aspects of the proposals.

7. The participating **National Funding Agencies** will decide on the final national funding of the projects based on the recommendations of the **Call Steering Committee**

8. At the end of this process the decision will be communicated to the co-ordinator of the project's consortium either by the **Call Coordinator** or the respective national funding organization.

5. Common reporting and monitoring procedure of collective research projects

In addition to the follow-up of running projects by each of the National Funding Agencies of the project partners according to the national requirements and the relevant funding contracts, the **Call Steering Committee** will monitor the progress achieved within the funded projects. The **Call Steering Committee** is assigned with the responsibility of reviewing the scientific reports submitted by the project consortium coordinators to the **Network Secretariat.** Individual project coordinators will report on their performance (in terms of the research plan), in English, to the **Call Steering Committee** on a yearly basis in line with the approval of the **Network Steering Group**. A more detailed report will be required at the completion of each project in order to monitor the progress and final outcome of the project as a whole. Project coordinators should also keep the **Call Steering Committee** informed in case of important delays or difficulties in between reports.

This common reporting system, in addition to national reporting, focuses in particular on the added value of the cooperation in the project, and with a strong emphasis on the total outcome provided that the national reporting is focusing on each project partner's work.

The importance of this added value of cooperation is reflected in the intermediate and final reporting templates given in Annex 4, as included in the **Deliverable D - 4.3.1: Report on the development of a joint monitoring procedure for programmes - Updated version 2.**

6. Consortium agreements and IPR issues

Intellectual property rights (IPR) issues may create some barriers for trans-national RD&D cooperation especially when deployment and commercialization aspects are included in the thematic scope of the joint programme (e.g. in the case of CO_2 capture, intellectual property rights are even seen as a potential obstacle to transnational cooperation [4], [2], [5]. IPR issues are relatively less problematic in science-related collaboration, because there is generally a presumption that results will be disseminated widely through publication in scientific journals [5]. Therefore, agreements on IPR issues common rules of dissemination and exploitation of results as well as information exchange between the partner organizations should be lay down in a Consortium Agreement between the partners in order to avoid a significant barrier for NFAs co-operation.

7. Formal documents

A final important step in framing a call is the confirmation of commitment of all call partners. A well established instrument for that purpose is a Memorandum of Understanding (MoU), which describes the targeted cooperation of funding organisations. It summarises the chosen call procedures including the methods for selecting and funding successful proposals. Partners formally accept these procedures and declare their commitment.

A sample MoU may contain all or a selection of the following items:

- purpose of the MoU & duration of the cooperation
- type of research projects
- steering and management of the programme
- procedure of the call
- method for evaluating & selecting proposals
- funding mode, budgetary commitment, funding decisions
- reporting procedure

8. Conclusions

- The involvement of NFAs and non NFAs stakeholders (industrial sector and research organisations) through the organisation of biannual workshops is an important tool in order to effectively couple top-down planning and bottom-up input for the identification of the research topics to be addressed by joint actions and achieve a prioritization of potentially interesting research topics regarding the timelines proposed for their execution and facilitating the creation of networks to support the collaborative preparation of joint project proposals to deliver Zero Emission Power technologies.
- The use of virtual common pot is the most feasible option as all funding-related barriers are circumvented by simply referring to national terms and conditions. In addition, the identification of fruitful areas for transnational cooperation on clean fossil energy related to pilot scale projects to aid the scale up of ZEP technologies creates challenges related to the competitiveness issues such as IPR and possible difficulties in funding foreign industries [6].
- The one-step procedure with the submission of complete proposals is recommended due to the shorter selection process considering the delays and the administrative

burden in the selection of projects associated with the two-stage procedure followed in the FENCO-ERA Joint Call.

- The involvement of external reviewers (experts who are not part of the funding institutions) means that a broader range of expertise and different expert opinions can be included in the evaluation assuring support and objectivisation for the selection process.
- A combination of science and policy relevance should be reflected in project evaluation criteria.
- A meeting of the **Evaluation Panel with the Call Steering Committee** is recommended since the joint discussions and formation of opinions can be used to rectify misjudgements and supply any further information required.
- With the aim to align and harmonise the structures and procedures needed for simplified and efficient joint call activities a common evaluation and management structure should be developed (e.g. by the establishment of the **Network Steering Group** and **Call Steering Committee)**
- Joint management is the most utilised management / decision-making model in time-limited collaborative actions between national (and regional) R&D activities. The common reporting procedure of jointly funded projects by the Call Steering Committee in line with the approval of the Network Steering Group will be of benefit for all the participating funding agencies. Common reporting will give documentation of the outcome of successful projects and demonstrate that participation in joint calls will give good value for money.

References

1. The Finnish Environment 16 | 2009, Transnational research programmes on environment: Analysis of ERA-Nets' experiences and recommendations for good practices. Finnish Environment Institute, 2009
2. HYCO-ERA.Net Work Package 3: Task 3.3, Deliverable D 3.2: A study on Identification of Legal and Other Barriers that Hinder Transnational RD&D Cooperation on the Program level in Hydrogen and Fuel- Cells, January 2007
3. FENCO-ERA.Net Work Package 3 (Strategic activities), Deliverable D 3.4: Preliminary Strategy and Action Plan for the Implementation of Multi-national Programmes on Clean Fossil Energy

4. FENCO-ERA.Net Work Package 5 (Laying the groundwork for Joint Transnational Research), provisional Deliverable 5.3.1: Proceedings FENCO workshop, Amsterdam August 27th 2008 “CCS for members of Clean Fossil programme advisory committees”
5. FENCO-ERA.Net Work Package 3 (Strategic activities), Deliverable 3.2: Draft Strategy and Action Plan for the Involvement and Contribution of Stakeholders to National and Multi- National Programmes for the Promotion of Zero Emission Fossil Energy Power Plant
6. FENCO-ERA.Net Work Package 5 (Laying the groundwork for Joint Transnational Research),Deliverable D5.2.1: Memo on general accepted approach and the developed framework for transnational cooperation

Annex 1

Proposal Application Form TEMPLATE

To be filled out online by the Project Coordinator only in English.
Refer to Call Guidelines when filling out this form.

Part I. Project description

1. **Project title**
2. **Project Acronym**
3. **Keywords**
4. **Topics**
5. **Project timescales**
6. **Budget**
7. **Abstract**

Part II. Administrative details of the consortium

1. **Project Coordinator Details**
2. **Consortium Details**

Part III. Resources

1. **Partner budget**
2. **Budget resume**

Part IV. Technical addendum

1. **Abstract**
2. **Objectives**
3. **Expected results**
4. **Consortium added value and contribution of partners**
5. **Work plan**
6. **Scientific, economic, societal and/or environmental impacts**
7. **Coordination and management**
8. **Dissemination of the project results**
9. **Links to related national and/or international collaborative projects**

Part I. Project description

1. Project title*

(max 200 characters)

2. Project Acronym*

(max 25 characters)

3. Keywords*

Keyword 1: *(max 25 characters)*

Keyword 2: *(max 25 characters)*

Keyword 3: *(max 25 characters)*

4. Topics*

Topic: *topic list drop down menu*

5. Project timescales*

Estimated start of the project: *(MM/YY)*

Planned duration in months: *(MM)*

6. Budget *(automatic update from Part III)*

Project requested funding*:* *(€)*

Project own funding: *(€)*

Project Third party contribution: *(€)*

Project total budget: *(€)*

7. Abstract *(automatic update from Part III)*

(max 2000 characters)

The abstract should, at a glance, provide a clear understanding o of the enclosed project description including the aims and objectives, how they will be achieved, their relevance to the Work Plan as well as expected benefits from the collaboration, highlighting the innovation, possible risks and their mitigation.

Part II. Administrative details of the consortium

1. Project Coordinator Details *

1.1. First applicant - Lead organisation

Lead organisation legal name: *(max 200 characters)*

Lead organisation activity type*:* *(max 200 characters)*

Country*:* *(max 200 characters)*

Organisation/Funding Agency*:* *(max 200 characters)*

Organisation website: *(max 100 characters)*

1.2. Coordinating person

Name: *(max 200 characters)*

Gender ☐ Male ☐ Female

Position in the organisation: *(max 200 characters)*

Address: *(max 200 characters - Street; Town; Postal code, Country)*

Phone: *(max 14 characters)* *Fax:* *(max 14 characters)*

e-mail: *(max 50 characters)*

Brief CV

(max 400 characters)

2. Consortium Details*

2.1. Partners *(one per partner)*

Partner organisation legal name:	*(max 200 characters)*
Organisation website:	*(max 100 characters)*
Country*:*	*(max 200 characters)*
Organisation/Funding Agency*:*	*(max 200 characters)*
Contact Person:	*(max 200 characters)*
Gender	☐ Male ☐ Female
e-mail:	*(max 50 characters)*

1. Partner resources (one per partner)

1.1. General partner resources *

Partner:	*Participating partners list drop down menu*
Person months:	*(max 2 characters)* months
Requested funding:	*(max 6 characters)* € (no cents and points/comas)
Own resources:	*(max 6 characters)* € (no cents and points/comas)
Third party contribution (total):	*(max 6 characters)* € (no cents and points/comas)
Total partner budget:	*(max 6 characters)* € *(automatically updated)*

([1] Prior to submitting a proposal all project partners seeking funds must contact their funding agency)

1.2. Budget breakdown (one per partner)

	Total cost	Requested funding
Personnel:	*(max 6 characters)* €	*(max 6 characters)* €
Consumables:	*(max 6 characters)* €	*(max 6 characters)* €
Overhead:	*(max 6 characters)* €	*(max 6 characters)* €
Travel:	*(max 6 characters)* €	*(max 6 characters)* €
Equipment:	*(max 6 characters)* €	*(max 6 characters)* €
Subcontracting:	*(max 6 characters)* €	*(max 6 characters)* €
Other costs:	*(max 6 characters)* €	*(max 6 characters)* €

(no cents and points/comas)

1. Abstract

(max 2000 characters)

The abstract should, at a glance, provide a clear understanding o of the enclosed project description including the aims and objectives, how they will be achieved, their relevance to the Work Plan as well as expected benefits from the collaboration, highlighting the innovation, possible risks and their mitigation.

2. Objectives

(max 2000 characters)

Describe precisely and clearly the scientific objectives achievable within the project in a measurable and verifiable form. Indicate their innovation potential and show how they relate to the topics addressed by the call. Applicants should highlight the timeliness and novelty of the research aspects of the project and explain how the objectives defined aim at significant advance in the established state-of-the-art through producing a broad base of knowledge and/or filling the existing gaps.

3. Expected results

(max 1000 characters)

Describe precisely and clearly the expected results achievable within the project in a measurable and verifiable form (see also indicators section). Indicate their innovation potential and show how they relate to the topics addressed by the call.

4. Consortium added value

(max 2000 characters)

Describe clearly how the participants collectively constitute a consortium capable of contributing significantly to deliver the project successfully concerning the right mix of competence and expertise, how they are suited and committed to the tasks assigned to them. Show the complementarity between participants. Explain how the composition of the consortium is well-balanced in relation to the objectives of the project. This might, for example, include a summary of the results and conclusions of the applicant's recent work in the research area covered by the project. Demonstrate how the joint project will increase synergies (European Added Value) eg future potential to participate in other collaborative activities such as EU Framework Programme, extent of knowledge transfer between partners etc. and enhance the coordination and integration of fossil fuel research in Europe.

5. Work plan

5.1. Work plan description

(max 2000 characters)

Please present briefly an outline of the proposed research plan, following the phases of the implementation of the project. Quantify the expected project result(s) through a brief description of deliverables and milestones. Any significant risks (technical, commercial and environmental) should also be identified and mitigation plans described.

Upload project GANT chart: *file …*

Upload project PERT diagram: *file …*

5.2. Work Package *(one per work package)*

Work package title: *(max 200 characters)*

WP Leader: *Participating partners list drop down menu*

Person months: *(max 2 characters)* months

Partners involved: Name: Person/month

Work package description:

(max 2000 characters)

Show the interdependencies between the tasks and quantify the expected project result(s) through a brief description of WP deliverables and milestones.

(one per deliverable)

Deliverables: *(max 200 characters)*

Due date (month): *(max 2 characters)* month

(one per milestone)

Milestones: *(max 200 characters)*

Due date (month): *(max 2 characters)* month

5.3. List of Work Packages (automatically updated)

No.	Work package title	Partners involved	Person*month
1.	*(link to WP description)*	(WP Leader)	
		(…)	
2.	*(link to WP description)*		
		(…)	
…	*(link to WP description)*		
n.	*(link to WP description)*		

5.4. List of Deliverables and Milestones (automatically updated)

WP.	Deliverables	Due month	Milestones	Due month
1.	(Automatic numbering)		(Automatic numbering)	
	(…)	(…)	(…)	(…)
2.				
	(…)	(…)	(…)	(…)
…				
n.				

6. Scientific, economic, societal and/or environmental impacts

(max 1500 characters)

Please identify, and where possible quantify, the innovative potential, relevance and timescale of the research programme proposed, in terms of scientific economic, societal and/or environmental impacts expected to accrue to any of the consortium partners as well as to those outside the consortium (National, European context). Describe how this joint project will contribute towards the expected impacts. Mention any risk factor that may affect the achievement of the impacts and state how the project would mitigate these key risks for securing the success.

6. Coordination and management

(max 1500 characters)

Describe the organisational structure and decision-making procedures of the project and how they are suited to the complexity and scale of the project. Explain how information flow and communication will be enhanced within the project. Please give an overview of appropriate project management tools and mechanisms that will be implemented.

Upload management scheme: *file …*

Ok *only pdf files smaller than ???kb.*

8. Dissemination of the project results

(max 1500 characters)

Provide an outline plan for the dissemination, exploitation, and, protection of the knowledge resulting from the work undertaken. Also describe what Intellectual Property (IP) will be generated and how will this be managed. Applicants should demonstrate their arrangements for disseminating and exploiting the results of the project including identifying and exploiting any IP.

9. Links to related national and/or international collaborative projects

(max 1500 characters)

Applicants should indicate if the proposed research activity is part of a national or international collaborative project and describe any interrelation of the proposed activity to the overall collaborative project. If there is national or international activity related to the topic addressed by this proposal which the consortium is not involved, please give an action plan with justification to integrate and co-ordinate with this activity.

10. References *(form to add new references)*

REF Number	Reference
Ref 1	*(…)*
Ref 2	*(…)*
…	
…	
Ref n	*(…)*

11. Research team CV

11.1. Research team details (*one per research team members – only 2 members per partner*)

Partner: *Participating partners list drop down menu*

Add new research team member

Name: *(max 200 characters)*

Gender ☐ Male ☐ Female

Brief CV

(max 1000 characters)

11.2. Research team details (*automatically updated*)

Partner.	Name	CV
1.	*Team member 1*	(…)
	Team member 2	(…)
2.	*Team member 1*	(…)
	Team member 2	(…)
…	(…)	(…)
n.	(…)	(…)

Annex 2

Criterion 1. Suitability for national funding

The evaluators should consider: ➢ Relevance to national programmes, strategies and eligibility of the topic with the relevant funding agency ➢ The level of funding available as determined by the rules of the relevant national funding agency	
Comments:	
Yes/No	

Criterion 2. Project compatibility with the thematic topics of the call and significance of contribution to the call research area

The extent to which: ➢ The work plan (including milestones, deliverables) is clearly address real current problems/ scientific issues in line with the technology priorities of the Call ➢ The proposal shows awareness of the state-of-the-art of the relevant scientific/ technical fields ➢ Extra benefit is demonstrated from the collaboration, for example, increased knowledge transfer, added value of cooperation and contribution to the integration in the European Research Area	
Comments:	
Score:	

Criterion 3. Technological/Scientific Innovation
(Technical approach and feasibility of the project, Innovation potential, Benefit for the consortium, State of intellectual property – patents)

The extent to which: ➢ The proposed technical approach (methodology, work plan) is of high quality and appropriate to enable the project to achieve its objectives ➢ The project identifies a significant new problem and/or a significant new approach ➢ The milestones and deliverables are clear, achievable and realistic ➢ The timeliness and novelty of the research aspects of the project are highlighted and explained in an industrial and/or academic context. ➢ The proposed approach includes arrangements for managing and mitigating potential technical and scientific risks related to the successful implementation of the project ➢ Extra benefit and synergies are demonstrated from the collaboration, for example, increased knowledge
Comments:

Score:	

Criterion 4. Social and Economic Perspective

(Potential for commercial exploitation, Business strategy of the project - strengths and weaknesses, Trans-national added value, Social and environmental benefits)

The extent to which: ➢ The project will produce a broad base of knowledge and the timescale over which potential benefits in terms of scientific and technological applications and in terms of economic and sustainability impact are expected to accrue ➢ The proposed work plan aims to meet European economic or societal needs and to contribute to the development of the scientific or technological field and how likely is it to achieve useful impacts ➢ The outputs can be achieved only through collaborative arrangements
Comments:

Score:	

Criterion 5. Consortium and Project Management

(Quality of consortium – complementarities, scientific excellence and experience of the consortium, Project management capacity, Consortium agreement plan, Dissemination/IPR)

The extent to which:	
➢ There is a appropriate plan for the management of the administrative, technical and financial resources ➢ The partners demonstrate scientific/technological excellence in the specific research field and are well suited to the tasks assigned to them with respect to their individual technical capacity ➢ The consortium members have a complementary and sufficient mix of skills and expertise to carry out the project successfully ➢ The organisational structure and decision-making mechanisms of the project are demonstrably clear and appropriate to the complexity and scale of the project ➢ The consortium has the technical capacity for dissemination and utilisation of results and well-defined appropriate plans are identified to promote the dissemination and exploitation of the results and the knowledge gained during the implementation of the project	
Comments:	
Score:	

Criterion 6. Resources

(Human resources, financial capability of the consortium and financial commitment of the partners)

The extent to which:
➢ The proposal provides for the resources (personnel, equipment, financial) required for success ➢ The overall financial plan is balanced and justified compared to the scale and complexity of the project ➢ The required financial support is necessary and fits within the limits set by the participating national funding agencies

Comments:	
Score:	

Annex 3: Common Evaluation Form

Project Acronym:
Project Full Title*:*
Proposal No:

1. Evaluation summary

The evaluation results of the following pages should be summarised here. Comments for the evaluation criteria should reflect the quality of the submitted proposals.

Evaluation Criteria	Points
Project compatibility with the thematic topics of the call and significance of contribution to the call research area	*1 - 5*
Technological/Scientific Innovation (Technical approach and feasibility of the project, innovation potential, benefit for the consortium, state of intellectual property – patents)	*1 – 5*
Social and Economic perspective (Potential for commercial exploitation, business strategy of the project - strengths and weaknesses, trans-national added value, social and environmental benefits)	*1 - 5*
Consortium and Project Management (Quality of consortium – complementarities, scientific excellence and experience of the consortium, project management capacity, consortium agreement plan, dissemination/IPR)	*1 - 5*
Resources (Human resources, financial capability of the consortium and financial commitment of the partners)	*1 - 5*
Comments:	
Score:	

Call Steering Committee Recommendation

Should the CSC recommend that the proposal should be considered for funding	Yes	No

Annex 4
Template A1: Reporting template – periodic report (annual)

1. Identification of project and participants

PROJECT FULL TITLE

Project acronym:

Project number:

Periodic report : Number

Period covered:

from: **to** :

Date of submission:

Project coordinator:

Name, title and organization of the representative of the project's coordinator:

Tel:

Fax:

E-mail :

Identification of project participants/beneficiaries (includes PIC code + official national registration number)

(1) < project coordinator >

(2) < name, organisation, country/region >

(3) < name, organisation, country/region >

2. Publishable summary

Short description of activities and intermediate results (where appropriate with a list of resulting papers, articles and news items accepted for publication) and including consultations with stakeholders and/or interactions with other EUFEN projects or R&D projects supported by the Framework Programmes, CCS European Flagship projects and the evolving SET plan.

(maximum 400 words)

3. Work progress and achievements during the period

Project objectives for the period:

Work progress and achievement by work package

Work package 1:

1. A summary of progress towards objectives for each task
2. Significant results

Work package 2: *(etc)*

4. Milestones and deliverables

Milestones (The milestones here are examples)

Milestone	Partner responsible	Date (dd/mm/yyyy)	Progress	Comments
Project start-up				
Project start-up meeting				
Project Kick off meeting				
1 st Status report (18 months)				
…				
Project finalization meeting				
Final report				
Project end date				

Deliverables

Deliverable name	Partner responsible	Date (dd/mm/yyyy)	Progress	Comments

Please indicate whether the planned deliverables and milestones for the period, as described in the proposal, have been completed, delayed or readjusted (Progress column).

5. Deviations from proposal/work plan

List and comment deviations pertinent to progress not covered in the tables above. Explain any deviations from proposal/work plan and impact on other tasks, as well as on available resources

Describe corrective actions adopted or proposed for deviations from tasks Please also use this section to summarize any changes you propose to your project, compared to the original proposal/work plan)

6. Dissemination activities in the period in question (including list of publications where applicable)

7. Project management

Summary of management of the project Comments and information on co-ordination activities during the period in question, such as communication between project participants, cooperation with other projects in the ERA-NET etc.

8. Future activities

Please describe the major components of your work for the upcoming 12 months, (or until completion of your project if less than 12 months). The description should focus on changes you propose to your project, compared to the original work plan. This section may also highlight plans for engagement with users and opportunities for interaction and/or co-ordination with other EUFEN projects or R&D projects supported by the Framework Programmes, CCS European Flagship projects and the evolving SET plan.

(maximum 400 words)

Template A2: Final report

1. Identification of project and participants

PROJECT FULL TITLE

FENCO-ERA
Report

Project acronym:

Project number :

Period covered:

from: **to** : (the full project period)

Date of submission:

Project coordinator:

Name, title and organization of the representative of the project's coordinator:

Tel:

Fax:

E-mail :

Identification of project participants/beneficiaries (includes PIC code + official national registration number)

(1) < project coordinator >

(2) < name, organisation, country/region >

(3) < name, organisation, country/region >

2. Final publishable summary report

One page final publishable summary report of the key findings and impacts

3. Detailed description of activities and final results over the duration of the project

List major objectives of the project. Describe briefly whether the objectives of the research have been achieved and outline the principal outcomes of the work and their significance to the field.

*(*Up to 10 pages*)*

4. Milestones and deliverables

Please report on milestones and deliverables. Explain any changes, difficulties encountered and solutions adopted (Comments column).

Milestones (The milestones here are examples)

Activity	Partner responsible	Date achieved	Comments
Project start-up			
Project start-up meeting			

Project Kick off meeting			
Status report (18 months)			
…			
Project finalization meeting			
Final report			
Project end date			

Table of deliverables

Deliverable name	Partner responsible	Date delivered	Comments

5. General description of the cooperation over the duration of the project

Factual description, specifying the input of each participant. Describe the added value of doing the work in a transnational project.

*(*Up to 2 pages*)*

6. Impact statement

Please describe impacts resulting from your work. Impacts are usually long-term results of a project's activities that have significant scientific, economic or social benefits. Contributions to science are considered impacts especially if the research findings lead to major progress in a particular field or to implementation of new technologies. Impacts on policy will include policy and/or management decisions which make use of research results or are underpinned by data derived from the project.

- Synergies with other EUFEN projects or R&D projects supported by the Framework Programmes, CCS European Flagship projects and the evolving SET plan
- Engaging with policy makers or other policy and management stakeholders derived from this project e.g. publications, workshops etc

7. Dissemination of results and knowledge transfer

Results should be disseminated through a number of instruments: peer reviewed publications, policy briefings, advisory notes, news items, decision support systems and

databases, poster presentations, oral presentations, websites, etc. Appropriate communication tools should be used according to the different target audiences. Make reference whenever necessary to your communication plan (in the original project proposal).

- Participation in scientific events; posters and presentations

Please list events and references for any posters or presentations resulting from the project.

- Interactions and joint activities

Please list significant interactions with policy makers, other universities, industries, other stakeholders or the general public resulting from the project.

- Please list initiatives taken by the project's consortium to interact with other R&D activities in the fossil energy field. This list should include events organized by your project as well as participation in events organized by EUFEN projects, or R&D projects supported by the Framework Programmes, CCS European Flagship projects
- Significant external interactions in the project, Technology transfer, List of achieved degrees / patents / other outcomes in the project

Describe to what degree these results have been achieved as a result of cooperation between the partners in the project

- Follow up activities and plans for further exploitation of the results

What sort of follow-up activities should take place to ensure that the results of this project are applied to the fullest extent possible?

- Media and Communication to the general public

List and describe any publications, websites, interviews, presentations…