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Pillar 1 Detailed work plan

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Summary

Pillar 1 objective is to support international research and innovation projects through joint calls co-funded by national/regional funding organisations and European Commission. The Call aims at mobilizing research and innovation teams from Africa and Europe on projects responding to the stakes of the 6 multi-annual roadmaps identified in the LEAP-RE programme. This deliverable includes the description of the main identified tasks to reach the targets of Pillar1. The priority was to set up the Call Steering Committee, the administrative and financial management, the technical coordination, the communication flows and to identify milestones. The plan of action is given in the two following work packages WP7 for the call management and WP8 devoted to the monitoring of the projects including the potential risks which could be faced. It is important to mention that the coordination process is conducted with the different funding agencies. .

Approval

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LEAP-RE

Long-Term Joint EU-AU Research
and Innovation Partnership on Renewable Energy

Pillar 1 Detailed work plan

Deliverable **D2.1**

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PILLAR 1

Pillar 1 objective is to support international research and innovation projects through joint calls co-funded by national/regional funding organisations and European Commission. The Call aim at mobilizing research and innovation teams from Africa and Europe on projects responding to the stakes of the 6 multi-annual roadmaps identified in the LEAP-RE programme.

1 Description of WP2 : Pillar 1 coordination

Start date: M1 End date: M60

Work Package Leader- co-Leader: ANR, MESRS

WP2 focuses on activities required to ensure an effective implementation of Pillar 1, including: facilitation of dialogue between funders; seeking commitment for the successful launch of a long-term EU-AU partnership. This will include the following activities:

- Setting up of Pillar 1 governance structures (CSC: Call Steering Committee, JCS: Joint Call Secretariat)
- Work planning, coordination of WP 7&8, and target setting
- Administrative and financial management of the projects minimizing costs
- Management of gender issues and ethics
- Quality control of the work performed and deliverables
- Monitoring results regarding fulfilment of the planned objectives
- Management of Pillar 1 partners, conflict resolution

1.1 Task 2.1 Setting up the Call Steering Committee

Task Leader: ANR, MESRS

M1 to M3

This task will set up the CSC and organize the first meeting:

- Define the Pillar 1 calls governance structures and operating rules
- Coordinate communication actions on the co-funded calls with WP4
- Seek synergies with Pillar 2 and 3, while respecting the independence of the Pillar 1 governance

After this 1st CSC meeting, WP2 leaders will be responsible for organizing the following Pillar 1 governance meetings as foreseen in the timetable of the project.

1.2 Task 2.2 P1 administrative and financial management

Task Leader: ANR, MESRS, Contributors: LU, DSI

M1 to M 60

The administrative and financial management will be handled by the Joint Call Secretariat (JCS), in coordination with the CSC. This task ensures that all administrative and financial obligations are fully met.

To achieve these objectives, the JCS will design and implement management tools such as calls planning, quality plan, KPIs, risk management plan, reporting, etc. This task involves the following:

- Internal communication management and day-to-day management
- Periodic reporting and document production and archiving
- Coordination and consolidation of annual cost claims by all project partners, under WP1 guidance
- Monitoring project costs in order to predict, oversee and control the costs incurred and grant funding globally, by WP and by participants; monitor grant usage
- Under the guidance of WP1, coordinate with P1 projects to collect financial reports
- Oversight of the application of the consortium agreement
- Support to individual partners on specific administrative and financial issues
- Liaise with the PMB for any relevant issues
- LU will be specifically in charge of the administrative and financial management of beneficiaries from African countries not represented by a national agency in the CSC.

1.3 Task 2.3 P1 technical coordination

Task Leader: ANR, MESRS, Contributors: LU, DSI
M1-M 60

This task will coordinate the Pillar 1 tasks implementation. It will oversee the timely implementation of all the co-fund calls tasks, while keeping focus on the key objectives of the LEAP-RE:

- Drafting of the Detailed Work Plan for Pillar 1 (under the guidance of WP1)
- Planning and organization of Pillar 1 governance structures meetings
- Developing management framework to support the Pillar 1 governing structures
- Coordinating and creating linkages among all the WPs and Pillar activities
- Monitoring activities, results and risks; take proactive actions to avoid deviations
- Preparation of technical reports and deliverables in liaison with WP 7&8
- Implementing quality control procedure for project output
- Monitoring application of Gender Action Plan (WP1) and respect of ethical guidelines set by Pillar 1
- Support the establishment of the International Review Panel envisaged within WP7
- Evaluation of the co-fund call procedures to provide input for potential future calls
- Management of the Funders Mirror Group (FMG), with the purpose to expand the dialogue with other agencies and ministries, not partners in LEAP-RE (see Section 3)
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1.4 Task 2.4 Managing Pillar 1 communication flows

Task Leader: ANR, MESRS
M1 – M60

- Ensuring efficient communication within Pillar 1 and with the International Review Panel
- Ensuring efficient communication with other Pillars and the LEAP-RE community
- Represent Pillar 1 and its partners, and liaise with the PMB, and on a case by case basis and in accordance with the coordinators, dialogue with the EC and institutional third parties.

1.5 Deliverables

Number	Title	Due Date	Responsible
D2.1	Pillar 1 detailed work plan	M3	ANR

D2.2	Pillar 1 contribution to periodic financial reports	M18, M36, M54 and M60	ANR
D2.3	Pillar 1 contribution to periodic technical reports	M18, M36, M54 and M60	MESRS

1.6 Milestones

Number	Title	Verification mean	Due Date	Responsible
MS1	Launch of the call (Pillar 1)	Published call on the website	M6	ANR
MS2	Workshop 1	Proceedings workshops proceedings available	M21	UH
MS3	Workshop 2	Proceedings workshops proceedings available	M45	AESG
MS4	Workshop 3	Proceedings workshops proceedings available	M61	UH
MS7	Decision on the launch of second call (Pillar 1)	Minutes from Pillar 1 coordinators and funding agencies meeting highlighting the decision taken	M15	ANR

2 Description of WP7 : Call management

Start date: M1 End date: M60

Work Package Leader- co-Leader: ANR (France), MESRS (Algeria)

2.1 Task 7.1 Joint establishment of thematic priorities for the co-funded calls

Star date M1 End date M3

Task Leader: ANR, MESRS, Contributing partners: FFG, DSI

The task includes the following activities, to be endorsed by the CSC before the call opening:

- Initial definition of a **strategic vision and joint programme**, based on the scientific and research priorities of the MARs, the joint national and regional strategies, and a policy on how to pursue them
- Establishing the call topics.

The JCS will prepare a draft of thematic priorities and topics, to be endorsed by the CSC in a final version.

2.2 Task 7.2 Design and preparation of the co-funded call

Start date M1 End date M3

Task Leader: ANR, MESRS, Contributing partners: LU, DSI

Once the call scope and topics approved by the CSC, the JCS will prepare the co-funded call in compliance with the EC rules, in a **two-step evaluation process**: 1/ pre-proposals will be selected and 2/ consortia with positively evaluated pre-proposals will be asked to develop a full proposal.

Upon approval of the CSC, the JCS will

- (i) define the eligibility (e.g. balanced AU-EU participation) and selection criteria, based on H2020 rules;
- (ii) design the call schedule (approximate timeframe: call launch on M3; submission period for at least 60 days; selection list not later than M15; funding decisions not later than M16);
- (iii) specifications of the electronic proposal management system (see Task 7.3);
- (iv) prepare call documents (including Guide for proposers; Pre-proposal and full proposal forms; Guide for evaluators; Reporting templates);
- (v) Appoint an independent observer to assess the conformity of the implementation of the joint call, of the independent peer review and of the establishment of the ranking list.

2.3 Task 7.3 Providing the electronic submission tool system

Start date M1 End date M36

Task Leader: ANR, MESRS,

An electronic submission and evaluation system tool (ESS) provided by ANR will be used, to allow the applicants to prepare and securely submit their application. Detailed general information on the submitted proposals and applicants, including contact details and budget calculations can be conveniently exported for diffusion to the funding organisations.

2.4 Task 7.4 Launch of the call

Start date M1 End date M4

Task Leader: ANR, MESRS,

On Month 3 (15 January 2021) the call will be launched centrally on the ESS linked with the LEAP-RE website and simultaneously by the funding organizations. All required call documents will be available for download. In addition, a section providing general information to the applicants (e.g., FAQs, submission guidelines) will be provided. The call will then be promoted to the LEAP-RE community and all interested stakeholders.

2.5 Task 7.5 Setting up and organising the work of the International Review Panel

Start date M4 End date M7

Task Leader: ANR, MESRS, contributors Joint Call Secretariat

The evaluation of all proposals will be performed by an *International Review Panel* (IRP), a pool of 30 experts recommended by national/regional organisations. The CSC will vote on the IRP members, including its Chair and co-Chair. Its members will be researchers, practitioners and other stakeholders with high standing and expertise in the relevant research areas and the overall objectives of the call. Selection of members will be in accordance with relevant H2020 guidance. An independent observer will be invited to the IRP meetings to monitor the procedure compliance with H2020 regulations. The JCS ensures a well-informed IRP on the objectives of the call, the evaluation criteria, and guidelines. This task comprises the following steps: compile a pool of experts; invite experts according to the call topics; allocate proposals to evaluators so that a balanced assessment of the proposals is achieved (e.g.

experts with different profiles such as academic or industry background, gender balance, workload); CSC endorses the list of evaluators allocated to proposals; veto possible in justified cases; collect all necessary declarations before access to the online evaluation tool is granted (confidentiality, declaration to notify cases of conflict of interest, declaration concerning the delivery of assessments and reports in due time); after the evaluation, evaluators costs will be reimbursed by the JCS; feedback from the evaluators will be collected with an online survey for continuous process improvement.

2.6 Task 7.6 Evaluation stage 1: pre-proposals

Start date M4 End date M9

Task Leader: ANR, MESRS, contributors Joint Call Secretariat

This task focuses on overseeing the process of evaluation of pre-proposals in Stage 1. The JCS will perform an overall eligibility check of all pre-proposals submitted via the ESS on formal conditions of the call according to LEAP-RE criteria (T4.2); the funding parties will then carry out a national eligibility check; the JCS communicates the outcome to all involved agencies; pre-proposals not meeting the formal conditions will be rejected. Only, in case of minor formal problems, the applicants might be offered the possibility to revise their pre-proposal once, within a short time limit. The IRP will perform a remote scientific assessment of pre-proposals. A CSC decision meeting will discuss all pre-proposals, finalize Stage 1 assessment results and compile the list of applicants to be invited to submit a full proposal for Stage 2. It is possible for funding organisations to increase their initial funding commitment to support as many projects as possible after stage 1 results. The JCS will provide detailed feedback to applicants including optional national/regional comments.

2.7 Task 7.7 Evaluation stage 2: full proposals

Start date M9 End date 14

Task Leader: ANR, MESRS, contributors Joint Call Secretariat

This phase runs from reception of full proposals to establishing a ranking list by the IRP after independent international peer review, and then to the funding decision. The JCS will manage applications received through the ESS. Eligibility will be checked anew, formal conditions by the JCS and the national rules. The JCS will coordinate the distribution of proposals among reviewers by matching experts' profiles with the evaluation need. The task leaders will check for conflicts of interest and arrange that at least three individual peer reviews per proposal will be obtained. Review reports will be submitted via the electronic system. The IRP will meet to agree upon a final consensus report with a summary report and a score for each proposal, in a transparent and traceable way, enabling the EC and an independent observer to verify the fair and equitable nature of the evaluation process and its compliance with EC rules and principles. The final ranking list will be prepared by the IRP.

2.8 Task 7.8 Funding decision and use of EC contribution

Start date M12 End date 14

Task Leader: ANR, MESRS

The JCS will organise a meeting of the CSC to approve the binding joint ranking list drawn on the recommendations of the IRP. The funding decision will follow this ranking list, depending the available country budgets and EC contribution. National contributions will be spent by a virtual common pot, the EC contribution by a mixed mode of funding such that it optimizes the number of proposals to be awarded. The final funding list will be prepared by the JCS and provided to the PMB and to WP4 for publication.

The results will be communicated by the JCS to the coordinators of the proposals, including the consensus report of the IRP, via the ESS, after the final funding decisions. After this step, negotiations will start between the funding parties and the project (co)-applicants of their country, resulting in a contract. Selected applicants will sign funding contracts with the respective national/regional funding

agencies. Guidelines will be applied by all funding parties (such as specific Consortium Agreements, including Open Access, Data Management, IPR and dissemination principles). The JCS will collect all signed contracts from the CSC members, and all consortium agreements. It will compile all necessary information to prepare the request to the EC for top-up.

2.9 Task 7.9 Implementation of a possible second co-fund call

Start date M14 End date 25

Task Leader: ANR, MESRS, contributors Joint Call Secretariat

If the decision of a second co-fund call is taken by CSC in WP8, this second call will be implemented by following the same methodology than the first call, i.e. as indicated in Tasks 7.4 to 7.8

2.10 Deliverables

Number	Title	Due Date	Responsible
D7.1	Call text	M3	ANR
D7.2	Call documents	M3	ANR
D7.3	Electronic submission tool	M3	ANR
D7.4	Ranking list from the pre-proposal evaluation of first co-funded call	M9	MESRS
D7.5	Ranking list from the full proposal evaluation of first co-funded call	M14	ANR
D7.6	Joint selection list and report of the projects to be funded of first co-funded call	M15	ANR
D7.7	Ranking list from the pre-proposal evaluation of second co-funded call	M18	MESRS
D7.8	Ranking list from the full proposal evaluation of second co-funded call	M22	ANR
D7.9	Joint selection list & report of the projects to be funded of second co-funded call	M23	ANR

2.11 Milestones

Number	Title	Verification mean	Due Date	Responsible
MS7	Decision on the launch of second call (Pillar 1)	Minutes from Pillar 1 coordinators and funding agencies meeting highlighting the decision taken	15	ANR

2.12 Interaction/synergies with other WPs

Number	Interaction description	Responsible
1	Task 7.8 The final funding list will be prepared by the JCS and provided to the PMB and to WP4 for publication	ANR

2.13 Risks

Number	Risk description	Risk mitigation	Proba	Impact
1	Confusion RIA-ERANET	Providing explanation by different means	4	4
2	Project manager are not aware of national eligibility criteria	Providing explanation by different means	4	4
3	Proposal including only African partners without funding agencies	Providing explanation by different means	3	3

3 Description of WP8 : Monitoring of projects

Start date: 1; End date: 60

Work Package Leader- co-Leader: ANR, MESRS

The objectives of WP8 are to:

- assess the outputs of the first co-funded call (number of projects and allocated funding)
- decide whether to implement or not a second co-fund call
- define project monitoring indicators that fulfil national/regional and Horizon 2020 criteria
- monitor project progress and reports
- perform projects evaluation

3.1 Task 8.1 Define indicators to assess the first co-fund call

Start date: M1 End date: M15

Task Leaders: ANR, MESRS

Contributors: PtJ, IRESEN

Indicators about the outputs of the first co-fund call will be considered by the CSC since its first meeting, namely the amount national/regional commitments pooled, the part of EC contribution spent, the number of projects funded as well as their distribution in terms of countries and topics.

3.2 Task 8.2 : Decision on second co-fund call

Date : M15

Task Leaders: ANR, MESRS

After the first co-funded call, a dedicated meeting of the CSC will be held, in order to evaluate the possibility of further commitments of partner funding agencies for a second call, also with respect to the remaining EC contribution. A consensus decision will be taken about this second call.

3.3 Task 8.3 : Define indicators for the monitoring and evaluation of projects

Start date: M14 End date: M15

Task Leaders: FFG, IRESEN

Contributors: UEFISCDI, LU

A list of indicators will be defined, in accordance to WP5, to monitor and evaluate the co-funded projects. The CSC will contribute to the development of the monitoring and evaluation indicators relevant to the objectives of LEAP-RE and the co-funded projects, as well as adherent to national requirements and fulfil Horizon 2020 criteria. Three categories of indicators will be elaborated: scientific and technical results; economic effects; transnational benefits. A focus will be put on assessing the contribution of projects to capacity building. The selected indicators will be embedded in the design of the reporting forms/procedures to be used in the follow-up and monitoring of the projects funded under the co-funded call. The data gathered will be used for project monitoring, evaluation and impact assessment under WP5.

3.4 Task 8.4 : Reporting and monitoring procedures

Start date: M16 End date: M60

Task Leaders: UEFISCDI, MESRS

Contributors: FFG, LU

The project coordinators will be notified to do a reporting in order to allow for monitoring requirements, e.g. mid-term and final reports. To this purpose, appropriate report templates will be developed, to be uploaded in the online call management tool. Abstracts for publication highlighting the preliminary results of the mid-term reports and results of the final reports will also be available to support WP 4.

The task leaders will notify the representatives of the partner funding the respective project as soon as reports are uploaded. All documents will be collected by the task leader who will validate the information and provide it to the CSC and report the list of issues. CSC may propose to the projects the appropriate corrective measures if necessary.

A kick-off meeting of the selected projects, and a mid-term Review Seminar, with presentations by the project coordinators will be held, in cooperation with WP4. The project coordinators will present the results from the mid-term report including indicators and the progress of the projects according to the milestones and deliverables defined in the proposals in the online tool. The mid-term review evaluation panel with selected members of the IRP with expertise in the field of the funded projects will evaluate the reported progress and prepare a short-written report to the CSC, with a part transmissible to the consortia for feedback. Mid-term evaluation using monitoring results and feedback from CSC shall ensure that the co-funded projects progress is consistent with the project objectives and milestones.

3.5 Task 8.5 : Scientific and impact assessment of co-funded projects

Start date: M36 End date: M60

Task Leaders: ANR, MESRS

Contributors: FFG, UEFISCDI

The impact of the co-funded call will be analyzed by assessing all funded projects. Monitoring results from the final reports will be presented to the CSC for final assessment, to be shared with WP5.

The final scientific evaluation of funded Pillar 1 projects will be based on the final project reports and presentations made by the project coordinators at a LEAP-RE General Workshop, in cooperation with WP4 and open to invited stakeholders. An Evaluation Panel composed by selected CSC members, the IRP chair and Vice-chair and two other members, with expertise covering all the main themes, will perform the scientific assessment. This board will complete an evaluation form for each project, indicating the advances and contributions of the funded projects with respect to the LEAP-RE Multi-Annual Roadmaps.

A final report of co-funded projects will summarise the monitoring, evaluation and impact assessment results. This report will be presented to the CSC and will be used in support to WP5 and WP6 for long term impact. It will be included in the final report to the EC.

3.6 Deliverables

Number	Title	Due Date	Responsible
D8.1	Assessment of the first co-fund call and decision on the second co-fund call	M15	ANR
D8.2	Mid-term monitoring report of co-funded projects	M35	MESRS
D8.3	Final monitoring, evaluation and impact assessment report of co-funded projects	M55	ANR

3.7 Milestones

Number	Title	Verification mean	Due Date	Responsible
MS1	decision on the second co-fund call	Decision of CSC	M15	ANR

3.8 Interaction/synergies with other WPs

Number	Interaction description	Responsible
1	List of indicators in accordance with WP5 to monitor and evaluate the co-funded projects	FFG, IRESEN
2	kick-off meeting of the selected projects, and a mid-term Review Seminar, with presentations by the project coordinators will be held, in cooperation with WP4	UEFISCDI, MESRS
3	final scientific evaluation of funded Pillar 1 projects based on the final project reports and presentations at a LEAP-RE General Workshop, in cooperation with WP4 and open to invited stakeholders	ANR, MESRS
4	support to WP5 and WP6 for long term impact.	ANR, MESRS
5	Collaboration should be fostered between P1 selected projects and P2 funded projects	ANR, MESRS

3.9 Risks

Contractual risks (number, description, risk-mitigation), probability (1=low; 5=high) that the risk occurs and impact (1=low; 5=high) if the risk occurs. Other risks (not in GA) can be added so they can be followed during the project. Risk mitigation: P=preventive actions / C=contingency actions.

Number	Risk description	Risk mitigation	Proba	Impact
1	Not enough budget to launch a second call	Discussion with NSC and other funding institutions	4	5
2	Lack of reporting from Pillar 1 funded projects leaders	Final payments on condition of reporting	4	4