



Horizon 2020  
Programme

**LEAP-RE**

*Research and Innovation Action (RIA)*

This project has received funding from the European  
Union's Horizon 2020 research and innovation programme  
under grant agreement No 963530

Start date : 2020-10-01 Duration : 63 Months  
<http://www.leap-re.eu/>



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**b/ Programme Annual Workplan**

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LEAP-RE - Contract Number: 963530

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Document title	b/ Programme Annual Workplan
Author(s)	Mr. Sigfried TIVANA, Tinyiko NTSHONGWANA, Sigfried TIVANA
Number of pages	12
Document type	Deliverable
Work Package	WP1
Document number	D1.12
Issued by	DST (south Africa)
Date of completion	2023-04-25 09:05:17
Dissemination level	Error (13) !

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### Summary

The Programme Annual Work Plan n°2 serves to highlight the activities related to the coordination and management of LEAP-RE, this includes mostly WP1 activities since it covers the whole Programme. The Department of Science and Innovation (DSI) and LGI Consulting (LGI) as co-coordinators of LEAP-RE have compiled this annual plan based on the detailed work plan developed in each work package (see section 2) and contributions from other project partners who are active in WP1. A series of revised work plans are developed for the 5-year duration of the Programme.

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### Approval

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# LEAP-RE

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

## Programme Annual Work Plan n°2

### Deliverable D1.12

*January 2022 – December 2022*

DSI & LGI

[www.leap-re.eu](http://www.leap-re.eu)



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## Table of Content

<b>Table of Content</b> .....	<b>2</b>
<b>1 Acronyms</b> .....	<b>3</b>
<b>2 Summary</b> .....	<b>4</b>
<b>3 Programme Coordination</b> .....	<b>5</b>
<b>4 Programme Office</b> .....	<b>5</b>
<b>5 Scientific Advisory and Ethics Management</b> .....	<b>7</b>
<b>6 Other relevant activities</b> .....	<b>8</b>
<b>7 Reporting timelines</b> .....	<b>8</b>
7.1 Deliverables .....	8
7.2 Milestones .....	9
7.3 Gantt chart .....	9

## 1 Acronyms

DoA	Description of Action
EAB	Ethics Advisory Board
EC	European Commission
GA	Grant Agreement
PMB	Programme Management Board
SAB	Scientific Advisory Board
WP	Work Package
MS	Milestone

## 2 Summary

The Programme Annual Work Plan n°2 serves to highlight the activities related to the coordination and management of LEAP-RE, this includes mostly WP1 activities since it covers the whole Programme. The Department of Science and Innovation (DSI) and LGI Consulting (LGI) as co-coordinators of LEAP-RE have compiled this annual plan based on the detailed work plan developed in each work package (see section 2) and contributions from other project partners who are active in WP1. A series of revised work plans are developed for the 5-year duration of the Programme.

WP1, co-led by LGI and the DSI, ensures the strategic coordination of the whole Programme. WP1 aims to achieve efficient progress monitoring; timely and detailed reporting to the European Commission (EC); constitution and organization of the project decision bodies (Programme Management Board, General Assembly); proper quality of the deliverables. In terms of consortium management, WP1's objectives are to guarantee sound management of contractual and financial issues, setting-up and maintaining project management tools, good internal communication in the consortium, proper quality assurance in the delivered reports, financial and contractual management, and reporting to the EC. A Programme Management Board (PMB) will support this WP in terms of operational and administrative issues.

This second annual plan is divided into three areas of work: **Programme Coordination; Programme Office; and Scientific Advisory and Ethical Management.**

The tasks will be implemented closely with the contribution of the following partners (in addition to DSI and LGI):

Institution	Country	Acronym
Strathmore University	Kenya	SU
Ministry of Higher Education and Scientific Research	Algeria	MESRS
Polytechnic University of Milan	Italy	POLIMI
National Research Agency	France	ANR
Pan African University Institute of Water and Energy Sciences	Algeria	PAUWES
Deutsches Zentrum fuer Luft- und Raumfahrt EV - German Aerospace Center	Germany	DLR
University of Helsinki	Finland	UH

WP1 will further work closely with all LEAP-RE partners to ensure comprehensive and efficient reporting on LEAP-RE activities.

### 3 Programme Coordination

Led by LGI with the support of DSI, this task groups the co-coordinators activity of overall organization and monitoring of the work progress. This activity will be initiated from the start of the Programme. Task leaders (LGI and DSI) are expected to:

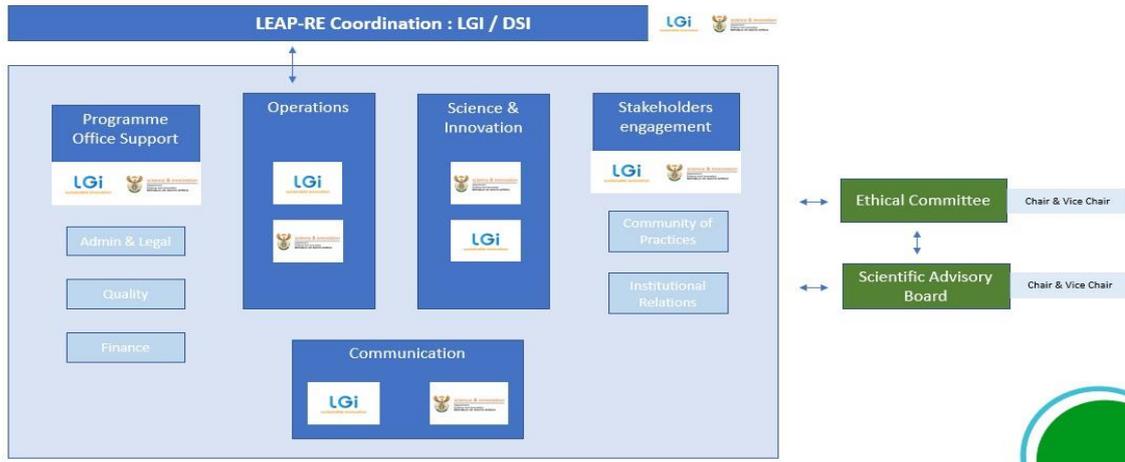
- Coordinate drafting of Detailed Work Plans (DWP) with Pillar coordinators, at the beginning of the project, defining with precision the activities of each partner within each task and identifying the involved persons. LGI and DSI liaised with project partners to draft and submit their respective DWP. Pillar coordinators and Work Package Leaders are expected to draft, consolidate, and monitor their respective DWP (1-16). The annual work plans will be submitted to the EC as official deliverables and revised on an annual basis. The DWP from Pillar 1 and Pillar 2 projects are also deliverables to be submitted to the EC and it is also a Programme management tool that will be used during the implementation of LEAP-RE.
- Together with Pillar coordinators (SU, MESRS, POLIMI and ANR), LGI and DSI will monitor project deliverables and milestones by way of periodic reports. The reporting timeline is provided at the end of this annual work plan.
- The establishment of the LEAP-RE General Assembly will be done during the first year.
- WP1 leaders will conduct a risk analysis and management plan that will assist in continuously monitoring the Programme throughout the five years.
- Key Performance Indicators (KPIs) will be established within the first year of the Programme. WP1 leaders will quantify targets and monitor quantification of targets and monitoring.

### 4 Programme Office

This task, led by LGI with DSI as a contributor, supports the Programme coordination task, providing general secretariat support, managing the programme's contracts and funds, carbon footprint and data management.

- DSI and LGI have defined the main functions of the coordinator role. These functions are detailed in the diagram below. To set up a clear coordination, an entry point has been defined for each of these functions.

# Programme Office organization



- WP1 co-leaders have developed the LEAP-RE partner database, which was initially initiated during the PRE-LEAP-RE project. The database and mailing list which is updated regularly is loaded onto the FLEXX portal for all partners to access.
- LGI and DSI will organize the Programme Management Board monthly. This includes sending out an invitation link for partners to attend the PMB meeting, circulating meeting agendas, and presentations for discussions, inviting other external relevant stakeholders (i.e., project coordinators, advisory board members, etc.), and distributing minutes from the previous meeting. The moderation and minute-taking roles will rotate between DSI and LGI. Below is a schedule indication of which months the meetings will take place.

Meeting no.:	Moderator	Minute taker	Date
#1	LGI	DSI	January 2022
#2	DSI	LGI	February 2022
#3	LGI	DSI	March 2022
#4	DSI	LGI	April 2022
#5	LGI	DSI	May 2022
#6	LGI	DSI	June 2022
#7	DSI	LGI	July 2022
#8	DSI	LGI	Auguste 2022
#9	LGI	DSI	September 2022
#10	DSI	LGI	October 2022
#11	DSI	LGI	November 2022
#12	DSI	LGI	December 2022

- Programme Office meetings will regularly take place, to support each WP leader. This function will be mainly used to i) list short-term problems and issues, ii) share information between the

WP leader and the coordinator and propose corrective actions, iii) liaise with the coordinator and iv) allow for efficient organization of the PMB.

- A Project Quality Plan (D1.2) has been developed outlining the quality assurance procedures to be undertaken by the Programme, as well as a document management plan.
- An online platform – FLEXX, has been set up for LEAP-RE partners to utilize. A guideline on using the platform will be drafted and shared with partners. WP1 co-leaders make use of the FLEXX tool to monitor the workflow from all WPs. Partners continue to upload their deliverable reports and other documents on the portal.
- The first technical report will be submitted during the 3 months of the second reporting period (between April – June 2022), as such, the reporting period data will be collected through meeting reports and other channels to feed into the technical report.
- WP1 co-leaders have developed a Gender Action Plan to ensure that LEAP-RE activities across all WPs are gender responsive and transformative, and thus more effective, efficient, and successful. During the second year of the programme, greater emphasis will be made to ensure equal gender representation in all activities of the LEAP-RE Programme including projects funded under the Pillar 1 Call.
- WP1 will continue to provide support to LEAP-RE partners in reporting on their financial expenditures by sharing the existing guidelines and conducting training workshops as part of this support to partners. During the course of the year, LGI and DSI will respond to other ad-hoc reporting queries from partners. All the training materials are available on the LEAP-RE YouTube channel.
- To ensure that LEAP-RE adheres to its objectives in reducing greenhouse gas emissions and environmental impacts while promoting a rational and sustainable use of the planet's resources, WP1 will develop a carbon footprint measurement and mitigation plan which will guide partners on keeping a record of their carbon footprint because of their LEAP-RE related activities.

## 5 Scientific Advisory and Ethics Management

This task relates to the management of two external advisory boards, to review and provide scientific and ethical guidance to the LEAP-RE Programme: The Ethical Advisory Board (EAB) and Scientific Advisory Board (SAB). The DSI led the establishment of both committees with the support of the PMB. The Support provided to the advisory boards includes meetings (mostly virtual), prepping review documents and recommendations, organization discussions with the PMB, and reporting on activities.

- The SAB will meet at least twice and up to three times a year at the invitation of the Programme Office. Meetings of the SAB will be held virtually. Physical meetings will take place only, when necessary, in keeping with the LEAP-RE Programme's green travel policy aimed at reducing the carbon footprint of the project. Additionally, the SAB may be convened by the Chair and/or the PMB if special circumstances necessitate such a meeting.
- Regular attendance of meetings is expected and will be a consideration in the renewal process of each SAB member's term of office. Members of the SAB participate in their individual capacity and will not be permitted to delegate their participation in the SAB to their associates.
- Meetings of the SAB are organized and attended by the Programme Office ensuring that secretariat support is provided to the SAB. Other members of the PMB could be invited by the Programme Office depending on the matters tabled on the agenda for discussion.
- The SAB, through their respective Chairs and the Programme Office, may invite experts to attend SAB meetings where their attendance would facilitate discussion.

## 6 Other relevant activities

Other relevant activities are listed below. Since the outbreak of COVID-19, most meetings led by WP1 will be organized virtually or hybrid, this has also contributed to the reduction of the project's carbon footprint. Thus, the hybrid format of meetings will continue into the current reporting period.

- Working with the General Assembly office bearers, WP1 will organize LEAP-RE Annual General Meeting. The annual general meeting allows WP and Pillar coordinators to present progress on their tasks and their planned activities for the year ahead. The meeting will also receive a report on the results of all external projects funded under Pillar 1. The second annual meeting will be held during the LEAP-RE Stakeholder Forum, planned to take place in Pretoria, South Africa in October 2023.
- To profile some of its work, WP1 will contribute towards T4.4 – Programme communication, to communicate and disseminate some of its outputs. This includes contributing to the website, newsletters, and social media content.

## 7 Reporting timelines

Below is a schedule for WP1 reporting timelines for year 1.

### 7.1 Deliverables

Task	Sub-Task	Linkages & Dependencies on Other Tasks	Deliverable	Lead Beneficiary	Type	Due Date
1.1 Programme coordination	Elaboration of the Annual Work Plans	Detailed Work Plans from Pillar leaders	D1.4 b Programme Annual Workplan	DSI	Report	The second one submitted
Task 1.2 Programme office	Elaboration and application of a Project Quality Plan		D1.12 Programme Quality Plan update	LGI	Report	Month 15
Task 1.3 Scientific Advisory and Ethical management	General reporting on AB activities	Task 3.1 Research, Innovation and Scientific Coordination.  WP17 - Ethics requirements	D1.14 Ethic report on AU/EU research	DSI	Report	Month 15

In addition to these reports, the coordination will ensure the development and submission of project deliverables from the other work package.

## 7.2 Milestones

Number	Title	Verification means	Due Date	Responsible
MS2	Workshop 1 (1 <sup>st</sup> LEAP-RE Stakeholder Forum)	Document/report detailing the decision	M21	UH

## 7.3 Gantt chart

In addition to the WP1 schedule, the following section presents the GANTT chart for the WP from Pillar 3 which started already (WP3, WP4, WP5). Note that Pillar 1 and 2 have submitted their detailed work plans in which an appropriate Gantt chart can be found.

WP3	Lead	2020			2021											2022											2023											2024											2025																
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	
Task 3.1 Research, Innovation and Scientific Coordination																																																																	
<b>Pillar 2 Governance</b>																																																																	
3.1.1	Pillar 2 Management and Board Meetings	POLIMI; SU																																																															
Scientific Support to Pillar 2																																																																	
3.1.2	Identify and formulate a publication strategy based on peer-reviewed open journals (article or special issue), open-books and international conferences	POLIMI; SU																																																															
Task 3.2 Capitalising Pillar 2 partners' expertise																																																																	
<b>Mapping the R&amp;I asset represented by Pillar 2 partners</b>																																																																	
3.2.1	Comprehensive Mapping for R&I and capacity Building	PAUWES; UH																																																															
Draft Programme for the Winter/Summer Schools in WP4		POLIMI; UH																																																															
Guidelines and recommendation for empowering research capacity and creating synergies with existing materials / events																																																																	
3.2.2	Identification of a set of contents and training structure for capacity building activities on technical and horizontal skills	SU; POLIMI																																																															
3.3 Monitoring & Evaluation (M&E) for the Pillar 2 projects																																																																	
<b>Monitoring the Pillar 2 WPs activities progress, and compliance with the planning</b>																																																																	
3.3.1	Monitoring the Pillar 2 WPs activities progress, and compliance with the planning	POLIMI; SU																																																															
Formulation of guidelines for proper evaluation system to be integrated in each WP based on WPs input																																																																	
3.3.2	Identify the main principles and guidelines for adopting an evaluation System for pillar 2 projects.	POLIMI; SU																																																															

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