LEAP-RE

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http://www.leap-re.eu/

a/ Programme Annual Workplan

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Summary

The Programme Annual Work Plan n°1 serves to highlight the activities related to the coordination and management of LEAP-RE. This annual plan is based on the detailed work plan developed in each workpackage and contribution from other project partners

Approval

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LEAP-RE

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

Programme Annual Work Plan n°1

Deliverable D1.4

October 2020 – December 2021

DSI & LGI

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Table of Content

TABLE OF CONTENT 2
1 SUMMARY 2
2 PROGRAMME COORDINATION 3
3 PROGRAMME OFFICE 4
4 SCIENTIFIC ADVISORY AND ETHICS MANAGEMENT 6
5 OTHER RELEVANT ACTIVITIES 6
6 REPORTING TIMELINES 7
6.1 DELIVERABLES 7
6.2 MILESTONES 8
6.3 GANTT CHART 8

Acronym

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

1 Summary

The Programme Annual Work Plan n°1 serves to highlight the activities related to the coordination and management of LEAP-RE, so mostly WP1 activities since it covers the whole Programme. DSI and 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. Revised plans will be developed for the 5-year duration of the Programme.

WP1, co-led by LGI Consulting (LGI) and the Department of Science and Innovation (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 an operational and administrative issues.

This first 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
Africa Energy Service Group	Rwanda	AESG

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

2 Programme Coordination

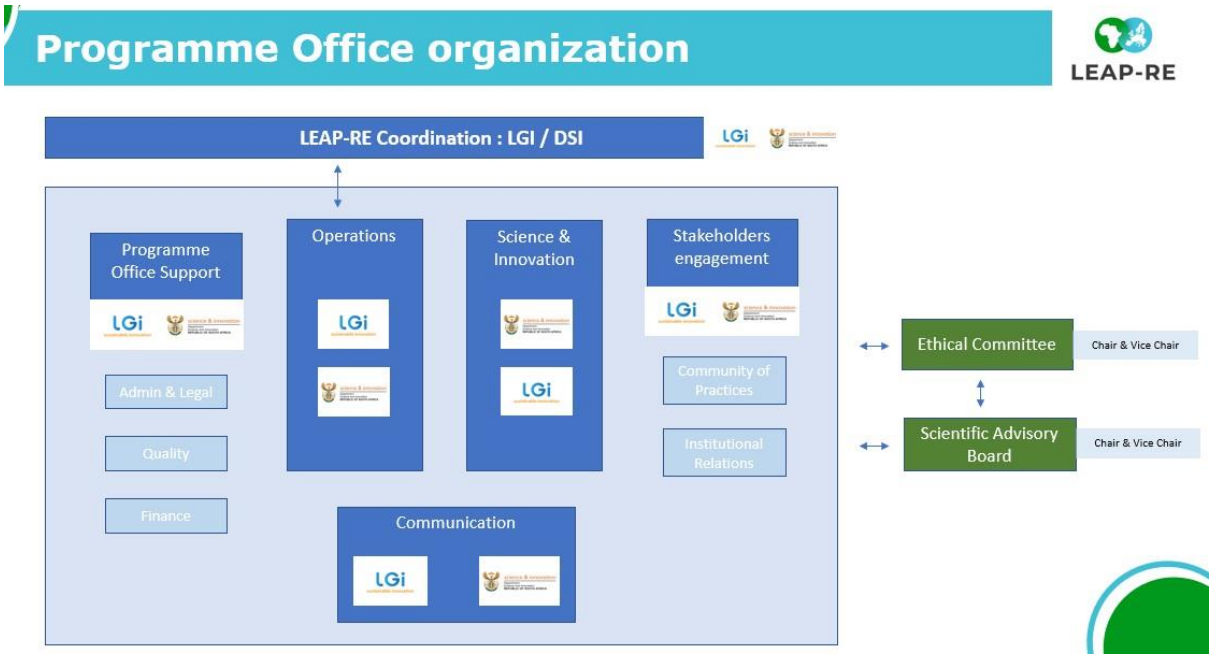
Led by LGI with the support of DSI, this task groups the co-coordinators' activity of overall organization and monitoring of the work progress. This activity will be initiated from the start of the Programme. Task leaders (LGI and DSI) are expected to:

- 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 for 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.

3 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.



- WP1 co-leaders will develop the LEAP-RE partner database, which was initially initiated during the PRE-LEAP-RE project. The database and mailing list will be updated regularly and loaded onto the FLEXX portal for partners to access. WP1 co-leaders will liaise with LEAP-RE partners for their respective administrative information, including LEAP-RE representatives' email addresses.
- LGI and DSI will organize the Programme Management Board on a monthly basis. 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. Note that during the PMB meeting of June 4th, it was decided to hold the PMB meeting monthly and every last Thursday of the month.

Meeting no.:	Moderator	Minute taker	Date
#1 (Extraordinary)	LGI	DSI	26 Oct 2020
#2	LGI	DSI	3 Nov 2020
#3	DSI	LGI	20 Nov 2020
#4	LGI	DSI	3 February 2021
#5	LGI	DSI	11 March 2021
#6	DSI	LGI	15 April 2021
#7	LGI	DSI	4 June 2021
#8	DSI	LGI	July 2021
#9	LGI	DSI	October 2021
#10	DSI	LGI	December 2021

- 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) will be developed which will outline 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. Specific training on the FLEXX tool will be provided for project partners. WP1 co-leaders will make use of the FLEXX tool to monitor the workflow of all WPs. Partners will upload LEAP-RE documents and deliverable reports onto the portal.
- In ensuring that LEAP-RE partners honour their contractual obligations, technical reports will be submitted at 18-month intervals. The first technical report is expected in 2022 – as such, data will be collected within the first year of the Programme, through meeting reports and other channels to feed into the technical report.
- WP1 co-leaders will develop a Gender Action Plan which will ensure that LEAP-RE activities across all WPs are gender responsive and transformative, and thus more effective, efficient, and successful.

- WP1 will provide support to LEAP-RE partners in reporting on their financial expenditures by drafting guidelines for reporting on their activities. A training workshop will be organized within year 1 (July 2021) 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 material will be 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 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.

4 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). With the support of LGI, DSI will establish both committees and lead the identification of individuals, liaising with the PMB. The work modalities include meetings (mostly virtual), prepping review documents and recommendations, organization discussions with the PMB, and reporting on activities.

a. Within the first year of the Programme, WP1 will draft terms of reference for the SAB and the EAB. The advisory boards will be established with the inputs of the PMB. Experts will be identified from both Africa and Europe, to serve on the advisory boards. The boards will be gender-balanced and comprise experts who have a proven track record of sitting on scientific and/or ethics committees.
b. Work plans for the SAB and EAB will be drafted – the work plans will detail the activities of the advisory boards.
c. A “kick-off meeting” of the advisory boards will be organized within the first year of LEAP-RE, once the experts have been appointed. WP1 will act as the Programme Office of the two advisory boards – tasked with organizing their meetings, preparing the agenda, circulating documents for discussion, and writing advisory board meeting reports. The Programme Office will also act as the liaison between the PMB and the advisory boards. At least two meetings will be organized within the first year, this includes the kick-off meeting.

5 Other relevant activities

Other relevant activities are listed below. Any other meetings led by WP1 will be organized virtually, until such a time that the COVID-19 pandemic has subsided, and travel restrictions have been relaxed.

- WP1 will organize LEAP-RE annual meetings, to allow WP leaders and Pillar coordinators to present progress on their tasks and plans for the year ahead. The first annual meeting served as the official LEAP-RE Kick-off Meeting (held in March 2021).
- To profile some of its work, WP1 will contribute towards T4.4 – Programme communication, to communicate and disseminate some of its outputs from year 1. This includes contributing to the website, newsletters, and social media content.

6 Reporting timelines

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

6.1 Deliverables

Task	Sub-Task	Linkages & Dependencies on Other Tasks	Deliverable	Lead Beneficiary	Type	Due Date
1.1 Programme coordination	Set up and maintenance of a web-based document management tool (LGI's in-house FLEXX platform); Workflow monitoring	Task 4.1 Expanding, managing, and animating the LEAP-RE Community	D1.1 Online collaborative platform	LGI	Report	Submitted
1.2 Programme office	Elaboration and application of a Project Quality Plan, with the project procedures (quality assurance, document management, etc.)	Task 4.2 Knowledge capitalization, valorisation, & scientific dissemination Task 4.4 Programme communication	D1.2 Programme Quality Plan	LGI	Report	Submitted
1.1 Programme coordination		The entire LEAP RE project is expected to uphold the principle of gender balance, this includes projects funded under pillar 1 Calls	D1.3 Gender Action Plan	LGI	Report	M12
1.1 Programme coordination	Elaboration of the Annual Work Plans	Detailed Work Plans from Work Packages	D1.4 a/b/c/d/e Programme Annual Workplan	DSI	Report	First one submitted
Task 1.3 Scientific Advisory and Ethical management	Establishment of both Advisory Boards, terms of reference,	WP17 - Ethics requirements	D1.7 Terms of reference of the Ethical Advisory Board	DSI	Report	M9 (in progress)

	organization of their work					
Task 1.3 Scientific Advisory and Ethical management	Establishment of both Advisory Boards, terms of reference, organization of their work	Task 3.1 Research, Innovation and Scientific Coordination.	D1.8 Terms of reference of the Scientific Advisory	DSI	Report	M9 (in progress)
Task 1.2 Programme office	Quality and document management	An online collaborative platform (D1.1), will be used to manage data and documents	D1.11 Data Management Plan	LGI	ORDP: Open Research Data Pilot	Month 12

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

6.2 Milestones

Number	Title	Verification mean	Due Date	Responsible
MS8	Validation of KPI targets	Document/report detailing the decision	M10	LGI

6.3 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 | | | | | | | | | | | | | |
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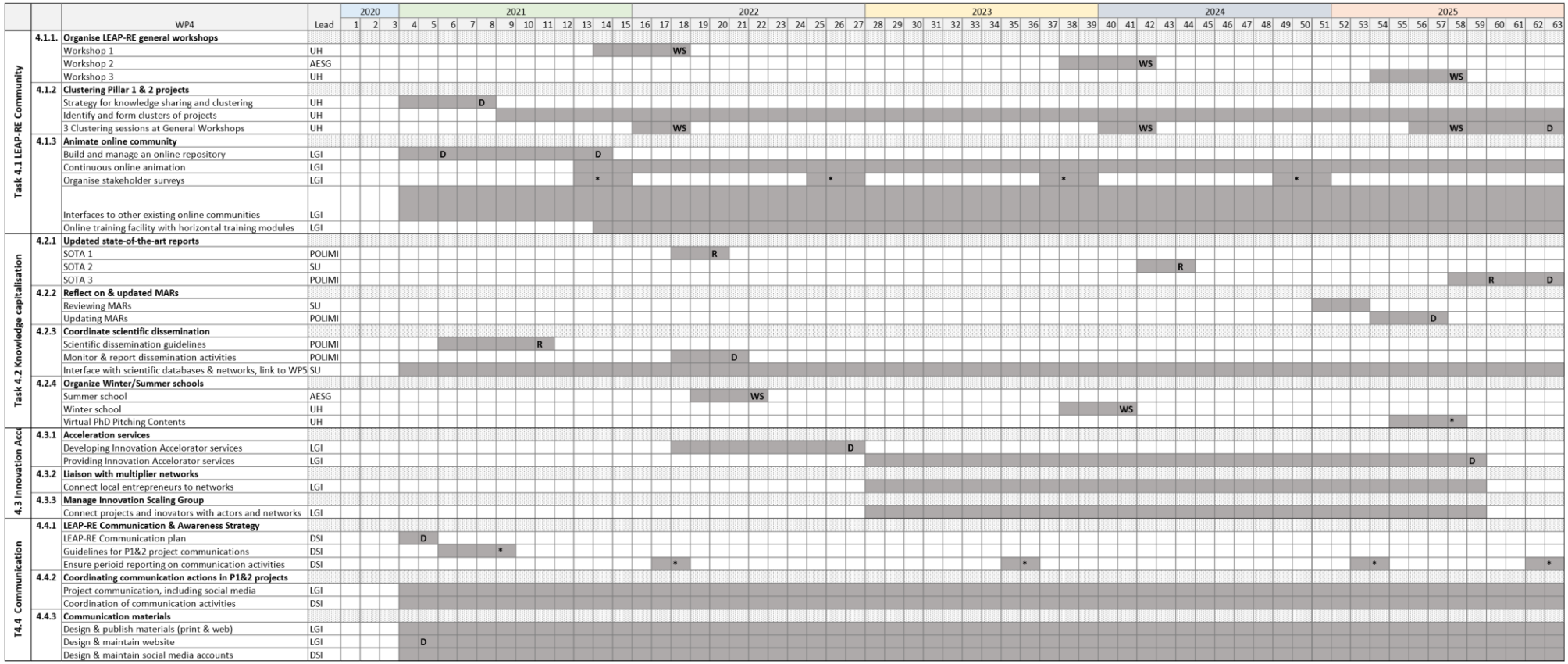

☆ = Present | > = Start of an activity

→ = Start of WPS in LEAP-RE | Contradictory info in the GA

Task	Action/deliverable	Coordination
WP5		**PAUWES/DLR**
5.1 M&E Concept and Impact Assessment		UEFISCDI/SU
	D5.1 | Theory of Change, M&E Approach and MEL Plan	SU
	D5.2 | Report on Monitoring	SU
	D5.3 | Report on Evaluation and Learning	UEFISCDI
	Theoretical Framework Development	UEFISCDI/SU
	MEL Plan	UEFISCDI/SU
	Monitoring	UEFISCDI/SU
	Evaluation	UEFISCDI/SU
	Learning	UEFISCDI/SU
	Monitoring Report: Pillar 1	UEFISCDI/MESRS
	Monitoring Report: Pillar 2	POLIMI/SU
	Monitoring Report: Pillar 3	LGI/DSI
	Evaluation Report: Pillar 1	ZSI/PAUWES
	Evaluation Report: Pillar 2	ZSI/PAUWES
	Evaluation Report: Pillar 3	ZSI/PAUWES
	Learning Report: Pillar 1	UEFISCDI/MESSRS
	Learning Report: Pillar 2	POLIMI/SU
	Learning Report: Pillar 3	LGI/DSI
	Monitoring Report: LEAP-RE	SU/UEFISCDI
	Evaluation Report: LEAP-RE	SU/UEFISCDI
	Learning Report: LEAP-RE	SU/UEFISCDI
5.2 Dialogue with Policymakers and other Stakeholders for Research Uptake		**PAUWES/DLR**
	D5.4 | Proceedings of round tables for research uptake	**PAUWES**
	D5.5 | Research briefs based on Pillar 1 and Pillar 2 results for dialogue with external policy and stakeholder partner	**PAUWES**
	D5.6 | Funding opportunities to enhance additional activities	**PAUWES**
	D5.7 | List of new LEAP-RE community members	**DLR**
	Dialogues	
	#1 RT "TCIPs in Multi-lateral Cooperations?"	PAUWES /DLR
	#2 RT "MEL in an AU-EU KMCF"	PAUWES/DLR
	#3 RT "Coordinated Communication in the Stakeholder's Network Labyrinth"	PAUWES/DLR
	#4 RT "AU-EU Knowledge Hubs System"	PAUWES/DLR
5.3 Strategy for RE research-capacity in Africa		**MESRS/ZSI**
	D5.8 | Report on the analysis about R&I capacities in Africa	**MESRS**
	D5.9 | Report about Twinning & Teaming & Pooling activities	**MESRS**
	Agenda Analysis	
	Benchmarking	
	Mapping of African capacities	
	Twinning, teaming and pooling	
5.4 Strategic ambition of the long-term partnership		**PAUWES/DLR**
	D5.10 | Strategy guidelines and plan for the design of the long-term partnership	**DLR**
	D5.11 | Strategy design workshop for the future platform and documentation of lessons learned from external actors	**DLR**
	Dedicated session in the 2nd General Workshop (In the GA under T5.4)	**PAUWES/DLR**

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