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TURKEY in
HORIZON 2020
COOPERATION. INNOVATION. COMPETITIVENESS

Technical Assistance for Turkey in Horizon 2020 Phase-II
EuropeAid/139098/IH/SER/TR

Turkey in Horizon 2020 II

'Part B: IMPLEMENTATION'
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Focused Group Training 14 on
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**REPUBLIC OF TURKEY
MINISTRY OF INDUSTRY
AND TECHNOLOGY**

COMPETITIVE
SECTORS
PROGRAMME

TÜBİTAK

B3. <u>Quality and efficiency of the implementation</u>

3.1 Work plan and Resources (10 pages including all tables)

3.2 Capacity of participants and consortium as a whole (3 pages)

Award criteria – aspects to be taken into account

✓ *Quality and effectiveness of the work plan, assessment of risks, and appropriateness of the effort assigned to work packages, and the resources overall*

✓ *Capacity and role of each participant, and extent to which the consortium as a whole brings together the necessary expertise.*

B3.1 Work plan and Resources

Content:

- brief presentation of the **overall structure of the work plan**;

- **What exactly and when will be done**

- **timing of the different work packages and their components** (<u>Gantt</u> chart or similar);

- **graphical presentation** of the components showing how they inter-relate (Pert chart or similar).

- detailed work description, i.e.:

    - a list of work packages (tables 3.1a);

    - a description of each work package (table 3.1b);

    - a list of deliverables (table 3.1c);

B3.1 Work plan and Resources (2)

Content:

- a list of milestones (table 3.1d);

- a list of critical risks, relating to project implementation, that the stated project's objectives may not be achieved. Detail any risk mitigation measures. You will be able to update the list of critical risks and mitigation measures as the project progresses (table 3.1e);

- a table showing number of person months required (table 3.1f);

- a table showing description and justification of subcontracting costs for each participant (table 3.1g);

- a table showing justifications for 'purchase costs' (table 3.1h) for participants where those costs exceed 15% of the personnel costs (according to the budget table in proposal part A);

- if applicable, a table showing justifications for 'other costs categories' (table 3.1i).

Tables for section 3.1

Table 3.1a: **List of work packages**

Work package No	Work Package Title	Lead Participant No	Lead Participant Short Name	Person-Months	Start Month	End month
				Total person-months		

Table 3.1b: **Work package description**

For each work package:

Work package number		Lead beneficiary					
Work package title							
Participant number							
Short name of participant							
Person months per participant:							
Start month			End month				

Objectives

Description of work (where appropriate, broken down into tasks), lead partner and role of participants

Deliverables (brief description and month of delivery)

Table 3.1c: List of Deliverables[6]

Only include deliverables that you consider essential for effective project monitoring.

Deliverable (number)	Deliverable name	Work package number	Short name of lead participant	Type	Dissemination level	Delivery date (in months)

KEY

Deliverable numbers in order of delivery dates. Please use the numbering convention <WP number>.<number of deliverable within that WP>. For example, deliverable 4.2 would be the second deliverable from work package 4.

Type:
Use one of the following codes:

R: Document, report (excluding the periodic and final reports)
DEM: Demonstrator, pilot, prototype, plan designs
DEC: Websites, patents filing, press & media actions, videos, etc.
DATA: Data sets, microdata, etc.
DMP: Data management plan
ETHICS: Deliverables related to ethics issues.
SECURITY: Deliverables related to security issues
OTHER: Software, technical diagram, algorithms, models, etc.

Dissemination level:
Use one of the following codes:

PU – Public, fully open, e.g. web (Deliverables flagged as public will be automatically published in CORDIS project's page)
SEN – Sensitive, limited under the conditions of the Grant Agreement
Classified R-UE/EU-R – EU RESTRICTED under the Commission Decision No2015/444

Table 3.1d: List of milestones

Milestone number	Milestone name	Related work package(s)	Due date (in month)	Means of verification

KEY

Due date
Measured in months from the project start date (month 1)

Means of verification
Show how you will confirm that the milestone has been attained. Refer to indicators if appropriate. For example: a laboratory prototype that is 'up and running'; software released and validated by a user group; field survey complete and data quality validated.

Table 3.1e: Critical risks for implementation

Description of risk (indicate level of (i) likelihood, and (ii) severity: Low/Medium/High)	Work package(s) involved	Proposed risk-mitigation measures

Definition critical risk:
A critical risk is a plausible event or issue that could have a high adverse impact on the ability of the project to achieve its objectives.

	WPn	WPn+1	WPn+2	Total Person-Months per Participant
Participant Number/Short Name				
Participant Number/ Short Name				
Participant Number/ Short Name				
Total Person Months				

Table 3.1g: 'Subcontracting costs' items

For each participant describe and justify the tasks to be subcontracted (please note that core tasks of the project should not be sub-contracted).

Participant Number/Short Name		
	Cost (€)	Description of tasks and justification
Subcontracting		

Table 3.1h: 'Purchase costs' items (travel and subsistence, equipment and other goods, works and services)

Please complete the table below for each participant if the purchase costs (i.e. the sum of the costs for 'travel and subsistence', 'equipment', and 'other goods, works and services') exceeds 15% of the personnel costs for that participant (according to the budget table in proposal part A). The record must list cost items in order of costs and starting with the largest cost item, up to the level that the remaining, costs are below 15% of personnel costs.

Participant Number/Short Name		
	Cost (€)	Justification
Travel and subsistence		
Equipment		
Other goods, works and services		
Remaining purchase costs (<15% of pers. Costs)		
Total		

EXAMPLE WPs - TWINNING

- **WP1: Raising scientific excellence**

- **WP2: Education of early stage researchers**

- **WP3: Increasing the level of scientific publications**

- **WP4: Improving and supporting the RPO competitiveness in international funding and innovation**

- **WP5 DEC**

- **WP6: Project MNG and COORD**

Roles of project participants

- **Each of the project partners can have different roles.**

- **Roles are defined in the project workplan description**

- **All project partners :**

  - Should fulfil their tasks duly, timely and according to the distribution of work

Coordinator

- Responsible for overall project management

- Intermediary between the project and EC

- Ensures communication with the ERP

- Monitors compliance of the partners with their obligations

- Collects, reviews and submitts information on the progress of the project, reports and other deliverables to the EC

- Admnisters the financial contribution of the EC and fulfills financial tasks

- Transmits on time documents and information connected with the project

- Chairs the GA meetings, proposes decisions and monitors the implementation of the project

Work package Leaders

- responsible for the overall coordination of the WP, supervision of the tasks, activities, milestones as well as the related deliverables

    - preparing a draft periodic plans for the WP tasks

    - reporting to the coordinator and General Assembly

    - organising communication within the respective WP and, together with the Coordinator and other WP Leaders, across WPs

    - presenting the WP conclusions, decisions, results and deliverables at external meetings

    - taking, in agreement with the Task Leaders, decisions at the WP level

    - analysing and documenting any Default of a party in relation to the own WP activities and preparing a respective proposal for an action plan to the Coordinator

Task Leaders

- responsible for the timely implementation of the activities in the task and the reporting to the WP Leader

- are taking, in agreement with the concerned WP Leader, decisions at the task level

Deliverable Leaders

- responsible for the timely and final write-up of the deliverables

- coordinate the work on the

- need to comply to the official deadlines for the submission of the deliverable for the Quality Assurance and to the European Commission

B3.2 Capacity of participants and consortium as a whole

- **Describe the consortium.** Show how this includes expertise in social sciences and humanities, open science practices, and gender aspects of R&I, as appropriate.

- Show **how the partners will have access to critical infrastructure needed to carry out the project activities.**

- Describe **how the members complement one another** (and cover the value chain, where appropriate)

- **In what way does each of them contribute to the project?** Show that each has a valid role, and adequate resources in the project to fulfil that role.

B3.2 Capacity of participants and consortium as a whole (2)

- **Other countries and international organisations**: If one or more of the participants requesting EU funding is based in a country or is an international organisation that is not automatically eligible for such funding (entities from Member States of the EU, from Associated Countries and from one of the countries in the exhaustive list included in the Work Programme General Annexes B are automatically eligible for EU funding), explain why the participation of the entity in question is essential to successfully carry out the project.

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