

*eTEN - InfoDay
Brussels, March 8^h, 2006*



Participating in eTEN from a co-ordinator's point of view

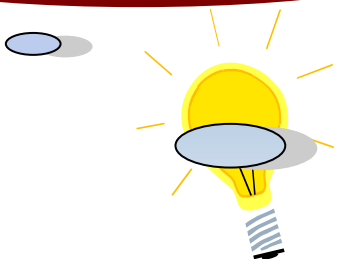
Barbara Streimelweger
Project Coordinator

HealthService24
Project
 **eTEN-C517352**

Presentation Outline

- From the “proposal” to a “running project”
 - The starting point - Proposal
 - Negotiation Phase
 - Start of the project - Signed Agreement

Starting Point



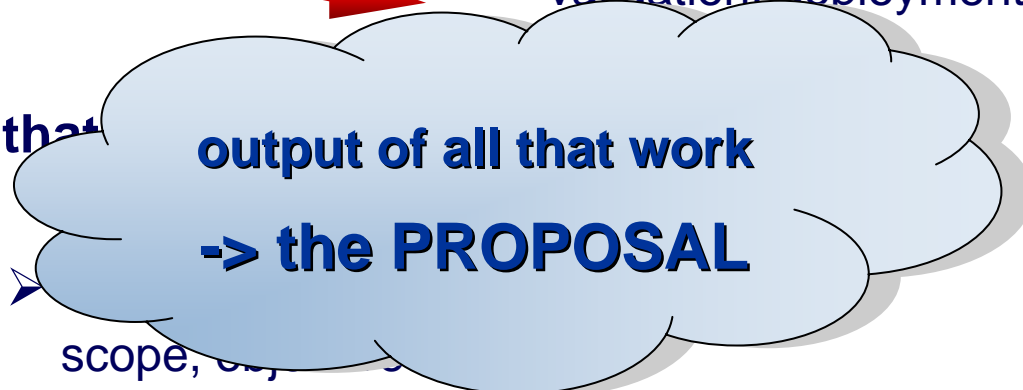
➤ **the idea**
scope / objectives



➤ **type of project**
validation, deployment, ...



➤ **Who could do that?**



➤ **scope, objectives, workplan, financial aspects**
responsibilities, roles & rules, processes
...

PROPOSAL – HealthService24

- based on the idea of MobiHealth (IST -2001-36006)
- definition of the scope, objectives, ...
- setting up a project workplan
- financing aspects
- ...

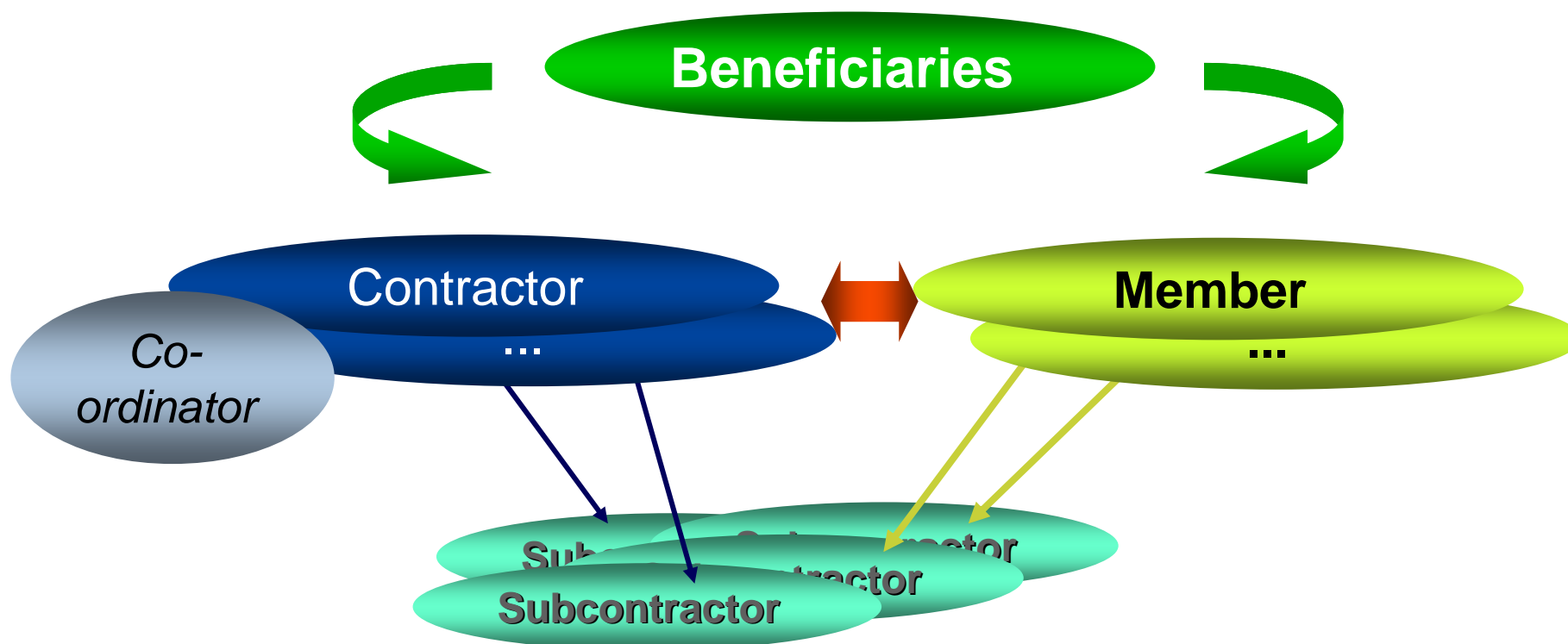


... this requires a **CONSORTIUM** in place

A large, light blue thought bubble with a black outline, containing the text 'Proposal Phase'. It is connected to the text above by a series of smaller, light blue circles of decreasing size.

Proposal Phase

The CONSORTIUM





University of Twente
The Netherlands



University of Cyprus



CLÍNIC
BARCELONA
Hospital Universitari



Medisch Spectrum ▲ Twente

NEGOTIATION PHASE (1)

➤ Preparation of the Grant Agreement

- Grant Preparation File

input (per beneficiary): contact details, personnel details,
details of cost-categories, certification

input (by coordinator): LFV, bank details

input (general): Project definition

output: “Cost Breakdown & Financial Plan”,
“Milestones Breakdown Table“

- Technical Annex

- Certification of registration of the companies

- Subcontractor forms

- ...

NEGOTIATION PHASE (2)

➤ Call for 1st **Negotiation Meeting**

- introduction of the project to the European Commission
 - the consortium
 - scope, objectives, benefits, risks, ...
 - financial aspects
 - project workplan
 - deliverables
 - ...

➤ **Evaluator's comments**

- Project Officer will come back with comments and questions
- reply to that letter and provide the required information

NEGOTIATION PHASE (3)

- Finalizing the Grant Agreement
 - get the Grant Agreement signed by all partners
 - send the papers to European Commission

- Final Grant Agreement
 - Project Coordinator will receive one set of copies back, signed by the European Commission

A large, stylized red ribbon graphic that curves across the bottom of the slide, pointing to the right.

Start of the project

NEGOTIATION PHASE (4)

- Experiences during the Negotiation Phase
 - different nationalities (language, time-zone, public holidays)
 - different ways of working
 - deadlines
 - ...

- What helps to run a successful negotiation phase
 - Project Management set-up: PO / SO / TO / WPL
 - commitment of all involved key-persons
 - clear definition of roles and rules
 - clear processes with regard of the information flow, escalation, ...
 - ...

The HealthService24 logo, consisting of two overlapping circles: a light blue one on the left and a lime green one on the right. The text 'healthservice24' is written across the intersection in a white, lowercase, sans-serif font. The logo is centered within a light blue square, which is flanked by two horizontal black lines.

healthservice24

THANK YOU
