Summing-up WG1 meeting and next steps

WG1 members

- Majority is Early Stage
- Mixture of different positions and profiles
- All have a mixture of administrative + scientific/financial/legal tasks
- Personal profiles available on website (needs extended version)

1. What does Administration of a European project involve?

- Covers pre- and post-award phase
- Involves advising, informing and training of researchers on funding programmes and rules
- Involves support in proposal and contract phase
Summing-up WG1 meeting and next steps

1. What does Administration of a European project involve? - cont -
   • Involves support in execution of project
   • Internal and external liaison function
   • Differences in perception of the word “administrator”
   • Clear differences in tasks between countries and between institutes

-> clearcut uniform definition needs further thinking and may be a definition with differentiations

WG1 Meeting, Zagreb, Croatia
Summing-up WG1 meeting and next steps

2. Identification of difficulties
   1. Lack of knowledge on funding rules by administrators and lack of respect for rules by researchers
   2. Poor positioning and recognition of administrators by researchers
   3. Communication with European Commission project officers
   4. Delay of deadlines
   5. Timesheets
   6. Mismatch internal procedures and external rules
   7. Lack of commitment by researchers
   8. Audit problems
Summing-up WG1 meeting and next steps

2. Identification of difficulties - cont -
9. Lack of Horizon 2020 guidelines
10. Practical administration tools
11. Finding partners (SMEs)
12. Quality of trainings
13. Human Resources
14. Co-funding
15. Dissemination to the general public
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How can BESTPRAC address these difficulties?

• Sharing of best practices and personal experiences (face-to-face, website)
• Market place for practical administration tools
• Generic training formats on funding rules
• Management guide
• Thematic discussions (+/- invited experts)
• Training on communication and time management skills

-> some difficulties are financial issues and should be a joint effort with WG2
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3. Qualifications and competences for an Administrator
   • Long list of soft skills and content-driven skills identified
   • Significant differences between countries and institutes
   • Aim: to define basic profile that can be tailored for specific positions
   • Sharing of German profile for FP7 project manager and Guide from pre- to post-award as best practice is being explored

-> Thematic discussion to be continued at next WG1 meeting
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WG1 meeting, September 2014, Bratislava

- Final date and contents to be agreed in MC
- Suggestions:
  - Market place for practical administration tools
  - Best practices for dissemination to the general public -> representatives from the FP7 CommHERE project (www.commhere.eu)
  - Thematic discussions / experience sharing on (non-financial) topics

Proposal:
- Continuation of job profile theme
- How to deal with lack of knowledge on funding rules by administrators and lack of respect and commitment by researchers
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Training school November 2014 targeted at Early Stage Administrators
• Final date and contents to be agreed in MC
• Suggestions:
  ➢ Training on communication and time management skills (should be personalised to difficulties administrators are experiencing)
  ➢ Financial difficulties overlapping with WG2
  ➢ Support for “Legal Course for Non-Legal Persons”

Challenge:

Professional trainer not funded

Short-Term Scientific Missions
• On a personal or small group basis