

Implementation of the Proposal (R-WWP 3a)

ICON INSTITUT

Establishment of the Nigerian National Contact Point Network
for Horizon Europe and ERASMUS+

Lot 4 Consortium led by ICON-INSTITUT Public Sector GmbH,
implemented by ICON and EUROPE Ltd.

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Content of the Implementation Section

1. Work Plan and Resources
2. Capacity of Participants and Consortium as a Whole

3. Quality and efficiency of the implementation #@QUA-LIT-QL@# #@WRK-PLA-WP@#

Quality and efficiency of the implementation – 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.*

Work Plan and Resources I (max. 14 pages)

3.1 Work plan and resources [e.g. 14 pages (19 pages for topics using lump sum funding) – including tables]

Please provide the following:

- brief presentation of the overall structure of the work plan;
- timing of the different work packages and their components (Gantt 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 (table 3.1a);
 - a description of each work package (table 3.1b);
 - a list of deliverables (table 3.1c);
 - ⚠ Give full details. Base your account on the logical structure of the project and the stages in which it is to be carried out. The number of work packages should be proportionate to the scale and complexity of the project.
 - ⚠ You should give enough detail in each work package to justify the proposed resources to be allocated and also quantified information so that progress can be monitored, including by the Commission
 - ⚠ Resources assigned to work packages should be in line with their objectives and deliverables. You are advised to include a distinct work package on 'project management', and to give due visibility in the work plan to 'data management' 'dissemination and exploitation' and 'communication activities', either with distinct tasks or distinct work packages.
 - ⚠ You will be required to update the 'plan for the dissemination and exploitation of results including communication activities', and a 'data management plan', (this does not apply to topics where a plan was not required.) This should include a record of activities related to dissemination and exploitation that have been undertaken and those still planned.
 - ⚠ Please make sure the information in this section matches the costs as stated in the budget table in section 3 of the application forms, and the number of person months, shown in the detailed work package descriptions.
- a list of milestones (table 3.1d);

Work Plan and Resources II (max. 14 pages)

- 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);

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Call: [insert call identifier] — [insert call name]

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- 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);
- if applicable, a table showing in-kind contributions from third parties (table 3.1j)

Methodology for Work Plan and Resources I

A detailed work plan broken down into WP which should follow the logical phases of the implementation of the project, and include consortium management and assessment of progress and results.

Any significant risks should be identified, and contingency plans described.

- **i) Describe the overall strategy of the work plan.**
- **ii) Show the timing of the different WPs and their components (Gantt chart or similar).**
- **iii) Provide a detailed work description broken down into work packages:**
 - Work package list (table 1.3a)
 - Deliverables list (table 1.3b);
 - Description of each work package, and summary (table 1.3c)
 - Summary effort table (table 1.3d)
 - List of milestones (table 1.3e)
- **iv) Provide a graphical presentation of the components showing their interdependencies (Pert diagram or similar)**


Methodology for Work Plan and Resources II

Resources to be committed

- In addition with part A
- Justify the main major costs (HR, equipments, ect.)
- Explain complementary resources to cover the non-funded parts of the project. It should thus also include costs that are not funded by the EC.
- Overall financial plan for the project.

Capacity of Participants and Consortium as a Whole (3pages)

3.2 Capacity of participants and consortium as a whole #@CON-SOR-CS@# #@PRJ-MGT-PM@# [e.g. 3 pages]

 *The individual participants of the consortium are described in a separate section under Part A. There is no need to repeat that information here.*

- Describe the consortium. How does it match the project's objectives, and bring together the necessary disciplinary and inter-disciplinary knowledge? Show how this includes expertise in social sciences and humanities, open science practices, and gender aspects of R&I, as appropriate. Include in the description affiliated entities and associated partners, if any.
- 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.
- If applicable, describe the industrial/commercial involvement in the project to ensure exploitation of the results and explain why this is consistent with and will help to achieve the specific measures which are proposed for exploitation of the results of the project (see section 2.2).
- **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.

Capacity of Participants and Consortium as a Whole

2.1 Management structure and procedures

- organisational structure & decision-making mechanisms
- should match the complexity and scale of the project.

2.2 Individual participants. Example:

- Background and facilities
- Human resources : key personnel (whether identified yet or not) that will work on the project
- Relevant collaboration: either with the other partners or with any other institution, including the other EU related projects . Role in societies/foundations/associations linked to the project.
- Tasks in the project: main competences (scientific and demonstration), methods/techniques you will provide. role in the WP
- Outputs of this project: If possible, to what extent this project fits in with your long term scientific agenda, strategy, and how it is key for your institution
- Publications relevant to the project. (max. 5)

Conclusions for part 3

Pages limit:

- section 3.1 - fourteen pages
- section 3.2 - three pages

Points of attention:

- Appropriateness of the management structure and procedures
- Quality and relevant experience of the individual participants
- Quality of the consortium as a whole (including complementarity, balance)
- Appropriateness of the allocation and justification of the resources to be committed (budget, staff, equipment)

Thank you for your attention / Questions?

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