

# Syllabus: How to initiate and manage partnerships

Module title	<b>How to initiate and manage your Horizon Europe partnerships</b>
Area	<ul style="list-style-type: none"> <li>- Partner identification and selection,</li> <li>- What to know about the coordinator's role</li> <li>- Preparing first operational steps after positive funding decision</li> </ul>
Learning format	Seminar or workshop
Length of module	~1h-1,5h
Regional	No relevant regional dimension.
Topic (short description)	This module addresses organisations (and responsible staff inside) that aim to set-up a Horizon Europe consortium ("pre-funding stage"). Further, it provides insights on what to pay attention to when to kick-off the work with your consortium ("kick-off stage").
Module description	<p><b>A) PRE-FUNDING STAGE</b></p> <p><b>Objective(s):</b></p> <p>This module will help you understand key aspects of partner identification and selection. It will also provide basic orientation for what it means to take on the role as project coordinator.</p> <p><b>Subject(s):</b></p> <p>The content of this modules is about the following topics: partner identification and selection what it means to take the role of the coordinator within a consortium,</p> <p><b>Tools:</b></p> <ul style="list-style-type: none"> <li>- Erasmus+ Results Platform: <a href="https://erasmus-plus.ec.europa.eu/projects">https://erasmus-plus.ec.europa.eu/projects</a></li> <li>- European Commission Partner Search Tool: <a href="https://webgate.ec.europa.eu/funding-tenders-opportunities/display/IT/Find+partners">https://webgate.ec.europa.eu/funding-tenders-opportunities/display/IT/Find+partners</a></li> <li>- European Commission Smart Specialisation Platform: <a href="https://s3platform.jrc.ec.europa.eu/">https://s3platform.jrc.ec.europa.eu/</a></li> </ul> <p><b>B) KICK-OFF STAGE</b></p> <p><b>Objective(s):</b></p> <p>The module will provide guidance for what to pay attention to when starting operations of the joint project, especially for the time in between the funding</p>

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Module description cont.	<p>decision and the actual start of the project as well as with regards to the first physical partner meeting (kick-off).</p> <p><b>Subject(s):</b> The content of this modules is about the following topics: what to pay attention between funding decision and operational start of the project, fundamentals for preparing the partner kick-off meeting</p> <p><b>Tools:</b></p> <ul style="list-style-type: none"> <li>- PM<sup>2</sup> – Project Management Methodology: <a href="https://europa.eu/pm2/about-pm2-methodology_en">https://europa.eu/pm2/about-pm2-methodology_en</a></li> <li>- RAID Methodology: <a href="https://rebelsguidetopm.com/raid-in-project-management/">https://rebelsguidetopm.com/raid-in-project-management/</a></li> </ul>
Suggest group exercises during session	<ul style="list-style-type: none"> <li>- Discussion / group work around what features a good project partner should have and why staff continuity is key for the overall project success</li> <li>- Workshop: a) Looking for partner organisations on EU platforms (getting familiar with available tools) b) Partner search for specific call &amp; Offer to be a partner (getting familiar with options on EC Funding &amp; Tender Portal)</li> <li>- Simulation: Simulate of first short project meeting (agenda preparation, intro session, warm-up game, choosing content focus, selection majority vote mechanism for group decision, check out online canvas tools, ...)</li> </ul>
Suggested exercises to take home	<ul style="list-style-type: none"> <li>- For potential coordinators:             <ul style="list-style-type: none"> <li>· Self-assess your expectations for becoming the coordinator</li> <li>· Prepare an (imaginative) agenda for your kick-off meeting</li> </ul> </li> <li>- Get familiar with partner EC search tool (see links below)</li> <li>- Scan and select license options that may be suitable to cover IPR within your consortium</li> </ul>
Relevant Literature / links	<p>The following sources are designated as recommended reading for this module:</p> <p><b>A) PRE-FUNDING STAGE:</b></p> <ul style="list-style-type: none"> <li>- The Partnering Toolkit: An essential guide to cross-sector partnering: <a href="https://thepartneringinitiative.org/wp-content/uploads/2014/08/Partnering-Toolkit-en-20113.pdf">https://thepartneringinitiative.org/wp-content/uploads/2014/08/Partnering-Toolkit-en-20113.pdf</a></li> <li>- Articles on Website Enspire Science: <a href="https://enspire.science/building-a-consortium-horizon-europe-dont-bring-friends/">https://enspire.science/building-a-consortium-horizon-europe-dont-bring-friends/</a></li> </ul>

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Relevant Literature /  
links cont.

## B) KICK-OFF STAGE

- LinkedIn Blog by Gregor Cerinšek: <https://www.linkedin.com/in/gregor-cerinsek-258729b/recent-activity/posts/>
- 2020 review of the best project managers for EU-funded projects by LabsExplorer: [https://www.labsexplorer.com/c/2020-review-of-the-best-project-managers-for-eu-funded-projects\\_219](https://www.labsexplorer.com/c/2020-review-of-the-best-project-managers-for-eu-funded-projects_219)
- The Partnering Toolbook: An essential guide to cross-sector partnering. <https://thepartneringinitiative.org/wp-content/uploads/2014/08/Partnering-Toolbook-en-20113.pdf>
- Successful Partnerships: A Guide. <https://www.oecd.org/cfe/leed/36279186.pdf>