EURADA
European Association of Development Agencies

Event: Summer Course
Practical Exercise with a mock proposal

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Director of EURADA
What knowledge do you have about H2020 proposals?
Main contents of the practical exercise about a proposal drafting

1. - Search the call topic
   • Peer learning for innovation agencies (H2020-INNOSUP-05)

2. - Main elements of a proposal
   • Excellence – Impact - Implementation

3. - Analysis of a specific proposal
   • Budget, Work Packages & Deliverables
Search a call topic in H2020
Development Agencies are mainly public entities:

- carrying out an economic development mission characterised by the search and promotion of the overall interest of an area (and not corporative or sectorial);
- significantly liaising with a local, metropolitan or regional authority with respect to management, financing or mission.
Funding & tender opportunities (the Single Electronic Data Interchange Area) is the entry point for participants and experts in funding programmes and tenders managed by the European Commission and other EU bodies.

Find calls for proposals and tenders

EU Programmes

Programming period 2014-2020

- 3rd Health Programme (2HP)
- Asylum, Migration and Integration Fund (AMIF)
- Consumer Programme (CP)
- Creative Europe (CREA)
- Europe Direct (ED)
- European Defence Industrial Development Programme (EDIDP)
- EU Aid Volunteerm Programme (EUVAP)
- European Solidarity Corps (ESC)
- Erasmus+ Programme (EPLUS)
- EU For Citizens (EFC)
- European Maritime and Fisheries Fund (EMFF)
- European Statistics (ESTAT)
- EU External Action (ELEAX)
- HERCULE III (HERC)
- Horizon 2020 Framework Programme (H2020)
- Support for information measures relating to the common agricultural policy (IMCAP)
- Internal Security Fund Borders and Visa (ISFB)
- Internal Security Fund Police (ISFP)
- Justice Programme (JUST)
- Pilot Projects and Preparatory Actions (PPPA)
- Programme for the Competitiveness of Enterprises and small and medium-sized enterprises (COSME)
- Programme for the Environment and Climate Action (LIFE)
- Promotion of Agricultural Products (AGRIIP)
- Research Fund for Coal & Steel (RFCS)
Peer learning of innovation agencies

Type of action:
- CSA-LS Coordination and support action Lump sum

Deadline Model: multiple cut-off

Opening: 07 November 2017

Deadline: 15 March 2018 17:00:00 Brussels time, 18 October 2018 17:00:00 Brussels time, 11 October 2018 17:00:00 Brussels time, 18 October 2018 17:00:00 Brussels time, 16 October 2018 17:00:00 Brussels time, 14 October 2018 17:00:00 Brussels time

Work programme: Innovation in small and medium-sized enterprises

Call name: For a better innovation support to SMEs | Call ID: 2018-INNOSUP-2018-2020

See all topics of this call

Topic updates:
- Mar 30, 2020 5:25:04 PM
  - The list of frequently asked questions and their answers for this call is available here.

In response to the call, the following number of proposals were received
Specific challenge

Innovation support agencies, i.e. the regional and national agencies that design and/or implement innovation support programmes for SMEs, are important intermediaries for SME innovation. Focus, design and delivery mechanism of innovation support programmes determine to a large extent the economic impact from the supported actions and the satisfaction of the beneficiaries with the support provided. The European Union has supported mutual policy learning and exchange of ‘good practices’ in different programmes, including for example the Seventh Framework Programme (FP7), the Competitiveness and Innovation Framework Programme and INTERREG. However, the transfer of good practices in SME innovation support, the enhancement of existing and the establishment of new innovation support programmes for SMEs remains slow, and SMEs benefiting from support programmes still often remain dissatisfied with the services received.

The PRO INNO Europe ‘INNO-Partnering Forum’ (IFP, 2008-2012) has made some significant contributions to formulating the requirements for a permanent learning mechanism for SME innovation support agencies. Learning activities have to be based on clear methodologies and there have to be demand-driven, launched at the moment agencies recognize the need to revise programme formats. Furthermore peer learning activities need to benefit from a secretariat or an animation structure that ensures horizontal flow of information among interested agencies. In a collaborative exercise the IFP has developed two methodologies in this respect: a quality management system implemented through a peer review system based on the EFQM methodology and a ‘Twinnings’ methodology that combines elements of traditional peer reviews and training in small learning groups of interested agencies.

It is the objective of this action to map how regional and national innovation agencies use these two methodologies as elements of a permanent peer learning environment and to give incentives to the agencies to engage more frequently in peer learning activities.

Scope

The proposed activities will provide incentives in the form of small lump sum grants to national and regional innovation agencies for engaging in peer learning on all topics relevant for design and delivery of innovation support programmes for SMEs. This should be challenge-driven, based on an agency’s intention to revise its programme formats or introduce a new scheme, and lead to the development of common understanding of a given support service. The support to joint learning activities shall be available at any time when need and opportunity for policy learning in agencies arises. Peer learning is open for all topics for a better innovation support to SMEs. In the context of this action however, only the ‘Twinnings’ methodology as well as the quality management scheme for innovation agencies based on EFQM are recognized as learning methods. Funding for grants awarded under this topic will take the form of a fixed lump sum of EUR 15,000 / 50,000.

Applicants should be aware that this is not purely an action to promote the exchange of good practices. The aim is to investigate and develop by means of peer learning new topics and approaches in innovation support to SMEs with an intention to put newly developed skills into practice.

Expected impact:

- The number of innovation agencies engaged in peer learning activities significantly increases.
- The results of the peer learning are taken up by national and regional innovation support programmes, including those co-financed by European Structural and Investment Funds.
- A broad range of new topics and approaches in innovation support to SMEs is investigated and developed by peer learning activities of national and regional innovation agencies. Pilot agencies design and implement programmes based on these new approaches.
- The wider use of quality management in innovation agencies enhances efficiency of service delivery and customer satisfaction and accelerates the learning process.

[3] Decision authorising the reimbursement on the basis of lump sum for the Action INNOSOLA Peer learning for innovation agencies under the Horizon 2020 Framework Programme.
Main elements of a proposal
Main elements of a proposal

A typical H2020 proposal has:

- Part A. - with Administrative references

- Part B. - the technical annex
  1. Excellence
  2. Impact
  3. Implementation
  4. Members of the consortium
  5. Ethics and security
Main elements of a proposal

- Three partners
  - Berlin
  - Athens
  - Helsinborg

- Objective: develop a support scheme for migrants entrepreneurship

- Actions
  - Create a label
  - Define effective support measure
  - Design programme
Main elements of a proposal

Migrant inclusion

Social Label

Innovation support

Develop

Share

Support

Schemes

Migrant Entrepreneur

Enterprises benefitting migrants

Our mockup proposal

Scheme to Support Migrants' Entrepreneurship (SSME)

<table>
<thead>
<tr>
<th>Participant</th>
<th>Participant structure</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coordinator</td>
<td>Euron Development Agency (EDDA)</td>
<td>URS</td>
</tr>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>QRS</td>
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<tr>
<td>3</td>
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</table>

The initiative to Support Migrants Entrepreneurship (SSME) project reflects a complex multi-dimensional approach to enhancing the entrepreneurial abilities of migrants in European countries. It has the following objectives:

- Improve the implementation of regional development policies and programmes, especially those dedicated to investment for Green Jobs and Inclusion. The project aims at positioning itself as a model of migrant entrepreneurship across the European Union, by promoting the policy makers with a gender-based policy matrix tool. This tool will enable them to understand migrant entrepreneurship needs in Europe and adapt their programmes and policies accordingly.
- Seek support for the initiative, through various stakeholders, including the competitiveness of European factors by:
  - Promoting regional competencies
  - Affecting investors
  - Fostering a European social wall of trust
- Further adequate measures to support migrant entrepreneurs. The three different approaches, contained in the list of participants, will vary as strategies and interventions to provide adequate measures support for Social Entrepreneurs benefiting migrants or individual migrant entrepreneurs. This will result in a better access to available funds.
What are the main parts of a proposal?

What is a Deliverable?
3 Analysis of a specific proposal
Table 3.1: List of work packages

<table>
<thead>
<tr>
<th>Work package No</th>
<th>Work Package Title</th>
<th>Lead Participant No</th>
<th>Lead Participant Short Name</th>
<th>Person-Months</th>
<th>Start Month</th>
<th>End Month</th>
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<td>HIDA</td>
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</table>

Total person months: 11
Analysis of a specific proposal

Deliverables:

- **D1.1 Guarantee deposit (M1):** Constitute a guarantee deposit with the pre-financing of the project in a highly remunerated account in a reliable financial institution not established in a tax paradise to provide transparency to the public money.
- **D1.2 Shared platform (M2):** Creation of a platform for internal communication and documents repository.
- **D1.3 Establishment of the advisory board (M6),** to provide independent assessment and mentoring to the project partners.

Check the WPs

<table>
<thead>
<tr>
<th>Work package number</th>
<th>Score Date of Status Event</th>
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</tr>
</thead>
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<td></td>
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<tr>
<td>Participants number</td>
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<td>1</td>
</tr>
<tr>
<td>Current status of participant</td>
<td>BRD</td>
<td>BRDA</td>
</tr>
<tr>
<td>Vaitonis (as participant)</td>
<td>BRDA</td>
<td>BRDA</td>
</tr>
</tbody>
</table>

Start date: Feb 2023
End date: June 2023

Objective:
1. Organizational, administrative and financial management of the project.
2. Ensure that the project meets all its objectives on time, at a high level of quality, and within the assigned budget.

Disclaimer of risk (where appropriate, hidden risks have been noted), lead partner and role of participants:

WPs is coordinated by BRDA, (Berlin Development Agency). It includes those tasks related to project overall management of the project, reporting and knowledge management.

Task 1.1: Overall management (lead partner, BRDA, contributor, AL1, partners):

This task is responsible for the overall management of the project. This includes:
- Administrative and logistic management.
- Coordinating the overall coordination of the different elements of the project.
- Ensuring and managing the Management Board composed by a representative of each partner, that will take the decisions of the project executed by a majority of votes.

Task 1.2: Surveillance (lead partner, BRDA, contributor, AL1, partners):

In order to ensure the Commission on the project’s issues and receive final input, BRDA will maintain reporting and internal communication activities among the partners. This task includes:
- Working with the Commission to ensure timely accomplishment of project goals.
- Establishing clear timelines and quality requirements and effective communication.
- Coordinating effective communication among all commission partners by establishing a platform for communication.
- Organizing 5 project meetings, hosted by each partner.
- Ensuring that the agreed-upon work plan is being followed and implemented by the project partners.
- Coordinating and synthesizing inputs of partners and presenting quality control of deliverables.
- Ensuring effective communication with the Commission, including regular reporting on the project’s administrative and financial aspects.
- Ensuring each partner will contribute to the periodic, financial and final reporting to the Commission in accordance with their contribution to the project’s total.
- Ensuring each partner will support BRDA’s communication with the Commission by providing input as needed and participating in project meetings.
Which ones are the wrong deliverables?
## Deliverables

- **D1.1 Guarantee deposit (M1)**: Constitute a guarantee deposit with the pre-finance of the project in a highly remunerated account in a reliable financial institution not established in a tax paradise to provide transparency to the public money.
- **D1.2 Shared platform (M3)**: Creation a platform for internal communication and documents repository.
- **D1.3 Establishment of the advisory board (M6)**, to provide independent assessment and mentoring to the project partners.

## Deliverables (brief description and month of delivery)

- **D2.1 Label (M3)**: Procedure plan for the creation and the implementation of the label developed during the procedure workshop in Berlin in September 2018. The document will establish criteria for obtaining the label.
- **D2.2 Support Services Design (M15)**: Report describing efficient RDA services portfolio for migrant entrepreneurs (or companies) including financial and non-financial support measures.
- **D3.3 Report on the contacts (M18)**: This deliverable will report for the auditor all the communications achieved with the migrants and their employers. To provide traceability of the data, each dataset will include all the migrant background story including personal information, as well as any violations of human rights they might suffered.
- **D2.4 Design Option Paper (M18)**: Description on how innovation agencies could establish a program to support migrant entrepreneurs, including a scheme for mentoring support and finance.

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## Deliverables

- **D3.1 Communication and Dissemination Plan (M3)**: This deliverable consists of the detailed development and update of the Communication and Dissemination Plan (CDP). The plan includes contents to be disseminated; the targets of dissemination; their area of interest; the means for identifying the target and the dissemination means.
- **D3.2 Project website (M3)**: The website will be designed in accordance with the visual project identity, and all the public project materials will be accessible from the website, which will also cross-link to other channels used for the project. It will be maintained and updated until the end of the project and kept alive for at least 3 years after the natural contractual end of the project.
- **D3.3 Communication toolkit (M3)**: A communication toolkit will be designed and delivered for supporting all the activities developed in the project. The toolkit will be based on a specific project visual identity to be designed by HIDA. The toolkit will consist of project logo, letterhead, presentation layout and template, leaflet, brochure and roll-up.
- **D3.4 Material acquisition (M6)**: Purchase of software and computers to design the communication toolkit inside the consortium. Acquisition of printing machines and material to produce the communication toolkit material and save money in external contracting.
EURADA is the unique European club of economic developers able to bridge local and regional development agencies with Europe and its opportunities.

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