

**Description of the Action**

**(Technical annex 1)**

**COSME**

**Call for proposals**

**COS-ENTRECOMP-2018-3-01**

|  |  |
| --- | --- |
| **Project acronym:** |  |
| **Project duration (months):** |  |
| **Start date:** |  |
| **Coordinating organisation:** |  |
| **Number of partners:** |  |

***Structure***

* *All pages should be numbered.*
* *Each page should be headed with the project acronym and drafting date.*
* *Read carefully all footnotes.*

**Section A: Project summary**

**A.1 List of beneficiaries**

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| **A.1.1 List of Participants** |

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| --- | --- | --- | --- | --- | --- |
| **Number** | **Name** | **Short name** | **Country** | **Project entry month** | **Project exit month** |
| *1 (Coordinator)* |  |  |  |  |  |
| *2* |  |  |  |  |  |
| *3* |  |  |  |  |  |
| *4* |  |  |  |  |  |
| *5* |  |  |  |  |  |
| *Add lines if necessary* |  |  |  |  |  |

**A.2 Work Plan tables – Detailed implementation**

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| --- | --- | --- | --- | --- |
| **A.2.1 List of Work Packages[[1]](#footnote-1)** | | | | |
| **WP Number** | **WP Title** | **Lead beneficiary** | **Start month** | **End month** |
| *1* |  |  |  |  |
| *2* |  |  |  |  |
| *3* |  |  |  |  |
|  | *Add lines if necessary* |  |  |  |

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| **A.2.2 List of Deliverables[[2]](#footnote-2)** | | | | | | |
| **Deliverable Number** | **Deliverable Title** | **WP number** | **Lead beneficiary** | **Type[[3]](#footnote-3)** | **Dissemination level[[4]](#footnote-4)** | **Due date (in months)** |
| *1* |  |  |  |  |  |  |
| *2* |  |  |  |  |  |  |
| *Add lines if necessary* |  |  |  |  |  |  |

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| **A.2.3 List of Milestones[[5]](#footnote-5)** | | | | | |
| **Number** | **Title** | **Lead beneficiary** | **Due date (in months)** | **Description** | **Work Package number** |
| *1* |  |  |  |  |  |
| *2* |  |  |  |  |  |
| *Add lines if necessary* |  |  |  |  |  |

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| **A.2.4 Critical Risks[[6]](#footnote-6)** | | | |
| *Describe the critical risks and mitigating measures envisaged in the implementation of the action* | | | |
| **Number** | **Brief Description** | **Mitigation measures** | **Work Package number** |
| *1* |  |  |  |
| *2* |  |  |  |
| *Add lines if necessary* |  |  |  |

**Section B: Action: objectives, management structures and work plan**

**B.1 Objectives of the Action**

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| **B.1.1 Specific objective(s) of the Action** |
| * *Indicate how your proposal addresses the specific challenge and scope of the topic, as set out in the COSME work programme.* * *Describe the specific objectives for the project, which should be clear, measurable, realistic and achievable within the duration of the project. Objectives should be consistent with the expected exploitation and impact of the project.* |
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| **B.1.2. Target group/audience** |
| * *This section should describe to which target group(s) the activities are dedicated i.e. SMEs in general, SMEs in specific sector, regional authorities, sectoral organisations, etc. by making the link with the COSME work programme.* |
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| **B.1.3 Description of work methodology and tools** |
| * *Describe and explain the overall concept underpinning the project. Describe the main ideas, models or assumptions involved.* * *Describe the methodology, tools and quality control criteria needed for the implementation of the proposed action by making the link with the different work packages.* |
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| **B.1.4 Performance Indicators** | | |
| *Describe the indicators used to measure the implementation of the action* | | |
| **Title** | **Brief Description** | **Target *(quantity)*** |
|  |  |  |
|  |  |  |
| *Add lines if necessary* |  |  |

**B.2. Management structure and procedures**

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| **B.2.1 Organisational structure** |
| * *Explain how the profile of the proposed participant(s) is aligned with the objectives of the Action.* * *Describe the organisational structure and the decision-making process within the consortium.* * *Explain why the organisational structure and decision-making mechanisms are appropriate to the complexity and scale of the project.* |
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| **B.2.2 Operational/Technical Capacity:** **Skills, expertise and role of key staff involved in the project** | | | | |
| **Participant No** | **Name of the staff member** | **Summary of relevant skills and experience** | **Role in the project** | **Allocation to the project (%)** |
| *1* |  |  |  |  |
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**B.3 Work Plan[[7]](#footnote-7)**

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| **Work Package 1.** |

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| **WP. 1.1 Objectives of the Work Package** |
| *Describe the specific objectives of the action that will be achieved through this Work Package* |
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| **WP.1.2 Description of the Work Package** |
| *Describe the specific tasks comprised in this work package* |
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| **WP.1.3 Participants Involved in the Work Package** | | | |
| **Participant No[[8]](#footnote-8)** | **Role** | **Main tasks** | **WP Effort (persons/month)** *[[9]](#footnote-9)* |
|  | WP Leader |  |  |
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| *Add lines if needed* |  |  |  |

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| **WP.1.4 Subcontracting** |
| *Describe whether any of the tasks in the Work Package would be subcontracted and explain how the subcontractor will be selected* |
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| **WP.1.5 Performance Indicators** | | |
| *List the indicators used to measure the implementation of this work package by making the link with section B. 1.4* | | |
| **Title** | **Brief Description** | **Target *(quantity)*** |
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| *Add lines if necessary* |  |  |

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| **WP.1.6 Planned effort** | | | | | |
| * *Proposals must include an aggregated overview on planned efforts (person-months). To facilitate the reading of the table, it is important to break-down the project. Please follow the structure below:* | | | | | |
| **Start month:** |  | | **End month :** |  | |
| **Participant No[[10]](#footnote-10)** | | **Role in the project** | | | **Total person-months** |
|  | | WP Coordinator | | |  |
|  | | (e.g. Communications Officer) | | |  |
|  | | (e.g. Expert) | | |  |
|  | |  | | |  |
| *Add lines if necessary* | |  | | |  |

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| **Work Package 2.** |

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| **WP.2.1 Objectives of the Work Package** |
| *Describe the specific objectives of the action that will be achieved through this Work Package* |
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| **WP.2.2 Description of the Work Package** |
| *Describe the specific tasks comprised in this work package* |
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| **WP.2.3 Participants Involved in the Work Package** | | | |
| **Participant No** | **Role** | **Main tasks** | **WP Effort (persons/month)** |
|  | WP Leader |  |  |
|  |  |  |  |
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| *Add lines if needed* |  |  |  |

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| **WP.2.4 Subcontracting** |
| *Describe whether any of the tasks in the Work Package would be subcontracted and explain how the subcontractor will be selected* |
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| **WP.2.5 Performance Indicators** | | |
| *List the indicators used to measure the implementation of this work package by making the link with section 1.4* | | |
| **Title** | **Brief Description** | **Target *(quantity)*** |
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| *Add lines if necessary* |  |  |

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| **WP.2.6 Planned effort** | | | | | |
| * *Proposals must include an aggregated overview on planned efforts (person-months). To facilitate the reading of the table, it is important to break-down the project. Please follow the structure below:* | | | | | |
| **Start month:** |  | | **End month :** |  | |
| **Participant No** | | **Role** | | | **Total person-months** |
|  | | WP Coordinator | | |  |
|  | | (e.g. Communications Officer) | | |  |
|  | | (e.g. Expert) | | |  |
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| *Add lines if necessary* | |  | | |  |

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| **Annex 1** |

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| **Description of previous projects and activities related to the field of the call from the last 3 (three) years** | | | |
| **Participant acronym** | **Programme Name (EU, national or others), example: Creative Europe, UNCDF, etc** | **Year** | **Role of the partner in the project and short description of the implemented action (max. 200 words)** |
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| *Add lines if needed* |  |  |  |

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| **Annex 2** |

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| **List of public authorities, representative bodies, organizations and individual experts participating in the national or local networks** | |
| **Name** | **Brief Description/Comment** |
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| *Add lines if needed* |  |

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| **Annex 3** |

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| **Declaration by the coordinator regarding the participation of applicants to this call[[11]](#footnote-11)** |
| I, coordinator of proposal ……………………………. (please insert number of proposal and acronym) am fully aware and declare to have understood point 6.2 of the call according to which:  One applicant organisation can participate in one application only. Applicant consortia must verify that their members are not part of another application. Nevertheless, if this would happen, the concerned organisation will be excluded from all the proposals it applied. The respective consortia affected by the exclusion of (a) partner(s) must still fulfil the eligibility criteria as stipulated in sections 6.1 and 6.2 in order to be considered eligible.  I agree to take steps to ensure that all partners of my consortium are aware of and adhere to this condition.  Full name Date Signature |

1. *‘Work package’* means a major sub-division of the proposed project. [↑](#footnote-ref-1)
2. ‘Deliverable’ means a distinct output of the project, meaningful in terms of the project’s overall objectives, and constituted by a report, a document, a technical diagram, a software etc. [↑](#footnote-ref-2)
3. Please input “R” for reports and other documents, “DEC” for websites and videos and “Other” for other deliverables [↑](#footnote-ref-3)
4. Please input “PU” if public and “CO” if confidential (only for members of the consortium and Commission Services) [↑](#footnote-ref-4)
5. ‘Milestones’ means control points in the project that help to chart progress. Milestones may correspond to the completion of a key deliverable, allowing the next phase of the work to begin. They may also be needed at intermediary points so that, if problems have arisen, corrective measures can be taken. A milestone may be a critical decision point in the project where, for example, the consortium must decide which of several technologies to adopt for further development. [↑](#footnote-ref-5)
6. Critical risks are externalities which may affect the implementation of the action [↑](#footnote-ref-6)
7. Should you have more than 2 Work Packages, please copy/paste a Work Package’s structure as many times as necessary. Give every Work Package its own title. [↑](#footnote-ref-7)
8. Applicants shall include one line per Consortium partner involved in the WP. [↑](#footnote-ref-8)
9. Person-months factors help to determinate the effort which is necessary to make a certain action done (Work Packages). To calculate it, multiply the total number of hours allocated to the relevant WP by 12 and divide the result by 1720. For instance, if 350 working hours are allocated to member of the staff X and 510 working hours are allocated to member of the Staff Y, the person-months of that work package is 6. ((350+510)\*12)/1720 [↑](#footnote-ref-9)
10. Applicants shall include one line per category of staff involved in the project (e.g. coordinator, communication officer, expert, etc.). Consequently, more than one line may be necessary for each Consortium partner involved in the WP. [↑](#footnote-ref-10)
11. It is not allowed that an applicant participates in more than one proposal under this call. Should this happen, all the proposals in which this partner is involved may be considered as ineligible. [↑](#footnote-ref-11)