

NFP Workshop 30 Nov 2023

Experiences from JA Coordination

EU4H 11 Joint Action

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This presentation is part of the action "NFP4Health" which has received funding from the European Union's Health Programme (2014-2020) under grant agreement No 101035965.



Agenda

- Project description
- General recommendations for coordinators
- Experiences after 1 Year Project coordination
 - Basic concept for 4 mandatory work packages
 - WP1 Coordination / WP2 Dissemination / WP3 Evaluation / WP4 sustainability
- Attachment: Coordinator Toolbox for download
 - Plans, templates & related documents: based on MS Office
 - Project Manual, Risk Management Plan, Quality Management Plan, Financial Management Procedure
 - Stakeholder Analysis/Communication & Dissemination Plan, Evaluation Plan, Sustainability Plan
 - time sheet template, deliverable template, financial report form etc.



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Project description: EU4H 11: Joint Action on quality of medicines and implementation of the pharmaceutical legislation/strategy



- Project duration: November 2022 – October 2025
- **Estimated Budget: 3,43 Mio. EUR**
- Participants: **39 National Competent Authorities** / 29 EU/EEA Countries
- Coordinator: AGES/AT (WP1, WP2, WP4 Lead)
- Coordinator supports WP3 and the 3 technical work packages
- Project Steering Committee = **deciding body: 4 WP Leaders**
- Project activities and main objective: **strengthen capacities of NCAs / Medicines Inspectorates (GMP/GDP)** and strengthen the EU/EEA Joint Audit Programme, work on/improve/extend related processes, offer trainings and co-financing to NCAs.
 - Harmonised inspection standards / GMP interpretation / confidence between surveillance authorities and cooperation in the field
 - Safe and high-quality medicines



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[EU4H 11 Website](#)



General recommendations for Coordinators I

- **Project manager**

- Service-oriented, solution-oriented, **someone who cares** with coordination skills
- experienced in the field EU projects or likes to acquire knowledge in new fields
- Basic **quality** management knowledge / **documentation** affinity
- **Close collaboration** with the **main technical expert**
- **Collaboration** with legal / financial colleagues (WP1) and communication experts i.a. (WP2)

- **Exert role actively** to coordinate and support their participants, esp. in administrative/financial aspects

- Clear instructions and support – coordinator communicates with project officer
- Short reaction times

- **Consortium Agreement**

- Include GA requirements for Affiliated Entities/Assoc. Partners



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General recommendations for Coordinators II

- **Support or lead WP2 Dissemination Work Package**
 - Minimum Coordinator contribution: support for documentation
 - take over communication about project to the public/media via website, social media accounts
 - If possible, take over the lead
- **Support WP3 Evaluation Work Package**
 - connection to WP1 contents / support for documentation
 - Lead = another organisation
- **Support or lead WP4 Sustainability Work Package**
 - Depending on resources/strengths/coordinative skills of technical experts at Coordinator
 - No One-Man/Woman-Show – broad support
- **Participate in each technical WP to support and link between WP**
 - Guidance/assistance in aspects of mandatory WP to ensure implementation according grant agreement provisions
 - comprehensive overview, to identify possible issues
 - Support in administrative tasks (e.g. surveys) – efficiency of JA implementation



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General recommendations for Coordinators III

- Consider – Pre-phase is not co-financed ~ 6-9 PM until GA signature
- At proposal stage: estimate budget for each budget item / cost category
 - Facilitates budget flexibility in project implementation
- Stay in contact with HaDEA Project officer + EC/DG SANTE
- Support of Nominating authority
- Liase with experienced coordinators / project managers



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Experiences after 1 Year Project coordination

Basic concept for 4 mandatory work packages is shared

WP1 Coordination/WP2 Dissemination/WP3 Evaluation/WP4 Sustainability

- Based on our Description of Action/Grant Agreement, but adapted as found beneficial
 - Documents and timelines for first 12 months in mandatory work packages
 - Toolbox: plans and templates slightly advanced
- Useful toolbox: Free PM² methodology of European Commission
- [PM² Project Management Methodology \(europa.eu\)](https://ec.europa.eu/eu4health/infrastructure/infrastructure_en)
- Free online logo creators

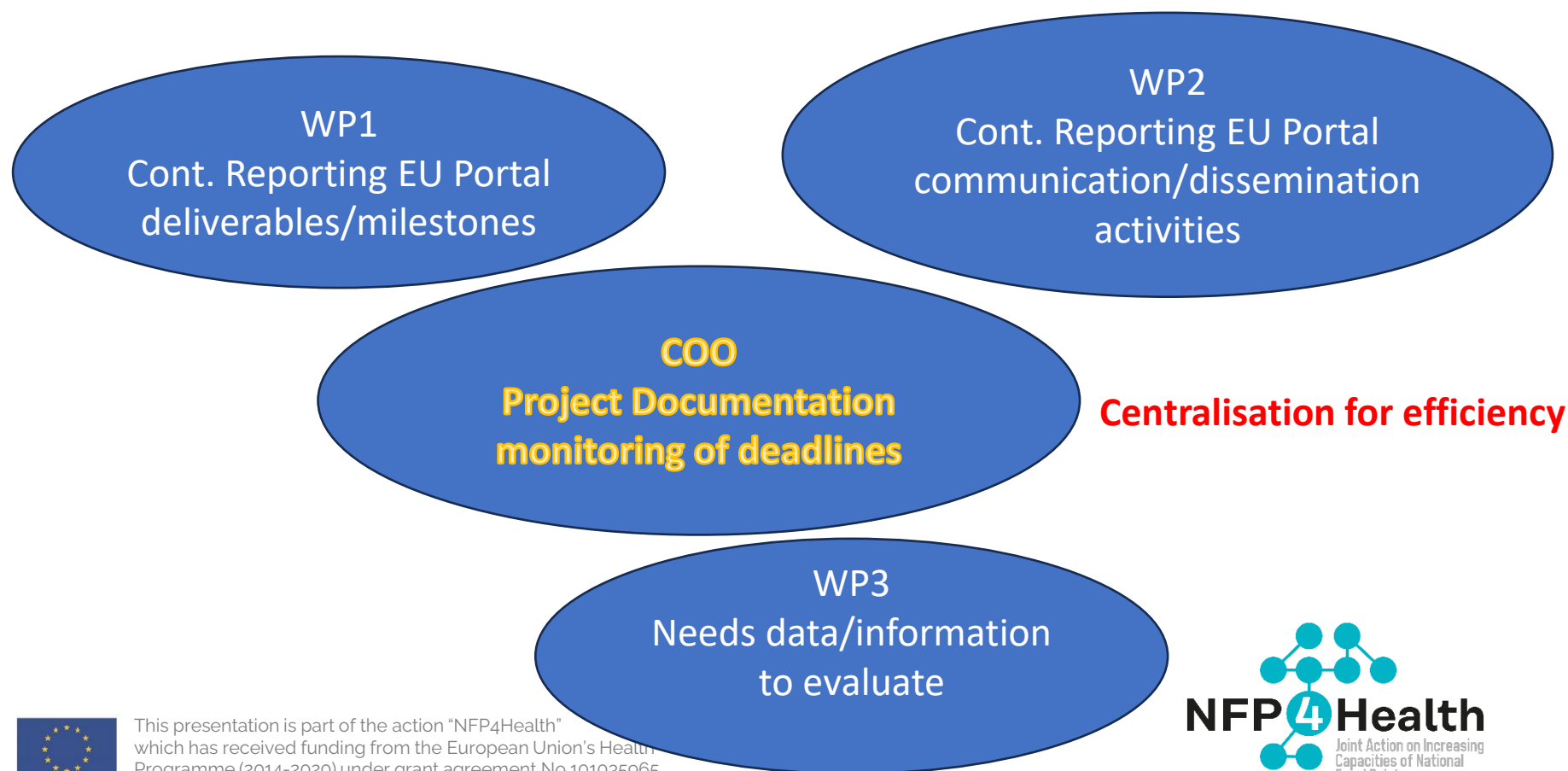


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Experiences after 1 Year Project coordination

Coordinator = center for documentation & reporting



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Experiences after 1 Year Project coordination

- **WP1 Coordination – List of Deliverables/Milestones**

Deliverable No. and Deliverable Name	Work Package	Due date (month)
D1.1 Project Manual	WP1	M3
D1.2 Risk management plan	WP1	M3
D1.3 Financial management procedure	WP1	M6
D1.4 Quality management plan	WP1	M6

Milestone No. and Milestone Name	Work Package	Due date (month)
MS1 Project start and kick-off meeting	WP1	M2
MS2 Project Manual	WP1	M3
MS3 Financial management procedure	WP1	M6
MS4 Final project meeting	WP1	M36

Keep it as simple as possible, key plans / documents



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WP1 experience – some aspects I

- **Kick-off meeting**

- Set deadline to M2 to have enough time to prepare to have a fruitful outcome (if you manage to complete in M1, it's fine 😊)
- Invite your PO to attend and to hold a short presentation (mostly online)
- Part for all participants (online): „Outline“ and key information
 - presentation of the project and single WP, important general information (time-recording, admin/financial aspects...)
- Part to work actively by Decision Body (& maybe WP experts) (F2F): Active work
 - discuss aspects of project manual, risks and mitigation measures, indicators/evaluation plan
 - Maybe first discussions in technical WP

- **Project manual**

- Provide Time sheet template before project start! E.g. Chafea time sheet template
- Template for Deliverables



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Risk Management Table

Continuous documentation in Excel file (risks, issues)

Risk Management Table								
<i>Comment: content of template (OPM2-23.MC.Log.v3.0.1).Risk_Log.(ProjectName).(dd-mm-yyyy).(vx.x) is used</i>								
Risk Identification & Description				Risk Assessment				
Risk ID	Description	Consequences	Identified By Identification Date	Likelihood (3=high, 1=low)	Impact (3=high, 1=low)	Risk score	Risk Owner	Strategy (avoid, transfer, mitigate, accept)
R01	Human error risks (loss of documentation, inaccurate reporting)	loss of documentation, inaccurate reporting		1	3	3	COO	mitigate
R02	risk of loss of knowledge due to personnel changes	expert's input lost delayed completion of tasks due to additional briefing/learning phase required with new staff		1	2	2	COO	mitigate

Risk Response					Trend	Occurrence
Strategy (avoid, transfer, mitigate, accept)	Action Details / Mitigation measures Contingency Plan	WP/Assignee	Tracability / Comments	Risk Score Trend	Date of occurrence -> ISSUE	
mitigate	<ul style="list-style-type: none"> Communicate to all involved partners the necessity to work accurately Establish a process for tracking and follow up of necessary actions Implement a regular review and reporting process as well as formats for reporting 	COO & WP Leads				
mitigate	<ul style="list-style-type: none"> Implement comprehensive knowledge management within the project management Each WP Leader is at least represented by 2 technical experts Regularly circulate information across the project team regular open communication and interaction with staff / TC to monitor progress and status of all WPs, open communication between partners redistribution and sharing of the work between project partners early assignment of tasks 	COO & WP Leads				



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Issue Management Table

Continuous documentation in Excel file (risks, issues)

Issue Management Table								
Issue ID	Category	Description	Consequences	Identified By Identification Date	Relevance (1=low; 5=high)	Actions to take / taken	Outcome/Comments	WP/ Assignee
I01					1			
I02					2			
I03					3			
					4			
					5			



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WP1 experience – some aspects II

- **Quality Management Plan**

- Linked to evaluation plan
- monitoring of deadlines & quality (e.g. deliverable review process)
- quality entries (deviations, opportunities for improvements & CAPAs)
- quality control
 - 1 QC check of records supporting the costs declared per participant

- **Financial Management Procedure**

- Budget plan updates
- 6-monthly project-internal financial reports
 - Cumulative internal reporting M6, M12, M18 prior to HaDEA reporting
 - Personnel costs: based on hours spent
 - Tool for personnel cost calculation & tool for conversion into euros in the report file
- Costs per participant and in total / work package vs. Budget
- Structure files to easily copy/paste/link/excerpt data



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Experiences after 1 Year Project coordination

- **WP2 Dissemination – List of Deliverables/Milestones**

Deliverable No. and Deliverable Name	Work Package	Due date (month)
D2.1 Project Reports	WP2	M7, M13, M25, M31
D2.2 Dissemination Plan	WP2	M8
Milestone No. and Milestone Name	Work Package	Due date (month)
MS5 Dissemination plan	WP2	M8

- Who is the main target group?
 - Maybe include reporting to special groups as activity/deliverable
- Project Reports at 6-month intervals
 - Opportunity to report regularly to HaDEA about activities done/changes
 - attach budget expenditure per WP and for the Project
 - WP Leaders describe their WP progress

Attach further relevant docs if not listed as deliverable



WP2 experience – some aspects

- **Dissemination Plan**

- Stakeholder Analysis (a.o. process owner for the JA activities (! Maybe „outside“))
- Contribution of WP leaders to disseminate „their“ WP results
- Use / complement the plan to document activities

- **Communication of the Project (public/media/in general)**

- Present the JA on your organisations' website or create an own website and/or use social media channels
 - regular updates; use hashtags recommended by HaDEA
- Include EU-Emblem, funding statement, disclaimer
- Share your communication with all participants / guide them to easily follow/link

- **Templates for communication / dissemination activities (PPT slides)**

- Include EU-Emblem, funding statement, disclaimer



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Experiences after 1 Year Project coordination

- **WP3 Evaluation – List of Deliverables/Milestones**

Deliverable No. and Deliverable Name	Work Package	Due date (month)
D3.1 Evaluation plan	WP3	M4
D3.2 Interim evaluation report(s)	WP3	M18
D3.3 Final evaluation report	WP3	M36
Milestone No. and Milestone Name	Work Package	Due date (month)
MS7 Agreement on KPIs	WP3	M4
MS8 Evaluation plan	WP3	M4

- Each WP Leader must actively participate (KPIs for each WP)
- Use / complement the plan to document activities
 - Coordinator ensures data availability
 - WP leader evaluates (no need to start with collecting missing information)



Experiences after 1 Year Project coordination

- **WP4 Sustainability – List of Deliverables/Milestones**

Deliverable No. and Deliverable Name	Work Package	Due date (month)
D4.1 Sustainability plan	WP4	M12
D4.2 Update of Sustainability plan	WP4	M32
Milestone No. and Milestone Name	Work Package	Due date (month)
MS9 Sustainability plan	WP4	M12
MS10 Update of Sustainability plan	WP4	M32

- Technical WP Leaders must support in sustainability
- Linked to dissemination
- Describe surrounding conditions/environment
- Define sustainability work fields and concrete tasks
- Update the plan according to applicability and project results



WP4 experience

- **Think about a regular activity to be co-financed that support overall objectives**
 - E.g. co-financing of training activities in field XY
 - In case of underspending if budget flexibility applies:
 - You can decide on re-distribution of the budget
 - That's an opportunity to spend unused budget to support further the JA goals
 - You have to describe the action task in your Proposal / Grant Agreement
 - Clarify with EC/HaDEA
 - Equal distribution amongst participants



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Estimated budgets

*Good estimate for our project
that's the minimum, we will need it all*

- WP1 - Coordination
 - Project manager / Technical Expert – in total 18 PM
 - Administrative personnel – 6 PM
- WP2 - Dissemination
 - Project manager / Technical Expert – in total 18 PM
 - Administrative personnel – 6 PM
- WP3 – Evaluation (support: COO)
 - Project Manager / Technical expert – in total 18 PM
- WP4 - Sustainability
 - Project Manager / Technical expert – in total 12 PM
 - Administrative personnel – 6 PM

Coordinator supports in every technical WP with 3 PM



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Thank you

Thanks to experienced project managers at **AGES**

Thanks to the Work Packages Leaders **HALMED (HR), ANSM (FR) and NCPHP (HU)** for their continuous contribution in EU4H 11 JA implementation & agreement to share documents

Thanks to HaDEA and DG SANTE for continuous support

Download link to access our toolbox:

<https://nc.ages.at/index.php/s/LNd9FtGgmtH7Tzo>

Password: eu4h11!!

Take the opportunity of being a JA coordinator
Best case: build up expertise to coordinate regularly



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