



IncoNet EaP: STI International Cooperation Network for the Eastern Partnership Countries

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Abstract

Based on the long-standing tradition of European instruments aimed at the development of capacity building processes, the IncoNet EaP launched and successfully implemented the funding instrument “Twinning Grants”. The main goal of this action was to enhance mutual learning, strengthen the scientific cooperation between the EU MS/AC and the EaP countries and to plant the seed for sustainable scientific and technological innovation in EU-EaP projects. Launched in May 2014 the call was open without interruption until November 2015, followed by a second targeted call for “Coached Twinning” from December until January 2016, the calls allowed for a total of 15 projects to be funded. After the prolongation of the IncoNet EaP project, a third call was launched in September 2016. Within this third call, ten additional projects have been funded.



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v.02	14/12/2016	Comments by CeRISS and QM	DLR
v.03	21/12/2016	Additional comments by CeRISS	DLR

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1. Executive summary

The IncoNet EaP project aims to support the advancement of the bi-regional Science, Technology and Innovation (STI) policy dialogue between the EU and the Eastern Partnership countries, with an explicit focus on the Societal Challenges (SCs) that have been identified to be of mutual interest for the two regions, namely Climate Change, Energy and Health. The project started in September 2013.

The IncoNet EaP project included a “pilot call for proposals” that was supposed to address project coordinators as identified in the project’s activity about the identification of actions and stakeholders, informing them about the database (with links to websites) created by the IncoNet on the respective 3 SC. They, as well as any other interested project coordinators, were invited for the submission of proposals for twinning among projects on a bottom-up basis. After a first, very successful call, two more twinning calls have been implemented in the course of the IncoNet EaP project.

This report summarises the three twinning calls of the IncoNet EaP project, describing their background, implementation and main results.

2. Background

Twinning has a long tradition in Europe as an efficient instrument in the capacity building process. It was successfully used for building administrative capacity in ministries and governmental agencies in the New Member States, and afterwards it was adopted in many other areas (public institutions at different levels of governance, municipal organisations, universities, schools etc.). Furthermore, many FP7 NCP projects use twinning as an instrument to build capacities in other countries. The concept of twinning typically includes a direct exchange of experience between people, personal presence, on site consulting in the beneficiary country and it is based on trainer-trainee relationships, where one participant in the process is giving and the other is receiving expertise.

The IncoNet EaP - consortium used the idea of this instrument in order to enhance EU-EaP STI cooperation and to increase capacities on both sides. The grant scheme described below became a tool for developing sustainable EU-EaP cooperation among experienced partners from EU and EaP countries in the realm of research.

Within IncoNet EaP, an adopted funding instrument “Twinning Grants” was implemented, which represents one of the core project activities. The **main goal of the twinning action** was to

- enhance mutual learning,
- to strengthen cooperation between the EU MS and the EaP countries,
- and to provide the basis for sustainable scientific, technological and innovation EU-EaP projects.

The concept was to run a call among EU and EaP project coordinators and project consortia, experienced in the fields of the three societal challenges climate change, health and energy and interested in the preparation of new joint proposals in HORIZON 2020.

A first call for proposals for twinning projects has been launched in May 2014 as part of task 1.2 “Pilot actions” of IncoNet EaP.

A second call for proposals has been launched in late 2015 (as an activity of task 3.2 “Ad-hoc support to bi-regional policy dialogue”, but being de-facto administrated as part of the twinning activities of task 1.2). Within this second call for proposals, the successful twinning teams were to benefit not only by the financial support but also by individual coaching by the IncoNet EaP consortium regarding successful Horizon 2020 project proposal writing and consortium building.

A third call for proposals (“Targeted Call for EU-EaP Twinning Teams”) has been launched in September 2016, following the prolongation of the IncoNet EaP’s lifetime for four additional months. Given the very short period of time left for the implementation of the call, for the projects funded and for the administrative processing, the funding was provided as lump-sums of 2.000 Euro for each project. Thus, the grants within this third call were supposed to consist in mobility aid for consortium building and the preparation and writing of Horizon 2020 proposals.

3. Objectives

The **specific objectives** of the adopted instrument “Twinning Grants” were:

- To increase the participation of EaP countries in EU Horizon 2020 calls.
- To use synergies from already existing consortia (teams) for strengthening the participation of EaP countries in HORIZON 2020.
- To reveal and select tandems between European and regional institutions with strongest potential for collaboration and clustering, as well as huge experience in the preparation and carrying out of EU projects.
- To support the information exchange among the partners (travel costs, staff exchange, preparation of workshops) and the preparation of concrete thematic proposals (advices on current calls, NCP).
- To produce and widely advertise success stories demonstrated as examples of new sustainable EU-EaP partnerships in research and innovation and the tools which help to reach such results.

The instrument of “Twinning Grants” was aimed to achieve:

- preparation of concrete proposals for EU-funded cooperation projects,
- supporting cooperation between experienced research teams and/or clusters of scientific projects and institutions (no single researchers),
- organisation of events, related to the specific topics and activities of the partners from research clusters and institutions and the targeted (defined by the partners themselves) involvement of further partners on the spot,
- visits to partner-organisations in order to further strengthen long-term cooperation,
- staff exchange (e.g. via visits between project teams),
- long-term cooperation (duration of the project: one year, not a couple of days), and
- targeted support to temporary staff for implementation of concrete actions (e.g. researches, data analyses, preparation of workshops etc.).

In general, the “twinning” was open for cooperation activities tailored to the partners’ needs. The objectives of the second grant scheme for twinning projects (“coached twinning”) was basically identical with the first one; in addition, the ambition of the second call was to provide an active coaching of the selected twinning teams along the duration of their project regarding contacts, advice, and assistance for preparing the proposal through web-calls.

4. Implementation

3.1 Methods

In May 2014, the call for proposals for Twinning projects was launched. The call was open until autumn 2015. The second call was launched in mid-November 2015 and closed on 22 January 2016. The third call was launched in early September 2016 and closed 30 September 2016.

For each of the three calls, a specific “terms of reference” document was developed. These documents contained a general introduction with background information, objectives, call budget and modalities, criteria about eligible applicants. Further, the “terms of reference” described the requirement about project consortia, which were to involve at least three partner organisations forming a twinning team of which one partner was mandatory to be from an EU member state and one from a country of the EaP. Finally, the “terms of reference” defined the criteria for evaluation and funding, rules for funding and procedure of submitting proposals. The respective “terms of reference” documents can be consulted in the annex to this report.

For the first call, twinning teams were supported with up to 10.000 Euro each. In the second call, twinning teams were supported with up to 8.000 Euro each. In the third call, twinning teams were supported with lump-sums of 2.000 Euro each.

The grants of the calls covered the following expenses:

- a. Travel expenses
- b. Daily allowance/ accommodation
- c. Technical and/or logistical support for event preparation (e.g. organisation of workshops, catering)
- d. Only in the first and second call: Temporary staff (e.g. students, junior scientists for the event preparation, data analysis etc.)

The budget did not cover salaries for permanent staff.

The evaluation of project proposals was implemented by members of the IncoNet EaP project consortium, more specifically by (1) the project coordinator CeRISS (Greece), (2) SPI (Portugal) and (3) by the IncoNet EaP partner of the EaP country targeted in the given proposal. Grant Agreements were prepared and signed for each application that received a minimum of two (66%) positive evaluations. The average time that passed between an application being handed in and the Grant Agreement being signed with the coordinator of the successful application was less than 8 weeks. This short period allowed for a high flexibility of the applications.

Responsible for the implementation of the twinning calls was DLR.

3.2 Overview

Within the **first call**, 16 proposals were submitted and found eligible for funding. Of these 16 proposals, the following eleven projects have been funded:

Topic	Countries involved	Duration of the twinning projects
Health	Ukraine , France, Poland	10/2015-09/2016
Health	Ukraine , Poland	02/2015-07/2015
Health	Belarus , Italy, UK	03/2016-11/2016
Energy	Belarus , France, UK	05/2015-06/2016
Energy	Georgia, Moldova, Ukraine , Germany	05/2015-06/2016
Energy	Azerbaijan, Georgia , Germany, Turkey	07/2015-06/2016
Energy	Belarus , France, Spain	08/2015-07/2016
Energy	Ukraine , Lithuania	09/2015-09/2016
Energy	Armenia, Georgia , Ireland, UK	01/2015-11/2016
Energy	Ukraine , Germany	01/2016-11/2016
Climate Change	Armenia , Belgium, France, the Netherlands, Switzerland, UK	03/2015-05/2015

Thus, in the field of energy, there have been seven twinning projects supported, three in health, and one in the field of climate change.

By the time of drafting this report (mid-October 2016) 9 projects have been completed and two are still ongoing (due to end in November and December 2016).¹ For these eleven twinning projects, the overall budget of 122,000 Euros is earmarked to be spent as grants.

It should be mentioned, that one proposal for a twinning project (in the field of Health) that was positively evaluated and for which the Grant Agreement had already be signed, could not be started because of the warfare going on in Kharkiv / Eastern Ukraine at that time (2014).

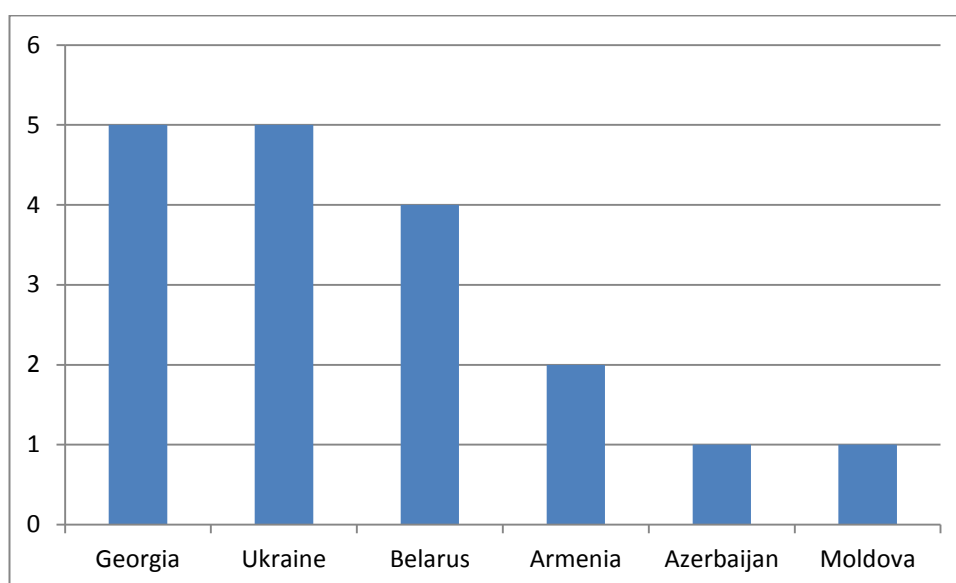
Within the **second call**, seven submitted proposals were found eligible for funding. One of the selected projects (in the field of Energy with partners from Moldova and Estonia) did not start, because the Estonian coordinator did not sign the Grant Agreement. Of the seven eligible projects, the following four projects have been funded:

¹ One of the 9 projects that have formally brought to an end by October 2016, was not implemented successfully. For a variety of reasons, the project activity was never started and no money of the grant was used. Therefore, all means that had been transferred to the coordinator of the project (first instalment) have been returned.

Topic	Countries involved	Duration of the twinning projects
Health	Georgia , Bulgaria, Czech Republic	03/2016-06/2016
Health	Georgia , Bulgaria, Latvia	02/2016-06/2016
Energy	Belarus , Austria, Germany	03/2016-06/2016
Energy	Belarus , Germany	03/2016-06/2016

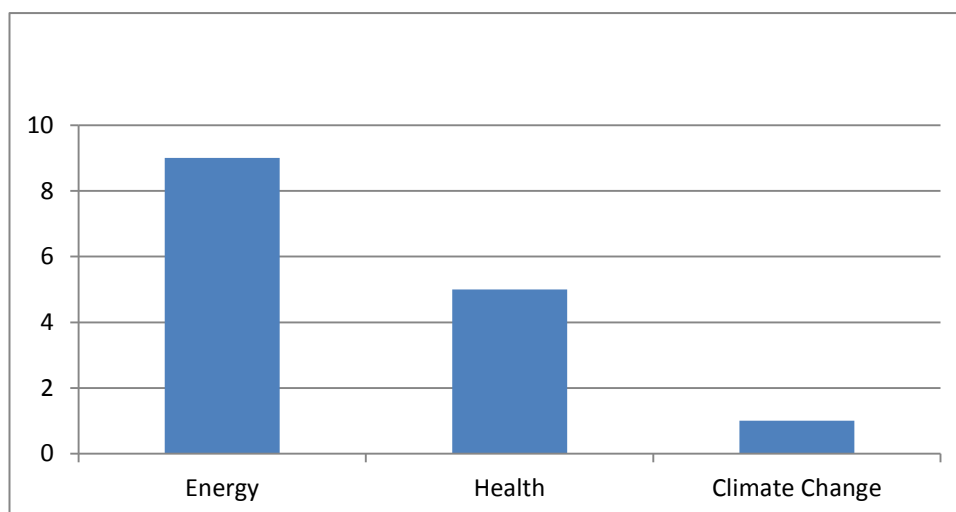
Thus, two twinning projects have been supported each in the field of energy and health. All projects have ended with 30 June 2016. For these four twinning projects, the overall budget of 29,000 Euros has been spent as grants.

The 15 projects funded in the first two twinning calls included partners of all EaP countries:



Number of EaP project partners involved

The thematic topics of all 15 projects of the first two calls was distributed as follows:



Number of projects in the three thematic fields

Within the **third call**, 13 submitted proposals were found eligible for funding. Of these, the following ten projects have been funded:

Topic	Countries involved	Duration of the twinning projects
Health	Georgia , Germany, Lithuania	10/2016-11/2016
Health	Georgia , UK, Ireland	10/2016-11/2016
Health	Moldova , Romania	10/2016-11/2016
Health	Belarus , Spain	10/2016-11/2016
Health	Ukraine , France	10/2016-11/2016
Energy	Belarus , Poland	10/2016-11/2016
Energy	Ukraine , Estonia	10/2016-11/2016
Energy	Ukraine , Portugal	10/2016-11/2016
Climate Change	Ukraine , Poland	10/2016-11/2016
Climate Change	Belarus , Poland	10/2016-11/2016

Thus, five twinning projects have been supported in the field of health, three in the field of energy and two in the field of climate change. All projects have ended with 30 November 2016. For these ten twinning projects, the overall budget of 20,000 Euros has been spent as grants.

5. Achievements

A webinar-based evaluation-workshop including the coordinators of the projects (of the first two calls) was held on 27 July 2016. Not all twinning projects have been represented on this occasion. However, this seminar produced some valuable information for a qualitative analysis.

Four guiding questions were discussed in detail during the webinar. The results on these questions are:

1. Were the twinning grants an appropriate instrument in order to increase EU-EaP cooperation?

The instrument was generally accepted to be a very appropriate and useful instrument. Whilst it was found to be difficult to start cooperation within the framework programme of Horizon 2020 (due to, amongst others, the high competitiveness and the expected low chances of success), the twinning grants were seen as very useful instruments to start scientific cooperation. Furthermore, the twinning grants were described as appropriate not only to start cooperation between individual scientists, but also to strengthen cooperation between institutions.

Typical quote: 'Yes, of course it is up to now the best instrument to stimulate the cooperation (between the EU and the countries of the region) for scientific teams and industrial companies.'

2. What was the experience with the technical and administrative implementation of the twinning projects?

The technical and administrative implementations were described as very adequate and smooth. Asked individually, the participants of the webinar saw no reason for any kind of criticism regarding the implementation and the administrative handling of the Twinning Grants by DLR. Some partners asked for information from other twinning projects in order to further support the exchange of information.

Typical quote: 'It was perfect.'

3. Experience with cooperation within the twinning projects

Problems of cooperation (in some cases) were connected mostly to communication (language). This was especially the case when it came to writing up project proposals: Communication among the partners often was and still is conducted in Russian language, while project proposals ask for English language. There is a need for capacity building in the field of proposal writing and – especially as long as English is the language for applications – English language in general. It might be suggested to EaP countries to offer such trainings.

Brain drain was found to be a problem. Scientists trained in English and proposal writing tend to leave the countries for better job opportunities in Europe. Therefore, more capacity building in the regions would not solve the problem but only help individuals with the development of their income opportunities. More complex solutions are asked for. Again, there is the suggestion to EaP countries to develop and implement adequate solutions.

4. Recommendations for the future

It was recommended to have twinning projects assuring a more continuous cooperation, e.g. over a period of two or three years. This would help to put cooperation on a much more sustainable path. Also, this would enable projects to take more partners on board of proposal writing consortia or to better use existing infrastructure.

Finally, it was recommended that financial support for short term visits amongst twinning partners should be made available (e.g. for a period of 14 days).

On a strategic level the twinning grants have been highly successful. In several cases outstanding consortia between European research institutes received the grants as an incentive to try and include partners from EaP countries into their research projects. At least two of these enlarged consortia in the meantime successfully applied for grants from bilateral funding.

In detail, the twinning grants allowed for a more coherent picture of current research topics inside and with the target region. In addition to this, several research institutes with a strong research capacity were identified through the grants. On top of that, the twinning grant was an opportunity to get in direct contact with the research community, which was especially helpful in the context of the Policy Stakeholders Conferences. In addition to this, the information campaign on the twinning grants and extensive communication about the grants and the underlying Horizon 2020 programme served as a tool of awareness rising for Horizon 2020 itself and the procedure towards Horizon 2020 applications. Thereby the twinning grants also reduced the barrier to apply for funding within Horizon 2020.

The grants were however limited to the three societal challenges identified for the IncoNet EaP, which sometimes was understood as a thematic barrier. The limited time-frame of twelve months or, in the case of the second call less, also made it difficult for some projects to identify fitting calls within this period.

The administrative process was understood as being very straightforward and without any mentionable problems. Support from the coordinators of this activity (DLR) was understood as being fast, reliable and of high quality. It is therefore highly recommended to use the experience from this very first pilot activity for similar calls in the future.

5. Success stories

With the help of the twinning grant, the Belorussian-French-Spanish team around the twinning project “Multi Energy Smart High Resolution Non-Intrusive Body Scanner” has developed a successful project proposal that was selected for funding by the European Commission within Horizon 2020. Coordinated by Alcalá University (Spain), this project with the title Multi-Energy High Resolution Modular Scan System for Internal and External Concealed Commodities (MESMERISE) will receive an EC contribution of 5 million Euro. Of these, 0.47 million will be contributed to the Belorussian participant to the project, the biggest ever EC contribution to a Belorussian participant in the EC framework programme (see more on CORDIS: http://cordis.europa.eu/project/rcn/203299_en.html). Contrasting the amount of funding this project will receive with the resources invested in all participants of

the two twinning calls (less than 140.000 Euro) the twinning grants appear to be an efficient instrument.

6. Conclusions

The three calls for twinning projects within the IncoNet EaP project did lead to the planned results:

At least three project proposals for Horizon 2020 projects have been submitted (with one proposal selected for funding, see above), and in general, the twinning grants have been successfully used to elaborate research agendas and to build and foster consortia for applications to Horizon 2020 project funding.

Continuous communication and exchange between scientists and project coordinators of the EU MS/AC and the countries of the EaP was achieved. Opportunities to meet in the framework of the twinning process lead to the deepening of scientific partnerships.

The international networking of the twinning teams with partners from the target regions and the EU has been enhanced.

7. Annex

- Annex 1: Terms of Reference (first call)
- Annex 2: Terms of Reference (second call)
- Annex 3: Terms of Reference (third call)



Terms of Reference

IncoNet EaP Twinning Grants

Clustering of Scientific Projects and Institutions

08.05.2014

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1. Background Information

The IncoNet Eastern Partnership (IncoNet EaP) project aims to support the advancement of the bi-regional STI policy dialogue between the EU MS/AC as well as the countries of the Eastern Partnership, with an explicit focus on the societal challenges that have been identified to be of mutual interest for the two regions, namely climate change, energy and health. In particular the project will identify actions and stakeholders and will implement innovative pilot activities to strengthen the coordination and impact of the individual actions. For further information on the IncoNet EaP please visit www.inco-eap.net.

With regard to policy dialogue, the project will provide analytical evidence and monitoring to feed the dialogue and to support joint agenda setting. A policy mix review will be implemented along with capacity building activities with emphasis on the promotion of Innovation. More specifically, links with the EU technology platforms will be established allowing mutual learning and exchange of best practices for enhanced public-private partnerships between the two regions. In addition, support to FP contacts will be provided to strengthen their role and to adapt their functioning to the challenges of Horizon 2020.

Within the IncoNet EaP **“Twinning among Projects”** will be implemented as a funding instrument, as it represents one of the core project activities. Twinning itself has a long tradition in Europe as a successful and efficient instrument in capacity building processes. With regard to the IncoNet EaP the specific objectives of the twinning instrument are first to increase the participation of EaP countries in EU calls, second to reveal and select tandems of European and regional partners with the strongest collaboration potential and huge experience in the preparation and carrying out of EU projects, and third to support the information exchange among partners (travel costs, staff exchange, preparation of workshops) and the concrete preparation of thematic proposals.

IncoNet EaP Project Consortium

The IncoNet EaP consortium comprises 19 renowned institutions from EU MS/AC as well as from all countries of the EaP. The project's scientific coordination lies with CeRISS, the Centre for Regional and International STI Studies and Support, Greece and ZSI – Centre for Social Innovation, Austria.

For more information on all partners, take a look at: <http://www.inco-eap.net/en/392.php>.

2. Call Content

2.1 Call Objectives

The main goal of the twinning grants is to plant the seed for sustainable scientific, technological and innovation related EU-EaP projects. This goal shall be practically implemented through granting projects of twinning teams (see below) which will ultimately support the preparations for proposals for EU HORIZON 2020 calls.

This call will embrace three societal challenges which are

1. Climate change
2. Health
3. Energy

2.2 Call Budget and Call Modalities

The total budget of the call in IncoNet EaP is

EUR 144.000

Twinning teams will be supported with **up to 10.000 EUR** per application.

The grant can cover the following expenses:

- a. Travel expenses (air/economy and train/2nd class)
- b. Daily allowance/ accommodation
- c. Technical and/or logistical support for event preparation (e.g. organisation of workshops, catering)
- d. Temporary staff (e.g. students, junior scientists for the event preparation, data analysis etc.)

The budget will not cover salaries for permanent staff.

Remarks:

- a. Daily allowances are paid as lump sum according to the flat rates decided by the European Commission on March 23rd, 2009 (C(2009)1942)
- b. Technical and/ or logistical support for event preparations is paid as lump sum with 300 € for every event / workshop with up to 10 participants and 500 € for every event with more than 10 participants
- c. Temporary staff is supported up to a maximum of 20 % of the total requested funds

Documents to be provided:

- a. Travel expenses: the coordinator of the Twinning Team is requested to present copies of all receipts as well as the original boarding passes
- b. Other expenses: the coordinator of the Twinning Team is requested to present:
 - a simple list of used hours (number of hours / days or weeks and keywords characterising the content of work) for temporary staff, signed by the respective person and her or his supervisor;
 - documents proving organised events (such as workshops) (e.g. agenda; attendance lists, etc.).

In general co-financing of the proposed activities from own or third sources is explicitly welcomed. However to prevent double-funding, individual expenses (e. g. individual flights) covered by the Twinning Grants may not be supported by additional funding. Therefore the Twinning Team members are requested to present papers signed by legally authorized persons, confirming that the requested funds are matched by according expenditures and that furthermore they are not receiving additional funding for the individual positions supported by the Twinning Grants.

All accounting must be in compliance with the legal norms of the respective countries and the usual accounting practices of the respective partners.

The Twinning Teams accept that they may be reviewed by the European Commission at any time. To allow for a financial review of individual projects, the coordinator of the Twinning Team is requested to keep all necessary documents (invoices, time sheets, receipts...) for all supported positions supported and archive them until 01.03.2022.

2.3 Eligible Applicants and Project Consortium

Participants in the call can be:

- Universities
- Research Institutes
- Companies with RTD activity and expertise related to the scientific fields of the 3 Societal Challenges (see 2.1)
- Project coordination and consulting organizations with experience in bilateral and multilateral cooperation between EU MS/AC and countries of the EaP

A **project consortium** must comprise at least three partner organisations who form a Twinning Team of which one partner is necessarily from an EU member state and one from a country of the EaP. One of the team members must be designated as “Coordinator”. The budget will be administered by a (the) European Partner within the twinning team. This institution (e.g. the coordinator of the project) is to be indicated in advance. The Coordinator serves as contact person for the Joint Call Secretariat. The Coordinator is responsible for the financial administration of the Twinning Grant (see 2.2)

The Inco EaP project will only support proposals that imperatively include visits of 1-2 representatives of partner organizations to each other in order to strengthen long-term cooperation, discussion of project ideas, sharing skills and best practice and developing their staff.

2.4 Duration

In order to offer a quick and flexible approach the call will be continuously open from May 2014 until March 2016. The implementation of each grant should last 12 months maximum.

The applications will be accepted continuously as long as a funding budget in IncoNet EaP is available.

2.5 Deadline

The final call deadline is 31.03.2016.

3. Eligibility of Proposals

Proposals for twinning grants supporting the clustering of scientific projects and institutions among and between the EU MS/AC and countries of the EaP must:

- Be in the scope and in the thematic focus of the call as described in Section 2.1
- Comply with the funding requirements as specified in Section 2.3. More specifically:
 - a) Include information on the requested budget from IncoNet EaP support
 - b) Include information on the program of activities (their type, the number of participants, the duration of the staff exchange(s) and also the joint actions for the preparation of the joint proposal (e.g. staff exchange(s), meetings etc.). Note: The twinning process should be set with all partners being equal team member
- Meet the consortium composition requirements as specified in Section 2.3
 - a) Including a description of the member organisations, contact details of the twinning teams, name of the Project Coordinator.
 - b) Include information on their experience in the initiation and/or follow-up of EU – EaP

- projects.
- c) Include information on their readiness for international cooperation. Note: All parties within the twinning process are supposed to define the interests and goals of the twinning team, as well as the institutional benefit of the process.
 - d) Include information on scientific basis for the project (state of the art concerning the specific research topics, gaps to be filled in the current knowledge, relevance of proposed activities) and the expected impact of the research (including the type and number of projects presented by the teams) and the potential for new EU-EaP projects in this field of societal challenges (see 2.1).
 - e) Include, if possible, information on a call within HORIZON 2020, for which a new (follow-up) proposal is intended or being prepared.
 - f) Include information on the potential of this twinning regarding the development or strengthening of a sustainable partnership and further joint activities between the partners (teams) involved.
 - g) In case the proposal is part of a larger national or international project: explain its precise role and how it fits into this wider context.
 - h) Include a (brief) description of previous S&T projects.
 - i) Include an (anticipated) time schedule.
- Comply with the allowed duration as specified in Section 2.4
 - Meet the submission deadline as specified in Section 2.5.
 - Comply with the submission procedure as specified in Section 6
 - Be complete according to the rules described in these Terms of Reference
 - Be submitted in English

4. Evaluation and Selection of Proposals

The twinning proposal will be evaluated on the basis of the following criteria:

- Accordance with formal criteria as defined in section 3
- Relevance to the aims specified in the call, thematic priorities and conformance with the specified formal requirements
- Quality of the research approach
- Contribution to the promotion and intensification of EU-EaP cooperation in research, innovation and educations
- Intent to prepare a new proposal in HORIZON 2020
- Feasibility of the project in the indicated timeframe
- Expertise and experience of the project partners
- Intent to carry out follow-up activities and to initiate new partnerships

5. Funding Agreement and Rules

If the proposal has been successful, the team coordinator (appointed in advance) will sign an agreement as a confirmation of his obligations. The coordinator will be informed about the reporting procedures

and the deadlines. The coordinator will administer the budget of the whole. The twinning team partners are responsible for the repartition of the funds amongst themselves.

Within 2 weeks after signing of the agreement 75% of the overall project budget will be transferred. Only after the end of the project and the submission of a final report the remaining 25% of the budget will be paid out. Should the Twinning Team refrain from using parts of the granted fund, it will be asked to retransfer the money to the donor within six weeks after providing the final report.

6. Submission of project proposals

The joint proposal, which must be written in English, should be submitted via e-mail to DLR.

Kirsten.kienzler@dlr.de or Hendrik.Meurs@dlr.de

The application forms include

- General information
- Team information
- Project management
- Project description
- Impact of the project

Application forms can be found on www.inco-eap.net/ and www.increast.eu.



Terms of Reference

Targeted Call for IncoNet EaP Twinning Grants “Grants & Coaching of EU-EaP Twinning Teams”

published 17.11.2015 | updated 12.01.2016 (new deadline: 22 January 2016)

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1. Background Information

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Twinning itself has a long tradition in Europe as a successful and efficient instrument in capacity building processes. With regard to the IncoNet EaP the specific objectives of the twinning instrument are first to increase the participation of EaP countries in calls of the EU`s programme H2020, second to reveal and select teams of EU and regional partners with the strongest collaboration potential and experience in the preparation and carrying out of EU projects, and third to support the information exchange among partners (travel costs for preparatory meetings) and to assist in the concrete preparation of thematic proposals.

IncoNet EaP Project Consortium

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2. Call Content

2.1 Call Objectives

The main goal of the targeted call of “**Grants & Coaching of EU-EaP Twinning Teams**” is to identify longstanding EU and EaP cooperation and to ultimately support the preparation for proposals for the Calls of the new Work Programme 2016-2017 of the H2020 EU Programmes focusing on the three societal challenges:

1. Climate change
2. Health
3. Energy

Please see Annex I for the List of Open Calls in the 3 SCs (for which the deadline for submitting a proposal is on October 2016). As an exception, it is possible to support a preparation of proposal for a Call which is not included in this List but still targeting on the three Societal Challenges (and the deadline is on October 2016), upon the excellence of the application.

The IncoNet EaP project will offer through the EaP targeted grants:

- Active coaching of the selected twinning teams along the duration of their project: contacts, advice, and assistance for preparing the proposal through web-calls.
- Participation of the twinning team in preparatory meeting(s) for networking where the objectives of the relevant H2020 call will be analysed and a concrete proposal will be prepared.

The twinning teams, when selected, should work closely with the IncoNet EaP in order to receive mentoring and increase their possibilities for a successful proposal in a H2020 Call.

2.2 Call Budget and Call Modalities

Twinning teams will be supported with **up to 8.000 EUR** per successful application.

The grant can cover the following expenses:

- a. Travel expenses (air/economy and train/2nd class)
- b. Accommodation
- c. Technical and/or logistical support for event preparation (e.g. organisation of workshops, catering) - if necessary

The budget will not cover staff costs.

Remarks:

Technical and/ or logistical support for event preparations is paid as lump sum with 300 € for every event / workshop with up to 10 participants and 500 € for every event with more than 10 participants

Documents to be provided:

- a. Travel expenses: the coordinator of the Twinning Team is requested to present copies of all receipts as well as the original boarding passes
- b. Accommodation invoices
- c. Other expenses: the coordinator of the Twinning Team is requested to present: documents proving organised events (such as workshops) (e.g. agenda; attendance lists, etc.).

In general co-financing of the proposed activities from own or third sources is explicitly welcomed. However to prevent double-funding, individual expenses (e. g. individual flights) covered by the Twinning Grants may not be supported by additional funding. Therefore the Twinning Team members are requested to present papers signed by legally authorized persons, confirming that the requested funds are matched by according expenditures and that furthermore they are not receiving additional funding for the individual positions supported by the Twinning Grants.

All accounting must be in compliance with the legal norms of the respective countries and the usual accounting practices of the respective organisations.

The Twinning Teams accept that they may be reviewed by the European Commission at any time. To allow for a financial review of Grants, the coordinator of the Twinning Team is requested to keep all necessary documents (invoices, receipts...) for all supported expenses and archive them until 01.03.2022.

2.3 Eligible Applicants and Project Consortium

Participants in the call can be researchers from:

- Universities
- Research Institutes
- Companies with RTD activity and expertise related to the scientific fields of the 3 Societal Challenges (see 2.1)
- Project coordination and consulting organizations with experience in bilateral and multilateral cooperation between EU MS/AC and countries of the EaP

A **Twinning Team** must comprise at least **partners from two organisations** with one partner necessarily from an EU member state and one from a country of the EaP. One of the team members must be designated as “Coordinator”. The budget will be administered by a (the) European Partner within the twinning team. This institution (e.g. the coordinator of the project) is to be indicated in advance. The Coordinator serves as contact person for the IncoNet EaP Call Secretariat. The Coordinator is responsible for the financial administration of the Twinning Grant (see 2.2)

The Inco EaP project will only support applications that imperatively include 1-2 preparatory meetings among representatives of the partner organizations (and possibly with the IncoNet EaP team) in order to prepare the proposal, and work on the scientific/administrative details of the proposal.

In addition, it is possible for the twinning teams (depending on the twinning teams and upon agreement with the IncoNet EaP Team) to participate in preparatory meetings of already existent EU consortia in order to establish a cooperation for a common application to a H2020 Call.

2.4 Duration

The implementation of each grant should last till end of **June 2016** at the latest.

2.5 Deadline

The deadline for applications is on **22.01.2016** (*extended, before: 15.01.2016*).

3. Eligibility of Applications

Applications for supporting Grants & Coaching of EU-EaP Twinning Teams from the EU MS/AC and countries of the EaP must:

- Be in the scope and in the thematic focus of the call as described in Section 2.1
- Comply with the funding requirements as specified in Section 2.3. More specifically:
 - a) Include information on the requested budget from IncoNet EaP /Financial Plan (see the attached excel file)
 - b) Include information on the preparatory meetings (place, time, number of participants, the actions for the preparation of the joint proposal etc.).
- Meet the consortium composition requirements as specified in Section 2.3 by including the following points:
 - a) Description of the member organisations, names and contact details of the twinning researchers, name of the Project Coordinator.
 - b) Information on the selected call within HORIZON 2020 (see Section 2.1), for which a new proposal is intended or being prepared.
Note: If your proposal is not related to the three Societal Challenges (Health, Energy, Climate Change), your application for “Twinning among Projects” grants will be not eligible.
 - c) Information on the scientific basis for the proposal (state of the art concerning the specific research topics, gaps to be filled in the current knowledge, relevance of proposed activities) and the expected impact of the research
 - d) A (brief) description of experience in previous S&T projects.
 - e) A list of up to 5 publications per partner.
 - f) An (anticipated) time schedule for the preparatory meetings.
- Comply with the allowed duration as specified in Section 2.4

- Meet the submission deadline as specified in Section 2.5.
- Comply with the submission procedure as specified in Section 6
- Be complete according to the rules described in these Terms of Reference
- Be submitted in English

4. Evaluation and Selection of Applications

The Grants & Coaching of EU-EaP Twinning Applications will be evaluated on the basis of the following criteria:

- Accordance with formal criteria as defined in section 3
- Relevance to the aims specified in this call and in the selected H2020 call, thematic priorities and conformance with the specified formal requirements
- Quality of the research approach
- Contribution to the promotion and intensification of EU-EaP cooperation in research and innovation.
- Feasibility of the Grant in the indicated timeframe
- Expertise and experience of the partners

5. Funding Agreement and Rules

If the Application has been successful, the team coordinator (appointed in advance) will sign an agreement as a confirmation of his obligations. The coordinator will be informed about the reporting procedures and the deadlines. The coordinator will administer the budget as a whole. The twinning team partners are responsible for the repartition of the funds amongst themselves.

Within 2 weeks after signing of the agreement 75% of the overall Grant budget will be transferred. Only after the end of the Grant and the submission of a final report the remaining 25% of the budget will be paid.. Should the Twinning Team refrain from using parts of the granted funds, it will be asked to retransfer the money to the donor within six weeks after providing the final report.

6. Submission of Grant Applications

The Grants & Coaching of EU-EaP Twinning Application, which must be written in English, should be submitted via e-mail to DLR.

Maria.Josten@dlr.de

Application forms can be found on www.inco-eap.net/ and www.increast.eu.

ANNEX I

List of Open Calls in the 3 Societal Challenges (Health, Energy and Climate Change)

Health (19 Calls)

Identifier	Topic of the Call	Type of Action	Deadline
SC1-HCO-10-2016	Support for Europe's leading Health ICT SMEs	CSA Coordination and support action	16 February 2016
SC1-HCO-11-2016	Coordinated action to support the recognition of Silver Economy opportunities arising from demographic change	CSA Coordination and support action	16 February 2016
SC1-HCO-12-2016	Digital health literacy	CSA Coordination and support action	16 February 2016
SC1-HCO-13-2016	Healthcare Workforce IT skills	CSA Coordination and support action	16 February 2016
SC1-HCO-15-2016	EU eHealth Interoperability conformity assessment	CSA Coordination and support action	16 February 2016
SC1-HCO-16-2016	Standardisation needs in the field of ICT for Active and Healthy Ageing	CSA Coordination and support action	16 February 2016
SC1-PM-18-2016	Big Data supporting Public Health policies	RIA Research and Innovation action	16 February 2016
SC1-HCO-02-2016	Standardisation of pre-analytical and analytical procedures for in vitro diagnostics in personalised medicine	CSA Coordination and support action	13 April 2016
SC1-HCO-05-2016	Coordinating personalised medicine research	CSA Coordination and support action	13 April 2016
SC1-PM-01-2016	Multi omics for personalised therapies addressing diseases of the immune system	RIA Research and Innovation action	13 April 2016
SC1-PM-04-2016	Networking and optimising the use of population and patient cohorts at EU level	RIA Research and Innovation action	13 April 2016
SC1-PM-06-2016	Vaccine development for malaria and/or neglected infectious diseases	RIA Research and Innovation action	13 April 2016
SC1-PM-09-2016	New therapies for chronic diseases	RIA Research and Innovation action	13 April 2016
SC1-PM-11-2016-2017	Clinical research on regenerative medicine	RIA Research and Innovation action	13 April 2016
SC1-PM-21-2016	Implementation research for scaling-up of evidence based innovations and good practice in Europe and low- and middle-income countries	RIA Research and Innovation action	13 April 2016
SC1-PM-02-2017	New concepts in patient stratification	RIA Research and Innovation action	4 October 2016 (first stage)
SC1-PM-07-2017	Promoting mental health and well-being in the young	RIA Research and Innovation action	4 October 2016 (first stage)
SC1-PM-08-2017	New therapies for rare diseases	RIA Research and Innovation action	4 October 2016 (first stage)
SC1-PM-10-2017	Comparing the effectiveness of existing healthcare interventions in the adult population	RIA Research and Innovation action	4 October 2016 (first stage)

Energy (18 Calls)

Identifier	Topic of the Call	Type of Action	Deadline
EE-06-2016-2017	Engaging private consumers towards sustainable energy	CSA Coordination and support action	15 September 2016
EE-11-2016-2017	Overcoming market barriers and promoting deep renovation of buildings	CSA Coordination and support action	15 September 2016
EE-13-2016	Cost reduction of new Nearly Zero-Energy buildings	CSA Coordination and support action	15 September 2016
EE-14-2016-2017	Construction skills	CSA Coordination and support action	15 September 2016
EE-24-2016-2017	Making the energy efficiency market investible	CSA Coordination and support action	15 September 2016
EE-25-2016	Development and roll-out of innovative energy efficiency services	CSA Coordination and support action	15 September 2016
LCE-07-2016-2017	Developing the next generation technologies of renewable electricity and heating/cooling	RIA Research and Innovation action	16 February 2016
LCE-08-2016-2017	Development of next generation biofuel technologies	RIA Research and Innovation action	16 February 2016
LCE-25-2016	Utilisation of captured CO2 as feedstock for the process industry	RIA Research and Innovation action	16 February 2016
LCE-31-2016-2017	Social Sciences and Humanities Support for the Energy Union	RIA Research and Innovation action	16 February 2016
LCE-01-2016-2017	Next generation innovative technologies enabling smart grids, storage and energy system integration with increasing share of renewables: distribution network	RIA Research and Innovation action	5 April 2016
LCE-02-2016	Demonstration of smart grid, storage and system integration technologies with increasing share of renewables: distribution system	IA Innovation action	5 April 2016
LCE-03-2016	Support to R&I strategy for smart grid and storage	CSA Coordination and support action	5 April 2016
LCE-09-2016	Increasing the competitiveness of the EU PV manufacturing industry	IA Innovation action	8 September 2016
LCE-13-2016	Solutions for reduced maintenance, increased reliability and extended life-time of off-shore wind turbines/farms	IA Innovation action	8 September 2016
LCE-15-2016	Scaling up in the ocean energy sector to arrays	IA Innovation action	8 September 2016
LCE-19-2016-2017	Demonstration of the most promising advanced biofuel pathways	IA Innovation action	8 September 2016
LCE-20-2016-2017	Enabling pre-commercial production of advanced aviation biofuel	IA Innovation action	8 September 2016

Climate Change (12 Calls)

Identifier	Topic of the Call	Type of Action	Deadline
SC5-01-2016-2017	Exploiting the added value of climate services	IA Innovation action	8 March 2016
SC5-03-2016	Climate services market research	RIA Research and Innovation action	8 March 2016
SC5-05-2016	A 1.5 million year look into the past for improving climate predictions	CSA Coordination and support action	8 March 2016
SC5-06-2016-2017	Pathways towards the decarbonisation and resilience of the European economy in the timeframe 2030-2050 and beyond	RIA Research and Innovation action	8 March 2016
SC5-09-2016	Operationalising insurance value of ecosystems	RIA Research and Innovation action	8 March 2016
SC5-10-2016	Multi-stakeholder dialogue platform to promote innovation with nature to address societal challenges	CSA Coordination and support action	8 March 2016
SC5-11-2016	Supporting international cooperation activities on water	CSA Coordination and support action	8 March 2016
SC5-13-2016-2017	New solutions for sustainable production of raw materials	RIA Research and Innovation action	8 March 2016
SC5-14-2016-2017	Raw materials Innovation actions	IA Innovation action	8 March 2016
SC5-15-2016-2017	Raw materials policy support actions	CSA Coordination and support action	8 March 2016
SC5-16-2016-2017	Raw materials international co-operation	CSA Coordination and support action	8 March 2016
SC5-25-2016	Macro-economic and societal benefits from creating new markets in a circular economy	CSA Coordination and support action	8 March 2016



Terms of Reference

Targeted Call for EU-EaP Twinning Teams

30.08.2016

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1. Background Information

Within **The International Cooperation Network for Eastern Partnership Countries (IncoNet EaP) project**, a third call for proposals for “**twinning grants**” will be launched in September 2016.

This funding instrument represents one of the core project activities and has so far been implemented very successfully in two rounds.

Within the **first call**, 16 proposals were submitted and eleven projects have been funded. Several HORIZON 2020 project proposals have been elaborated so far. By now, one of these proposals was selected for funding. Within the **second call**, seven submitted proposals were found eligible and four projects have been funded.

Even in those cases where no project proposals have so far been submitted, the instrument of the twinning grants have generally been very much welcomed. The grants are seen as a very efficient tool for consortia building and commencing sustainable international scientific collaboration projects. At the same time, this instrument is very efficient and easy to handle and the administrative burden is low.

Due to the new developments in the EaP region (signature of Association Agreements to HORIZON 2020 of Georgia/April 2016 and Armenia/May 2016) and taking into consideration the success of the first two calls, a new round of twinning among projects shall be started. The intention is to boost the participation of newly associated countries (ACs) in HORIZON 2020 consortia. At the same time, the call will be open to the other EaP countries as well (apart of Armenia and Georgia, these countries are: Azerbaijan, Belarus, Moldova, and Ukraine). The new twinning projects will receive financial support for the organisation of preparatory meetings of research teams wishing to apply for HORIZON 2020 funding. Twinning projects should address open or forthcoming calls in the 2016-2017 Work Programmes for Energy, Climate Change and Health.

The support will be given in the form of lump sums of 2,000 Euro for each twinning project.

The grants may be used for costs related to the organisation of preparatory workshops and meetings, including for travel costs.

The timeline is:

Publication:	Early September 2016
Dead-line for proposals:	30 September 2016
Duration of projects:	15 October until 30 November 2016
Payment of lump sums:	November 2016

IncoNet EaP Project Consortium

The IncoNet EaP consortium comprises 19 renowned institutions from EU MS/AC as well as from all countries of the EaP. The project's scientific coordination lies with CeRISS, the Centre for Regional and International STI Studies and Support, Greece and ZSI – Centre for Social Innovation, Austria.

For more information on all partners, take a look at: <http://www.inco-eap.net/en/392.php>.

2. Call Content

2.1 Call Objectives

The main goal of the targeted call 'EU-EaP twinning grants' is to endorse the identification of EU and EaP cooperation teams and to support the preparation for proposals for open and upcoming calls of the HORIZON 2020 EU programmes focusing on the three societal challenges:

1. Climate change
2. Health
3. Energy

2.2 Call Budget and Call Modalities

Twinning teams will be supported with lump sums of **2,000 EUR** per successful application.

The grant can cover the following expenses:

- a. Travel expenses (air/economy and train/2nd class)
- b. Accommodation
- c. Technical and/or logistical support for the preparation of meetings or workshops

The budget will not cover staff costs.

The Twinning Teams accept that they may be reviewed by the European Commission at any time. To allow for a financial review of grants, the coordinator of the twinning team is requested to keep all necessary documents (invoices, receipts, etc.) for all supported expenses and archive them until 01.12.2019. The following documents need to be kept by the coordinator of each twinning team in case the European Commission will request proofs for the spending:

- a. Travel expenses: copies of all receipts as well as the original boarding passes
- b. Accommodation invoices
- c. Other expenses: documents proving organised events (such as workshops) (e.g. agenda; attendance lists, etc.)

All accounting must be in compliance with the legal norms of the respective countries and the usual accounting practices of the respective organisations.

2.3 Eligible Applicants and Project Consortium

Participants in the call can be researchers from:

- Universities
- Research Institutes
- Companies with RTD activity and expertise related to the scientific fields of the 3 Societal Challenges (see 2.1)
- Project coordination and consulting organizations with experience in bilateral and multilateral cooperation between EU MS/AC and countries of the EaP

A **twinning team** must comprise at least **partners from two organisations** with one partner necessarily from an EU member state or country associated to HORIZON 2020 and one from a country of the EaP (Azerbaijan, Armenia, Belarus, Georgia, Moldova, Ukraine). One of the EU team members must be designated as “coordinator”. The budget will be administered by the coordinator. The coordinator serves as contact person for the IncoNet EaP call secretariat. The coordinator is responsible for the financial administration of the twinning grant (see 2.2)

The Inco EaP project will only support twinning teams that imperatively includes a preparatory meeting among representatives of the partner organizations within the period 15 October until 30 November 2016. This meeting should be used to prepare a HORIZON 2020 project proposal and to work on the scientific/administrative details of the proposal.

In addition, it is possible for the twinning teams (depending on the twinning teams and upon agreement with the IncoNet EaP secretariat) to participate in preparatory meetings of already existent EU consortia in order to establish a cooperation for a common application to a HORIZON 2020 Call.

2.4 Duration

The twinning project should be implemented within the period from within the period from 15 October until 30 November 2016.

2.5 Deadline

The deadline for applications is **30 September 2016**.

3. Eligibility of Applications

Applications for supporting EU-EaP twinning teams from the EU MS/AC and countries of the EaP must:

- Be in the scope and in the thematic focus of the call as described in Section 2.1
- Comply with the funding requirements as specified in Section 2.3. More specifically:
 - a) Include information about the use of the requested budget from IncoNet EaP /Financial Plan (see the attached excel file)
 - b) Include information on the preparatory meetings (place, time, number of participants, the actions for the preparation of the joint proposal etc.).
- Meet the consortium composition requirements as specified in Section 2.3 by including the following points:
 - a) Description of the member organisations, names and contact details of the twinning researchers, name of the project coordinator.
 - b) Information on the selected call within HORIZON 2020, for which a new proposal is intended or being prepared.
Note: If your proposal is not related to the three Societal Challenges (Health, Energy, Climate Change), your application for “Twinning among Projects” grants will be not eligible.
 - c) Information on the scientific basis for the proposal (state of the art concerning the specific research topics, gaps to be filled in the current knowledge, relevance of proposed activities) and the expected impact of the research
 - d) A (brief) description of experience in previous S&T projects.
 - e) A list of up to 5 publications per partner.
- Meet the submission deadline as specified in Section 2.5.
- Comply with the submission procedure as specified in Section 6
- Be complete according to the rules described in these Terms of Reference
- Be submitted in English

4. Evaluation and Selection of Applications

The EU-EaP twinning applications will be evaluated on the basis of the following criteria:

- Accordance with formal criteria as defined in section 3
- Relevance to the aims specified in this call and in the selected HORIZON 2020 call, thematic priorities and compliance with the specified formal requirements
- Quality of the research approach
- Contribution to the promotion and intensification of EU-EaP cooperation in research and innovation
- Expertise and experience of the partners

5. Funding Agreement and Rules

If the application has been successful, the team coordinator (appointed in advance) will sign an agreement as a confirmation of his obligations. The coordinator will be informed about the reporting procedures and the deadlines. The coordinator will administer the budget as a whole. The twinning team partners are responsible for the repartition of the funds amongst themselves.

The overall grant will be transferred as a lump sum of 2,000 Euro in November 2016.

Should the twinning team refrain from using parts of the granted funds, it will be asked to retransfer the money to the donor within six weeks after providing the final report.

6. Submission of Grant Applications

The EU-EaP twinning grant application should be submitted via e-mail to DLR:

Joern.Gruenewald@dlr.de

Application forms can be found on www.inco-eap.net/ and www.increast.eu.