

EURAD-2 Partnership  
Guidance for WP Preparation Teams  
**Template #2 (April 2023), Public Document**

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## Role

The WP Preparation Teams (WPT) are in charge of developing the EURAD-2 work packages (WPs) that are carried over from Template #1 (ideas, February 2022) to Template #2 and then Template #3 (summer 2023). In this capacity, WPT members define the WP objectives, scope, budget, schedule, consortium partners and quality (KPIs, milestones, deliverables), based on instructions they will receive from the EURAD-2 Core Group and on the interests from the different Colleges.

WP Preparation Teams are **representatives of their College**, therefore they engage themselves to regularly communicate with their respective College during the process, as well as with the potential WP partners. Each member should commit and guarantee a high-level of engagement throughout the whole process. The WPT members are a voluntary role, not funded by the EC or the existing projects. The WPT has a role to play from May through November 2023, when the EURAD-2 partnership is submitted to the EC's.

The Core Group appointed a representative for each WP selected to produce a Template #2. The role of the Core Group representative is to act as an observer and reply to specific practical questions to assist the WPT. All Core Group members will look at all Templates, yet the role of the representative is not to aid in writing, evaluating or contributing to the work package.

## Development of the work packages

The development process of the work packages must be transparent, inclusive and balanced. In practical terms, this means that every organisation, whether or not they are already involved in EURAD-1 and/or PREDIS, whether they are Mandated actors, Affiliated Entities (earlier called Linked Third Parties) or Associated Partners (earlier called International Partners), have the possibility to participate in the development of these work packages.

Having a role in a WPT does not guarantee that these organisations will ultimately be included in the WP implementation proposal to be submitted to the European Commission. The WP Preparation Teams will have the responsibility to select the final consortium members and budgets, to be approved by the Colleges. Selection will be based on the selection criteria defined below.

To allow all the organisations that wish to participate or to communicate their interest, an information public notice will be made in May by the EURAD-2 Core Group on both EURAD and PREDIS websites and sent to participants of EURAD-2 webinar #1 and Focus Funnel. This will identify the members of the WPTs, for which interested parties can be in contact.

Submitting a Template #2 does not guarantee that the work package will be selected to be in the EURAD-2 final proposal. The Core Group will make a new screening of Template #2 descriptions in early July and will make a recommendation to the Colleges for their approval of the final WPs to carry forward as wave 1 of EURAD-2 funding. This schedule was already established in autumn 2022, and communicated earlier (see e.g. [January 2023 webinar slides](#) and [December 2022 CG Communication](#)). Further information on selection criteria and schedule are presented below.

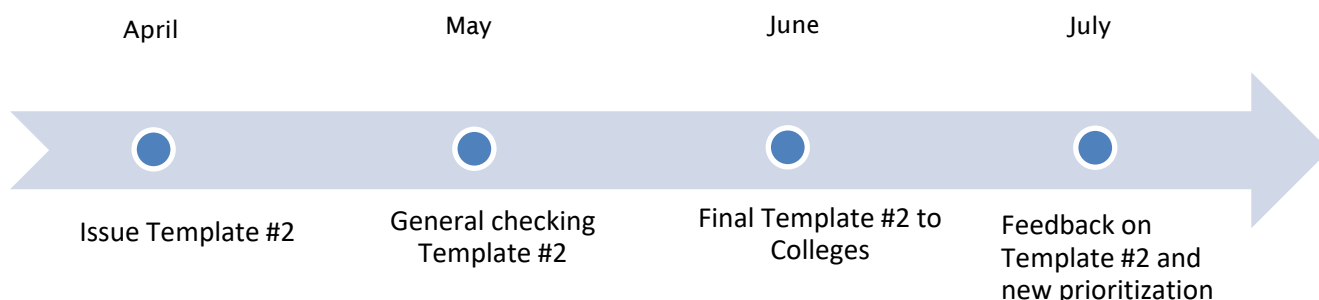
### ❖ Requirements

The development of all the work packages must be carried out in accordance with the following principles:

- Be in-line with and clearly linked to the EURAD [Vision](#), the [Roadmap](#) and the [updated Strategic Research and Knowledge Management Agenda](#);
- Clearly demonstrate European-added value;
- Be meaningful, focused and manageable;
- Have clear main and specific objectives, manageable tasks with input/output and a list of easily verifiable milestones/deliverables;
- Avoid disconnected, spread or repeated contributions: each contribution should bring complementarity and therefore added-value to the project;

- Clearly forecast how it will generate/consolidate knowledge over its duration;
- Bring together different categories of actors and address the needs of the different Member States, irrespective of the state of advancement in their national RWM programme.

❖ **Timeline**



❖ **Timing and process for Template #2**

The deadline for this Template #2 first draft being providing from each WP Preparation Team to the Core Group (CG), via the CG coordinator ([louise.theodon@andra.fr](mailto:louise.theodon@andra.fr)), is **25 May 2023**. To facilitate the process, the email subject line of email should state: “EURAD-2 WP Template #2\_ **Short title of the WP**”.

**Proposals that do not respect the Template and/or the deadline cannot be considered for the preparation of EURAD-2.**

EURAD-2 Core Group will provide to WP Preparation Teams general feedback on the Template #2 by 26 May 2023, in order for WP Preparation Teams to generate an updated improved version of the Template#2 that should be submitted to the Core Group by **09 June 2023**, following the same submission protocol as described above. The Core Group will make a recommendation to the College for the selection of WPs that go to the final stage (Template #3), to be decided in early July.

A new Template #3 and further instructions will be provided to the WP Preparation Teams in July, for the WPs that are selected by the Colleges for continuing to finalization. The WP Preparation Teams will then continue through summer 2023 to clearly define all aspects of the WP implementation, prior to the partnership proposal submission to the EC in early November.

Date	Description	Responsible
21/04/2023	Feedback due from Colleges on WP grouping after Focus Funnel	Colleges
21/04/2023	Definition of WP Preparation Teams (nominated organisations and persons)	Colleges
27/04/2023	Recommendation to Colleges, of WPs for development of Template #2 based on Colleges’ feedback	CG
03/05/2023	Issue of Template n°2, based on comments/review from Colleges	CG
05/05/2023	Approval of the list of WPs for Template #2	Colleges
05/05/2023	Information to WP Preparation Teams on selection for Template #2	CG
25/05/2023	First rough draft Template n°2 filled in (merging of ideas from Template 1 and Focus Funnel and College feedback), sent to CG	WP Preparation Teams
26/05/2023	Feedback from CG to WP Preparation Teams on Template n°2 (overall quality only – too much/not enough detail, missing items, ...)	CG
09/06/2023	Updated Template n°2 submitted to Core Group	WP Preparation Teams
09-13/06/2023	Screening by Core Group to provide recommendation to Colleges	CG
05/07/2023	Feedback from Colleges to CG on Template n°2 and prioritization	Colleges
11/07/2023	EURAD-2 public webinar #2 – communication of the final list of WPs for development of Template #3	CG

## Guidelines

The following guidelines aim to help the WP Preparation Teams to develop their work package:

### ❖ Scope

The completed WP Description Template#2 should be **5 pages max**, building on Template #1 proposals and envisioned merges between the ideas of the 3 Colleges (after the Focus Funnel event, Cyprus 16-17.3.2023 and College surveys of April 2023). Template #2 will be first submitted to the Core Group (CG) for a quick review and feedback, then again refined and resubmitted in June.

Scope and work programme should remain realistic and achievable within a maximum 5 years period:

- If the objectives are too ambitious and if the risks of exceeding the deadlines are too great, it is necessary to review them and amend the proposal accordingly.
- For 5 years duration WPs, a major achievement must be included before the end of Year 2 to assess if the WP implementation plan is according to plan and to allow assessing the continuation of the WP based on the total budget that will be granted to EURAD-2 within the EC's Work Programme 2026 and beyond.
- Scope should be set up from a top-down perspective of needs having synergy (and not bottom-up, as a list of non-coherent and non-consistent activities of different partners).

The content of the proposal should not disclose any sensitive or confidential information (patent pending, contract not signed, ...)

EURAD-2 will have two waves of work packages development, with WPs agreed in summer 2023 and another set agreed at approximately 2 years into the programme (summer/autumn 2026) based on future EC budget allocations. It is therefore encouraged to have this approach in mind of having some shorter concise actions that are just during the wave 1 period, especially for Strategic Studies that may lead to a future R&D proposal for the second wave.

### ❖ Budget

EURAD-2 programme is a co-funded partnership. This implies that every organisation intending to participate, agrees to provide co-funding to the action.

The Core Group recommends a maximum total budget per work package proposal (EC contribution + own co-funding, direct + indirect costs) of:

- 5 million € for a R&D work package, maximum duration 5 years
- 2 million € for a Strategic Study work package, maximum duration 5 years

WPs that have shorter durations and/or smaller budgets are highly encouraged.

To allow most of the work packages to continue to Template #3, the CG expects that the WP Preparation Teams should be realistic when providing budget estimation:

- Do not underestimate your budget – a small WP in terms of budget does not mean that this WP will automatically be selected for the next stage
- Do not overestimate your budget – the content of the WP must be focused and bring added-value

Since the WP must be manageable by a “small” WP Board and since the budget is limited, the WP should involve a “reasonable” number of participants. A “downsizing exercise” of the interested partners could thus be necessary. A good way to manage this is by:

- Identifying the partners who have key roles, bringing high-added value to make significant progress to address the targeted achievements (linked to the EURAD SRA)
- Asking each interested organisations how they could concretely contribute to the identified tasks and subtasks of the WP. They should demonstrate their qualification/excellence/experience in this topic. This input should be collected in a transparent way (e.g. with a dedicated template and stored somewhere).
- Participants in EURAD-2 work packages should be able to declare that they will provide the necessary co-funding (declaration of honor, ...)

- Evaluating where common facilities and benchmarking can be done, so partners are not duplicating efforts
- Ensuring no activity, material supply or sub-task is within the scope of only one partner (for risk avoidance).

Based on these inputs, define an optimal WP partner composition, allowing to fulfil the WP objectives by:

- finding how partners could combine their expertise in a complementary way to realise the defined WP (sub) Tasks;
- avoiding spreading the tasks/subtasks between too many contributors;
- avoiding unjustified duplication of efforts by different organisations.

#### ❖ **Homogenization of management and KM Tasks**

Task 1 for each WP should be “Management/Coordination of the WP”) and should include some person-month for the coordination of the WP by the WP coordinator and meetings. Task 1 should not represent more than 10 % of the total budget of the WP.

Task 2 for each WP should be “Knowledge Management (including State-of-the-Art for R&D WPs, training materials development, etc.) and should include some person-month for the development of KM materials. Task 2 should represent at least 10% of the total budget of the WP.

The exact content of Task 1 and Task 2 do not need to be described by the WP Preparation Team, as the instructions will come from the Core Group and Knowledge Management Committee at the time of Template #3. Thus the current Template #2 should focus only on the other tasks (technical issues).

#### ❖ **Deliverables and milestones**

The WP work plan, including the milestones and deliverables must be solid and achievable.

- Deliverables should focus on specific scientific/technical topics that are expected to have a sound impact. The scope of a deliverable should not be too narrow or too broad
- Deliverables should not be annual reports.
- Each RD&D WP needs to plan at least a SotA report 6 months after the launching of the WP and an update of the SotA at the end of the programme. The number of deliverables and milestones per WP is limited to ensure efficiency and a smooth management (e.g. 6 deliverables / 10 milestones max per WP).
- The Core Group plans that certain deliverables are prescribed per WP:
  - an outcome/impacts report to Member States and End Users for all WPs
  - a State-of-the-Art report (initial and final) for R&D WPs.
  - a white or green paper for the Strategic Study WPs
    - Green paper (= position paper), published as a consensus view from the 3 Colleges that stimulate discussion on topics that are of interest for the European Union; they typically contain proposals that serve as the basis for a debate or consultation process.
    - White paper (=second wave WPs description), documents containing proposals for action in a specific area. In some cases, they follow on from a green paper published to launch a consultation process. For WPs targeting a second wave proposal (continuation), it is mandatory to have the final deliverable between Month 12 and Month 18, to be able to assess the need for continuation without jeopardizing the development of the second wave.

Please note that only the deliverable generic titles should be listed in this Template #2, while milestones (including interim memos, databases, etc.) will be asked only in the future Template #3, together with guidance.

## **Evaluation**

Templates #2 will be evaluated by the Core Group and then Colleges’ leadership based on the following criteria:

#### ❖ **Eligibility**

EURAD-2 work package description must clearly show the links to the SRA.

EURAD-2 work packages will have to be inclusive, they should benefit different Member States, regardless of their stages of advancement. To be considered eligible, they should be supported by participation of institutes from at least 5 different Member States.

EURAD-2 work packages target having involvement (support or contribution) by all 3 Colleges, but if there are not enough in such case then at least they need to have 2 Colleges committed to be involved in the WP.

#### ❖ **Prioritisation**

**Inclusiveness:** EURAD-2 work packages must ensure that the different categories of actors (Colleges, countries with different stages of advancement, ...) are involved in the development and implementation of the work package.

**Complementary participation:** EURAD-2 work packages should be complementary to activities which will continue to be undertaken nationally or jointly outside of the auspices of EURAD-2. Therefore, the number of mandated actors committed to be involved in the work packages will be a prioritisation criteria.

**Added-value:** EURAD-2 work packages must provide real added-value (e.g. improved financial arrangements, stakeholder acceptance of outputs, more robust outputs, etc.). Administration costs of a WP should represent a small proportion versus money spent on the technical and scientific scope.

**Equitable financing:** Participants in EURAD-2 work packages should contribute what they can afford, or what they consider matches their interest in the work package.

**Tangible results:** EURAD-2 work packages' scope must be appropriately prioritised and focused on the objective to achieve tangible results within the 5-year EURAD-2 timeframe.

**Co-financing:** Participants in EURAD-2 work packages should be able to declare that they will provide the necessary co-funding (declaration of honor, ...)

#### ❖ **Balancing**

**Positive participation:** EURAD-2 work packages must be carried out considerately and respectfully by all, maintaining relationships that respect diversity, different roles and boundaries, and respect the knowledge, insight, experience and expertise of others.

**Maintenance of independence:** Participants to EURAD-2 work packages must work together without prejudice to their own role in the national implementation process.

**Balanced programme:** EURAD-2 work packages should support programmes at all stages of advancement.

WP Preparation Teams are encouraged to pay attention to gender equality. Information on this matter will be collected in Template #3.

#### ❖ **WP Preparation Teams checklist**

Please note that items in bold are required, whereas other are suggested steps to help the WP Preparation Teams:

- **Contact the two other appointed members of the Team and set up a first meeting (invite the Core Group observer to this meeting)**
- Consider where to establish a common cloud-based file sharing platform for the preparation of the WP document (please note that Projectplace cannot be used as we have a restricted number of licenses that do not cover all interested parties to EURAD-2)
- Consider the background documents available on Projectplace (feedback from Focus Funnel, Templates #1, Colleges' feedback, ...). If a WP Team member does not have Projectplace access, email to the CG coordinator (louise.theodon@andra.fr)

- **Collect, document and regularly update a list of interested parties (use the list of interested parties in Template #1 and contact others you know might be interested)**
- **Reach out to the 3 Colleges, Template #2 must be a collective work that is eventually approved by the Colleges if it is to continue to Template #3 and EURAD-2 funding.**
- Consider hosting a webinar of interested parties to facilitate discussions on Template #2 draft content.
- **Submit a first draft of Template #2 to Core Group by May 25<sup>th</sup>, 2023 and a final by 9<sup>th</sup> June 2023.**