



Europa Media in cooperation with Geonardo Environmental Technologies Ltd has developed and offers tailored consulting services supporting our clients throughout the full project cycle from developing the idea till the post-project audit. Our experts are developing and managing EU projects since 1999. They are frequently invited as independent experts by the Commission to evaluate FP7 and CIP proposals. We have developed and managed our own projects financed from several different Community Programmes, like FP5, FP6, FP7, LIFE III, Intelligent Energy Europe, Leonardo da Vinci and Lifelong Learning Programme, Culture 2007.

Our services include:

- Hotline
- Development and Management Hotline
- Mapping your EU financing opportunities
- Proposal development support
- Partner search support
- Pre-evaluation of your proposal
- Organising the project's Kick-off meeting
- Setting up project management systems tailored to your needs
- Grant agreement negotiation assistance
- Assistance with running projects
 - Technical Reporting
 - Form C preparation
 - Administrative management
 - Mediation
 - And a lot more depending on your needs...

CONTACT FOR MORE INFORMATION

Ms. Gabriella Lovasz
consulting@europamedia.org

Description of our services

Financial Hot-line and Project Development/Management Hot-line

Do you need quick professional help? You can select our special assistance and receive one-to-one expert advice from Europa Media coordinators, evaluators and financial experts.

Select the product on-line, chose a specific date and hour, which suits you and pay online. Send us preliminary information about your project and problem. Our expert will be prepared and available at the chosen date to give you tailored advice. You can use Skype call (with webcam) or a land-line phone.

ORDER THE HOTLINE SERVICE ONLINE OR CONTACT FOR MORE INFORMATION **Ms. Gabriella Lovasz**.

Europa Media Non-Profit Ltd. in cooperation with Geonardo Ltd.

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Mapping EU financing opportunities

First consultation is free of charge. The first consultation takes about 1-2 hours. It can be organised via Skype call or personally at EM headquarters.

Proposal Development

European Commission is offering funding opportunities in basically any topic, but it may seem difficult to fit the project idea to the right programme and call, to find the right partners and to develop the project idea.

Our experts will help you to turn your ideas into reality and assist you in all steps from identifying the right call until submission.

- a. The consultant will inform the Client about the Programme and its practicalities including the financial rules
- b. Our consultant will help you to select the appropriate partners to your consortium
- c. With strong cooperation between the consultant and the client the project structure will be developed including the:
 - i. full project concept;
 - ii. objectives;
 - iii. work packages;
 - iv. time schedule;
 - v. allocation of tasks between the partners and work packages.
- d. The consultant will explain the requirements of the proposal form in terms of content, evaluation criteria, documentation and other relevant information (e.g. statistics, graphs, etc)
- e. EM experts will help you to setup the adequate project management structure
- f. The project budget development and its distribution between work packages will happen in cooperation with all consortium partners. EM expert will help the coordination of this complex work.
- g. The consultant will be actively involved in the finalisation of professional content of the proposal (considering all information provided by the Client and the partners of the Project)
- h. As a final step, our consultant will check the completed administrative forms before the submission.

The service includes a free training on the financial rules and tasks of the selected Community Programme.

PLEASE NOTE:

The Consultant will not develop the scientific content of the project proposal. Our experts support the Client with developing the Project concept, its structure, objectives, budget, work packages, management and filling in the administrative forms.

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Partner search

All FP7 projects have to fulfil the criterion of having a European dimension. In practice that means: consortia of partners from different countries can apply.

The proposals have to show a structured collaboration between a group of partners who share tasks and responsibilities. This means that finding the right partners and setting up the collaboration or consortium is a key preparatory task.

In order to have a good project and good collaboration:

- Partners need to complement one another
- They shall share an interest in the common problem they will be tackling in their research
- The consortium has to establish a management structure and procedures adapted to the type and the complexity of the project

Our experts will help you to select the appropriate partners to your consortium.

With us you will build a complementary consortium that will effectively and efficiently implement your project.

Pre-evaluation of a proposal to be submitted

Independent experts are evaluating the submitted projects within FP7 following the 6 steps outlined below.

The main stages of project selection are:

- Stage 1: Receipt of proposals and sending an acknowledgement of receipt
- Stage 2: Verification of eligibility of proposals from an administrative point of view (date of submission, presence of all the forms, transnational character of the project, etc.)
- Stage 3: Individual evaluation of eligible proposals by external experts, taking into account the socio-economic and, where appropriate, the ethical aspects of the proposal
- Stage 4: Preparation of the Consensus Report form based on the evaluators discussion
- Stage 5: Preparation of the Evaluation Summary Reports (ESR) at the panel meeting
- Stage 6: The Commission ranks the proposal and a prioritised list of proposals is drawn up

Our expert evaluators of FP7 and CIP will

- Fill in the evaluation report of the specific call where your proposal is intended to be submitted
- Provide you with detailed comments on how to improve the proposal



Negotiation Phase

Depending on the complexity of the project, this phase may take a few months up to a year. Make sure to make the project start of in the right way.

- Explaining rules and procedures
- Help with the registration process (PIC, URF, LEAR)
- Supporting the coordinator in developing the
 - First draft of the Description of Work
 - Grant Agreement Preparation Forms (GPF)
 - Consortium Agreement

The fee of this service is set case-by-case, depending on the project type, the number of partners, their status of registration, etc.

In case you have decided to request our project management services and sign the framework contract, our support in the negotiation phase is provided free of charge.

Kick-off meeting; Getting your project started

The first steps in the project management are crucial. Our experts provide special assistance in this starting period by:

- Setting up the management system including administrative procedures your project needs
- Supporting you in the organisation of the kick-off meeting and providing a lecture/training to your partners on their financial and administrative tasks and responsibilities
- Giving advice on how to compose the Consortium Agreement articles

The fee of this service is set case-by-case depending on the needs of your project.

Assisting running projects

No project works according to the initial plan. Therefore successful project management is a process of continuous planning and revising. Nothing is certain, but proper planning can help avoid many mistakes. Core EU project management tasks also include protecting, publishing, and utilising the project's foreground generated. Your project website with both public and private areas can be a useful tool both for project management and for stimulating dissemination and use of knowledge. The financial reporting is stricter and audits are becoming more common with every passing year of FP7. We will make you prepared. We offer assistance in

Reporting

- Checking technical report
- Preparation for Technical Review
- Support in filling in the Form C, prepare financial reports
- Support the development of management report

Audit preparation

- Help preparing all materials for the CFS (or EC audit)
- Explain the rules and procedures to the team (accountant, project manager, administration)
- Control the invoices, timesheets and review the financial report(s)
- Review key project documents
- Highlight areas what auditors may find problematic

Mediation between the partners

Monitoring administrative and financial management performance

Monitoring dissemination performance



Framework contract options

VERSION 1

Framework contract for 12-24-36 months (constant support) The consultant is available continuously as a contact/help point and monitors the project on a regular basis, informs and warns the coordinator about important deadlines, development in the EU reporting system, etc. (e-mails are to be answered in 48 hours; mobile phone answered between 9am till 5pm) The framework contract contains free participation for one person in the project Management Training. The fee is set case-by-case.

VERSION 2

Framework Contract for the whole duration of the project (flexible), but consultancy is provided only when requested (hourly basis).

The consultant will fill in timesheets so that his/her work can be followed by the client and invoiced accordingly.

The hourly fee is set case-by-case.



Our experts

Mr. Gabor Kitley CEO

Mr. Gábor Kitley is the co-founder and CEO of Europa Media. Currently managing FP7 projects, he has a successful history as a manager of a multitude of FP6, LIFE-III and Leonardo da Vinci projects. Additionally, he has been an evaluator of FP7 projects. He possesses a Masters degree in Environmental Science (specializing in geology and hydrology) and a post-graduate degree in European Environmental Law. His field of expertise from practical experience includes financial and technical project management, regional development, wastewater treatment and management, waste recycling, GIS technologies, decision-support systems, sustainable tourism and CSO capacity building.

- Financial Coordinator of FP7 (GEOTHERMAL Communities, SECURENV, CEUBIOM, EASIE), FP6 (RES-BOAT, SME-ENVIRONMENT), IEE (GEOTHERMAL Power), LLP (EU BUSINESS for IT SMES, PROUD)
- Project management experience: FP6, FP7, LIFE III, IEE, LLP
- Trainer on financial conditions, rules, reporting
- Expert in FP6/FP7 financial and technical audits
- Evaluator in FP7
- Research area: Energy and Environment, e-learning

Ms. Gabriella Lovasz Assistant Managing Director

Ms. Gabriella Lovasz is the Assistant Managing Director of Europa Media. Her experience includes project management of FP7, FP6, eContentplus, Lifelong Learning Programme, and Culture 2007 projects. Additionally, she has been an evaluator for the CIP EIP programme, the FP7 Programme and an appraisal and monitoring agent of European Economic Area and Norwegian Financial Mechanism Grants. She holds a Masters of Science degree in Economics, having specialized in management consulting and European business. Her main area of focus is upon SMEs and IT.

- Project coordination/management experience: FP6 (SME-ENVIRONMENT, eMapps.com), FP7 (KEEP), LLP (ENTITLE, Untold Stories, IMAGINE), eContentPlus (ENRICH), IEE (EcoWill), Culture 2007
- Appraisal and monitoring of EEA/NFM grant projects
- Project Development experience: FP6, FP7, LLP, eContentPlus, IEE, Culture 2007
- Evaluator in CIP programme
- Trainer on project development, evaluation and management issues including finances
- Research area: SME development, e-learning, game-based learning

Ms. Bodil Palmberg Project Manager

Ms. Bodil Palmberg is a trained economist working as project manager at Europa Media. In addition to her work responsibilities related to proposal development and project management, EU policy analysis and monitoring the EU financial opportunities, she is also a lecturer and workshop moderator at Europa Media's trainings. She holds a Masters degree in European Politics from the University of Rennes, France and a degree in Economics from Lund University, Sweden. Her main area of expertise is scientific international cooperation. Her experience has spanned across a variety of countries, including Albania, Croatia, Hungary, India, Turkey, Greenland, Malta and Malaysia.

- Project development experience in FP7
- Project coordination/management experience of FP7 EUINEC, INDIAGATE
- Trainer on project development and management issues
- Research area: international cooperation, capacity building and e-training.

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