



**iPAAC**  
INNOVATIVE PARTNERSHIP  
FOR ACTION AGAINST CANCER

# WP 1, Coordination

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Management and Meeting Structure



Co-funded by  
the Health Programme  
of the European Union

# STATUS

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- Grant Agreement has not yet been signed
- Retroactivity has been granted as of 1.4.2018 – this means that all JA costs from 1.4.2018 will be considered eligible
- Waiting for effective resolution of certain technical and legal issues prior to signing of GA

# KEY CHANGES

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- Shift from **paper** to **digital**
- Digital signature of Grant Agreement
- Online reporting to CHAFEA (via **Participant Portal**)
- Continuous reporting of deliverables and milestones (via Participant Portal)
- Online internal reporting to NIJZ (via project software **4pm**)

# KEY CHANGES

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- Shift from **e-mail** to **platforms**
- Internal 6 month financial reports and supporting documentation will be entered into project software **4pm**, not sent by e-mail as previously
- Exploring use of e-learning platform as an internal document repository and closed space for video-conferences for the iPAAC consortium (**MiTeam**)

# KEY CHANGES

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- Changes in **administrative** rules
- Only one interim report covering M 1- M 18
- Change in partner structure (competent authorities, affiliated entities, sole beneficiaries)
- Specific changes in financial rules (elimination of public/non-public official distinction, etc.)
- iPAAC = 80% EC co-funding

# PROJECT POLICY

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- iPAAC Project Policy main reference guide for JA management and practical issues
- Will be finalised and sent to all Partners and available on website in May 2018

# KEY POINTS

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- Types of partners
- Roles and responsibilities
- Management and meeting structure
- Project Management Team
- Provisional meeting schedule

# TYPES OF PARTNERS

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- **Lead Partner**



- Coordinator, NIJZ
- Acts as liaison to CHAFEA, communication from partners to CHAFEA should be done via Coordinator
- Responsible for overall management of Joint Action and for submission of Interim and Final Reports



# TYPES OF PARTNERS

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- Associated Partners – **Competent Authority**
- Competent Authorities = entities nominated by Member States to participate in the Joint Action
- Only Competent Authorities sign the Grant Agreement, are listed as Associated Partners

# TYPES OF PARTNERS

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- Associated Partners – **Affiliated Entities**
- Affiliated entities = linked institutions which are part of the Consortium, have their own budget
- All communication, reporting and transfer of funds goes via the Competent Authority!
- AE can attend the kick-off meeting, WP meetings as planned in budget and final conference.

# HOW MANY PARTNERS?

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iPAAC JA = 24 Associated Partners +16 Affiliated Entities =  
**40 partners** altogether

# SOLE BENEFICIARY

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New type of partner, formed exclusively for the purposes of the JA by formal agreement of several institutions within one Member State

In iPAAC, **German** partners will operate as a sole beneficiary (BMG, DKG).

# TYPES OF PARTNERS

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## COLLABORATING PARTNERS

- Are an important part of the wider JA consortium
- Do not have any legal or financial obligations to the JA
- Entitled to receive information on the JA, newsletters, mailing list, invited to key meetings and final conference
- Can receive reimbursement of travel costs, if planned in the budget and if funds are available

# PROCEDURE FOR BECOMING A COLLABORATING PARTNER

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- Frequent question
- Simple procedure
- Organisation sends an e-mail request to Coordinator at [ipaac@nijz.si](mailto:ipaac@nijz.si) and expresses reasons and WP(s)
- Coordinator gets in touch with WPL for approval
- CP added to central mailing list

# MANAGEMENT STRUCTURE

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## iPAAC Project Management Team (PMT)

Working group at NIJZ dealing with day to day mgmt of JA:

Tina Lipuscek – Project Manager

Tit Albreht – Scientific Coordinator

Karmen Hribar – Secretariat

Nataša Voje – Financial Officer

# COMMUNICATION

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## IMPORTANT:

Communication with the Project Management Team should always be addressed to the main JA e-mail address (or in CC):

[ipaac@nijz.si](mailto:ipaac@nijz.si)



# STEERING COMMITTEE

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- Main oversight committee of the JA
- Comprised of WP Leaders, PMT, representatives of the European Commission and other invited experts if necessary
- Will meet every 6 months, preferably alongside other JA events
- Role – monitor progress of JA and accept action plans for specific issues, if necessary

# JOINT ACTION MEETINGS

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- Plenary group of all the Associated Partners and the PMT
- Will deal with technical and financial issues, reporting
- Will include workshops on financial reporting
- Will also be used to present key issues and deliverables to all partners at once
- 4 meetings planned within course of JA

# STAKEHOLDER FORUM

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- Representatives of Collaborating Partners
- Other interested stakeholders
- WP Leaders, Project Management Team
  
- Once per year (three total)
- All planned in **Brussels**
- First provisionally set to take place second half of September 2018

# FINAL CONFERENCE

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- Provisional info: March 2021 in **Ljubljana**
- All details subject to change
  
- Presentation of the Roadmap and key deliverables and outcomes

# OTHER WORKING GROUPS

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- Roadmap Coordination Committee
- Governmental Board
- Part of WP 4
- Will often be combined with other JA meetings, held back to back to reduce travel costs

# PROVISIONAL MEETING SCHEDULE

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- *ALL DATES & LOCATIONS SUBJECT TO CHANGE*
- M 3- Kick-off RCC/GB – **Brussels**, WIV-ISP (2 days)
- M 6: Kick-off Stakeholder Forum meeting – **Brussels**, NIJZ (1 day)
- M 9: 2nd RCC/SC/GB - **Barcelona**, ICO (2 days)
- M 13 - 2nd JA Meeting, **Belgrade**, IPHS (1,5 days)
- M 15 - 3rd RCC/SC/GB, **Rome**, ISS (2 days)
- M 18 - 2nd Stakeholder Forum, **Brussels**, NIJZ (1 day)

# PROVISIONAL MEETING SCHEDULE

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- M 21 - 4th RCC/SC/GB, **Berlin**, DKG (2 days)
- M 27 - 5th RCC/SC/GB, **Zagreb**, HZJZ (2 days)
- M 25 - 3rd JA Meeting, **Heraklion (Crete)**, 7 HRC (1,5 days)
- M 30 - Final Stakeholder Forum, **Brussels**, NIJZ (1 day)
- M 33 - Final RCC/GB, SC meeting, **Prague**, UZIS (2 days)
- M 36 - Final Conference and Final JA/SC, **Ljubljana**, NIJZ ( 3 days)

# THANKS TO EPAAC...





# & CANCON FOR A GREAT BASE!

