



# eTEN

## *“Project Mentoring”*

Marina Manzoni  
EUROPEAN COMMISSION  
DG-INFSO

*eTEN PROGRAMME*

Tel. +32-2-2968028

Fax. +32-2-2990248

e-mail [marina.manzoni@cec.eu.int](mailto:marina.manzoni@cec.eu.int)

<http://europa.eu.int/eten/>

DEPLOYING EUROPEAN  
e-SERVICES FOR ALL

# Project Mentoring: content

- « WHAT »: is « Mentoring »
- « WHY »: Purpose
- « WHO »: Actors
- « HOW »: Mentoring Activities and Requirements
- **ROADMAP**

DEPLOYING TRANS-EUROPEAN  
e-SERVICES FOR ALL

## « WHAT » do we mean by MENTORING ?

*Specific Assistance by the Programme to all eTEN projects in:*

- Projects Execution and Management
- Exposure to wider constituencies
- Impact Raising

DEPLOYING TRANS-EUROPEAN  
e-SERVICES FOR ALL

## « Why » Mentoring ?

### Purpose:

- Help Projects in their overall *Management Process* so as to concentrate on quality out-put
- *Raise projects profile*, create interest around projects activities
- Provide *wider exposure and promotion to potential deployers and investors* so as to increase opportunities for wider deployment
- *Maximise Projects Impact* and Future Prospects (« *Multiplier effect* »)

## « Expected BENEFITS »

- Achievement of *more effective Project Management* and *higher quality out-put*
- Increased *visibility* of Projects
- Creation of *Groups of Interests* and early mobilisation of **Stakeholders**
- Exchange of Project Results and *Good Practices*
- Increased *opportunities* to enter into contact with potential *Deployers and Investors* at earlier stages
- Concertation of efforts with other EC and National initiatives (*avoid duplication and create synergy*)
- *Higher Impact* of Projects and Programme on related sectors

## « WHO »: Actors involved

- *eTEN Projects* : Running and Future ones and S.A.s
- *eTEN « family »* : Project Co-ordinators and respective Partners, P.O.s , N.C.P.s, Programme National Delegates
- Related *National and EU Programmes* and Initiatives
- *Support Networks* : E.C., National, Regional, Local, International Support Networks, National Authorities, Sectoral Associations, etc.

## « HOW »

### PROJECT MANAGEMENT

*Guidance on project execution: Reporting and Monitoring, Compilation of Financial Statements and specific Deliverables (e.g. Project Description, Press Releases, Business Plans, Final Reports, Show Cases, etc.)*

• **Project Management Guidelines/Handbook**; set of Guidelines, Instructions and Templates on:

Contractual Issues (e.g. contract Amendments);

Reporting and Reviews;

Financial Statements;

Project Description;

Final Reports and Show Cases;

etc.

• **Periodic Coaching Sessions on :**

Project Negotiation;

Project Management

## « HOW »

### PROJECTS EXPOSURE

- Assistance in organisation of *Projects Specific Events* (e.g. mid-term and final project Workshops)
- Assistance to ensure participation of projects in *International Events* (e.g. eGovernment, eHealth, eChallenges Conferences, and other Sectoral Workshops)
- Assistance in *exposing Projects to potential deployers/investors* (e.g. S.I.G., organisation of ad-hoc bilateral meetings, organisation of « eTEN Investment Forum » participation in the « IST Investment Forum », etc.)
- *Promotion and Dissemination of Project Activities and Results* to wider constituencies and interest groups through different means (website, promotional material, periodic Newsletters, Fact-sheets, publication of Show Cases, etc.)
- Organisation of *Thematic Workshops* (e.g. Obstacles to Deployment, Regulatory Aspects, Standardisation, etc.)

## « HOW »

### INCREASE IMPACT

- Increased quality of « *Projects Outputs* »
- Increased Projects « *Success Rate* »
- Fostering Projects « *Success Stories* »
- Create synergy and trigger « *Multiplying Effect* »

Exchanging good practices

Leveraging on National and International Programmes and Initiatives

Publication of Show Cases

- Organisation of « *Programme Events* » (e.g. « *eTEN Programme Conference* »)

- **Organisation of *Project Specific Workshops*: e.g.**
  - Mid-term
  - Final WSs
- **Set-up of the *S.I.G. (Special Interest Group)***
- **Participation in *International Events* (e.g. eChallenges, eGov., eHealth conferences)**
- **Participation in *events/activities organised by the eTEN Programme* (eTEN Conference, Investment Forum, Thematic Workshops, etc)**
- ***Reporting on Mentoring and Promotional Activities and related Impact Assessment***
- ***Project Final Reports and Show Cases***

***Methodology for application  
to be discussed and agreed with P.O. at Negotiation phase***

**•eTEN Mentoring Plan:**  
under continuous development/improvement (e.g. identification of needs, instruments, actors, good-practice and methodology, etc.)

**•Tentative Selection of a sample of projects:**  
as « Champions » for 2005 for targeted actions

*Mentoring to be fully applied to  
all running Projects as from 2005*

DEPLOYING TRANS-EUROPEAN  
e-SERVICES FOR ALL



***YOU  
ARE PART OF IT  
AS MAIN ACTORS !!!***

**THANK YOU**

DEPLOYING TRANS-EUROPEAN  
e-SERVICES FOR ALL



**Marina Manzoni**  
**EUROPEAN COMMISSION**  
**DG-INFOS**

*eTEN PROGRAMME*

Tel. +32-2-2968028

Fax. +32-2-2990248

e-mail [marina.manzoni@cec.eu.int](mailto:marina.manzoni@cec.eu.int)

*<http://europa.eu.int/eten/>*

DEPLOYING TRANS-EUROPEAN  
e-SERVICES FOR ALL