



CIP/ICT-PSP coordinators' day

overview of negotiation process

DG CONNECT R5 Programme Operations



CONGRATULATIONS !!!

You have passed the most difficult hurdle on the path to becoming a project, the evaluation of the award criteria ...

BUT ...

It is not over yet ...

Objectives of negotiation phase

1. To **validate** the **legal existence**, the **operational capacity** and – where applicable – the **financial viability** of the beneficiaries (selection criteria)
2. **To prepare the grant agreement**
 - Receive and clarify all information necessary.
 - agree on the work to be performed, the needed efforts and budget

Negotiations have to be conducted **in respect of the proposal** that is submitted - The negotiated project cannot significantly deviate from the proposal that was positively evaluated

Documents for negotiation phase

to generate the grant agreement for the project

- **Description of Work (DoW), Annex I to the grant agreement**
- **GPFs (Grant agreement Preparation Forms)**

to assess legal, financial and operational capacity of beneficiaries, where necessary

- **documents establishing the legal existence and status of beneficiaries**
- **financial documents**
- **Supporting documents for operational capacity, if necessary dependent on specific case**

Invitation to a negotiation meeting negotiation mandate

Gives key data for grant agreement + comments for adaptation + planning of negotiation phase e.g.

- Project Officer contact details
- Timetable for negotiation with planned meeting date
- Maximum EC contribution
- duration
- etc.

Commission

Consortium

Process overview

1 Invitation sent by email

draft GPFs/Annex 1 <- NEF

1st Negotiation meeting

3 meeting record

2nd Negotiation meeting

final signed GPFs/Annex 1

5 grant agreement offer

Signature/accession

2

4

6

Clarification of
financial/adminis-
trative rules

Validation of
legal entities +
financial checks

Agreement
technical issues

Clarification of how
ESR comments, etc.
have been taken on
board

(if necessary)