

Welcome at the ITEA Call 2022 Project leader briefing webinar

30 March 2023



ITEA is the Eureka Cluster on software innovation



ITEA Call 2022 - Project leader briefing webinar

Agenda

30 March, 13:00 CEST

- ITEA Introduction
- How to prepare a Change Request (Marieke van Herk)
- How to prepare a Project Progress Report (Özgün Algin)
- Project Review Guidelines (Özgün Algin)
- Communication & Dissemination (Loes van den Borne)
- Q&A

Days after the webinar (optional)

- 1:1 project sessions (per project)

ITEA Introduction

Erik Rodenbach

ITEA Programme Coordinator



ITEA is the Eureka Cluster on software innovation



ITEA organisation



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ITEA governance

Trustful relationship

ITEA is an association, with industry board members:



BOSCH



Canon



esri Canada



KoçSistem

NOKIA



SAAB

SIEMENS

software AG

TURKCELL
TEKNOLOJİ

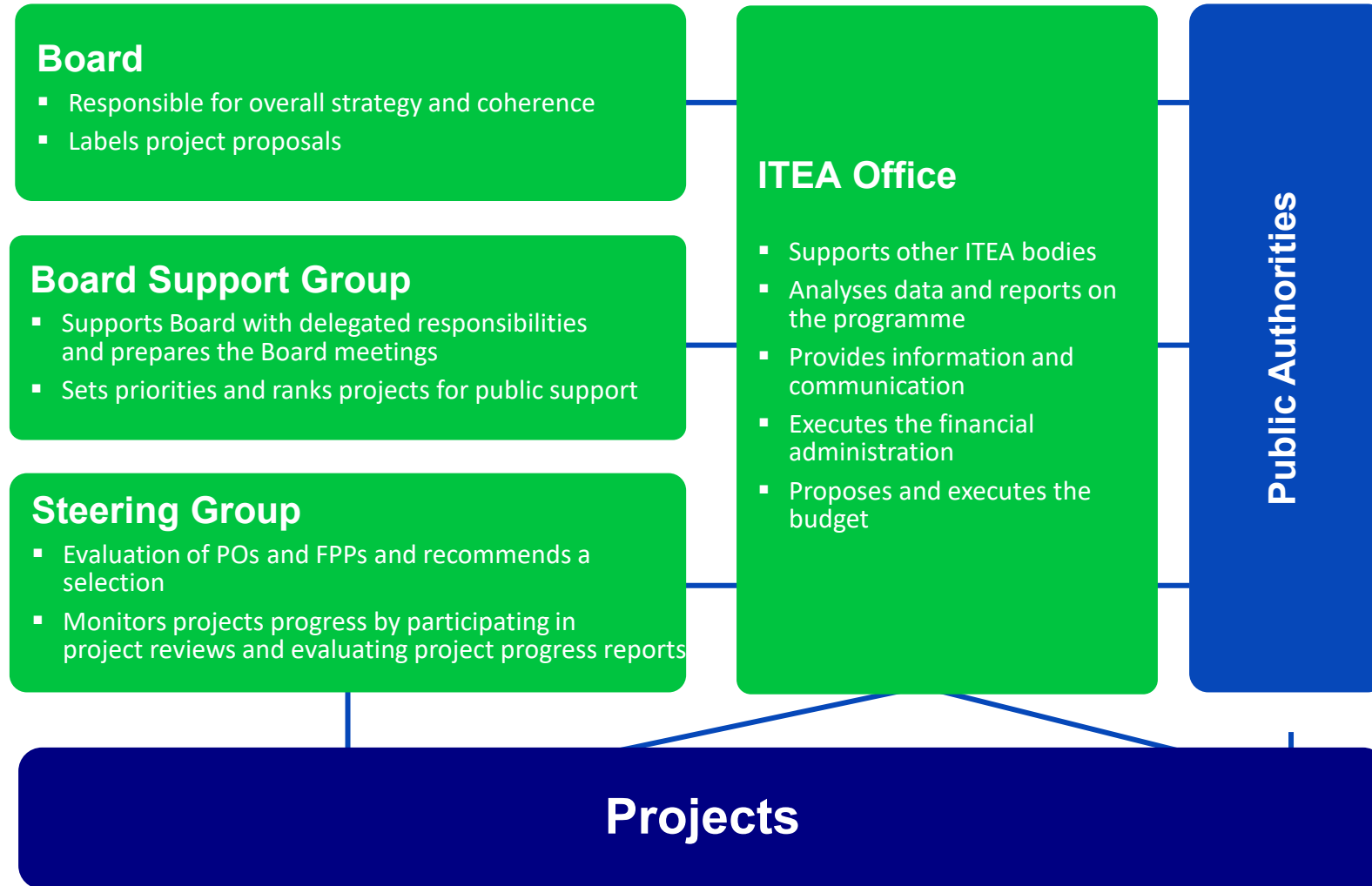


ITEA 4




ITEA organisation


Structure



ITEA Organisation


ITEA Office and publications


**ITEA Programme
Chairwoman**
 *Zeynep Sarılar*



**Technical Programme
Vice-chairman**
 *Jean-François Lavignon*







**Operations
Office Director**
 *Jan Jonker*








Programme coordination & support
 *Erik Rodenbach*
 *Özgün Algin*
 *Marieke van Herk*







Communications & Events
 *Linda van den Borne*
 *Loes van den Borne*
 *Mathijs van Dijk*
 *Diana Verdoes*








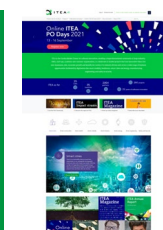
Secretariat
 *Stéphanie Hezemans*



ICT
 *Johan van der Heide*



Finance & Accounting
 *Kristin Spierings*

Financial and legal aspect

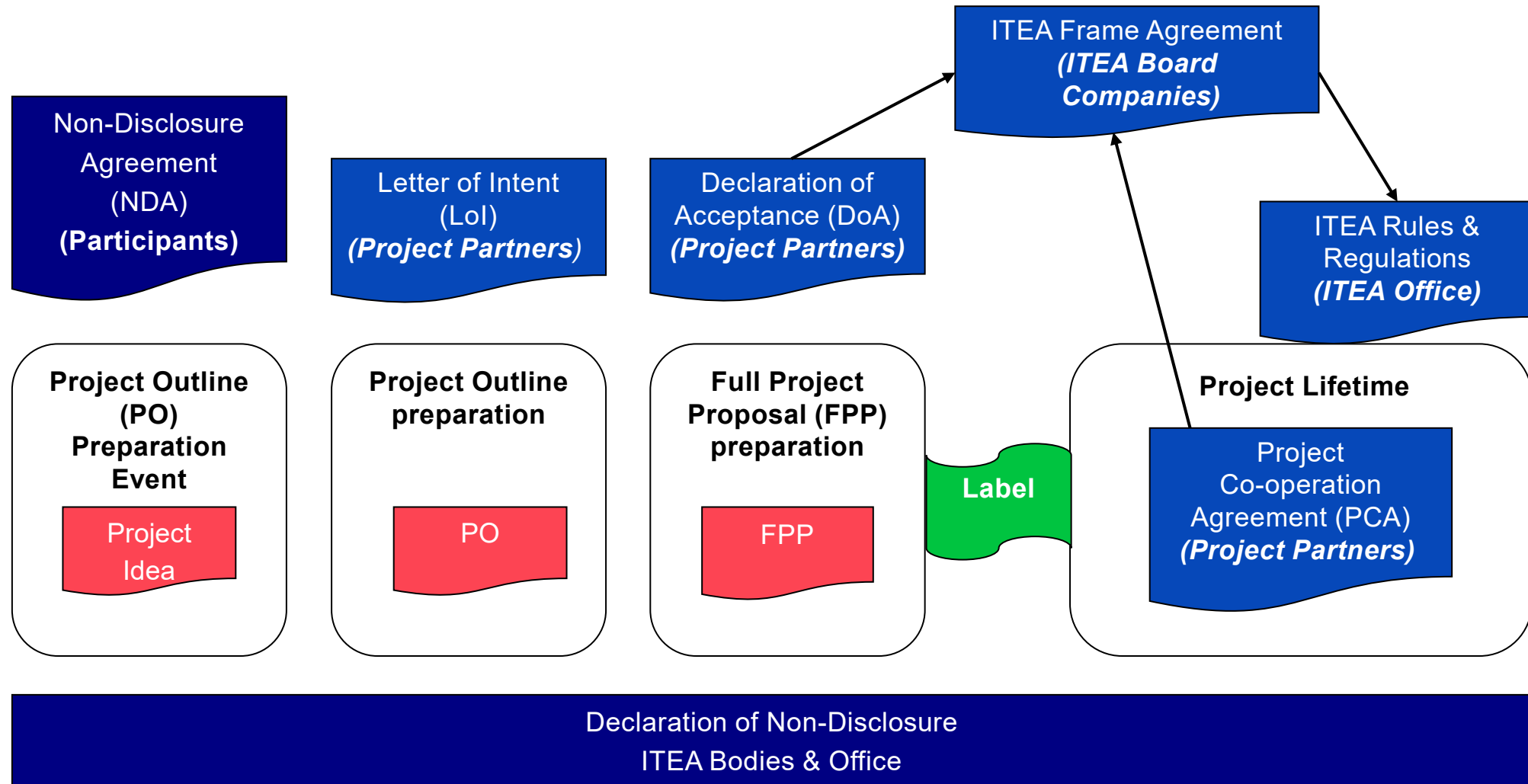


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A trusted legal framework



IPR rules in Frame Agreement and PCA

Simplified summary

- Every partner gets full ownership of the IPR it generates
- Every partner keeps full ownership of its background, if one partner needs access to background of another partner this has to be agreed in the PCA
- IPR access and licensing between project partners:

IPR	Foreground	Background
For R&D	<ul style="list-style-type: none">▪ Always where needed▪ Royalty free	<ul style="list-style-type: none">▪ Always where agreed to be 'needed' and if the owning partner is free to disclose▪ Royalty free
For commercial exploitation	<p>To be agreed in PCA</p> <ul style="list-style-type: none">▪ Where 'Balanced': royalty free▪ Where 'not Balanced': fair and reasonable conditions	<ul style="list-style-type: none">▪ Always where agreed to be 'needed' and if the owning partner is free to disclose▪ Fair and reasonable conditions

Costs & Contribution rules

- ITEA is a non-profit association of which most operational costs *) are **paid by the participants** of the programme via a yearly contribution
- Each project partner pays a yearly contribution fee by means of an annually **fixed percentage (1.5% in 2023)** of the planned project costs as defined in its national funding contract
- Subcontractors and their contribution are considered as part of their main contractors

*) Operational costs cover e.g. part of the costs of events, organisation of proposal evaluations and project reviews, office costs, reporting, promotion of the programme, its projects and their results.

Contribution invoicing

Schedule

- The yearly contribution is collected by the ITEA Office in two instalments:
 - 1st half of the year: January (50% of yearly contribution fee)
 - 2nd half of the year: July (50% of yearly contribution fee)
 - In specific cases invoices may also be issued later during the second half of the year
 - For projects finishing in the first half of the year we issue only **one invoice in January** (100% of yearly contribution fee) in the final year
- Invoice announcements:
 - Project leaders will receive two months ahead an announcement to inform project partners
 - All project partners will receive a pro-forma invoice one month in advance

Project start management



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Project Start-up Phase

When a project is about to start the project coordinator should initiate:

- The project start-up phase starts directly after the labelling and finishes when the project has started
- The main activities in this phase are:
 - Partners must contact their PAs and apply for national funding as soon as possible
 - Plan & monitor this phase based on national application deadlines and expected funding decisions
 - Reorganise the project if necessary and adapt it according the recommendations provided at the FPP evaluation
 - Submit a Change Request and adapt the FPP to the new situation

Anticipating the project start

When a project is about to start the project coordinator should initiate:

- The preparation and signature of the Project Cooperation Agreement (PCA)
 - A (ITEA 4) [template](#) has been prepared by the legal representatives of the ITEA Board members and can be downloaded from the ITEA website (Documents & Templates > Guidelines& Templates > PCA)
- The installation of a Project Co-ordination Committee (PCC)
 - Each partner should assign a PCC representative, e.g. a high-level manager
 - The PCC should monitor and steer the project towards its goals
 - In case of any conflicts in the project the PCC can mediate or even take decisions by means of voting

Limited label validity

- The validity of the label awarded to an ITEA project will be evaluated by ITEA and the Public Authorities (PAs) after 10 months if the project has not started within this period.
- Based on the outcome of the evaluation, ITEA and the PAs will decide jointly on withdrawal or continuation of the label.
- Mandatory actions can be requested to the project before taking a final decision.
 - Possibly the active and funded partners are requested to continue without the unfunded partners
 - A Change Request will be requested to adapt to the new situation

State-of-the-Art & Living Roadmap

- To clarify the targeted innovation, we ask each project to do a more extensive State of the Art market and technology analysis at the start of the project
 - We also request that the State-of-the-Art document is (partly) a public document
 - A public State-of-the-Art document will be evaluated by the ITEA reviewers and if mature enough, it will be included in the online Living Roadmap of ITEA
- At the first project review we will check if a public State-of-the-Art document has been delivered
- A project consortium is requested to update the State-of-the-Art document at the end of the project and includes its own results

Business impact & Dissemination

- ITEA projects must have a clear business impact
 - At an early stage in the project identify the market opportunities for each partner and for the joint development(s).
- Identify the key stakeholders in your market value chain which are not in your project consortium and plan how to deal with them
- Dissemination in ITEA is seen as an enabler for future exploitation of the project results
 - Dissemination is not only an academic exercise, but also a way to approach your future customers
 - Plan your participation to relevant commercial fairs and conferences

Questions? Contact us!

Documents mentioned in this presentation can be found on the ITEA website under Documents & Templates.

Should you have any further questions, contact us:

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Σ eureka
<https://www.eurekanetwork.org>

Thank you