FPP Preparation

ITEA Call 2023 FPP Briefing webinar

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FPP Preparations
General comments

- **An FPP template has been prepared for you including the PO information:**
  - Address the evaluation feedback of the ITEA experts and the Public Authorities in your FPP to improve your proposal
  - You can still adapt your consortium, effort and costs if necessary
  - Prepare the workplan

- **Deadline for submission of FPPs**   **19 February 2024 - 17:00 CET**
- **Declaration of Acceptance (DoA)**   **4 March 2024**
- **Announcement of labelled and rejected FPPs**   **25 March 2024**

FPP Submission overview

- **FPP online submission process is like the PO online submission process, but with extended sections for the Full Project Proposal**
  - Work Description
    - Project structure (document)
    - Main milestones (document)
    - Work package description (online)
  - Consortium feedback on PO evaluation (online)
  - Partner specific information
    - Tasks and added value (online)
    - Signing DOA (Digital signing on the website or uploading physical copy)
    - Costs & Efforts

FPP Submission process

- Update / Improve the FPP Annex document based on the PO feedback of STG and Public Authorities

- Update / Improve the online data through ITEA website based on the PO feedback of STG and Public Authorities

- Create the work plan by defining and creating corresponding work packages

- Add content in the Annex document and data on the ITEA website for the extended sections specific for the FPP

- Submit the FPP on the ITEA website by selecting the latest document version once all updates are complete
  - Until the submission deadline you can keep submitting new versions. The latest submitted version at the deadline will be considered
  - Upload the Annex version of the FPP, not the merged document

FPP Submission process

- New: Actions defined by the ITEA Experts are stored online in the action list
  - You can find the list on the ITEA Community website in your project area under menu item Management > Project Action list
  - Address the actions in your FPP and then update the action in the action list.

- The PO feedback of the Public Authorities evaluation can be provided on the ITEA Community website under menu item Management > Project Management

- A video about the online submission can be found on the ITEA Public website: https://itea4.org/instruction-videos.html (Guidelines for FPP preparation - ITEA website)
  - *Note: This is a video of 2022 and does not contain the project action list*

Work packages overview

- A Work package (WP) describes in detail the work breakdown structure, i.e. how the consortium intends to organise the work and reach its goals

- Online WP includes the following tabs:
  - Objectives and expected results
  - Tasks
  - Deliverable list
  - Effort

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Expectations

- A WP description should convince the reviewers and Public Authorities that:
  - the planned work has been thought out precisely
  - the roles and contributions of every partner are clearly defined
  - the project can reach its goals
  - the project will provide innovative results
  - in the project there is international cooperation between several countries

Practical hints for WPs

- While defining WPs, tasks and deliverables remember that the project consortium and the goals will evolve in time → take modifiability into account

- Make sure that none of the countries/partners is effort-wise in a dominant position

- The optimal number of WPs and tasks depends on the project, but don't include too many WPs (max 6-7) as managing and reporting them will mean a lot of work for you

- Typical structure for work packages
  - Project management and coordination
  - Analysis, use cases and architecture
  - Technical development work packages
  - Dissemination, standardisation, exploitation

Practical hints for deliverables

- Plan the deliverables to serve the goal of your project - not to be additional documents that you provide for ITEA and national level reporting

- Focus more on quality and relevance of the deliverables rather than their quantity

- Documents can be either public or private: public document will be visible on the ITEA public website; private documents are only accessible within the project environment of the ITEA Community website

- Give your documents a short, descriptive and self-explaining file name

- Including an update/extension of the State-of-the-Art (SotA) as a deliverable is highly recommended. The SotA must be a public document to be able to include it in the ITEA Living Roadmap (LR) https://itea4.org/community/roadmap/index.html. Before adding the SotA to the LR two ITEA Steering Group members will evaluate if the SotA is of adequate quality to be included

FPP preparation on the ITEA website
Summary

- Project leaders should:
  - Update the FPP Annex template in Word
  - Create work packages on the ITEA Community portal
  - Provide feedback on STG (action list) & PA evaluation (online)
  - Control/Check the online input provided by project partners

- Project partners should:
  - Provide Effort (PY) per work package per year, and provide yearly costs
  - Fill in Tasks and Added-value field
  - Digitally sign or upload the signed ITEA 4 Declaration of Acceptance (DoA) latest by 4 March 2024

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FPP preparation on the ITEA website
Questions? Contact us!

Should you have any questions regarding the FPP submission via the ITEA website, do not hesitate to contact:

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Questions?