

## GUIDELINES FOR THE ORGANISATION AND IMPLEMENTATION OF COACHING SESSIONS

### Before the coaching

Please make all the efforts to disseminate the information to all local stakeholders. As all the events have a training and coaching component, you should aim at making both “services” clear:

- Coaching touches upon specific issues related to [Horizon 2020](#) and other EU programmes for international cooperation and development, such as [EuropeAid](#), and [Bilateral programmes with several Scientific and Technical Cooperation \(S&T\) agreements](#) with a number of individual countries from Middle East partners in order to assure international cooperation and increase cooperation in research and innovation. Coaching is an ad-hoc service that we provide for free to any researcher or organisation that is interested to go more in-depth and try to set up or enter a proposal.

### A Typical Coaching format:

A 30 minutes one-to-one session between the research organisation and the MERID project EU expert structured in the following way:

1. Short introduction about the research and innovation organisation;
2. Discussion about specific issues to be cleared (including areas of interest and/or project ideas), possibly on the basis of information previously sent by the research organisation to the MERID project workshop organisers;
3. Feedback from the EU innovation and research funding expert;
4. Conclusions and steps to be taken.

You should always **highlight the reasons and benefits** of coaching:

- It adds more specific and coherent information and advice than the one you get into generic training sessions;
- It is suited to the needs of the research and innovation organisation (when information is provided before, we are able to react with more precise and valuable advice);
- It is provided by EU partners with solid several years experience in the EU funding to research and innovation and international cooperation;
- It is provided on a one-to-one basis, which allows discussing also more confidential issues;
- It is free of charge.

Coaching sessions will usually **provide the following results**:

- Help the researcher, or expert, or the research and innovation organisation to make a sound decision about what to do next (whether to set up a new proposal or to try and join newly formed consortia and etc.);
- Give him/her background information that are usually not provided in the training sessions (such as the priorities emerging in the EU Strategic Research Agendas of the Technology Platforms, European Innovation Partnership or reference to previously funded projects in the areas of their interest, or pointing them to European potential partners with whom to associate);
- Clarify issues that have been raised during the training, such as questions on administrative or financial management, liaison and communication with the European Commission, recommendations to contact potential partners and etc.;
- Define clearly the steps to be done (e.g. contacting partners or checking on the feasibility of a project, or checking on previously funded projects in the research and innovation field of interest).

### **What we need before the coaching session:**

EU innovation and research funding experts are in principle able to answer most questions on Horizon 2020 and other EU programmes (EuropeAid) and Bilateral programmes for several S&T agreements of international cooperation and development regarding the participation of entities from Middle East countries. However, receiving as detailed as possible information before the coaching session is very helpful to allow the expert to do some research work before the meeting and be able to provide very well targeted service.

Researcher, expert or the representative of the research and innovation organisation is **strongly advised to get familiar** with the two platforms that identifies 1) the general rules for participation, eligibility for funding, publications, factsheets, documents, Horizon 2020 Work Programmes, topics particularly suitable for international cooperation (click [here](#)) and 2) information about specific international calls in the Horizon 2020 Work Programmes (click [here](#)).

In principle you should aim at getting some basic information from the research organisation registering for a coaching session. For this, please refer to the **COACHING SESSION REGISTRATION FORM** template.

Such information should be provided and sent to the EU experts who will run the coaching sessions ideally one week ahead of the meeting. Contact details send to [coaching@e4business.eu](mailto:coaching@e4business.eu).

Once all the registrations for coaching are received, you should prepare a timetable with the different meetings and experts in charge of them (this can also arranged with the experts depending on availability and competence on specific subjects).

### **During the coaching session**

The coaching session is intended for 30 minutes. Especially when several coaching sessions are scheduled you should make efforts to ensure that people are on time so that there are no major consequences on the entire schedule.

Coaching sessions generally take place online.

A well separated environment from where other workshop activities are taking place (keep in mind that these are one-to-one talks and there should be no disturbances in terms of noise from neighboring tables or other activities).

An internet connection can be of great help (although not mandatory) as this allows to show examples of projects or clarify how the both CORDIS and Participant Portal website can be used to retrieve useful information.

### **After the coaching session**

The EU expert will suggest actions to be taken to the coached organisation and to the local partners. Each participant will be asked to fill in the **FEEDBACK FORM**.

In the follow up phase an appropriate "liaison" activity with the coached research organisation has to be ensured by the local partner.