

Recommendations

for the Work of
Austrian Delegates and Experts
in the HORIZON 2020 Programme Committees

4 July 2013

CONSIDERING the framework for the Programme Committees of HORIZON 2020 as regulated in Articles 5 and 9 of the Specific Programme for HORIZON 2020¹,

RECALLING the Guidelines of the European Commission for the Work of the National Contact Points for HORIZON 2020²,

WITH REFERENCE to the results of the consultation of Delegates and Experts nominated for the 7th Framework Programme³, and in particular to the estimated time and workload required per month as estimated therein, as well as to the resulting requirement to the respective employers to provide Delegates and Experts with the resources connected with their roles as estimated therein,

BEARING IN MIND the admonition by the Austrian Court of Audit within the Framework of its audit of the national management of the 7th EU Framework Programme⁴,

TAKING NOTE of the responsibility of the Federal Minister of Science and Research for affairs relating to the European Framework Programmes⁵,

GIVEN the increasing requirement for networking and for interpenetration between topics and instruments both of the EU and of Austria and the resulting requirement for a joint, harmonised approach to HORIZON 2020 by the key RTI players in Austria,

STRIVING to support the responsible key individuals in the different institutions in distributing information on EU developments rapidly and in a barrier-free manner, in answering questions with the required evidence and in strengthening the exchange between the participating Austrian RTI players, as well as **KNOWING** about the strategic role of Delegates in this context,

CONVINCED that the function of Delegate or Expert more than ever includes the Delegate's or Expert's readiness to see himself or herself as part of a team with different responsibilities and competences,

UNDERSTANDING that the implementation of the recommended measures has to be adapted to the respective programme,

¹ Proposal for a Council decision establishing the Specific Programme implementing Horizon 2020 - The Framework Programme for Research and Innovation (2014-2020), Partial general approach of 12 December 2012, Doc. 17633/12 RECH 465.

² European Commission, DG Research and Innovation, Minimum standards and guiding principles, 2013

³ *Herausforderungen der österreichischen FTI-Politik angesichts HORIZON 2020: Konsultation der für das 7. Europäische Rahmenprogramm nominierten Delegierten und ExpertInnen. Studie im Auftrag des Bundesministeriums für Wissenschaft und Forschung, Joanneum Research, März 2013* (Challenges of Austrian RTI Policy in the Light of HORIZON 2020: Consultation of Delegates and Experts Nominated for the European Framework Programme. Study carried out on behalf of the Federal Ministry of Science and Research, Joanneum Research, March 2013 [in German]).

⁴ The draft report of the audit carried out by the Austrian Court of Audit is expected in autumn 2013.

⁵ *Bundesgesetz über die Zahl, den Wirkungsbereich und die Einrichtung der Bundesministerien (Bundesministeriengesetz 1986 – BMG)* - federal law regulating the number, the responsibility and the implementation of the Federal Ministries (Austrian Federal Ministries Act) (Federal Law Gazette No. 76/1986), as amended.

the following Recommendations serve as a framework for orientation for the work of Austrian Delegates and Experts in HORIZON 2020 as well as for the work of the EU Coordination Unit of the Federal Ministry of Science and Research:

Role of the Programme Delegate

- Participating in the Programme Committee meetings in principle;
- Actively integrating Austrian interests into European consultations;
- Contributing to shaping content priorities in the relevant Work Programmes;
- Following activities relevant to the Delegate's topics in other parts of HORIZON 2020 (including instruments such as JTI, JPIs etc.), as well as agreeing such thematic overlaps with the responsible Austrian Delegates of the Programme Committees concerned;
- If required, demanding targeted information from the European Commission on funded multilateral networks (in particular *Joint Programming Initiatives, Joint Technology Initiatives, Article-185, Knowledge and Innovation Communities, European Innovation Partnerships*) in the Delegate's own programme area;
- Submitting meeting reports, with a focus on areas for action for Austria; the report does not have to be written by the Delegate himself/herself, but every report needs to be authorised by the Delegate; authorisation is ensured by the Delegate sending the meeting report to the Federal Ministry of Science and Research (euforschung@bmwf.gv.at);
- Using the reporting template provided by the Federal Ministry of Science and Research, independent of whether the Delegate writes the report himself/herself or whether the report is drafted partly or completely by third parties;
- After sending the meeting reports to the Federal Ministry of Science and Research (euforschung@bmwf.gv.at), making the meeting reports available to all Delegates, Experts, individuals responsible in the Federal Ministries and National Contact Points by way of the Internet platform "ERA Portal Austria";
- After the European Commission has made the participation data of the programme calls available, ensuring timely access of the "EU Performance Monitoring" to this data, in compliance with the Austrian *Datenschutzgesetz* (Data Protection Act) and any pertinent European regulations;
- Actively using analyses by the "EU Performance Monitoring" for further strategic development of the relevant thematic areas, above all by taking an integrated view of national and European initiatives;
- Actively passing on important information to RTI players in Austria (national, regional, sectoral);
- Actively feeding expertise gained by working as a Delegate into consultations regarding thematic, structural and budgetary effects of HORIZON 2020 in Austria;
- Setting up "thematic expert groups" with important RTI players in Austria, in the form suitable for the respective group of players, in particular for the structured integration of interests and transparent advice concerning Austrian interests in the environs of the Programme Committees; including relevant Experts as well as National Contact Points in the work of the "thematic expert groups";

- If required, using the possibility of setting up protected “virtual groups” online within the framework of the “ERA Portal Austria”, in order to collect relevant information in a structured fashion as well as for mutual coordination;
- Contributing to answering technically pertinent inquiries of the public within the framework of the “ERA Helpdesk”, in particular those related to strategic questions;
- Participating in the regular exchange of the Delegate for Horizontal Issues in HORIZON 2020 (e.g. gender, open access) with the other Delegates and Experts, in order to take up cross-cutting issues as well as to distribute horizontal information promptly;
- Setting up new, or continuing existing, specialised bodies for consulting at the interface between thematic and structural measures in Austria (e.g. “Forum Humanressourcen” (Forum for Human Resources)), if the Austrian need for networking and coordination requires the regular inclusion of players other than the RTI players represented in the “thematic expert groups”;
- Indicating the requirement for national co-funding for measures under HORIZON 2020 to the hierarchy responsible within the respective Federal Ministries at an early stage;
- If required, carrying out “pre-meetings” with Delegates from other countries before the Programme Committee meetings, in order to agree joint interests or joint courses of action;
- When possible, maintaining informal contacts to “project officers” or other representatives of the European Commission responsible within the programme, the Executive Agencies or other key individuals in the respective programmes, in order to recognise trends of programme development early on;
- Participating in the preliminary examination of Austria’s participation in multilateral networks, in consultation with the relevant RTI players, insofar as public administration is required as a network player; in general, the thematic EU initiatives should be compared with those in Austria in this context;

Role of Experts

- Participating in the Programme Committee meetings if items on the agenda require the Experts’ specific expertise and/or if an added value for supporting the Austrian delegation can be expected;
- Insofar as Experts act as consultants in Austria (e.g. as National Contact Points), actively using information from the Programme Committees for alerting Austrian RTI players to new developments and support them through advice and training, as well as for indicating possibilities for cooperation also beyond HORIZON 2020.
- Supporting the Delegates both with regard to content issues, and – by mutual agreement – also with regard to technical-administrative issues (e.g. participating in reporting, or in organising events);
- Supporting the Delegates in implementing the “thematic expert groups” or other pertinent specialised bodies;
- Contributing to answering technically pertinent inquiries of the public within the framework of the “ERA Helpdesk”, in particular those related to specific specialist questions.

Support by the EU Coordination Unit of the Federal Ministry of Science and Research

- Nominating all Delegates and Experts to the European Commission, as proposed by the Federal Ministries responsible in terms of content, paying attention to the fact that a gender balance is ensured among Austrian Delegates as far as possible;
- Supporting the cooperation between Delegates and Experts, in particular by organising regular information and communication events, exchange fora, as well as specific seminars;
- Commissioning a customer satisfaction survey in 2015;
- Promoting the dialogue on thematic, structural and budgetary effects of HORIZON 2020 in Austria; passing on policy and strategy-related findings to the interministerial “ERA Policy Forum” within the “ERA Observatory Austria”;
- Within the “ERA Portal Austria”, making web-based tools available for storing reports from the Programme Committees and for distributing these reports to the relevant target groups; in addition, facilitating “virtual groups” for electronic communication in protected networks of Austrian stakeholders;
- Coordinating the interministerial commissioning contract of an “EU Performance Monitoring”, by means of which Delegates, Experts and National Contact Points - as well as third parties, depending on their rights of access - can call up strategic analyses and interpretations, carry them out themselves or commission them;
- Setting up an exchange forum for national Delegates and Experts in order for them to keep each other informed on developments at European level in the respective Programme Committees.
- Supporting strategic analyses for the preliminary examination of Austria’s active participation in multilateral EU networks carried out by the Delegates (*in particular Joint Programming Initiatives, Joint Technology Initiatives, Article-185, Knowledge and Innovation Communities, European Innovation Partnerships*).

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