

Guidance & Rules & Advice



Guidance Advice Rules for the BIOEAST HUB CR team 25/26

"Coming together is the beginning. Keeping together is progress. Working together is success."
Henry Ford

July 2025 Marie, Valentina, Sofie, Dáša



Dear All,

We have new team members, projects, activities and more to come - with a great support of Valentina, Sofie and Dáša I have been tidying up trying to establish processes to make our daily activities running smoother.

Finally it looks like the structure I dreamed about already in April 2024 (yes, the vast majority of you were not yet with us 😊) we can implement now! Most of you, however, witnessed that there have been several versions of the guidance - this is perhaps the last one I am producing - from now on Valentina with Sofie's support will guide you. The next version will be indeed better structured and free of violet thoughts 😊

I. Project Cluster, Sharing Knowledge & Team Roles 🧩🌟👥

I remember clearly the moment I penciled the Clusters when explaining interconnection between projects. It was in spring 2023 in PAULs coffee place and I was meeting Jarka. Klara produced the first graphical layout that has been modifying since.

Clustering approach is our strength, we are having this role in many projects and I want to make sure you all dispose of knowledge from projects you might not be directly involved in. I believe this can stimulate your professional growth.

The Cluster scheme is showing the interconnection between projects and also the intensity of our engagement - whether BIOEAST HCR is a work package (WP) Leader, Task Leader (TL) or in "Crowd" (meaning we are leading neither WP nor TL).

- **Our key strength is flexibility** - all of us are playing different roles - f.e. Valentina is supervising the team, Katerina is acting as a *Project Coordinator* in one, *Co-Coordinator* in another and providing *Technical Support* in another projects



- **Being Coordinator does neither mean being alone nor to deliver everything.** Coordinator regularly checks the deadlines, delivers tasks, provides reports and plans. We will encourage you all to get this experience
- If you are providing *technical support* ***you are blessed to work on several projects - you can learn a lot and transfer the knowledge from all projects*** I do myself 😊 and I am not (finally yupii!) coordinating any project I am only providing technical support :-)
(yes, I am in a different role, however I just want to give you a perspective). Some of you might prefer to support - f.e. engage in mapping (you know how much I support mapping - it is so important to get the knowledge!).

We are sharing knowledge, learning from each other and using our expertise and skills. This makes the planning a bit difficult, I admit. However I always believe this is the way to cope with different issues and tasks - this is connected with the internal training I want to have regularly. Mary, thank you for pointing this out to me!

I can see my role as a leader to set a long term strategy and to support you all to learn, to encourage you to learn and grow - more as an internal coach

Clustering meeting - BIOEAST HUB CR team and Marie once a month to share knowledge among projects (not to solve particular issues- there are other meetings of this kind).

" The value of an idea lies in the using of it" Thomas Alva Edison

II. Project Life, Deliverables, Task and Milestones 📅📅📅🕒

Prohibited topic - I have been mentioning this a lot - it means preparation of new projects. It's solely my responsibility. I might need to set WhenAvailable, Webex or support in one meeting but that's all.





1. After Signing the Grant Agreement, preferably before KoM 🚀 (M1)

- a) *Coordinator* and *Co-coordinator* 👤 + (if necessary) is appointed by Valentina
- b) 🗺️ the overall strategy how to approach the project is provided mainly by Marie to utilize all the experience, knowledge, **results from the accomplished projects**, connections with the Lead Partner and other project partners involved in the project

Advice for BIOEAST HUB CR project coordinators





(these “soft / tacit” knowledge are extremely important) - we are having an internal KoM before the official project KoM

- 1) Coordinator noted this strategy  is written in the Goperative file as well as other key information from DoA - this [form](#) might help you
- 2) project is marked on the  BIOEAST Board, Gdrive / Dropbox folders are provided (by Creative Team - Sofia arranges this)
- 3) Coordinator will make sure  that in the project emailing list  is her/his email address + any team member who will support the project on the regular basis work on the project + Valentina's + Marie's - *to simplify this at the moment please add Valentina's email to correspondence where Marie is involved*

2. Day 2 Day Operation

a) Keeping an eye on project development & internal & technical reporting

- **Initial entry** - key source of information for all projects are  **emails** - all Coordinators need to make sure that both Marie & Valentina are in the email loop
- **insert information about Meetings (f2F, telcos), Task to do, Milestones, Deliverables to the [Calendar](#)  in the real time**

Please try to put the meetings with respect to the planned time, always take a moment to check the whole column to check whether the information you want to put there is not already in the calendar. Also try to use the **color coding** as accurately as possible. It helps to have a good preview. Sofia will be checking this and remind you to make the entries to the Calendar.

-  Deliverable / Milestone preview - the list in the separate Calendar - **Coordinators have to check it whether it is aligned with the GA -**

We have implemented **internal rules as how we proceed with the Deliverable & Milestone**




LoC	list of contents - 4M prior deadline
CoN v1	consolidated version - 2M prior deadline
RP	review process starts - 5 weeks prior deadline






Sofia will insert this timeline to the Calendar (Main and Deliverables lists) so it's clear.

Marie is supporting & monitoring delivery of Deliverables & Milestones *more in session 4. Quality Control*)

b) Internal communication

All team members should use the  Calendar on a daily basis and to have it open all day long  , **this is the key tool for us for planning our daily activities and communication!**

c) Problem solving

- All questions and problems Coordinator will discuss  with Valentine. Valentine will either solve them with you or discuss further with Marie.
- Coordinator will inform Valentine about issues connected with Contract  & Financial Issues ; I.e. **contract, changes (amendments of Description of Action)**, Valentine will discuss them further with Marie.

3. Quality Control

a) Deliverables & Milestones Delivery

BIOEAST HUB CR is not leading any project (we hardly ever will) but we are involved in many and cooperate with many different managerial styles, lead partner or WP leaders.

*I learned (sometimes in a very hard way) how **crucial it is to set our own rules of how we will proceed. In the vast majority of projects the coordinator set a single deadline - one month prior to the deadline to send the Deliverable for the review.***

Here comes our internal procedures. We are starting working on the Deliverable far before this date.

i) At first we consult the List of content - the initial idea. **Sometimes we have to push to get feedback. Trust me, it is MUCH better to have the discussion 4 M before than to get into**



the discussion when time is running out. And in general the more unclear the Deliverable is the sooner we need to begin.

ii) Then we have the **consolidated version - that we consult with the Lead Partner, WP Leader / Task Leaders / partners who are relevant - this depends on the project.** The point is that we are proceeding the co-creative way (all projects should) and we make ourselves time for that. So then can the internal review (usually with the appointed partner) start.

Having said that, these rules do not prevent the last minute discussion to happen but at that moment it is SO important to argue "we told you, you validate that", it is improper to ask for changes now. " These rules protect our piece of mind, unnecessary stress and make us very responsible partner.

BIOEAST HCR as a Deliverable Leader

i) **List of Content** - 4M before the Deadline - project coordinator consults with the WP leader or Lead Partner (we always need to respect the internal rules of each and individual project, however it is worth to be proactive)

ii) **Elaborated version for (relevant) project partners** 2 M before the deadline

For the internal review we need to respect the practice of each Lead Partner.

Final version for the coordinator - we need to respect the practice of each Lead Partner: if this information was not provided at the beginning, you need to ask the Lead Partner for the instructions.

BIOEAST HUB as a WP Leader

We usually act as a first level control, Project Coordinator needs to supervise Deliverable Leader that the work is carried on time - Valentine will advise

BIOEAST HUB as a Quality Controller

In this case we are appointed by the Lead partner, Project Coordinator needs to supervise the quality - Valentine will advise

b) Meetings

Internal meetings serve the purpose to make sure that we are fulfilling all obligations, there is a certain hierarchy of meetings

Advice for BIOEAST HUB CR project coordinators



- operative regular meetings with Valentine and Sofia
- ad hoc meeting with Marie, if required meeting will be organized by Valentina
- Board Members & BIOEAST HUB CR team 4 times a year

4. Reporting

Each project has its own timeline for reporting for

- European Commission** - top level reporting - in the DoA referred to as *review meets* (RV) for which we usually need to prepare *technical Report & financial Report* Lead partner distributes information in advance and explains what needs to be done. **Timing of** this reporting (based on DoA) are in project Gantt charts by Marie - please check if this is correct if there is a mistake **please correct in the project Gantt Chart and let Sophie know**)
- Lead partner (Project Coordinator)**'s reporting - each have her / his way - and explain what needs to be done - **timing of** this reporting needs to be in project project Gantt charts **please insert in the project Gantt Chart and let Sophie know**

To distinguish there is a color coding system

Report - review (i.e. for the EU) <i>technical & financial report</i>	
Report 4 the project coordinator	

c) Internal Reporting

Experienced we set **our own system of reporting for smooth operation and to get ready for the above mentioned reporting**

Every 3 months Coordinators have to

prepare internal content report - story telling of what is going on to the internal reporting [folder](#)

Advice for BIOEAST HUB CR project coordinators



Don't forget to make a brief summary of what has happened in the active task - in 5 words - highlighted in the template

- 3 months period Valentine & Sofia will be checking it and keeping reminding to you
- Once completed Coordinators need to inform Valentine & Sofi
- Valentine & Sofi inform Marie, if required Marie will ask for additional information or a brief meeting directly to the Coordinator

d) Travelling

Thank you for your kind cooperation - Simon can not do this without you. **The deadline for providing the information is 10 days.**

3. Tools 2 support Coordinators in management

Each of you is unique, you have your own style of operation. Valentina and Sofie will support you and guide you how not to lose a track.

There are some internal documents we created to support keeping an eye on the project.

- project Goperative

It is used for the project strategy, basic information and it should be updated regularly - **Valentina and Sofie**

- project Gantt Chart

Shows our engagement, deadlines for reporting and it is good to have a glance for the project.

4. Projets 2 Regional and Creative team

Valentina and Sofie

Please add your request to the table **x Graphic_Design_Request_Monitoring.xlsx**. Download the [Request form](#), complete it, and upload it to the **folder**. Then, send the link to

Advice for BIOEAST HUB CR project coordinators



Klara via G-Chat, as you have done so far.