

• ISSUES TO BE CONSIDERED

1. SCIENTIFIC

- (1) Is the collaborative research being focused on the objectives set out in the technical annex (Annex I) of the Grant Agreement?
- (2) Are all the teams contributing to the project as foreseen in Annex I?
- (3) Is there meaningful working co-operation between the teams?

2. RESEARCH TRAINING PROGRAMME

- (1) Is it in line with the plan as established in Annex I?
- (2) Are all the fellows being satisfactorily integrated in the project?
- (3) Are they being given sufficient opportunities to interact with Network researchers outside their own team?
- (4) Are there appropriate secondment opportunities available?
- (5) Is the complementarity and multidisciplinaryity being sufficiently exploited within the Network in its training programme?
- (6) Is sufficient complementary training (for example in presentational skills, language skills) being organised both by the Network and by the individual research teams?
- (7) Are Associated Partners involved in the training/secondment activities as foreseen in Annex I?
- (8) Industry exposure

3. MC FELLOWS

- (1) Has the Network appointed as many fellows to date (person-months) as foreseen by the Grant Agreement?
- (2) Is the Network experiencing any unexpected difficulties in finding appropriate fellows?
- (3) Are the fellows sufficiently informed about their role and the role of the other participants within the network in the planned research training programme?
- (4) Are they aware of all the allowances they are entitled to?
- (5) Are they also aware about the possibilities offered to them via networking (e.g. to attend all network meetings, possibility for secondments etc)?
- (6) Are all the fellows recruited under an employment contract? If not a detailed justification (including documentation referring to the appropriate legislation) must be provided to the Project Officer, unless already agreed.

4. MANAGEMENT

- (1) Is the organisation of the Network and the distribution of tasks between the teams well adapted to the joint project?
- (2) Is the Network co-ordinator demonstrating the necessary scientific and organisational competence?
- (3) Is full advantage being taken of modern communication and Internet-based services (has the network set up an informative home page)?
- (4) Has the necessary decision-making structure been established within the network?
- (5) Are all the participants aware of the basic rules to be followed within the network (e.g. eligibility criteria, allowable costs etc)?

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