

GUIDANCE FOR WP COORDINATION TEAMS – TEMPLATE 2

November 2025

ROLE

The WP Coordination Teams (WP CT) are in charge of developing the templates for second wave WPs. In this capacity, WP CT members define the WP objectives, scope, budget, schedule, consortium partners and quality (KPIs, milestones, deliverables), based on instructions they will receive from the EURAD-2 Bureau, PMO and on the interests from the different Colleges.

WP Coordination Teams are representatives of their Colleges, therefore they engage themselves to regularly communicate with their respective Colleges during the process, as well as with the potential WP partners. Each member should commit and guarantee a high-level of engagement throughout the whole process. The WP CT members are a voluntary role, not funded by the EC.

DEVELOPMENT OF THE WP

The development process of the work packages must be transparent, inclusive and balanced. In practical terms, this means that every organisation, whether or not they are already involved in EURAD-2, whether they are Mandated actors, Affiliated Entities or Associated Partners, have the possibility to participate in the development of these work packages.

Having a role in a WP CT does not guarantee that these organisations will ultimately be included in the WP implementation proposal to be submitted to the European Commission. The WP Coordination Teams will have the responsibility to select the final consortium members and budgets, to be approved by the Colleges.

To allow all the organisations that wish to participate or to communicate their interest, the list of the WP Coordination Teams is published on EURAD-2 website.

Submitting a Template #2 does not guarantee that the work package will be selected to be in the second wave.

All WPs must follow the requirements and the process developed by the Bureau and described in the [Terms of Reference](#).

GUIDELINES

The following guidelines aim to help the WP Coordination Teams to develop their work package. Please take into consideration, that at this stage the definition of the scope is the most important. The budget estimation can be refined in Template #3.



❖ Scope

The completed WP Description Template#2 should be 5 pages max. **Scope and work programme should remain realistic and achievable within a maximum 3 years period for R&D WPs:**

- If the objectives are too ambitious for a period of 3 years maximum and if the risks of exceeding the deadlines are too great, it is necessary to review them and amend the proposal accordingly. Considering the time frame, the proposal should be focused on one or two subjects at the most.
- Scope should be set up from a top-down perspective of needs having synergy (and not bottom-up, as a list of non-coherent and non-consistent activities of different partners).

The content of the proposal should not disclose any sensitive or confidential information (patent pending, contract not signed, ...)

❖ Budget

To allow most of the work packages to continue to Template #3, the Bureau expects that the WP Coordination Teams should be realistic when providing budget estimation:

- Do not underestimate your budget – a small WP in terms of budget does not mean that this WP will automatically be selected for the next stage.
- Do not overestimate your budget – the content of the WP must be focused and bring added value.

More information on how to select partners will be provided as guidelines after submission of Templates #2.

❖ Homogenization of management and KM Tasks

Task 1 for each WP should be “Management/Coordination of the WP”) and should include some person-months for the coordination of the WP by the WP coordinator and meetings. Task 1 should not represent more than 10 % of the total budget of the WP.

Task 2 for each WP should be “Knowledge Management (including State-of-the-Art for R&D WPs, training materials development, etc.) and should include some person-month for the development of KM materials. Task 2 should represent at least 10% of the total budget of the WP.

The exact content of Task 1 and Task 2 do not need to be described by the WP Coordination Team, as the descriptions will be communicated at the time of Template #3.

Thus the current Template #2 should focus only on the other tasks (technical issues).

❖ Deliverables and milestones

The WP work plan, including the milestones and deliverables must be solid, focused and achievable.

- Deliverables should focus on specific scientific/technical topics that are expected to have a sound impact. The scope of a deliverable should not be too narrow or too broad
- Deliverables should not be annual reports.
- Each RD&D WP needs to plan at least a SotA report 6 months after the launching of the WP and an update of the SotA at the end of the programme. The number of deliverables and milestones

per WP is limited to ensure efficiency and a smooth management (e.g. 4 deliverables / 6 milestones max per WP).

- Certain deliverables are prescribed per WP:

o an outcome/impacts report to Member States and End Users for all WPs

o a State-of-the-Art report (initial and final) for R&D WPs.

o a white and green paper for the Strategic Study WPs

• Green paper (= position paper), published as a consensus view from the 3 Colleges that stimulate discussion on topics that are of interest for the European Union; they typically contain proposals that serve as the basis for a debate or consultation process.

• White paper, documents containing proposals for action in a specific area. In some cases, they follow on from a green paper published to launch a consultation process.

Please note that only the deliverable generic titles should be listed in this Template #2, while milestones (including interim memos, databases, etc.) will be asked only in the future Template #3, together with guidance.

ELIGIBILITY

EURAD-2 work package description must clearly show the links to the SRA.

EURAD-2 work packages will have to be inclusive, they should benefit different Member States, regardless of their stages of advancement. To be considered eligible, they should be supported by participation of institutes from at least 5 different Member States.

EURAD-2 work packages target having involvement (support or contribution) by all 3 Colleges, but if there are not enough in such case then at least they need to have 2 Colleges committed to be involved in the WP.

WP Coordination Teams are encouraged to pay attention to gender equality. Information on this matter will be collected in Template #3.

CHECKLIST

Please note that items in bold are required, whereas other are suggested steps to help the WP

Coordination Teams:

- **Ensure the contact to the two other appointed members of the Team and set up sufficient meetings**
- Consider where to establish a common cloud-based file sharing platform for the preparation of the WP document (please note that Projectplace cannot be used)
- Collect, document and regularly update a list of interested parties (use the list of interested parties in Template #1 and contact others you know might be interested). Reach out to the 3 Colleges, Template #2 must be a collective work that is eventually approved by the Colleges if it is to continue to Template #3. Ensure that the WP is needs-driven and that the potential outcome is relevant for the end users. The defined tasks should be focused (not a series of actions which are not linked), feasible within the foreseen time frame and must support the final objective of the WP.

- Ensure that the proposal presents something novel and does not replicate previously conducted research.
- **Take care to distinguish between R&D activities and strategic studies:**
 - R&D: e.g. development of a model, an experiment, a new technology, a decision-making framework.
 - StSt: e.g. a gap analysis, capture of needs, development of a policy statement.
- **Submit a first draft of Template #2 to the EURAD-2 Bureau by December 10th, 2025.**
- Do not spent efforts in completing Template #3, yet. PMO and Bureau will give more guidance for this step and information about the selection of the WPs.