Tool 4: Checklist: Lead partner qualities

Cross-border collaboration projects involve the organisations of at least two countries. As a result, one partner needs to take on the role of **coordinating lead partner with overall responsibility for the project process**, while the other project partner(s) take on specific responsibilities according to the project plan.

As a case of natural progression, the lead partner is often the party that initiated the project idea. Taking on the lead partner role requires a certain level of resources, knowledge, administrative and financial capacity. There are various ways to handle this: 1.) either the initiating partner feels comfortable taking the lead, 2.) or the lead is taken by a partner organisation that feels comfortable with the related responsibilities 3.) or a subcontractor with experience of project management and administration is hired so that the partner organisations may focus on project content.

The lead partner plays a key role in the partnership building process and leads the process of formulating objectives, the project plan and the structure of activities. In addition, the role of leading a project also requires interpersonal skills to coordinate project partners and ensure and maintain their collaboration.

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| Benefits of being the lead partner |
| * Control over content, financial management and delivery of results
* Notification at the regional, national and EU level
* Avoiding the risk and downsides of working together with a different lead partner, whose performance may not be as good
* Building up contacts and networks for potential future cross-border collaboration
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This checklist gives guidance on which qualities a lead partners should fulfil.

Please put a cross in the relevant field (‘yes’, ‘no’).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Dimension** | * **Specific qualities to be fulfilled**
 | **Yes** | **No** | **Comments** | **Consequences** |
| **Capacity/experience** | * Strongly involved in project idea generation
 |  |  |  | *Please consider the consequences if the specific qualities are not fulfilled* |
| * Good networker in the given field
 |  |  |  | *Please consider the consequences if the specific qualities are not fulfilled* |
| * Know-how concerning national and international project funding and EU regulations
 |  |  |  | *Please consider the consequences if the specific qualities are not fulfilled* |
| * Sufficient human and financial resources to manage the project scope
 |  |  |  | *Please consider the consequences if the specific qualities are not fulfilled* |
| * Expert knowledge of the project topic
 |  |  |  | *Please consider the consequences if the specific qualities are not fulfilled* |
| **Coordination** | * Keeps strategy, project goal and work plan on track
 |  |  |  | *Please consider the consequences if the specific qualities are not fulfilled* |
| * Negotiation skills to define roles and responsibilities within the project team
 |  |  |  | *Please consider the consequences if the specific qualities are not fulfilled* |
| * Flexibility in dealing with unforeseen situations during the process without losing the main focus of the project goal
 |  |  |  | *Please consider the consequences if the specific qualities are not fulfilled* |
| **Communication** | * Motivational skills to build up a working project team
 |  |  |  | *Please consider the consequences if the specific qualities are not fulfilled* |
| * Good understanding of the subject and ability to check the quality of inputs of project partners
 |  |  |  | *Please consider the consequences if the specific qualities are not fulfilled* |
| * Information hub for all project partners, external stakeholders and authorities.
 |  |  |  | *Please consider the consequences if the specific qualities are not fulfilled* |
| * Problem solving skills in case of conflicts among partners
 |  |  |  | *Please consider the consequences if the specific qualities are not fulfilled* |
| * Availability if project partners need assistance
 |  |  |  | *Please consider the consequences if the specific qualities are not fulfilled* |
| * Managing cultural and languages gaps and all related issues
 |  |  |  | *Please consider the consequences if the specific qualities are not fulfilled* |
| **Financial management** | * Knowledge base for all project partners for questions regarding reporting, record keeping, auditing and eligibility
 |  |  |  | *Please consider the consequences if the specific qualities are not fulfilled* |
| * Scheduling and keeping track of deadlines
 |  |  |  | *Please consider the consequences if the specific qualities are not fulfilled* |

Source: (INTERact, n.d.)

Reference

INTERact. (n.d.). *Project management handbook*

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