



Consortium building and management workshop

"How to herd cats?"

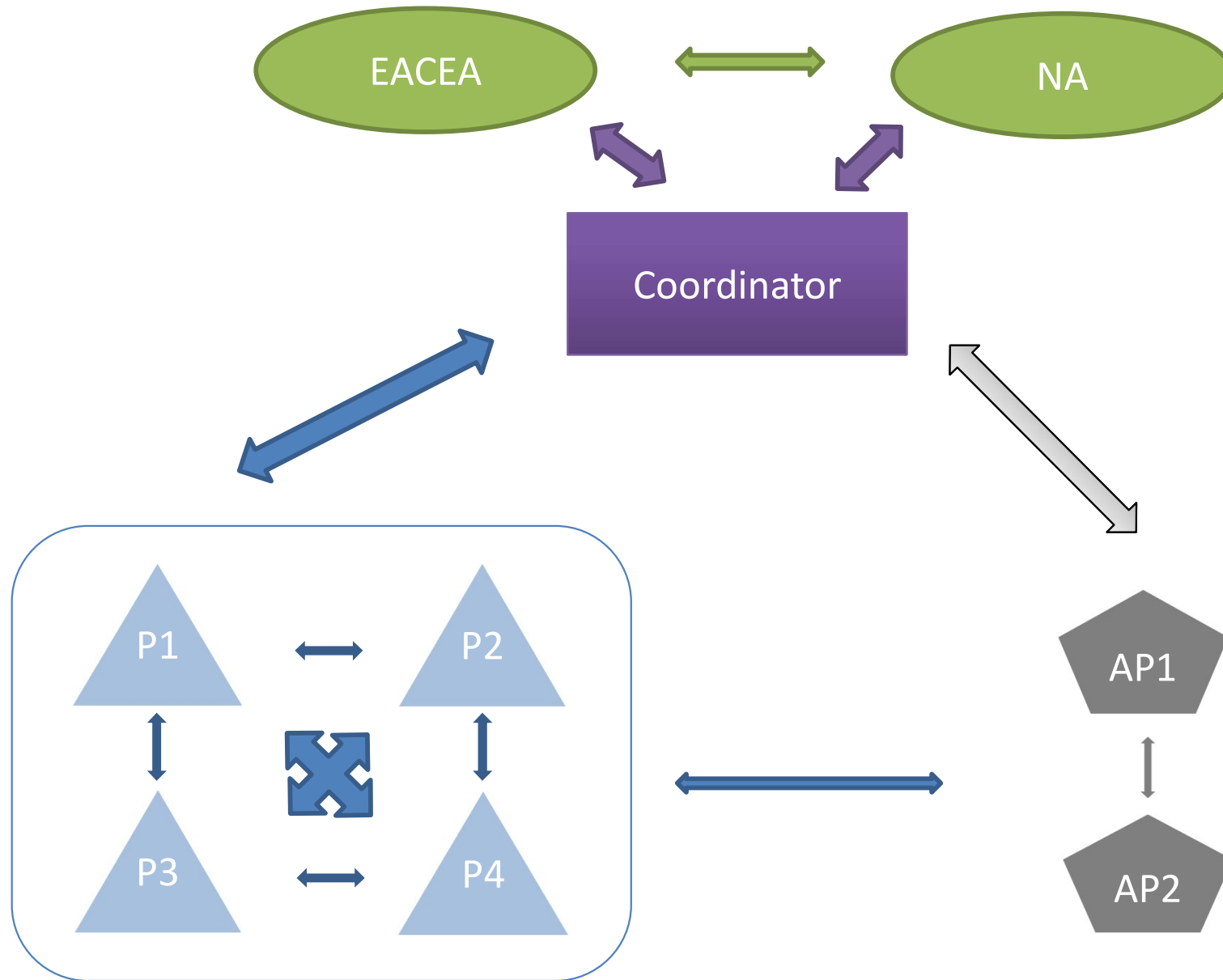
Dr Mareike Fröhlich LL.M.
Prof. Dr. Neda Zdraveva



Consortium building

- Minimum or maximum number of partners
- Old vs. new partners → Use existing networks
- Coverage of all work packages/
topics/needs/expertise
- Geographical balance
- EU country/E+ Programme country/E+ Partner
country/associated third countries
- Non-university partners necessary
- Accessibility

Relationships



Organisation

- Form a Management Board/ Steering Committee
- Define tasks and decision-making processes
- Plan regular meetings and set dates
- Compose minutes
- Have the internal organisation of the partners explained to you
- Build ownership for the project
- Avoid long and unnecessary meetings
- Plan project meetings early

Communication

- Establish communication channels (ordinary and extraordinary)
- Set a common storage location for documents
- Create templates for timesheets, participant lists, reports, presentations, etc.
- Communicate deadlines early and explain management structures
- Explain budgets and work packages

(Intercultural) differences

- Discuss semester and holiday times
- Have the study organisation, internal procedures and special features explained to you
- Ask about daily routines, meal times and other habits
- Treat all partners equally

Your role in the project

- What are my tasks?
- What problems/challenges can arise?
- What was my funniest/ most successful/
most uncomfortable/ happiest moment
with my consortium?

Thank you very much.

froehlich@europainstitut.de