



belspo

FEDERAL SCIENCE POLICY

GUIDELINES FOR PROJECT MANAGEMENT

1. CONTRACT

- Annex 1 to contract to be completed taking into account proposal evaluation
- Contract signature with OneSpan
- Internal agreement with all partners (optional) + specific agreement with international partners (if any)
- Contract change request available on website
- No retroactive change to contract accepted (submit your requests on time)!

2. STEERING COMMITTEE (SC)

- Composition must be proposed to programme managers and approved before experts can be contacted. No Belgian or Belgium-based experts (with the exception of potential users)
- When its composition finalized, list it in initial report
- Coordinator is in charge of contacting the experts
- Meetings to be organized in different partners' institutions (EU international partner included) or connected to a visit of the study site
- After each SC meeting, a report with recommendations will be provided by BELSPO to the partnership (written reply by the team is mandatory)
- A SC can be organized in the frame of a symposium or workshop in Belgium or abroad
- Last steering committee to be organized some months before the end of the project
- Guidelines available on the website

3. REPORTS

- Templates available on website
- Initial report to be submitted together with project fiche and internal agreement (optional)
- Reports provided to programme managers and to SC experts prior to meeting of the SC
- Final report to be submitted together with project fiche and webstory
- Final report must be officially approved by programme managers before conclusion of project and payment of budget balance.

4. PUBLICATION & DISSEMINATION

- Each project must have an updated website
- Please use social media...
- STEREO has a website, a newsletter, a Linked In and a X account. Please share your announcements with us for dissemination
- Workshop with stakeholders recommended when suitable
- STEREO funding must be acknowledged in each presentation and publication, including in data papers and software code

5. SATELLITE DATA ACQUISITION PLAN

- If non-free satellite data are needed for the project, please send a request ASAP after signing of the contract to the programme managers for approval, so that funding can be secured in a timely manner