ANNEX 1



**European Social Fund+ (ESF)**

**Social Prerogatives and Specific Competencies Lines (SocPL)**

**Description of the action (DoA)**

*[for FPAs:* **Action plan***]*

**Part A**

**Part B**

**Version 1.0**

**25 February 2021**

**IMPORTANT NOTICE**

**What is the Description of the Action (DoA)?**

The Description of the Action (DoA) is the Annex of the Grant Agreement which contains the details of how the project will be carried out. For EU framework partnerships for grants (FPAs) this Annex is called Action Plan.

It consists of 2 parts, which must be generated from the submitted proposal:

* Part A contains structured tables with project information
* Part B is a narrative description on the work to be carried out.

Part A is generated by the IT system. It is based on the information which you enter into the Portal Grant Preparation screens.

Part B (+ annexes) must be uploaded on the Grant Preparation Documents screen.

Make sure that Part B is synchronised with the information entered into the screens. Make sure that any changes are agreed with us.



# DESCRIPTION OF THE ACTION (PART A)

*[for FPAs:***ACTION PLAN (PART A)***]*

## COVER PAGE

*Part A of the Description of the Action (DoA) must be completed directly on the Portal Grant Preparation screens.*

|  |  |
| --- | --- |
| **PROJECT**  *Grant Preparation (General Information screen) — Enter the info.* | |
| **Project number:** | [project number] |
| **Project name:** | [project title] |
| **Project acronym:** | [acronym] |
| **Call:** | [call ID] |
| **Topic:** | [topic ID] |
| **Type of action:** | [ToA ID] |
| **Service:** | [responsible unit, e.g. HOME/E/01] |
| **Project starting date:** | [dd/mm/yyyy] |
| **Project duration:** | [number of months] |

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Project summary

List of participants

List of work packages

Staff effort

List of deliverables *(n/a for FPAs)*

List of milestones (outputs/outcomes) *(n/a for FPAs)*

List of critical risks *(n/a for FPAs)*

## PROJECT SUMMARY

|  |
| --- |
| **Project summary**  *Grant Preparation (General Information screen) — Provide an overall description of your project (including context and overall objectives, planned activities and main achievements, and expected results and impacts (on target groups, change procedures, capacities, innovation etc)). This summary should give readers a clear idea of what your project is about.*  *Use the project summary from your proposal.* |
| Insert text (same text as proposal abstract) |

## LIST OF PARTICIPANTS

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PARTICIPANTS**  *Grant Preparation (Beneficiaries screen) — Enter the info.* | | | | | |
| **PartnerNo** | **Role** | **Short Name** | **Legal Name** | **Country** | **PIC** |
| 1 | COO |  |  |  |  |
| 2 | BEN |  |  |  |  |
| 2.1 | AE |  |  |  |  |
| 3 | BEN |  |  |  |  |
| 4 | AP |  |  |  |  |
|  |  |  |  |  |  |

**LIST OF WORK PACKAGES**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Work packages**  *Grant Preparation (Work Packages screen) — Enter the info.* | | | | | | |
| **Work Package No** | **Work Package Name** | **Lead Beneficiary** | **Effort**  **(Person-Months)** | **Start Month** | **End Month** | **Deliverable No(s)** |
| [insert number] | [insert name] | [insert beneficiary short name] | [insert total number of person-months] | [insert month number] | [insert month number] | [insert deliverable numbers linked to the WP] |

## STAFF EFFORT

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Staff effort per participant**  *Grant Preparation (Work packages - Effort screen) — Enter the info.* | | | | |
| Participant | WP1 | WP2 | WP… | Total Person-Months |
| [name] |  |  |  |  |
| [name] |  |  |  |  |
| Total Person-Months |  |  |  |  |

**LIST OF DELIVERABLES** *(n/a for FPAs)*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Deliverables**  *Grant Preparation (Deliverables screen) — Enter the info.*  *The labels used mean:*  *Public — fully open (* *automatically posted online)*  *Sensitive — limited under the conditions of the Grant Agreement*  *EU classified — RESTREINT-UE/EU-RESTRICTED, CONFIDENTIEL-UE/EU-CONFIDENTIAL, SECRET-UE/EU-SECRET under Decision* [*2015/444*](https://eur-lex.europa.eu/legal-content/EN/ALL/?uri=CELEX:32015D0444&qid=1586092489803)*. For items classified under other rules (e.g. national or international organisation), please select the equivalent EU classification level.* | | | | | | |
| **Deliverable No** | **Deliverable Name** | **Work Package No** | **Lead Beneficiary** | **Type** | **Dissemination Level** | **Due Date (month)** |
| [insert number] | [insert name] | [insert WP number] | [insert beneficiary short name] | *[*R *—* Document,report*]* *[*DEM *—* Demonstrator, pilot, prototype*]* *[*DEC —Websites, patent filings, videos, etc*] [*DATA *—* data sets, microdata, etc*] [*DMP *—* Data Management Plan*]* *[*ETHICS*] [*SECURITY*] [*OTHER*]* | *[*PU *—* Public]  *[*SEN *—* Sensitive*]*  *[*R-UE/EU-R — EU Classified*]*  *[*C-UE/EU-C — EU Classified*]*  *[*S-UE/EU-S — EU Classified*]* | [insert month number] |

**LIST OF MILESTONES** *(n/a for FPAs)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Milestones**  *Grant Preparation (Milestones screen) — Enter the info.* | | | | | |
| **Milestone No** | **Milestone Name** | **Work Package No** | **Lead Beneficiary** | **Means of Verification** | **Due Date (month)** |
| [insert number] | [insert name] | [insert WP number] | [insert beneficiary short name] | [insert means of verification] | [insert dd/mm/yyyy] |

**LIST OF CRITICAL** **RISKS** *(n/a for FPAs)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Critical risks & risk management strategy**  *Grant Preparation (Critical Risks screen) — Enter the info.* | | | |
| **Risk No** | **Description** | **Work Package No(s)** | **Proposed Mitigation Measures** |
| [insert risk number] | [insert risk description] | [insert WP numbers] | [insert mitigation measure] |

# DESCRIPTION OF THE ACTION (PART B)

*[for FPAs:***ACTION PLAN (PART B)***]*

*Part B of the Description of the Action (DoA) must be uploaded on the Portal Grant Preparation Documents screen.*

**HOW TO MAKE YOUR PART B**

* Attach the Part B of your proposal.

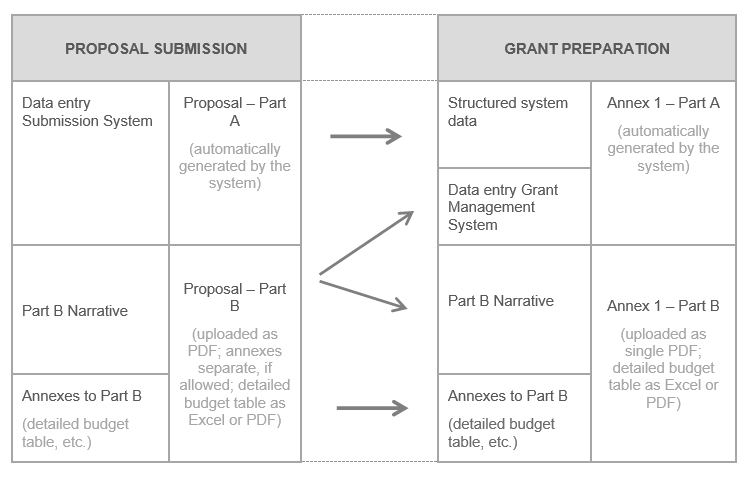
There is NO need to make any other changes (cover page, footers, headers etc). In case of duplicate or contradictory information in Part B, Part A (or other parts of the Grant Agreement) will be considered to prevail.



The version used should be the submitted version of the proposal (— unless you have been explicitly requested to make changes). All changes need to be discussed and agreed with the EU Project Officer. Substantial changes to the proposal are NOT allowed. If you made changes, please indicate them in a versioning table.



* If there are annexes, merge all parts of Part B into a single file, convert it into PDF and upload the PDF on the Grant Preparation Documents screen.



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| **HISTORY OF CHANGES** | | |
| VERSION | PUBLICATION DATE | CHANGE |
| 1.0 | 25.02.2021 | Initial version (new MFF). |
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