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LEAP-RE

Research and Innovation Action (RIA)

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d/ Programme Annual Workplan

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Summary

The Programme Annual Work Plan n°4 serves to highlight the activities related to the coordination and management of LEAP-RE, this includes mostly WP1 activities since it covers the whole Programme. The Department of Science and Innovation (DSI) and LGI Consulting (LGI) as co-coordinators of LEAP-RE have compiled this annual plan based on the detailed work plan developed in each work package (see section 2) and contributions from other project partners who are active in WP1. A series of revised work plans are developed for the 5-year duration of the Programme. WP1, co-led by LGI and the DSI, ensures the strategic coordination of the whole Programme. WP1 aims to achieve efficient progress monitoring; timely and detailed reporting to the European Commission (EC); constitution and organization of the project decision bodies (Programme Management Board, General Assembly); proper quality of the deliverables. In terms of consortium management, WP1's objectives are to guarantee sound management of contractual and financial issues, setting-up and maintaining project management tools, good internal communication in the consortium, proper quality assurance in the delivered reports, financial and contractual management, and reporting to the EC. A Programme Management Board (PMB) will support this WP in terms of an operational and administrative issues.

Approval

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LEAP-RE

Long-Term Joint EU-AU Research
and Innovation Partnership on Renewable Energy

Research & Innovation Action

September 2025

Programme Annual Work Plan n°4

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Abbreviations and Acronyms

Acronym	Description
DoA	Description of Action
EAB	Ethics Advisory Board
EC	European Commission
GA	Grant Agreement
PMB	Programme Management Board
SAB	Scientific Advisory Board
WP	Work Package
MS	Milestone

1. Summary

Between October and November 2023, the Programme Management Board tasked the coordination team with restructuring Pillar 3 to improve efficiency and better align the work with future challenges. This decision followed guidance from the European Commission and reflected the need to update tasks drafted four years earlier, streamline activities, and match responsibilities to partners' capacities. As part of this process, WP5 was closed at Month 40, and its remaining tasks, along with selected activities from WP3, were transferred to WP1 and WP6. No deliverables were deleted, though several were merged, updated, or reassigned to strengthen overall coherence.

The resulting amendment request focuses on four major changes: transferring remaining Pillar 3 activities to other WPs, allocating the EC top up reserve to Pillar 3, extending the LEAP RE project duration by nine months, and shifting the end of RP3 from March to September 2025 to permit full completion of Pillar 2 projects. These updates come with new delivery dates, consolidated outputs, and a few new deliverables across WP1, WP3, WP4, WP5, and WP6, ensuring the work plan reflects long term objectives and the extended implementation timeline.

The technical restructuring is supported by significant financial adjustments. LGI receives additional funding from the EU top up reserve, distributed across WP1, WP2, WP4, and WP6 to support expanded duties related to monitoring, dissemination, stakeholder engagement, and long-term partnership design. Additional transfers compensate partners that hosted major events or carried out higher than anticipated effort, while minor adjustments in person months arise from differences between declared and Grant Agreement monthly rates. These shifts reflect the updated distribution of tasks and reinforce the areas central to the revised Pillar 3.

Overall, the amendment increases the project's total effort and converts part of the top up reserve into direct costs for key partners. Changes in average personnel month rates result from shifts in work package allocations and recalculations based on Grant Agreement rates. The revised structure strengthens coordination, improves capitalization of project expertise, supports long term partnership development, and positions LEAP RE to meet its objectives within the new timeline.

The Programme Annual Work Plan n°4 outlines the coordination and management activities for LEAP-RE. These are mainly WP1 tasks, since WP1 spans the entire Programme. As co-coordinators of LEAP-RE, the Department of Science and Innovation (DSI) and LGI Consulting (LGI) prepared this annual plan using the detailed work plans developed within each work package (see section 2), along with inputs from other project partners contributing to WP1. Updated work plans are produced throughout the Programme's five-year duration.

WP1, co-led by LGI and the DSI, provides overall strategic coordination. Its focus is effective progress monitoring; timely and comprehensive reporting to the European Commission (EC); organization and functioning of the Programme's decision-making bodies (the Programme Management Board and the General Assembly); and ensuring the quality of deliverables. On the management side, WP1 is responsible for sound contractual and financial administration, maintaining project management tools, fostering strong internal communication, overseeing quality assurance, and reporting to the EC. The Programme Management Board (PMB) supports WP1 by providing guidance on operational and administrative matters.

This fourth annual plan is divided into three areas of work: **Programme Coordination; Programme Office; and Scientific Advisory and Ethical Management.**

The tasks will be implemented closely with the contribution of the following partners (in addition to DSI and LGI):

Table 1 Partners involved in the WP1

Institution	Country	Acronym
Strathmore University	Kenya	SU
Ministry of Higher Education and Scientific Research	Algeria	MESRS
Polytechnic University of Milan	Italy	POLIMI
National Research Agency	France	ANR
Pan African University Institute of Water and Energy Sciences	Algeria	PAUWES
Deutsches Zentrum fuer Luft- und Raumfahrt EV - German Aerospace Center	Germany	DLR
University of Helsinki	Finland	UH
Africa Energy Service Group	Rwanda	AESG

WP1 will further work closely with all LEAP-RE partners to ensure comprehensive and efficient reporting on LEAP-RE activities.

2. Programme Coordination

The role of the coordination was not fully configured during the Pillar 3 update in 2023. The coordination is led by **LGI**, supported by the **DSI**, and is responsible for the overall organization, planning, and monitoring of the Programme's progress.



This activity commenced at the start of the Programme. The task leaders (LGI and DSI) are responsible for the following:

- **Coordination of Detailed Work Plans (DWP):** At the beginning of the project, LGI and DSI, in collaboration with the Pillar Coordinators, coordinated the drafting of DWPs to clearly define the activities of each partner within each task and identify the responsible persons. LGI and DSI worked closely with project partners to prepare and submit their respective DWPs. Pillar Coordinators and Work Package Leaders are responsible for drafting, consolidating, and monitoring their respective DWPs (1–16). The annual work plans are submitted to the European Commission (EC) as official deliverables and reviewed annually. DWPs from Pillar 1 and Pillar 2 projects also serve as deliverables to the EC and as key management tools for the implementation of LEAP-RE.
- **Monitoring and Reporting:** Together with the Pillar Coordinators (SU, MESRS, POLIMI, and ANR), LGI and DSI continue to monitor project deliverables and milestones through periodic reporting. The reporting schedule is outlined at the end of this annual work plan.
- **Establishment of the General Assembly:** The LEAP-RE General Assembly, initially established during the first year of the Programme, held its **second election in March 2023**, during which **Algeria was elected as President** and **Germany as Deputy President** of the Assembly. The office bearers **presided over their first General Assembly meeting during the LEAP-RE Stakeholder Forum held in Kigali in October 2023**.
- **Key Performance Indicators (KPIs):** Within the first year, WP1 leaders established a set of KPIs, defined measurable targets, and introduced monitoring mechanisms to track progress across the Programme. **These KPIs are currently being implemented as part of ongoing performance management activities.**

3. Programme Office

The Programme Office, led by LGI with DSI as a contributor, provides general secretariat services to the Programme, manages its contracts and funds, and oversees carbon footprint and data management.

- The key functions of the Programme Office are illustrated in the diagram below, with a specific entry point assigned to each function to ensure effective coordination.



Figure 1 Programme Office organisation

- WP1 co-leaders have developed the LEAP-RE partner database, which was initially initiated during the PRE-LEAP-RE project. The database and mailing list which is updated regularly is loaded onto the FLEXX portal for all partners to access.
- LGI and DSI will organize the Programme Management Board monthly. This includes sending out an invitation link for partners to attend the PMB meeting, circulating meeting agendas, and presentations for discussions, inviting other external relevant stakeholders (i.e., project coordinators, advisory board members, etc.), and distributing minutes from the previous meeting. The moderation and minute-taking roles will rotate between DSI and LGI. Below is a schedule indication of which months the meetings will take place. The PMB has decided to hold its meetings after every two months on the first Thursday.

Table 2 List of PMB meetings for 2024

Meeting no.:	Moderator	Minute taker	Date
#1	LGI	DSI	01 February 2024
#2	DSI	LGI	4 April 2024
#3	LGI	DSI	06 June 2024
#4	DSI	LGI	01 August 2024
#5	LGI	DSI	03 October 2024
#6	DSI	LGI	05 December 2024

- Programme Office meetings will regularly take place, to support each WP leader. This function will be mainly used to i) list short-term problems and issues, ii) share information between the WP leader and the coordinator and propose corrective actions, iii) liaise with the coordinator and iv) allow for efficient organization of the PMB.
- A Project Quality Plan (D1.2) has been developed, the plan outlines the quality assurance procedures to be undertaken by the Programme, as well as a document management plan.
- WP1 co-leaders will continue to make use of the FLEXX tool to monitor the workflow of all WPs. Partners will be reminded continuously to upload their deliverable reports and other documents on the portal for record-keeping and further processing.
- The implementation of the Gender Action Plan will continue in this reporting period to ensure that LEAP-RE activities across all WPs are gender responsive and transformative, and thus more effective, efficient, and successful.
- WP1 will continue to provide support to LEAP-RE partners in reporting on their financial expenditures by sharing the existing guidelines and conducting training workshops as part of this support to partners. During this reporting period, LGI and DSI will respond to other ad-hoc reporting queries from partners. All the training materials are available on the LEAP-RE YouTube channel.
- As part of implementing the carbon footprint measurement and mitigation plan, most LEAP-RE meetings will continue to take place either fully virtual or hybrid to reduce the project's contribution to greenhouse gas emissions and environmental impacts while promoting rational and sustainable use of the planet's resources.

4. Other relevant activities

Other relevant activities are listed below. Since the outbreak of COVID-19, most meetings led by WP1 will be organized virtually or hybrid, this has also contributed to the reduction of the project's carbon footprint. Thus, the hybrid format of meetings will continue into the current reporting period.

- Working with the General Assembly office bearers, WP1 will organize LEAP-RE Annual General Meeting. The annual general meeting allows WP and Pillar coordinators to present progress on their tasks and their planned activities for the year ahead. The meeting will also receive a report on the results of all external projects funded under Pillar 1. The fourth annual meeting will be held during the LEAP-RE Stakeholder Forum, planned to take place in Milan, Italy in October 2024.
- To profile some of its work, WP1 continues to contribute towards T4.4 – Programme communication, to communicate and disseminate some of its outputs. This includes contributing to the website, newsletters, and social media content.

5. Reporting timelines

Below is a schedule for WP1 reporting timelines for year 4. 40-51

a. Deliverables

Table 3 Deliverables of WP1

Task	Sub-Task	Linkages & Dependencies on Other Tasks	Deliverable	Lead Beneficiary	Type	Due Date
1.1 Programme coordination	Elaboration of the Annual Work Plans	Detailed Work Plans from Pillar leaders	D1.4 d Programme Annual Workplan	DSI	Report	The third one submitted

In addition to these reports, the coordination will ensure the development and submission of project deliverables from the other work package.

b. Milestones

Table 4 Milestones for WP1

Number	Title	Verification means	Due Date	Responsible
MS3	Workshop 3 (3 rd LEAP-RE Stakeholder Forum)	Document/report detailing the decision	M49	UH

Due to the need identified during the 2nd LEAP-RE Stakeholder Forum, the 3rd LEAP-RE Stakeholder Forum will take place during the 49 Month of the project.

c. Gantt chart

In addition to the WP1 schedule, the following section presents the GANTT chart for the WP from Pillar 3 which started already (WP3, WP4). Note that Pillar 1 and 2 have submitted their detailed work plans in which an appropriate Gantt chart can be found.

LEAP-RE



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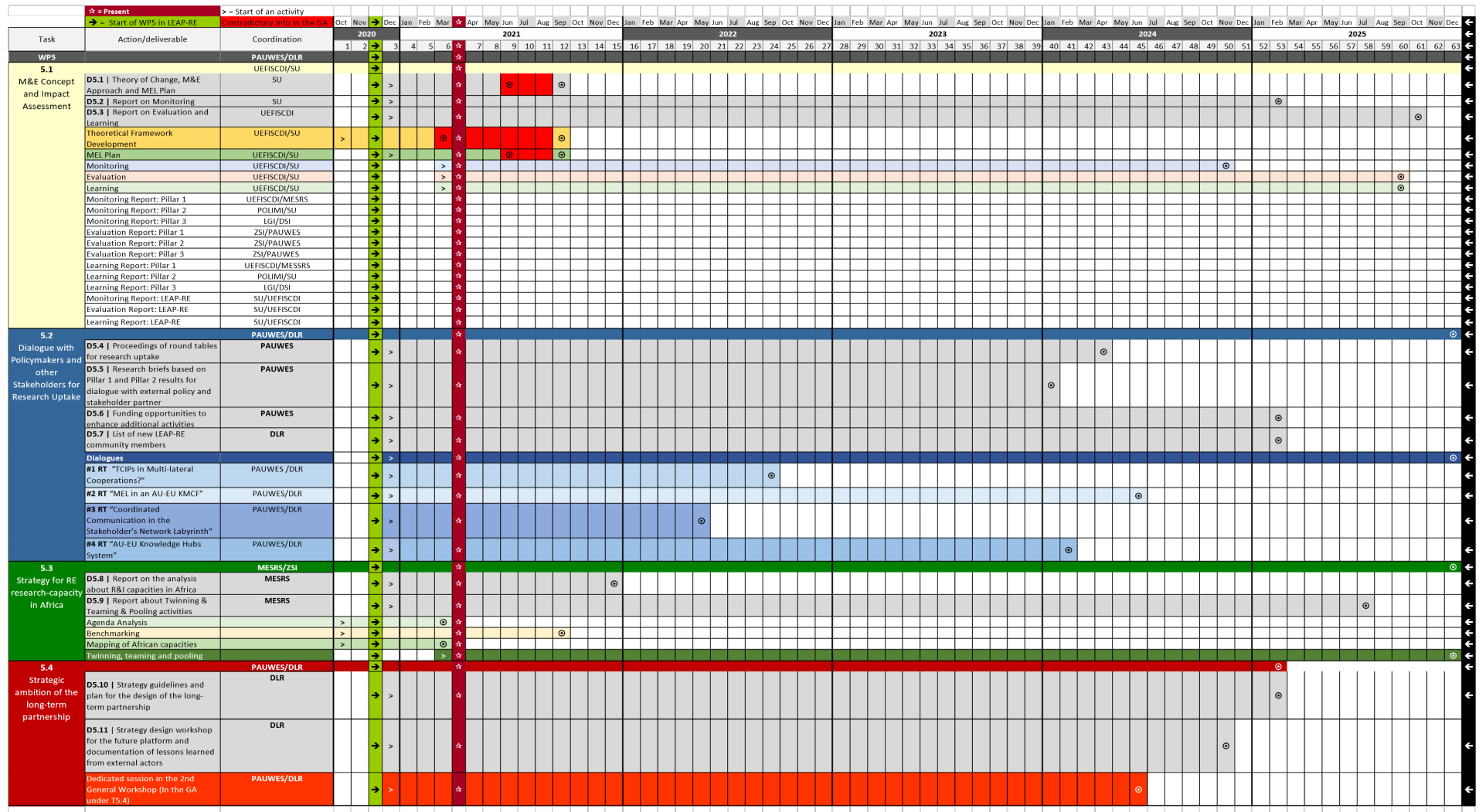


Figure 2 GANTT chart for the Pilar 3