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e/ Programme Annual Workplan

Authors : Tinyiko NTSHONGWANA, Sigfried TIVANA (DSI)

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Project officer: Maria-Laura TRIFILETTI

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Summary

The Programme Annual Work Plan n°5 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

Date	By
2025-12-15 11:10:45	Mathilde VIDELO (LGI)
2025-12-15 11:15:52	Léonard LEVEQUE (LGI)



LEAP-RE

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

Research & Innovation Action

September 2025

Programme Annual Work Plan n°5

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Authors:
Sigfried TIVANA (DSTI)
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Contents

Table of Figures	5
Table of Tables	5
1 Summary	7
2 Programme Coordination	8
• Coordination of Detailed Work Plans (DWPs):	8
• Monitoring and Reporting:.....	8
• Establishment of the General Assembly:.....	8
• Key Performance Indicators (KPIs):	8
3 Other Relevant Activities	10
4 Reporting Timelines.....	10

Table of Figures

Figure 1 Programme Office organization	9
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Table of Tables

Table 1 Partners involved in WP1.....	7
Table 2 List of PMB meetings 2025	9
Table 3 Deliverables.....	10
Table 4 Milestones.....	11



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

As the consortium enters the fifth year of the LEAP-RE Programme, having achieved many milestones over this remarkable four-year journey, our foremost priority for the year ahead is to build and shape the long-term partnership. The Programme Annual Work Plan No. 5 details the coordination and management activities for LEAP-RE, primarily covering WP1 tasks, as WP1 spans the entire Programme.

As co-coordinators, the Department of Science and Innovation (DSI) and LGI Consulting (LGI) prepared this plan using the detailed work plans developed within each work package, together 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 responsibilities include effective progress monitoring, timely and comprehensive reporting to the European Commission (EC), organizing and managing 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 oversees contractual and financial administration, maintains project management tools, fosters strong internal communication, supervises quality assurance, and reports to the EC. The Programme Management Board (PMB) supports WP1 by providing guidance on operational and administrative matters.

This fifth annual plan is structured into two main areas of work:

- Programme Coordination
- Programme Office

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

Table 1 Partners involved in 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 für Luft- und Raumfahrt (German Aerospace Center)	Germany	DLR
University of Helsinki	Finland	UH



Institution	Country	Acronym
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 (DWPs):**

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 responsible persons. Pillar Coordinators and Work Package Leaders are responsible for drafting, consolidating, and monitoring their respective DWPs (1–16). Annual work plans are submitted to the 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.

- **Monitoring and Reporting:**

Together with the Pillar Coordinators (SU, MESRS, POLIMI, and ANR), LGI and DSI monitor project deliverables and milestones through periodic reporting. The reporting schedule is outlined at the end of this 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 President and Germany Deputy President. 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. Programme Office

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

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





Figure 1 Programme Office organization

- WP1 co-leaders have developed the LEAP-RE partner database, initiated during the PRE-LEAP-RE project. The database and mailing list are updated regularly and uploaded to the FLEXX portal for partner access.
- LGI and DSI organize Programme Management Board (PMB) meetings. This includes sending invitations, circulating agendas and presentations, inviting relevant external stakeholders, and distributing minutes. Moderation and minute-taking rotate between DSI and LGI. PMB meetings are held bi-monthly on the first Thursday.

Table 2 List of PMB meetings 2025

Meeting no.:	Moderator	Minute taker	Date
#1	LGI	DSI	06 February 2025
#2	DSI	LGI	03 April 2025
#3	LGI	DSI	05 June 2025
#5	LGI	DSI	02 October 2025
#6	DSI	LGI	04 December 2025

- Programme Office meetings will regularly take place to support WP leaders, address short-term issues, share information, propose corrective actions, liaise with coordinators, and support efficient PMB organization.
- WP1 co-leaders will continue to use the FLEXX tool to monitor workflows. Partners will be

reminded to upload deliverables and reports for record-keeping and processing.

- Implementation of the Gender Action Plan will continue to ensure LEAP-RE activities are gender-responsive and transformative.
- WP1 will support partners in financial reporting by sharing guidelines and conducting training workshops. Training materials are available on the LEAP-RE YouTube channel.
- As part of the carbon footprint mitigation plan, most meetings will continue to be virtual or hybrid.

3 Other Relevant Activities

Other relevant activities include:

- Working with the General Assembly office bearers, WP1 will organize the LEAP-RE Annual General Meeting. This meeting allows WP and Pillar Coordinators to present progress and planned activities, and includes reporting on externally funded Pillar 1 projects. The fourth annual meeting will be held during the LEAP-RE Stakeholder Forum in Milan, Italy, in October 2024.
- WP1 continues to contribute to T4.4 – Programme communication, including website updates, newsletters, and social media content.

4 Reporting Timelines

Below is a schedule for WP1 reporting timelines for year 5. M51–M63

Table 3 Deliverables

Task	Sub-Task	Linkages & Dependencies on Other Tasks	Deliverable	Lead Beneficiary	Type	Due Date
1.1 Programme coordination	Elaboration of the workplan	Previous Detailed Work Plans	D1.15 d Programme	DSI	Report	The fourth one



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

Table 4 Milestones

Number	Title	Verification means	Due Date	Responsible
MS3	Workshop 4- Fourth LEAP-RE Stakeholder Forum	Document/report detailing the decision	M61	UH

