**Guidelines for Topic Coordinators**

**General information**

**According to the procedure used in the EUPHRESCO ERA-NET (2006-2014) the Topic Coordinator needed to be part of the Euphresco network – i.e. either a programme owner or a programme manager.**

**In 2015 the Euphresco Network Management Group agreed that EPPO Secretariat could play the role of Topic Coordinator for those topics of interest for the EPPO region. Currently this remains an exceptional procedure.**

**Having a Topic Coordinator is a drop-out criterion for every topic suggestion**.

**With the nomination of the Euphresco coordinator the tasks of the Topic Coordinator have been reviewed, with the aim to lighten them.**

1. **Tasks of the Topic Coordinator**

With the nomination of the Euphresco coordinator the tasks of the Topic Coordinator have been reviewed, with the aim to lighten them.

Below it is the list of tasks and duties under the responsibility of the Topic Coordinator:

* To verify that the intended **research is unique** and is not being carried out elsewhere
* To produce a **short topic description**, supported by interested partners. Short topic descriptions will be the main basis for the funding decisions and will provide the scientific base to be used in all topic/project related documents
* To make certain that all Euphresco members who have shown interest in the topic **agree** on the text of the **short topic description**
* To **update** all **topic related information** in the **INTeRACT platform**
* To be the **contact point** between the Funding Consortium and Euphresco coordinator.

Once the research consortium has been selected and a research Project Coordinator has been identified, the duties of the Topic Coordinator will end. Euphresco coordinator will ensure all interactions with both the funding consortium and the research consortium.

After the establishment of the Funding Consortium (the group of funders that agree to fund a topic), the members of this group are together responsible for the topic and the resulting project.

***Topic Coordinator*** (TC) vs. ***Project Coordinator*** (PC):

The Topic Coordinator takes over the coordination of a specific topic, supported by other interested network members.

The Project Coordinator is the leader of the research consortium (i.e. a researcher), therefore one of the research partners applying for/carrying out the project and responsible for the contact of the researchers with the funders.

(Only!) in topics/projects running via the non-competitive funding mechanism (no open call) the Topic Coordinator can also take over the function of the Project Coordinator.