PARTNERSHIP & WRITING

Hints and tips for organisations leading a project development process.

1. start looking for partners well in advance and **ask for their administrative information straight away**, even before selecting them (PIC code, OID code for Erasmus+, EuropeAid ID, legal representative's contact etc.). This way you will avoid last-minute administrative issues and delays, such as partners not having registered correctly, missing compulsory information and other bureaucratic struggles.

2. **consider extra-time when you intend to involve public authorities** and all entities that are likely to be organised following a hierarchical and fragmented structure. They will probably take more time to respond to emails, since they most likely need to coordinate with colleagues and supervisors at the internal level before proceeding with any development steps.

3. **make clear what the partners' contribution in writing will be** from the very beginning. Task allocation in writing can be clarified through an initial video-conference, through emails, by meeting in person. However, it is suggested to clarify whether all the partners will write altogether (i.e. through shared online documents) or if one participant will be the main responsible for the writing process, so as to avoid misunderstandings and last-minute missing parts.

4. Before starting the writing process, the main responsible for writing should **prepare comprehensive PIFs (Partner Identification Form)**. The document contains:
   - All relevant **administrative information** (see 1)
   - A brief **questionnaire helping you to fill in each part of the application form** from the partners' perspectives

   You can use the PIFs both as a means to select partners (if you intend to launch a call for partners), or to collect information from the partners you have already selected. Make sure that all the questions that require inputs from partners are covered by the PIF.

5. **Prepare an internal budget for all partners to agree on** while developing the project and before submitting the proposal. It will avoid contrasts at the implementation stage and it will make it easier to identify quantitative targets and indicators during the writing process (i.e. number of participants, n. of travels, partners' staff responsibilities etc.)

6. **Set internal deadlines.** Once the partnership is selected and the development process has started, it can be useful to set an internal deadline for the partners to provide their inputs and, consequently, an internal deadline for the writing process to be finalised. It is suggested that the final deadline is set some days before the official deadline, so as to have time to review the application form and not to submit it at the very last minute.