

COACHING CHARTER

1. PREAMBLE

The coaching is an individual and personalised support service provided to a person (beneficiary) desiring to improve his draft project or contribution to a proposal, by an international expert (coach). It is an interview- based guided writing process of a proposal for a financing mechanism. This process is based on a collaborative relationship guided by the objectives agreed in the beginning, on the basis of analysis of the first version of the proposal prepared by the beneficiary if available. It aims to rapidly improve the proposal by providing consultation on drafting of the proposal or contribution.

2. PURPOSE OF CHARTER

The present charter relates to a support by coaching, as per the definition given in the preamble. This support will be rendered in English.

a. CONTEXT OF THE COACHING SERVICE

Under the framework of H2020 Programme, the Ministry of Higher Education and Scientific Research – Management Unit responsible for European Programmes (UGPE) offers to support free of charge the beneficiaries by a coaching from international experts and a series of collective information sessions. This support is part of the activities of the “Project in support of the Tunisian association to H2020 Programme” conducted by UGPE under the framework of “Programme to support education, mobility, research and innovation” (EMORI), financed by the European Union.

b. NEEDS

The needs are defined by the coach after an analysis of the contents and coaching application sent by the beneficiary, and will be described in the follow-up email after the first interview with the beneficiary.

c. ROLE OF THE COACH

The Coach will suggest benchmarks, give examples, provide clarifications which could assist the beneficiary to change the items of his proposal to meet evaluation criteria. He/she is a guide to enable the beneficiary to identify a better method of presenting its information. He/she does not draft the proposal himself/herself.

3. TERMS OF SUPPORT

The support shall include several meetings between the coach and the beneficiary. These meetings will be in the form of face to face and/or distant sessions. Between the sessions, additional and non-obligatory discussions can be held. Dates and duration of sessions will be scheduled by the EMORI H2020 Team. The dates could be changed by mutual agreement between the coach and the beneficiary.

4. ETHICS OF THE COACH

- a. Observe **confidentiality** of meetings and proposals, at all stages of development. Communication on the content of proposal will be limited to direct discussions between each coach and the beneficiary, between the coaches (in exceptional cases when several coaches intervene), with the UGPE representatives and with the EMORI H2020 team.
- b. **Respect of the beneficiary**, its personnel, its choices;
- c. **Respect of the finality** of the coaching: to improve the proposal or contribution
- d. Prohibition of any **abuse of influence**

5. RECIPROCAL COMMITMENTS

- a. **Involvement:** The beneficiary will invest him/herself in the process of coaching, give time for coaching in sessions and their preparation. In between the sessions the beneficiary will improve his/her proposal and prepare his/her questions.
- b. **Sharing of proposal:** The beneficiary undertakes to share the proposal with the coaches at each stage of development, before each scheduled session, sufficiently in advance as agreed with the coach, to enable him/her to examine new contents.
- c. **Punctuality:** The Coach and the beneficiary undertake to observe timings and dates of meetings.
- d. **Diligence:** In case of unforeseen difficulty, the beneficiary and the Coach undertake to inform cancellation or deferment of the session, in advance by at least 24 hours, by telephone and e-mail.
- e. **The Coach is bound by an obligation of means (inputs);** he is not responsible for the result.
- f. **The beneficiary is responsible for his/her work and all consequences.** In any case, the Coach cannot be held responsible for professional or personal decisions of the beneficiary during the period of Coaching or later.

6. FINANCIAL CONDITIONS

This support is 100% financed by EMORI-H2020 programme, no financial contribution is payable by the supported beneficiaries. Expenses for transport and accommodation of beneficiaries are not payable.

7. TERMS OF TERMINATION

If the work undertaken by the beneficiary is considered insufficient by the EMORI H2020 team , it can terminate the support offered under this charter at any time and without providing any justification.

The coaching support will also be terminated in case the beneficiary does not fulfil the commitments described under point 5.

Name, Date and Signature