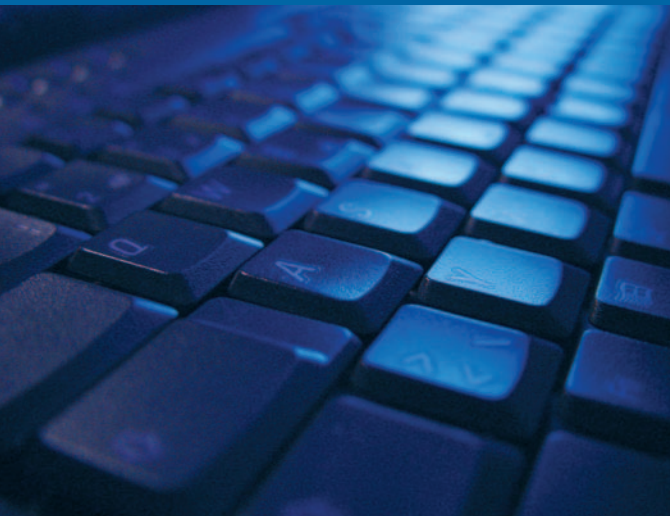


With more than 20 years of experience in the management of European cooperation projects, InfoConsult offers a complete portfolio of services to accompany you during all stages of your project's life cycle. InfoConsult supports you in the preparation and submission of successful proposals.

Our services include negotiation assistance and all daily management tasks, starting at the kick-off meeting and right through until the submission of your final report and exploitation of the results.



InfoConsult has an impressive track record in the current and in former Framework Programmes of the European Commission as well as in regional cooperation programmes such as Interreg. We have developed a set of high-quality project management services to support you in day-to-day management activities, thus allowing you to stay focused on the content of the project.

Contact

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We organise your knowledge

European project
management services

Increasing the efficiency
of project coordination
and management

We organise your knowledge

Managing a European project requires a set of skills that are not always available at the lead partner. Full knowledge of programme rules, efficient handling of spreadsheets and complex budgets, facilitating smooth intercultural communication, problem-solving and mediation, networking and content-control, as well as softer skills, are necessary to ensure successful completion of work plans and the EU contract.

There are many seemingly minor organisational and coordination tasks involved in managing such projects and these require dedicated staff and short response times. The project coordinator is often more interested in focusing on scientific and cooperation activities rather than on administrative tasks.

InfoConsult has more than 20 years of management experience in research programmes and the structural funds. Our team has proficiency in five languages and access to efficient networks, and operates from our Brussels office. Some European-funded programmes make provision within their financial guidelines for subcontracts for project management or for the involvement of specialised companies as partners.

For more details please contact us. We would be delighted to provide further information.



Project management services

Tailor-made management support offered by InfoConsult comprises:

- electronic communication – set-up, hosting and updating of mailing lists
- project archiving – set-up, hosting and maintenance of an electronic archive which can be accessed via the internet, for example Computer Supported Cooperative Work Space
- an electronic news and update service for tenders, calls and events
- forum, blog and Wiki services with both member and public areas
- project management software tools – definition of requirements, set-up and maintenance
- a project website – creation, hosting and updating
- reporting support – semestrial collection and checking of documents, and preparation of input for annual and final reporting and financial statements
- organisation of project meetings, workshops, seminars and conferences, and scheduling and local support for events in all European countries
- conference organisation in Brussels for meeting key policy decision makers
- auditing services (via cooperating auditors)
- legal advice – our own lawyer cooperates with thematic experts specialising in European law.

Dissemination services

InfoConsult has wide experience of planning, organising and implementing dissemination activities for European cooperation projects. In addition to project management services, InfoConsult supports project coordinators in the dissemination of their projects and of the results obtained.



Our dissemination services include:

- support in creating or redefining the project dissemination strategy
- proof-reading and editing papers and placing them in the media and in scientific publications
- organising workshops, seminars and roadshows to disseminate results obtained to various target groups defined in the dissemination strategy
- support to comply with all EU rules and formalities regarding dissemination.