



The Eurostars™ Programme funding excellence in innovation

Checklist for a Consortium Agreement

8 August 2008, version 2

The Eurostars Programme is a joint initiative of
EUREKA and the European Community



IMPORTANT NOTICE

- The aim of this checklist is to sum up the main items for the drafting of a consortium agreement between participants of the same Eurostars project.
- The consortium agreement may take time to negotiate and should be drafted carefully, taking into account the characteristics of a Eurostars project. The assistance of a legal advisor at the appropriate stage is strongly recommended. Model consortium agreements developed for any Community project (e.g. Framework Programme) should not be used.
- Please note that a draft consortium agreement should be submitted with the application form and finalized as soon as possible – at the latest before the first payment by the relevant national funding authorities.

Further information on the Eurostars Programme is available from the Programme website at:
www.eurostars-eureka.eu

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PREAMBLE AND DEFINITIONS

- Identify all the participating parties and their official representatives.
- Describe the context of the cooperation, its objectives and scope.
- Define the purposes of the consortium agreement (i.e. to specify the relationship among the parties, in particular concerning the organisation of the work between the parties, the management of the Eurostars project and the rights and obligations of the parties, liability, intellectual property rights and dispute resolution).
- Define the key legal and technical terminology in order to avoid misunderstanding.
- List the annexes.

IMPLEMENTATION OF THE EUROSTARS PROJECT

- Describe the Eurostars project in general terms and refer to technical annexes for details, including workpackages, allocation of tasks, milestones and planning of the Eurostars project.
- Define the foreseen achievements in terms of deliverables.
- Describe the technical responsibility and contribution (personnel, facilities, equipment, materials, etc.) of each party in the implementation of the Eurostars project.
- Indicate how much and what kind of assistance parties are obliged to give to each other in order to secure the proper execution of the Eurostars project.
- Determine reports (financial, technical...) to be submitted and timetable.

ORGANISATION/MANAGEMENT WITHIN THE PROJECT

- Define the roles and responsibilities of each party from an administrative, legal, financial and technical point of view. Specify the additional duties of the leading party.
- Define the internal organisation of the consortium (e.g. management bodies, committees and/or working groups; communication between the parties, prior notification, etc.).
- Describe the different bodies: role and internal rules (i.e. How are the members appointed? How are decisions taken? How many and when will meetings be organized?).
- Define the procedures set up to monitor the Eurostars project from a scientific, technical and financial point of view.
- Describe procedures in case of additional tasks or review of the initial workplan.
- Determine conditions under which existing parties may withdraw from the Eurostars project, or reduce or increase their contribution.
- Indicate to which extent subcontracting is possible.
- Define conditions under which additional parties may join the Eurostars project.

FINANCIAL ISSUES

- Indicate the global budget of the Eurostars project and the planning of expenses for each party.
- If the planning is not observed, how and to which extent may the schedule and budget be adjusted?
- Indicate any national requirements (e.g. financial reports).

CONFIDENTIALITY AND PUBLICATIONS

- Indicate to what extent information disclosed during the Eurostars project has to be considered as confidential.
- Stipulate which type of documents should be stamped and treated as "confidential" and the eventual exceptions.
- Define to which extent publications of the project results are allowed and under which conditions.

OWNERSHIP AND PROTECTION OF THE PRE-EXISTING KNOW-HOW AND PROJECT RESULTS

- Determine which and how pre-existing know-how (protected or not) has to be exchanged for the proper execution of the Eurostars project.
- Define how the property of the project's results will be allocated between the parties.
- Describe how joint ownership will be managed.
- Define conditions under which property of pre-existing know-how and project results may be transferred between the parties and towards third parties (notably affiliated entities).
- Indicate how the project's results will be protected (type of protection, duration, etc.).

ACCESS RIGHTS TO AND EXPLOITATION OF PRE-EXISTING KNOW-HOW AND PROJECT RESULTS

- Define the access rights (including financial conditions, if any) to be granted to use the pre-existing know-how and project results (protected or not) during the implementation of the Eurostars project.
- Define the access rights (including financial conditions, if any) to be granted for exploitation of the project's results.
- Determine if and to which extent exclusive license may be granted between the parties and towards third parties.
- May sub-licenses be granted?
- Indicate whether access rights to third parties or affiliates are possible.
- Indicate how the parties will exploit the project results, i.e. jointly or separately.
- Indicate conditions for exploitation by third parties.
- Define potential royalties, or least principles for agreeing on potential royalties.

LIABILITY

- Indicate to what extent a party causing damages or injury to another party or to goods or persons will be held liable.
- Define possible actions and financial penalties in case of damage or injury, including in case of withdrawal, fault or dismissal from the consortium?
- Define actions, solutions, penalties in case of bankruptcy.
- Provide for actions and remedies in case of force majeure.

FINAL CLAUSES

- Define when the consortium agreement comes into force and ends. Indicate whether part or all of its provisions are concerned.
- Provide for a flexible procedure where amendments to the consortium agreement would be required.
- Determine the termination clauses and the consequences of the withdrawal of one or more parties, particularly in terms of communication, ownership and exploitation of the project's results.
- Define the working and governing language.
- Provide for a governing law of the consortium agreement.
- Decide and organize which are the dispute resolution methods in case of internal conflict: competent court or alternative dispute resolution systems, like mediation, conciliation or arbitration.