



### Annex 3

#### Overview

This document clarifies the way in which the Cooperation Fund will be managed on a day-to-day basis.

#### The involvement of National Offices (NOs), User Associations (UAs), and the OHIM

NOs and UAs will appoint personnel responsible for specific elements of the CF within their own area of responsibility.

OHIM will appoint personnel for each of the fields with overall project management responsibility. OHIM will participate in working and technical groups, and propose projects where appropriate.

#### Managing Projects

A defined methodology will be applied by the Programme Support Office (PSO), which will keep all participants informed. This will include the use of a series of “gate reviews” during projects. Gate reviews are short examinations to decide whether a project goes further, and are intended to reduce the risk of resource wastage.

#### Process:

**Gate 0 (APPLY):** The Management Board selects<sup>1</sup> those projects which will be further specified. Project Managers are then nominated and specifications prepared.

**Gate 1 (CHECK):** The Programme Manager carries out a quality check on the information obtained, and informs the Management Board of any changes. The project is then refined in preparation for launch.

**Gate 2 (APPROVE):** The Management Board approves the project documents. The project is then launched and delivered.

**Gate 3 (CLOSE OUT):** The project is closed down and any outputs transferred into the normal working environment. The MB receives a final report and presentation, and comments on lessons learned.

**Benefits realisation:** Following closeout, projects are examined by a group of stakeholders constituted by the Management Board, in order to verify the benefits obtained as a result of the project.

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<sup>1</sup> First dissemination at MB meeting of 18 May 2010