



Horizon Europe National Contact Point (NCP) – Legal and Financial NCP Role

Description

- **Support New Zealand's engagement with Horizon Europe.**
- **Promote and publicise Horizon Europe opportunities among the research, development and innovation community.**
- **Assist, advise, and train the community on the how the programme operates, specifically with respect to the technical aspects of the programme such as funding contracts, budgeting and reporting.**

About Horizon Europe

Horizon Europe is the European Union's largest-ever research and innovation programme. Pillar 2 of Horizon Europe is now open to applications from New Zealand researchers and organisations, and they can join or lead projects and receive funding on equal terms with their European counterparts.

Horizon Europe Pillar 2 focuses on science and technologies that address major global challenges, such as climate change, energy and health, and addressing the UN's Sustainable Development Goals. It has funding of €53.5 billion (approximately NZD\$90 billion) over the 2021 to 2027 period. Funds are distributed across 6 themes known as 'Clusters', with a number of topic areas known as 'destinations' within each cluster.

A key part of the implementation of Horizon Europe in participating countries is the establishment of a network of National Contact Points (NCPs) to provide information and advice to potential applicants and through the project life cycle. As part of this network, we are looking to appoint one NCP to provide support on the technical aspects of the programme to New Zealand's research community.

The role of National Contact Points (NCPs)

The mission of NCPs is to promote and publicise the Horizon Europe opportunities among the research, development and innovation community, and to assist, advise, and train the community on the how the programme operates. The functions of NCPs include providing:

- Guidance on choosing relevant Horizon Europe topics and types of action
- Advice on administrative procedures and contractual issues
- Training and assistance on proposal writing
- Distribution of documentation (forms, guidelines, manuals etc.)
- Assistance in partner search

Functions that are specific to the Legal and Financial NCP role include:

- Helping participants, in particular smaller organisations, understand and navigate the legal and financial frameworks of Horizon Europe
- Supporting compliance with legal requirements
- Supporting the negotiation and drafting of contracts
- Providing guidance on intellectual property management
- Providing expertise in financial management, budgeting, reporting, and auditing, among other aspects





- Providing guidance on eligible costs, funding rules, financial monitoring, and ensuring compliance with financial regulations
- Facilitating the preparation of budgets, financial reports, overall financial planning of projects, and enabling successful financial execution.

The Legal and Financial NCP will carry out NCP functions within the specialist legal and financial area. However, it will operate as part of a cohesive NCP network which is coordinated by MBIE and will normally involve working directly with cluster-specific NCPs.

Ideally, the NCP will have experience in a research administration role and will have sufficiently broad subject matter expertise to be able to span the breadth of their specialist area.

The Legal and Financial NCP will also need to be knowledgeable about general aspects of Horizon Europe beyond their specialist area, enabling the principle of 'no wrong door' for enquiries. Documentation and training on Horizon Europe will be available to NCPs from MBIE and the European Commission.

Resourcing and time commitments

The Legal and Financial NCP will be appointed at 0.5 FTE for a period of 24 months, with a possibility for reappointment for another term.

The NCP will need to have flexibility to spread their commitment to meet the varying demands of the role over the annual funding cycle. For example, after an initial training period, the role may at times require whole weeks (e.g., attending a training event in Europe or travelling to meet with stakeholders domestically), while at others it could be only a few hours per week (e.g., responding to email enquiries).

The Legal and Financial NCP will likely be required to travel to Europe 1–3 times per year for training and events. The Legal and Financial NCP will at times also need to travel domestically to carry out their role, such as for networking and events.

Skills and experience

- Knowledge and experience in administration of research proposals and contracts e.g. experience negotiating or managing international research funding contracts.
- Excellent communication skills and an ability to engage with a diversity of backgrounds.
- A commitment to acting on behalf of all New Zealand researchers and organisations.
- Previous experience working with international research funding systems, particularly in Europe, would be an advantage.

NCPs must be able to legally enter the European Union, including being able to obtain any necessary visa if applicable.

Conflicts of interest

In all circumstances, NCPs must act to avoid any real or perceived conflict of interest between their NCP activities and the rest of their professional activities, and must ensure that they provide equal treatment to all participants. NCPs must be able to act independently, guided by the principles of transparency and equal access to calls under Horizon Europe, and not partial to the interests of individual stakeholders.





NCPs will be precluded from personally participating in any Horizon Europe proposals or projects when they are acting as an NCP.

