



MIRA PROJECT – WP 3 task 5

Training Seminar on writing and management of FP7 projects

*for local scientist and administrative officers
who will support the management of FP projects in their national
institution in order to favor the presence of projects leaders in the MPC*

26 -28 October 2009

CIHEAM- IAMB, Bari,

Italy

Agenda

(Updated 15/10/2009)

25 October		
Arrival of participants		
19.00 - Meeting of organizers with the trainers		
20.00 - Welcome dinner		
26 October 2009		
Day 1- FRAMEWORK FOR A SUCCESSFUL PROPOSAL		
Time	Topic	Speaker
9,00 – 9,30	Welcome address and introduction to the training Presentation of the participants	CIHEAM - IAMB CSIC
9,30 - 11,00	(session 1) Overview on FP7 (Sources of information, structure, how to participate in Fp7 - general issue on rules of participation/MPC participation in FP6/FP7 - policy issue and opened call; outline on foreign Policy of DG Research for MPCs..., role of the scientific and administrative officers, Information points and National Contact Points)	A. Pancera (EC - DG Research)
11,00- 11,15	Coffee break	
11,15- 12.15	(session 2) The funding schemes (Collaborative projects, coordination and support actions, statistics on the funding schemes) Organisation of a European Call (publication date, deadline, working documents, how to identify a pertinent call for proposal, how to read a Work Programme , how to identify a strategic topic for the Country) <i>Presentation + practical exercise on the basis of work programmes</i>	I. Amabile (TETHYS)
12,15 – 13,30	(session 3) Key website in FP7 (Presentation on Cordis website, key websites to select strategic partners) <i>Presentation + practical exercise for consortium composition between the partners</i>	
13,30- 15,00	Lunch break	
15,00 – 16,30	(session 4) Project Management (The role of the coordinator. Consortium composition. Costs reporting. Intermediary-Annual-Final Reports. Main problems to be faced. Reporting on line. The management electronic systems.)	M. Muñoz (CSIC)
16,30 – 18,00	(session 5) Interface with the EC: question time	A. PANCERA (EC-DG re search)

27 October 2009		
Day 2- WRITING AND SUBMITTING A SUCCESSFUL PROPOSAL		
Time	Topic	Speaker
9,00 – 9,20	(session 7) Important Steps for preparing a successful proposal (step by step guide to preparing a proposal)	M. Papapetrou (WIP)
9,20 – 9,40	(session 8) How proposals are evaluated (eligibility criteria; criteria of evaluation for proposals; the evaluation process, the scientific relevance, consortium management, impact..)	A. MAHFOUDI (DT-MENESFCR, Morocco)
9,40-11,15	(session 9) How to fill the Part B linked to all the scientific and technical issues (scientific proposal, scientific relevance, management and consortium - budget, impact, etc.) <i>Presentation + practical exercise</i>	M. Papapetrou (WIP); A. Scardigno (CIHEAM)
11,15 – 11,30	Coffee Break	
11,30 – 12,50	(session 10) How to fill the Part A - Administrative part (administrative issue linked to URF and LEAR) <i>Presentation + practical exercise</i>	M. Papapetrou (WIP)
12,50 – 13,30	(session 11) How to submit a project proposal electronically (EPSS for FP7) <i>Presentation + practical exercise</i>	I. Amabile (TETHYS)
13,30 – 15,00	Lunch break	
15,00 – 18,00	(session 12) How to fill form C - Financial Statement <i>Presentation + practical exercise</i>	A. Mahfoudi (DT- MENESFCR, Morocco); M. Papapetrou (WIP) S. De Santis (CIHEAM)
21.00	<i>Social Dinner</i>	

28 October 2009		
Day 3 - NEGOTIATION, MANAGING AND REPORTING		
Time	Activity	Speaker
9,00 – 9,20	<p>(Session 13) Legal and financial Rules in FP7</p> <p>(from the proposal to the final payment: general framework)</p>	<p>A. Pancera</p> <p>(EC - DG Research)</p>
9,20 – 10,00	<p>Legal and financial Rules in FP7</p> <p>(contract aspects; FP7 grant agreement; financial rules of FP7; key websites and documents on legal and financial rules)</p>	<p>I. Amabile (Tethys)</p>
10,00 – 13,30	<p style="text-align: center;">(Session 14)</p> <p style="text-align: center;"><u>PRACTICAL EXERCISES IN WORKING GROUPS:</u></p> <p style="text-align: center;">- Each tutor of the 2 groups will select 1 topic for a brief presentation and exercise</p> <p style="text-align: center;">- Each selected topic will be presented and discussed depending on the group background (scientists or administrative)</p> <p>A. How to select the scientific and/or technical aspects relevant to the topics of the Call</p> <p>(background information, relevant literature, what objectives for your proposal, which of them are general and why the rest are more practical, state of the art, what is new in your proposal, could you explain how you will reach your objectives and why they are important; how to write the potential impact of the proposal)</p> <p>B. How to write the Project Implementation</p> <p>(how to manage R&D projects; the Pert Chart, The Gantt Chart; Work Package ; Deliverables; Work breakdown per partner; Templates)</p> <p>C. Negotiation:</p> <p>a. Rules on Intellectual Property Rights (IPR) issues with some practical examples of consortium agreement;</p> <p>b. The proceeding (Evaluation Summary Report- ESR; negotiation guidelines EC-consortium; NEF application ; negotiating FP7 grant agreements; potential problems during negotiation)</p> <p>c. the consortium agreement (private law)</p>	<p style="text-align: center;">GROUP MPC scientists</p> <p>M. Rossano (CNR)</p> <p>P. Zdruli (CIHEAM)</p> <p>A. Radwan (Egypt)</p> <hr/> <p style="text-align: center;">GROUP MPC Administrative officers</p> <p>A. Mahfoudi (DT-MENESFCR, Morocco)</p> <p>S. Alfonso (MADRI+D)</p> <p>I. Amabile (Tethys)</p>
13,30-15,00	Lunch break	

<p>15,00 – 17,00</p>	<p style="text-align: center;">(Session 15) Practical Exercises in Working Groups - each tutor of the 2 groups will select 1 topic for a brief presentation and exercise - Each selected topic will be presented and discussed depending on the group background (scientists or administrative)</p> <p>A. The grant agreement (calculating the budget to work ratio, the FP7 model grant agreement, the core grant agreement, special clauses)</p> <p>B. Contractual Deadlines in FP 7 Projects (Contractual Deadlines in Framework 7 Grant Agreements; deadlines for the Periodic Reports and Claims; the Payments in Advance, Interim and Final; Deadlines for Deliverables; Deadlines for Project Reviews)</p> <p>C. The Financial Audit (The Role of the Financial Audit; the Players in the Financial Audit; the European Court of Auditors; how an Audit Operates; Common issues in Financial Audits ; How to Submit a Claim)</p>	<p>GROUP MPC scientists</p> <p>M. Rossano (CNR) P. Zdruli (CIHEAM) A. Radwan (Egypt)</p> <hr/> <p>GROUP MPC Administrative officers</p> <p>A. Mahfoudi (DT-MENESFCR, Morocco) S. Alfonso (MADRI+D) I. Amabile (Tethys)</p>
<p>17,00 – 17,30</p>	<p>Question time and open discussion</p>	
<p>17,30 - 18,00</p>	<p>PLENARY SESSION</p> <p>Conclusions</p>	<p>M. Rossano (CNR)</p>

NOTE 1 : All the lectures will be in English (translation in French could be provided upon request).

NOTE 2 : All the NCPs need also to be updated of the **S&T interest/priorities of their countries** and inform the task leader. The projects for Practical exercise during the training should be drafted according to the national priorities and the open calls.