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|  |  | **IncoNet_-EaP_logo_RGB_for_web** |  | D:\Meerovskaya\Documents\БелИСА\Logo BelISA.png |

**TRAINING ACTIVITY FOR NCP STRUCTURES IN EaP COUNTRIES**

14-15 April 2014

Bonhotel, 2 Pritytskogo str., Minsk Belarus

**AGENDA**

**DAY 1, 14 April 2014, Monday**

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| 9:00-9:30  | REGISTRATION OF PARTICIPANTS |
| 9:30-9:50  | OpeningIntroduction of IncoNet EaP Project*Ms. Olga Meerovskaya, BelISA* |
| INTRODUCTION OF HORIZON 2020 |
| 9:50-11:15 | General introduction, structure, opportunities and positioning in R&D landscape*Ms. Ulle Must, ETAg* |
| 11.15-11:45  | Coffee break |
| 11:45-13:00 | Work Programme, calls, proposal submission and evaluation *Ms. Ulle Must, ETAg* |
| 13:00-14:00  | Lunch break |
| 14:00-15:15 | Financial and legal administration* Rules for participation
* Grant Agreement
* Cost eligibility criteria and budget categories
* Funding schemes and limits
* Payment modalities

*Ms. Barbara Trammer, IPPT PAN* |
| 15:15-15:45 | Coffee break  |
| 15:45-17:00 | Financial and legal administration (continuation)* Budgeting and financial reporting
* Audits
* Role of the coordinator
* Consortium Agreement
* Key to successful implementation

*Ms. Barbara Trammer, IPPT PAN* |
| 19:00 | Networking dinner (“Kamyanitsa” Restaurant, 18 Pervomajskaya str.) |

**DAY 2, 15 April 2014, Tuesday**

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| 9:00-09:45  | Source of information, e-tools (including PIC, LEAR, F-SIGN, etc.)*Ms. Ulle MUST, ETAg* |
|  TOWARDS INNOVATION |
| 09:45-11:15 | SME instrument Transfer of technology and innovation management*Mr. Nuno Goncalves, SPI*  |
| 11:15-11:45 | Coffee break |
| 11:45-12:15 | Links and synergies with COSME ProgrammeHorizon 2020 NCPs and EEN cooperation*Mr. Andrzej Galik, IPPT PAN* |
|  TASKS OF NCPs - SHARING BEST PRACTICES |
| 12:15-13:30 | How to find partners and prepare competitive proposal*Ms. Ulle Must, ETAg* |
| 13:30-14:30 | The NCP structures and role of NCPs in Horizon 2020*Mr. Andrzej Galik, IPPT PAN*Experience of Polish NCP organization*Mr. Andrzej Galik, IPPT PAN*Experience of Estonian NCP organization*Ms. Ulle Must, ETAg* |
| 14:30 Lunch |  |
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