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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 | Opening  Introduction 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 Programme  Horizon 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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