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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

**DRAFT AGENDA**

**13 April 2014, Sunday**

19.00 “Get together” – Ice breaking drink (Bonhotel restaurant, details TBC)

**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, IPPT PAN |
| INTRODUCTION OF HORIZON 2020 |
| 9:50-11:15 | General introduction, structure, opportunities and positioning in R&D landscape*Ulle Must, ETAg* |
| 11.15-11:45  | Coffee break |
| 11:45-13:00 | Work Programme, calls, proposal submission and evaluation *Ulle Must, ETAg* |
| 13:00-14:00  | Lunch break |
| 14:00-15:15 | FINANCIAL ADMINISTRATION:* Eligible/Ineligible/Indirect Costs
* Funding Schemes
* Payment Modalities
* Reporting
* Audit Issues

*Barbara Trammer, IPPT PAN* |
| 15:15-15:45 | Coffee break  |
| 15:45-17:00 | LEGAL ASPECTS:* Contractualization of a project
* Role of the coordinator
* Consortium Agreement
* Keys for Successful Implementation

*Andrzej Galik, IPPT PAN* |
| 19:00 | Networking dinner (venue TBC) |

**DAY 2, 15 March 2014, Tuesday**

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| 9:00-10:00  | Source of information, e-tools (including PIC, LEAR, F-SIGN, etc.)*Andrzej Galik, IPPT PAN* |
|  TOWARDS INNOVATION |
| 10:00-11:30 | SME instrument*Nuno Goncalves, SPI*  |
| Transfer of technology and innovation management*Nuno Goncalves, SPI*  |
| 11:30-12:00 | Coffee break |
| 12:00-12:15 | Links and synergies with COSME Programme*Ulle Must, ETAg* |
| 12:15-12:30 | Horizon 2020 NCPs and EEN cooperation*Andrzej Galik, IPPT PAN* |
|  TASKS OF NCPs - SHARING BEST PRACTICES |
| 12:30-13:45 | How to find partners and prepare competitive proposal*Ulle Must, ETAg* |
| 13:45-14:30 | The NCP structures and role of NCP-s in Horizon 2020*IPPT PAN, Poland*Experience of Polish NCP organization*IPPT PAN, Poland*Experience of Estonian NCP organization*Ulle Must, ETAg* |
| 14:30 Lunch |  |

Local organizers (BelISA):

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