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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 | Opening  Introduction 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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