



**TRAINING ACTIVITY FOR NCP STRUCTURES IN EaP  
COUNTRIES**  
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# **NCP structures and role of NCP's in Horizon 2020**

Presented by:  
*Andrzej J. Galik, IPPT-PAN*

Based on documents/materials of the European Commission

## General purpose of NCPs

- The network of NCPs is the **main structure** to provide guidance, practical information and assistance on all aspects of participation in Horizon 2020.
- NCPs are **important partners** of the Commission in the implementation of Horizon 2020
- NCPs are **national structures** established and financed by governments of the 28 EU MS and the AC.
- **NCPs are also established in many non-EU and non-associated countries**, in line with the common structure.
- The NCP systems and type and level of services **may differ** from country to country (from highly centralised to decentralised networks). NCPs give personalised support on the spot and in applicants' own languages.

# Roles within the NCP system

## **Commission**

Services and contact persons for NCPs.

## **National authority:**

Relevant government department responsible for the H2020 NCP system.

## **Transnational networks of NCPs**

Supported by the Commission.

## **National NCP coordinator:**

NCP in charge of coordinating the national system and the main interlocutor with the EC.

## **National Contact Point (NCP):**

Individual officially nominated by the national authority to perform one or more of the NCP functions.

## **Host organisation:**

Legal entity (ministry, agency, research body, company etc.) to which an NCP is affiliated.

# HORIZONT 2020 Structure



Europe 2020 priorities

International cooperation

European Research Area

Shared objectives and principles

**Tackling Societal Challenges**

- Health, demographic change and wellbeing
- Food security, sustainable agriculture and the bio-based economy
- Secure, clean and efficient energy
- Smart, green and integrated transport
- Climate action, resource efficiency and raw materials
- Inclusive, innovative and reflective societies
- Secure Societies

**Creating Industrial Leadership and Competitive Frameworks**

- Leadership in enabling and industrial technologies
  - ICT
  - Nanotech., Materials, Manuf. and Processing
  - Biotechnology
  - Space
- Access to risk finance
- Innovation in SMEs

**Excellence in the Science Base**

- Frontier research (ERC)
- Future and Emerging Technologies (FET)
- Skills and career development (Marie Curie)
- Research infrastructures

Science with and for Society

Spreading excellence and widening participation .

EIT  
JRC

Simplified access

Common rules, toolkit of funding schemes

Dissemination & knowledge transfer

# NCP Structure (1)

1. National NCP Coordinator
2. Legal and Financial aspects
3. SMEs (*in liaison with Enterprise Europe Network*)
4. Access to Finance
5. European Research Council
6. Future and Emerging Technologies
7. Marie Skłodowska-Curie actions on skills, training and career development
8. European Research Infrastructures
9. Information and Communication Technologies
10. Nanotechnologies, advanced materials and advanced manufacturing and processing
11. Space

## NCP Structure (2)

12. Health, demographic change and wellbeing
13. Food security, sustainable agriculture, marine and maritime research and the bio-economy; & Biotechnology
14. Secure, clean and efficient energy
15. Smart, green and integrated transport
16. Climate action, resource efficiency and raw materials
17. Inclusive, innovative and reflective societies
18. Security
19. Euratom
20. Joint Research Centre
21. Spreading excellence and widening participation
22. Science with and for Society

**Document provides a common reference  
for all participating countries**

**Minimum standards and Guiding principles  
for setting up systems of  
National Contact Points  
(NCP systems)  
under Horizon 2020**

## Mission

*Highly professional support services operating nationally will form an essential component of Horizon 2020 implementation. By spreading awareness, giving specialist advice, and providing on-the-ground guidance, they will ensure that the new programme becomes known and readily accessible to all potential applicants, irrespective of sector or discipline.*



## National NCP systems (1)

- a) **Established, operated and financed under the responsibility of the countries**, acknowledging different national circumstances.
- b) The national authority will alone be **responsible for nominating NCPs**, in line with the common structure.
- c) **National NCP Coordinator** will collaborate with the national authority in the operational management of NCP system and with the EC coordinating services.
- d) Each national authority will ensure that measures are in place for the **smooth operation of the NCP system**.
- e) Robust rules for ensuring **confidentiality and for avoiding conflicts of interest** should be established, in accordance with national law.

## National NCP systems (2)

- f) Cooperation with the **Enterprise Europe Network** will be set up in each country (including provisions for a **one-stop-shop service for SMEs**)
- g) A **Horizon 2020 web portal** will be established in every country - with essential references and clear links to all the relevant national support services - a **single point of entry** for all participants, including SMEs.
- h) The Commission will facilitate the organisation and operation of the NCP network in **compliance** with the minimum standards and guiding principles.
- i) **Third countries are also invited to nominate NCPs, in line with the common structure.**

## NCPs (1)

- a) Work guided by the principles of **transparency and equal access to calls** under H2020.
- b) Supported within their host organisations or by their national authorities in terms of staff and equipment.
- c) The NCP service should be accessible **by e-mail and phone during working hours**, with appropriate back-up arrangements in the case of absences.
- d) Every NCP should be **fully conversant** with the objectives, principles and content of that programme part for which they are the nominated specialist.

## NCPs (2)

- e) Should be knowledgeable about **all aspects of H2020** (signposting in line with the principle of **'no wrong door'**).
- f) Should at least be aware of opportunities provided by related programmes (e.g. **COSME, ESIF**) and be familiar with the sources of advice in the country (e.g. Managing Authorities).
- g) All NCPs will establish mutually supporting relationships with the **EEN** in their country.
- h) Should be **good communicators**, adapt methods as necessary, taking into account the diversity of actors (eg. academia, industry/SMEs, public authorities etc).

## NCPs (3)

i) NCPs should be ready to participate actively in **transnational networks**. They may act as trainers or as trainees as appropriate.

j) In accordance with national law, systems should be in place to ensure that **confidential information** that comes into the possession of NCPs is treated accordingly.

k) NCPs must be **free from conflicts of interest** between their NCPs activities and the rest of their professional activities.

l) NCPs **will not be appointed as proposal evaluators** in H2020

## Nomination and recognition process

- The names and contact details should be sent officially on behalf of the relevant national authorities to the Director-General of DG R&I
- Any subsequent changes should be communicated in the same way (simple changes of contact details can be just sent to the EC coordinating service).
- The EC will publish the nominated NCPs on its online NCP database.
- If it becomes apparent that an NCP/group of NCPs, is failing to comply with the minimum standards, the EC services will raise the matter with the national NCP coordinator, or with the national authority, as appropriate.

## **Core functions of an NCP**

- Informing, awareness raising**
- Assisting, advising and training**
- Signposting and cooperation**

# Informing, awareness raising (1)

- Circulate **general and specific documentation** on the H2020, including on RfP, submission of proposals, and on project budgeting and reporting
- Organise **information and promotional activities** – in liaison with the Commission services when appropriate (e.g. infodays, seminars, conferences, newsletters, web sites, fairs, etc. )
- Provide information on other European RTD-programmes in the field of R&I such as **COSME, Eureka, COST, R&D related parts of ESIF** and establish working links with the respective specialist support services.



## Informing, awareness raising (2)

### - Raise awareness of:

- > the **innovation activities** in H2020, including the objective of enhanced participation of **industry/SMEs**.
- > Further funding opportunities offered through **Art. 185 and 187** initiatives and **EIT KICs**.
- > the **interdisciplinary nature** of H2020, especially with regard to the societal challenges
- > the objectives to increase the **participation of women** in the H2020, and of strengthening the **link between science and civil society**.
- > the activities of the **Joint Research Centre**, the in-house science service of the Commission.

# Assisting, advising and training (1)

- Assist researchers and organisations, in particular new actors and SMEs, with a view to **increasing their participation in H2020**.
- Assist in **partner search activities** notably by using internet based tools, co-operation networks, EEN partnership services for SMEs etc.
- Advise on **administrative procedures, rules and issues** (e.g. role and responsibilities of participants in a consortium, costs, rights and obligations, ethical rules etc.)
- in liaison with the specialist **Legal and Financial NCPs**.

## Assisting, advising and training (2)

- Advise participants, in particular smaller organisations and SMEs, on the setting up of appropriate management and legal structures in **collaborative projects**.
- Explain the scope and the modalities of **funding schemes** to be used in H2020.
- Organise courses/trainings on H2020 for **intermediaries and multipliers** to ensure high quality of advice.
- Where appropriate, organise courses and training seminars for **specific target groups** (SMEs, universities, business organisations, women in science etc.) or on **specific topics** (legal aspects, RfP, areas covered by several specific challenges, financial rules etc.).

# Cooperation between NCPs and EC services (1)

## The Commission will:

- Provide **general and specialist information** on H2020 related to the mandate of the NCPs.
- Convene **meetings of the national NCP coordinators** to discuss the collaboration, share experience and to address problems.
- Invite NCPs to participate in **information and awareness** actions organised by the EC and **reimburse** their travel costs, consistent with the EC rules and policy.
- Invite NCPs to **thematic conferences and seminars** organised by directorates and when possible **reimburse** their travel costs, consistent with the EC rules and policy.

## Cooperation between NCPs and EC services (2)

### The Commission will:

- Provide information at the earliest possible time on **WPs, upcoming calls, statistics** of calls and evaluations, relevant information on funded projects etc.
- Support the **transnational networks** of NCPs aimed to foster the minimum standards and enhance the competence of NCPs where needed.
- Provide **leaflets, brochures** and other relevant information.
- Nominate **contact persons for NCPs** in the Commission services, mirroring the NCP structure.
- Establish and operate an **NCP web area** for supplying information and as a discussion forum.

## NCPs in the third countries

- Where practicable, NCPs will be **invited to participate in the activities and events** mentioned above, but will in general not receive any financial support from the EC services unless specifically agreed otherwise.
- Where practicable, and consistent with the legal framework, NCPs will **receive aggregated evaluation data, and selected data on proposals.**
- May benefit from a support given through **transnational networks of NCPs.**



# RESEARCH & INNOVATION

## Participant Portal

European Commission > Research & Innovation > Participant Portal > National Contact Points

HOME

FUNDING OPPORTUNITIES

HOW TO PARTICIPATE

EXPERTS

SUPPORT ▾

LOGIN

REGISTER

## National Contact Points

### Network of National Contact Points (NCPs)

The network of National Contact Points (NCPs) is the main structure to provide guidance, practical information and assistance on all aspects of participation in Horizon 2020.

What is the NCP network?

NCPs are national structures established and financed by governments of the 28 EU member states and the states associated to the framework programme. NCPs give personalised support on the spot and in applicants' own languages. The NCP systems can vary from one country to another from highly centralised to decentralised networks, and a number of very different actors, from ministries to universities, research centres and special agencies to private consulting companies.


NCPs are also established in many non-EU and non-associated countries ("third countries").

### NCP Services

As the NCPs are national structures, the type and level of services offered may differ from country to country. In general, the following basic services are available in accordance with the [NCP Guiding Principles](#) agreed by all countries:

- Guidance on choosing relevant H2020 topics and types of action
- Advice on administrative procedures and contractual issues
- Training and assistance on proposal writing

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- Guidance on choosing relevant H2020 topics and types of action
- Advice on administrative procedures and contractual issues
- Training and assistance on proposal writing
- Distribution of documentation (forms, guidelines, manuals etc.)
- Assistance in partner search

## Search for your NCP

Find the contact details of your national H2020 National Contact Point or those of your potential partner's country. You can search for NCPs in Member States, Associated Countries and third countries. You can also search for NCPs by thematic areas or functions; for instance, you can look for an NCP who is specialised in Marie Curie actions. Hover over the NCP functions to view the explanation of their specific responsibilities.

The third country NCPs listed below were nominated in the context of the Seventh Framework Programme. This list will be progressively updated for Horizon 2020, as necessary.

Search for:

Select the country

Albania  
Austria  
Belgium

All functions

Coordinator  
Legal and Financial  
SMEs

SEARCH

Sort by

Country

Contact name

Most recent

Organisation



# Horizontal activities supporting international cooperation in H2020 (1)

**CSA under the 6th Societal Challenge:** Europe in a changing world: inclusive, innovative and reflective societies.

The aim is to get the best value out of the Union's cooperation with its most important international partners and to generate more impact by enhancing and focusing activities, by:

- stimulating research actors towards increased cooperation through H2020 and through the partner's funding programmes,
- supporting the identification and implementation of targeted international cooperation activities,
- contributing to eliminating remaining obstacles to cooperation.

# Horizontal activities supporting international cooperation in H2020 (2)

The Topics **INT 1** and **INT 2** of the WP 2014/2015

Total budget: **18,7 million euro**

*Bilateral cooperation with:*

- Russia and China (29/04/2014)
- Australia, USA, Brazil, South Africa, Ukraine (20/01/2015)

*Biregional cooperation with:*

- Black Sea, Middle East, Africa (29/04/2014)
- Southern Mediterranean Neighbourhood, Eastern Partnership (20/01/2015)

# **NCPs are the main channels that can be used in the search for partners**

## **Thematic NCP for Environment:**

**ENV-NCP-TOGETHER - Partner Search**

<http://www.env-ncp-together.eu/>

## **Thematic NCP network for Health:**

**Health-NCP-NET - <http://www.healthncpnet.eu/>**

**Fit for Health - Partner Search - <http://www.fitforhealth.eu/>**

## **Thematic NCP for Energy:**

**C- Energy Plus - Partner Search**

<http://www.c-energyplus.eu/>

## **Thematic NCP for ICT:**

**Ideal-IST 2014 - Partner Search**

<http://www.ideal-ist.eu/>

# Basic documents and electronic tools for NCPs

- **Minimum standards and guiding principles:**

[http://ec.europa.eu/research/participants/data/support/20131125\\_NCP%20Minimum%20standards.pdf](http://ec.europa.eu/research/participants/data/support/20131125_NCP%20Minimum%20standards.pdf)

- **Participant Portal:**

[www.ec.europa.eu/research/participants/portal/](http://www.ec.europa.eu/research/participants/portal/)

- **CORDIS:**

[www.cordis.europa.eu](http://www.cordis.europa.eu)

- **INCO-Wiki:**

[www.ncp-incontact.eu](http://www.ncp-incontact.eu)



**Thank you very much for your  
attention!**

**More information:**

<http://ec.europa.eu/programmes/horizon2020/>