

SEVENTH FRAMEWORK PROGRAMME PROJECT MANAGEMENT IN PRACTICE

FP7 GRANT AGREEMENT NEGOTIATIONS - FP6/FP7 PROJECT MANAGEMENT -
COST STATEMENTS - REPORTING - AUDITS - NEW FP7 FINANCIAL FRAMEWORK

BUDAPEST



Getting your
project funded
is only the
beginning...

E-learning: 1-15 June
Seminar: 18-19 June
2007

ABOUT THE PROGRAMME

Each year thousands of European project managers and researchers realise the hard way that winning a project is just the beginning. This new training by Europa Media will introduce hands-on approaches for the management of your existing FP6 projects and will highlight the changes in the financial and contractual framework for FP7.

You will work in small groups with your fellow participants from over a dozen European countries, simulating FP7 project management in practice and sharing experiences for 2 days. You will learn how to:

- » act during the forthcoming FP7 Grant Agreement negotiations successfully avoiding any unnecessary reduction in your budget or a sudden increase in your workload
- » protect your background IPR in a proper Consortium Agreement that also defines the rules for exploitation of your foreground IPR together with your roles and responsibilities in the project
- » set up a simple but robust project management system that will keep record of your time and money spent on the project in a way that reporting will be easy
- » manoeuvre within the new FP7 contractual framework in terms of costs and performance whilst compensating your staff and dealing with tax and VAT implications at the same time
- » put together your cost statements that comply with your national and FP6/FP7 accounting rules
- » take maximum advantage of all the secondary benefits your project has to offer...

2-week E-LEARNING (before the workshop)

The goal of the e-learning is to prepare you for the Workshop so that we can focus on practice while you are here. You will also get to know all the other participants well in advance! With Europe's only full-featured e-learning solution we are ready to bring comprehensive knowledge on **FP7 project management** right to your desktop.

e-LEARNING MODULES

European Union funding 2007-2013

FP7 Basics Understand the policy backdrop of FP7. Explanation of all the new terms and expressions used in FP7, and differences in management issues. Explained using clear and practical examples

Grant Agreement negotiation The new EC Grant Agreement, the Consortium Agreement and the new legal framework.

Project Management Coordination, reporting obligations, responsibilities, IPR. Time and cost-keeping systems, examples, best practices

Financial issues related to FP7 projects The new financial rules and forms. Budget preparation for your FP7 project proposal - financial management of running projects.

Reporting and monitoring Accounting system, Activity reports, Management reports, EC audits, Dissemination

WORKSHOP THEMATICS

Day 1 - upgrading your system to FP7

- » Negotiating an FP7 Grant Agreement - the process, the tricks, typical mistakes. Successful and unsuccessful negotiations. What went wrong?
- » Rules for the Grant Agreement - do you really know the Belgian law?
- » Consortium agreement - how to protect your interest, how to protect your Intellectual Property Rights? Examples. FP6/FP7 comparison.
- » Getting started - advance payment, bank guarantees. How to get things right from the beginning? The kick-off meeting: typical mistakes.
- » Keeping your records - efficient project management systems in practice. Non-eligible costs.
- » Understanding the new financial rules in FP7.



Day 2 - lessons learnt from FP6

- » Coordinating a project - how to deal with the difficulties. Any problematic partners? Methods and means of keeping the project on track. The Coordinator's responsibilities.
- » Managing your participation - how to work with the others, your relationship with the Coordinator. The Contractor's responsibilities.
- » Reporting - Milestones and Deliverables. Critical path. New processes in FP7 reporting.
- » Project closure and monitoring - getting prepared for EC audits. Examples: projects that suffered heavy losses during audits.
- » Getting the maximum out of your FP6/FP7 project - direct and indirect benefits.

ABOUT THE VENUE & ORGANISERS



FP7 PROJECT MANAGEMENT

BUDAPEST

Benefits

Course Certificate: upon completion of the electronic examination, participants will receive a certificate to verify accomplishment of the course and comprehension of the material.

A free copy of Handbook on EU Funds 2007-2013 is available exclusively for Europa Media training participants. The handbook contains 323 pages of detailed information about new EU funding opportunities, and it is a practical guide for both new and experienced proposers.

Application is easy

Fax a completed registration form attached to:
+36 1 436 9038

E-mail all info indicated on the application form to:
info@europamedia.org
Fill in the on-line application form at:

www.eustrainingsite.com

BUDAPEST

The capital city of Hungary, Budapest, is the meeting point of North and South, East and West. The inter-crossing cultures blend into a unique synthesis, while remaining characteristically Hungarian.

Budapest possesses a rich and fascinating history as well as a vibrant cultural heritage. Recognizing the unique value of its traditions, it has managed to maintain its magic and charm, and is rightly known as the Queen of the Danube. It has also been called the City of Spas, as there are dozens of thermal bath complexes served by over one hundred natural thermal springs.

More information: www.budapestinfo.hu



CITY TOUR AND COMMON DINNER

Europa Media organized a 3.5-hour bus city tour in Budapest at your convenience.

During the 3,5-hour city tour we cover the most remarkable and historical sights of Pest and Buda. The tour is going to end with a common dinner in a restaurant in the city centre. This meal is optional and is a great opportunity to network with new colleagues.

Europa Media PSC

Europa Media is Europe's leading provider of training programmes and courses on EC project design and implementation. Training programmes have been organised on three continents with over 5000 participants from 38 countries.

www.europamedia.org

Geonardo Ltd.

GEONARDO Ltd. is a high-tech consulting firm specialized in business consulting. Over the past few years, the company has participated successfully in a variety of European Union funded projects, laying the foundation for combining various types of project finance mechanisms, such as domestic and European grants, venture capital and bank loans.

VENUE

Hotel Mercure Budapest Buda is well-situated in the heart of Buda, opposite a beautiful park and facing the city's Castle District - a UNESCO World Heritage site. Guest accommodation consists of 399 rooms, each equipped with air-conditioning, bathtub, safe deposit box, mini-bar, colour TV with pay-per-view channels, radio and high speed transmission line for Internet usage.

<http://www.accorhotels.com>



TRAINING FEE

SPECIAL EARLY BIRD REGISTRATION: 990 EUR + VAT
for applications before 15 May 2007

Standard fee: 1490 EUR + VAT

Rates include buffet lunches, coffee breaks on the 2 days and the official training material but do not include accommodation.

A **preferential rate** has been negotiated for training delegates who can stay at Hotel Mercure Buda from **100 EUR/room/night** including all taxes & buffet breakfast. *Delegates wishing to take advantage of the rates offered will be provided with further information upon returning the application form to Europa Media.*

Optional programme: Budapest city tour by bus and a common dinner: 49 EUR + VAT

The organisers of the course have an outstanding track record of initiating, managing and implementing European projects. Senior project managers of GEONARDO Ltd. and Europa Media PSC will act as trainers during the Academy and will be supported by invited international professionals.

The professional competence and experience of the Geonardo team regarding EU project development is truly exceptional in Central-Eastern Europe.

Training courses presented by the experts of the company have attracted thousands of participants from all over Europe.

www.geonardo.com

In the spotlight

- » Contract negotiations
- » Project co-financing
- » The Consortium Agreement
- » Project reporting
- » Protecting IPR
- » Cost Statements
- » Audits by the Commission
- » Crisis management
- » Preparing Cost Statements
- » Worst-case scenarios
- » Typical mistakes

SELECTED LIST OF PROJECT REFERENCES

PROJECTS CO-ORDINATED BY GEONARDO

The aim of the **SME ENVIRONMENT** FP6 project is to support the participation of the small- and medium sized companies by means of advanced e-learning technologies from the accession countries in the Sixth Framework Programme. GEONARDO is the Co-ordinator of the project. EC support of the project is EUR 300 thousand. Ref: FP6- 003925. www.sme-environment.org

The **RESBOAT** FP6 project supports the thematic promotion and dissemination of project results related to renewable energy resources (RES) and to demonstrate the feasibility of new energy technologies. The series of events will be held on the "RES BOAT". This FP6 project is co-ordinated by GEONARDO and has 100% EC contribution of 290.000 EUR. Ref: FP6-2006-038668

Oré Mining and Environmental Technology Information Network (**OMENTIN**) In the aftermath of the devastating cyanide spill in the Tisza River, GEONARDO launched an FP5 project (under the Fifth Framework Programme) with Hungarian, Romanian, American, Swedish, and Austrian participation under its supervision. The support is EUR 300 000. Ref. EU/HRP-CT-2001-00002. www.omentin.org

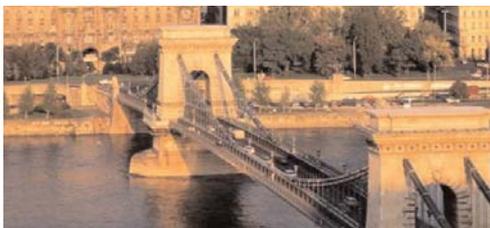
The **GEOTHERMAL POWER** project, co-ordinated by GEONARDO, is funded by the European Union's ALTENER Programme. A new feasibility study concept was developed on building geothermal mini-power generating plants. Its total cost is EUR 0.8 Million. Ref. EU/AL-2002-045. www.geothermalpower.net

Co-ordinated by GEONARDO the **BIOFUEL MARKETPLACE** project will create a web-based biofuel marketplace in order to provide a forum where Europe's biofuel stakeholders can promote their technologies, ex-change ideas, sell and buy biofuel products and disseminate results. Ref. EIE-05-022. www.biofuelmarketplace.com

ADDITIONAL GEONARDO PROJECT REFERENCES

The aim of the FP6 **ECO-PCCM** project is to introduce a new class of eco-friendly and cost-effective polymer composite construction material. The project combines European and Balkan scientific and engineering expertise. GEONARDO Ltd. represents Hungary in this project. Ref. FP6-2005-PL 509185

The primary goal of the FP6 **E-CONSULTING** project is to establish an EU consulting service through the Internet, preparing companies of the ten New Member States and the Candidate Countries for participation in projects financed by the European Union. GEONARDO is the partner in this project. Ref: FP6-2003-ACSSA-GENERAL-510555. www.sme-consulting.net



The objective of the FP5 **AQUAREC** project - supported by FP5 - is to provide knowledge for a rational wastewater reuse strategy in Europe as a major component of sustainable water management practices. GEONARDO is a member of the consortium. Ref. EVK1-CT-2002-00130. www.aquarec.org

The **TRAINASA** project - funded by FP6 - aims to increase the low participation of young Albanian researchers in the Framework Programmes by providing them with comprehensive training courses and traineeship programmes on developing and managing international projects. Budget and EC support: 136.000 EUR. Ref: FP6-2006-043848

The overall aim of the FP6 **Concerto AL PIANO** project is to provide experts, members of the relevant public authorities (Alessandria, Italy) and citizens with a "sustainable city" example. Geonardo is the partner responsible for the dissemination of project results in Central-Eastern Europe. Ref. FP-2006-038569

The objective of the FP6 **ASTECH** project is to support industrial manufacturers and engineering companies of heating and cooling systems in their development, by introducing more renewable energy sources in their technology. GEONARDO Ltd. is a member of the consortium. Ref. FP6-2006-19892

LECTURERS



The training will be moderated by Mr. Balázs Bodó, CEO of Geonardo Ltd., who has personally developed, managed and co-ordinated dozens of projects under the predecessors of FP7 and CIP. He is an evaluator and as such has evaluated numerous project proposals under FP6 and e-TEN. As a lecturer he has been training participants for over five years in the methodologies of project development, evaluation, management, negotiation, and implementation. The key to his success is he bases his trainings 100% on real life experiences, drawing from the dozens of projects he has personally managed, ranging in topics as diverse as health, IT, environment and the social sciences.

Mr. Gábor Kitley is the co-founder and managing director of Europa Media. He has managed a number of projects under FP6, LIFE and Leonardo programmes. His project expertise is in the financial aspect of the project life-cycle. His lectures have helped participants with project reporting, auditing, budget preparation, and other aspects regarding the financials and technicalities of a project. Mr. Kitley graduated from the Faculty of Sciences at Eötvös Loránd University, Budapest, as a geologist. He earned his second master degree in Environmental Law at the same institution.



Speakers of the training will also include former FP6 project officers who will moderate an interactive workshop on FP7 Grant Agreement negotiation and project management. The new financial framework will be introduced by internationally recognised experts.

Please read more about the details at www.eutrainingsite.com

DISCLAIMER

Europa Media is not linked or related to the European Commission or to any European governments in any respect. The EU CENTER website is maintained and managed by Europa Media. It is an independent forum, intended primarily for those proposing projects. The name "EU Center" refers to the portal's aim to unite and classify all information related to EC programmes through a single portal. These services are not supported by the EC or by any public funds and the portal cannot by any means be considered as an "official" initiative of the EU. The official website of the EU can be reached through the Europa Server at www.europa.eu.int. Europa Media does not resell or otherwise commercially exploit freely available public information and they do not imply that this information is restricted or that it is only accessible through the EU Center.org website or its trainings.

All interested parties are strongly advised to consult the official website of the EC at www.europa.eu.int, the websites of ministries, various helpdesks, Information Relay Centres (IRCs), Euro Info Centres (EICs), Business Innovation Centres (BICs) and/or other official networks, supporting organisations or EC representations (e.g. EU Delegations in countries outside the EU) before taking advantage of services delivered by commercial providers.

The information provided at our training courses is intended for information purposes only. Under no circumstances shall Europa Media or any of their employees, partners or agents be held liable for any direct, incidental, indirect, special, consequential or other damages including, without limitation, lost revenues or lost profits, arising from or in connection with the use of the information provided in the training materials or during the training courses. No advice or information given by the trainers, employees, invited lecturers shall create any warranty or liability including, without limitation, the accuracy, completeness, or reliability of content of the training courses.

Cancellation policy, money back guarantee

Should you be unable to attend, a substitute delegate is always welcome. Alternatively, provided you notify us in e-mail or fax prior to the session Europa Media will forward you the refund consisting the registration fee, minus certain % of service charge as follows:

- Over 30 days before starting date - 15% of the amount
- 29 to 15 days before starting date - 50 % of the amount
- 14 to 8 days before starting date - 75 % of the amount

Regrettably, no refunds will be made if less than 8 days notice of cancellation is given.

Each transfer of registration to other course dates filed one month prior to beginning of the course will be charged an extra 15 % for administrative costs. No additional charge for substitute participants will be added.

Europa Media PSC reserves the right to cancel the course up to 2 weeks before the starting date of the session. Europa Media accepts no responsibility for costs incurred in relation with the course (travel, hotel, etc.) for the participants.

You agree that any claim, action, or proceeding arising out of the use of our services shall take place in Hungary, be governed in accordance with the laws of Hungary and you agree to fully submit to the jurisdiction of the city Court of Budapest.

How to apply?

- To be registered participants of the seminar, applicants first shall fill in the application form and send it back to the given fax number! (+36 1 436 9038)
 - Applicants will receive a confirmation letter of the reception of the application form via e-mail, in which EUcenter Team will inform them that the invoice is being prepared and sent (via fax, e-mail and regular registered mail) to the indicated address. All accounting details will be indicated on the invoice.
 - In order to take part in the international training course, applicants shall effect advanced payment at least 10 working days prior to the event. Please, do not forget to indicate the number of your invoice and the name of the applicant on the bank transfer order!
 - The official confirmation of your registration will be provided to participants via fax and/or e-mail once the transferred registration fee appears on the account of the organisation or EUcenter receives the confirmation of bank money order. (A copy of the bank money order as confirmation is accepted only from governmental bodies, public authorities or universities.)
- Please note that if EUcenter does not receive the necessary confirmations 10 working days prior to the course, participant is requested to pay the course fee in cash on the day of the event.
- Upon the official confirmation of application, participants will receive a detailed thematic program and other useful information.

How to pay the registration fee? - Payment policy

Options:

- Bank money transfer to Europa Media's account
- Cheque payable to Europa Media (in EUR)

Participants are requested to pay the registration fee after they received the invoice issued on their names. The invoice will include all information (account number, SWIFT number, etc.), which is necessary for bank money transfer. The confirmation of the bank money transfer shall be sent to Europa Media either via e-mail (info@europamedia.hu), or fax (+36 1 436 9038).

Conditions of participation

Participants are allowed to take part in the course if they can present their official confirmation letter - sent by Europa Media - on the venue. The official confirmation letter is provided to delegates after their payments are made.

FP7 PROJECT MANAGEMENT

E-LEARNING: 1-15 JUNE 2007 SEMINAR: 18-19 JUNE 2007
HOTEL MERCURE BUDA, BUDAPEST

APPLICATION FORM

Please use block capitals.

Title (Mr., Ms.)

Surname

First name

Name of Institution

Field of activity of Institution or Company.....

Account Address:

City:..... Postcode:..... Country:

Other details required (VAT No, etc.):

Postal Address (if different from above).....

City:..... Postcode:..... Country:

E-mail

Telephone

Fax

Other comments (extra nights, vegetarian).....

- STANDARD FEE: 1490 EUR+ VAT (20%)
- EARLY BIRD REGISTRATION:** 990 EUR + VAT(20%) - for applications before 15 May 2007
- Optional programme: Budapest city tour by bus and a common dinner: 49 EUR + VAT
- Accommodation required in Hotel Mercure Buda

Rates include buffet lunches, coffee breaks on the 2 days and the official training material but do not include accommodation.

A **preferential rate** has been negotiated for training delegates who can stay at Hotel Mercure Buda from **100 EUR/room/night** including all taxes & buffet breakfast. *Delegates wishing to take advantage of the rates offered will be provided with further information upon returning the application form to Europa Media.*

I have carefully read the terms and conditions mentioned in the Disclaimer and by sending this registration form to Europa Media hereby agree to be bound by the terms and conditions outlined therein.

Please fill in and forward the application form to our fax number: +36 1 436 9038

Upon registration applicants will receive a confirmation letter via e-mail. This letter will inform them that an invoice is being prepared and will be sent to the indicated address by regular mail. All accounting details will be provided on the invoice. Cancellation Policy: Should you be unable to attend, a substitute delegate is always welcome. Alternatively, should you need to cancel, we will refund the registration fee less a 15% service charge provided you notify us by e-mail or fax at least 15 business days prior to the seminar. Regrettably, no refunds will be made if cancellation notice of less than 15 business days is given.

Detailed thematics and additional information will be sent upon the receipt of the payment.