



INCONTACT – *one world*

Quick Overview

INCONTACT Short Description

INCONTACT-one world proposal, is building up the work performed during INCONTACT and has been developed to facilitate greater transnational cooperation among INCO NCPs with the ultimate goal of improving the overall quality of NCP services. Within the framework of this closer cooperation, INCO NCPs will work together to effect a substantial improvement in the overall quality of NCP services in the field of International Cooperation. The positive effect of these efforts will not be limited to the NCP network alone. The international research community will ultimately benefit from the heightened level of service offered by the network. Individual researchers will profit from higher quality services and information, and the establishment of a more consistent level of NCP services across Europe will contribute to greater transparency of the research funding for ICPC participants.

The content of the work in **INCONTACT-one world** is structured in such a way to cover the 2 main objectives of the project, and is built around three technical work packages supplemented by a fourth work package dedicated to network coordination. All work packages will work closely together to achieve the objectives of INCONTACT. HF is coordinating the whole project and 3 experienced European NCPs (DLR, VINNOVA, APRE) are leading the technical work packages.

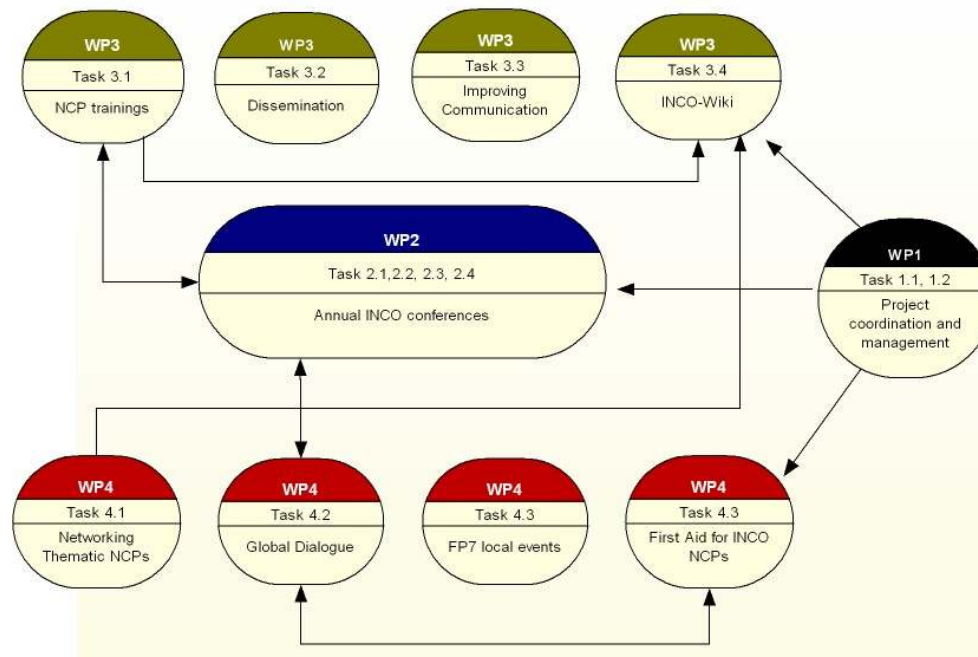
It is underlined that **INCONTACT-one world** is aiming to serve all the INCO NCP network and all are encouraged to participate in all the project activities, meetings and discussions. Almost half of the project budget will be utilised for ensuring the participation of non-partners to project activities.

- » **Work package 1** is dedicated to project coordination activities. This includes the organisation and execution of the network meetings as well as the final quality control of all deliverables in the project. Considering that several partners contribute to only specific project tasks, a light and efficient management structure is required. Based upon the successful coordination of the first INCONTACT project, HF will carry out the administrative, financial, legal and scientific coordination of the INCONTACT project and will ensure that all project partners fulfil their joint responsibilities and obligations.
- » **Work package 2** is aiming to practically and effectively improve communication of INCO NCPs through the organisation of 4 Annual INCO NCP meetings, while several parallel events will be organised like NCP trainings, discussions on scientific policies and open info days. The travel costs of all INCO NCPs/NIPs will be reimbursed.
- » **Work package 3** aims to increase the INCO NCPs/NIPs effectiveness by identifying, adopting and further exploiting techniques and working practices that contribute to enhanced performance with regards to quality of service provision. Main activities in WP3, are the organisation of training workshops (task 3.1), the further development of the INCO-Wiki (task 3.4), and also the identification and use of suitable communication tools (task 3.3). Part of this WP is also the project results dissemination and a focused publicity campaign (task 3.2).

» **Work package 4** focusing on increasing networking. The objectives of this work package is to support efficient networking with Thematic NCPs (task 4.1), to initiate a global dialogue on research policy and problems related to FP7 and the ERA (task 4.2), and to increase regional awareness on FP7 through the organisation of local workshops (task 4.3). Finally, assistance will be provided (task 4.4) to any news INCO NCPs created through task 4.2.

Most of the tasks are quite independent and straightforward, however in some cases there is an interaction between tasks and work packages as shown below in the PERT diagram:

INCONTACT-one world (PERT diagram)



List of Deliverables						
Del. no.	Deliverable name	WP no.	Lead beneficiary	Nature	Dissemination level	Delivery date (project month)
1.1	Periodic reports and final Report	1	HF	R	PP	18,36,48
1.2	Annual INCONTACT meetings	1	HF	O	PP	12,24,36,48
1.3	Task's Risk Management Plans	1	HF	R	PP	3
2.1	4 annual INCO conferences in cooperation with DG Research	2	HF, DST, DLR, IRD	O	PU	12,24,36,48
2.2	Report on the 1 st annual conference and assessment	2	HF	R	PP	14
3.1.1	4 annual trainings	3	APRE	O	PU	12,24,36,48
3.1.2	Short evaluation summary report for the each training	3	APRE	R	PP	M12, M24, M36, M48
3.2.1	Presentation of project results to the stakeholders via 8 E-newsletters	3	HF	O	PU	6, 12 ,18, 24, 30, 36, 42, 48
3.3.1	Testing and Reporting on available communication tools	3	HF	R	PU	12
3.4.1	Presentation of the INCO-Wiki during the 4 annual INCO-conferences	3	DLR	O	PU	12,24,36,48
3.4.2	Report on 4 annual INCO-conferences and trainings on the Wiki	3	DLR	O	PU	12,24,36,48
3.4.3	Promotion of the INCO-Wiki, attract new user groups via 4 electronic news alerts	3	DLR	O	PU	1, 12,24,36
3.4.4	Completion of articles, Updating of the INCO-Wiki (including information on SICA-calls)	3	DLR	O	PU	12,24,36,48

3.4.5	Annual INCO-wiki usability statistics	3	DLR	R	PP	12,24,36,48
4.1.1	Establishing a network of Observers covering all the horizontal/thematic activities	4	Archimedes	O	PU	6
4.1.2	Analysis of INCO relevant documents from other FP7 Work Programmes	4	Archimedes	O	PU	12,24,36,48
4.1.3	Short report of the information disseminated by the Observers to the INCO NCP/NIPs and to the Thematic/Horizontal NCPs	4	Archimedes	R	PU	12,24,36,48
4.1.4	Partner search form	4	Archimedes	O	PU	6
4.1.5	Analysis of partner search results	4	Archimedes	O	PU	12,24,36,48
4.2.1	Recommendations of the joint committee on the EU-third countries joint S&T actions (M18, M30, M48)	4	HSE	R	PU	18,30,48
4.3.1	Organisation of 9 local events	4	Vinnova	O	PU	12,24,36,48
4.3.2	Planning of local infodays (M4)	4	HF	R	PU	4
4.4.1	Report on the provision of assistance to 3 INCO NCPs	4	HF	R	PU	24,48

Detailed Work description

WORK PACKAGE 2						
Work package number	2	Start date or starting event:			Month 1	
Work package title	INCO Conferences – “Supporting Research Integration”					
Activity Type¹	COORD					
Participant id	DLR	HF	DST	IRD		
Person-months per beneficiary:	11,25	10,8	10,8	10,8		
						Total person months: 43,65

(Work Package Leader is highlighted in grey)

Objectives

Despite the plethora of various communications tools, interpersonal communication is acknowledged as a valuable indispensable tool with regards to efficient communication and for the establishment of successful collaborations. However, lack of funding and the extensive travelling costs in most cases hinder the participation of the NIPs at the INCO NCP meetings or in other events in Europe.

The objective of this work package is to improve the communication between NCPs and NIPs and to enhance cooperation between the European INCO NCPs and the NCPs/NIPs from Third countries. Moreover, an equally important aspect is to build strong communication channels between NIPs and the Commission with the aim to further foster the utilisation of the Commission’s tools for International Cooperation.

The regional conferences will:

- Build regional capacity with regards to FP7 knowledge and understanding, and improve the ability of officially appointed FP7 National Contact (NCPs) to promote FP7 participation in their countries.
- Provide a platform for networking between third country INCO NCPs and promote cooperation and coordination between different countries with regards to the promotion of FP7 participation.
- Promote networking between third country INCO NCPs and European INCO NCPs, and share experiences and identify best practices in the provision of NCP services. Furthermore, to create a platform for future cooperation with regards to FP7 participation through fostering the appropriate integration of ICPC NCPs in European NCP networks.
- Raise awareness among participating European FP7 INCO NCPs of the potential for FP7 participation from researchers from third countries, the relevant challenges that may occur, and modalities to best promote cooperation with the participating regions.
- Get to know and better understand the research opportunities, needs and challenges of a particular region thanks to INCO conferences focused on one of the regions of the EC bi-regional cooperation policy

» The organization of the 4 annual conferences require considerable resources. Thus, after the organization of the first conference in Athens, a report will be produced (including costs) and an assessment will be performed in cooperation with the Scientific Project Officer. According to the outcome of the assessment a decision will be made for the organization of the following conferences or the redistribution of the budget.

Description of Work

The main tool for achieving the objectives and thus improving the communication between the NCPs/NIPs, as well as the communication with the Commission, will be the organisation of 4 annual INCO conferences in cooperation with the Commission. INCONTACT 2 will cover the travelling costs of all the NCPs/NIPs (from EU and Third countries).

The 2-day annual conferences are planned to include a closed session hosting the annual INCO NCP meetings but will also include an open to the research community session which will include several themes related to International Cooperation. The open sessions will focus on a particular region of the world (among the regions defined by the bi-regional cooperation policy of the EC). The presentations may draw on the work accomplished in the INCO projects concerning the particular region (INCO-Net, BILAT, ACCESS4EU).

As such, the conferences may include an open session :

- “Country research profiles”: presentations of a country’s foremost research and industrial sectors (priorities, strategies, challenges, etc.).
- State of the Art research in the “focused region”: Short presentations from researchers on various scientific themes.
- Presentation of Third country research programs of the “focused region” open to EU participants.
- Proposals looking for partners: short presentations of proposers searching for third country participants.
- Presentation of European National research programs focusing on Third countries

The conferences will also include, several closed sessions for INCO NCPs / NIPs:

- the regular NCP meeting organised by the European Commission
- NCP training
- the regular annual project meeting
- the meeting of the Regions Committee (Task 4.2)

Travel costs of all INCO NCPs/NIPs (one NCP/NIP per country) will be reimbursed following specific common rules, in order to reassure the participation of the right experts and also to safeguard that the available budget will be enough for all INCO NCPs.

For the reimbursement of the travelling costs the following rules will apply:

Who is entitled to a reimbursement of expenses?

- Only officially nominated INCO NCPs/NIPs and only one NCP/NIP per country. Costs of experts replacing an official INCO NCP/NIPs will not be covered (except if there is available budget).
- Anyone responsible for accompanying a disabled person

What for Travel ?

- All experts shall be entitled to the reimbursement of their travel expenses from the place specified in their invitation to the place of the meeting. This travel must be organised on the basis of the most appropriate means of transport and trying to benefit from the

most economical travel rates.

- The services in charge of reimbursements shall have the right to carry out any checks that might be needed and to request any proof from the expert required for this purpose. They shall also have the right, where it appears to be justified, to restrict reimbursement to the rates normally applied to the usual journey from the expert's place of work or residence to the meeting place.
- As a general rule, means of transport are:
 - first-class **rail** travel for journeys **less than 400 km** (one way);
 - **economy class air** travel for distances of **more than 400 km**.
- Travel expenses shall be reimbursed on presentation of **ORIGINAL** supporting documents:
 - tickets and invoices;
 - in the case of online bookings, the printout of the electronic reservation;
 - boarding cards for the outward journey.
 - The documents supplied must show the **class of travel** used, the **time of travel** and the **amount paid**.
- Taxi fares shall not be reimbursed.

What for Daily Allowance?

- The **daily allowance** is a **flat rate depending on the internal reimbursement regulations of the organiser**.

What for Accommodation?

If the invited NCP/NIP has to spend one or more nights at the place where the meeting is held because the times of meetings are incompatible with the times of flights or trains, they will also be entitled to an accommodation allowance. This allowance shall be in accordance with the **internal reimbursement regulations of the organiser**.

- The number of nights may not exceed the number of meeting days + 2.
- An additional accommodation allowance and/or daily allowance may, **exceptionally**, be paid if prolonging the stay would enable you to obtain a reduction in the cost of transport worth more than the amount of these allowances.

Task 2.1 : 1st INCO Conference “Supporting Research Integration” – Athens / Greece

The 2-day INCO conference in Athens will focus on Eastern Europe & Central Asia, and will particularly welcome contributions/presentations from NCPs in the area.

Open session:

Based on the work performed in the various INCO projects, Eastern European and Central Asian INCO NCPs will be invited present the research and industrial sectors and the scientific and technical cooperations of Eastern Europe & Central Asia with the rest of the world to other NCPs and NIPs.

- Country research profiles and research priorities
- National research programs open to Europeans

Closed session:

- Presentation of the EC officials (INCO NCP meeting)
- NCP training (according to the training work programme – task 3.2)
- Meeting of the Regions Committee

Research profiles from ICPC countries will be presented together with state of the art research on Environment, AgroFood, Energy.

Task 2.2 : 2nd INCO Conference “Supporting Research Integration” – Pretoria /South Africa.

The 2-day INCO conference in Pretoria will focus on the African region. The event will be organised in close partnership with the two FP7 INCO-Nets targeting Africa (CAAST-Net for Sub-Saharan Africa and MIRA for the Mediterranean) and seek to harness African participation in FP7 in support of the Science, Information Society and Space Partnership of the Joint Africa–EU Strategy adopted at the December 2007 Africa-EU Summit. The two-day programme will consist of an open session on the first day aimed at promoting Africa-EU S&T cooperation through awareness-raising. The event will conclude with a closed session on the second day limited to engagement between the European Commission and NCPs regarding INCO NCP activities.

Open session:

This session will have three key objectives:

- Encourage African-European cooperation under FP7 by highlighting examples of “success stories.”
- Obtain the input from participants on how African-European Fp7 cooperation could be better promoted.

- Inform the European and other third country NCPs of the main African research programmes and strengths.

To achieve these objectives, the programme will consist of the components:

- The highlighting of successful African participation in FP7 – three FP7 projects where African partners play a critical role will be presented in order to “showcase” Africa’s ability to contribute to the FP7 goals.
- The examining of specific challenges (difficulties) and opportunities related to African participation in FP7, both from an African and European perspective - the relevant analyses conducted by the INCO-Nets will be presented.
- A presentation by the African Union Commission and New Partnership for Africa’s Development (NEPAD) S&T Office of Africa’s Science and Technology Consolidated Plan of Action and the various initiatives related to the implementation of the Plan.
- An overview of Africa’s research strengths – including a contribution by the International Council for Science (ICSU) Regional Office for Africa.
- A concluding panel discussion on how more effective African participation in FP7 can contribute to the implementation of the Science, Information Society and Space Partnership.

Closed session:

The programme will be reserved for the European Commission’s information sharing with the INCO NCPs, e.g. presentations on FP7 international cooperation initiatives; the discussion between NCPs and with the European Commission of issues of common concern related to their NCP work; training interventions as per the NCP training work programme (task 3.2) and the meeting of the Regions Committee.

Task 2.3 : 3th INCO Conference “Supporting Research Integration” – Bonn/ Germany

The 2-day INCO conference in Bonn will focus on the East Asian region. Contributions and presentations of NIPs from Asian countries will be an important part of the 2-day event.

Open session:

- Asian research - country profiles: research priorities, major research institutions
- Asian – European research co-operations

- Intercultural communication in Asian – European research and technology projects

The organisation and realisation of the conference will be accomplished in close cooperation with the INCO-Net SEA-EU-Net (coordinated by the DLR).

The conference will include the INCO-NCP-meeting and a NCP-training session (according to the training work programme – task 3.2).

Closed session:

- Presentation of the EC officials (INCO NCP meeting)
- NCP training (according to the training work programme – task 3.2)
- Meeting of the Regions Committee

Task 2.4 : 4th INCO Conference “Supporting Research Integration” – Marseille /France

The 2-day INCO conference in Marseille will focus on Latin America and will particularly welcome contributions and presentations from NCPs in this area.

Open session:

Based on the work performed in the various INCO projects, Latin American INCO NCPs will present the research and industrial sectors and the scientific and technical cooperations of Latin America with the rest of the world to other NCP's and NIP's.

- Country research profiles: the research and industrial sectors in countries of each sub-regions of Latin America defined by the inco-net EULARINET: Andean Countries, Mesoamerica and MERCOSUR.
- The strategic priorities in each sub-region / country
- Latin American international research co-operations (with Europe and the rest of the world)
- Latin American national research programs open to Europeans

Closed session:

- Presentation of the EC officials (INCO NCP meeting)
- NCP training (according to the training work programme – task 3.2)
- Meeting of the Regions Committee

**Deliverables:**

- D 2.1 – 4 annual conferences in cooperation with DG Research (M12, M24, M36, M48)
- D 2.2 – report on the 1st annual conference and assessment (M14)

Milestones

M 2 – Raise regional awareness on the International dimension of FP7 (month 12, 24, 36, 48)

(Note: The months indicated here are calculated as from the official start of the project)

WORK PACKAGE 3								
Work package number	3	Start date:			Month 1	End date:		Month 48
Work package title	Enhancing Cooperation – Improving Quality and Communication							
Activity Type²	COORD							
Participant id	APRE	HF	DLR	Vinnova	DST	IRD	MHESR	
Person-months per beneficiary:	8,65	7,55	6,8	1,8	0,9	1,05	1,5	
							Total person months: 27,25	

(Work Package Leader is highlighted in grey)

Objectives

The objective of this work package is to increase the INCO NCPs/NIPs effectiveness by identifying, adopting and further exploiting techniques and working practices that contribute to enhanced performance with regards to quality of service provision. This will be performed both on an everyday independent activity basis, as well as on an overall service provision basis.

Description of work

Task 3.1 – NCP Trainings

Task leader:APRE (5pm), **Participants:** Vinnova (1,8pm), DLR (0,5pm)

The objective of the task is to identify niche training needs that are not included in the typical program of a training seminar and intends to improve the overall professional qualifications of the NCPs. If necessary, external experts will be utilised and a special budget (10,000€) for

external consultants will be available.

The half-day trainings will be organised in the context of the 4 annual conferences.

Suggested topics include:

- Improving presentation Skills- Delivering a Successful presentation
- Protecting IP rights in joint research projects
- Revealing the legal sense of a consortium agreement
- Improving Negotiating skills
- Cultural differences and R&D projects communication (organised by DLR with the assistance of external experts)

All non-copyrighted training material will be published on the INCO Wiki.

In time, before the organisation of each training session, an indicative list of potential training areas will be provided to the INCO NCPs for expressing their preferences and also make new suggestions.

An evaluation form will be distributed to all participating trainees. A short evaluation summary report will be produced for each training

Task 3.2: Communication & Dissemination of project results

Task leader: HF (4,5pm), **Participants:** APRE (2,3pm)

The project is mainly aiming to serve the needs of the INCO NCPs, thus the main focus is to sufficiently communicate the project news to the INCO NCPs. However, project news will be communicated to a broader audience related to International Cooperation (EC staff, Thematic NCPs, etc)

Presentation/update on project results and news via an electronic INCONTACT newsletter and special news alerts to be send to INCO NCPs, to Commission, CORDIS and other stake holders.

Systematic cooperation will be seeked with the various "INCO-Nets", "BILATs" and "ACCESS4EUs" with the aim to develop synergies, thus avoiding any duplication of work. All project coordinators, will be formally informed of project activities and investigate possible synergies especially on the organisation of the local infodays.

In addition, INCONTACT presentations may be performed on selected events mainly responding on specific invitations.

Task 3.3. Improving NCP communication

Task leader: MHESR(1,5pm) **Participants:** DST (0,9 pm), HF (1pm)

INCO NCPs/NIPs have indeed a different more complicated role in relation to that of the Thematic NCPs and additionally are spread all over the globe. As such, personal contact is rare, let alone sufficient communication.

A small group will investigate current available tools (Cordis Forums, Wiki, etc) to the INCO NCPs and will identify and propose new technological or non-technological ideas for improving internal communication and cohesion. Special focus will be drawn on current free communication tools such as Facebook, Linkedin, Ning etc, and possible constraints such as limited bandwidth access in developing countries will receive specific attention.

The outcome will be a short report on current communication needs and suggestions for improvement of the current communication status. If possible free tools will be examined and adopted by the INCO NCPs/NIPs

Task 3.4. Online Encyclopaedia on International Cooperation www.ncp-incontact.eu

Task leader: DLR (6,3pm), **Participants:** IRD (1,05pm), HF (1,05pm)

The objective of the encyclopaedia is to provide relevant information on International Cooperation in FP7. The INCO-Wiki is supposed to serve as a helpful instrument for networking and communication of the NCPs and NIPs dealing with international cooperation in FP7. As so the main target groups are the NCPs and NIPs.

The INCO-Wiki follows the principles of a Wiki, this means all the information will be provided freely by the readers. It is a web-based, free content encyclopedia that can be changed by everyone. The Wiki is written collaboratively by volunteers dealing with international cooperation in EU-Research from everywhere around the world. The Wiki allows interaction and the exchange of experience. It also shows good practice examples. Anyone is welcome to add information, cross-references or citations. An online wiki is something totally different compared to already existing internet platforms and information compilations of FP7, e.g. CORDIS or the information provided online by the

NCPs or NIPs. It is not the aim of the INCO-Wiki to double the sources of information that already exist.

INCO-Wiki is supposed to be a common platform for people acting as NCPs or NIPs in different countries and regions of the world. It should provide the information a NCP or NIP needs for their daily work.

The information is not quality checked or approved by the European Commission or any expert on FP7. According to the principles of a Wiki the correctness of the information provided will be secured by the users.

The structure and the content of the INCO-Wiki:

1. Information on the INCONTACT project
2. Basic information on the 7th Framework Programme (proposal writing, proposal submission, partner search, negotiating with the Commission etc.)
3. Information on INCO-activities (INCO-workprogramme, INCO-Calls, SICA-calls (Task 4.1.), ERA-net-calls – results carried out in INCO-Nets, BILATs...)
4. Policy background (foreign affairs policy, European neighbourhood policy, Information on S&T agreements, current activities in Third countries...)
5. Support of the work of NCP/NIP (organizing information events, communication tools, raising awareness for intercultural differences in research and technology projects...)

The reserved internet-domain for the INCO-Wiki is: www.ncp-incontact.eu . The technical structure has been already designed and established by the ICT department of the DLR during the INCONTACT (phase 1). The ICT department is responsible for the technical supervision of the INCO-Wiki, the content management, updates, member lists and access rights. The role of DLR is to act as quality supervisor and reassure the validity of new information provided.

The milestone during the 2nd phase of the INCONTACT project is to transform the INCO-Wiki to a practical tool for NCPs/NIPs. A website that will have a place in the “favourites list” of all NCPs.

The objectives of the future activities in this task are to attract more users, mobilise new user groups, e.g. the NCPs and NIPs of the thematic areas of the Specific Programme Cooperation (Task 4.1.) and to further develop the content of the INCO-Wiki.

Activities carried out in INCONTACT 2 are:

- Spread information on the INCO-Wiki (electronic news alerts, presentation of the Wiki during INCO- conferences, workshops on national, EU- and international level...)
- Improve the help section of the Wiki (providing a guideline for Wiki-beginners)
- Offer individual help for users / user groups (hotline, Email, information and training events)
- Compile the Wiki content (add and edit articles...)

It is also underlined that:

- Archimedes (Task 4.1) will feed INCO-Wiki with SICA calls and other relevant opportunities.
- APRE (Task 3.1) will feed INCO-Wiki with the training material for NCPs.

Deliverables

- D 3.1.1 – 4 annual trainings (M12, M24, M36, M48)
- D 3.1.2 – Short evaluation summary report for the each training (M12, M24, M36, M48)
- D 3.2.1 - Presentation of project results to the stakeholders via 8 E-newsletters (M6, M12 ,M18, M24, M30, M36, M42, M48)
- D 3.3.1 – Testing and Reporting on available communication tools (M12)
- D 3.4.1 – Presentation of the INCO-Wiki during the 4 annual INCO-conferences (M12, M24, M36, M48)
- D 3.4.2 - Report on 4 annual INCO-conferences and trainings on the Wiki (M12, M24, M36, M48)
- D 3.4.3 – Promotion of the INCO-Wiki, attract new user groups via 4 electronic news alerts (M 1, M 12, M 24, M 36)
- D 3.4.4 - Completion of articles, Updating of the INCO-Wiki (including information on SICA-calls (Task 4.1.) (M 1-48)
- D 3.4.5 – Annual INCO-wiki usability statistics (M12, M24, M36, M48)

Milestones

M 3 – Identification of NCP training needs and of competent trainers (M12)

M4 – INCO-wiki to become a knowledge transfer tool for INCO NCPs. (M24)

WORK PACKAGE 4						
Work package number	4	Start date:	Month 1	End date:	Month 48	
Work package title	Networking Activities					
Activity Type³	COORD					
Participant id	APRE	HF	Archimedes	Vinnova	DST	IRD
Person-months per beneficiary:	8	2,7	11	8,85	4,5	1,05
Participant id	CONACYT	RCN	NSTDA	HSE	CECO	MHESR
Person-months per beneficiary:	5,5	6	5,5	8,5	6,0	5,5
						Total person months: 67,6

(Work Package Leader is highlighted in grey)

Objectives

The objectives of this work package is to efficient network with Thematic NCPs, to initiate and host a global dialogue on research policy, to increase regional awareness on FP7 and to support new INCO NCPs.

In FP7, all research activities for ICPC countries are under the Thematic areas, restraining the information flow to the INCO NIPs and NCPs. A main objective of this work package is to enhance the networking within the Thematic NCP networks and to improve information over research opportunities for ICPC participants. The goal is to establish an information network in order the INCO NCPs/NIPs to have direct information for research opportunities in the Thematic areas and be able to disseminate the information in the local research communities.

The second objective will be to establish a global dialogue on research policies for discussing common issues/problems related to FP7 that affect the effective cooperation with third countries. Moreover, a dialogue will open with countries without nominated INCO NCPs, aiming to support the establishment of new contacts (NCPs) in third countries (e.g. Vietnam, Malaysia, Indonesia, Peru, Guatemala, Kenya), and to support the further development of NCPs newly appointed following the first INCONTACT intervention (e.g. the African NCPs trained by INCONTACT).

An important activity will be the increase of awareness on FP7 in third countries through several information (~17) events, especially in the view of specific opportunities (e.g. SICA calls). Finally, a First-Aid support scheme for new INCO NIPs will be established to welcome newcomers in the NCP network and provide the basis for better integration.

Description of work

Task 4.1: Networking with the Thematic NCPs

Task leader: Archimedes (10 pm), **Participants:** APRE (7,2 pm),

An INCO NCP observer will be appointed for every thematic/horizontal area that will act as the permanent link with the Thematic/horizontal colleagues and will provide updated info to the INCO NCPs/NIPs. The role of the observer will be:

- ❖ to follow the activities of the specific program and update the INCO team on specific participation opportunities
- ❖ the Collection and documentation of research topics included in work programmes of other themes that are interesting for ICPC researchers.
- ❖ These documents will be made publicly available on the INCO Wiki.
- ❖ to feed the INCO WIKI with specific information
- ❖ To link with the relevant NCP networks
- ❖ To disseminate information from INCO NCPs/NIPs to the thematic and Vice Versa.
- ❖ Participate if possible in thematic NCP meetings and make presentations.

The thematic area distribution is as the following:

Health

APRE

Food, Agriculture and Fisheries, Biotechnology

APRE

Information & communication technologies

Archimedes

<u>Nanosciences, nanotechnologies, materials & new production technologies</u>	APRE
<u>Energy</u>	Archimedes
<u>Environment (including Climate Change)</u>	APRE
<u>Transport (including aeronautics)</u>	Archimedes
<u>Socio-economic Sciences and the Humanities</u>	Arhcimedes
<u>Space</u>	Archimedes
<u>Security</u>	Archimedes

Both Archimedes and APRE are hosting all the FP7 NCPs in their countries, and participate in all FP7 NCP Networks projects, thus allowing to get first-hand information from other NCP meetings and transfer information to the Thematic NCPs.

In addition, a standard partner search form addressed to ICPC interests will be composed. Task partners will act as mediators between ICPC and NCP networks for the dissemination of partner searches.

Task 4.2: Setting the basis for a global dialogue

Task leader: HSE(7pm), **Deputy Task leader:** RCN (6 pm)

Participants: DST(4,5pm), CONACYT (4,5pm), CECO(4,5pm), MHESR(4,5pm), NSTDA (4,5pm)

It is currently evident that there is a need in establishing a global platform for discussing common issues/problems related to FP7 that affect the effective cooperation with third countries. To achieve this goal, it is necessary:

- to urge countries in the different geographic regions to nominate INCO NCPs, and
- to set a discussion platform for discussing research policy issues and FP7 problems for ICPC countries and communicating the outcomes to the Commission

The regional representatives will make preparatory activities (in cooperation with the European Commission) for expanding the INCO NIP network by fostering and including new members through opening a dialogue with countries without nominated INCO NIPs, aiming to support the establishment of new contacts (NCPs) in third countries (e.g. Vietnam, Malaysia, Indonesia, Peru, Guatemala, Kenya) and to support newly appointed NCPs which activities are not yet mature (e.g. Vietnam, Malaysia, Indonesia, Peru, Guatemala, Sub-Saharan Africa).

The basic part of this task is setting a committee with regional representatives from as many parts of the world as possible: Africa, Central

America, South East Europe & Central Asia, Asia, Gulf countries. Moreover, participants from other regions (e.g. South America, South East Asia) will be invited to participate as observers and communicate their position. The committee members will take part in the analysis of national policies in their countries towards global issues. The lists of potential subjects for each region will be correlated with similar policies in the EU.

The activities within this task will rely on the analysis of national policies towards global challenges to be carried out within several INCONET projects (reports and concept papers on national activities on policies towards global issues, their trends and impacts), in particular, global challenges of relevance for the third countries (poverty reduction, climate protection, biodiversity, energy and water scarcity, etc.). Deliberations within the committee should result in recommendations for further EU-third countries joint S&T approaches to solving global problems and joint S&T actions to achieve common goals, as well as for the coordination of research policies at the multinational level.

Task 4.3 Organisation of local FP7 events in third countries

Task leader: VINNOVA (5,5pm), **Participants:** IRD (1,05 pm) , HSE(1,5 pm), CONACYT (1pm), CECO(1,5 pm), MHESR(1pm), NSTDA (1pm), Archimedes (1 pm)

The organisation of **around 17** local INCO info-days in third countries during the 4 years of the INCONTACT project.

The objective of this work package is to increase ICPC countries awareness on FP7, by highlighting the opportunities available to them and by pinpointing the procedures to be followed for successful participation. Moreover, these events will act as platforms for identifying research areas of common interest between countries. The speakers could be European NCPs and Commission staff.

The events shall be co-organised with the cooperation of local INCO NCPs and synergies will be investigated with the respective INCONET or BILAT projects.

The efficient structure of this Task allows the immediate reaction on specific opportunities, such as new SICA calls or a signature of an agreement between the Commission and a third country.

» One local event will be organised in every of the participating partners: Egypt, Thailand, Mexico and 2 local events in Russia, and China.

7 Local events in total.

» Additional local events will be organised in other countries not participating the INCONTACT consortium. The reserved budget (60,000€) will be administrated by the Task leader. The event places/dates will be commonly decided with local NCPs (if there are any) or national authorities. The objective is to organise **around 10 local events**, depending on the available resources.

Local events will be also organised to all the ICPC countries participating in the project (Russia, Mexico, China, Thailand, Egypt).

Special focus will be also drawn on regions that are not sufficiently represented in the project, such as South America and South-East Asia. So other possible event locations are: Rio de Janeiro, Buenos Aires, Santiago de Chile, Delhi, Doha, Bahrain, Taiwan, Taipei, Kuala Lumpur, Anoi, Jakarta, etc.

So during to the project lifetime 15 FP7 info days will be organised. An initial planning of the infodays will be delivered in month 4 (Deliverable 4.3.2).

Task 4.4. First Aid and Twining Scheme for new INCO NCPs

Task Leader: HF (2,7 pm), APRE (0,8).

The objective of this work package is to provide support to new third country INCO NIPs, that will be established during the lifetime of INCONTACT 2, in order to make them operational in the INCO NCP community.

An extensive 2-day introductory training session will be provided to newly established NCPs, either in Athens or in the respective countries for up to **4 INCO NCPs** (3 by HF, 1 by APRE). The training will include an Introduction to the NCP system, NCP Code of Contact, NCP services, FP7 & INCO introduction, FP7 promotional activities, etc.

The training will set the basis for cooperation with the new INCO NCPs in the concept of a Twining Scheme.

Part or All of the Task's budget may be transferred for an additional ICPC partner in the project or for organising additional info days.

Deliverables








- D 4.1.1: Establishing a network of Observers covering all the horizontal/thematic activities (M6)
- D 4.1.2: Analysis of INCO relevant documents from other FP7 Work Programmes (M12, M24, M36, M48)
- D 4.1.3: Short report of the information disseminated by the Observers to the INCO NCP/NIPs and to the Thematic/Horizontal NCPs (M12, M24, M36, M48)
- D 4.1.4: Partner search form (M6)
- D 4.1.5: Analysis of partner search results (M12, M24, M36, M48)
- D 4.2.1: Recommendations of the joint committee on the EU-third countries joint S&T actions (M18, M30, M48)
- D 4.3.1: Organisation of 15 local events (M12, M24, M36, M48)
- D 4.3.2: Planning of local infodays (M4)
- D 4.4.1: Report on the provision of assistance to 3 INCO NCPs (M24, M48)

Milestones

- M 5 – Establishing a stable networking channel with Thematic NCPs (M12)
- M 6 – Setting an operational Committee on Research Policy (M24)
- M 7- Establishment of new INCO NIPs (M24)

(Note: The months indicated here are calculated as from the official start of the project)

INCONTACT one-world: Partners Contact details

Organisation		name	email	tel
	Praxi - Help-forward network, Greece	Mr Epaminondas Christofilopoulos	epaminondas@help-forward.gr	+302310552791
		Mr Constantinos Vaitsas	vaitsas@help-forward.gr	+302103607690
	Vinnova, Sweden	Mrs Monica Hjertman	Monica.Hjertman@VINNOVA.se	+46-8-454 64 56
		Mr Christian Hansen	christian.hansen@vinnova.se	+32 2 5455013
	Archimedes, Estonia	Mrs Ulle Must	ulle.must@archimedes.ee	+372 7 300330
	MHESR, Egypt	Mr Yasser Elsshayeb	yasser.elshayeb@gmail.com , yasser.elshayeb@rdi.eg.net	+20 (10) 604 4698
	APRE, Italy	Mr Gianluca Rossi	rossi@apre.it	+39-065911908
		Ms Paola Materia	materia@apre.it	+39 (0)6 48939993
	DST, South Africa	Mr Mmboneni Muofhe	Mmboneni.Muofhe@dst.gov.za	+27 12 843 6341,+27 82 907 9856 (mobile)
		Ms Mabatho Ndwandwa	mabatho.ndwandwa@dst.gov.za	+27 (12) 843-6333
		Mr Daan du Toit	daan.dutoit@dst.gov.za	+32 2 285 44 74 GSM: + 32 47 368 75 14
	CONACYT, Mexico	Mr Hector Efren Samano Rocha	hsamano@conacyt.mx	+55 5327-76-37
		Mrs Rita Torres	rtorresp@conacyt.mx	+55 5327-76-37
		Mrs Erika Mari Guzman	eguzman@conacyt.mx	

		Romero		
	IRD, France	Mrs Heloise Lemoine	heloise.lemoine@ird.fr	+33 (0)1 48 03 76 09
		Mr Jean Jacques Rubion	jean-jacques.roubion@ird.fr	+33 (0)4 91 99 94 51
		Mrs Sandy Gore		+33 (0)4 91 99 94 50
	HSE, Russia	Mrs Liliana Proskuryakova	lproskuryakova@hse.ru	+7-495-6283254
		Mrs Anna Pikalova	apikalova@hse.ru	+7-495-6283254
	CECO, China	Mr Dong Keqin	dongkeqin@ceco.org.cn	+86 10 6390 8629
	NSTDA, Thailand	Mr Simon Grimley	simon.grimley@gmail.com ,	+66-2564-7000 ext. 1529
		Mrs Patomporn Sattatham	patomporn@nstda.or.th	
	DLR, Germany	Mrs Nadine Mueller	Nadine.Mueller@dlr.de	+49 228 3821-650
		Ms Cornelia Schneider	cornelia.schneider@dlr.de	+49 0228/3821-632
	RCN, Norway	Mrs Inger-Ann Ulstein	jau@forskningsradet.no ;	+47-22037000