

Trans-national co-operation among NCPs for International Cooperation

INCONTACT

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Kick-Off meeting

CAIRO, 28-29 January 2010



WP3 Enhancing Cooperation – Improving Quality and Communication

Objective of task 3.1 – NCP Trainings

Organisation of 4 trainings seminar with the aim to improve the overall professional qualifications of the NCP network

Task Leader: APRE (5pm)

Partners involved: Vinnova (1,8pm), DLR (0,5pm)

Task 3.1 – NCP Trainings

Overview of the activities:

- Identification of training needs not included in the typical program of a training seminar

- organisation of half day trainings in the context of the 4 NCP annual meeting

Task 3.1 – NCP Trainings

- All non-copyrighted training material will be published on the INCO Wiki.
- An evaluation form will be distributed to all participating trainees. A short evaluation summary report will be produced for each training
- External experts will be utilised and a special budget (10,000€) for external consultants will be available

Proposed topics for NCP trainings

- Presentation skills (how to make a successful presentation, public speaking)
- Negotiation skills
- Financial aspects of FP7 (submission phase and reporting)
- How to write a successful proposal (with a focus on impact and dissemination aspects)
- Cultural differences
- Consortium agreement
- IPR
- New topics/ideas?

Task 3.1 – NCP Trainings

Deliverables, due dates (for the 1st 12 months), responsible partner

Del.No	Deliverable Title	Due date (Project Month)	Responsible Partner
D 3.1.1	4 NCP training	M12-24-36-48	APRE
D 3.1.2	Short evaluation summary report for the each training	M12-24-36-48	APRE

Task 3.1 – NCP Trainings

Milestones, due dates (for the 1st 12-months), responsible partner

Mil. No	Milestone Title	Due date (Project Month)	Responsible Partner
M3	Identification of NCP training needs and of competent trainers	M12	APRE

Task 3.1 – NCP Trainings

Specific issues to be discussed – Detailed Planning of work –
Distribution of responsibilities between partners

- A list of suggested topics will be proposed to the INCO NCP network
- Selection of 4 topics (via doodle) as objectives of the NCP trainings (within M 12)
- List of external experts for each topic selected
- Vinnova and DLR will give a support in the topic and experts identification and as trainers