



## **Training for Japanese NCPs & URAs**

### **15 October 2015**

**Aim:** The training aims to initiate the Japanese NCPs and URAs into participation of Horizon 2020 projects with European partners. Training subjects range from administrative requirements of Japanese participants during the life cycle of a Horizon 2020 project to the successful networking with European partners and NCPs.

**Duration:** One full day, 15 October 2015 9:30 – 18:00

**Organised by:** JEUPISTE, NCP Japan

**Location:** EU-Japan Centre for Industrial Cooperation.  
Shirokane-Takanawa Station Bldg. 4F. 1-27-6 Shirokane, Minato-ku Tokyo 108-0072.

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<b>09:30 – 10:00</b>	<b>Registration and welcome coffee</b>
<b>10:00 – 10:30</b>	<b>Introduction – Greetings</b> Introduction of participants – Ice breaking Brief SWOT analysis of each NCP's respective role as NCP.
<b>10:30 – 11:20</b>	<b>Session 1: Pre-Proposal</b> FORTH/PRAXI Network: Vassiliki Kalodimou, NCP for H2020. <i>Topics to be discussed:</i> <ul style="list-style-type: none"> <li>• Participant Portal</li> <li>• Registration of physical persons</li> <li>• Registration of Organisations and getting a PIC (URF)</li> <li>• Description and explanation of roles of persons within Organisations and as participating beneficiaries in H2020 projects <ul style="list-style-type: none"> <li>◦ Legal Signatory, LEAR, Participant Contact, Task Manager, Team Member</li> </ul> </li> <li>• Proposal submission <ul style="list-style-type: none"> <li>◦ Part A, how it is structured, what kind of information is needed by beneficiary</li> <li>◦ Part B, how it is structured, what kind of information is needed by beneficiary.</li> </ul> </li> </ul>
	<b>Q&amp;A</b>
<b>11:20 – 13:00</b>	<b>Session 2: Grant Agreement Preparation &amp; IPR Management</b> FORTH/PRAXI Network: Dr. Apostolos Dimitriadis, NCP for H2020 LEIT/NMP <i>Topics to be discussed:</i> <ul style="list-style-type: none"> <li>• What is a Grant Agreement, preparation process, involvement of Japanese participants.</li> <li>• What is a Consortium agreement, preparation process, important issues for Japanese participants (IPR, management and decision making).</li> </ul>
	<b>Q&amp;A</b>
<b>13:00 – 14:00</b>	<b>Lunch Break</b>
<b>14:00 - 15:30</b>	<b>Session 3: Project Management: International Partner Country Point of View</b> APRE: Monique Bossi, Project Manager. <i>Topics to be discussed:</i> <ul style="list-style-type: none"> <li>• Explanation of eligible costs</li> <li>• Practicalities on spending (e.g. transfer of funds from cost categories, recording etc.)</li> <li>• Time recording (examples)</li> </ul>
	<b>Q&amp;A</b>

<p><b>15:30 – 16:30</b></p>	<p><b>Session 4: Reporting</b></p> <p>APRE: Monique Bossi, Project Manager</p> <p><i>Topics to be discussed:</i></p> <ul style="list-style-type: none"> <li>• Mid-term report for participants <ul style="list-style-type: none"> <li>◦ Financial</li> <li>◦ Technical</li> </ul> </li> <li>• Final Report for participants <ul style="list-style-type: none"> <li>◦ Financial, Technical</li> </ul> </li> </ul>
<p><b>16:30 – 16:45</b></p>	<p><b>Break</b></p>
<p><b>16:45 – 17:15</b></p>	<p><b>Session 5: Services of an NCP to URAs</b></p> <p>FORTH/PRAXI Network: Vassiliki Kalodimou, NCP for H2020.  EU Centre for Industrial Cooperation: Hiroshi Matsumoto, NCP Japan</p> <p><i>Topics to be discussed:</i></p> <ul style="list-style-type: none"> <li>• Services of NCPs in EU, How to get connected in Europe: <ul style="list-style-type: none"> <li>◦ NCP Thematic Networks: What are they? How to establish communication channels</li> <li>◦ Tips for NCPs and Japanese prospective participants.</li> </ul> </li> <li>• How can your local (JP) NCP assist interested parties.</li> </ul>
<p><b>17:20 - 18:00</b></p>	<p><b>Q&amp;A session</b></p> <p>Closing</p>



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