

TURKEY IN HORIZON 2020

ALTUN/HORIZ/TR2012/0740.14-2/SER/005

Turkey in Horizon 2020 8th Information Multipliers Workshop H2020: Project Management			
Agenda			
Date	14 September 2017	Time	09:30-17.00
Venue	RadissonBlu Sisli Hotel in Istanbul		
Address	19 Mayıs Cad. No 2 Sisli 34360 Istanbul, Turkey		
09:30-10:00	Registration and Welcome Coffee		
10:00-10:30	Recap on IMS Training Events and Review of Agenda for 8th IMS Workshop	Project Team Leader and Non-Key Expert.	
Project Management			
Session 1: Project Management Cycle in H2020 Projects and Proposal Content from Project Management Perspective.			
10:30-11:30	<ul style="list-style-type: none"> – Project Management in the project initiation (project design) Phase (incl. setting the roles of beneficiaries (coordinator, WP leader, Task Leader, Task/Activity contributor, Deliverable leader), – Role of the project manager in the Grant Agreement (GA) preparation phase – Consortium Agreement (CA) from the perspective of Project Management (what needs to be included) 	Gorazd Weiss, Non-Key Expert	
11:30-12:00	Coffee break		
12:00-12:30	– Practical cases/Good practices/Advice for Multipliers.	Gorazd Weiss, Non-Key Expert	
12:30-13:00	<i>Feedback and Discussion</i>		
13:00-14.00	Lunch		

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Session 2: Good Practice in Managing FP Projects (1)		
14:00-15:00	<ul style="list-style-type: none">– Content Management & Monitoring (Implementation plan/time management)– Data Management plan/ Ethical issues	Gorazd Weiss, Non-Key Expert
15:00-15:30	Coffee break	
15:30-16:00	<ul style="list-style-type: none">– Practical cases/Good practices/Working in groups.	Gorazd Weiss, Non-Key Expert
16:00-17:00	<i>Feedback and Discussion</i>	
19:00	Dinner	

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Date	15 September 2017	Time	9.00-16.00
Venue	RadissonBlu Sisli Hotel in Istanbul		
Address	19 Mayıs Cad. No 2 Sisli 34360 Istanbul, Turkey		
09:00-09:30	Welcome Coffee		
Session 3: Good Practice in Managing FP Projects (2)			
9:30-11:00	<ul style="list-style-type: none"> - Exploitation plan (setting up and implementing the exploitation plan to reach project impacts) - Risk Management (how to identify risks? How to mitigate the risk?) - Resolution of conflicts (Management of Human Resources in the consortium or project team) 	Gorazd Weiss, Non-Key Expert	
11:00-11:30	Coffee break		
11:30-12:00	- Practical cases/Good practices/Working in groups.	Gorazd Weiss, Non-Key Expert	
Session 4: Financial Management, Monitoring and Reporting			
12:00-13:00	Project Closure: <ul style="list-style-type: none"> - Financial Monitoring (monitoring tools) (incl. subcontracting, third parties) - Periodic and final reporting to EC (practical examples) 	Gorazd Weiss, Non-Key Expert	
13:00-14.00	Lunch		
Session 5: Summary of IMS Trainings			
14:00-15:00	<i>What have we learned from the IMS Training Events</i>		Aleksander Bakowski, Key Expert
15:00-16:00	<i>Questions and individual consultations.</i>		Project Team Leader and Non-Key Expert.

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