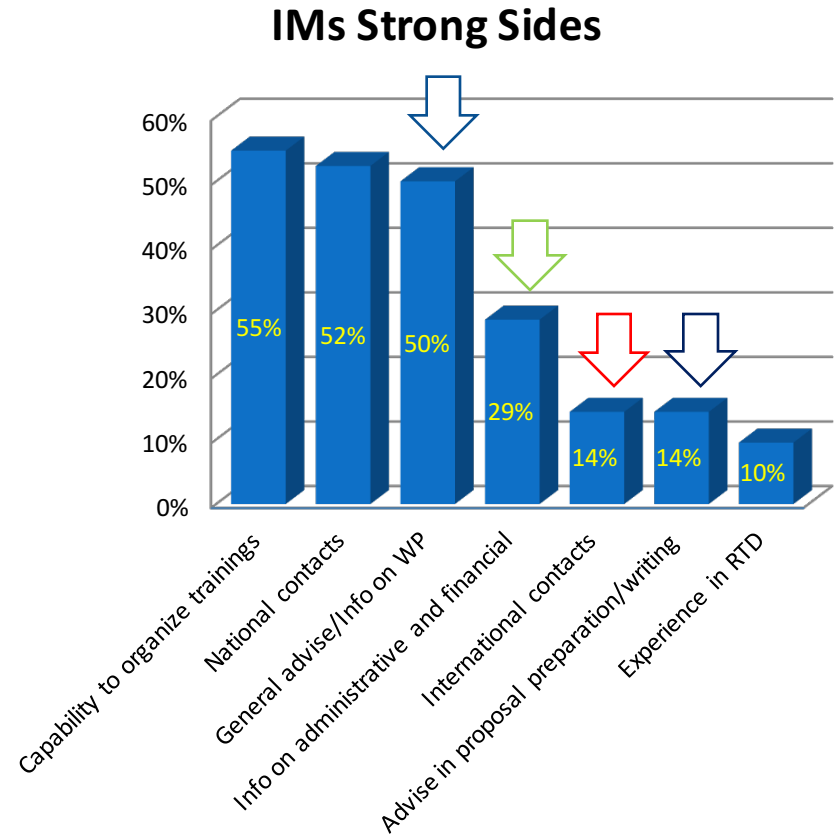
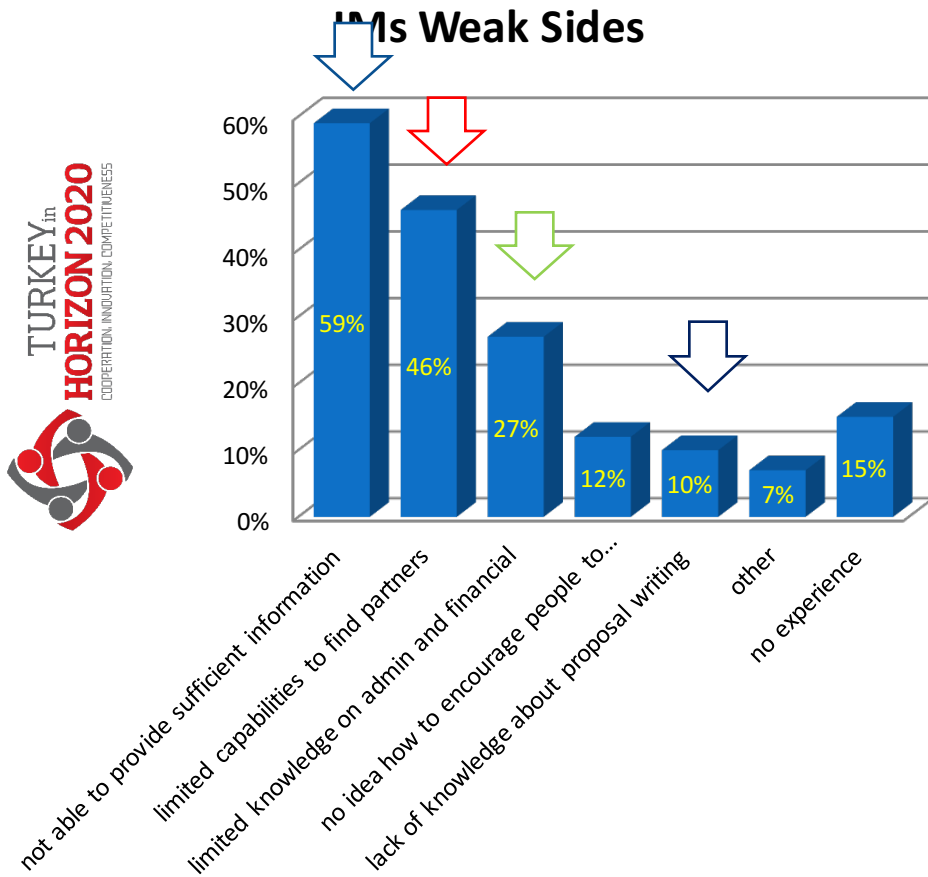


Outcomes of the 1st IMS Workshop

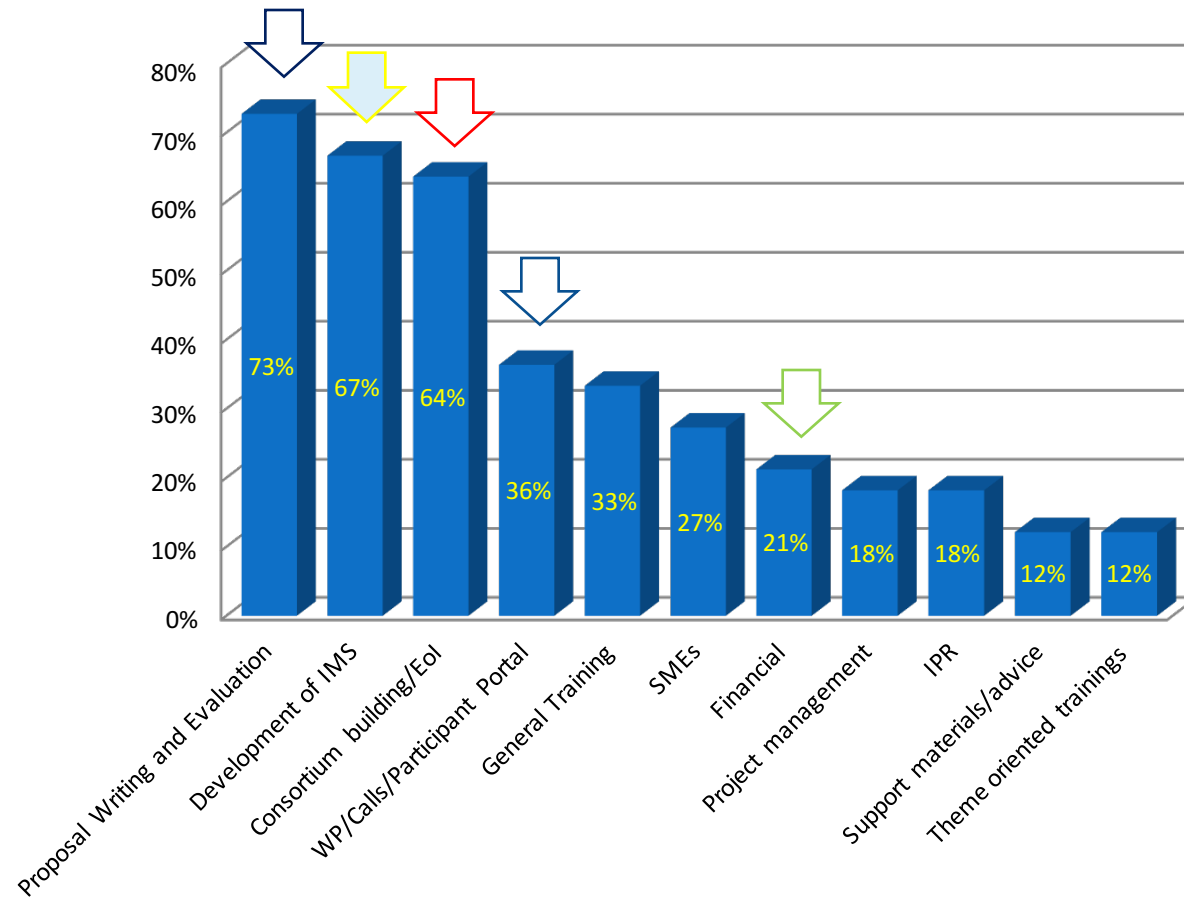
Aleksander Bakowski
Team Leader

Self assessment of your strenghts and weaknesses



Your expectations

What do you expect from our project?



Variety of knowledge levels



Average/Good/Expert = 30

Fair/No answer = 26

Conclusions

Increase your capacity:

- to provide information
- *„Where to find information, how to get access to information”*
- in partner search/ consortium building
- *“There need to be proposal development methodology, partnership development/management, networking mechanism”*
- proposal writing
- *“More detailed and intensive training including proposal writing and budget preparation”*
- to provide support in admin and financial issues
- *“Trainings should be relevant to questions that researchers or SMEs ask to us”.*

Develop IMS

“Presentation about the role of IMS”

„Group work, experience sharing could be more effective for the training”

“Increase interactivity of participants, more networking and discussion”

Next training modules

Training on general information service:

- Understanding structure and philosophy behind the programme
- Types of actions
- Finding information
- Using Participant Portal
- Finding calls
- The structure of Work Programmes
- Understanding call texts
- Documents relevant for proposal writing
- Proposal content vs evaluation criteria
- Finding partners and tools for partner search

Next training modules

Development of IMs System:

- Good practices in IMs activities:
 - Presentation of IMS good practices (by selected IMs)
 - Good practice guidelines.
- Preparing profiles for the website, including offer towards other IMs
- IMs Communication tools
- Involvement of TUBITAK in system development

Next training modules

Proposal development training

- Proposal structure and content
- How to use Work Programme to structure your proposal
- How to prepare budget
- IPR and Innovation management
- How to read proposal: guide for pre-evaluation
- Proposal submission

Next training modules

Legal, Financial and Administrative Procedures

- Understanding the principles of financial aspects of H2020 proposals
- Preparing proposals budget
- Budget: administrative forms
- Preparing budget: workshop
- Budget management at project implementation phase and its implications on proposed budget

Instruments for SMEs in H2020

- How SMEs can benefit from H2020
- Role of SMEs in projects
- Type of SMEs to participate in H2020
- Specific rules for preparing budget for SME Instrument

Methodology of SMEs innovation potential assessment: training on methodology to be developed in the frame of the project.

Proposal writing.

Next training modules

Project Management for advanced IMs

- Content of the training:
- Proposal submissions and evaluation process
- Contracts signing
- Consortium Agreement
- IPR issues related to Consortium Agreement
- Preparing CA: workshop
- Management structure and role of coordinator
- Administrative and scientific management
- Milestones, deliverables, objective and results
- Communication with the EC
- Financial management and reporting
- Technical management and reporting
- Periodical reports.

Meeting objectives

- Increase IMs capabilities in access and use of information sources about H2020 to enable them to provide high quality information services.
- Increase IMs capabilities on proposal development, including guidelines for proposal development and building strong consortia, to enable them to provide high quality support and advise in proposal preparation.
- Present the role of IMS and good practices in their activities.
- To maintain the knowledge diffusion among IMs and create IMS platform for knowledge and information exchange.

Team of experts

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Thank you !