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Technical Assistance for Turkey in Horizon 2020 Phase-II
EuropeAid/139098/IH/SER/TR

Turkey in Horizon 2020 Phase II			
IPR, Legal and Financial Training: Proposal Preparation & Submission			
Agenda			
Date	7-8 December 2021	Time	09:00-17:00
Venue	Radisson Blu Hotel, Şişli İstanbul		
Address	19 Mayıs Caddesi no:2, 34360 Şişli İstanbul		
Content			
Day 1: 7 December 2021			
Session 1: FUNDING SCHEMES AND WHAT WE EXPECT IN HORIZON EUROPE (Chaired by Odysseas Spyroglou)			
08:45 - 09:00	Registration - Networking		
09:00 - 09:15	<ul style="list-style-type: none">Welcome Message	TUBITAK representative	
09:15 - 10:45	Horizon Europe's changes and Legal, Financial & IPR Issues <ul style="list-style-type: none">Participants' expectations, Agenda, what we will coverThe new approach of Horizon Europe, Strategic Plan, etc.Introduction to the different financial schemes and what we expect from HEOverview of the changes in Legal documents and IPR	Odysseas Spyroglou, KE2	
10:45 - 11:00	Coffee/tea Break		
11:00 - 12:30	Overview of Administrative Procedures <ul style="list-style-type: none">Overview of administrative and financial proceduresWorking with EC portalsWhat you need to know in the proposal stageImportance of Cross Cutting Issues	Odysseas Spyroglou, KE2	
12:30 - 13:30	Lunch		

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Session 2: LEGAL AND FINANCIAL BASICS (Chaired by Odysseas Spyroglou)		
13:30 - 14:30	HE Legal Documents <ul style="list-style-type: none">HE Model Grant Agreement (GA) and Consortium Agreement (CA), DESCAOther Legal Documents: MoUs, commitment, exclusivity, specific agreementsManagement obligations of beneficiaries	Arife Yılmaz Topal, SNKE
14:30 - 14:45	Coffee/tea Break	
14:45 - 15:30	Cross Cutting Issues in Horizon Europe Focusing on the legal aspects and administrative aspects of CCI <ul style="list-style-type: none">Gender equality and inclusivenessEthics and Integrity (Incl. Security, Data privacy)Open Science practicesSocial InnovationKey Enabling Technologies (KET)EU TaxonomyDissemination & ExploitationSocial Sciences and Humanities (SSH)	Odysseas Spyroglou, KE2
15:30 - 16:30	Cross Cutting Exercise: working with Ethics and Data privacy	Hands-On Practice, Assisted by the trainer
16:30 - 17:00	Wrap up of the day	Odysseas Spyroglou, KE2

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Day 2: 8 December 2021		
Session 3: Legal and Financial Detailed (Chaired by Odysseas Spyroglou)		
09:00 - 09:15	Registration - Networking	
09:15 - 10:00	IP and IPR key concepts <ul style="list-style-type: none">• IP changes in EU legislation• IP and IPR in collaborative partnerships key issues on HE• Writing the IPR sections your proposal• Handing the IP in the HE Proposal Stage IPR in Information Technology Projects and S/W licenses	Arife Yılmaz Topal, SNKE
10:00 - 10:45	IPR Exercise: Understand how to deal with IP scenarios	Hands on Practice, Assisted Group work
10:45 - 11:00	Coffee/tea break	
11:00 - 11:45	Implementation Section & Project Management Prepare the Implementation section in a Horizon Europe grant application (with correct budgeting) <ul style="list-style-type: none">• Coordinator or Participant?• Work Breakdown structure & Resources• Cost eligibility• Gantt Charts and other diagrams	Odysseas Spyroglou, KE2
11:45 - 12:30	PM Exercise: Prepare the WBS of a proposal	Hands on Practice
12:30 - 13:30	Lunch	
13:30 - 14:15	Financial Management: Estimating Cost in a Proposal <ul style="list-style-type: none">• Administrative and cost data required• Working on your budget• Negotiating budget as a Coordinator & as a Participant	Odysseas Spyroglou, KE2

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14:15 - 15:00	Budget Exercise: Prepare your proposal budget (part II)	Hands on Practice
15:00 - 15:15	Coffee/tea Break	
15:15 - 15:45	A Turkish perspective: Handling IP in R&D projects	Emre Elmas, Farplas
15:45 - 16:30	Working with EU's Funding & Tender Portal <ul style="list-style-type: none">• Registration, organisation register• Roles & duties in the Portal• Partner Search section• Support section (guides & manuals, FAQ and Helpdesk & support services)	Odysseas Spyroglou, KE2
16:30 - 17:00	Wrap-up of the event	Odysseas Spyroglou, KE2

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