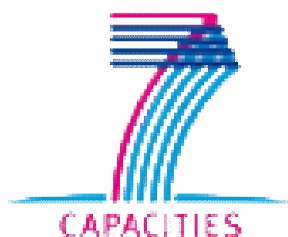


J-ERA Center
First Training Report
June 17th – 19th 2013

Higher Council for Science and Technology

Amman, Jordan



Introduction

Project Title

The National Center for Research and Development (NCRD) as a Centre of Excellence for EU-Jordan S&T Cooperation: Towards Jordan's Integration into ERA

Project Acronym

J-ERACenter

Call (part) identifier

FP7-INCO-2011-6

Funding scheme

Coordination and support action

Deliverable details:

Work package number	WP2	Type of activity	SUPP
Work package title	HUMAN RESOURCE CAPACITY BUILDING AT MULTIPLE LEVELS		
T 2.1			

Workshop Summary:

1. General information

Workshop title:

Date: 17th – 19th June. 2013

Location: Higher Council for Science and Technology, Amman, Jordan.

2. Overview

The three-day training workshop consisted of three sessions developed by the EU consortium partners, capitalizing on their specific expertise. Coordinated by University of Alicante (AU), this training aims to support the training for the National Center for Research and Development (NCRD) management staff and administrators. The aim is to build strong competences and skills for the NCRD staff at multiple target groups, to raise awareness among researchers on EU funding and research cooperation opportunities, focusing on priority research areas of mutual interest. The main target is the staff of the newly created R&D cooperation units, and other department leaders and relevant personnel. Providing a focused and highly practical training

and coaching for enhanced participation in FP7 (and Horizon 2020) and integration to ERA. To raise awareness and build competences also in other Jordanian research groups.

3. Agenda summary

Subject
<p><u>Day one:</u> 17th of June 9: 00 – 13: 00</p> <p>Welcome and introduction by Prof Walid Salameh – Higher Council of Science and Technology</p> <p>Antonio Skarmeta and Maria Sánchez-Merenciano – University of Murcia</p> <ul style="list-style-type: none">- FP7 Project Management: Key skills, tools and methods used, and practical examples- Management of FP projects: Drawing up a budget, including indirect cost calculation, project reporting, auditing
<p><u>Day Two:</u> 18th of June 9: 00 – 13: 00</p> <p>Hubert Fechner – University of Applied Sciences Technikum, Wien</p> <ul style="list-style-type: none">- From the scientific idea to the project: How to find a matching call, where to find information on past and active projects; what are the important steps to ensure the idea is eligible and has potential to be funded- Consortium building and networking techniques- Key techniques for proposal writing- Practical application writing
<p><u>Day Three:</u> 19th of June from 9: 00 – 12: 00</p> <p>Alicia Blaya – University of Alicante</p> <ul style="list-style-type: none">- Getting started: Understanding the importance of IP issues for the success of EU funded R&D projects- IP provisions in the grant agreement and the consortium agreement- Exploitation in practice: Improving skills and knowledge

4. Workshop Objectives

To raise awareness among researchers on EU funding and research cooperation opportunities, focusing on priority research areas of mutual interest
To build strong competences and skills in NCRD staff at multiple target groups target groups: managers, administrators researchers, leaders of research groups; providing focused and highly practical training and coaching for enhanced participation in FP7 and integration to ERA
To raise awareness and build competences in other Jordanian research groups, via replication of trainings using the training of trainers approach and creating e-learning resources.

5. Conference Participation

A total Number of 27 local experts and 4 European experts have participated in the three day workshop, the participants represented wide spectrum of specialized people in different fields of RE & EE.

The conference consisted of 3 working sessions in which the speakers delivered their sessions as following:

Day one

Monday, 17th June 9: 00 – 13: 00

Session Name: FP7 Project management training session:

Session Agenda:

Subject
Innovation in the Euro- Mediterranean Region
Project Management and Project Reporting in FP7
Legal & Financial Rules of FP7
Tools SESAM and FORCE
Budget Example
Financial errors in FP7
Form C Example
Financial Audits in FP7

Session overview:

Trainers: Antonio Skarmeta and Maria Sánchez-Merenciano – University of Murcia

Training session aims to support the training for NCRD management staff and administrators through building their capacities in project management skills, expanding their knowledge and experience in the different European funding opportunities.

Session Summary:

A) Funding opportunities

- What is Operum
- Operum Function
- Operum Objectives
- Operum important reference: <http://www.um.es/operum/>
- Future expectations: Horizon 2020 and ENI
- Structure of FP7: The Specific Programmes constitute the five major building blocks of FP7 as following
 - Cooperation – Collaborative Research
 - Ideas – Frontier Research
 - People – Human Potential
 - Capacities – Research Capacities
 - Nuclear Research
- Who can participate in a FP7 project: Research groups from Member or Associated States, third country partners and international co-operation partner countries (ICPC)
- Who is eligible for funding: EU-27, Associate Countries, and ICPCs International Cooperation Partner Countries
- Marie Curie Individual Actions: EU fellowships programme, mobility, training, career development, and Experienced Researcher ER
- Marie Curie budget for 2013: IEF, IIF, IOF, and CIG
- Marie Curie important reference: www.ec.europa.eu/mariecurieactions
- What is EURAXESS and key initiatives: Euraxess JOB, Euraxess SERVICES, Euraxess RIGHTS, and Euraxess LINKS
- Capacities: INCO. International Cooperation in FP7
- Introduction on J-ERA Center
- New strategy for International Cooperation in Research and innovation
- ENPI CBC Med: introduction, main objectives and participants, eligible territories, The strategic framework: priorities and measures
- Introduction to HORIZON 2020 the EU Framework programme for research and innovation: What is Horizon 2020, priorities of Horizon 2020
- ENI- European Neighbourhood Instrument- CBC Med: Expectations.
- Important links for reference:
 - Operum <http://www.um.es/operum/>
 - Cordis http://cordis.europa.eu/home_es.html
 - Horizon 2020 http://ec.europa.eu/research/horizon2020/index_en.cfm

Euro-Mediterranean Conference http://ec.europa.eu/research/conferences/2012/euro-mediterranean/index_en.cfm

B) Project Management and Project Reporting in FP7

- Introduction to the process

- Contract negotiation overview: Invitation to negotiation, contact with partners during negotiation, technical negotiation, financial and legal negotiation, legal verification, completion of negotiation
- Conformation Agreement CA
- Tasks in Project Management
- Communication within consortium
- Preparation of project meetings: Kick-off meeting and running of project meetings
- Decision making
- Conflict Management: Problems and conflicts, inadequate effort, change of interest.
- Project Funding: Pre-financing, types of payments, timeline of reporting and payments
- Reporting: Scheme of Reporting, Reporting requirements, deliverables, Periodic Report, final Report, FORM C – part of periodic report, how to fill in FORM C, Requested amount FORM C, signing FORM C, Reporting by FORCE.
- Audits
- What is IPR: IPR – a strategic factor in a successful FP7 project, Provisions on IPR aspects in FP7, IPR terminology
- The use and the dissemination of foreground (PUDF)

C) LEGAL & FINANCIAL RULES OF FP7

- General provisions of participants: eligible countries, Research in FP7, Organizations in FP7.
- FP7 FINANCIAL RULES OF PARTICIPATION: Cost, and Funding Schemes: types of costs, DC or Direct Costs, Personnel Direct Costs, Other Direct Costs, Non Eligible Costs, funding schemes.
- Focus on Collaborative project: Focus on SICA project Special international cooperation actions, Focus on Coordination actions, Focus on Support actions
- Lump Sum Reimbursement
- LEGAL ASPECT OF A PROJECT IMPLEMENTATION – Reporting: During the course of the project, focus on the periodic report content, at the end of the project, After the final payment from the EC, Publications: during and after the project, reports Format and transmission modalities
- PAYMENTS: Project funding, Prefinancing, further payments, Timeline of reporting and payments
- Lump Sum Financing for International Cooperation Partner Countries: Opportunities for international cooperation, International Cooperation Partner Countries (ICPC), Lump sum option for ICPC in FP7, Lump sum contribution per ICPC country income group, Upper funding limits to be applied per funding scheme, Lump sum option for ICPC in FP7, Lump sum examples for ICPCs in Lower Middle Income group

D) SESAM Electronic submission of reports and deliverables, access through Participant Portal

- What is Participant Portal
- Access Participant Portal

<ul style="list-style-type: none"> - SESAM Reporting and Deliverables: FP7 Deliverables, creating new Deliverable by Beneficiary (if Titles not defined during the Negotiation in NEF), Beneficiary screen: Result of uploading - Reports: FP7 Reports in detail
<p>E) <u>Financial errors in FP7: How to improve the quality of financial statements</u></p> <ul style="list-style-type: none"> - Errors: Why do they occur, how they can be detected, consequences of errors, how to avoid common errors identified in FP7 cost claims, personal costs common errors - SME owners - VAT - Subcontractors and 3rd parties - Joint Research Units (UMR) - Average Personnel costs: criteria, checks, how to get things right, productive hours
<p>F) <u>Work sheets and group discussion</u></p>

Day Two

Tuesday 18th June 9: 00 – 13: 00

Session Name: Proposal writing session

Session Agenda

Subject
Introduction to the funding programs of the EU
How to prepare a project proposal <ul style="list-style-type: none"> - Preparing the application based on the requirements of the call - Proposal writing
Practical training in groups
Consortium building and networking
Practical application writing

Session Overview:

Trainer: Hubert Fechner – University of Applied Sciences Technikum Wien

This session supports the training for NCRD management staff and administrators through building strong competences and skills among researchers on EU funding and research cooperation opportunities, focusing on priority research areas of mutual interest, from the scientific idea to the project, step by step on how to do practical application writing, and consortium building and networking techniques.

Session Summary:

<p>A) <u>What is a Project</u></p> <ul style="list-style-type: none">- What is in definition in and characterised by- How to start a Project- In steps - from Idea to project:<ul style="list-style-type: none">• EU Cordis Project search, how to Search for similar national financed projects• Satisfying priorities and objectives• Added value• Finding the right call: where to find funding programmes of the EU• Reference links: http://ec.europa.eu/research/participants/portal/page/searchcalls http://www.uni-med.net/index.php?option=com_frontpage&Itemid=1
<p>B) <u>Funding programs of the EU</u></p> <ul style="list-style-type: none">- Horizon 2020- ENI CBC Med- New generation of programme Erasmus for All
<p>C) <u>How to prepare a project proposal</u></p> <ul style="list-style-type: none">- Discussion of different examples of an EU project- Call requirements- Eligibility Criteria: Exclusion criteria- Selection Criteria: the five award criteria's defined in a call- Preparing the summary: What should the summary include, call requirements, European added value, key words for the summary- Search for partners: Networking, using the internet, conferences, networking events- Main reasons for rejection on eligibility criteria: Discussion of main reasons for rejection, how to avoid most common mistakes, clarity of information and quality of language- Work packages

Day Three:

Wednesday 19th. June 9: 00 – 13: 00

Session Name: IP Management in Research Projects

Session Agenda:

Subject
Case study
The importance of IP issues
Collaborative Research, Development and Innovation
IP Management

Exploitation in practice and awareness
Awareness

Session Overview:

Trainer: Alicia Blaya – University of Alicante

Training session aims to support the training for NCRD management staff and administrators through raising more awareness on the applicable rules, the IP system, and IP rights. Encouraging participants to have a better informed and skilled decision making process, to raise awareness on supporting services

Session Summary

<p>A) <u>The importance of IP issues</u></p> <ul style="list-style-type: none"> - Introduction on programme rules - The importance of IP
<p>B) <u>Collaborative Research, Development and Innovation</u></p> <ul style="list-style-type: none"> - The complexity of opportunities: Programme rules, legal and contractual issues, paperwork and bureaucracy
<p>C) <u>EU framework programmes for R&D&I</u></p> <ul style="list-style-type: none"> - TFEU - The 7th Framework Programme of the European Community for RTD and demonstration activities - The competitiveness and Innovation Framework Programme (CIP) - HORIZON 2020
<p>D) <u>IP Management</u></p> <ul style="list-style-type: none"> - Budgets, and making the most of EU findings - Legal and contractual framework: starting from TFEU, going through programme, rules, Grant Agreement, to Consortium Agreement, other EU rules, previous commitments and national law
<p>E) <u>Exploitation in practice and awareness</u></p> <ul style="list-style-type: none"> - How to exchange knowledge - Who owns the project results - How to exploit and disseminate the results - IP related issues dealt with in the grant agreement
<p>F) <u>Awareness</u></p> <ul style="list-style-type: none"> - Access rights - Important rules: Transfer rules, Affiliated entities, Exclusive licenses - Consortium agreement main features: what is the CA - How to draft a CA - ASD, DESCA, EUCAR, EICTA
<p>G) <u>Group discussion</u></p> <ul style="list-style-type: none"> - How to Safeguard protection and exploitation options

- When should a researcher publish
- Which type of IP rights can protect the results
- Options for exploitation

6. List of participants:

	Name	Organization
1.	Anas Al Ahroob	Philadelphia Solar
2.	Hisham Al Affouri	Chamber of industry
3.	Bassam Sunna	Private
4.	Mwafaq Humeidat	VEPCO
5.	Issam Al Metlaq	Private
6.	Mohammed Al Faqeh	NCRD
7.	Abdullah Sakameh	NCRD
8.	Khalid Masoum	NCRD
9.	Khaldoun	NCRD
10.	Nawras	NCRD
11.	Emil Al asis	NCRD
12.	Hasan Samman	NCRD
13.	Hana Kasht	Private
14.	Nadia Al shiyaab	Europe 4 business
15.	Saleem Sweidan	JUST
16.	Ali Maquosi	Petra University
17.	Khalid Asfar	JUST
18.	Zain todros	Private
19.	Amjad Al Mousa	PSUT
20.	Natalie Fahey	NCRD
21.	Muhieddin Tawalbeh	NCRD
22.	Manal Ghanim	Private
23.	Ayesha Al Omari	PSUT
24.	Walid Salameh	NCRD
25.	Salah Al Azzam	NCRD
26.	Khawlah Al Muqrabi	NCRD
27.	Mohammad Al Karaki	Private
28.	Alicia Blaya	University of Alicante
29.	Hubert Fechner	University of Applied Sciences Technikum Wien
30.	Antonio Skarmeta	University of Murcia
31.	Maria Sánchez-Merenciano	University of Murcia