



UNIVERSITÀ DI PISA



Communicating ICT to Markets
www.trust-it-services.com

COORDINATING EU RESEARCH PROJECTS – 10TH NOVEMBER 2011

This workshop explains how EU collaborative research projects funded under the Framework Programme really work! It covers both the formal basis of the project from contracts to reporting and review, and the practicalities of coordinating a multi-partner, multi-country project to deliver the results promised in the proposal.

The workshops will be led by **Paul Drath of [Singleimage](#)**. Paul has extensive experience of EU research programmes gained over the last twenty years, as proposal evaluator, project reviewer and participant or coordinator in more than ten EU funded projects. He has lectured on EU research to audiences from every EU Member State and Associated country, and from Russia, Belarus and the Ukraine. He is frequently invited to speak at events relating to EU research funding organized by FP7 National Contact Points, associations and foundations, as well as individual universities and institutes.

The workshops are organised in collaboration with the **[University of Pisa – European and International Research Unit](#)**, the Unit of the Research Office within the Research & International Relations Area in charge of: contracts with EC; analysis of funding opportunities in European Programmes, in particular referring to Framework 7; Dissemination, Promotion & Training about European Programmes; Support and Advice to Project Management and Financial Accounting of European Projects; Monitoring European projects presented by the University of Pisa; Panel of University of Pisa scientific experts ; Relationships with European Commission, APRE, research institutional actors and stakeholders.

TARGET AUDIENCE: *The workshop is aimed at research managers and administrators coordinating EU collaborative research projects. It is also suitable for those managing their organisation's participation in EU collaborative projects, or developing the management section of proposals for these projects.*

Combine Coordinating EU Projects with Finance in Framework Seven taking place on 9th November 2011 (special rates available)

AGENDA

9:00 Registration and coffee

ESTABLISHING THE RULES

9:30 What the EC contract and consortium agreement say about project management. Management roles and responsibilities, management processes, and key decisions.

11:00 Coffee break

PROJECT OPERATION

11:15 Project planning, deliverables and quality, internal reporting; meetings; project administration, the project handbook, web tools to support project management

12:30 Lunch

EU REPORTING AND REVIEW

13:30 Progress and resource reporting, deliverables and timesheets. EC review, preparation and results

15:00 Coffee break

PROBLEMS IN MANAGING EU RESEARCH PROJECTS

15:15 Problems in reporting, delivery, quality, cooperation and commitment: causes and cures.

16:30 End of formal workshop



UNIVERSITÀ DI PISA



Communicating ICT to Markets
www.trust-it-services.com

FRAMEWORK SEVEN WORKSHOPS –BOOKING FORM

To book a place at a workshop, price 480€ + VAT (Total = 576€), in Pisa, Italy, send this booking form to Trust-IT Services Srl (fax +39 050 503325, email training@trust-it-services.com).

Note: Special rates for attending more than one course or for organisations with multiple participants.

The Workshop is in English and the price includes attendance at the workshop, copy of Workshop materials, lunch and refreshments.

I WILL PARTICIPATE TO THE WORKSHOP:		
<input type="checkbox"/> FINANCE IN FRAMEWORK SEVEN		9 TH NOVEMBER 2011
<input type="checkbox"/> COORDINATING EU RESEARCH PROJECTS		10 TH NOVEMBER 2011
<input type="checkbox"/> FINANCE & COORDINATING		9 TH & 10 TH NOVEMBER 2011 (SPECIAL RATE)
MR/MRS/MS/MISS/DR/PROF	FIRST NAME	FAMILY NAME
POSITION IN ORGANISATION	ORGANISATION	
ADDRESS		
CITY	POST CODE	COUNTRY
PHONE	FAX	EMAIL
ORGANISATION VAT NUMBER		
WE WOULD LIKE TO EMAIL YOU WITH INFORMATION ABOUT OUR PRODUCTS AND SERVICES. TO BE INCLUDED ON OUR MAILING LIST PLEASE TICK (✓) THIS BOX:		

Payment: Trust-IT Services Srl will issue an invoice by email. All payment details will be present on the invoice (e.g. bank transfer, credit card)

Signature

Cancellations: a refund of 80% of the fee will be made if you cancel in writing two weeks prior to the event. After that date, the whole fee will be forfeited.

Substitutions are welcome at any time but must be confirmed by email or fax before the event. Singleimage / Trust-IT Srl reserve the right to cancel the workshop if necessary, in which case the fees will be refunded. For **accommodation**, please see the Logistics document that can be downloaded from our web site – www.trust-it-services.com