

Europa Media *Advanced Seminar Series* Sixth Framework Programme (FP6)

EC PROJECT MANAGEMENT

Contract negotiations - project management - reporting - audits - typical mistakes

Getting your project funded is only the beginning...

IN THE SPOTLIGHT

Lecture Topics

Straightforward, practical presentations

- » Contract negotiations
- » The Consortium Agreement
- » Protecting your Intellectual Property
- » Project co-financing
- » Project reporting
- » Cost Statements
- » Audits by the Commission

Workshop Topics

All practical and interactive in small groups

- » Negotiations
- » Crisis management
- » Preparing Cost Statements
- » Preparing project reports
- » Worst-case scenarios
- » Typical mistakes
- » Focus on FP6/FP7

Each year thousands of FP6 project managers and researchers realise the hard way that winning a European project is actually just the beginning.

Contracts are lost during negotiations, cost statements are not fully accepted and project reports get rejected due to mistakes that could have been avoided by proper project management.

The training will deliver real-life answers to real-life questions.

DATE AND VENUE

25-26 May, 2006.
Hilton Budapest*****, Hungary

Early bird registration is available till 8 May, 2006.

This training is meant for intermediate and advanced participants.



Introduction

Following a series of unique EC project development trainings, deployed on 3 continents with over 2000 participants from 37 countries, Europa Media and Geonardo are now proud to present a seminar on EC project management.



Practical Lectures
Interactive workshops
Unique thematics

Each year thousands of European project managers and researchers realise the hard way that winning a European project is actually just the beginning. This realisation has a price. And it does not come cheap. Contracts are lost during negotiations and project reports get rejected due to mistakes that could have been avoided by proper project management. And even if everything goes well, there will always be some cost items that will not be accepted in your reports for various reasons. A few hundred EUR here and a few thousand there and the project partners end up receiving much less than they you should have.

But let's presume that everything goes well. You did your best during the contract negotiations successfully avoiding any **reduction in your budget** or any increase in your workload. All your Intellectual Properties are well protected in a proper **Consortium Agreement** and this document clearly identifies your responsibilities and any **critical scenarios**. You have managed to set up a simple but robust project management system that stores all your invoices in a way that will be necessary for the **reporting**. You have understood everything that is necessary to pay your staff, you have understood the **tax** and **VAT implications** of taking part in your project. You have managed to manoeuvre within the **EC contractual framework** in terms of costs and performance. You have successfully put together your **cost statements** that comply with your national **accounting rules** and the EC legislation. So you did a fine job in managing your project.

But did you get the maximum out of it?!

All EC projects have a potential for additional indirect benefits that may be worth much more than the money the applicants receive. These indirect benefits can be harvested in a smart way and they can lead to increased performance within your normal business and research activities. They also represent enormous marketing value for no cost at all and they can generate further successes under other European programmes as well.

Training Programme

GUARANTEE

We do not allow politicians, bureaucrats, "EU Experts" lecture at our courses. We do not invite professional speakers and trainers. Our seminars are 100% based on real-life experiences and are held by our own project managers, who successfully develop and manage EC projects on a daily basis.

This training is meant for intermediate and advanced participants. If you haven't been involved in EC projects this training may not be suitable for you!

Please contact the organisers for advice.

Europa Media PSC

15 Vitorla Street, Budapest
H-1031

Phone: +36 1 453 3801

Fax: +36 1 436 9038

E-mail:

info@europamedia.hu

Web: www.eucenter.org

Registration fee:

Early bird rate: 950 EUR+VAT
(if applicable)

Standard rate: 1200 EUR+VAT
(if applicable)

All rates include the official training material, coffee breaks, lunches for the two days plus a common dinner.

The overall objective of this 2-day seminar is to take the participants deep into the practicalities of EC project management. Similarly to other Europa Media seminars this training will be practical and straightforward brought to you by those who successfully develop and manage EC projects on a daily basis. Although the training content may be applicable to a broad variety of EC funds the organisers intend to focus on some of the most significant programmes, primarily to **FP6 and FP7 research framework programmes**.

Day 1

- » Contract negotiations - the process, the tricks, typical mistakes. Examples: successful and unsuccessful negotiations. What went wrong?
- » Understanding the EC contract - do you really know the Belgian law?
- » Consortium agreement - how to protect your interest, how to protect your Intellectual Property Rights? Examples.
- » Getting started - advance payment, bank guarantees. How to get things right from the beginning? The kick-off meeting: typical mistakes.
- » Keeping your records - efficient project management systems in practice. Eligible and non-eligible costs. The Cost Statements:
- » Workshop I: Contract negotiation roleplay. Creative thinking in project accounting. Bulletproof Cost Statements

Day 2

- » Coordinating a project - how to deal with the difficulties. Any problematic partners? Methods and means of keeping the project on track. The Coordinator's responsibilities.
- » Managing your participation - how to work with the others, your relationship with the Coordinator. The Contractor's responsibilities.
- » Reporting - Milestones and Deliverables. Critical path, threats
- » Project closure and monitoring - getting prepared to EC audits. Examples: projects that suffered heavy losses during audits.
- » Special lecture: Introduction to FP7

Workshop II: Maximising the indirect benefits of your participation. PR and marketing. Getting the most out of your participation. The question of co-financing: how to come up with the 50%?

About the seminar

ORGANISERS

Europa Media PSC,
www.eucenter.org

The main mission of Europa Media Public Service Corporation is to compile and disseminate information about the European Union programmes to potential stakeholders in Europe and beyond. The founding members of the corporation have a wide range of expertise and knowledge of the EU, which is reflected in the high quality of its services and activities.

Geonardo Ltd,
www.geonardo.com

GEONARDO Ltd. is a high-tech consulting firm specialized in engineering and business consulting. Over the past few years, the company has participated successfully in a variety of EU funded projects, laying the foundation for combining various types of project finance mechanisms, such as domestic and European grants, venture capital and bank loans. The professional competence and experience of the Geonardo team regarding EU project development is truly exceptional in Central-Eastern Europe.

LECTURERS

All our lecturers have several years of direct experience with the management of EC contract.

The training will be moderated by Mr. Balazs Bodo, the CEO of Geonardo, who has personally developed, managed and coordinated several projects under the FP5/FP6/EIE and other programmes. He is the

- » Coordinator of FP5 OMENTIN Ref. EU/HRP-CT-2001-00002, www.omentin.org,
- » Coordinator of FP6 SME ENVIRONMENT Ref: FP6-2003-Global-2-003925 , www.sme-environment.org
- » Coordinator of ALTENER II Geothermal Power Ref. EU/AL-2002-045, www.geothermalpower.net
- » Coordinator of IEE Biofuel Marketplace Ref: EIE-2005-022 www.biofuelmarketplace.com
- » Coordinator of several other international initiatives.

Mr. Bodo has also been involved in the development and management of over 100 EC projects and he is a Brussels evaluator for FP6 and other EC programmes.

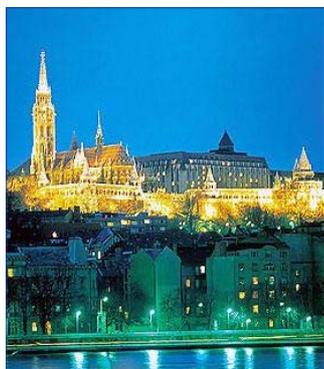
All our trainers have similar day-to-day practical experiences with the management and reporting of EC projects.

VENUE - HILTON BUDAPEST*****

The 5-star Hilton Budapest is situated in the heart of the historic Castle District. Hilton boasts the most perfect location in Budapest and is easily accessible for international delegates. The fully equipped Business Centre and the hotels professional conference team guarantee the success of your meeting. The hotel offers 23 multi-purpose meeting rooms. The flexible set-up possibilities can be fitted according to the preferences. The hotel offers up-to-date technical equipment throughout the events.



Accommodation in Budapest



Hilton Budapest*****

Castle District is a UNESCO World Heritage site and is accordingly strictly protected. In keeping with such traditions, the Hilton Budapest has certainly preserved the spirit of the Castle District. A perfect example would be the restored remains of a 13th century Dominican churchyard and cloisters that are now incorporated into the contemporary building. Hilton Budapest welcomes its guests with famous hospitality of Hungary.

Standard room: 160 EUR/night

Standard room with Danube panorama: 190 EUR/night

Executive room: 210 EUR/night

1014 Budapest, Hess András tér 1-3. Phone: +36 1 889-6600,

Fax: +36 1 889-6644 E-mail: info.budapest@hilton.com

Internet: www.budapest.hilton.com

Burg Hotel***+

The main entrance of BURG HOTEL overlooks the Szentháromság tér (Trinity Square) just opposite to HILTON BUDAPEST. Each room has a unique scenery and the guest can find great pleasure in the view of the illuminated Church of Our Lady right from their beds. The equipment and size our rooms are adjusted to the international level and the quality of the fittings live up to the highest expectations (bathroom, colour TV with satellite channels, mini-bar, telephones, air-conditioning).

H-1014 Budapest Szentháromság tér 7. Tel: +36 1 212 0269

Fax: +36 1 212 3970 E-mail: hotel.burg@mail.datanet.hu

www.burghotelbudapest.com

Single room: 105 EUR Including breakfast and VAT

Double room: 115 EUR Including breakfast and VAT

Suite for 2 persons: 134 EUR Including breakfast and VAT

CARLTON HOTEL Budapest****

The CARLTON HOTEL BUDAPEST is situated at the foot of the famous Fishermen's Bastion and the romantic castle quarter, just a few steps away from the city's central business and shopping districts and the Chain Bridge. With its central yet quiet location it offers the very best in modern hotel comfort.

H-1011 Budapest, Apó Péter utca 3. Phone: 0036 1 224-0999

Fax: 0036 1 224-0990 Email: carltonhotel@t-online.hu

www.carltonhotel.hu

single room: 90 EUR/night

double room: 105 EUR/night

Application form

International training course on EC project management - focus on FP6/FP7
Hilton Budapest*****, 25-26 May, 2006
Please use block capitals.

Title (Mr., Ms.)

Surname

First name

Name of Institution

or Company

Field of activity

of Institution or Company

Account Address:

City:..... Postcode:.....

Other details (e.g. VAT number) if required

Postal Address

(if different from above)

City:..... Postcode:.....

Country.....

E-mail

Telephone

Fax

Other comments

(vegetarian, extra days, etc.)

Early bird registration (till 8 May, 2006): 950 EUR + (VAT if applicable)

Standard fee: 1200 EUR+ (VAT if applicable)

All rates include the official training material plus coffee breaks, lunches for the two days and a common dinner.

Accommodation shall be reserved by the participants. More information will be provided upon application.

I have carefully read the terms and conditions mentioned in the Disclaimer and by sending this registration form to Europa Media hereby agree to be bound by the terms and conditions outlined therein.

Please fill in and forward the application form to our fax number: +36 1 436 9038

Upon registration applicants will receive a confirmation letter via e-mail. This letter will inform them that an invoice is being prepared and will be sent to the indicated address by regular mail. All accounting details will be provided on the invoice. Cancellation Policy: Should you be unable to attend, a substitute delegate is always welcome. Alternatively, should you need to cancel, we will refund the registration fee less a 15% service charge provided you notify us by e-mail or fax at least 15 business days prior to the seminar. Regrettably, no refunds will be made if cancellation notice of less than 15 business days is given.

Detailed thematics and additional information will be sent upon the receipt of the payment.

Disclaimer

Europa Media is not linked or related to the European Commission or to any European governments in any respect. The EU CENTER website is maintained and managed by Europa Media. It is an independent forum, intended primarily for those proposing projects. The name "EU Center" refers to the portal's aim to unite and classify all information related to EC programmes through a single portal. These services are not supported by the EC or by any public funds and the portal cannot by any means be considered as an "official" initiative of the EU. The official website of the EU can be reached through the Europa Server at www.europa.eu.int. Europa Media does not re-sell or otherwise commercially exploit freely available public information and they do not imply that this information is restricted or that it is only accessible through the EU.Center.org website or its trainings.

All interested parties are strongly advised to consult the official website of the EC at www.europa.eu.int, the websites of ministries, various helpdesks, Information Relay Centres (IRCs), Euro Info Centres (EICs), Business Innovation Centres (BICs) and/or other official networks, supporting organisations or EC representations (e.g. EU Delegations in countries outside the EU) before taking advantage of services delivered by commercial providers.

The information provided at our training courses is intended for information purposes only. Under no circumstances shall Europa Media or any of their employees, partners or agents be held liable for any direct, incidental, indirect, special, consequential or other damages including, without limitation, lost revenues or lost profits, arising from or in connection with the use of the information provided in the training materials or during the training courses. No advice or information given by the trainers, employees, invited lecturers shall create any warranty or liability including, without limitation, the accuracy, completeness, or reliability of content of the training courses.

Cancellation policy, money back guarantee

Should you be unable to attend, a substitute delegate is always welcome. Alternatively, provided you notify us in e-mail or fax prior to the session Europa Media will forward you the refund consisting the registration fee, minus certain % of service charge as follows:

- » Over 30 days before starting date - 15% of the amount
- » 29 to 15 days before starting date - 50 % of the amount
- » 14 to 8 days before starting date - 75 % of the amount

Regrettably, no refunds will be made if less than 8 days notice of cancellation is given.

Each transfer of registration to other course dates filed one month prior to beginning of the course will be charged an extra 15 % for administrative costs. No additional charge for substitute participants will be added.

Europa Media PSC reserves the right to cancel the course up to 2 weeks before the starting date of the session. Europa Media accepts no responsibility for costs incurred in relation with the course (travel, hotel, etc.) for the participants.

You agree that any claim, action, or proceeding arising out of the use of our services shall take place in Hungary, be governed in accordance with the laws of Hungary and you agree to fully submit to the jurisdiction of the city Court of Budapest.

How to apply?

- » To be registered participants of the seminar, applicants first shall fill in the application form and send it back to the given fax number! (+36 1 436 9038)
- » Applicants will receive a confirmation letter of the reception of the application form via e-mail, in which EUCenter Team will inform them that the invoice is being prepared and sent (via fax, e-mail and regular registered mail) to the indicated address. All accounting details will be indicated on the invoice.
- » In order to take part in the international training course, applicants shall effect advanced payment at least 10 working days prior to the event. Please, do not forget to indicate the number of your invoice and the name of the applicant on the bank transfer order!
- » The official confirmation of your registration will be provided to participants via fax and/or e-mail once the transferred registration fee appears on the account of the organisation or EUCenter receives the confirmation of bank money order. (A copy of the bank money order as confirmation is accepted only from governmental bodies, public authorities or universities.)

Please note that if EUCenter does not receive the necessary confirmations 10 working days prior to the course, participant is requested to pay the course fee in cash on the day of the event.

Upon the official confirmation of application, participants will receive a detailed thematic program and other useful information.

How to pay the registration fee? - Payment policy

Options:

- Bank money transfer to Europa Media's account
- Cheque payable to Europa Media (in EUR)

Participants are requested to pay the registration fee after they received the invoice issued on their names. The invoice will include all information (account number, SWIFT number, etc.), which is necessary for bank money transfer. The confirmation of the bank money transfer shall be sent to Europa Media either via e-mail (info@europamedia.hu), or fax (+36 1 436 9038).

Conditions of participation

Participants are allowed to take part in the course if they can present their official confirmation letter - sent by Europa Media - on the venue. The official confirmation letter is provided to delegates after their payments are made.

Selected participants of some of our previous trainings

International Organisations

European Space Agency
International Solar Energy Society
United Nations Economic and Social Commission for Western Asia (UNESCCA)
The Regional Environmental Center for Central and Eastern Europe (REC)
UNESCO-IHE Institute for Water Education
U.S. Mission to the EU
Euroasia Development and Cooperation Foundation
International Water Association
Albania
Ministry of Environment
Ministry of European Integration of the Republic of Albania
Australia
University of South Australia
United Water International
University of New South Wales
University of Queensland
University of Technology Sydney
University of Wollongong
Austria
BOKU - Environmental Biotechnology
E.V.A. Austrian Energy Agency
ENERGIECOMFORT GmbH.
GREENPEACE
Municipal Department 27
Belgium
Belconsulting N.V.
Brussels Institute for Management of the Environment
Flemish Environment Agency
University of Leuven
Bosnia and Herzegovina
Bosnalijek D.D.
Bulgaria
Black Sea Regional Energy Centre
CIBOLA 2000 LLC
Green Bulgaria Energy Agency
HVB Bank Biochim AD
KAVEY Ltd.
Kozloduy Regional Economic Development Initiative
Nemetschek OOD
Toplofikacija Rousse
Utilities Ltd.
V&K Ltd. Rousse
VEC "Energy" Ltd.
Via Expo Ltd.
China
China Academy of Transportation
Croatia
Croatian Bank for Reconstruction and Development
Croatian Environment Agency
Croatian Railways
ERICSSON Croatia
Erste doo.
University of Zagreb
GFK - Croatia
HBOR - Croatian Bank for Reconstruction & Development
Hypo Alpe - Adria - Bank d.d.
Ministry of European Integration
PODRAVKA d.d.
Pricewaterhousecoopers
SAP d.o.o.
Thyses European Consulting Network
Werkos d.o.o.
Cyprus
Ministry of Health
University of Cyprus

Czech Republic

Centre for Regional Development of the Czech Republic
CH2MHILL Ceska republika s.r.o.
University of South Bohemia
Institute for Economic and Environmental Policy
Ministry of Finance
Ministry of Industry and Trade
Ministry of the Environment of the Czech Republic
Ministry on Education, Youth and Sports
Nuclear Research Institute Rez plc
Palacky University
Denmark
COWI A/S Denmark
Danish Outdoor Council
DHI Water & Environment
Geological Survey of Denmark and Greenland
Novi Innovation A/S
Technical University of Denmark
Estonia
EESTI Energia AS.
Estonian Woodworking Federation
Tartu City Government
Finland
Energy and Environmental Technology
Expthause
Finnish Environment Institute, SYKE
HAFMEX WINDFORCE OY
Jyuaskyla Science Park
Northern Dimension Research Centre
RAMBOLL Finland Ltd.
University of Kuopio
Vantaa Energy
WATREC Ltd.
France
Chambre de Commerce et d'Industrie des Côtes d'Armor
IGBMC Institute
Riskaudit
SAS Compte R.
STEP
Union Internationale des Chemins de fer
Surveillance de L'environnement/
Environmetn Monitoring
Ministry for Infrastructure, Transport,
Regional Development, Tourism and Sea
BRGM (Bureau de Reserches Geologiques et
Minieres)
CNIM
Georgia
REC Caucasus
Germany
Forschungszentrum Karlsruhe GmbH - PTKA
GRS
Max - Planck - Institute of Biochemistry
Physikalisch- Technische Bundesanstalt
Planbar - Büro für Stadtplanung und
Beratung
Umicore AG+Co KG.
Hungary
Budapest University of Technology
Hungarian Oil and Gas Company Plc
Kopint Datorg Hungary
AUDI Hungary Ltd.
T-Com Hungary
Philips Hungary Ltd.
IBM Hungary Ltd.
PanTel Hungary
OTP Bank
Iceland
Enviroment and Food Agency of Iceland

Ireland

An Bord Iascaigh Mhara (BIM)
MEATH Emergency Management Agency
Italy
ALPS Innovation Relay Centre
AT Information Technology SRL.
Engineer Free - Lance
Euro Service S.r.l.
Fondazione Centro San Raffaele Del Monte
Tabor
Infrastrutture S.r.l.
Ministry of Environment and Territory
Project Automation S.p.A.
SELC P.S.C.A.R.L.
University of Naples Federico II
Kenya
Ozone Secretariat United Nations
Environment Programme
Latvia
Estonian Latvian & Lithuanian Environment
Ltd.
Latvian Railway
Ministry of Environment
PROFIN Ltd.
State Projects Agency "Vides Projekti"
Lithuania
Law University of Lithuania
Macedonia
Electric Power Company of Macedonia
KEDING Skopje
Malta
Malta Environment and Planning Authority
Malta Financial Services Authority
Norway
City of Oslo
Institute of Marine Research
NOVA
Oslo Region European Office
Poland
Air Force Institute of Technology
Centrum Techniki Okretowej S.A.
F. Chopin Academy of Music
Institute of Geophysics (PAS)
N. Copernicus University
Nicolaus Copernicus University
Office of the Committe for European
Integration
Office of the Marshal of the Pomorskie
Voivodeship
Oil and Gas Institute
Silesian University of Technology
University of Warmia and Mazury in Olsztin
Portugal
Instituto do Ambiente
Prospectiva, Projectos, Servicos e Estukos,
Lda.
EIC Caixa Geral de Depositos
Agencia de Inonacao S.A.
Laboratoio Nacional de Engenharia Civil
Net Green developments Lda
Edhidrica - Consultores de Engenharia
Ambiental, Lda
Republic of South Africa
Council for Geoscience
Romania
Agency for the Management of Energy and
Environmental Protection Brasov
CARDS Related Services
Information Office of the Council of Europe
in Bucharest
National Communications Research Institute
National Council of Private SMEs in Romania
Society for Education on Contraception and
Sexuality

University of Bucharest

VULCASCOT Romania S.r.l.
WAPO Service S.R.L.
Serbia and Montenegro
European Movement in Serbia
University of Novi Sad
Petroleum Industry of Serbia
Slovakia
S & K Management Systems
Centre for Project Cooperation
Institute of Landscape Ecology, SAS
Ministry of Finance
Sempol Holding
Slovensko Elektrárne a.s.
Slovenia
Chamber of Craft of Slovenija
Institute of Public Health M. Sobota
Notranjska Environmental Center
OIKOS Development Consulting inc.
SRC BISTRA PTUJ
Spain
AINIA - Centro Tecnologico
CIMNE
Hynergreen Technologies, S.A.
Iniciativas Innovadoras S.A.L.
Instituto Enxético De Galicia
Instituto Tecnologico de Canarias S.A.
ISOFOFON S.A.
Research Center of Catalunya
Sweden
Casa Minunata/Foundation Speranta
City of Stockholm
County council of Jämtland
Hallakra Finanskonsult AB
Malardalen Energy Agency
Royal Institute of Technology
SEEL Scandinavian Energy Efficiency L.
Swedish Society for Nature Conservation
Volvo Technology Corporation
The Netherlands
ECOSECURITIES
IMEC Netherlands
Royal Dutch Association of the Printing and
Allied Industries
Open Universiteit Nederland
Pyxis Discovery B.V.
Swilwon Business Development
Yuksek Consultancy
Turkey
Banks Association of Turkey
Bogazici University
CNR International Trade Fairs
Dedeman Holding AS
Delta Petroleum Products Trade CO.
FORD Otomotiv San A.S.
University of Istanbul
KOC University
TUBITAK MRC Food Institute
United Kingdom
Institute of Cancer Research
UHI Millenium Institute
Energy Projects Plus
E-ON UK PLC.
Multi - Technologies Group
Renewables Northwest
University of Wales Swansea - Space
Applications Services
London Metropolitan University
UK Health Protection Agency
University of Brighton
University of Edinburgh
Westcountry Rivers Trust
Ukraine
Yuzhnoye SDO