



Cyprus Employers & Industrialists Federation
Ομοσπονδίας Εργοδοτών & Βιομηχάνων Κύπρου



Training of SMEs to Become Successful Coordinators of Framework Programme Projects

Module 2: Project Launch to Mid-term Assessment

AGENDA

LEFKOSIA 04/12/06

09:00 Introduction & welcome RTD TALOS & delegate presentation

09:15 Presentation of Research Promotion Foundation's activities

09:30 The role of the coordinator - overview

09:40 Coordination Support - Guidance Documents, Services & Information

10:00 Early stage coordination issues

10:15 Project Management - Meetings, contract amendments, calls for new contractors & decision making

11:00 *Break and SME networking*

11:30 Specifics of Coordination 1 - Launch meeting

12:00 Specifics of Coordination 2 – Reporting & financial issues

13:15 *Lunch & SME networking*

14:15 Exploitation & Dissemination early issues (incl. problem scenarios & consortium agreement)

15:30 Review of PTA experiences and FAQs

16:00 Open discussions incl. problem scenarios

17:00 *End of training session*