



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*