



Joint Workshop on the Role of the Framework 7 Advisor **17th November 2009, Brussels**

The Santander Group and the Compostela Group of Universities would like to invite their members to participate in a one-day workshop designed for Senior Research Managers/Officers or those responsible for submitting and managing projects from the 7th Framework Programme. The aim is to improve their knowledge and skills in planning and co-ordinating successfully 7th FP proposals. This workshop is also open to non-members.

The Workshop will be led by Dr. Sean McCarthy who specialises in the development and delivery of training courses for research managers. Since 1999, Dr. McCarthy has presented training courses to 28,000 participants in over 250 research centres throughout the EU. He has been involved in over 150 EU R&D Proposals, over 50 contracts and managed 16 of these. He has also acted as scientific evaluator for 10 different EU R&D Programmes (Energy, Innovation, Marie Curie etc.)

The Workshop is based on Dr. McCarthy's 27 years of experience in proposal writing, project management and project administration of EU R&D contacts.

To register for the workshop, please fill out the attached **form** and send it to the following email: sgadmin@sgroup.be The deadline for the early bird registration is **29th October 2009**. For detailed inquiries about the workshop, you are welcome to contact the SG Office.

Santander Group

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Programme
17th November 2009, Brussels

10.00 – 12.30 am (break at 11.15)

The role of the Framework 7 Advisor

- The Framework 7 Advisor in the Organisation (Reporting and Supporting)
- The Framework 7 Advisor's Office (Tools, Templates, Databases)
- Supporting Content (Science) and Supporting Rules (Administration)
- The Role of the FP7 Advisor at different phases (from the Call to the Audit)
- How to monitor the effectiveness of the Framework 7 Office
- New challenges in the future

12.30-13.30 pm
Lunch Break

13.30 – 16.30 pm (break at 14.30)

How to Negotiate and Administer Framework 7 Grant Agreements

- From the Proposal to the Final Payment
- The Consortium
- How to Work with the European Commission
- Negotiating the Grant Agreement
- Model Grant Agreement
- Contractual Deadlines in Framework 7 Projects
- Claims in Framework 7
- The Financial Audit



Fees:

| | Early bird by 29th October | After 29th October |
|---------------|--|--------------------------------------|
| SG/CG Members | EUR 175 | EUR 200 |
| Non-members | EUR 275 | EUR 300 |

The Workshop will be held at the SG premises located at the following address:

Santander Group
Rue de Stassart 119
1050 Brussels, Belgium