

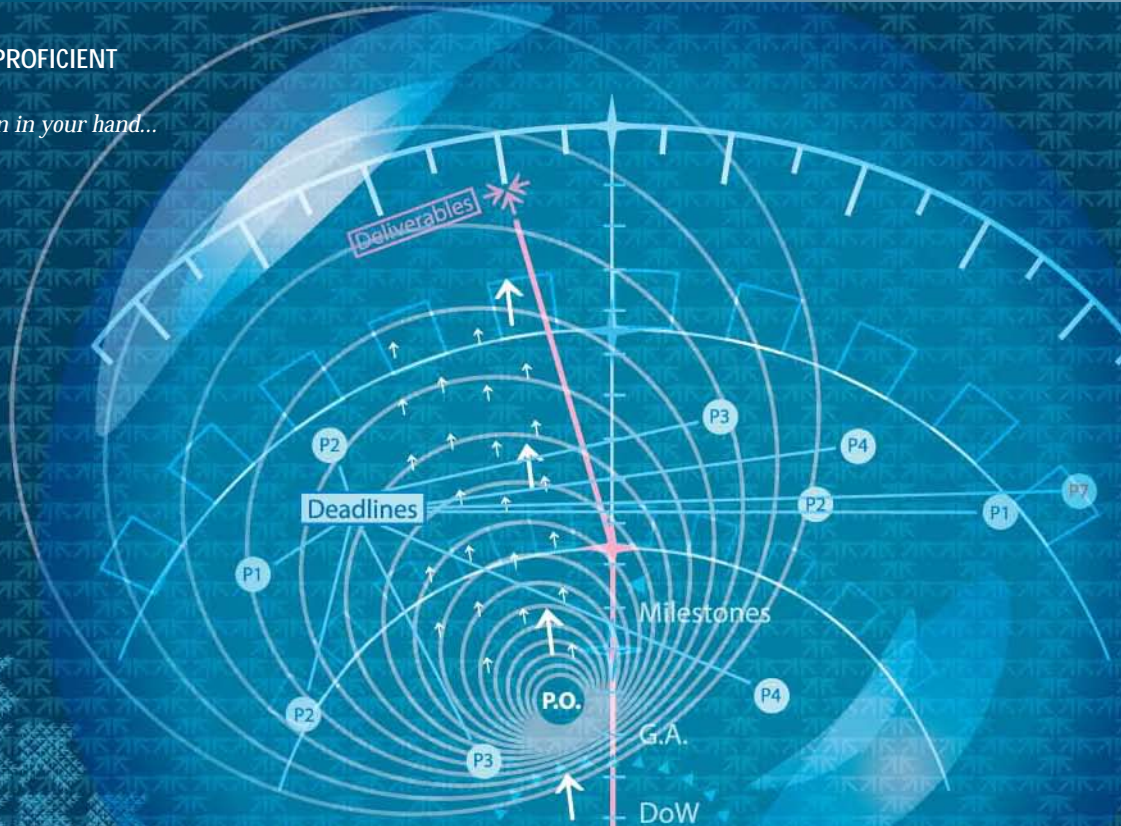
# FP7 – PROJECT COORDINATION

14-15 OCTOBER 2010 BUDAPEST, HUNGARY  
2-day intensive management training

PRAGMATIC PERSONAL PROFICIENT

*Keeping project coordination in your hand...*

**EM** europa  
media®



# FP7-PROJECT COORDINATION

FOR COORDINATORS, BY COORDINATORS

## THEMES COVERED:

- » Grant Agreement and CA
- » Negotiation process, communication
- » Financial Certificates (CFS, CoM, CoAPC)
- » Technical Review
- » IPR and legal issues

## DO YOU KNOW HOW TO...

- » PREPARE SUMMARY FINANCIAL REPORTS?
- » ENSURE THAT THE DOW AND THE CA IS COMPLETE?
- » EXPLOIT SAFELY YOUR PROJECT RESULTS?
- » GET PARTNERS TO DELIVER ON TIME AND WITHIN BUDGET?
- » SURVIVE AN EC PROJECT AUDIT?
- » MEDIATE AMONG PARTNERS?

## BOTTLENECKS OF COORDINATION

- » COORDINATION WITH NO INSIGHT
- » NON-PERFORMING PARTNERS
- » UNCLEAR POINTS OF THE GA
- » SCIENTIFIC OR ADMINISTRATIVE COORDINATION
- » HANDLE REVIEWS



## OUR SOLUTION...

### FP7 – PROJECT COORDINATION

*2-day intensive management  
training for coordinators*

#### *Insightful*

- » TIPS AND METHODS
- » PRACTICAL KNOWLEDGE FROM COORDINATORS
- » COMMUNICATION WITH PARTNERS

#### *Interactive*

- » ONE-ON-ONE INTERACTION WITH EUROPE'S LEADING PROJECT COORDINATORS
- » PERSONAL CONSULTATION ON YOUR RUNNING PROJECTS
- » WORKSHOPS ON FINANCIAL AND LEGAL ISSUES

The FP7-PROJECT COORDINATORS training is designed to provide project's scientific, administrative and financial coordinators, administrators and financial personnel with the skills needed to successfully implement EC projects. The participants will note that project coordination starts at the proposal development stage. Our experts will guide the participants through all the procedures of project implementation, from Grant Agreement negotiations to financial/technical reporting, including audits and other key issues. Experienced project coordinators will facilitate and moderate practical workshops, providing all aspects of the FP7 project coordination.

#### FREE E-LEARNING

Participants are given 2-weeks unlimited access to e-learning to provide them with all background and theoretical knowledge of FP7 project management. The e-learning is optional but highly recommended as the information complements the training workshop.

EXPERIENCE YOU CAN TRUST



## Why Europa Media?

Europa Media is Europe's leading training provider, having organised more than 100 trainings with over 5000 participants. EU funding experts and senior project managers of Europa Media have an outstanding track record of initiating, managing and implementing EC projects, and will be supported by guest international professionals from leading European organisations, with dozens of years of experience in real project management. The multinational composition and the profound knowledge of the training lecturers combined with a focus on practical issues and your personal needs make the FP7 - Project Coordination training the answer to successful project implementation.

We practice what we preach...



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info@eutrainingsite.com  
www.eutrainingsite.com

### DETAILS

Date: 14-15 OCTOBER 2010  
Location: BUDAPEST, HUNGARY  
Venue: Hotel Novotel Budapest Danube\*\*\*\*  
Price: **EARLY BIRD RATE: 1190\* EUR+VAT\*\***  
**STANDARD RATE: 1690 EUR+VAT\*\***

Rates include the official training material (electronic + hard copy), plus coffee breaks, lunches for two days, a common dinner, and a sightseeing tour. Accommodation is not included in the course price. Information on accommodation will be sent upon registration.

\* If application is made on or before **8 October 2010**.  
\*\* The VAT is 25%.

For more information visit our website at  
[www.eutrainingsite.com](http://www.eutrainingsite.com) or [click here](#) to apply now.

### PROJECT REFERENCE LIST OF THE ORGANISERS

**EUINEC** (FP7) Budget: EUR 500 000 Role: Coordinator Website: [www.euinec.org](http://www.euinec.org) – **INDIAGATE** (FP7) Budget: EUR 500 000 Role: Scientific coordinator – **CEUBIOM** (FP7) Budget: EUR 1 340 827 Role: Coordinator Website: [www.ceubiom.org](http://www.ceubiom.org) – **GEOCOM** (FP7) Budget: EUR 11 541 696 Role: Coordinator – **IMPACTMIN** (FP7) Budget: EUR 3 313 473 Role: Coordinator – **SECURENV** (FP7) Budget: EUR 850 596 Role: Coordinator Website: [www.securenv.eu](http://www.securenv.eu) – **DIBANET** (FP7) Budget: EUR 4 853 158 Role: Partner Website: [www.dibanet.org](http://www.dibanet.org) – **EASIE** (FP7) Budget: EUR 2 948 396 Role: Partner Website: [www.easie.eu](http://www.easie.eu) – **RES BOAT** (FP6) Budget: EUR 288 733 Role: Coordinator Website: [www.resboat.org](http://www.resboat.org) – **SME ENVIRONMENT** (FP6) Budget: EUR 300 000 Role: Coordinator Website: [www.sme-environment.org](http://www.sme-environment.org) – **AQUASTRESS** (FP6) Budget: EUR 9 825 000 Role: Partner Website: [www.aquastress.net](http://www.aquastress.net) – **TRAINASA** (FP6) Budget: EUR 136 000 Role: Partner Website: [www.trainasa.org](http://www.trainasa.org) – **e-Consulting** (FP6-INCO) Budget: EUR 100 000 Role: Partner Website: [www.sme-consulting.net](http://www.sme-consulting.net) – **ECO-PCCM** (FP6-STREP) Budget: EUR 1 690 000 Role: Partner Website: [elchem.ihtm.bg.ac.yu/ECO-PCCM/](http://elchem.ihtm.bg.ac.yu/ECO-PCCM/) – **ASTECH** (FP6) Budget: EUR 1 324 520 Role: Partner – **Concerto AL Piano** (FP6) Budget: EUR 8 528 620 Role: Partner – **OMENTIN** (FP5) Budget: EUR 297 000 Role: Coordinator Website: [www.omentin.org](http://www.omentin.org) – **Iron Curtain** (FP5) Budget: EUR 3 377 180 Role: Partner Website: [www.ironcurtainproject.com](http://www.ironcurtainproject.com) – **Tisza River Project** (FP5) Budget: EUR 2 587 741 Role: Partner Website: [www.tisariver.com](http://www.tisariver.com) – **Energy Forest** (FP5-INCO) Budget: EUR 238 688 Role: Partner Website: [www.energyforest.com](http://www.energyforest.com) – **Geothermal Power** (IEE-Altener II) Budget: EUR 634 760 Role: Coordinator Website: [www.geothermalpower.net](http://www.geothermalpower.net) – **PELLETSATLAS** (IEE-Altener II) Budget: EUR 1 527 003 Role: Partner Website: [www.pelletsatlas.info](http://www.pelletsatlas.info) – **Repromo** (IEE-Altener II) Budget: EUR 611 077 Role: Partner Website: [www.repromo.org](http://www.repromo.org) – **ENERGY 4 COHESION** (IEE-Altener II) Budget: EUR 1 196 407 Role: Partner – **FLEAT** (IEE-SAVE II) Budget: EUR 1 322 215 Role: Partner Website: [www.eat-eu.org](http://www.eat-eu.org) – **Enefmun** (IEE-SAVE II) Budget: EUR 452 782 Role: Partner Website: [www.enefmun.net](http://www.enefmun.net) – **Balaton Project** (LIFE-III) Budget: EUR 1 492 000 Role: Partner Website: [www.balatonproject.hu](http://www.balatonproject.hu) – **IT-Recycling** (LIFE-III) Budget: EUR 1 517 758 Role: Partner Website: [www.itrecycling.hu](http://www.itrecycling.hu) – **Szigetköz Project** (LIFE-III) Budget: EUR 2 168 000 Role: Partner Website: [www.szigetkoz.info](http://www.szigetkoz.info) – **PROUD** (LLP) Budget: EUR 346 470 Role: Partner Website: [www.proudcities.gr](http://www.proudcities.gr) – **EUBUSINESS for IT SMEs** (LLP) Budget: EUR 498 000 Role: Partner Website: [www.eubusiness-project.eu](http://www.eubusiness-project.eu)

## APPLICATION FORM

*Please use block ENGLISH capitals.*

Title (Dr., Mr., Ms., etc.): .....

Surname: ..... First name: .....

Name of Institution or Company: .....

Field of activity of Institution or Company: .....

My organisation's partner code (PC): .....

Organisations registered in the Europa Media partner programme can benefit from a special 5% discount opportunity. Organisations sending more than 5 applicants in the calendar year of 2010 can receive further discounts as well.

**How to get a PC? Don't know if your organization has a PC? Further information:**

Invoicing name (max. 45 character): .....

Address (street name, number, etc.): .....

City: ..... Postal code: ..... Country: .....

Other details required (VAT No, etc.): .....

Postal Address (if different from above): .....

City: ..... Postal code: ..... Country: .....

E-mail: .....

Telephone (including country code): .....

Fax (including country code): .....

Other comments: .....

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 [info@eutrainingsite.com](mailto:info@eutrainingsite.com) or fax number: +36 1 436 9038

Upon registration applicants will receive an electronic pro-forma invoice created automatically and a confirmation letter via e-mail. (The electronic invoice will be sent once payment for the course has been received.) 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. Additional penalty fees will apply if cancellation is made less than 15 business days prior to the start of the seminar, see [cancellation policy](#). Further information: [www.eutrainingsite.com](http://www.eutrainingsite.com)

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