**Horizon 2020 Info Days**

**Date: 30 November – 01 December 2017**

**Venue: Pristina, Kosovo**

**SWISS DIAMOND HOTEL PRISHTINA**

**SheshiNënaTerezë p.n. 10000**

**Prishtinë, Republika e Kosovës**

**http://sdhprishtina.com/home**

**Agenda**

**Host: European Commission**

**Representatives: Bernhard Fabianek, DG Research and Innovation,
European Commission
StergiosTragoudas, Task Manager – Education, EU Office to Kosovo**

**Day 1**

10:00am–10.30am **Registration and welcoming**

*Presenters:Gorazd Weiss, Carmen Heidenwolf*

10:30 – 11:15am **Horizon 2020 – Open to the World**

An introduction to Horizon 2020 – The EU Framework Programme for Research and Innovation, and the benefits of participation for researchers from the Balkans.

*Presenters: Gorazd Weiss, Carmen Heidenwolf*

11:15 – 12:30 pm **Opportunities for participationin Horizon 2020 calls I**

 This session covers the identification of suitable open and upcoming calls – the new workprogramme 2018-2020 and flagships.

*Presenters: Gorazd Weiss, Carmen Heidenwolf*

12:30 – 01:30pm **Lunch break**

01:30 – 02.30 pm **Opportunities for participation in Horizon 2020 calls II**

 This session covers in detail parts of the new work programmes for researchers from the Balkan countries (e.g. specific societal challenges, MSC actions, ERC)

*Presenters: Gorazd Weiss, Carmen Heidenwolf*

02.30 – 03.30pm **Sources of information on Horizon 2020 and Horizon 2020 flagships**

*Presenters: Gorazd Weiss, Carmen Heidenwolf*

03:30 – 04:00 pm **Coffee break**

04:00 – 04:30 pm **Networking: How to find suitable partners for Horizon 2020 proposals**

This session gives an overview about networking platforms, how to find suitable partners and how to build a consortium, including best practice examples.

*Presenters: Gorazd Weiss, Carmen Heidenwolf*

4:30 – 5:00 pm **Closure – wrap up of the day, Q&A**

**Day 2**

09:00 – 09.30 am **Lessons Learnt from day 1**

09:30 – 10:30 am **Proposal preparation and submissionI**
This session includes all details on how to decode a call text, how to prepare and submit a competitive proposal, and how to avoid common pitfalls.

*Presenters: Gorazd Weiss, Carmen Heidenwolf*

10:30 – 11:00am **Coffee Break**

11:00 – 12.00 am **Proposal preparation and submissionII**

*Presenters: Gorazd Weiss, Carmen Heidenwolf*

12:00 – 01:00 pm **Lunchbreak**

01:00 – 01:45 pm **Financial issues: How to budget a proposal**

Topics of this session are budgeting, rules for participation, funding instruments, eligible direct and indirect costs, involvement of third parties and receipts.

*Presenters: Gorazd Weiss, Carmen Heidenwolf*

01:45- 02:30 pm **Evaluation processes**

This presentation covers the evaluation criteria and explains how to become an evaluator.

*Presenters: Gorazd Weiss, Carmen Heidenwolf*

02:30 –03:00 pm **Coffee break**

03:00 – 04:00 pm **Contract preparation**This session covers grant agreements and how to understand legal implications/forms, grant agreement frameworks and regulations, models of grant agreements, how to use grants manuals and how to draft a consortium agreement.

*Presenters: Gorazd Weiss, Carmen Heidenwolf*

04.00 – 04:30 pm **Final discussion and closing remarks**