

**The NCP Academy presents:**

**NCP - Get ready for your new career! Horizon 2020 for new NCPs  
28-29 November 2017, Helsinki**

**Background and Aim**

This two-day training will kick-start your new career as a Horizon 2020 National Contact Point (NCP). After this training, you will be better equipped to serve potential applicants and project participants.

The first day (28.11.) will give an overview of H2020 NCP responsibilities and best practices. We will also discuss the different H2020 funding instruments, the rules for participation, central legal issues as well as the main features of a successful H2020 proposal. This will be a highly interactive workshop with frequent exercises and sharing of knowledge. The trainers will be experienced NCPs.

The second day (29.11.) will be dedicated to H2020 financial issues within the frame of the "Communication Campaign". Two experts from the European Commission will give deep insight into the principles regarding financial issues that relate to budgeting, financial reporting and audits.

**Target group:** Newly appointed NCPs. Upon availability of seats, NCPs with 1-2 years of experience may also participate.

**Date:** 28-29 November 2017

**Venue:** Helsinki, Tekes|Team Finland House, address Porkkalankatu 1 (1st day) and Eurooppasali, address Malminkatu 6 (2nd day)

**Fee:** No participation fee. Flight and accommodation to be covered by the participants themselves.

**Registration:** <https://tapahtumat.tekes.fi/event/ncp>

**Max number of participants:** 25 officially nominated NCPs

**In case of questions, please contact the local organisers:**

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Sari Federley ([sari.federley@tekes.fi](mailto:sari.federley@tekes.fi)) +358 400 359 222

Tuesday 28 November 2017 (1st day)

**AGENDA**

**9:00 – 9:15 Registration and coffee**

**9:15 – 10:00 Welcome and opening of the workshop**

*(Outi Kauppinen & Liisa Ewart, Legal & Financial NCPs)*

- Participant introductions
- Expectations and goals for the day

**10:00 – 11:30 A H2020 NCP in action**

*(Eija Auranen, National NCP Coordinator & Vera Mikkilä, Health NCP)*

- Role and tasks of an NCP
- Central sources of information
  - The EC's H2020 website, Participant portal, EU Open Data Portal, Cordis

**11:30 – 12:30 H2020 funding instruments and rules for participation**

*(Outi Kauppinen & Sari Federley, Financial NCPs, Heini Günther, SME NCP)*

**12:30 – 13:30 Lunch**

**13:30 – 14:45 Legal issues**

*(Liisa Ewart, legal NCP)*

- Agreements
- IPR
- Open Science

**14:45 – 17:00 Elements of a successful H2020 proposal**

*(Elina Holmberg, Transport & SME NCP & Heini Günther, SME NCP)*

**17:00-17:30 Concluding remarks and the end of the 1<sup>st</sup> day**

Short breaks and coffee during the day!

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**The NCP Academy - training facility for Europe's NCPs**

The NCP Academy is a project funded by the European Commission (2015-2017). It aims to enhance the performance of NCPs by providing training and workshops targeting the specific needs of NCPs, independent of specific Horizon 2020 programme orientation. The NCP Academy works for the benefit of the entire NCP community in Europe. More information can be found at [www.ncpacademy.eu](http://www.ncpacademy.eu)

Wednesday 29 November 2017 (2<sup>nd</sup> day)

**Horizon 2020 Financial Issues with the Commission's Experts**

The speakers are

- *Mr Vincent Canart*, lawyer, RTD.J1 Common Legal Support Service and
- *Mr Andrew Forde*, auditor, RTD.J2 Common Audit Service

**Draft Agenda**

**09:00 – 09:30 Registration**

**09:30 – 09:40 Welcome and Introduction**

**09:40 – 10:25 Types of workforce contracts**

- Employees vs other staff
- Revised definition of the in-house consultants
- What contract under what budget category
- Supplementary/multiple contracts
- **Q/A session**

**10:25 – 11:30 Personnel cost calculation**

- Actual personnel cost vs unit costs
- How to calculate actual personnel costs: formula
- Periodicity: financial year/month
- Time-recording requirements
- Options for annual productive hours
- **Q/A session**

**11:30 – 12:30 Lunch break (own cost)**

**12:30 – 12:45 Additional Remuneration**

- Revised definition
- Basic remuneration vs additional remuneration
- Additional remuneration ceiling
- Project-based vs not project-based remuneration
- **Q/A session**

**12:45 – 13:30 Other Direct Costs**

- Eligibility conditions
- Internally invoiced goods and services
- Q/A session**

**13:30 – 14:00 Coffee**

**14:00 – 14:30 Common findings of the first EC audits (incl. audit strategy in brief)**

**14:30 – 15:15 Subcontracts and other third parties**

- Types of third parties
- Characteristics and eligibility conditions
- Q/A session**

**15:15 – 15:30 Discussion and closure of the event**

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