Horizon Europe Proposal Writing Camp for Georgia

Date: 6 – 8 February 2023

Venue: TBD

Trainer: Mattias Wurch & Anneli Rose
(Global Service Facility of the EC)

Preliminary agenda

Tentative Agenda - Day 1 (*In Italics: Group work sections*)

DAY 1 – 6.2.2023	
14.00 - 14.30	**Introduction to Camp** • Explanation about the formats and expected activities, openness and limits • Participants tour de table • Expectations of participants • Presentation of project with participation from Georgia (tbc.)
14.30 – 15.00	**Short overview of Horizon Europe – new Work Programmes 2023-2024**
15.00 – 15.30	**The Funding and Tenders Portal - How to find the right call (interactive)**
15.30 – 15.45	**Specific funding lines** • Discussing Specific aspects and call conditions of funding lines of particular interest
15.45 – 16.00	**Evaluation of proposals** • Evaluation criteria
16:00-16:15	BREAK
16.15 – 16.30	**How to understand a call and decode its content?**
16.30 – 17.30	**Call/topic decoding and understanding** • *Group work on specific calls/topics*
17:30 - 18:00	**Recap of Day 1 & outlook on Day 2 & 3**

Tentative Agenda - Day 2 (*In Italics: Group work sections*)

DAY 2	
09.00 – 09.15	**Introduction to proposal's main parts** • Excellence and its contents • Impact and its contents • Implementation and its contents • Budget

	Ethics and other Annexes
09.15 – 9.30	**Implementation part overview** • Workplan • Work packages • Deliverables
9.30 – 10.30	**Drafting a Work Plan description** • *Group work on specific calls/topics*
10.30 – 10.45	BREAK
10.45 – 11.15	***Presentations of the drafted Work Plans and discussion***
11.15 – 11.30	**Consortium as a whole and individual profiles** • Required qualifications, complementarity • Individual profiles
11:30– 12.00	**Excellence part overview** • Project rationale, objectives and the European dimension; • Responding to the scope of the call (problem raised in the call), describe solution and expected results • Excellence parts: objectives; relation to Work Programme; concept and methodology; ambition
12.00 – 13.00	LUNCH BREAK

13.00 – 14.00	**Drafting Excellence**
	 • *Group work on specific calls/topics*
	    1.1 Objectives
	    1.2 Relation to the work programme
	    1.3 Concept and methodology
	    1.4 Ambition

14.00 – 14.30	***Presentations of the drafted Excellence parts and discussion***
14.30 – 14.45	Break
14.45 – 15.15	**Horizontal issues in Horizon Europe** • Ethics; IPR; Open science; RRI How to integrate these aspects in the proposal
15.15 – 15.45	**Identifying horizontal issues in the calls/topics addressed** • *Group work on specific calls/topics on Ethics; IPR; Open Science; RRI*
15.45 – 16.15	***Presentations on the identified horizontal issues and discussion***
16.15 – 17.00	**Discussion, Q&A, Wrap-up of the two first days and orientations for Day 3**

Tentative Agenda day 3 (*In Italics: Group work sections*)

DAY 3	
09.00 – 09.15	**Budget and eligible costs in Horizon Europe** • Eligible costs, funding rates, direct/indirect • Tips for preparing a budget
09.15 – 10.15	**Drafting a budget for a work package (or a task)** • *Group work: Calculate costs for work package or task, including human resources (p-m and rates), consumables; travel; other equipment; Sub-contracting*

10.15 – 10.45	***Presentations of the drafted budgets and discussion***
10.45 – 11.00	BREAK
11.00 – 11.30	**Impact part overview** 1. Expected Impact, impact types, indicators Measures to maximize impact (Communication, Dissemination, Exploitation)
11.30 – 12:30	**Drafting an impact section and measures to maximize impacts: Group work on specific calls/topics** 2.1 Expected impacts 2.2a Dissemination and Exploitation of results 2.2b Communication
12.30 – 13.00	***Presentations of the drafted Impact parts and discussion***
13.00 – 14.00	LUNCH BREAK
14.00 – 14.45	**Presentation on specific Horizon Europe Programmes** (to be fine-tuned according to expressed needs) • Marie Skłodowska-Curie actions (MSCA) • ERC Grants • EIC
14.45 – 15.30	***Identification of possible actions to be proposed by the participant's organizations*** • *Brainstorming* • *Presentation of tentative proposals and discussion* • Next Steps
15:30 – 16.00	**Final discussion and Q&A**