

# EUROPEAN FUNDING ACADEMY

FOCUS ON 7TH FRAMEWORK PROGRAMME

5 WEEK PROGRAMME ON PROJECT DEVELOPMENT AND MANAGEMENT

## LAKE BALATON, HUNGARY

THIS IS A SPECIAL EUROPA MEDIA PROMOTIONAL EVENT  
LIMITED AVAILABILITY!



INNOVATIVE TRAINING  
SOLUTION BY EUROPA  
MEDIA

E-learning: 9 July - 5  
August 2007

Workshop: 6-10  
August 2007

# ABOUT THE PROGRAMME

The course is based on 100% practice with the goal of training project managers, who will not only develop the skills needed for putting forth successful applications, but will also learn the necessary means of communicating and working in an international environment. We have designed an intensive training course with the objective of providing you with the most comprehensive training available for project development and management giving an overview of all existing Eu programmes, but focusing mainly on the 7th Framework Programme. During the 5-week intensive exercise all activities have been developed to reconstruct what actually takes place during the life-cycle of an FP7 project.

## 1-month E-LEARNING

The EU Funding Academy's training's innovative features such as **e-learning and distance tutoring** in combination with personal interaction with Europe's leading project managers, provide efficiency that other programmes are unable to match. With Europe's only full-featured e-learning solution we are ready to bring comprehensive knowledge on **EU programmes** right to your desktop.

### THEORETICAL MODULES EU FUNDS OVERVIEW

History of the European Union. (3 hours)  
 European Union funding - 2007-2013. (4 hours)  
 Institutional support SF, CF, IPA, ENPI.  
 Community Programmes (7 hours)

### THEORETICAL MODULES -

**7th FRAMEWORK PROGRAMME**  
 FP7 Basics (3 hours)  
 FP7 Instruments (2 hours)  
 FP7 proposal development (8 hours)  
 FP7 project management (7 hours)

### PRACTICAL MODULES

**Financial issues related to proposals, contract signing procedure.** Financial issues and the negotiation procedures. (12 hours)

**Project preparation in practice.** Preparation of proposals, filling in the administrative forms, tricks and useful tips. (12 hours)

**Preparation of a sample proposal.** Based on ready-made proposal schemes participants can prepare a sample project with on-line assistance. (2 weeks)

**Exam** An online test will be conducted to test the actual level of the knowledge of the participants.



## 5-DAY WORKSHOP IN BALATONKENESE

### PROPOSAL DEVELOPMENT (3 DAYS)

- » Classification of present and future funding opportunities open for companies and other organisations from Europe
- » Information sources, how to find a relevant document on the Net, National Contact Points
- » Institutional support, Community Programmes and tenders - funding system, most important differences, how to apply
- » Introduction of successful project proposals financed by the programmes mentioned above
- » How to submit a successful FP7 project proposal?
- » Financial and administrative conditions of FP7 project proposals
- » What happens after the submission - Evaluation of proposals - introduction held by an evaluator from Brussels

### FP7 PROJECT MANAGEMENT (2 DAYS)

- » Contract negotiations
- » Understanding the EC contract -
- » Consortium agreement
- » Getting started
- » Keeping your records
- » Workshop I: Contract negotiation roleplay
- » Coordinating a project
- » Managing your participation
- » Reporting
- » Project closure and monitoring

Workshop II: Project management

For more detailed information please visit:  
[www.eustrainingsite.com](http://www.eustrainingsite.com)

**During the 4+1 week event participants will prepare and submit a demo project proposal.**

EU SUMMER  
 FUNDING  
 ACADEMY

BALATON

overview on eu funds

funding schemes

developing projects

evaluation

financial issues

IPR

Grant Agreement

previous experiences

hints and tricks



### Benefits

A free copy of Handbook on EU Funds 2007-2013 is available exclusively for Europa Media training participants. The handbook contains 323 pages of detailed information about new EU funding opportunities, and it is a practical guide for both new and experienced proposers.

Course Certificate: upon completion of the electronic examination, participants will receive a certificate to verify accomplishment of the course and comprehension of the material.

### Application is easy

Fax a completed registration form attached to:

+36 1 436 9038

E-mail all info indicated on the application form to:

info@europamedia.org

Fill in the on-line application form at:

www.eutrainingsite.com

# ABOUT THE VENUE & ORGANISERS

## Balaton

The lake, situated in the middle of Transdanubia, is often referred to as the "Hungarian Sea". Lake Balaton is 77 km long and, with its opal, yellowish-green, silky water, it is one of the country's most treasured natural assets and the most popular holiday area. It has a surface area of close to 600 sq. km. and is the largest lake in Central Europe.

[www.balaton.hu](http://www.balaton.hu)



## Common dinner and sailing at Lake Balaton

Europa Media is organising a common dinner and a boat trip to the participants. The participation is optional and provides a great opportunity to network with new colleagues.



## Social event: 49 EUR + VAT

*The rate includes the transfer, dinner, boat trip, wine tasting.*

## Europa Media PSC

Europa Media is Europe's leading provider of training programmes and courses on EC project design and implementation. Training programmes have been organised on three continents with over 5000 participants from 38 countries.

[www.europamedia.org](http://www.europamedia.org)

## Geonardo Ltd.

GEONARDO Ltd. is a high-tech consulting firm specialized in business consulting. Over the past few years, the company has participated successfully in a variety of European Union funded projects, laying the foundation for combining various types of project finance mechanisms, such as domestic and European grants, venture capital and bank loans.

## Venue

Hotel Marina-Port\*\*\*\*, thanks to its air-conditioned rooms, conference rooms, which meet every demand, and brand new Fitness and Wellness center, is one of the most beautiful four-star-hotels on the coast of Lake Balaton.

The plage, indoor stretched water surface swimming pool, Jacuzzi, sauna, massage, fitness and weight rooms, squash court, solarium, hair and beauty salon, tennis, table tennis, beach volleyball, and 5-a-side football ensure active repose and relaxation.

The hotel is located just one hour drive from Budapest in Balatonkenese, next to Lake Balaton's most modern port.

## TRAINING FEE

### SPECIAL EARLY BIRD REGISTRATION: 990 EUR + VAT

*Upon the receipt of the payment before 1 June 2007*

### Standard fee: 1690 EUR + VAT

Rates include buffet lunches, coffee breaks on the 5 days and the official training material.

### Accommodation all inclusive: 269 EUR + VAT

For an extra 269 euro participants may benefit from a preferential accommodation rate in Hotel Marina-Port \*\*\*\*, which includes 4 nights (6-10 August) plus breakfasts and 3 dinners.

### Extra nights: 59 EUR + VAT

Those participants who wish to spend extra nights in the hotel, may book their rooms only for 59 euro + VAT.

The organisers of the course have an outstanding track record of initiating, managing and implementing European projects. Senior project managers of GEONARDO Ltd. and Europa Media PSC will act as trainers during the Academy and will be supported by invited international professionals.

The professional competence and experience of the Geonardo team regarding EU project development is truly exceptional in Central-Eastern Europe.

Training courses presented by the experts of the company have attracted thousands of participants from all over Europe.

[www.geonardo.com](http://www.geonardo.com)

## In the spotlight

- » Choosing funding scheme
- » Search relevant calls
- » Partner search
- » Project co-financing
- » Project reporting
- » Proposal development
- » Managing your partners
- » Crisis management
- » Preparing Cost Statements
- » Worst-case scenarios
- » Typical mistakes

# SELECTED LIST OF PROJECT REFERENCES

## PROJECTS CO-ORDINATED BY GEONARDO

The aim of the **SME ENVIRONMENT** FP6 project is to support the participation of the small- and medium sized companies by means of advanced e-learning technologies from the accession countries in the Sixth Framework Programme. GEONARDO is the Co-ordinator of the project. EC support of the project is EUR 300 thousand. Ref: FP6- 003925. [www.sme-environment.org](http://www.sme-environment.org)

The **RESBOAT** FP6 project supports the thematic promotion and dissemination of project results related to renewable energy resources (RES) and to demonstrate the feasibility of new energy technologies. The series of events will be held on the "RES BOAT". This FP6 project is co-ordinated by GEONARDO and has 100% EC contribution of 290.000 EUR. Ref: FP6-2006-038668

Ore Mining and Environmental Technology Information Network (**OMENTIN**) In the aftermath of the devastating cyanide spill in the Tisza River, GEONARDO launched an FP5 project (under the Fifth Framework Programme) with Hungarian, Romanian, American, Swedish, and Austrian participation under its supervision. The support is EUR 300 000. Ref: EU/HRP-CT-2001-00002. [www.omentin.org](http://www.omentin.org)

The **GEOTHERMAL POWER** project, co-ordinated by GEONARDO, is funded by the European Union's ALTENER Programme. A new feasibility study concept was developed on building geothermal mini-power generating plants. Its total cost is EUR 0.8 Million. Ref: EU/AL-2002-045. [www.geothermalpower.net](http://www.geothermalpower.net)

Co-ordinated by GEONARDO the **BIOFUEL MARKETPLACE** project will create a web-based biofuel marketplace in order to provide a forum where Europe's biofuel stakeholders can promote their technologies, ex-change ideas, sell and buy biofuel products and disseminate results. Ref: EIE-05-022. [www.biofuelmarketplace.com](http://www.biofuelmarketplace.com)

## ADDITIONAL GEONARDO PROJECT REFERENCES

The aim of the FP6 **ECO-PCCM** project is to introduce a new class of eco-friendly and cost-effective polymer composite construction material. The project combines European and Balkan scientific and engineering expertise. GEONARDO Ltd. represents Hungary in this project. Ref: FP6-2005-PL 509185

The primary goal of the FP6 **E-CONSULTING** project is to establish an EU consulting service through the Internet, preparing companies of the ten New Member States and the Candidate Countries for participation in projects financed by the European Union. GEONARDO is the partner in this project. Ref: FP6-2003-ACSSA-GENERAL-510555. [www.sme-consulting.net](http://www.sme-consulting.net)



The objective of the FP5 **AQUAREC** project - supported by FP5 - is to provide knowledge for a rational wastewater reuse strategy in Europe as a major component of sustainable water management practices. GEONARDO is a member of the consortium. Ref: EVK1-CT-2002-00130, [www.aquarec.org](http://www.aquarec.org)

The **TRAINASA** project - funded by FP6 - aims to increase the low participation of young Albanian researchers in the Framework Programmes by providing them with comprehensive training courses and traineeship programmes on developing and managing international projects. Budget and EC support: 136.000 EUR. Ref: FP6-2006-043848

The overall aim of the FP6 **Concerto AL PIANO** project is to provide experts, members of the relevant public authorities (Alessandria, Italy) and citizens with a "sustainable city" example. Geonardo is the partner responsible for the dissemination of project results in Central-Eastern Europe. Ref: FP-2006-038569

The objective of the FP6 **ASTECH** project is to support industrial manufacturers and engineering companies of heating and cooling systems in their development, by introducing more renewable energy sources in their technology. GEONARDO Ltd. is a member of the consortium. Ref: FP6-2006-19892

## LECTURERS



Diane Whitehouse is a partner in The Castlegate Consultancy, a UK-based policy and systems analysis and design group. She is also a Former Scientific Officer - ICT for Health, General Directorate Information Society and Media, European Commission. While in the European Commission, among a variety of eHealth policy commitments, she ensured the implementation of the eHealth action plan, followed the progress of the i2010 subgroup on eHealth, worked with the associated expert group on eHealth interoperability, and planned and organised the annual high-level eHealth conferences from 2004 through to 2007. Diane is a social scientist whose work has focused on the social, organisational, and ethical aspects of ICT.



The training will be moderated by Mr. Balázs Bodó, CEO of Geonardo Ltd., who has personally developed, managed and co-ordinated dozens of projects under the predecessors of FP7 and CIP. He is a certified evaluator for the EU and as such has evaluated numerous project proposals under FP6 and e-TEN. As a lecturer he has been training participants for over five years in the methodologies of project development, evaluation, management, negotiation, and implementation. Combining his skills in project management with his knowledge of project evaluation, his lectures have helped many participants successfully realise their project ideas. The key to his success is he bases his trainings 100% on real life experiences, drawing from the dozens of projects he has personally managed, ranging in topics as diverse as health, IT, environment and the social sciences.



Mr. Gábor Kitley, Europa Media PSC, is an environmental scientist and hydrologist. As co-founder and managing director Europa Media he has managed a number of projects under FP6, LIFE and Leonardo programmes. While his research experience lies within regional development, waste-water treatment, GIS, waste recycling, sustainable tourism, and other environmental issues, his project expertise is in the financial aspect of the project life-cycle. His lectures have helped participants with project reporting, auditing, budget preparation, and other aspects regarding the financials and technicalities of a project. Mr. Kitley graduated from the Faculty of Sciences at Eötvös Loránd University, Budapest, as a geologist. He earned his second master degree in Environmental Law at the same institution.



# DISCLAIMER

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All interested parties are strongly advised to consult the official website of the EC at [www.europa.eu.int](http://www.europa.eu.int), the websites of ministries, various helpdesks, Information Relay Centres (IRCs), Euro Info Centres (EICs), Business Innovation Centres (BICs) and/or other official networks, supporting organisations or EC representations (e.g. EU Delegations in countries outside the EU) before taking advantage of services delivered by commercial providers.

The information provided at our training courses is intended for information purposes only. Under no circumstances shall Europa Media or any of its employees, partners or agents be held liable for any direct, incidental, indirect, special, consequential or other damages including, without limitation, lost revenues or lost profits, arising from or in connection with the use of the information provided in the training materials or during the training courses. No advice or information given by the trainers, employees, invited lecturers shall create any warranty or liability including, without limitation, the accuracy, completeness, or reliability of content of the training courses.

## Cancellation policy, money back guarantee

Should you be unable to attend, a substitute delegate is always welcome. Alternatively, provided you notify us in e-mail or fax prior to the session Europa Media will forward you the refund consisting of the registration fee, minus a certain % of service charge as follows:

- Over 30 business days before starting date - 15% of the amount
- 29 to 15 business days before starting date - 50 % of the amount
- 14 to 8 business days before starting date - 75 % of the amount

Regrettably, no refunds will be made if less than 8 days notice of cancellation is given.

Each transfer of registration to other course dates filed one month prior to the beginning of the course will be charged an extra 15 % for administrative costs. No additional charge for substitute participants will be added.

Europa Media PSC reserves the right to cancel the course up to 2 weeks before the starting date of the session. Europa Media accepts no responsibility for costs incurred in relation with the course (travel, hotel, etc.) for the participants.

Participants agree that any claim, action, or legal proceeding arising out of the use of our services shall take place in Hungary, be governed in accordance with the laws of Hungary and participants agree to fully submit to the jurisdiction of the city Court of Budapest.

## How to apply?

- To be registered participants of the seminar, applicants first shall fill in the application form and send it back to the given fax number! (+36 1 436 9038 or eFax: +36 1 999 1866)
- Applicants will receive a confirmation letter from Europa Media upon receiving the application form via e-mail, in which the Europa MediaTeam will inform them that the invoice is being prepared and sent (via fax, e-mail and regular registered mail) to the indicated address. All accounting details will be indicated on the invoice.
- In order to take part in the international training course, applicants shall send advanced payment at least 10 working days prior to the event. Please, do not forget to indicate the number of your invoice and the name of the applicant on the bank transfer order!
- The official confirmation of your registration will be provided to participants via fax and/or e-mail once the transferred registration fee appears on the account of the organisation or Europa Media receives the confirmation of bank money order. (A copy of the bank money order as confirmation is accepted only from governmental bodies, public authorities or universities.) Please note that if Europa Media does not receive the necessary confirmations 10 business days prior to the course, the participant is requested to pay the course fee in cash on the day of the event.
- Upon the official confirmation of application, participants will receive a detailed thematic program and other useful information.

## How to pay the registration fee? - Payment policy

### Options:

- Bank money transfer to Europa Media's account
- Cheque payable to Europa Media (in EUR)

Participants are requested to pay the registration fee after they received the invoice issued on their names. The invoice will include all information (account number, SWIFT number, etc.), which is necessary for a bank money transfer. The confirmation of the bank money transfer shall be sent to Europa Media either via e-mail ([info@europamedia.org](mailto:info@europamedia.org)), or fax (+36 1 436 9038) and efax (+36 1 999 1866).

## Conditions of participation

Participants are allowed to take part in the course if they can present their official confirmation letter - sent by Europa Media - at the venue. The official confirmation letter is provided to delegates after their payments are made.



# EU FUNDING SUMMER ACADEMY

E-LEARNING: 9 JULY - 5 AUGUST 2007 WORKSHOP: 6-10 AUGUST 2007  
HOTEL MARINA-PORT, BALATONKENESE

## APPLICATION FORM

Please use block capitals!

Title (Mr., Ms.) .....

Surname .....

First name .....

Name of Institution or company .....

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

Account Address: .....

City:..... Postalcode:..... Country: .....

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

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

City:..... Postalcode:..... Country: .....

E-mail .....

Telephone (including country code) .....

Fax (including country code).....

Other comments .....

STANDARD FEE (excluding accommodation): 1690 EUR+ VAT (20%)

**Special price: 990 EUR + VAT (20%)\***

Rates include buffet lunches, coffee breaks on the 5 days and the official training material.

**Accommodation all inclusive: 269 EUR + VAT**

For an extra 269 euro participants may benefit from a preferential accommodation rate in Hotel Marina-Port \*\*\*\*, which includes 4 nights (6-10 August) plus breakfasts and 3 dinners.

**Extra nights: 59 EUR + VAT** if yes, please specify .....

Those participants who wish to spend extra nights in the hotel, may book their rooms only for 59EUR + VAT.

\*Please note that availability for this course is limited. Applications will be confirmed upon receipt of payment but the promotional price is valid for payments made on or before 1 June 2007!

*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 our fax number: +36 1 436 9038 or eFax: +36 1 999 1866**

Upon registration applicants will receive a confirmation letter via e-mail. This letter will inform them that an invoice is being prepared and will be sent to the indicated address by regular mail. 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 30 business days prior to the start of the seminar, see cancellation policy.

Detailed thematics will be sent upon the receipt of the payment. Further information:[www.eutrainingsite.com](http://www.eutrainingsite.com)