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Implementing cooperation on Future Internet and ICT Components between Europe and Latin America

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Abstract	This document introduces the material (mainly slides) produced as support for experts delivering trainings to Latin American audiences on FP and Technology Platforms related issues. The introduction provides also general guidance on organisational aspects related to venues, language and the use of supporting material.
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Executive Summary

D6.8 Material for the Training Courses integrates work done with the production of D6.5 Manual for the training courses. The manual was delivered in August 2010 and contains concise but comprehensive information about the Framework Programme, the Technology Platforms mechanism active in Europe and an extensive section on how to write and submit a proposal, the all completed by a glossary clarifying the meaning of most recurring terms in EU jargon.

D6.8 is a set of slides, coupled with concise guidelines for the speakers, based on manual content and meant to support the trainers in lecturing a Latin American audience on the Framework Programme and the Technology Platforms. As for the manual, a special attention has been paid to use a clear language, always bearing in mind that the trainees will not necessarily be familiar with Europe as such, not to mention more specific issues like the funding programmes for research and innovation.

Part of the slides are based (but updated and re-adapted) on work performed in other international cooperation training courses. This has allowed to identify specific issues which deserve a special attention when being brought to the attention of a non European audience.

The set of slides should already prove sufficiently clear to trainers who have a solid record of activities in the framework programme. Slides can also be used and accompanied by less experienced people, provided that they can devote some time to an in-depth reading of the handbook and to familiarise on the internet with current literature and information on the European programmes.

Given the “non EU” type of audience to which the trainings will be addressed in the FIRST project, the set of slides has integrated substantial information ranging from basic concepts and definitions to more specialised content. It will be the trainer’s task to select which parts or slides to focus on. Slides can also be presented in a slightly different order than the one proposed (which goes from a general to a specific level) depending on the needs of the training courses.

Content is updated as of early 2011 and should remain updated until the end of the project, since no major changes are expected in the current work-programme or FP rules and Technology Platforms settings. However it is highly advised that the training material be checked in the second half of 2011 to make sure that its content is still suited to the current status of FP activities.

1. Introduction and Composition of the Deliverable

D6.8 is composed by concise Guidelines for the speaker (see paragraph below) and by the set of slides.

The set of slides is broken down into four main parts:

- Introduction to the EU and to the Framework Programme, including references to the main concepts and policies that shape European priorities on research
- Section devoted to the Technology Platforms, with introductory slides on their function and then individual slides providing a better (though yet concise insight) of the thematic areas they focus upon
- Section devoted to Proposal Writing, sub-divided in two sub-sections, the first related to Parts A and B of proposals (based on examples from STREPs types of projects) and the other one related to a correct budgeting

1.1 Guidelines for the speaker

This section intends to provide some tips to the trainers (and to the organisers) who will run lectures in the framework of the FIRST project, or that will have the opportunity to introduce Latin American researchers to the Framework Programme and related concepts or activities (Technology Platforms).

a) Training Venue

Based on the type of training you wish to provide, you should make sure that the venue is suitable as a “lecture” friendly environment. So, check that space is enough for the number of people who should attend, that they have a suitable space to write on or to use their laptops (many hotel conference rooms provide very uncomfortable chairs if one has to take notes).

You should also make sure that when the training is being run, there will be no external disturbances. If you are organising a training in a hotel, make sure there will be no works in nearby rooms or spaces, likely to interfere with a smooth running of the training session.

b) Language

The training material is provided in English. Most of the background documents available on the EU or other websites are in English and not always available in Spanish or Portuguese or other languages. Though proposals can formally be submitted in any EU official language, you should

always take into account that English will be the language for communicating among partners and in most cases to communicate with the European Commission. This should be stressed at presentations and training sessions, especially with Latin American researchers who are not familiar with current project practices at European level.

During training you can run presentations in the local language, but it is advisable that you keep the slides and any accompanying material in English, so as to maintain a high level of coherence in the terminology that researchers will come across when working in real life situations. Whenever the audience is of mixed languages (eg. Spanish speaking and Portuguese speaking) you are recommended to use English.

c) General Approach and Frequently Asked Questions

Researchers who live and work far from the EU, or that are not specially familiar with the EU programmes might ask the trainers questions that an FP “veteran” would not usually ask. For instance questions may touch on why the European Union is financing non European countries in projects or on other more general aspects of the EU.

While you should not lose sight of the real scope of trainings, which is related to the Framework Programme, the ICT programme and the Technology Platforms, you might find it useful to spend some time reading at least part of the background policy material, which then informs the EU policy on research and its funding programmes.

It is always useful to bear in mind that the EU approach in research is a different one from what it is in the external aid programmes. In research, funds can be used to pay the involvement in projects of non EU countries because this will allow Europe to pool and use research resources that are not available among its member states or associated countries.

d) Background material and examples

Giving a lecture on the Framework Programme or Technology Platforms may entail quoting or giving references to a vast literature made of policy papers, regulations, recommendations, position papers, reports of different ad-hoc groups, Strategic Research Agendas, etc. When you organise your own presentation, you should consider whether additional slides related to specific references other than the general ones already included in the set of slides provided by the FIRST project should be added. An additional effort in directing the attention of the audience to those background information could be specially useful if you are addressing a specialised audience, likely to deal with specific aspects of the Technology Platforms or of the Framework Programme. If your presentation is touching upon security issues, you might for instance find it useful to include information about work performed by ESRAB (European Security Research Advisory Board) or about the different European agencies dealing with security aspects (eg. ENISA).

Also, you should consider backing your presentation with concrete examples. While the sets of slides are quite comprehensive on the “theoretical” part of work, they do not provide many

examples of concrete project cases. It might therefore be helpful if you could integrate the slides provided with “case studies” originating from your previous activities in the FP and Technology Platform, especially when dealing with the different types of instruments (large or small-medium scale collaborative projects), or with the work of Technology Platforms on specific research topics.

e) Acknowledgement of EU funding

You should not forget that FIRST is an entirely EU funded projects and rules on publicity of EU funding apply. Please refer to the general rules on publicity of EU financing in projects when preparing your training sessions and material that will be publicly distributed.

Do not forget, at the beginning of your training session to mention that it is organised in the framework of the FIRST project, an initiative funded by the European Commission under the FP7 ICT programme.