

FP6/FP7 support for SMEs

SME Environment Newsletter
www.sme-environment.org

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Dear Colleague,

You are reading the fifth issue of the SME Environment Newsletter.

In this newsletter we would like to draw your attention to a very special event organised by the project members,

We will also continue with our e-learning section. This issue will introduce the contract negotiation procedure. Do not forget that the courses are totally free for SMEs in New Member States and Candidate Countries working in the field of energy and environment.

Use our services, get involved in FP7!

Participate in our one-day event which will help you to find partners, get to know the final rules of FP7, and give you hands-on assistance in developing your FP7 proposal.

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SME Environment FP7 Matching Day

12 March 2007
Budapest

We would like to invite you and your partners to the SME Environment FP7 Matching Day, which will be held in Budapest on 12 March 2007.

The scope of the event is to introduce FP7, highlight the main changes in comparison to FP6, identify the pros and cons for SME participation and provide a networking opportunity for all participants. The event will help you identify new opportunities for your business and provide you with an excellent base to start your project preparation. Experiences will be shared and experts will be on hand to assist you with any questions or concerns you may have about FP7, the new budgetary period and how they will affect your business. This is also a great opportunity to meet and network with other SMEs and establish contacts that could potentially become members of your next consortium.

We hope to see you there!



Programme of the event

8.30 - 9.00 Registration

9.00 - 11.00 Session 1

Introduction to FP7

General introduction of FP7, first experiences
Energy and environmental Work Programmes
Calls in Energy and Environment themes of FP7
Useful services to SMEs in FP7
Practicalities on FP7 (What has changed?)

11.30 - 13.00 Session 2

Introduction to SME Environment

Research results
Energy and environmental issues in NMS and CC
E-learning and e-consulting services
How to involve SMEs to FP7 projects from NMS, CC?
Future of the project

14.00 - 17.00 Session 3

How to develop a winning FP7 proposal?

Practical hints and tips on FP7 proposal development
Matching of partners
Face-to-face discussions

The **Seventh Framework Programme** (FP7) is Europe's main financial instrument for achieving the Lisbon Agenda's goals of growth, competitiveness and employment. It is a key pillar for the creation of a single European Research Area (ERA). The facts are impressive. Over 50 Billion EUR of funding, 10 thematic areas spanning over 7 years.

Expected participants:

- Target organisations: small and medium-sized enterprises that would participate in FP7 projects
- Target regions: from New Member States and Candidate Countries
- Target sectors: energy and environment

All organisations are expected that would involve the above target group to FP7 projects.

Environment in FP7

Main themes and activities

- Climate change, pollution and risks - Pressures on environment and climate.
- Environment and health
- Natural hazards
- Sustainable Management of Resources - Conservation and sustainable management of natural and man-made resources and biodiversity
- Management of marine environments
- Environmental Technologies - Environmental technologies for observation, simulation, prevention, mitigation, adaptation, remediation and restoration of the natural and man-made environment
- Protection, conservation and enhancement of cultural heritage including human habitat, fostering integration of cultural heritage in the urban setting
- Technology assessment, verification and testing
- Earth observation and assessment tools - Earth and ocean observation systems and monitoring methods for the environment and sustainable development
- Forecasting methods and assessment tools for sustainable development, taking into account differing scales of observation



Energy in FP7

Main themes and activities

- Hydrogen and fuel cells
- Renewable electricity generation
- Renewable fuel production
- Renewables for heating and cooling
- CO2 capture and storage technologies for zero emission power generation
- Clean coal technologies
- Smart energy networks
- Energy efficiency and savings
- Knowledge for energy policy making

Application form SME Environment event 12 March 2007, Budapest

On-line registration is available through www.sme-environment.org [click here](#)

Would you submit your project idea as well to ease your partner search? Visit our website or [click here](#)
In case you would send it only to us in order to gain assistance from professional project developers, please
send your project description to info@sme-environment.org

Please use block, capital letters

Title (Mr., Ms.)

Surname

First name

Name of Organisation

in English

Name of Organisation

in your national language

Type of organisation

Main field of activity

Main field of interest in FP7

Postal Address

City.....Postcode.....

Country.....

E-mail

Telephone

Fax

Website

Other comments

Please fill in and forward the application form to our fax number: +36 1 999 1866

Upon registration applicants will receive a confirmation letter via e-mail. All participants that are interested in partner search facilities will be asked to fill in a more detailed registration sheet via e-mail.

Please notice that in order to facilitate the matching activities at the event - your data will be provided to the other participants of the SME Environment FP7 Matching Day in Budapest.

Contract negotiation

Module 3: After submission
Contract negotiation

Following the positive evaluation of a proposal for negotiation, and the definition of an appropriate maximum Community financial contribution for the work, the contact person(s) for the proposing consortium are invited to commence negotiations with the Commission for a contract.

Sometimes the Coordinator receives it with the ESR, but normally we have to wait one more month for an official notification whether our proposal has been rejected or whether contract agreements can commence. There is no declaration of acceptance of the project because the EU offers no guarantee to finance the project until the contract is signed.

In addition to the ESR (Evaluation Summary Report), the proposers may receive requests for further administrative information necessary for the preparation of a project contract and may be requested to take into account the revised work programme any technical changes proposed during the evaluation. The letter of invitation may indicate a deadline by which the consortium must provide the first drafts of Annex I and of Contract Preparation Forms (CPF), including any supporting documents. If the information is not received by that time, the Commission may terminate discussions on contract preparation and reject the particular proposal. In all cases, the Commission reserves the right to terminate negotiations at any time, and to reject the proposal, in the event of inadequate progress in negotiations.

If the letter of notification starts with “I am pleased to inform you“, we can celebrate. This letter provides us with information on further steps with reference to procedures concerning contract agreements (what materials, documents we need; modifications on the proposal, etc.) Forms will be sent to us in cpf format, which can be read by a so-called “cpf editor“ downloadable from Cordis.

The letter also contains the name and availability of those officials from Brussels whom we can contact during the contract agreement procedures.

e-learning course

Negotiation may cover any scientific, legal or financial aspects of the proposal, based on the comments of the independent experts and on any other issue that was taken into consideration at the ranking stage. The scientific aspects would cover, in particular, revisions to the work programme and adjustments to it, resulting from the evaluation and/or other requirements of the Commission. The legal aspects would cover, in particular, review of any special contractual clauses or conditions required for the project, and other aspects relating to the development of the final contract (including start date of the project, timing of reports - in particular audit certificates and other legal requirements). The financial aspects would cover negotiation of the EC contribution, the amount of the initial pre-financing, timing of reporting and payments and, if necessary, any financial security which may be requested by the Commission.

It is of the greatest importance that we always keep deadlines (e.g. our materials are required to be sent back within 15 days of notification). In case we have problems with deadlines, we must inform the relevant, appointed officials. If it proves impossible to reach agreement with any proposers within a reasonable deadline the Commission may impose, negotiations on contract preparation may be terminated and the proposal rejected by a Commission decision.

Negotiation of reserve list proposals may begin once it is clear that a sufficient budget has become available to fund one or more of the projects on the reserve list. Subject to budget availability, negotiations should begin with the proposals at the top of the reserve list and in the order of the final ranking.

As for the proposal, the contract preparation documents consist of two parts: a set of administrative forms (the Contract Preparation Forms) and a description of the work.

Would you like to learn more?

Register in our database and learn for free!

Do you need help submitting your winning FP7 proposal?

Submit your FP7 project idea

Click on Project ideas on www.sme-environment.org and upload the short summary of your idea. All interested organisations can check these ideas and contact you directly. Those SMEs that submit the **best FP7 ideas** will **receive hands-on assistance to develop their proposals for FP7 calls**. (partner search, find the suitable call, continuous help during proposal development!)

Download the draft work programmes and find out what environmental and energy projects will be supported by FP7. See the downloads section. (All uploaded ideas are checked first, and later uploaded by the site administrator)

The project team has also created a special database and a guide for small and medium sized enterprises active in the field of energy and environment interested in submitting project proposals under FP7.

Read more and Download

- * the Guide for SMEs
- * the Guide for Coordinators

Register your company in the database

Start our special e-learning courses tailored to your needs

- * Basic information on FP6, FP7 programmes and proposal development (Suggested for beginners)
- * How to develop a successful project proposal?
- * How to successfully manage FP6 projects?

Consult our experts and get answers to your questions.

Find partners

- * Upload your profile
- * Upload your project idea

NEW E-LEARNING COURSE

We are pleased to inform you that the redeveloped SME Environment training courses are uploaded to our website. Now you can learn about the **new FP7 research framework programme**, and to meet the needs of our users, SME Environment experts also developed a special course **on project management**. The new project management course provides deeper insight into project management issues under FP6.

The courses are available for small and medium-sized enterprises active in the field of energy and environment, based in one of the following countries: Poland, Latvia, Lithuania, Estonia, Czech Republic, Slovakia, Hungary, Slovenia, Malta, Cyprus, Turkey, Romania, Bulgaria, Croatia, FYROM. In case you represent a different organisation, we invite you to join SME Environment wider community.

Course on FP6 and FP7 Framework Programmes of Research and Technological Development	This course is suggested to beginners that would like to participate in European projects, but do not have previous experience or are not familiar with the programmes.
Course on proposal development under research framework programmes	The first module on consortium composition is designed for beginners in FP6/FP7 proposal development.
	From the second module participants will learn how to develop a successful proposal. (Filling in the administrative and technical forms through an example; financial aspects of the proposal; evaluation procedure)
Course on successful project management	This course prepares the project managers to run FP6/FP7 projects, for the negotiation procedure, financial and administrative management of research projects.



TranSMES

TranSMES is an European initiative targeted at transport and environment sector, which objective is to inform and support accession countries (ACC) and new member states researchers and entrepreneurs in the FP6 participation. Numerous activities are planned leading to innovation and research cooperation development in Europe.

TranSMES Coordinator - Regional Contact Point and all Project Partners, offer help in proposal writing to those institutions which after taking advantage of the Information day, workshops will decide to participate in the Sixth Framework Programme. After publishing open call for submitting draft project proposals, Project Partners will assist winners to create consortium and to fill in Part A and B of the proposal. Project Partners will help other participants to find partners or running projects to join in.

TARGET GROUPS: RESEARCH INSTITUTIONS AND ENTERPRISES, MAINLY SMALL AND MEDIUM SIZED

Researchers and entrepreneurs from New Member States and candidate countries dealing with transport and environment sector will have the opportunity to familiarize themselves with the European Commission actions in this field as well as to establish new cooperation contacts with foreign research institutions and firms with a view to successfully apply for the European funds for research and technological development.

PARTNER DATABASE

TranSMES maintains database of collaboration offers of research and industrial institutions. The database is to help searching partners for European projects and other joint initiatives.

TranSMES COORDINATOR

Regional Contact Point of the 6th Framework Programme for European Research and Technological Development in Poznan

How we can help:

- We give information on the 6th Framework Programme and structural funds for research and development sector as well as all documentation (also forms) - usually by electronic means
- We organize seminars and lectures on the possibilities of the participation and project realization
- We consult ideas and project proposals
- We verify project proposals
- We help to search foreign partners

Essential area - entirety of the 7th Framework Programme (all kinds of grants and all actions) and Structural Funds for research and development sector

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