



**4<sup>th</sup> Best Practice Seminar & 5<sup>rd</sup> Training  
for the National Contact Points  
for Marie Skłodowska-Curie Actions  
(MSCA NCP)**

**Dates: 6 – 7 July 2017**  
**Place: Warsaw, Poland**  
**Venue: Mercure Warszawa Grand Hotel**

<b>DAY 1: 6<sup>th</sup> July 2017, 10:00 – 18:00</b>		
<b><u>Best Practice Seminar</u> “Creating a Communication Strategy for an MSCA Office”</b>		
<b>WELCOME</b>		
<b>09:30 - 10:00</b>	<b>Registration</b>	
<b>SEMINAR AGENDA</b>		
10:00 – 10:10	Introduction	
10:10 – 10:35	Purpose of a Communication Strategy	
10:35 – 11:00	Identification of the main target groups	
<b>11:00 – 11:05</b>	<b>Coffee break</b>	
11:05 – 12:05	Tactics – Planning the Approach	
<b>12:05 – 12:50</b>	<b>Lunch</b>	
12:50 – 13:20	The Conversations	
13:20 – 14:50	Managing the Contact Databases	
14:50 – 15:00	Summary	
15:00	Event close	
<b>15:00 – 15:20</b>	<b>Presentation on RICH project</b>	
<b>15:30 – 17:30</b>	<b>Steering Committee meeting (SC Members only)</b>	
<b>20:00</b>	<b>Networking dinner</b>	



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**The trainer for the morning part will be Mr. Christian Jaeger, Head of EU  
Office - University of Freiburg**

<b>DAY 2: 7<sup>th</sup> July 2017, 09:00 – 15:00</b>		
<b>Training “Consortium and Partnership Agreements”</b>		
<b>WELCOME</b>		
<b>09:00 – 09:30</b>	<b>Registration</b>	
<b>TRAINING AGENDA</b>		
<b>09:30 – 11:00</b>	Horizon 2020 legal framework - the modified DESCA model for Marie Sk.-Curie Actions”	Christian Jaeger
<b>11.00-11.30</b>	Coffee Break	
<b>11.30-12.30</b>	Group Exercise on how to negotiate a Consortium Agreement	Christian Jaeger
<b>12:30 – 13:30</b>	<b>Lunch</b>	
<b>13:30 – 15:00</b>	How to cooperate with partners in the consortium – experience from ITN coordinator (project <b>EJDFoodSci</b> )	Dr Aleksander Poreda
<b>15:00 – 15:10</b>	Summary	
<b>15:10</b>	Event close	
<b>16:00 – 17:00</b>	Sightseeing: In the footsteps of Marie Skłodowska-Curie	