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INCONET – Mediterranean Partner Countries

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Summary

This report defines the first two years Training Programme (2013 - 2014) of the MED-SPRING project, whose main objective is to enhance the Euro-Mediterranean cooperation in research, development and innovation in relation to the 3 societal challenges: Resource efficiency (particularly Water), High Quality Affordable Food and Energy.

The training programme has a transnational dimension and it is based on the concept of training for trainers to multiply its effect and impact. It has been prepared taking into account the results of a training needs analysis conducted during the period July-September 2013 and targeting the NCPs and the wide community of researchers and academics in the Euro-Mediterranean countries. The training needs analysis process and its results are described in detail in Deliverable MEDSPRING/WP7/D7.1.

1. Introduction

In order to empower the H2020 stakeholders in the Mediterranean countries participating in the MEDSPRING project, a specific work package (WP7) was conceived.

The training has been focused at two levels:

- 1) A Training of trainers dedicated to the MPC National Contact points, with the goal of empowering them in supporting their local actors in participating in EU programmes
- 2) A set of training activities aimed at increasing the MPC researchers' knowledge of Horizon 2020 in terms of both contents and mechanisms of participation ("How to make a good proposal").

In order to design the training path in an appropriate way, a thorough training needs analysis was carried out as task 7.1, where the information sources were the NCP's themselves and a number of past and ongoing projects in the same area, namely the MIRA project and a number of Projects launched under the INCO-Bilat subprogramme.

2. Target groups

The training programme identifies two main target groups:

- 1) The group of National Contact Points in the involved MPC's, to be considered the Promoters of R&D programmes in the area: the previous experience made by some of the partners in such training for NCPs delivered through previous projects was a relevant asset under this respect.
- 2) Researchers and academics: this is the target group which should benefit from the increased knowledge and skills to be acquired by the NCPs through the training course dedicated to them and from the direct training. In both cases, in order to maximize the multiplier's effect, a Training of Trainers approach has been embedded in the design of the training paths..

It is clear how the final beneficiaries of these training paths will be the scientific and technical community at large in the MPC participating countries, which will benefit from a high quality support from the NCPs and from a pervasive effects of the training received by the researchers.

3. Training Methods

Based on the extensive experience acquired by the MEDSPRING partners involved in WP7, the following training methods will be adopted:

- Short Training Courses: these will include:
 - Instructor-led training: traditional face-to-face teaching sessions
 - Small group activities, where the participants will have the opportunity to put in practice, albeit in the form of a simulation, the notions learned during the face-to-face training sessions.
- Online Learning: these will allow a free replication of the courses and the possibility to attend them by those who have not had the opportunity to attend in presence. The online courses will take the following forms:
 - Online lessons (the materials and eventual recordings of the above mentioned Short training Courses will be made available through the WEB)
 - Webinars: a series of Online Seminars will be delivered by the relevant consortium members to provide updates and additional information about the themes dealt with during the face-to-face courses
 - Online collaborative working: an online forum will be set up where the participants will be allowed to exchange views on RDI related issues and perform collaborative activities in the field of EU programmes
 - Online tutoring: an online tutor will be active providing support in the solution of technical problems and answering first level questions on the contents of the courses

All these components will be implemented in a progressive way in such a way to create a multifaceted training environment where the learners can adapt their learning pace to their time availability.

4. Training Objectives

The training Objectives are defined for the two target groups as follows:

- 1) NCP group: to give NCP the knowledge and skills to support the national actors in accessing EU programmes, both in terms of the contents of the individual programmes and of the mechanisms for participation. In order to allow them to transfer their knowledge to other actors, some teaching skills, i.e. teaching how to teach, will also be provided.
- 2) Researchers and academics: these will be provided with the skills and knowledge needed to access EU programmes, more on a hands-on basis as they will have to set up possibly successful proposals by themselves.

5. Training Prerequisites

- The Prerequisites for participants to receive the training are listed below, again split into the two target groups: NCP group:
 - To be NCP or to be part of the NCP office
 - good knowledge of the English language
 - general Knowledge of the functioning of EU institutions
 - interest in EU programmes
 - good communication skills
 - possibility of becoming a trainer

- Researchers' group:
 - To be involved in research, development or innovation activities
 - good knowledge of the English language
 - general Knowledge of the functioning of EU institutions
 - interest in EU programmes and in internationalization activities
 - good communication skills
 - possibility of becoming a trainer

6. Course modules and methods (high level course design)

The high level structure of the training path for the first two years has been designed as follows:

- A first, 3-day training of trainers session for NCP's to allow them to enhance the way to support their local actors in interacting with EU programmes. The training session will be video recorded and made available to the users for fruition at a later stage through an on-line platform:
- Two subsequent 3-day, training of trainers sessions for a wider audience, consisting of researchers and academicians, to provide them with the basics of EU programmes and innovation issues: the goal being not only to promote the participation in EU programmes but also and more importantly to ensure that the post-research phase produces useful results in terms of sustainability, innovation, technology transfer and so on.

It must be noted here that the training of trainers sessions will include a specific training on pedagogy, i.e. participants will be taught how to teach, which includes a session where they will be given the time to prepare a short presentation and to deliver it to the other participants.

In fact, it is well known that common statistics in education are that you retain

- 10% of what you hear,
- 20% of what you read,
- 50% of what you do,
- 75% of what you discuss and
- 90% of what you teach.

in other words the best to learn something is to teach it.

- The vast majority of respondents declared their interested in attending a series of short Webinars to be updated on the implementation of the Programmes, with a specific reference to the international dimension of H2020, but including news about other programmes which are relevant to the innovation dimension and other information related to proposal preparation and project management issues.

- An on-line collaborative tool in the form of an on-line forum where the items dealt with in the webinars will be tabled and discussed throughout the community, based on the Agora MedSpring platform.

7. Training programme

The training programme for the above mentioned training components has been designed as follows; based on the outcome of the training needs analysis performed in T7.1.

The programme of the three short courses will be as follows:

1) Training for NCP

Approach: training of trainers:

Day 1	The structure H2020 The three societal challenges relevant to MED-SPRING in H2020 Administrative and budgeting rules in H2020 Short overview of other programmes (E4ALL, ENPI...)
Day 2	The basics of adult learning methodologies (how to teach what you know) Individual study on specific themes (each participants studies a topic in view of making a presentation to his/her colleagues) Presentations by the learners
Day 3	Other important issues: Introduction to Project Cycle Management Dissemination and exploitation of results Intellectual Property Rights Sustainability Networking issues

This tentative programme might be refined and update through subsequent validation with the participants.

2) training of trainers courses for a larger audience (researchers and academics) research and Innovation

Day 1	<p>Introduction to H2020</p> <p>Building a successful innovation project:</p> <ul style="list-style-type: none">• selecting the objectives• consortium building• preparing for subsequent exploitation• technology transfer as a means for promoting innovation• IPR issues
Day 2	<p>The basics of pedagogy (how to teach what you know)</p> <p>Individual study on specific themes (each participants studies a topic in view of making a presentation to his/her colleagues)</p> <p>Presentations by the learners</p>
Day 3	<p>Small Group activities: three groups, one on each societal challenge, simulation of a dissemination and exploitation plan (including the creation of startup companies)</p> <p>Best practices in PPP (Public Private Partnerships) , technology transfer, start-up creation, management of Eu projects,</p>

3) Cycle of Webinars for wide audience

The Webinars (1 hour duration max.) will be scheduled once every second month (e.g. the first Monday of each second month) and will focus on specific topics such as providing an update on the evolution of H2020, new calls for proposals, relevant issues concerning the three societal challenges and so on. This will require a proper technical assistance for running the webinar platform.

Each webinar will consist of a presentation of an item related to EU programmes and a presentation of a best practice related to one of the societal challenges addressed by the project.

The main themes will be as follows:

- 1) Updates on the three societal challenges addressed by the MEDSPRING programme.
- 2) Best practices in the three societal challenges addressed by the MEDSPRING programme.
- 3) The management of an International project, issues and hints
- 4) Protection of knowledge and Intellectual property Rights: practical cases
- 5) Updates on the evolution of Horizon 2020
- 6) Connections with other EU initiatives and programmes, ENI, Erasmus +

4) Online collaborative forum

The Forum will be set on line after the first course and will be monitored and animated by dedicated staff of the consortium.

8. Training Schedule

Training Session	Target participants	Schedule
1st training session	NCPs	December 2013
2nd training session	Researchers and academics	June 2014
3rd training session	Researchers and academics	January 2015

9. Evaluation Methods / Evaluation of Training

Evaluation of the training is considered extremely important in order to be able to improve future editions, especially because of the training of trainers' approach in view of the replication.

However evaluation of training courses is a well-established discipline and therefore the consortium partners involved in this activity have decided to make the best use of previous experiences by adapting existing methodologies.

The results is the draft questionnaire shown in annex I to this deliverable.

The questionnaire will have to go through an additional validation phase and therefore the final version might be slightly different form the one presented here.

Also it must be pointed out that, in order to facilitate the processing of the answers, once approved by the partners, an online version of the questionnaire will be generated and the participants will be asked to fill it in through the Internet.

Annex I: Evaluation questionnaire

MEDSPRING

Feedback questionnaire

The questionnaire consists of 2 main sections: section A and section B.

The analysis of the information collected through this questionnaire is an essential step :

- to improve the teaching activities and services provided by the MedSpring project (**section A**);
- to provide a clear picture of the current priorities and suggestions to improve participation of Mediterranean Partner Countries in H2020 projects (**section B**).

Institution:

Country *(please specify)* _____

SECTION A

TRAINING EVALUATION

1. General

A) *To what extent has your understanding of the subject improved or increased as a result of the training seminar?*

A lot

6	5	4	3	2	1
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Little

B) Please describe: a) *what you have learnt* and b) *what you intend to do with this learning on your return to work.*

C) *To what extent do you feel your personal learning objectives have been achieved?*

Fully

6	5	4	3	2	1
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Not at all

D) Which of your personal objectives were not achieved, and why?

2. Balance of programme

A) How did you feel about the length of the training seminar?

too short short just right plenty Too long

B) Amount of time devoted to each topic

too short short just right plenty Too long

C) How effective were the practical activities?

Very effective

6	5	4	3	2	1
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Ineffective

D) What was the level of time given for:

the activities

Sufficient

6	5	4	3	2	1
---	---	---	---	---	---

Insufficient

the follow-up discussion

Sufficient

6	5	4	3	2	1
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Insufficient

3. Benefit of contents for your curriculum/profession

A) What is the level of applicability of topics to your personal work?

very low low medium high very high

B) Which parts of the event do you feel will be most useful back at work?

C) Which parts of the event do you feel will be least useful, or not at all useful back at work?

4. Programme administration

A) To what extent was the training material useful for a better understanding of the programme?

Fully

6	5	4	3	2	1
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Not at all

B) What was the level of the instructions given to you to:

1) Attend the training seminar

6	5	4	3	2	1
---	---	---	---	---	---

Excellent **Poor**

2) Complete pre-programme material

6	5	4	3	2	1
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Excellent **Poor**

3) Bring relevant material with you to the training seminar

6	5	4	3	2	1
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Excellent **Poor**

4) Travel to the training location

6	5	4	3	2	1
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Excellent **Poor**

C) Do you think that the number of participants on the course was

Too few Just right Too many

5. Trainers evaluation

A) Please rate the training staff by marking in red the relevant score for each aspect.

	Very effective	Good	Not very effective	Not effective
	4	3	2	1
➤ Knowledge of subject				
➤ Organization of sessions				
➤ Responsiveness to group				
➤ Producing a good learning climate				

6. Interaction with participants to the course and with speakers

very low low medium high very high

7. Completeness of contents

poor fair good very good excellent

8. General rating

How would you rate the programme overall

Very useful	6	5	4	3	2	1	Little use
Very interesting	6	5	4	3	2	1	Little interest

9. Training location/ accommodation/transportation evaluation

Bedroom comfort

Very good 6 5 4 3 2 1 **Poor**

Food quality

Very good 6 5 4 3 2 1 **Poor**

Training facilities

Very good 6 5 4 3 2 1 **Poor**

Transportation

Very good 6 5 4 3 2 1 **Poor**

Logistics

Very good 6 5 4 3 2 1 **Poor**

Could you give any suggestion for improving the course?
