

2017

**NMP TEAM 4**  
**TWINNING SCHEME GUIDELINES**

H2020 PROJECT NUMBER: 723192

Internal Document

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## 1. Introduction

Building on the experience from previous Projects, NMP TeAm 4 introduces a new form of twinning schemes, aiming to promote knowledge and experience sharing ultimately establishing long-term collaborations between NCPs.

***Objective: The aim of the twinning schemes is to provide less-experienced NCPs with an opportunity to profit from the know-how of more experienced colleagues in different ways, whilst also enabling experience and knowledge sharing visits between experienced NCPs with an additional view towards networking and future collaborations.***

## 2. Who Can Participate

The Twinning Schemes are open to all NMP NCPs as follows:

- All officially appointed NMP NCPs in Member States and Associated Countries;
- All officially appointed NMP NCPs in third countries;

## 3. Types of Twinning Activities

There are four types of twinning activities:

- I. ***Continuous Twinning:*** at the request of an NCP, NMP TeAm 4 will assign a Mentor to the NCP, with which channels of communication may be established for continuous support (solving enquiries, discussing problems that may be faced, providing support when setting up an NCP Office).
- II. ***Twinning coinciding with another Event:*** This may be a meeting between a newly appointed NCP and a Mentor, scheduled to take place either before or after one of the main Events in the area of NMP (eg. Euronanoforum, Manufuture, etc.) with a pre-defined Agenda to discuss problems and matters of interest to one or both parties. Where requested, the twinning activity may be combined with a national Event (Infoday) in the newcomer's country, during which the activities of NMP TeAm 4 may also be presented by the Mentor to the national research community.
- III. ***Twinning including a staff exchange:*** Twinning may also be pursued through a

staff exchange, specifically for the purposes of experience-sharing and constructive discussion of problems faced and possible solutions/recommendations for action.

- IV. ***Twinning between experienced NCPs:*** Twinning among two or more experienced NCPs may take place with a view for experience sharing, networking, support in the organisation of brokerage or other events and exploration of common ground for future collaboration among NCPs.

***The duration for visits/staff exchange is between 1 to 3 working days. Participation of NCPs in more than one of the twinning activity is possible.***

#### 4. How to Apply

The Call for twinning activities is continuously open and the activities may take place any time during the duration of the NMP TeAm 4 Project.

For the Continuous Twinning, interested NCPs may contact the Task Leader (Mr. Stavros Kambanellas, [skambanellas@research.org.cy](mailto:skambanellas@research.org.cy)) directly. For the rest of the twinning activities, an application should be prepared by the involved NCPs by using the form available in Annex 1 of this document. An Agenda for each activity should also be prepared and submitted.

Each Twinning Activity will be authorized by the task leader (RPF) and by the Coordinator (PRAXI Network). Applications can be submitted at any time but no later than 45 working days before an activity is planned to begin. The application forms must be sent by email to the Task Leader: Mr. Stavros Kambanellas, ([skambanellas@research.org.cy](mailto:skambanellas@research.org.cy)).

#### 5. Budget

The budget for each activity should be planned carefully, with an effort to link events where possible. Only travel costs directly relating to the Twinning Activity will be covered (travel, accommodation, daily subsistence allowance according to the usual practices of the Task Leader); national activities (e.g. cost of organising an event) are not eligible.

## 6. Reporting

Following completion of each Activity, the involved parties will have to submit a report (one per activity) and a completed feedback form (one per NCP) using the forms provided in Annex II.


Reports should be submitted to the WP and Task Leader **within 15 working days after the completion of the activity.**

## 7. Reimbursement


Beneficiaries will claim costs to the Project as usual. Other NCPs participating in the twinning scheme will be required to cover all travel expenses themselves and submit a reimbursement form and supporting documentation to the Task Leader (Mr. Stavros Kambanellas, [skambanellas@research.org.cy](mailto:skambanellas@research.org.cy)) within one month after the completion of the twinning activity. For eligibility of costs, NCPs can refer to the Research Promotion Foundation's Guidelines on reimbursement.

### 8. Annex I – Twinning Application Form and Agenda


(For extra participants, please add rows as needed)

		<h2>Annex I(a) - Twinning Application Form</h2>			
<b>1. Information about the parties involved</b>					
<b>NCP visitor/Main Organiser:</b>			<b>NCP Host/Participant:</b>		
Name:			Name:		
Institution Name:			Institution Name:		
Country:			Country:		
Phone:			Phone:		
E-mail:			E-mail:		
<b>NCP Participant:</b>			<b>NCP Participant:</b>		
Name:			Name:		
Institution Name:			Institution Name:		
Country:			Country:		
Phone:			Phone:		
E-mail:			E-mail:		
Expected starting Date:	.././2017	Expected ending Date:	.././2017	Length (in days) of the staff-exchange	

2. Information about the Twining Activity	
<b>2.1. Specific objectives and goals of twinning activity</b>	
<ul style="list-style-type: none"> <li>▪ ...</li> <li>▪ ...</li> <li>▪ ....</li> <li>▪ ....</li> <li>▪ ....</li> <li>▪ ....</li> <li>▪ ....</li> <li>▪ ....</li> </ul>	
<b>2.2. Topics of Interest</b>	
<ul style="list-style-type: none"> <li>▪ ...</li> <li>▪ ...</li> <li>▪ ...</li> <li>▪ ...</li> <li>▪ ....</li> <li>▪ ....</li> </ul>	

		<h2 style="margin: 0;">Annex I(b) - Agenda</h2>	
<b>Starting Date</b>	.././2017	<b>Location</b>	...
<b>Ending Date</b>	.././2017		
<b>Agenda</b>			
<b>Day 1</b>			
<b>Day 2</b>			

## 9. Annex II – Twinning Scheme Report Template and Feedback Form

		<h3>Annex II(a) – Template for Reporting</h3>			
<b>Report on Twinning Activity</b>					
<b>Information about the parties involved</b>					
<b>NCP visitor/Main Organiser:</b>			<b>NCP Host/NCP Participant:</b>		
<b>Name:</b>			<b>Name:</b>		
<b>Institution Name:</b>			<b>Institution Name:</b>		
<b>Country:</b>			<b>Country:</b>		
<b>Phone:</b>			<b>Phone:</b>		
<b>E-mail:</b>			<b>E-mail:</b>		
<b>Starting Date:</b>	<input type="text"/>	<b>Ending Date:</b>	<input type="text"/>	<b>Length of Twinning Activity</b>	
<b>Information About The Activities/Outcome Of The Twinning Activity</b>					
<p>The best practice and know-how have been exchanged in the following areas :</p>					
<b>Promotion</b>					
<input type="checkbox"/> Website and database administration					
<input type="checkbox"/> Intermediary (nation specific) networks and multipliers of information					
<input type="checkbox"/> Mailing Lists and available publicity materials					
<input type="checkbox"/> Preparation of presentations					
<input type="checkbox"/> Client Meetings (especially with SMEs)					
<b>Assistance</b>					
<input type="checkbox"/> Helpline (permanent assistance)					
<input type="checkbox"/> Partner search					
<input type="checkbox"/> Proposal preparation, developing and writing					
<input type="checkbox"/> Screening of proposals / resubmissions					



- Legal assistance: IPR, consortium agreements, contract negotiation
- Brokerage event

**Training**

- Information exchange and training of personnel

- Other areas of know-how/ best practice exchange**

**Please Specify** \_\_\_\_\_

**Information About The Activities/Outcome Of The Exchange Visit**

Please describe the main actions/tasks conducted during the twinning activity (where applicable):

**Time Spent visiting companies/clients:**

**Time Spent with the Host NCP Office Staff:**

**Any Comments?**

\_\_\_\_\_

Try to describe one good NCP 'Best Practice' you have potentially learnt during the exchange visit. Give a title to the best practice you describe (eg. Best Practice Concerning Organizing a Small NCP Event etc.) for ease of reference when sharing with other NCPs.

**Best Practice Title:** \_\_\_\_\_

**Description:** *The best practice learned could be summarized as follows:*

\_\_\_\_\_

**Difficulties Encountered during Twinning Activity**

- Organisational Matters
- Logistics
- Collaboration
- Other: \_\_\_\_\_


Please explain the difficulties encountered, if any:

\_\_\_\_\_

**Conclusion of Staff-exchange**

Please Provide a summary containing the main conclusions of your participation in a twinning activity and how it will contribute to your daily tasks as NCP:

- ....
- ....
- ....
- ....

 <p>NMP TeAm</p>	<h2>Annex II(b) – Twinning Activity Feedback Form</h2>
<h3>Feedback From Visitor</h3>	
<p>Your feedback will help us assess the quality and success of the twinning scheme, improve our services and provide us with ideas and incentives for ongoing and future staff-exchanges. Your comments will be kept confidential and will only be used to help us improve the twinning scheme.</p>	
<p>Which of the following topics have been discussed during your twinning activity?</p>	
<p><input type="checkbox"/> Training</p> <p><input type="checkbox"/> Brokerage Event</p> <p><input type="checkbox"/> Awareness campaign</p> <p><input type="checkbox"/> Everyday NCP work</p> <p><input type="checkbox"/> Other _____</p>	
<p>Please rate the following:</p>	
<p><b>How would you rate the twinning activity overall?</b></p> <p>Excellent <input type="checkbox"/>      Very good <input type="checkbox"/>      Good <input type="checkbox"/>      Fair <input type="checkbox"/>      Poor <input type="checkbox"/></p> <p>Comments: _____</p>	

**How would you rate the quality of the introduction / best practices / training you received from the experienced NCP/other NCP Participants?**

Excellent       Very good       Good       Fair  Poor

Comments:

**How well prepared was the NCP Host/ the other NCP Participants?**

Excellent       Very good       Good       Fair  Poor

Comments:

**Have you identified any good practice to implement in your everyday work?**

Yes  No

If "Yes", please specify.

**Are there any areas of the twinning scheme that you think must be improved?**

Yes  No

If "Yes", please specify.

**Thank you for your cooperation!**