

# Proposal Writing

BE NCP Workshop – 22 October 2019

# Agenda

1. Introduction
2. Policy Aspects
3. Work Programme – Calls – Topics – ToA – Proposal Structure
4. Evaluation Criteria & Process

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## 6 Break-Out Sessions

TOPIC	ROOM	RESPONSIBLE	EVALUATOR
Health	UF: Félicien Cattier	Frédéric Suche, Lieve Apers	Greet Bilsen
Food	UF: Emile Francqui	Ann Van Hauwaert, Anja Van Der Haegen	Carine Petit
Energy	FWO/FNRS: Salon	Sabrina Bijlsma, Ji-Hyeon Kim Vanguers	Nathalie De Vriendt
Climate	FWO: Hoorne III	Marieke Zwartjes, Pascale Verheye	Willy Verstraete
Societies	FWO/FNRS: Salle du Conseil	Natacha Wittorski, Pascale Van Dinter	Virginie Van Ingelgom
NMBP	FNRS: Room 1E	Pierre Fiasse, Virginia Gomez Oñate	Laurent Adam

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## Confidentiality: Rules of Proceeding

# National Contact Points

Supporting You All Along Your Journey to Horizon 2020

## Your Assigned NCPs

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<http://www.ncpwallonie.be>

[contact@ncpwallonie.be](mailto:contact@ncpwallonie.be)



A map of Belgium is shown on the left side of the slide, filled with a teal color. It includes a scale bar in the bottom left corner indicating 30 km.

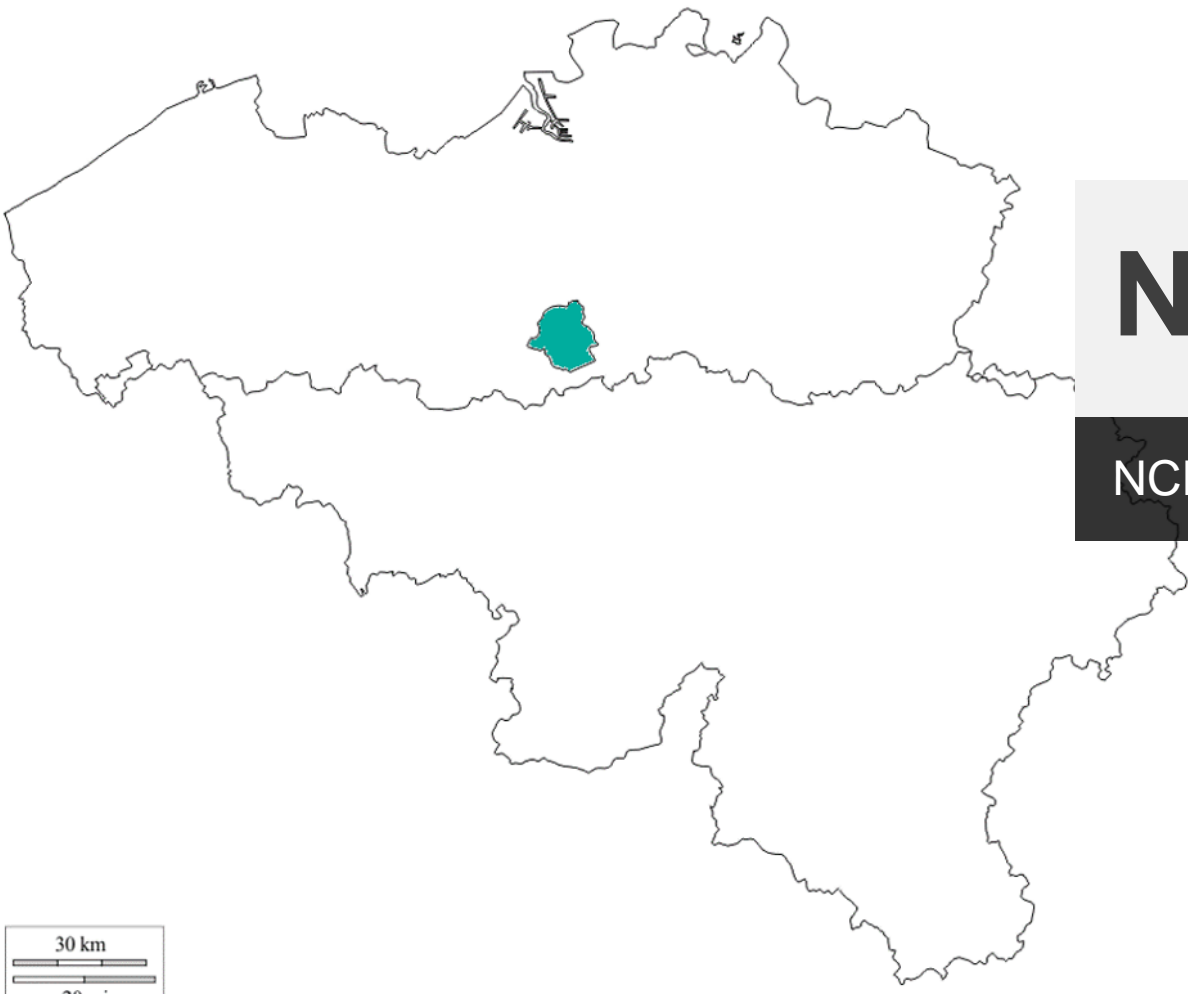
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# National Contact Points

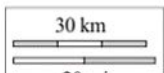
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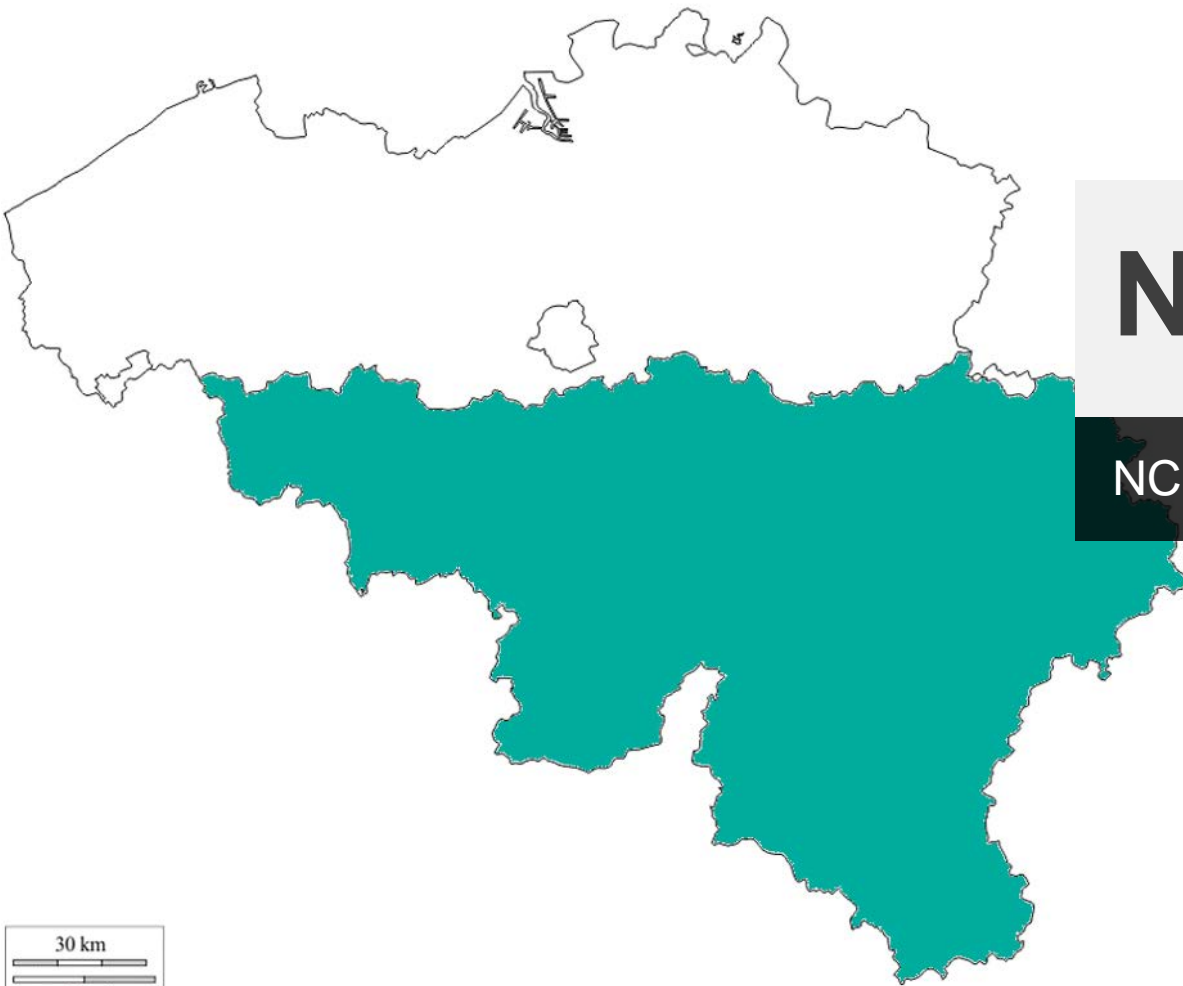
# National Contact Points

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# NCP Support in Horizon 2020

## EXCELLENT SCIENCE

ERC  
FET  
MSCA  
Research Infrastr.

## INDUSTRIAL LEADERSHIP

LEIT  
• SPACE  
• NMBP  
• ICT  
  
Access to Risk Finance  
Innovation in SME

## SOCIETAL CHALLENGES

- Health
- Food, Bioeconomy
- Energy
- Transport
- Climate, Envi
- Inclusive societies
- Secure societies

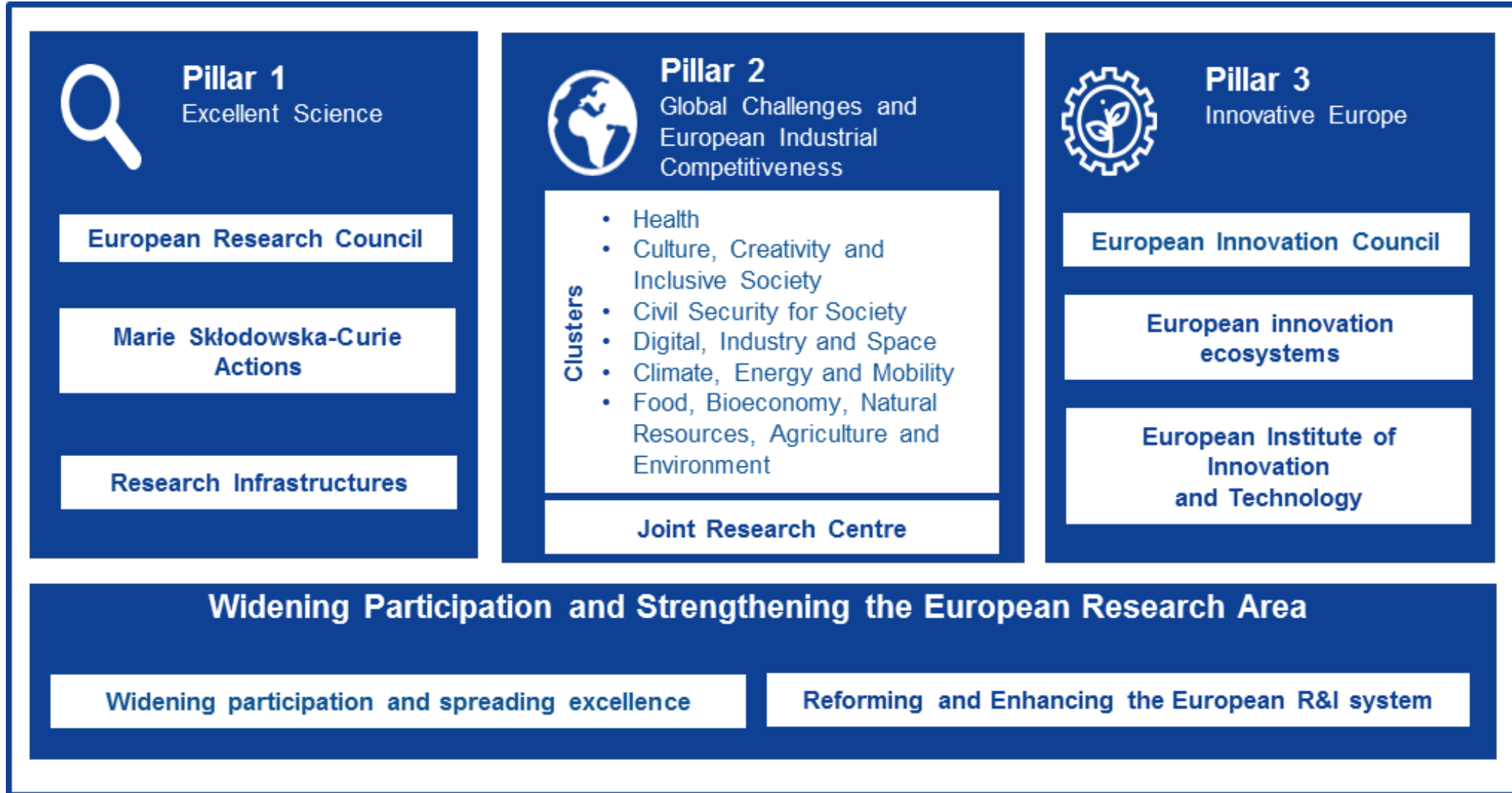
**Spreading Excellence, Widening Participation**

**Science with and for Society**

**European Institute of Technology**

**Joint Research**

# NCP Support in Horizon Europe



# Horizon 2020

Work Programmes, Calls, Topics, Types of Actions

# How is Funding Allocated?

Multiannual **Work Programmes** prepared by the EC.

## STRUCTURE

- Introduction.
- Thematic sections: overall objectives, the respective calls for proposals, topics within each call.
- General Annexes describing general rules such as standard admissibility conditions and eligibility criteria, types of action, selection and award criteria, etc.

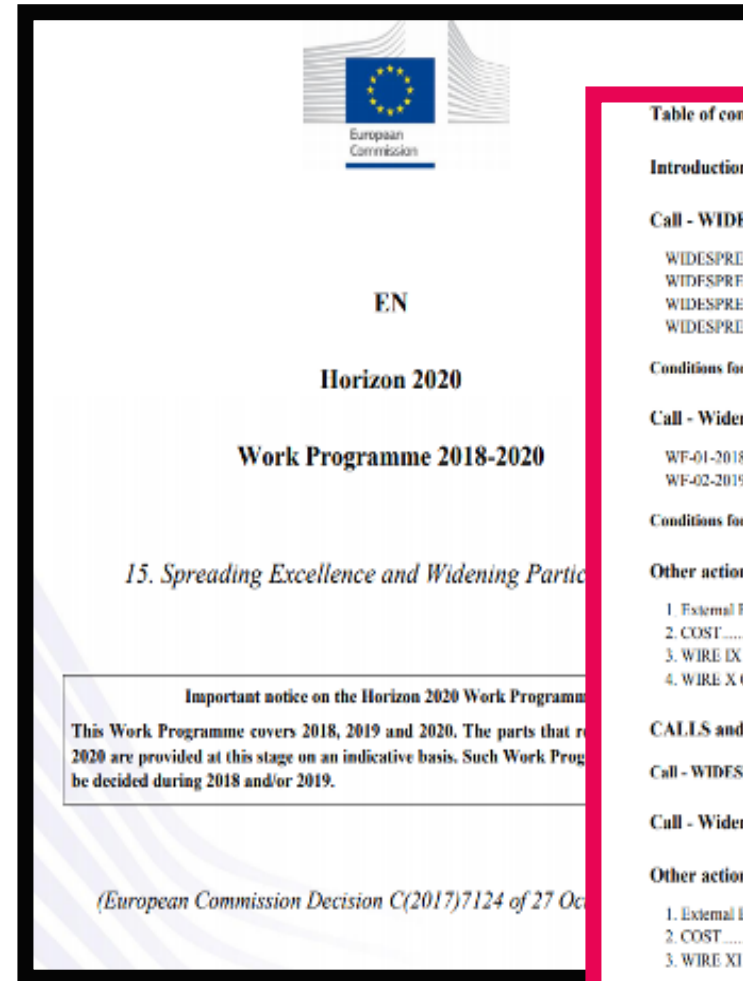


Table of contents	
<b>Introduction</b> .....	<b>4</b>
<b>Call - WIDESPREAD</b> .....	<b>7</b>
WIDESPREAD-01-2018-2019: Teaming Phase 2 .....	7
WIDESPREAD-02-2018: Support to JPI Urban Europe .....	10
WIDESPREAD-03-2018: Twinning .....	13
WIDESPREAD-04-2019: ERA Chairs .....	15
<b>Conditions for the Call - WIDESPREAD</b> .....	<b>18</b>
<b>Call - Widening Fellowships</b> .....	<b>24</b>
WF-01-2018: Widening Fellowships .....	24
WF-02-2019: Widening Fellowships .....	25
<b>Conditions for the Call - Widening Fellowships</b> .....	<b>26</b>
<b>Other actions</b> .....	<b>30</b>
1. External Expertise .....	30
2. COST .....	30
3. WIRE IX Conference .....	32
4. WIRE X Conference .....	32
<b>CALLS and OTHER ACTIONS for 2020</b> .....	<b>34</b>
<b>Call - WIDESPREAD</b> .....	<b>34</b>
<b>Call - Widening Fellowships</b> .....	<b>35</b>
<b>Other actions for 2020</b> .....	<b>36</b>
1. External Expertise .....	36
2. COST .....	36
3. WIRE XI Conference .....	36
<b>Budget</b> .....	<b>37</b>

**WIDESPREAD-03-2018: Twinning**

Specific Challenge: The specific challenge is to enhance networking activities between the research institutions in Widening countries and internationally-leading counterparts at EU level. Driven by the quest for excellence, research intensive institutions tend to collaborate increasingly in closed groups, producing a crowding-out effect for a large number of promising institutions. This is the challenge that a specific Twinning action will try to address.

Scope: Twinning aims at significantly strengthening a defined field of research in a university or research organisation from a Widening country by linking it with at least two internationally-leading research institutions in other Member States or Associated Countries. Twinning will:

1. Enhance the scientific and technological capacity of the linked institutions with a principal focus on the university or research organisation from the Widening Country;
2. Help raise the scientific and technological capacity of the Widening Country's research institutions. This does not preclude submission and selection of proposals requesting lower amounts.

Expected Impact:

The creation of new (or significant upgrades of existing) Centres of Excellence in "Widening" Countries through the Teaming partnerships is expected to:

- increase the scientific capabilities of these countries and enable them to engage in a strategic growth path pointing to long-term opportunities for economic development.
- through improved scientific capabilities allow these countries to improve their chances to seek competitive funding in international fora (including the EU Framework Programmes).
- over the medium to long term achieve a measurable and significant improvement in terms of research and innovation culture (as shown through indicators such as research intensity, indicators like expected future publications in peer reviewed journals, collaboration agreements with businesses, intellectual property, new innovative products or services.
- It should be explained how the leading scientific institutions in the partnership will contribute in terms of provision of access to new research avenues, creativity and the development of new approaches, as well as acting as a source for increased mobility (inwards and outwards) of qualified scientists.
- The benefits for the internationally leading scientific institutions and the way they would materialise through the partnership should be substantiated.

Type of Action: coordination and support action

*The conditions related to this topic are provided at the end of this call and in the General Annexes.*

**Specific Challenge**

**Topic Identifier**

**Scope**

**Expected Impact**

**Type of Action**

Horizon 2020 Framework Programme (H2020)

clear filter

Artificial intelligence

Match whole words only

GRANTS  TENDERS

Filter by submission status

FORTHCOMING  OPEN  CLOSED

Filter by programme (only for grants)

H2020

Filter by programme part

Select a Programme part...

Filter by focus area

Select a Focus area...

Filter by cross-cutting priority

Select a Priority...

Filter by call

Select a Call...

Clear filters

Funding and tenders

Sort by:  opening date  title  ID  deadline

34 results

Download all funding and tender opportunities to your calendar or subscribe to the RSS feed (unfiltered).

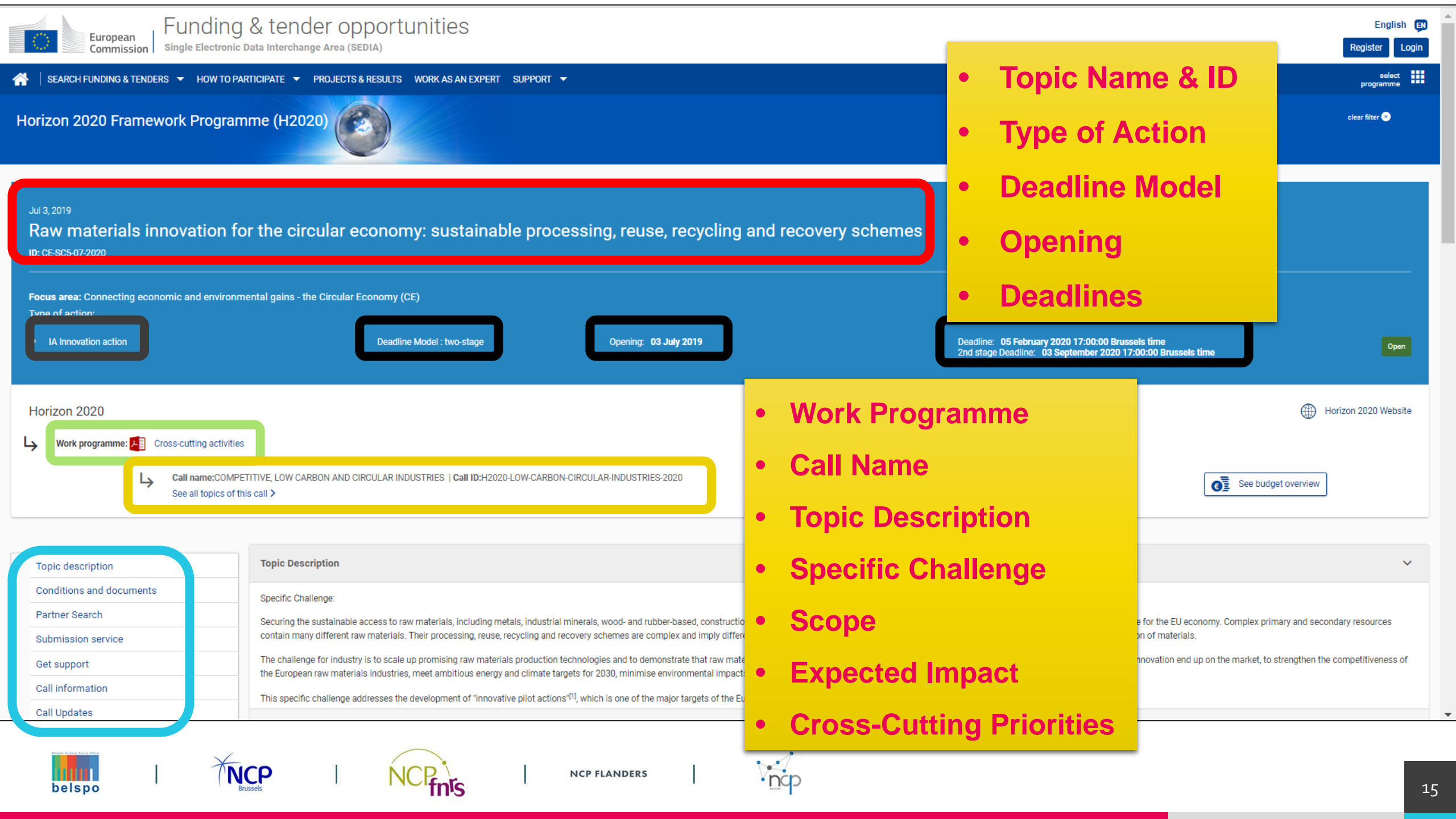
Online manual  
"Find a grant"

See all calls for tenders published by EC

**Search per Key Word  
e.g. AI**

**Find Grant Opportunity  
e.g. for AI in SC5**

- Grant** EIC Transition to Innovation Activities FETPROACT-EIC-06-2019  
Types of action: Research and Innovation action | Programme: Horizon 2020  
Open for submission *Opening date: 19 March 2019*  
Deadline model: single-stage  
Deadline date: 13 November 2019 17:00:00 Brussels time
- Grant** Multi-omics for genotype-phenotype associations (RIA) BIOTEC-07-2020  
Types of action: Research and Innovation action | Programme: Horizon 2020  
Open for submission *Opening date: 03 July 2019*  
Deadline model: two-stage  
Deadline date: 12 December 2019 17:00:00 Brussels time  
Second stage deadline
- Grant** Raw materials innovation for the circular economy: sustainable processing, reuse, recycling and recovery schemes CE-SC5-07-2020  
Types of action: Innovation action | Programme: Horizon 2020  
Circular Economy



Horizon 2020 Framework Programme (H2020)



Jul 3, 2019  
**Raw materials innovation for the circular economy: sustainable processing, reuse, recycling and recovery schemes**  
ID: CE-SC5-07-2020

Focus area: Connecting economic and environmental gains - the Circular Economy (CE)

Type of action:  
IA Innovation action  
Deadline Model : two-stage  
Opening: 03 July 2019  
Deadline: 05 February 2020 17:00:00 Brussels time  
2nd stage Deadline: 03 September 2020 17:00:00 Brussels time

- Topic Name & ID
- Type of Action
- Deadline Model
- Opening
- Deadlines

Horizon 2020  
Work programme: Cross-cutting activities

Call name:COMPETITIVE, LOW CARBON AND CIRCULAR INDUSTRIES | Call ID:H2020-LOW-CARBON-CIRCULAR-INDUSTRIES-2020  
See all topics of this call

- Work Programme
- Call Name
- Topic Description
- Specific Challenge
- Scope
- Expected Impact
- Cross-Cutting Priorities

- Topic description
- Conditions and documents
- Partner Search
- Submission service
- Get support
- Call information
- Call Updates

Topic Description  
Specific Challenge:  
Securing the sustainable access to raw materials, including metals, industrial minerals, wood- and rubber-based, construction materials, etc. contain many different raw materials. Their processing, reuse, recycling and recovery schemes are complex and imply different challenges.  
The challenge for industry is to scale up promising raw materials production technologies and to demonstrate that raw materials production technologies, the European raw materials industries, meet ambitious energy and climate targets for 2030, minimise environmental impacts and ensure that innovation end up on the market, to strengthen the competitiveness of the EU economy.  
This specific challenge addresses the development of "innovative pilot actions"<sup>(1)</sup>, which is one of the major targets of the EU

- Topic description
- Conditions and documents
- Partner Search
- Submission service
- Get support
- Call information
- Call Updates

### Topic Description

show less...

### Topic conditions and documents

#### 1. Eligible countries:

Described in [Annex A](#) of the Work Programme.  
A number of non-EU/non-Associated Countries that are not automatically eligible for funding have made specific provisions for making funding available for their participants in Horizon 2020 projects. See the information in the [Online Manual](#).

#### 2. Eligibility and admissibility conditions:

show more...

Go to top

### Partner Search

**32** Organisations are looking for collaborating partners for this topic

[View / Edit](#)

LEARs, Account Administrators or self-registrants can publish partner requests for open and forthcoming topics after logging into this Po

Go to top

### Select your type of action to start submission

To access the Electronic Submission Service, please click on the submission-button next to the type of action that corresponds to your proposal. You will then be redirected to the correct entry point.

To access existing draft proposals for this topic, please login to the Funding & Tenders Portal and select the My Proposals page of the My Area section.

Type of Action: Innovation action [ IA] [Start SUBMISSION](#)

- Topic Description
- Topic Conditions & Documents
- Partner Search
- Get Support
- Call Information
- Call Updates



# Horizon 2020

## Proposal Templates & Proposal Self-Evaluation Form

# Proposal Templates & Proposal Self-Evaluation Form

## H2020 Programme

### Proposal template 2018-2020

Administrative forms (Part A) / Project proposal (Part B)

Research and Innovation Actions (RIA) / Innovation Actions (IA)  
Single-stage calls & stage 2 of two-stage calls

Version 3.4  
1 February 2018

Ref. documents on F&T Portal

[Reference Documents](#)

[Self Evaluation Forms](#)

#### Disclaimer

This document is aimed at informing potential applicants for Horizon 2020 funding. It serves only as an example. The actual Web forms and templates, provided in the online proposal submission system under the Participant Portal, might differ from this example. Proposals must be prepared and submitted via the online proposal submission system under the Participant Portal.



Filter by programme:

Horizon 2020 Framework Programme (H2020) ▾

Clear filter

## Reference Documents

This page includes reference documents of the programmes managed on the EU Funding & Tenders portal starting with legal documents and the Commission work programmes up to model grant agreements and guides for specific actions.



Filter

Expand all

- Legislation
- Work Programmes
- Grant agreements, contracts and rules of contest
- Guidance
- Templates & forms
  - Proposal templates
    - 2014-15
    - 2016-17
    - 2018-20
      - Standard proposal template RIA, IA | >
      - Standard proposal template CSA | >
      - Standard proposal template RIA/IA Lump Sum - Option 2 | >
      - Standard proposal template CSA Lump Sum - Option 2 | >

# Proposal Template

## PART A – Administrative Forms

1. General information – Abstract – Declarations – List of participants
2. Administrative data of participating organisations
3. Budget
4. Ethic issues
5. Call specific questions

## PART B – Project Proposal

### List of Participants

1. **Excellence:** Objectives – Relation to the Work Programme – Concept and methodology - Ambition
2. **Impact:** Expected impacts – Measures to maximise the impact (incl/ Dissem.&Exploit., Com)
3. **Implementation:** Work Plan (WP, D) – Mgt Structures, milestones, procedures – Consortium – Resources to be committed
4. Members of the consortium (incl. Third parties)
5. Ethics and Security

# Evaluation Criteria & Process

# Evaluation Process

## Interpretation of the scores

- Section 1 /5
- Section 2 /5      15 / 15
- Section 3 /5

0

The proposal **fails to address the criterion** or cannot be assessed due to missing or incomplete information.

1

**Poor.** The criterion is inadequately addressed, or there are serious inherent weaknesses.

2

**Fair.** The proposal broadly addresses the criterion, but there are significant weaknesses.

3

**Good.** The proposal addresses the criterion well, but a number of shortcomings are present.

4

**Very Good.** The proposal addresses the criterion very well, but a small number of shortcomings are present.

5

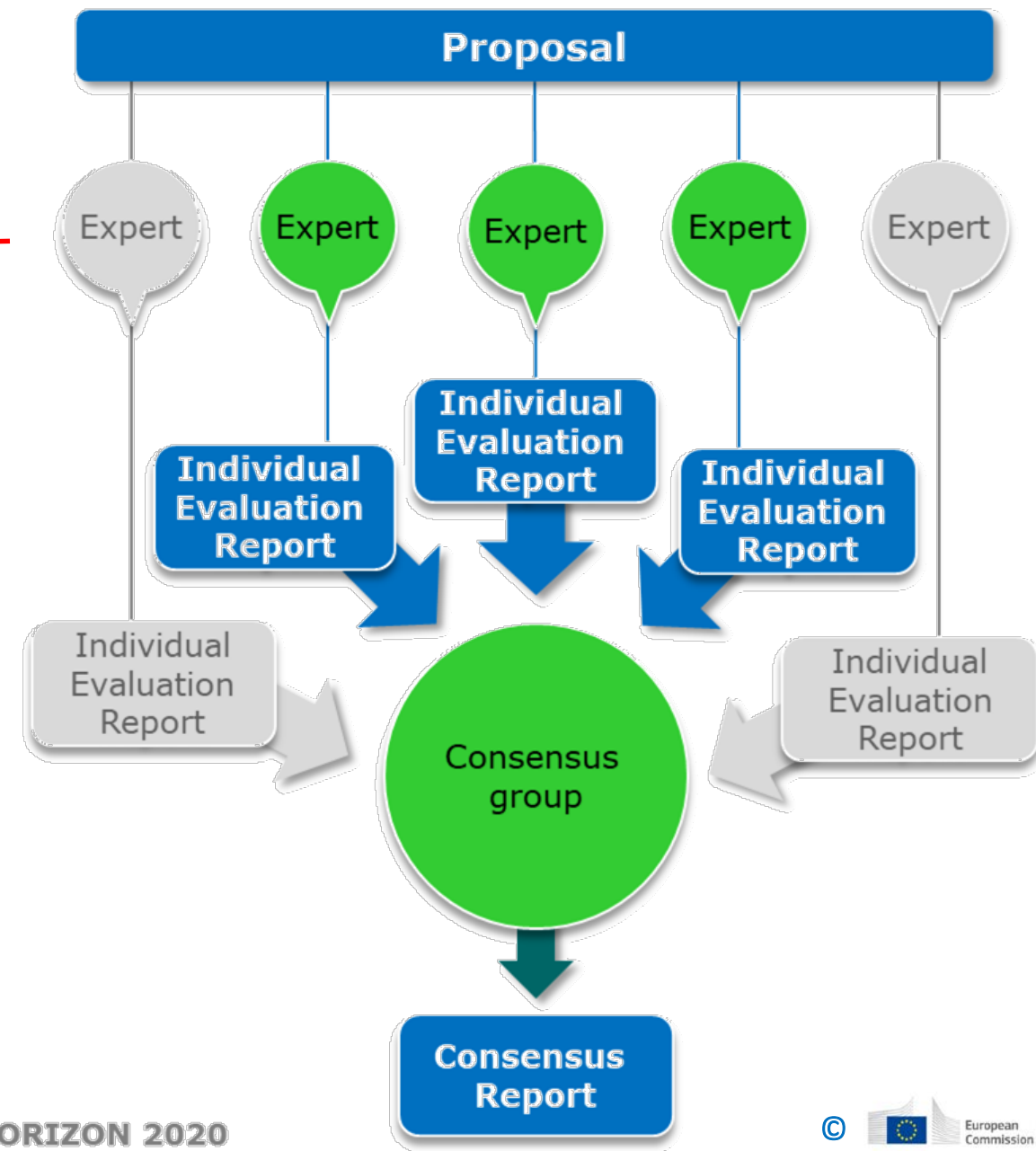
**Excellent.** The proposal successfully addresses all relevant aspects of the criterion. Any shortcomings are minor.

# Evaluation Process

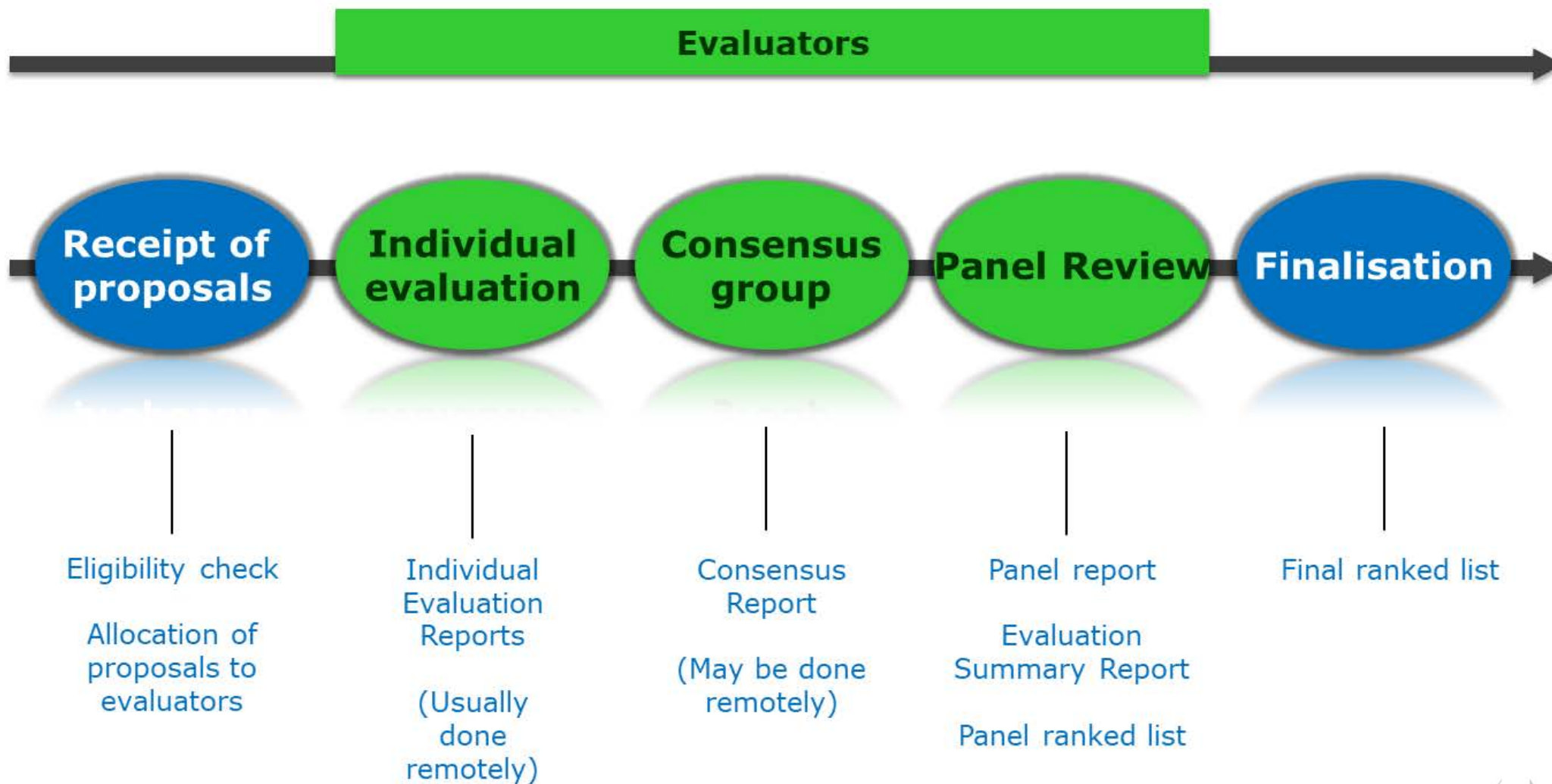
## Min 3 Experts

- Scientific
- Industry
- Business
- ...

.... Evaluate numerous proposals



# Evaluation Process





# Evaluation Criteria & Process

# Standard Eligibility Criteria

1. Content of proposal corresponds, **wholly or in part**, to the topic description.
2. Proposal complies with **minimum participation rules**.

RIA	a. <b>Three</b> legal entities
IA	b. Established in <b>different</b> Member States or Associated <b>Countries</b>
	c. <b>Independent</b> of each other
ERC (EU Research Council)	
CSA (Coordination and support)	<b>One</b> legal <b>entity</b> established in Member State or Associated Country
<b>SME Instrument</b>	

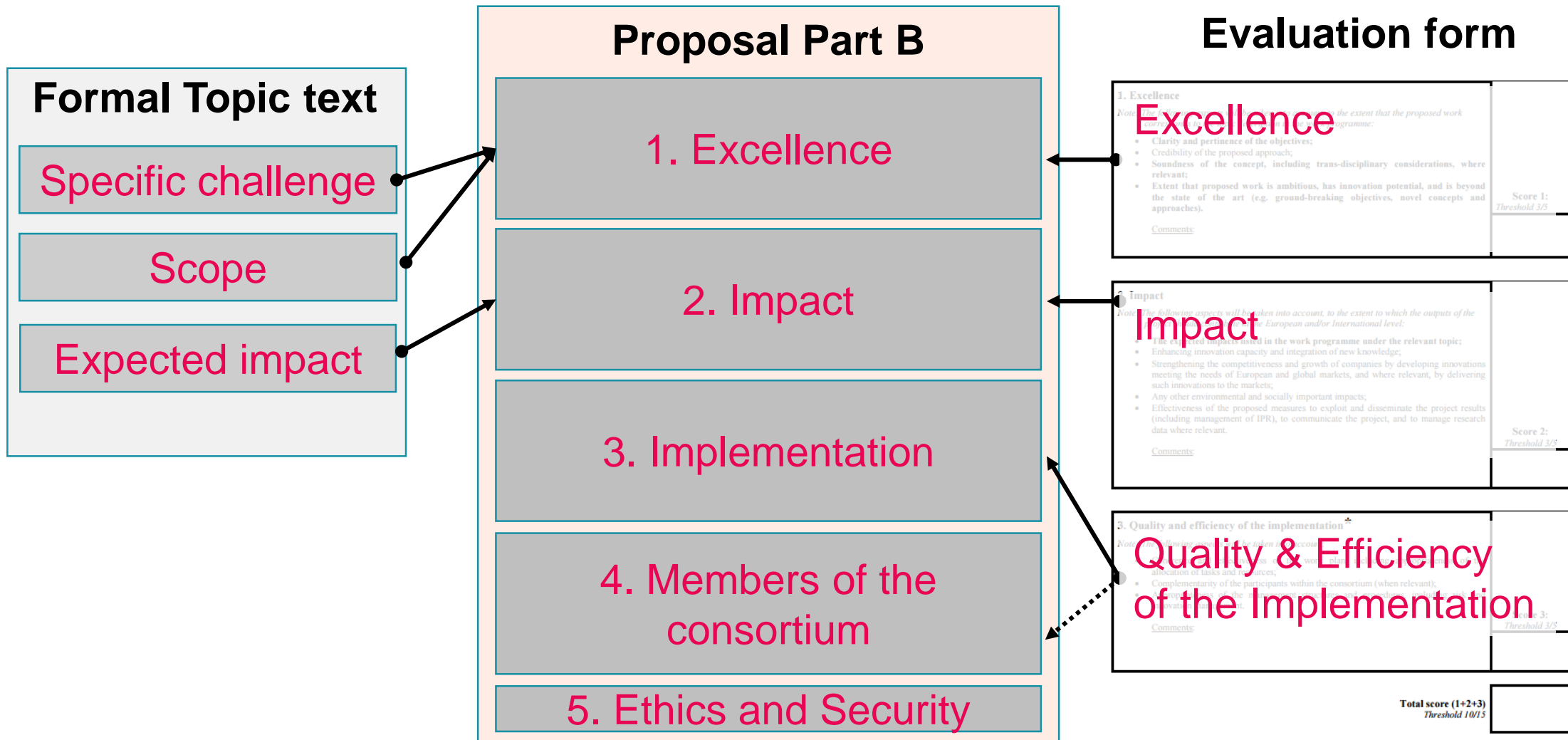
# Standard Admissibility Criteria

- On **time**
- At the **right place**
- **Complete**
- **Readable**, accessible and printable
- Plan **dissemination & exploitation**
- Part B - **page limit (\*)**
  - **RIA/IA: 70**
  - **CSA: 50**
  - **First stage: 10**

## (\*) NOT INCLUDING

- Information participating organisations,
- cv's,
- publications and research of innovation products,
- relevant previous projects/activities,
- relevant infrastructure and equipment,
- third parties,
- ethics self assessment,
- data management plan.

# Evaluation Criteria | Relationships



## Proposal Part B – 1. Excellence

### 1.1 Objectives

Clear, measurable, realistic and achievable ... **within** project duration.

### 1.2 Relation to the Work Programme

Explain how your proposal addresses the **specific challenge and scope** of the work programme topic.

## Evaluation form

### Excellence

*Crt 1.1 – Clarity and pertinence of the **objectives***

### OBJECTIVES

- First section of proposal!
- Reviewers make up their minds VERY quickly

## Proposal Part B – 1. Excellence

### 1.3 Concept & Methodology

#### (a) Concept

- Describe and explain the **overall concept + main ideas, models and assumptions** involved.
- **Technology Readiness Levels.**
- **Links with other projects/activities.**
- **Identify any inter-disciplinary considerations and, where relevant, use of stakeholder knowledge.**

#### (b) Methodology

- Describe and explain the **overall methodology.**

## Evaluation form

### Excellence

***Crt 1.2 – Soundness of the concept, and credibility of the proposed methodology.***

**CAREFULL** 

With TRL  $\geq 5$  & plan well the activities needed to reach it.

## Proposal Part B – 1. Excellence

### 1.4 Ambition

- Advance beyond the state-of-the-art.
- Extent the proposed work is ambitious.
- Describe the Innovation potential.

## Evaluation form

### Excellence

**Crt 1.3** – Extent that proposed work is *beyond the state of the art*, and demonstrates *innovation potential* e.g.

Don't duplicate what exists! 

- Ground-breaking objectives, novel concepts and approaches – RIA.
- New products, services or business and organisational models – IA / RIA.

## Proposal Part B – 2. Impact

### 2. 1 Expected impacts

- Each of the expected impacts mentioned under the relevant topic.
- Any substantial impacts not mentioned in the work programme.
- Describe any barriers/obstacles, and any framework conditions.

## Evaluation form

### Impact

***Crt 2.1 – The extent to which the outputs would contribute to the **expected impacts listed in the work programme** under the relevant topic.***

More specific than WP impacts!





## Proposal Part B – 2. Impact

### 2. 1 Expected impacts

- Each of the expected impacts mentioned under the relevant topic.
- Any substantial impacts not mentioned in the work programme.
- Describe any barriers/obstacles, and any framework conditions.

## Evaluation form

### Impact

***Crt 2.2 – Any substantial impacts not mentioned in the WP, that would enhance innovation capacity; create new market opportunities, strengthen competitiveness and growth of companies, address issues related to climate change or the environment, or bring other important benefits for society.***

## Proposal Part B – 2. Impact

### 2.2 Measures to maximise impact

#### (a) Dissemination and exploitation of results

- Draft 'plan for the dissemination and exploitation of the project's results'
- Business plan where relevant
- Outline the strategy for knowledge management and protection (incl IPR)
- Open Research Data -> information on how the participants will manage the research data generated and/or collected during the Project

#### (b) Communication activities

- Promoting the project and its findings

## Evaluation form

### Impact

*Crt 2.3 – Quality of proposed measures to*

- **exploit and disseminate** project results (including IPR, manage research data where relevant)

Business plan for IA !



- **communicate** the project activities to different target audiences

Reference to a list of communication actions is not enough !



# Impact - Exploitation

- **Exploitation Plan**

- At which technological readiness level (TRL) do you start and how will you reach the TRL you aim for as expressed in your proposal's objectives?
- What are the needed business models and marketing activities and how will they be decided amongst the partners?

- **Common Mistakes in Exploitation**

- **Lack of a clear exploitation strategy** (especially important for IA!).
- **No clear indication of the results that will be exploited** (which way, by whom?).
- **IPR issues left to the consortium agreement only** (access to background, results exploitation).

# Impact – Exploitation - IPR

**Management of Intellectual Property Rights (IPR):** Demonstration of specific measures in scope ownership, access/use, etc. during and after the project.

1. Identify your **own background** (*data, know-how and/or information held or identified by participants prior to their involvement in the project*).
2. Verify if **background of third parties** is needed. If yes, what are their access rights? Need for authorisation to use and exploit the results?
3. Check the state-of-the art: **existing patents?** E.g. via search in database provided by European Patent Office (Espacenet).
4. Specify the **ownership of the results**: who owns what? Any transfers? On which conditions?
5. Is there a need to **protect the results?** If yes, assign cost. Assure appropriate usage rights for key IP during AND after the project (*results and background*).

## Proposal Part B – 3. Implementation

### 3.1 Work plan – Work packages, deliverables

- overall structure of the work plan
- timing of the different work packages Gantt chart
- detailed work description (WP, deliverables, ...)
- Pert chart or similar (inter-relation of the WPs)

## Evaluation form

Quality and efficiency of the implementation

***Crt 3.1 – Quality and effectiveness of the work plan, including extent to which resources assigned in work packages are in line with the objectives/deliverables***

Extensions in time are as a rule not allowed!



# Implementation – Workplan & Deliverables

## The proposal should be about 1 project

- Workpackages should be logically interlinked
- Workpackages for ‘project management’ and for ‘exploitation & dissemination’ are strongly advised!

## Most WP’s need involvement of multiple partners to be credible

## If SMEs: integrated in the WP’s (NO separate SME-WP)

## Provide deliverables

- Numbered
- Clear
- Spread over the course of the project: **need for EARLY deliverables!**
- Rough guide: 1 deliverable/person year

# Implementation – Workplan & Deliverables

## For each Work Package in the proposal

- List participants
  - Their expected involvement in person months
- Objectives (best is one objective/WP)
- Description of the work
  - Tasks needed to achieve objective(s) and justifying the person months
- Deliverables (refer to number)

## Proposal Part B – 3. Implementation

### 3.2 Management structure, milestones and procedures

- Organisational structure and the decision-making mechanisms + why they are appropriate to the complexity and scale of the project
- where relevant, Innovation management
- Describe any critical risks, relating to project implementation + mitigation measures

## Evaluation form

Quality and efficiency of the implementation

***Crt 3.2 – Appropriateness of management structures and procedures, including risk and innovation management***



# Implementation – Management

## How are you going to handle problems?

### Every WP should have a WP-leader: together = MNGMNT Committee

- Innovation Management ! (if not integrated in mngmnet committee)
- Yearly meetings + at milestones

### Consortium agreement has a management part, describe how to decide on:

- Changing participants
- Updating plan
- Re-allocating budgets
- Approving reports and deliverables
- ...

### Describe risks related to project implementation

## Proposal Part B – 3. Implementation

### 3.3 Consortium as a whole

- Describe the **consortium**
- Describe the **contribution of each partner**
- If a participant requesting EU funding is based in a country or is an international organisation that is not automatically eligible for funding, explain why the participation of the entity in question is **essential to carrying out the project**

### 3.4 Resources to be committed

- table showing number of person/months required
- table showing '**other direct costs**' for participants where those costs **exceed 15% of the personnel costs**

## Evaluation form

Quality and efficiency of the implementation

**Crt 3.3 – Complementarity of the participants and expertise which the *consortium as a whole* brings together**

**Crt 3.4 – Appropriateness of allocation of tasks, ensuring that all participants have a *valid role* and *adequate resources* in the project to fulfil that role**

# Implementation

## Proposal Part B – 4. Members of the Consortium

### 4. 1 Participants (applicants)

- a description of the legal entity and its main tasks
- a curriculum vitae + profile of the persons
- a list of up to 5 relevant publications, and/or products, services
- a list of up to 5 relevant previous projects or activities
- a description of any significant infrastructure and/or any major items of technical equipment

### 4.2 Third parties involved in the project (including use of third party resources)

- Does the participant plan to **subcontract** certain tasks
- Does the participant envisage that part of its work is performed by **linked third parties**
- Does the participant envisage the use of **contributions in kind provided by third parties**

## Evaluation form

Quality and efficiency of the implementation

*The information provided here will be used to judge the **operational capacity***

# Implementation – Consortium

**Describe the consortium as a whole**

**Describe the role of each partner**

- Tasks in the project
- For each of these tasks: relevant expertise

Explain well **the reason for subcontractors**, especially if the related costs are high, and be careful with predefined subcontractors

**Check each partner's planned effort** (make a table with planned effort in mandays per WP versus Partner)

- Each WP ONE leader?
- No unneeded partners (sign = effort in each WP same)?
- No specific WPs for specific partners like SMEs?



NCPs	Target Stakeholders	NCP Coordinators
<b>EUROFED</b> <a href="http://eurofed.belspo.be">http://eurofed.belspo.be</a>	Federal Research Organisations	VAN DINTER Pascale <a href="mailto:pascale.vandinter@belspo.be">pascale.vandinter@belspo.be</a>
<b>NCP Brussels</b> <a href="http://ncpbrussels.be">http://ncpbrussels.be</a>	Organisations & Private Companies in Brussels Capital Region	KIM VANGUERS Ji-Hyeon <a href="mailto:jhkim@hub.brussels">jhkim@hub.brussels</a>
<b>NCP Wallonie</b> <a href="http://www.ncpwallonie.be">http://www.ncpwallonie.be</a>	All Stakeholders Based in Walloon Region – Specific Focus on Companies	FIASSE Pierre <a href="mailto:pierre.fiasse@ncpwallonie.be">pierre.fiasse@ncpwallonie.be</a>
<b>NCP FNRS</b> <a href="http://www.ncp.fnrs.be">http://www.ncp.fnrs.be</a>	Universities, University Hospitals & <i>Hautes Ecoles</i> in Fédération Wallonie-Bruxelles	WITORSKI Natacha <a href="mailto:natacha.wittorski@frs-fnrs.be">natacha.wittorski@frs-fnrs.be</a>
<b>NCP FLANDERS</b> <a href="https://www.ncpflanders.be">https://www.ncpflanders.be</a>	All Stakeholders Based in Flanders	VAN HAUWAERT Ann <a href="mailto:ann.vanhauwaert@fwo.be">ann.vanhauwaert@fwo.be</a>