
"How to write good proposals in response to an ESA Invitation to Tender for R&D activities"

Training Course
16-19 October 2018

EuroCentrum Konferencyjne
(Al. Jerozolimskie 134, 1 piętro budynek BETA, Warszawa)

Agenda

Day 1 – 16.10.2018

09:00	Welcome (POLSA Representative / Polish Delegation Representative / ESA instructors)
09:15	How to do Business with ESA
09:45	Tender Procedure and Overall Structure of a Proposal
10:15	Technical Proposal
10:45	Coffee Break
11:00	Management Proposal
11:30	Contractual and Financial Proposal
12:00	Organisation of the Proposal Writing/Group assignments
12:30	Distribution of the ITT
12:45	Lunch Break
13:45	Start of the Exercise of Proposal Writing in Groups
18:00	Strict limit for submitting requests for clarification on ITT - Adjourn
18:00	HR Event

Day 2 – 17.10.2018

09:00	Continuation of the Exercise of Proposal Writing in Groups
10:00	Break for Answering Forwarded (written) Questions
15:00	Coffee Break
17:30	Strict Deadline for Submission of Proposals
18:00	Adjourn (trainees) and start of evaluation (ESA instructors)

Buffet lunch will be provided between 12:30 – 14:30

Day 3 – 18.10.2018 – Training on ESA Standards and Methods

09:00	Introduction to the ECSS standardization system and its implementation in the ECSS member's programs
12:00	Lunch Break
13:00	Standardisation training: Space Project Management
16:00	End of Training Day

Day 4 – 19.10.2018

09:00	Distribution of all Proposals to all Participants
09:30	Start of public TEB Session
13:00	End of public TEB Session
13:30	Lunch Break
14:30	Questions and Answers Session + Course Evaluation Forms
15:30	Distribution of Certificates and End of Course
15:45	Adjourn