**Horizon 2020 – 1st February 2016**

**Present**: Stephen Haywood, Branwen Hide, Steph Rankin, Chris Lowe, Linda Cornwall, Fergus Wilson, Sajan Easo

**Apologies**: Katie Ward

All PPD Bid material can be found at:

[**https://twiki.pp.rl.ac.uk/twiki/bin/view/Main/PpdBids**](https://twiki.pp.rl.ac.uk/twiki/bin/view/Main/PpdBids)

**Introduction**

*See Stephen’s slides.*

Stephen:

* Reminded people of **PPD procedures** for Bids.
* Indicated **current PPD Bids**. We did not go through this, due to the lack of attendees.
* Referred people to Branwen’s useful **training session** on 18 Jan 2016.

**H2020 News from Branwen**

*See Branwen’s slides.*

Branwen:

* Stressed the importance of completing **timesheets** correctly – this is ESSENTIAL for anyone expecting to claim from the EU.
* Highlighted up-coming **training opportunities.**
* Went through issues associated with **costing** projects.

SJH 7/2/2016