



# V4 Training for Research Project Managers

Brussels, 12 – 14 October 2022

The *V4 Training for Research Project Managers* is an intensive capacity building event that aims to raise awareness of political contexts of the EU's research and innovation programmes and initiatives with special focus on the EU Framework Programmes. It targets the community of research project managers (RPMs), understood as R&I support personnel of both public and private organisations involved in the EU research and/or innovation projects – project managers, coordinators, project (support) officers, project assistants etc. Organised twice a year by R&I liaison offices of the V4 countries in Brussels, the main purpose of the training is to increase the professional capacity of its participants by:

- providing targeted information about the **EU policies** that have impact on their work
- enhancing their **networks** and networking skills
- creating opportunities to learn from **best practices of other organisations**

The programme of the 2022 autumn edition is divided into three days and consists of presentations and interactive sessions. Each presentation slot will include time for questions. During the interactive parts, participants will have an opportunity to network, to share experience and to discuss best practices within their institutions.

## DAY 1 (12 October)

### INTRODUCING EU R&I LANDSCAPE: POLICY, NETWORKING, LOBBYING

**Venue:** Permanent Representation of Poland to the EU, Rue Stevin 139, 1000 Brussels

**Moderator:** PoISCA

**8:45 – 9:00**      **Registration**

**9:00 – 9:20**      **Welcome & host offices presentation**

Introduction, outline of the training's overall ambition and of the day's specific objectives, presentation of the liaison offices' services offered to the participants and the broader R&I community.

**Speaker:** Tomasz POPRAWKA, PoISCA

**9:20 – 9:50**      **EU Research & Innovation landscape**

Understanding political priorities as well as the key players and logic of the funding system is always the first step. We will provide the participants with an overview of the EU R&I landscape in order to help them prepare for Horizon Europe.

**Speaker:** Monika BIDEAU REPČÍKOVÁ, SLORD

**9:50 – 10:35 Comitology and Work Programmes preparation – where to lobby?**

This session will take the participants through the preparation process of Horizon Europe Work Programmes (i.e. calls for proposals) and explain the role of different ‘influencers’, such as ETPs, EIPs, public consultations, Advisory Groups, Programme Committees and national stakeholder groups. (tbc)

**Speaker:** Jakob JUST MADSEN, DANRO

**10:35 – 10:55 COFFEE BREAK**

**10:55 – 11:25 International cooperation (cooperation with non-EU countries) within Horizon Europe**

A short update on UK and Swiss participation in Horizon Europe will be given, including an overview of association agreements with third countries. In view of the recent geopolitical developments specific attention will be paid to the association of Ukraine to Horizon Europe. Participants will be advised on relevant EU policies and on how to involve Ukrainian researchers.

**Speaker:** Ágota DÁVID, NRDIO; Christina MILLER, UKRO

**11:25 – 12:10 Stakeholder representations**

A number of European universities and research performing organisations have their offices in Brussels. This is also relevant for a number of research networks and various thematic alliances. The added value of such liaison representations will be presented, followed by a showcase of the EU Liaison Office of Aix-Marseille University illustrating its specific missions and complementarity with other networks, alliances and national or regional actors (ministries, comitology, regions). The diversity of its European interlocutors in Brussels and examples of achievements will be highlighted.

**Speaker:** Tomasz POPRAWKA, PoISCA; Karl STOECKEL, Aix-Marseille University EU Office in Brussels

**12:10 – 13:10 LUNCH BREAK**

**13:10 – 15:00 Let’s get to know each other – group activity involving pitching – Part 1**

Communication is crucial during networking and brokerage events or matchmaking sessions where you have usually only a few minutes to present a profile of your institution and its strategic research priorities. Such events provide an excellent occasion not only for researchers but also for RPMs to liaise and develop partnerships, thus increasing their opportunities to get involved and be taken on board in project consortia. Such events also allow institutions and/or their research networks to be more visible to the scientific community.

**Preparation for the session:** Participants should come prepared to present their institution’s main research directions (i.e. at the level of team / institution / faculty) in 2 minutes (without the aid of PowerPoint). While preparing the presentation, please have in mind the following concept: You are at a networking reception or at a brokerage event. You seek to collaborate with another university or company and you have only 2 minutes to “sell” your institution and researchers and to show to a potential counterpart that you are a solid partner for a cooperation.

**Facilitator:** Magdalena KULA, DG RTD, European Commission

**15:00 – 15:20 COFFEE BREAK**

**15:20 – 16:15 Let's get to know each other – group activity involving pitching – Part 2**

**16:15 – 17:00 The base of a successful consortium make-up**

The session will highlight the main aspects to be addressed while building a consortium. This includes short, medium and long term actions that can help the different participants in their undertaking of setting up a consortium and paying attention to the interconnection between policy and scientific aspects. The knowledge will help the participants in their future endeavours to prepare proposals with the right consortium.

**Speaker:** Michele GUERRINI, CNR Brussels Office

## **DAY 2 (13 October)**

### **PROJECT MANAGEMENT – WHERE POLICY MEETS IMPLEMENTATION**

**Venue:** Permanent Representation of Slovakia to the EU, Avenue de Cortenbergh 79, 1000 Brussels

**Moderator:** SLORD, CZELO

**8:45 – 9:00 Registration**

**9:00 – 9:05 Welcome & summary of the day's objectives**

**9:05 – 9:50 Evaluation session**

The session will provide participants with a solid understanding of how to better address evaluation criteria applying to Horizon Europe calls for proposals, how to consider evaluators' feedback and how to address proposals scoring. This knowledge should allow participants to submit stronger proposals in Horizon Europe and to start preparing new proposals accordingly. Apart from general evaluation criteria, it will also address novelties compared to the previous framework programme and explain the role of all actors involved in the process.

**Speaker:** Federica ROFFI, REA, European Commission

**9:50 – 10:50 European Commission's policies and initiatives on open access and research assessment**

Open Science is the modus operandi in Horizon Europe which affects provisions such as those regarding publication, data management and citizen engagement. Apart from a general introduction on the EC's Open Science policies and initiatives, this session will focus on requirements regarding data management in Horizon Europe and on the publishing platform Open Research Europe. It will also illustrate the current initiative on reforming research assessment, which supports the recognition of a diversity of outputs, activities and practices that maximise the quality and impact of research, including practices that contribute to openness and transparency.

**Speakers:** Silvia BOTTARO, DG RTD, European Commission

**10:50 – 11:10 COFFEE BREAK**

**11:10 – 12:00 Good practices of administration and management in house**

The presentation shares good examples of universities, how they support the participation of scientists in European research programmes. There is also room for discussion with the participants about the internal organisation of an excellent university and working techniques with individual researchers, i.e., the support provided to the researchers at the institutional level.

**Speaker:** Dirk DE CRAEMER, Research Coordination Office, University of Ghent

**12:00 – 13:00 LUNCH BREAK**

**13:00 – 14:00 Online tools for and about Horizon Europe projects**

Tools like Horizon Dashboard, F&T Portal, CORDIS, Horizon Research Booster, and Horizon Results Platform are being used by project managers for many a purpose, including administration of the EU-funded projects, the research organisation's self-assessment, and increasing visibility and valorization of the managed projects' results. A selection of the most useful available tools will be presented followed by a workshop-like showcase of Horizon Dashboard, CORDIS and F&T Portal functionalities that will bring out early statistical data on V4 participation in Horizon Europe.

**Speakers:** Magdalena DOBRZYŃSKA, PoISCA; Błażej THOMAS, UKRO

**14:00 - 14:10 SHORT BREAK**

**14:10 – 15:10 Current issues of Horizon Europe project financial management**

With Horizon Europe several novelties, such as daily rates, lump sums and cascade funding, were introduced into financial management. The participants will first be presented and then given the floor to share and discuss their experience with issues concerning financial management of the Horizon Europe projects, including remuneration.

**Speaker:** Yvette GAFINEN, KoWi

**15:10 – 15:25 COFFEE BREAK**

**15:25 – 17:15 Good practices of project management**

High quality research management is essential not only for smooth grant applications and project implementation, but also for the financial and scientific success of the project. But what is high quality research management? This interactive session will provide participants with useful information, practical tips and good practices on project management and project administration.

**Speaker:** Marcos António NOGUEIRA, Alentejo

**18:00 – 20:00 Welcome & networking reception with IGLO members, representations of universities in Brussels and other guests**

**Important:** Separate registration is required for this event. Please await the official invitation with a registration link.

## DAY 3 (14 October)

### CAPACITY BUILDING

**Venue:** Permanent Representation of Hungary to the EU, Rue de Trèves 92-98, 1040 Brussels

**Moderator:** NRDIO

**8:45 – 9:00 Registration**

**9:00 – 9:05 Welcome & summary of the day's objectives**

**9:05 – 11:05 Exchange of views among practitioners**

This part of the V4 Training is dedicated to networking between participants and sharing of their experience within project departments and project teams. The participants will be divided into groups to have an opportunity to present themselves and to share their experience of the participation in the Framework Programmes and in-house examples.

The groups will focus on various aspects discussed during the V4 training:

- How to establish collaborative links across ERA?
- How to build organisational capacity to comply with Horizon Europe's novelties (Data Management Plans, Open Access, GEPs, etc.)?
- How to attract and keep talented researchers and innovators?

**Moderator:** V4 offices

**11:05 – 11:25 COFFEE BREAK**

**11:25 – 12:25 Building the research and innovation capacity of organisations**

The session is tailor-made to the participants' needs, providing some insights into the Framework Programme actions that enable host institutions to invest in talents, and by doing so, to strengthen their competitiveness and openness. Insights into a plethora of widening instruments will be provided. The specific focus will be on instruments like Teaming, Twinning, Excellence Hubs, ERA Chairs, ERA Talents, as well as the newly introduced Hop-on facility. A general outlook on COST actions will be delivered as well. Overall, the session shall encourage the participants' organisations to further develop their research and innovation potential through several dedicated measures.

**Speakers:** Adeline KROLL and Stijn DELAURE, DG RTD, European Commission

**12:25 – 12:55 Initiatives for training and networking of research project managers from the V4 region**

Excellent research requires excellent research support: projects and initiatives with the ultimate goal of contributing to the competitiveness of research performing organisations from the V4 regions (and beyond) will be presented. The presentation will showcase the tools and platforms developed by these projects aiming to support networking, education and up-skilling of research managers.

**Speaker:** Blanka CSITE, Div. for International Cooperation, Hétfa Research Institute

**12:55 – 13:00 Closing remarks**

**13:00 – 14:00 FAREWELL LUNCH**