

V4 Training for Research Project Managers

Brussels, 28-30 April 2025

The *V4 Training for Research Project Managers* is an intensive capacity-building event that aims to raise awareness of the political contexts of the EU's research and innovation programmes and initiatives with a special focus on the EU Framework Programmes for R&I. It targets a community of research project managers (RPMs), understood broadly 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 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 an impact on their work
- enhancing their **networks** and networking skills
- creating opportunities to learn from **best practices of other organisations**

The programme of the 2025 spring 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 opportunities to network, share experience and discuss best practices within their institutions.

DAY 1 (28 April)

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

Venue: NCBR Brussels, Rue Belliard 40, 5th floor

Moderator: CZELO

10:30 – 11:00 Registration

11:00 – 11:30 Welcome & host offices presentation

What is the role of the V4 liaison offices and other stakeholder representations in Brussels? After a welcoming address organisers will present the services which they offer to their national R&I communities and from which you, too, can benefit.

Speaker: Michaela Hnízdilová, CZELO

11:30 – 12:00 EU Research & Innovation landscape

Understanding political priorities as well as the key players and logic of the funding system is always the first step. An overview of the EU R&I landscape and Horizon Europe's situation within it will be presented to build such understanding.

Speaker: Kamil Novák, SLORD

12:00 – 13:00 LUNCH BREAK

13:00 - 14:10 **Let's get to know each other – group activity involving pitching (PART I)**

Communication is crucial during networking and brokerage/matchmaking events when participants have usually only a few minutes to present a profile of their institution and its strategic research priorities. Such events provide an excellent occasion not only for researchers but also for project managers to liaise and develop partnerships, thus increasing their opportunities to 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 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 cooperation.

Facilitator: Tomáš Polák, EP

14:10 – 14:20 **COFFEE BREAK**

14:20 - 15:30 **Let's get to know each other – group activity involving pitching (PART II)**

15:30 – 15:45 **COFFEE BREAK**

15:45 – 16:30 **All about the Work Programme – how it is created, how to read it, and how to influence it**

This session will make recommendations on how to read the Horizon Europe Work Programmes (i.e. documents containing calls for proposals). It will take the participants through the Work Programmes preparation process and explain the role of different 'influencers' that shape the call topics as well as overall conditions. It will give practical examples of the most accessible channels the participants can use to provide input.

Speaker: Sylvia McCarthy, Hyperion

16:30 – 17:15 **How to be visible in Brussels?**

How to position your institution within the decision-making processes within research policy in Brussels? How to be better visible for other partners through 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 when looking for a suitable consortia and with visibility in the European Research Area.

Speaker: Kaja Birgitte Wisth Istad, NTNU

18:00 – 20:00 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 2 (29 April)

PROJECT MANAGEMENT – WHERE POLICY MEETS IMPLEMENTATION

Venue: ARTS 56 (Mona Lisa room), Avenue des Arts 56, 1000 Brussels

Moderator: SLORD

9:15 – 9:30 Registration

9:30 – 9:35 Welcome & summary of the day's objectives

9:35 - 10:30 Good practices of administration and management in the house

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

Speaker: Alessandro Brunetti, University of Mons

10:30 – 10:45 COFFEE BREAK

10:45 – 12:15 Exchange of views among practitioners

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

Groups to be divided by countries.

Moderator: V4 offices

12:15 - 13:00 LUNCH BREAK

13:00 – 13:40 European Commission's policies and initiatives on Open Science

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 to the EC's Open Science policies and initiatives including the one on reforming research assessment, this session will focus on Horizon Europe's requirements for data management and on the publishing platform Open Research Europe.

Speakers: Victoria Tsoukala, DG RTD, European Commission

13:40 – 14:40 Horizon Europe financial management and lump sums

This session will present the financial issues and remuneration in Horizon Europe projects, such as newly introduced daily rate and lump sums. The participants will be given the floor to share their experience and discuss issues concerning the financial and remuneration implementation management of their Horizon Europe projects.

Speaker: Andreia Chicos, DG RTD, European Commission

14:40 – 15:00 COFFEE BREAK

15:00 - 15:40 COST

The section gives an outlook on the COST actions that enable researchers to set up their interdisciplinary research networks in Europe and beyond. It will provide details on funds for networking activities, organizing conferences, meetings, training schools, short scientific exchanges. Participation in COST actions is an ideal first step to create international networks that can be further developed into Horizon Europe consortia.

Speaker: Katalin Alföldi, Policy Advisor, COST

15:40 – 16:25 Online tools for and about HE projects: Horizon Dashboard

Tools like Horizon Dashboard and F&T Portal are being used by project managers for many purposes, including administration of EU-funded projects, the research organisation's self-assessment, and increasing visibility and valorisation 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. The workshop will introduce the key features of Horizon Dashboard and explain how to benefit from them in your everyday work.

Speakers: Virág Zsár, Research Attaché, Permanent Representation of Hungary to the EU

DAY 3 (30 April)

CAPACITY BUILDING

Venue: HU Perm Rep,
1040 Brussels, Rue de Trèves 92-98

Moderator: Virág

8:30 – 9:00 Registration

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

09:05 – 09:50 ERA Policy Agenda

This session will give a short overview of the renewal of the European Research Area (ERA) and the most relevant actions under the ERA Policy Agenda 2022-2024 as well as an outlook towards the period 2025-2027. The Council Conclusions on the future governance of the ERA were adopted in November 2021 with twenty ERA actions. Up to now, Member States committed to implementing 17 actions, many of which are relevant for research project managers (e.g. strategic capacity of public RPOs/RFOs, strengthening research careers, open sharing of knowledge, gender equality and inclusiveness and empowering higher education institutions).

Speaker: Ariadni Terzopoulou, Policy Officer. European Commission. DG R&I, ERA, Spreading Excellence and Research Careers

9:50 - 10:50 Initiatives for community building, training and networking of European research managers

Excellent research requires excellent research support. The presentations will showcase tools and platforms that are aiming to support networking, education and up-skilling of research managers. This will include some initiatives that are region-specific (V4+WB RMA Network Plus project), and some that span beyond the V4 countries, such as the ERA Action 17, activities of the European Association of RMAs (EARMA), foRMation online learning resources, and the important RM Roadmap project that will connect existing European networks on a smart community platform in order to co-create the future of RM in the EU and to inform the community about existing training, networking, funding, and mobility opportunities.

Speaker: Virág Zsár, Research Attaché, Permanent Representation of Hungary to the EU

10:50 – 11:10 COFFEE BREAK

11:10 – 12:20 Evaluation in Horizon Europe

The session will provide participants with a solid understanding of the evaluation process and scoring system in Horizon Europe so that they could better address evaluation criteria when applying to calls for proposals. From the funder's perspective, it will outline the individual steps of the process, explain the roles of actors involved and advise on what to watch out for in terms of Horizon Europe novelties to meet the funder's expectations. This will be complemented by an evaluator's point of view with the insider's tips for a competitive proposal.

Speaker: Rinske Van Der Berg, Project Adviser, European Research Executive Agency, REA and **Dr. Frauke Christ**, Innovation Manager, KU Leuven

12:20 – 12:30 Closing remarks

12:30 – 13:30 FAREWELL LUNCH

OPTIONAL

13:30 – 16:00 Good practices of project management

Good practices that help professionals in different sectors to manage projects effectively and to deliver results have been compiled in various project management methodologies. For use in the specific environment of EU institutions, the European Commission developed the PM2 methodology that is widely applied by its staff and project officers. It is also promoted among potential beneficiaries for effective management of EU-funded projects. Understanding its language and how it translates to Horizon projects holds, therefore, many advantages. This session will provide a basic introduction to PM2 followed by an interactive exercise.

Speaker: Marc Berghmans, Senior Project Manager and Trainer