



# V4 Training for Research Project Managers

Brussels, 29 – 31 March 2023

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 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 2023 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 (29 March)

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

**Venue:** Permanent Representation of Poland, entrance via Avenue de Cortenbergh 16, 1000 Brussels

**Moderator:** PolSCA

**8:45 – 9:00**     **Registration**

**9:00 – 9:30**     **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 of which you, too, can benefit.

**Speaker:** Tomasz POPRAWKA, PolSCA

**9:30 – 10:00**     **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 in order to build such understanding.

**Speaker:** Monika BIDEAU REPČÍKOVÁ, SLORD

**10:00 – 10:45 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:** Jurgen Rienks, NETH-ER

**10:45 – 11:05 COFFEE BREAK**

**11:05 – 11:50 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

**11:50 – 12:50 LUNCH BREAK**

**12:50 – 13:35 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 roadmap 2022-2024. The Council Conclusions on future governance of the ERA were adopted in November 2021 with twenty ERA actions. Up to now Member States committed to the implementation of 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:** Manuel Aleixo, DG RTD, European Commission

**13:35 – 16:45 Let’s get to know each other – group activity involving pitching**

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 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:**

**16:45 - 17:00 Wrapping up of Day 1**

## **DAY 2 (30 March)**

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

**Venue:** Permanent Representation of the Czech Republic to the EU, Rue du Trône 130, 1050 Brussels

**Moderator:** CZELO

**8:45 – 9:00 Registration**

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

**09:05 – 10:05 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

**10:05 – 10:40 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 requirements for data management and on the publishing platform Open Research Europe.

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

**10:40 – 11:00 COFFEE BREAK**

**11:00 – 11:50 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

**11:50 – 12:50 LUNCH BREAK**

**12:50 – 14:10 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. It will explain the role of all actors involved in the process and give advice on what to watch out for in terms of Horizon Europe novelties. Through an insider's view it will also provide tips for how to gain competitive advantage in the evaluation and how to read the evaluators' feedback for a successful resubmission.

**Speaker:** Federica ROFFI, REA, European Commission; Dirk De Keukeleere, Ennovation bvba

**14:10 – 15:10 Horizon Europe financial management – Lump sums**

The session will provide an insight into the lump sums funding in Horizon Europe. The European Commission is gradually shifting from actual cost proposals to Lump Sum proposals. In 2023/24 more than 30% of the call topics in Horizon Europe Pillar 2 will be funded under Lump Sum conditions. Therefore, chances are high that you will participate in a Lump Sum proposal as either coordinator or partner. What will be the impact on your proposals/projects and how to strike a balance between asking too much and too little?

**Speaker:** Benedicte Charbonnel Zabdyr, DG RTD, European Commission

**15:10 – 15:30 COFFEE BREAK**

**15:30 – 17:20 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, DIGIT, European Commission

**Facilitator:** Zuzana Černáková, SLORD

**18:00 – 21:00 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 3 (31 March)

### 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. 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.

**Moderator:** V4 offices

**11:05 – 11:20 COFFEE BREAK**

**11:20 – 12:15 Building the research and innovation capacity of organisations**

The session will provide insights into the Horizon Europe Programme actions that enable host institutions to invest in talents, and by doing so, to strengthen their competitiveness and openness. While some of these so-called widening tools (such as Teaming, Twinning, ERA Chairs and COSTs) are already well known, others are complete novelties introduced by Horizon Europe. The focus here will be on those new tools as well as some important changes/new requirements in the more notorious schemes. Overall, the session shall encourage the participants' organisations to further develop their research and innovation potential through several dedicated measures.

**Speakers:** Ewa Kocińska Lange, NCBR Office in Brussels

**12:15 – 12:55 Initiatives for community building, training and networking of European research managers**

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 tools and platforms that are aiming to support networking, education and up-skilling of research managers. As one example, RM Roadmap Horizon Europe project will connect existing European networks on a smart community platform which will enable an unprecedented co-creation process in research management in Europe and beyond with two main objectives - to create and inform a bottom-up consensus on the future of RM in a roadmap, and to inform the community about existing training, networking, funding, and mobility opportunities.

**Speaker:** Borana Taraj, EARMA, Stijn Delaure, DG RTD, European Commission

**12:55 – 13:00 Closing remarks**

**13:00 – 14:00 FAREWELL LUNCH**