



Erasmus on the Horizon: Managing and Administering EU projects in Research and Education Beyond 2020

27 - 29 November 2019

Programme Staff Week

Wednesday November 27: track 1 + 2 (Ufo - room Raadzaal)

Timing	Content	Speakers
12:00 – 13:00	Lunch	
13:00 – 13:30	Welcome and introduction for both tracks	Dirk De Craemer & Frederik De Decker
13:30 – 14:00	Tour de table – introduction of all participants	All participants
14:00 – 15:00	European project support services and incentive schemes at Ghent University	Margo Baele & Delfien Cloet
15:00 – 15:30	Coffee break	
15:30 – 17:00	Financial project management at Ghent University	Anne-Lore Verplanken & David Vermeersch
19:00 – 22:30	<p><i>Dinner: Culinary city tour</i></p> <p><i>Meeting point @ 19h sharp: Veerleplein in the city center (don't forget appropriate clothes for walking in Belgian weather conditions)</i></p>	

Thursday November 28: separate tracks

Track 1: EU-funded research projects (Ufo, room Raadzaal)

Timing	Content	Speakers
09:00 – 10:00	Open Science in practice	Inge Van Nieuwerburgh
10:00 – 10:30	Presentations by participants	3 participants
10:30 – 11:00	<i>Coffee break</i>	
11:30 – 12:30	Stimulating SSH researchers in Horizon 2020	Wendy Sonneveld
12:30 – 14:00	<i>Lunch</i>	
14:00 – 15:00	Presentations by participants	6 participants
15:00 – 15:30	How to set up a good collaboration with expert and support staff at the department level	Margo Baele & Mathijs Vandenbroucke
15:30 – 16:00	<i>Coffee break</i>	
16:00 – 17:00	Presentations by participants	6 participants

Track 2: EU-funded education projects (Het Pand, room Priorzaal)

Timing	Content	Speakers
09:00 – 10:00	The IRO as stimulator/project partner/coordinator: challenges and opportunities + group discussion	An Van Laeken & Barbara Claeys
10:00 – 10:30	Presentations by participants: <ul style="list-style-type: none"> Cooperation between IRO administrators and academic staff in project coordination Internationalization paths: bridging the gap between education & research support services Erasmus + at VU Amsterdam 	Miriam Tardell Laura Brandolin Kelly Donovan
10:30 – 11:00	<i>Coffee break</i>	
11:00 – 12:00	Rules and regulations: administrative challenges in project implementation + group discussion	Delfien Cloet
12:00 – 12:30	Presentations by participants: <ul style="list-style-type: none"> IROs as KA2 Project Coordinators: Challenge or Nightmare? UMinho's International Relations Office Experience The importance of projects towards internationalization @UPorto KA2 Projects Management 	Natalia Antunes Liliana Norte Dulce Caetano
12:30 – 13:45	<i>Lunch</i>	
13:45 – 14:00	Presentations by participants: <ul style="list-style-type: none"> Project workflow in University of Tartu: indispensable tool for project management 	Egle Rummel da Costa
14:00 – 15:00	Institutional networks and projects: on the search for added value + group discussion	Andries Verspeeten
15:00 – 15:30	Presentations by participants:	

	<ul style="list-style-type: none"> • The administrative taskforce –building administrative capacity and synergies • The decentralized administrative management unit • Bridging the gap – internal coordination between IO, Faculties, Grants Office and Financial Support Services @ Malmö University 	Einar Stokka Laia Grau Pares Anna Beran
<i>15:30 – 16:00</i>	<i>Coffee break</i>	
16:00 – 16:30	Life after a project + group discussion	Delfien Cloet
16:30 – 17:00	Presentations by participants: <ul style="list-style-type: none"> • Good practices in engaging recognised researchers into project-based activities • Ensuring institutional commitment to international education projects • Stimulating faculty to participate in European & International Projects: Experience of a French Social Sciences University 	Nevena Dobрева Elisabeth Zingl Jenna Couffin

Friday November 29: track 1 + 2 (Het Pand – room Priorzaal)

Timing	Content	Speakers
09:00 – 10:30	Horizon Europe and Erasmus + beyond 2020: the quest for synergies	Mathijs Vandenbroucke & Andries Verspeeten
<i>10:30 – 11:00</i>	<i>Coffee break</i>	
11:00 – 11:10	Presentation by participants: Erasmus + and Horizon Europe: new trends in joint management. The unified International Projects Office at Universitat Autònoma de Barcelona	Mireia Gali
11:10 – 12:00	Lessons learned and wrap-up	Delfien Cloet & Margo Baele All participants
<i>12:00 – 13:00</i>	<i>Certificates and farewell lunch</i>	