

BESTPRAC WG1/WG2/WG3 Meeting

Preliminary Programme

March 11-12, 2019

Tallinn University of Technology, Tallinn, Estonia

Monday, March 11, 2019

- 09:00 **ISEG/SG/COMG joint meeting**
Participation is restricted to members of Core Group and ISEG/SG/COMG
- 10:00 **Welcome speech from host institution**
- 10:15 **Welcome address & brief overview of what has been done so far in BESTPRAC** (BESTPRAC Chair, Vice-Chair, WG1, WG2 and WG3 leaders, TS and STSM managers)
- 10:30 **Beyond BESTPRAC 2.0 - summary from SG/ ISEG/COMG**
Presentation and discussion (Chair of ISEG, SG, COMG)
- 11:00 Coffee break
- 11:30 **WG1/WG2/WG3 parallel sessions**
- WG1.1 Reinforcing cooperation in R&I along the Quadruple Helix**
World café discussion on better engagement with government, business & civil sectors – discussion current challenges, experiences and good practices
- WG2.1. Updating the Financial Guide**
Open issues – if any
Discussion about content and structure of the Guide
- WG3.1 Technology transfer: focus on spin-off**
Presented by Alben Vutsova
- 12:30 Lunch

- 13:30 **Plenary session: The new Participant Portal (Funding&Tenders) - what's new for research administrators**
Peter HÄRTWICH, Head of Unit J3, DG Research & Innovation, European Commission
- 14:45 **WG1/WG2/WG3 parallel sessions**
WG1.2 Preparing for 2021-2027 in R&I
Updates of Horizon Europe: missions, requirements, etc.
Widening: new approach, new requirements, new challenges ahead
In-depth presentation on Erasmus + from 2021
- WG2.2 Updating the Financial Guide**
Continuing the discussion about content and structure of the Guide
Adoption of the Financial Guide
- WG3.2: GDPR: Experiences of universities since the entering into effect of the Regulation; how are universities tackling the practical issues** (continuation to Belgrade meeting) + preparing FAQ document on GDPR
Presented by Niina Mikkonen, Martina Jug, Kristin Harðardóttir, Andreas Schmalz and Ana Jakovljevic
- 15:45 Coffee break
- 16:15 **WG1/WG2/WG3 parallel sessions (continuation)**
WG1.2 Preparing for 2021-2027 in R&I
Updates of Horizon Europe: missions, requirements, etc.
Widening: new approach, new requirements, new challenges ahead
In-depth presentation on Erasmus + from 2021
- WG2.2 Updating the Financial Guide**
Continuing the discussion about content and structure of the Guide
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- WG3.2: GDPR: Experiences of universities since the entering into effect of the Regulation; how are universities tackling the practical issues** (continuation to Belgrade meeting) + preparing FAQ document on GDPR
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- 17:30 End of programme

Tuesday, March 12, 2019

09:00 **WG1/WG2/WG3 parallel sessions**

WG1.3: [insert your job here] as a centre of the universe: soft skill development

Interactive reflection and self-development how to alter your behaviour to get your job done. Focusing on tasks to complete in a better way and share best practices within the groups.

WG2.3: Cross WGs topics

Crosschecking of financial FAQs on BESTPRAC website

WG2 suggestions about additional cross WGs topics/deliverables

WG3.3: Impact in H2020 and proposal from: how can a research administrator with legal background provide help? Practical guidance, tips & tricks

Presented by Sarah Dello

10:30 Coffee break

11:00 **Plenary session: The Art of Writing**

Ellen Schenk, Coordinator Funding EU, Erasmus University Medical Center Rotterdam

12:00 Lunch

13:00 **WG1/WG2/WG3 parallel sessions**

WG1.4 PM Methodology Guide of the European Commission and BESTPRAC Research Support Staff Framework

Roles, skills, methods, tools, techniques to better manage our projects

Presentation on the RSS

Workshop to ease its integration into everyday work

WG 2.4. Cross WGs topics

Coordinator`s Survival Kit – subgroups will discuss about the form, content and main goal and objectives of the entire document. The leader of each subgroup will present conclusion of the subgroup. WG2 will summarize the opinions and agree upon position and task distribution

within the group. The main goal will be to take the position of the WG2 with respect to others WGs in the BESTPRAC.

WG2.4.1. Topics for the next WG2 meeting

WG3.4 Synergies between H2020 and other European funded projects

Presented by Miriam Ryan, Natasa Jakominic Marot and Cătălin Marius Radu

14:30 Coffee break

15:00 **Pick and choose parallel sessions:
WG1: Your superhero advising skills**

WG2: Coordinator`s Survival Kit as one of the cross WGs deliverables

WG2 will propose the form, content and main goal and objectives of this document. Each WG should delegate at least one representative for a discussion about writing the Survival Kit as one of the deliverables.

WG3: GDPR FAQ (practical point of view)

WG3 will propose the draft of FAQ list on GDPR to be discussed and collect answers not only from a legal point of view but also from admin, finance and more generic angle.

16:30 **Summing-up session of all working groups & Closing of meeting**

17:00 End of programme