

## Final detailed programme

Day 1	
<b>Monday, 17 November (afternoon)</b>	
14:00	<b>Welcome session</b> <ul style="list-style-type: none"> <li>Welcome coffee.</li> <li>Word of welcome by UPN.</li> <li>Seminar presentation &amp; objectives.</li> </ul>
14:45	<b>Getting to know each other (1/2)</b> <ul style="list-style-type: none"> <li>Dynamic activities to enhance interpersonal knowledge among the participants.</li> </ul>
16:00	Coffee break.
16:15	<b>Getting to know each other (2/2)</b> <ul style="list-style-type: none"> <li>Discovering the working environments of European project officers present.</li> </ul>
17:30	End of the day's work.

Day 2	
<b>Tuesday, 18 November</b>	
09:30	<b>Introduction to the day's schedule.</b>
09:45	<b>Exchange of practices (1/2)</b> <ul style="list-style-type: none"> <li>Workshops to share experiences and discuss about European programmes (1 to choose from): <ul style="list-style-type: none"> <li><b>Education with Erasmus+:</b> AC171, BIP, partnerships, capacity building, Jean Monnet.</li> <li><b>Research with Horizon Europe:</b> ERC, MSCA.</li> <li><b>Other topics</b> with other European or bilateral programs: Creative Europe OR Alliances funding.</li> </ul> </li> </ul>
11:00	Coffee break.
11:15	<b>Exchange of practices (2/2)</b> <ul style="list-style-type: none"> <li>World café to share experiences and discuss by project cycle phases: <ul style="list-style-type: none"> <li><b>Before the project:</b> ideas, identifying funding opportunities, identifying academic staff &amp; partners, project design.</li> <li><b>During the project:</b> coordination, project implementation, financial management, relation to EU fund officers.</li> <li><b>After the project:</b> project promotion, reporting &amp; evaluation, promotion of future opportunities to academic staff.</li> </ul> </li> </ul>
12:30	Lunch break.
14:00	<b>Imagining projects together:</b> project fair <ul style="list-style-type: none"> <li>Flash presentations and booth tables to introduce the participants project ideas to the present partners.</li> <li>Some tables can be dedicated to bilateral or multilateral work on project design, for ideas which are already in place.</li> </ul>

<b>Day 2</b>	<b>Tuesday, 18 November</b>
<b>16:00</b>	Coffee break.
<b>16:15</b>	<p><b>Working together (1/2)</b></p> <ul style="list-style-type: none"> <li>• Plenary session: why create an EDUC network of European project officers? Share the benefits of such a network and list the expectations it raises.</li> </ul>
<b>17:30</b>	End of the day's work.
<b>19:30</b>	Social evening with dinner at the brasserie " <i>Le Zimmer</i> " - 1 Place du Châtelet 75001 Paris.

<b>Day 3</b>	<b>Wednesday, 19 November (morning)</b>
<b>09:30</b>	<b>Introduction to the day's schedule.</b>
<b>09:45</b>	<p><b>Working together (2/2)</b></p> <ul style="list-style-type: none"> <li>• Plenary session: how to set up an EDUC network of European project officers? Share ideas for maintaining and sustaining such a network.</li> </ul>
<b>11:00</b>	Coffee break.
<b>11:15</b>	<b>Collective evaluation</b> of the UPN Staff Days.
<b>12:00</b>	<p><b>Closing session</b></p> <ul style="list-style-type: none"> <li>• Conclusion &amp; outlook by UPN representatives.</li> </ul>
<b>12:30</b>	End of the UPN Staff Days programme.