

Trans European Policy Studies Association (TEPSA)

Call for applications

Career Skills Training III

Brussels, 14-18 May 2018

In a nutshell:

What?

A 5-day professional skills training on fundraising and project management for academic and think-tank research, taking place at the heart of EU politics in Brussels. The training includes visits to European institutions, lectures and hands-on activities with think-tankers, academics, journalists, EU officials and professional trainers. Please see the attached draft programme for more details.

By who?

The training is organised by the Trans European Policy Studies Association (TEPSA), the first network of research organisations in the field of European affairs (visit www.tepsa.eu).

For who?

- EU and non-EU young researchers with an interest in EU affairs/international relations/political science/law/social sciences.
- EU and non-EU students at postgraduate level interested in pursuing a career in research.

How to apply?

Send a CV and cover letter before **25 March 2018** to pont@tepsa.eu. The participation fee is €200 for applicants from TEPSA member organisations (current or former students/researchers) and €400 for other applicants. Travel and accommodation costs can be reimbursed up to €250.

In detail:

In the framework of the *Professional Training on EU Affairs – PONT* project, co-funded by the ERASMUS+/Jean Monnet Programme of the European Union, TEPSA is organising a 5-day intensive *Career Skills Training* at the heart of EU politics, in Brussels. It targets young researchers and students at postgraduate level with an interest in the EU sphere and pursuing a career in academic or policy research.

The training aims at introducing the participants to the Brussels arena, and developing skills related to policy-oriented research, research communication, fundraising and project management, which are not a part of most academic curricula, yet are vital for the employability of young researchers.



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The training maximizes individual feedback to participants and hands-on activities. It also offers participants an opportunity to establish useful contacts with academics, think-tankers and policymakers in Brussels.

In particular, the seminar participants will:

- Learn the methods of policy-oriented research and writing from professional think-tank researchers.
- Learn how to communicate one's research to policymakers and to the general public from high-level EU officials and professional journalists.
- Learn how to successfully design and implement a research project.
- Learn how to develop professional skills useful to pursue a career in a think tank or academia as well as to enhance their employability.

This training is organised by TEPSA and led by Prof. Hanna Ojanen, expert on European foreign, security and defence policy, who has ample experience in conducting professional skills trainings.

See the attached draft programme for more details. More information about the *PONT* project is available [here](#).

To apply:

Please send to pont@tepsa.eu: 1) your CV; 2) a motivation letter explaining your studies/research focus and interest in the seminar.

Non-EU citizens are also encouraged to apply. The deadline for applications is **25 March 2018**. Applicants will be informed about the decision of the selection committee on 30 March.

The participation fee for the total 5-day trainings is €200 for applicants currently or formerly enrolled/working in one of TEPSA's member institutes (the list of TEPSA member institutes can be found at www.tepsa.eu/members) and €400 for other applicants. This fee includes all training materials, access to all programme components and lunches during the training.

Participants can receive a reimbursement for their travel and accommodation costs for up to €250 upon presentation of original travel documents.

Participants will be asked to prepare a 2-page policy brief on a topic of their choice ahead of the training and full participation to all elements of the five-day programme is compulsory. Participants will receive a certificate of attendance after the completion of the training.

For any question related to this training, please write to pont@tepsa.eu.



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*Draft Programme**
Career Skills Training III
14-18 May 2018, Brussels

**please note that this is a draft and the programme might be subject to changes.*

Main venue: [University Foundation, Rue d'Egmont 11, 1000 Brussels](#)

Monday 14 May 2018

- 13:00 – 14:30 Welcome and introduction to the training by *Hanna Ojanen (Academic Leader of the training), Katri Auvinen and the TEPSA Team*
- 14:30 – 16:00 How to build a successful team by *Katri Auvinen (Professional Trainer at Innotiimi)*
- 16:00 – 16:30 *Coffee break*
- 16:30 – 18:00 How to write a policy brief by *Sven Biscop (Director of the 'Europe in the World' programme at the Egmont Royal Institute for International Relations)*
- 18:30 Informal get-together

Tuesday 15 May 2018

- 09:30 – 11:00 Introduction to the Project Cycle Management by *Rui Santos (Expert and Trainer in Project Cycle Management)*
- 11:30 – 13:00 How to get funding for research: an overview of funding schemes by *Dr Funda Tekin (Vice Director of the Centre for Turkey and European Union Studies at the University of Cologne and Research Adviser at Institut für Europäische Politik Berlin)*
- 13:00 – 14:00 *Lunch break*
- 14:00 – 16:00 Group exercise: writing a successful project proposal – part 1 by *Rui Santos (Expert and Trainer in Project Cycle Management)*
- 16:45 – 18:00 Visit to the European Research Agency (ERA): Horizon 2020 and Erasmus+ funding



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Wednesday 16 May 2018

- 09:30 – 11:30 Group exercise: writing a successful project proposal – part 2 *by Rui Santos (Expert and Trainer in Project Cycle Management)*
- 11:30 – 12:00 *Coffee break*
- 12:00 – 13:00 How to prepare a budget for your project *by Rui Santos (Expert and Trainer in Project Cycle Management)*
- 13:00 – 14:30 Communicating your research to the public – part 1: *lunch discussion with Ryan Heath (Senior EU Correspondent at Politico)*
- 14:30 – 15:30 Implementing a research project: do's and don'ts *by Rui Santos (Expert and Trainer in Project Cycle Management)*
- 15:30 – 16:00 *Coffee break*
- 16:00 – 18:00 Group exercise: implementing a research project *by Rui Santos (Expert and Trainer in Project Cycle Management)*
- Evening* Time to revise your policy brief

Thursday 17 May 2018

- 09:00 – 13:00 Communicating your research to policy makers: mock presentations at the European Parliament
- 13:00 – 14:30 *Lunch break*
- 14:30 – 16:00 Visit to a Brussels think tank: working in the think tank environment *with a senior researcher*
- 16:30 – 18:00 Communicating your research to the public – part 2: innovative ways to hold conferences
- 18:30 Networking drinks with Brussels think tankers

Friday 18 May 2018

- 9:30 – 11:30 Feedback on your policy brief *by Sven Biscop (Director of the 'Europe in the World' programme at the Egmont Royal Institute for International Relations)*
- 11:30 – 12:30 Discussion on the training's takeaways *with Hanna Ojanen and the TEPSA Team*
- 12:30 *Sandwich buffet*



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About TEPSA

The Trans European Policy Studies Association - TEPSA - was established in 1974 as the first trans-national research network in the field of EU affairs. It comprises leading research institutes throughout Europe, with an office in Brussels. Its aim is to provide high quality research on European integration in order to stimulate discussion on policies and political options for Europe. TEPSA is active on a wide range of research topics. Its main focus is on the issues of 'deepening' integration, with a special emphasis on the institutional architecture, and the 'widening' of the EU, particularly the past and future enlargement rounds and the European Neighbourhood Policy.

More information on our activities can be found at www.tepsa.eu

About the PONT project

PONT (Professional Training on EU Affairs) is a project that aims to build a bridge connecting postgraduate students and young academics with EU practitioners, in order to improve their employability. The project takes place over three years.

PONT enhances teaching and training activities in selected policy fields, with the objective to give postgraduate students and young academics the opportunity to develop their professional skills and prepare them for taking up a job in public administration, the EU institutions, NGOs, academic institutions or think tanks across Europe. The two main branches of the project are the Working Europe seminars for students and the Career Skills Trainings for young professionals.

More information can be found at <http://www.tepsa.eu/projects/pont/>



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