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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



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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

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/>