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TALLINN UNIVERSITY



TALLINNA TEHNIKAÜLIKOOL
TALLINN UNIVERSITY OF TECHNOLOGY

7th UNICA EU Research Liaison Officers meeting with training by Sean McCarthy: *Getting Ready for Horizon 2020*

29-30 November 2012, Tallinn University/Tallinn University of Technology

PROGRAMME

Wednesday, 28 November

19:00 – 21:30 Welcome and reception drink at Nordic Hotel Forum, Viru Väljak 3, Tallinn

Thursday 29 November – Tallinn University of Technology

Venue: Tallinn University of Technology, Ehitajate tee 5, Building VII-621, Council Room, Rectors Office, Tallinn

Chair: Helmut SCHASCHL (University of Vienna)

09:00 – 09:30 Bus transfer: Nordic Hotel Forum – Tallinn University of Technology

09:30 – 10:00 Introduction and welcome

- *Welcome* by **Marko PIIRSOO**, Head of Research Administration Office, Tallinn University of Technology
- *Welcome* by **Rein RAUD**, Professor, former Rector, Tallinn University, Member of the UNICA Steering Committee
- *Outcomes of the previous meeting, introduction and objectives* by **Helmut SCHASCHL**, University of Vienna

10:00 - 10:30 *Keynote speech* by **Maarja KRUUSMAA**, Professor of Biorobotics, Tallinn University of Technology

10:30 – 12:30 **Training by Sean MCCARTHY: *How To Prepare for Horizon 2020* (part 1)**

12:30 – 13:30 Lunch

13:30 – 15:00 **Training by Sean MCCARTHY: *How To Prepare for Horizon 2020* (part 2)**

15:00 - 15:30 Coffee break

15:30 - 16:30 Wrapping up the training: reflections, lessons learned

16:30 - 17:00 **Benchmarking European research support offices:** presentation of the KAHO project (funded by European Regional Development Fund) by **Jörg LANGWALDT**, Tampere University of Technology (**Skype conference**)

17:00 - 17:30 Visit to TUT Museum and Futurum Gallery

17:30 – 18:00 Bus transfer to the hotel

19:00 – 20:00 Visit to Kiek in de Kök and Bastion passages <http://linnamuseum.ee/kok/en/>

20:30 – 22:30 Dinner at “Leib Resto ja Aed” Restaurant, Uus 31, Tallinn

Friday 30 November – Tallinn University

Venue: Tallinn University, Uus-Sadama 5, Mare-building, room M-648

Chair: Helmut SCHASCHL (University of Vienna)

09:00 – 09:15	<i>Welcome</i> by Eve EISENSCHMIDT , Vice-Rector for Development, Tallinn University
09:15 – 11:00	<ul style="list-style-type: none">• Introduction to round tables by Helmut SCHASCHL (University of Vienna)• Round tables (each participant participates in 2 out of 3)<ol style="list-style-type: none">A. Participants Portal and questions about Horizon 2020 (Chair: Staska MRAK JAMNIK, University of Ljubljana)B. Staff training and professional development (Chair: Kristel TOOM, Tallinn University)C. Administrator-Researcher Cooperation (Chair: Myhanh NGUYEN, University of Copenhagen)
11:00 - 11:30	Coffee break
11:30 - 12:00	Conclusions of round tables; key messages and recommendations to disseminate
12:00 - 12:30	Marie Skłodowska-Curie Actions under Horizon 2020 - by Alessandra LUCHETTI , Head of Unit of Marie Curie Actions, Directorate General for Education and Culture, European Commission (Skype conference)
12:30 – 13:30	Lunch
13:30 – 14:00	Visit to the Centre for Educational Technology
14:00 – 15:15	Errors in financial reporting <ul style="list-style-type: none">• Top 10 Errors in FP7 Reporting by Amy WILLIAMS, University of Vienna• Experiences from Universities: University of Vienna: Manuela RAITH und Bettina FILZ form the UWien Finance Department, Poul PETERSEN - University of Copenhagen
15:15 – 16:00	Wrapping up: conclusions and future actions