



## 4<sup>th</sup> UNICA Meeting for EU Research Liaison Officers

University of Ljubljana, Kongresni trg 12,  
LJUBLJANA



19<sup>th</sup> - 20<sup>st</sup> November, 2009

**Programme**

**Chair Staska Mrak Jamnik**

### Wednesday 18<sup>th</sup> November

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**20.00-21.30**    **Welcome and Reception drink**  
*Slon Hotel, 34 Slovenska cesta, Ljubljana, 1000*

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### Thursday 19<sup>th</sup> November

**Chair: Staska Mrak Jamnik, University of Ljubljana**

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**9.00 - 9.30**        **Registration**

**9.30 - 10.00**        Welcome and Introduction by the Rector/Vice Rector of the University of Ljubljana  
Welcome by UNICA

**10.00-11.30**        **1<sup>st</sup> BLOCK: Full cost**

10.00-10.15        Overview of the UNICA Survey on Flat Rate, by Lucas Zinner (University of Vienna)

10.15 - 11.30        - *Towards full costing in European Universities*, by Thomas Estermann, EUA Head of  
Unit for funding and finance issues in higher education and research  
- Discussion. Moderator: Lucas Zinner

**11.30 - 11.45**        Coffee break

**11:45 - 13:00**        Sharing Universities experience

- *University with certificate procedure done or just about.*
  - o Francesca Dominici, University of Rome "Tor Vergata"
  - o Manuela Raith, University of Vienna
- Experience with *Full-Cost Model – in favour of flat rate – reasons against*, by Bea Krenn, University of Amsterdam
- Discussion. Moderator: Staska Mrak Jamnik

**13.00-14.00**        Lunch break

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**14.00-15.30      2<sup>nd</sup> BLOCK: Mobility of Researchers**

**How to use EU programmes (MC, ERC...) to recruit scientists and foster excellence**

- *Shaping Research Policies in a Changing Academic Environment*, by Antoinette Charon Wauters, University of Lausanne.
- Presentations on hands-on experience by:
  - o Francesca Dominici, University of Rome "Tor Vergata"
  - o Greta Borg-Carbott, University College London

**15.30-16.00      Coffee break**

- 16.00-17.00**
- Contributions:
    - o "Practical experiences from the first reporting in FP7", by Poul Petersen, University of Copenhagen
    - o "How to shape policies", by Melita Kovacevic, University of Zagreb

**17:15              City tour**

**20.00**              Slovenian evening at the **restaurant Sestica**, 40 Slovenska cesta, Ljubljana, 1000  
(Dinner offered by the University of Ljubljana)

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**Friday 20<sup>st</sup> November**

Chair: **Dr. Lucas Zinner, University of Vienna**

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**9.00-16.30      3<sup>rd</sup> BLOCK: "How to manage a project: From planning to final report and successful conclusion" (1-day FP7 Project Management Training)**  
**Lead Trainer:** Dr. Stephen M. Webb, RTD Services

**9.00-10.45      Theoretical frame (Part I)**

**Overview of the Project Life Cycle**

- Good management requires good planning

**Designing the management structure**

- Scaling management
- Roles and responsibilities
- Information flows & decision making structures
- Work plan design

**Partner and EC Negotiation**

- Non-Disclosure Agreement and Letters of Intent
- Consortium Agreement
- EC "Recommendations"
- Reality checks

**Project Kick off**

- Planning the Kick off
- Ice breaking and team culture
- Gaining acceptance / consensus
- Activity planning

***Sharing experience: contributions by the Universities***

- Planning a project
  - Consortium agreement
  - EC negotiations
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**10.45-11.00** Coffee Break

**10.45-13.00** ***Theoretical frame (Part II)***

**Project management tools**

- Standards and methods
- Project Management Manual
- Standard Operation Procedures
- Quality Assurance

**Project Implementation**

- Project and meeting cultures
- Risk management
- Dealing with deviations
- EC communication and reviews

**Financial management**

- Planned versus actual costs
- Cash flow management
- On-line reporting tools

***Sharing experience: contributions by the Universities***

- Kick off meeting
- Project handbook
- Project controlling and quality monitoring

**13.00-14.00** Lunch break

**14.00-16.30** ***Theoretical frame (Part III)***

**Communication and Leadership**

- Project communication
- Managing diversity
- Leadership and motivation
- Conflict management

**Successful project closure**

- Final meeting
- Formal closure with the EC
- Formal and informal closure with the partners

**Summary of practical experiences**

- Scenarios: "What if....?"
- Do's and don'ts

***Sharing experience: contributions by the Universities***

- Risk management
- Managing diversity (experiences, solutions,..)
- Project communication
- Project finalization

**16:30–17:00** Evaluation and Conclusions – Suggestion for next meeting