



TEPSA Training is a special training programme for a small group of researchers in an early stage of their career in research and policy advice. Building on the highly successful TEPSA training programme for younger researchers in 2008-2009, the TEPSA Training 2011 will be in the framework of the EXACT Marie Curie Initial Training Network project. This TEPSA Training offers the opportunity to eight early stage researchers to participate in the 14-day EXACT Network Seminar on Professional Skills.

Objective of the training

The main objective of the TEPSA Training is the improvement of professional skills of young researchers. This aim will be achieved by broadening their network while participating in training on communication skills (professional media training); project management (also drafting proposals and financial management); analysis and advice (policy briefs and policy recommendations) and career development.

The programme focuses on five overall goals:

- familiarising the participants with working methods that are of importance for work in a think tank/research institute;
- further developing capacities for analysing, assessing and advice, with a special focus on writing policy briefs and strategy papers and formulating policy recommendations;
- coaching on communication skills and professional media training (printed media, radio, and television) especially aimed at communicating one's research and taking part in debates on EU affairs;
- training on the preparation and implementation of EU projects, including finding funding for EU research projects and successfully managing projects;
- increasing awareness of career development opportunities, personal strengths and team dynamics.

Dates, location and format of the training

The training seminar is a full 14-day event. It will be held in Brussels from Thursday 6 October until Wednesday 19 October 2011 (start and end dates to be confirmed). Prior to the start of the programme, participants will be asked to compile two writing assignments that will be integrated in the training programme. An integrated part of the training programme is the MERCURY/EU-GRASP-/EU4SEAS final joint conference on multilateralism and the EU in the contemporary global order on 6-7 October. The programme further includes lectures and hands-on workshops on the themes (working at a think tank/research institute; optimise the impact of your policy brief and writing assignment; funding of EU research projects; project management; radio and TV media training; printed media; career development), a writing and an oral presentation assignment and feedback on it at the end of the course, as well as an extensive social programme.

The programme follows an interactive scheme where participants will contribute their own experiences and backgrounds to enable both a tailoring of the contents according to the specific needs of the participants, and a fruitful exchange of practical experiences. The workshops will be led by distinguished researchers and EU analysts from the EXACT and TEPSA network, the MERCURY project and beyond, experts working at and with EU institutions and professional trainers in the fields of media communication and project management. The training seminar is organised by TEPSA and the University of Cologne, under the supervision of the Marie Curie Visiting Scientist Dr Hanna Ojanen, who acts as the scientific director of the training seminar.



Full participation to all elements of the programme is compulsory. Participants will receive a certificate of attendance on the final day of the programme.

Target group and application procedure

The EXACT Network Seminar on Professional Skills is open for eight external early stage researchers from TEPSA members and non-member institutes, active in European affairs or international relations. There is a minimum professional experience of 1 year required and applicants will need to have obtained a Master's degree (or equivalent). In addition outstanding Master students in the last phase of their studies (or researchers with less than one year of professional experience) can also be considered. Priority will be given to personnel from member institutes of the TEPSA network, but applications from outside the network will also be considered.

Participants will be selected by a review committee. To apply, please submit the completed application form below (available also at www.tepsa.eu), a motivation letter, your CV and one letter of reference to the TEPSA secretariat by e-mail or by post. The deadline for applications is **02 June 2011**. Applicants will be informed on the decision of the review committee before the end of July 2011.

Fees for the total 14-day training seminar are € 400 for participants from TEPSA institutes and € 800 for participants from other institutes. This fee includes all training, documentation, social activities and meals as indicated in the programme. Participants from TEPSA institutes can get reimbursement of their travel costs up to € 300. All participants are informed there is a limited amount of scholarships to cover (additional) travel and accommodation costs available on the basis of excellence and financial status. Please indicate on your application if you wish to be considered for one and justify your demand (incl reasonable estimates of your travel and accommodation costs for the 14-day period).

Participants have 1 month to transfer the money after the selection decision has been communicated to them. Failure to transfer the money in time will result in exclusion from the training.

More information about TEPSA

TEPSA, established in 1974 as the first transeuropean research network, comprises leading research institutes in the field of European affairs 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. This is achieved by interaction between the European and national institutions as well as the academic and research community. TEPSA is active on a wide range of research topics. Its main focus is on the issues of "deepening", with a special emphasis on the institutional architecture, and the widening of the EU, particularly the past and forthcoming enlargement rounds and the European Neighbourhood Policy.

More information on our activities can be found at <http://www.tepsa.be/>

More information about EXACT

The Marie Curie Initial Training Network EXACT is an EU wide Ph.D. and professional training programme for young researchers, academics and professionals in the field of EU External Action funded by the European Commission. EXACT provides the opportunity to realise an individual research project leading to a double Ph.D. ("co-tutelle") issued by two universities. Starting in October 2010 EXACT provides training for 12 participants for a period of three years including local and network-wide activities provided by the partner institutions of the network. The programme offers academic and professional training as well as a network of contacts throughout academia and the private sector.

More information can be found at <http://www.exact-training.net>