



TEPSA Training 2011

**EXACT Network Seminar on
Professional Skills
Final Programme**

6/10/2011-19/10/2011

**Fondation Universitaire,
Rue d'Egmont 11, Brussels**

PROGRAMME

THURSDAY, 6 OCTOBER 2011

Venue: Fondation Universitaire, Rue d'Egmont 11, Salle D

Rapporteur: Zsuzsanna Biedermann

- 9:30 - 12:30** **Get-together and introduction** *by Hanna Ojanen and the team*
- 12:30 - 14:00 Lunch break
- 14:00 - 16:00** **Think tanks - Putting vitamins in Europe's democracy (and your career?)** *by Stephen Boucher*
- 16:00 - 17:00** **Introduction to the MERCURY conference (with assignment)** *by Hiski Haukkala*
- 19:00** **Joint dinner at Le Bretagne**, Rue du Champ de Mars 13

FRIDAY, 7 OCTOBER 2011

Venue: Charlemagne Building, 170 Rue de la Loi, Jenkins Room

Rapporteur: Jonas Kranz

- 9:00 - 9:30** **MERCURY conference: Registration and welcome coffee**
- 9:30 - 17:30** **Participation in the MERCURY conference on Multilateralism and the EU in the Contemporary Global Order (with assignment)**
With the following panels:
'Understanding Multilateralism – The Evolving Research Agenda';
'The Union in Action: The EU and the Practice of Multilateralism';
'The EU as a Global Actor: A View from Outside'; and
'Looking to the Future: Policy Options for the EU'.
- 17:30 - 19:00** **MERCURY conference: Reception and Keynote Speaker on EU and Multilateralism**



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SATURDAY, 8 OCTOBER 2011

Venue: Fondation Universitaire, Rue d'Egmont 11, Salle Emile Francqui

Representative: Marco Siddi

Rapporteur: Andreas Raspotnik

- 10:00 - 12:30** **Lessons learned from MERCURY conference** *by Hiski Haukkala*
- 12:30 - 13:30 Lunch break
- 13:30 - 16:00** **Introduction to the life of a researcher. Discussion and feedback on the field report 'working at a think tank'** *by Hiski Haukkala*
- 16:00 onwards Time to explore Brussels/ writing time

SUNDAY, 9 OCTOBER 2011

Please note the different venues: start at Imagin'Air Café (Fernand Cocq 6, 1050 Ixelles) and then go to AB3 (Champs Elysees 32, 1050 Ixelles) and end again at Imagin'air Café

Representative: Simon Stroß

Rapporteur: Nicole de Paula Domingos

- before 12:30 Time to explore Brussels/ writing time
- 12:30 - 13:00** **Team-building by volunteering: Meet at Imagin'Air Cafe for Welcome and Overview** *by Serve the City*
- 13:00 - 13:30** **Walk to AB3 and prepare/share lunch with the residents at AB3**
- 13:30 - 15:30** **Team Projects**
 1) Play with children
 2) Practical projects
 3) Interview/Story Telling
- 16:00 -16:30** **Debrief at Imagin'Air** *by Serve the City*
- 16:30 onwards Time to explore Brussels/ writing time



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MONDAY, 10 OCTOBER 2011

Venue: Fondation Universitaire, Rue d'Egmont 11, Salle Emile Francqui

Representative: Jóna Sólveig Elínardóttir

Rapporteur: Tobias Kunstein

- 9:00 - 9:30** **Practical matters** *by Hanna Ojanen*
- 9:30 - 12:30** **Who are we: personality type analysis** *by Katri Auvinen*
 'Natural Tendencies Analysis', including presentation on the theoretical framework, self-evaluation by participants, distribution of personalised reports, short individual session with the trainer and some group works.
- 12:30 - 14:00 Lunch break
- 14:00 - 16:00** **Who are we: personality type analysis** *by Katri Auvinen*
 Continued
- 16:00 - 18:00** **Getting to work: briefing and communicating with decision-makers (assignment)** *by Antonio Missiroli*
- Evening **Individual writing time**

TUESDAY, 11 OCTOBER 2011

Venue: Fondation Universitaire, Rue d'Egmont 11, Salle Emile Francqui

Representative: Marlene Gottwald

Rapporteur: Andrew Byrne

- 9:00 - 10:30** **How to get funding for research: Introduction** *by Udo Diedrichs*
- 10:45 - 12:30** **Practical exercise in groups** *by Udo Diedrichs and Wulf Reiners*
- 12:30 - 14:30 Lunch break
- 14:30 - 15:00** **Back to work and introduction to written examination** *by Udo Diedrichs*
- 15:00 - 17:00** **Written examination** *(written evaluation by Udo Diedrichs)*



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17:30 - 18:30 **Key note speech by *Angela Liberatore* on EU research policy**

Evening **Individual writing time**

WEDNESDAY, 12 OCTOBER 2011

Venue: Fondation Universitaire, Rue d'Egmont 11, Salle Emile Francqui

Representative: Vanessa Boas

Rapporteur: James Nyomakwa-Obimpeh

9:00 - 12:00 **Project administration, management and coordination by *Funda Tekin***

12:15 - 13:45 **Lunch meeting with MEP Rafał Trzaskowski**
13, Place de Londres

14:00 - 16:00 **Key note speech and discussion by *Peter Burgess***

16:00 - 17:00 **Mid-term evaluation by *Hanna Ojanen***

19:00 - 21:00 **Life in the Commission: Drinks and dialogue at *Graham Avery and Annalisa Cecchi*, including a buffet**
Address: 35 avenue Michel-Ange

THURSDAY 13 OCTOBER 2011

Please note different venue: European Commission, Berlaymont building, Rue de la Loi 200

Representative: Niklas Helwig

Rapporteur: Miguel Haubrich Seco

8:30 **Meeting of the group at the reception desk of Berlaymont building**

9:00 - 10:30 **Dealing with media: introduction and key note**
by Cristina Gallach and Kurt Gerhardt
Seminar room "Aquarium 7" next to TV studios of the Commission

10:30 - 11:00 Coffee break at Press Bar

11:00 - 12:30 **Writing Exercise "Press Release"**



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Working in two groups
Seminar room "Aquarium 7" next to TV studios of the Commission

12:30 - 14:00 Lunch Break at Commission canteen at own expenses

14:00 - 17:00 Drafting and presenting a statement
Seminar room "Aquarium 7" and TV studios of the Commission

Evening **Individual writing time**

FRIDAY, 14 OCTOBER

Please note two different venues: European Commission Berlaymont building, Rue de la Loi 200; European Parliament: PHS Building, Press Entrance, Rue Vautier - street off r Wiertz
Representative group I: Niklas Helwig
Representative group II: Valentin Kreilinger
Rapporteur: Miguel Haubrich Seco

9:00 Meeting of the groups either at Reception Desk of Commission or Press Entrance of Parliament, see separate list

9:30 - 12:00 Interview training
Working in two groups. One team (10 participants) in the TV studio of the Commission (+ feedback in room "Aquarium 7"). The other team (10 participants) in the TV studio of the Parliament (+ feedback in seminar room).

12:00 - 14:00 Group I: Lunch break at the Commission canteen at own expenses
Group II: Walking to the venue and lunch

14:00 - 17:00 Press conference exercise
Press rooms of the Council (Justus Lipsius Building)

Evening **Individual writing time**

SATURDAY, 15 OCTOBER 2011



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Venue: Fondation Universitaire, Rue d'Egmont 11, Salle Emile Francqui
 Representative: Jóna Sólveig Elínardóttir
 Rapporteur: Tobias Kunstein

- 9:30 - 12:30** **Team development and team leadership - continuous improvement action learning exercise** *by Katri Auvinen*
- 12:30 - 14:00 Lunch break
- 14:00 - 17:00** **Giving and receiving feedback** *by Katri Auvinen*
- Evening **Individual writing time**

SUNDAY, 16 OCTOBER

Rapporteur: to be decided

- Morning **Individual writing time**
- 13:00 - 16:00** **Optional Cultural programme: Tour at the Royal Museum for Central Africa**
- Evening **Individual writing time**

MONDAY, 17 OCTOBER 2011

Venue: Fondation Universitaire, Rue d'Egmont 11, Salle Emile Francqui
 Representative: Leonhard den Hertog
 Rapporteur: Dana Depo

- 9:00** **Deadline writing assignment policy briefs**
- 9:30 - 10:00** **Practical matters** *by Hanna Ojanen*
- 10:00 - 11:00** **Written media: Functions and design of op-eds: how to communicate your research in printed media** *by Hanna Ojanen*
- 11:00 - 12:30** **Practical assignment 1: reading your colleague's policy brief**



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12:30 - 13:30	Lunch break
13:30 - 15:00	Practical assignment 2: transform your colleague's policy brief in an op-ed
15:00 - 15:30	Feedback of op-eds in pairs
16:00 - 17:00	Online media: The European online public space <i>by Mathew Lowry</i>
Evening	Movie night (optional)

TUESDAY, 18 OCTOBER 2011

Venue: Fondation Universitaire, Rue d'Egmont 11, Salle Emile Francqui

Representative: Laura Ventura

Rapporteur: Nicole Koenig

9:30 - 10:30	Working at the EU institutions and the 'concours': presentation and Q&A <i>by Huw Davies</i>
10:30 - 14:00	Simulation of job interviews (20 min interview on appointment)
14:00 - 14:30	Panel discussion with general observations and feedback
14:30 - 17:00	Final coaching session <i>by Katri Auvinen</i>
19:00 - 21:30	Joint farewell-dinner

WEDNESDAY, 19 OCTOBER 2011

Venue: Fondation Universitaire, Rue d'Egmont 11, Salle Emile Francqui

Rapporteur: Stefan Steinicke

9:30 - 13:00	Debriefing on the writing task: evaluation on the quality of the brief <i>by Antonio Missiroli and on language and style by Roderick Parkes</i>
13:00 - 14:00	Walking Lunch at the Fondation Universitaire
14:00 - 16:00	Final evaluation of the network seminar <i>by Hanna Ojanen and the team</i>



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