

<p>Programme</p> <p>Tempus Project Representatives Meeting</p> <p>10-11 February 2014, Brussels (Belgium)</p>
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Meeting place:
Hotel Crowne Plaza le Palace
 Rue Gineste 3, 1210 Brussels

This event is organized within the framework of the European Union Tempus programme which is funded by the EuropeAid Development and Cooperation Directorate General and the Directorate General for Enlargement.

The conference will take place in English. One workshop will be organised in French.

Monday 10 February 2014	
MORNING	
PLENARY SESSION	
08.30-09.30	Registration
<i>Chairman: Klaus Haupt, Head of Unit, Education, Audiovisual and Culture Executive Agency (EACEA)</i>	
09.30-10.15	Opening remarks <ul style="list-style-type: none"> • <i>by Philip Mikos, Head of Unit, Regional Programmes Neighbourhood East, Directorate General for Development and Cooperation - EuropeAid, European Commission</i> • <i>by Brian Holmes, Director ad interim, EACEA</i> • <i>by Klaus Haupt, Head of Unit, EACEA</i>
10.15-10.30	Tempus IV sixth Call for proposals results , <i>by Dorina Angelescu, EACEA</i>
10.30-11.15	Tempus support initiatives and activities: <ul style="list-style-type: none"> ▪ National Tempus Offices and Higher Education Reform Experts, <i>by Piia Heinämäki, EACEA</i> ▪ Tempus communication tools and recent Tempus publications, <i>by Roisin McCabe, EACEA</i>
11.15-11.45	<i>Coffee break</i>
11.45-12.45	<ul style="list-style-type: none"> ▪ Managing a Tempus project in a Partner Country: Presentation of two university case studies: <ul style="list-style-type: none"> • <i>Ms. Danijela Milosevic, University of Kragujevac, Serbia</i> • <i>Ms. Nadezda Kamynina, Moscow State University of Geodesy and Cartography, Russia</i>
12.45-14.00	<i>Lunch offered by EACEA</i>
AFTERNOON	
SEVEN PARALLEL WORKSHOPS	
14.00-15.00	Workshops: Management of the Grant <ul style="list-style-type: none"> ▪ Regulations for sound contract management ▪ Reporting and monitoring ▪ Financial management
15.00-15.30	<i>Coffee break</i>

15.30-16.30	Workshops: Management of the Grant (continuation)
HELPDESK	
16.30-18.30	<ul style="list-style-type: none"> ▪ Helpdesk for project representatives with EACEA staff (<i>on individual appointment</i>) ▪ Bilateral contacts between project representatives and NTOs/NCPs (<i>on individual appointment</i>)
PROJECT REPRESENTATIVES MEETINGS	
16.30-18.30	<ul style="list-style-type: none"> ▪ Free opportunity for the project's representatives to meet amongst themselves in the premises of the Hotel Crowne Plaza le Palace
19.00	<i>Buffet dinner offered by EACEA at the Hotel Crowne Plaza le Palace</i>

Tuesday 11 February 2014	
MORNING	
SEVEN PARALLEL WORKSHOPS	
09.30-10.30	Workshops: Management of the Grant (continuation)
10.30-11.00	<i>Coffee break</i>
11.00-12.00	Workshops: Management of the Grant (continuation)
12.00-13.15	<i>Lunch offered by EACEA</i>
AFTERNOON	
PLENARY SESSION	
<i>Chairman: Klaus Haupt, Head of Unit, Education, Audiovisual and Culture Executive Agency (EACEA)</i>	
13.15-13.45	<ul style="list-style-type: none"> ▪ Ex-post audits, by Kurt Jacobs, EACEA
13.45-14.30	<ul style="list-style-type: none"> ▪ New Erasmus+ programme (2014-2020), by Helene Skikos, Policy Officer, Cooperation and International Programmes, Directorate General of Education and Culture, European Commission
14.30-15.00	<ul style="list-style-type: none"> ▪ Debriefing and closing session
15.00-15.30	<i>Farewell coffee</i>
HELPDESK	
15.30-17.00	<ul style="list-style-type: none"> ▪ Helpdesk for project representatives with EACEA staff (<i>on individual appointment</i>) ▪ Bilateral contacts between project representatives and NTOs/NCPs (<i>on individual appointment</i>)

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Seven Parallel Workshops

Monday 10/02						
14.00-15.00						
1	2	3	4	5	6	7
Workshop in French	Southern Mediterranean	Caucasus/ Central Asia	Eastern Europe	Western Balkans	Western Balkans	Cross regional/ Southern Mediterranean
Room Creativity	Room Harmony	Room Exploration	Room Ballroom	Room Innovation	Room Evasion	Room Klimt
Regulations for sound contract management	Reporting and monitoring	Regulations for sound contract management	Reporting and monitoring	Financial management	Financial management	Financial management
<i>by Philippe Ruffio</i>	<i>by Roisin Mc Cabe</i>	<i>by Belén Enciso</i>	<i>by Hélène Banegas</i>	<i>by Antonella Giorgio/ Mario Monaco</i>	<i>by Piia Heinamaki/ Monica Sambento</i>	<i>by Marisa Giménez / Dorina Angelescu</i>
			15.30-16.30			
Reporting and monitoring	Regulations for sound contract management	Reporting and monitoring	Regulations for sound contract management	Financial management <i>(continuation)</i>	Financial management <i>(continuation)</i>	Financial management <i>(continuation)</i>
<i>by Hélène Banegas</i>	<i>by Philippe Ruffio</i>	<i>by Roisin Mc Cabe</i>	<i>by Belén Enciso</i>			
			Tuesday 11/02			
			9.30-10.30			
Financial management	Financial management	Financial management	Financial management	Regulations for sound contract management	Reporting and monitoring	Regulations for sound contract management
<i>by Nathalie Hoste/ Vincent Roels</i>	<i>by Chiara Tiberi/ Katia Menegon</i>	<i>by Franz Steidele</i>	<i>by Paivi Hernesniemi/ Danny Picot</i>	<i>by Philippe Ruffio</i>	<i>by Roisin Mc Cabe</i>	<i>by Belén Enciso</i>
			11.00-12.00			
Financial management <i>(continuation)</i>	Financial management <i>(continuation)</i>	Financial management <i>(continuation)</i>	Financial management <i>(continuation)</i>	Reporting and monitoring	Regulations for sound contract management	Reporting and monitoring
				<i>by Roisin Mc Cabe</i>	<i>by Philippe Ruffio</i>	<i>by Hélène Banegas</i>