V4 Training for Research Project Managers

Brussels, 09-11 March 2026

The V4 Training for Research Project Managers is an intensive capacity-building event that aims to raise awareness of the political contexts of the EU's research and innovation programmes and initiatives with a special focus on the EU Framework Programmes for R&I. It targets a community of research managers and administrators (RMAs), understood broadly as R&I support personnel of both public and private organisations involved in the EU research and/or innovation projects – project managers, coordinators, project (support) officers etc. Organised twice a year by R&I liaison offices of the V4 countries in Brussels, the main purpose of the training is to increase the professional capacity of its participants by:

- providing targeted information about the **EU policies** that have an impact on their work
- enhancing their **networks** and networking skills
- creating opportunities to learn from **best practices of other organisations**

The programme of the 2026 spring edition is divided into three days and consists of presentations and interactive sessions. Each presentation slot will include time for questions. During the interactive parts, participants will have opportunities to network, share experience and discuss best practices within their institutions.

DAY 1 (9 March)

INTRODUCING EU R&I LANDSCAPE: POLICY, NETWORKING, LOBBYING

Venue: Permanent Representation of Hungary to the EU
Rue de Tréves 92-98, 1040 Brussels

Moderator: NRDIO

10:30 – 11:00 **Registration**

11:00 – 11:20 **Welcome & host offices presentation**

What is the role of the V4 liaison offices and other stakeholder representations in Brussels? After a welcoming address organisers will present the services which they offer to their national R&I communities and from which you, too, can benefit.

Speaker: Réka Valcsák, NRDIO, **Michaela Hnízdilová**, CZELO

11:20 – 11:50 **EU Research & Innovation landscape**

The key to success in a funding system is understanding its political priorities, key players, and logic. To that end, this session will give an overview of the EU R&I landscape and Horizon Europe's place within it.

Speaker: Monika Bideau Repčíková, SLORD

11:50 – 12:50 LUNCH BREAK

12:50 - 13:40 (Interactive) **Let's get to know each other – group activity involving pitching**

Effective communication is essential during networking and brokerage/matchmaking events, where participants typically have only a few minutes to present their institution's profile and strategic research priorities. These events provide an excellent opportunity for researchers and project managers to develop partnerships and increase their chances of being included in project consortia. These events also make institutions and/or their research networks more visible to the scientific community.

Preparation for the session: Participants will be divided into groups according to their areas of interest. Participants within each group will be invited to present their institution's profile and main research directions in two minutes without the aid of PowerPoint. While preparing your presentation, keep the following concept in mind: Imagine you are at a networking reception or brokerage event and want to find another institution to collaborate with. In no more than two minutes, convince a potential counterpart that your institution and researchers are solid partners for cooperation.

Moderator: Michaela Hnízdilová, CZELO & V4 Offices

13:40 – 14:30 ERA Policy Agenda and the RMA profession

This session will give a short overview of the renewed European Research Area (ERA) and the most relevant actions under the ERA Policy Agenda 2025-2027. Member States, Associated Countries and Stakeholder Organisations committed to structural policies and actions, many of which are relevant for the RMA profession (e.g. research management, research careers, research assessment, gender equality and inclusiveness, R&I in higher education institutions, EU-wide access to excellence).

Speaker: Anna Seip, DG RTD, European Commission

14:30 – 15:00 COFFEE BREAK

15:00 – 15:30 All about the Work Programme – how it is created, how to read it, and how to influence it

This session will make recommendations on how to read the Horizon Europe Work Programmes (i.e. documents containing calls for proposals). It will take the participants through the Work Programmes preparation process and explain the role of different 'influencers' that shape the call topics as well as overall conditions. It will give practical examples of the most accessible channels the participants can use to provide input.

Speaker: Sylvia McCarthy, Hyperion

15:30 - 16:00 FP10 – where are we heading?

Participants will get a sneak peek of the next financial period (2028-2034) and the next EU Framework Program for Research and Innovation, Horizon Europe, as well as the European Competitiveness Fund.

Speaker: **Kamila Kozirog**, European University Association (EUA)

DAY 2 (10 March)

PROJECT MANAGEMENT – WHERE POLICY MEETS IMPLEMENTATION

Venue: Atelier 29, Rue Jacques de Lalaing 29, 1000 Bruxelles

Moderator: CZELO

9:15 – 9:30   **Registration**

9:30 – 9:35   **Welcome & summary of the day's objectives**

9:35 - 10:30   **Good practices of administration and management in the house**

The presentation showcases successful universities and their strategies for supporting scientists' participation in European research programs. There is also an opportunity to discuss the internal organization of excellent universities and the techniques used to support individual researchers at the institutional level.

Speaker: Alessandro Brunetti, University of Mons

10:30 – 11:00   *COFFEE BREAK*

11:00 – 12:30   **Exchange of know-how among practitioners (Interactive)**

This part of the training is dedicated to networking and sharing experiences among participants within project departments and teams. Participants will be divided into groups and each group will discuss various aspects of day-to-day work challenges and good practices.

Moderator: V4 offices

12:30 – 13:45   *LUNCH BREAK*

13:45 – 14:45   **Horizon Europe financial management and lump sums – paving the way for further simplification in FP10**

This session will present the financial issues and remuneration in Horizon Europe projects, such as newly introduced daily rate and lump sums. The participants will be given the floor to share their experience and discuss issues concerning the financial and remuneration implementation management of their Horizon Europe projects.

Speaker: Lenka Chvojková, Financial NCP, Czech Republic

14:45 – 15:15   *COFFEE BREAK*

15:15 – 15:45   **Horizon Dashboard**

Horizon Dashboard is the European Commission's interactive, public "one-stop-shop" for data on Horizon Europe, offering easy access to statistics, trends, and details on projects, proposals, participants, and funding, enabling users to find partners, monitor progress, and support policymaking through customizable visualizations and data exports. The workshop will introduce the key features of Horizon Dashboard and explain how to benefit from them in the everyday work.

Speaker: Kamil Novák, SLORD

15:45 – 16:30 Evaluation in Horizon Europe

The session will provide participants with a solid understanding of the evaluation process and scoring system in Horizon Europe so that they could better address evaluation criteria when applying to calls for proposals. From the funder's perspective, it will outline the individual steps of the process, explain the roles of actors involved and advise on what to watch out for in terms of Horizon Europe novelties to meet the funder's expectations. This will be complemented by an evaluator's point of view with the insider's tips for a competitive proposal.

Speaker: Rinske Van Der Berg, European Research Executive Agency, REA and **Dr. Frauke Christ**, KU Leuven

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17:00 – 19:00   Social programme – EU Neighbourhood Tour

DAY 3 (11 March)

CAPACITY BUILDING AND SOFT SKILLS

Venue: Permanent Representation of Poland to the EU
Entrance from: Avenue de Cortenbergh, 1000 Bruxelles

Moderator: PolSCA

8:45 – 9:00   Registration

9:00 – 9:05   Welcome & summary of the day's objectives

09:05 – 09:50 Initiatives for community building, training and networking of European research managers

This session introduces the role of the European Association of Research Managers and Administrators (EARMA) in supporting the professional development of RMAs across Europe. It will present EARMA's key activities in community building, training, peer learning and networking, with a focus on how these initiatives help research managers strengthen their skills, visibility and professional connections at European level. The session will also highlight opportunities for engagement within the EARMA community and the added value of participating in its programmes and networks. It also contains a presentation of national initiative for Research Managers association and network in the region based on Cech's example.

Speaker: **Teodora Konach**, European Association for Research Managers and Administrators (EARMA) & **Lenka Chvojkova**, Czech Association of Research Managers and Administrators (CZARMA)

9:50 - 10:50   Be visible and build your network (Interactive)

This interactive session focuses on practical ways to strengthen professional visibility and build meaningful networks in the European research and innovation landscape. It will introduce concrete tools and strategies for maintaining contacts, engaging with

relevant communities and using networking opportunities more effectively. Through examples and shared experience, participants will reflect on how to move beyond ad-hoc interactions and develop networks that support their daily work and long-term professional goals.

Facilitators: **Katalin Alfoldi**, COST + testimonial: **Mikołaj Buchwald,** Poznań Supercomputing and Networking Centre (PCSS) affiliated with the Institute of Physical Chemistry PAS

10:50 – 11:20 COFFEE BREAK

11:20 – 13:20 Workshop "Soft skills for Research Project Managers" (Interactive)

A session facilitated by a professional trainer focusing on communication, negotiation, and leadership skills in research settings.

This workshop focuses on the interpersonal skills that are essential for effective research project management. Led by a professional trainer, the session will address communication, negotiation and leadership in the context of collaborative research projects. Participants will work on practical situations drawn from real project environments and reflect on how to handle complex interactions with partners, researchers and stakeholders more confidently and constructively.

Facilitator: **Charlotte Van Velthoven-Geerdink**, Charly Speaks

13:20 – 13:30 Closing remarks

13:30 – 15:00 FAREWELL LUNCH