



**Programme**  
**Tempus Project Representatives Meeting**  
**10-11 February 2014, Brussels (Belgium)**

**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.*

<b>Monday 10 February 2014</b>	
<b>MORNING</b>	
<b>PLENARY SESSION</b>	
<b>08.30-09.30</b>	<b>Registration</b>
<i>Chairman: Klaus Haupt, Head of Tempus Unit, Education, Audiovisual and Culture Executive Agency (EACEA)</i>	
<b>09.30-09.45</b>	<b>Opening speech, by Klaus Haupt, Head of Tempus Unit, EACEA</b>
<b>09.45-10.00</b>	<b>Introductory remarks by a Commission representative</b>
<b>10.00-10.15</b>	<b>Introductory remarks, by Brian Holmes, Director ad interim, EACEA</b>
<b>10.15-10.30</b>	<b>Tempus IV sixth Call for proposals results, by Dorina Angelescu, EACEA</b>
<b>10.30-11.15</b>	<b>Tempus support initiatives and activities:</b> <ul style="list-style-type: none"> <li>▪ <b>National Tempus Offices and Higher Education Reform Experts, by EACEA</b></li> <li>▪ <b>Tempus communication tools and recent Tempus publications, by Roisin McCabe, EACEA</b></li> </ul>
<b>11.15-11.45</b>	<i>Coffee break</i>
<b>11.45-12.45</b>	<ul style="list-style-type: none"> <li>▪ <b>Managing a Tempus project in a Partner Country: Presentation of two university case studies</b></li> </ul>
<b>12.45-14.00</b>	<i>Lunch offered by EACEA</i>
<b>AFTERNOON</b>	
<b>SEVEN PARALLEL WORKSHOPS</b>	
<b>14.00-15.00</b>	<b>Workshops: Management of the Grant</b> <ul style="list-style-type: none"> <li>▪ Regulations for sound contract management</li> <li>▪ Reporting on activities and contract amendments</li> <li>▪ Financial management</li> </ul>
<b>15.00-15.30</b>	<i>Coffee break</i>
<b>15.30-16.30</b>	<b>Workshops: Management of the Grant (continuation)</b>

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

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