



Pan-European Training, research and education
network on ElectroMagnetic Risk management.

MSCA ETN PETER

Network Wide-Event 1 + Mid-Term Project Review Meeting with Project Officer

May 26-29, 2020

DETAILED AGENDA

Online Meetings through Microsoft Teams Links

Background: Due to the actual COVID-19 crisis, it is impossible to have a Face2Face Mid-Term Project Review Meeting in Euskirchen as planned.

The Agenda on the next 3 pages is to overcome this restriction by shifting to online meetings for the Mid-Term Project Review Meeting with the PETER Project Officer. **Each meeting link gives you access through Microsoft Teams to that specific Online Meeting.**



Pan-European Training, research and education network on ElectroMagnetic Risk management.

TUESDAY 26.05.2020 – Day 1 AM

ESRs + Supervisors & their colleagues + Partner Organizations + Management Support Team

Time	Agenda Item	Participants
9:15 - 10:00	Welcome by Project Coordinator + Progress Report	Consortium members + ESRs
10:15 - 11:15	WP Parallel Sessions: 4 S/T Work Packages (one meeting/WP)	
	WP1	ESRs + (co-)supervisors WP1
	WP2	ESRs + (co-)supervisors WP2
	WP3	ESRs + (co-)supervisors WP3
	WP4	ESRs + (co-)supervisors WP4
11:25 - 11:40	WP Overview Parallel Sessions: Overview	Consortium members + ESRs
12:00 - 13:00	MST Supervisory Board Meeting	Consortium members + Qazi (ESR7)

TUESDAY 26.05.2020 – Day 1 PM: Mid-Term Project Review Meeting with PO

ESRs + Supervisors & their colleagues + Partner Organizations + Management Support Team + **Project Officer (from 14:00)**

Time	Agenda Item	Participants
14:00 - 14:05	Welcome by REA Project Officer and Project Coordinator	Consortium members + ESRs + PO
14:05 - 14:25	Tour de table: introduction of all consortium members present	
14:25 - 14:45	REA PO presentation: presentation on the monitoring of project implementation, reporting and purpose of the mid-term check	
14:45 - 15:00	Questions & Answers	
15:00 - 15:30	Coordinator's report: presentation of the Consortium & Mid-Term Progress Report (scientific, training and management)	
15:45 - 17:00	Individual ESRs presentations (5-7 min + 2 min Q&A) - 8 ESRs	



Pan-European Training, research and education network on ElectroMagnetic Risk management.

WEDNESDAY 27.05.2020 – Day 2

ESRs + Supervisors & their colleagues + Partner Organizations + Management Support Team + **Project Officer (until 13:00)**

Time	Agenda Item	Participants
9:00 - 10:15	Individual ESRs presentations (5-7 min + 2 min Q&A) – 7 ESRs	Consortium members + ESRs + PO
10:30 - 11:45	Confidential discussions with PO and all fellows	ESRs + PO
12:00 - 13:00	Feed-back and Q&A between Project Coordinator / MST / PETER Partners and Project Officer	Consortium members + ESRs + PO
14:00 - 15:00	ESRs Council	ESRs
15:30 - 16:00	Conclusions of the meeting + project next steps	Consortium members + ESRs

THURSDAY 28.05.2020 – Day 3: S/T Trainings and Soft-Skill Trainings

ESRs + Optional: Management Support Team + Supervisors & their colleagues

Time	Agenda Item	Participants
9:00 - 10:15	Soft-Skill Training: <i>Structured Working (H. Garbe)</i>	ESRs and those interested
10:45 - 12:00	Soft-Skill Training: <i>Giving a high-impact presentation (T. Pusch)</i>	ESRs and those interested
13:00 - 14:30	S/T Training: <i>Short Pulse Technologies with Illustrative Applications (D. Giri)</i>	ESRs and those interested
15:00 - 16:30	S/T Training: <i>Introduction to Risk Analysis (M. Schaarschmidt)</i>	ESRs and those interested
19:00 - ...	ESRs Online Activity: Kahoot Quiz	ESRs



Pan-European Training, research and education
network on ElectroMagnetic Risk management.

FRIDAY 29.05.2020 – Day 4: Communication strategy evaluation + PODIO

ESRs + S/T Manager + Project Manager + Communication Manager

Time	Agenda Item	Participants
9:30 - 11:00	Communication strategy evaluation Introduction to PODIO Intranet Introduction to Paper Archiving System <i>(S. Stroobant/J. Vankeirsbilck)</i>	ESRs



This project has received funding from the European Union's EU Framework Programme for Research and Innovation Horizon 2020 under Grant Agreement No. 812.790