



METHODOLOGY FOR TRANS-SECTORIAL EVENTS

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SUMMARY

This methodological guideline for trans-sectorial events provides a basis for the organization, the methodology and the instruments of EULAC Focus project events. The objectives are to foster the discussion, analysis and synthesis of the outcomes of the thematic pillars (WP 3, 4, 5) and at the same time assuring their contribution to the cross-cutting topics (WP 2) and the scenario-building process (WP 6). It emphasizes the trans-sectorial character of the EULAC Focus project as interdisciplinary, multi-institutional and international. Furthermore, it addresses the different actors involved in the project activities and their specific roles in contributing to reach the project aims. The overall objective of the events is to create a basis for managing disciplinary diversity in a productive way; building bridges and fostering exchange. Therefore, this methodology is supposed to guarantee maximum interaction, diversity and impact. Besides, it serves as a toolbox for organizing the upcoming EULAC Focus trans-sectorial events.

1 INTRODUCTION AND OBJECTIVES

Why EULAC Focus trans-sectorial events?

The trans-sectorial events are the main joint activity and exchange forum of the EULAC Focus project. A total number of six EULAC Focus project workshops¹ in Latin America and Europe are planned (see Table 1). Their objectives are to promote the cooperation between project partners and enhance the understanding within and between the different work packages, serve as a platform for exchange between the Trans-Sectorial Board members, facilitate awareness rising of the EULAC Focus project achievements, disseminating recommendations for actions and network with key stakeholders. Thus, the trans-sectorial workshops are the main instruments to bring all researchers of the project (and beyond) together to interact personally and have critical and multi-perspective discussions. Additionally, there are implemented project events that support the trans-sectorial idea and follow the same logic and methodology by focussing on specific aspects of the process described below. These events are among others the hot topic conferences (T. 6.3), scenario building events (T. 6.2) and monthly virtual Project Management Conferences (T. 1.1).

The trans-sectorial workshops foreseen in the project do not only promote the general aim of EULAC Focus, which consists of “giving focus” to the cultural, scientific and social dimension of EU-CELAC relations, they also can be considered as milestones of the whole project cycle. In order to ensure its success, the trans-sectorial workshops need to be adequately distributed in the period of implementation.

Table 1: Overview of the Project Workshops

Project event no.	Work Package	Date (Month)	Location	Focus	Components
1 (Kick-off-Meeting)	7	3-4 April 2016 (Month 2)	Barcelona, Spain Organization: UB	<ul style="list-style-type: none"> Kick-off-Meeting of all project partners; setting up of the Trans-Sectorial Board; detailed definition of the cross-cutting topics (WP2) 	<ul style="list-style-type: none"> Kick-off-Meeting
2	2	28-31 August 2016 (Month 6)	Berlin, Germany Organization: DLR	<ul style="list-style-type: none"> Presentation of Work plans (design, thematic foci, methodology) of all thematic work packages. Presentation of first results of the analysis of cross-cutting topics (WP2) Methodology for 	<ul style="list-style-type: none"> Project Management Team meeting Consortium meeting Trans-Sectorial Board meeting Individual working sessions of WP 2, 3, 4, 5, 6; inter-linkages between

¹ In this document, the terms “project event” and “project workshop” are used synonymously.

				the Scenario building(WP6) <ul style="list-style-type: none"> Public event: Focus on cross-cutting topic mobility and the scientific dimension Trans-Sectorial Board Meeting 	thematic and horizontal work packages <ul style="list-style-type: none"> Scenario building session Public event
3	2	29-31 March 2017 (Month 12)	Ecuador Organization: Yachay	<ul style="list-style-type: none"> Linking culture, science, and social dimension via cross cutting topics (WP2) Update on developments and first results of work packages 	<ul style="list-style-type: none"> Parallel thematic sessions on all or selected cross-cutting topics Half-day workshops of WP3, 4, 5 Consortium meeting Trans-Sectorial Board meeting Public session
4	2	7-10 November 2017 (tbc) (Month 21)	Buenos Aires, Argentina Organization: MIN-CyT	<ul style="list-style-type: none"> Linking culture, science, and social dimension via cross cutting topics (WP2) Scenario building II (definition) (WP6): <ul style="list-style-type: none"> Identification of key forces, drivers Trend und uncertainty analysis Rough drafting of scenarios 	<ul style="list-style-type: none"> Parallel thematic sessions on all or selected cross-cutting topics Half-day workshops of WP3, 4, 5 Scenario building Definition Workshop (back to back with project workshop) Consortium meetings Trans-Sectorial Board meeting Public event
5	6	5-7 June 2018 (tbc) (Month 30)	Vienna, Austria Organization: ZSI	<ul style="list-style-type: none"> Scenario building III (validation) (WP6) Linking culture, science, and social dimension via cross cutting topics (WP2) 	<ul style="list-style-type: none"> Parallel thematic sessions on all or selected cross-cutting topics Half-day workshops of WP3, 4, 5 Scenario building III: validation Possibility of side events Consortium meet-

					ing <ul style="list-style-type: none"> • Trans-Sectorial Board meeting • Public event
6	6	May 2019 (tbc) (Month 39)	Chile (or country holding at the time the presidency of CELAC)	<ul style="list-style-type: none"> • Vision building: presentation and validation of Action Plan (WP6) • Linking of culture science and social dimension via cross-cutting topics (WP2) 	<ul style="list-style-type: none"> • Vision building validation event • Parallel thematic sessions on all or selected cross-cutting topics • Half-day workshops of WP3, 4, 5 • Possibility of side events • Consortium meeting • Trans-Sectorial Board meeting • Public event

Main objectives of the Workshops

In general terms, the main objectives of the project events are to (i) discuss preliminary results and conclusions of the analysis of the cross-cutting topics to identify significant similarities and differences between EU and LAC in the cultural, scientific and social dimension of their relations; (ii) hold half-day workshops of work packages 3, 4 and 5 to progress in the WP activities, revise the set time frame and allocate responsibilities; (iii) contribute to the vision building process by giving space to specific WP6 sessions; (iv) make use of the external experts at the Trans-Sectorial Board and consult about the ongoing activities; (v) networking among project participants and external experts to enhance communication among research teams.

The Kick-off-Meeting in Madrid, Spain from 4th to 5th April 2016 was the first project event. It aimed at defining the specific activities to be conducted in the thematic work packages. The remaining five project events will combine the thematic/vertical pillars (sessions/components for each thematic WP 3, 4 and 5) with the transversal/ horizontal work packages (sessions on cross-cutting topics and scenario building).

At the second workshop in Berlin, Germany from 29th to 31st August 2106, the Trans-Sectorial Board will meet the project team for the first time. The Trans-Sectorial Board is a key constituency of the organizational structure of the Consortium of partners of the EULAC Focus Project. The discussion on the inter-dependence and relevance of cross-cutting topics for the three dimensions of EU-CELAC relations will be at the centre of its first meeting. Moreover, it offers general guidance on the research outputs of the thematic work packages, oversees the whole research progress and assists in linking the EULAC Focus project with other EU-LAC projects, networks and initiatives (For more details see: Work Plan of the Trans-Sectorial Board, WPO2-DI-02).

More precisely, the project events 2 to 4 will give a special focus to the cross-cutting topics (mobility, inequality, diversity and sustainability), and thus will be organized in the framework of WP 2.

The events will be accompanied by a public session to raise awareness about the EULAC Focus activities and to spotlight the different dimensions and cross-cutting topics of the project. For this purpose, the public event of the project workshop in Berlin consists of a roundtable focusing the cross-cutting topic “mobility” in the context of the scientific dimension of EU-CELAC relations.

In contrast, the ultimate objective of the project events 5 and 6 is to bring the vision building process of the project forward and validate cornerstones of the vision (WP 6). Both events will therefore give particular space for critical debate.

The success of the project workshops depends on a high degree on the impact of trans-sectorial linkages. In this regard, the effective inclusion of diverse thematic, interdisciplinary, multi-institutional and international perspectives will be measured by the quality of the deliverables of the thematic work packages, the synthesis report on cross-cutting topics and the development of the vision-building processes. In addition, the trans-sectorial approach of the EULAC Focus project shall be reflected in its cooperation structures and networking aspects, such as the number of participants, the range of stakeholders represented in the workshops as well as in the public event, new subscriptions to the community of interest and participant feedback.

Participants of the project workshops

EULAC Focus intends to create new innovative impulses for the political dialogue by linking perspectives and actors of hitherto separate and disconnected areas on culture, science and social policy. Although EULAC Focus is a research project, the consortium includes not only research institutes and universities, but also Ministries and bridging institutions between culture, science, and policy. This diversity of the Consortium is essential for creating political impact and sustainability of the recommended actions.

The organization structure of the project comprises the following bodies, with overlapping constituency: the Trans-Sectorial Board, the Partner General Assembly, the Project Management Team, the Coordinator and the Coordination Support Team. All project partners are requested to attend the project events. In addition, all external experts of the Trans-Sectorial Board are invited to the workshop. The Public Events extend the circle of persons involved in the project through the invitation of civil society organizations, the academic community, government stakeholders, and cultural associations among others. Thereby, they foster exchange and networking and correspond to the interdisciplinary and intersectoral approach of the research project.

Opportunities and risks

The project events are furthermore supporting to face major challenges of the project. Some of the challenges are the heterogeneity of research designs in the thematic work packages and the fact that the social, scientific and cultural dimension do not have the same significance for the bi-regional cooperation. Therefore, the events have to be designed in such a way that they integrate different analytical, methodological and thematic perspectives and diverse temporal and spatial frames.

In more general terms, the EULAC Focus project not only cares for “intersectoriality” through cross-fertilizing and bringing together its different activities, in particular those implemented in its three

thematic pillars – culture, science and social. But it is also dedicated to linking diverse interdisciplinary, multi-institutional and international perspectives. Thus, the project intends to avoid the monopolization of its different activities by different sets of researchers specialized only in one or another social disciplines. In addition, EULAC Focus is pertaining to 19 different institutions that belong to 17 countries in Europe, Latin America and the Caribbean. Effective communication measures will be essential for this project where the project goals require an understanding and interaction between countries, continents and different communities and disciplines. Any issues associated with working in different time zones and languages will be resolved by the coordination team which comprises institutions within both the EU and CELAC. In this sense EULAC Focus is a unique learning space, for the development, testing and implementation of formats of exchange.

2 WORKSHOP STRUCTURE AND METHODOLOGY

The workshops are the main lieu for the presentation and discussion of results of the project, as well within each Work Package as well as between Work Packages. They enable the participating parties to connect and align the individual research activities of all work packages and identify overlaps and links between them. Furthermore, the four cross-cutting issues mobility, inequality, diversity and sustainability are addressed individually in all three thematic dimensions and additionally the topics get interrelated to each other.

The workshops allow face-to-face interactions, interlinkages and stock-taking processes. This is why the workshop structure should always combine sessions with different working formats (e.g. presentations, plenary sessions, WP internal working groups, etc.) in order to keep balance between information and experience exchange and concrete analysis.

2.1 WORKSHOP PREPARATION

Within the EULAC Focus Consortium, there are different organizational bodies that play a major role in the preparation of the trans-sectorial event. The local hosts pre-defined in the grant agreement are in charge of writing of invitation letters, the organization of the workshop infrastructure, the invitation of guests for the public event, etc. and thereby assume a special responsibility regarding the implementation and the success of the project workshops. The Project Management Team also plays a prominent role in defining the workshop agenda. This guarantees the trans-sectorial approach of EULAC Focus will also be reflected in its events. In addition, the leader of work package 7 supports the project events in order to accomplish Task 7.4 “Support for project events”. The aim of this task is to provide support in the organization of project events, including the initial project workshop, interim team meetings and the final international conference as well as the different activities within the technical work packages. This centralized support shall ensure that: (i) A consistent approach and quality is maintained across the project; (ii) Costs are minimized through familiarity and re-use of support tools, approaches and materials; (iii) Critically – relevance to the Communication, Dissemination, Engagement and Outreach (CDEO) Plan, and implementation of stakeholder oriented actions are promoted through all events.

2.2 REALIZATION OF THE WORKSHOP

At the beginning of the EULAC Focus project, several critical implementation risks have been identified which can be mainly associated to the interdisciplinary, multi-institutional and international composition of the project. At the same time, risk-mitigation measures have been already proposed. Thus, the Trans-Sectorial Board members in general and their participation in the trans-sectorial project events in particular play a major role in resolving any conflicts or disputes occurring during the project workshops and the whole project cycle. Among others, the methods to reconcile differences include: 1) To ensure that the consortium is sharing a common vision of the overall goals and contributions that each WP plays to meeting those goals, Work Implementation Plans (WIPs) have been produced for each work package by Month 2; 2) The Trans-Sectorial Board will provide a key role in finding ways in which cross linking and integration of common issues, as well as “speaking a common language” are ensured; 3) The Trans-Sectorial Board was also established to ensure that outputs meet end user needs and that research into the 3 pillar areas is integrated and addresses

common cross cutting issues; 4) Any disputes will be dealt with initially via WP leads and subsequently via the Management Team following procedures agreed within the project consortium agreement.

The project workshops consist of three different components. Firstly, the Consortium meeting comprises sessions on the thematic work packages (WP 3, 4 and 5), plenary and parallel working group sessions on WP 2 focusing on the cross-cutting topics, and WP 6 including a scenario building exercise. Secondly, the Trans-Sectorial Board members will hold a self-directed meeting in the course of the workshop and later participate in a plenary session with the whole Consortium. Thirdly, a public event will be organized as a complementary workshop component.

2.2.1 Consortium Meeting

The members of the Coordination Team serve as moderators and instigators of the overall meeting and its discussions, and take care of the alignment between duties, requirements and inputs of all partners. The Consortium Meeting shall give visibility to each and every partner. The work package sessions are prepared and implemented by the work package leaders and co-leaders. The objective of work package sessions is to inform the whole project team on progress made since the last meeting, main challenges and possible alterations within the activities and next steps. After each presentation there shall be enough room for discussion with the whole consortium. These discussions are based on the working implementation plans (WIP), which defines the objectives, concrete activities, responsibilities and risks of each work package. The work package sessions are done in plenary, but are accompanied by parallel internal working sessions for WP3, 4 and 5 to guarantee a WP internal progress and at the same time coordinate the activities to achieve the overall goal of this project.

Therefore, the structure of the workshops should have the following components:

I) Sessions on thematic work packages (WP 3, 4 and 5)

Specific sessions on the cultural, scientific and social cooperation between Europe and Latin America and the Caribbean constitute a mayor part in the five remaining project events after the Kick-off-meeting. Since these three thematic work packages work quite independently and with activities of their own due to their different content and departure points, it is recommendable to combine parallel group working sessions with plenary sessions on the three vertical work packages at the beginning of every event. The participation of all project partners in the plenary sessions not only facilitates a deeper understanding of the specific work package objectives and their current status; it also supports the inclusion of different and interdisciplinary perspectives in the three thematic pillars. The plenary sessions help to align next steps of the three thematic WPs with regard to their analytical approaches and shall contribute to reduce the heterogeneity in their research designs to a minimum.

II) Integration of cross-cutting topics

In order to enhance interlinkages between the three thematic pillars of the project, they will be cross fertilized by the cross-cutting topics mobility, inequality, diversity and sustainability. Discussions of all the four cross-cutting topics will be conducted in plenary and parallel working group sessions on WP 2 in order to interpret, discuss and synthesize the respective outcomes resulting from every thematic WP. Besides, the public events organized in the framework of the project workshops

serve as a complementary component to spotlight the cross-cutting topics and to discuss their impact with a larger number of actors.

III) The vision-building process

The scenario building/learning exercise constitutes another component of the project events and is supposed to be a transparent, dynamic and open process which accompanies the EULAC Focus project from beginning to end. The EULAC Focus workshop in Berlin in August 2016 will be used to nominate a scenario team and to define the time horizon, as well as the focal issue or central question of the scenarios. At the 4th trans-sectorial event in Buenos Aires in November 2017, a scenario building definition workshop will be held back to back to the project workshop. Its aim is to identify those key forces, drivers and uncertainties to which the future of cultural, scientific and social relations is especially sensitive. These key factors and driving forces shall be clustered according to (a) their importance for the success of the central question/decision and (b) their level of uncertainty. Furthermore, the scenario team drafts a scenario matrix in order to end up with three scenarios which clearly indicate different pathways for decision making which clearly shape the future of EU-CELAC relations. The following EULAC Focus meetings shall steadily advance the scenario-building process through different creativity, definition and validation sessions. Besides, the input of the three thematic WPs to the activities of WP 6 is secured through plenary and parallel working group sessions.

2.2.2 Trans-Sectorial Board Meeting

Back-to-back to every EULAC Focus consortium event, a Trans-Sectorial Board meeting will be organized by the Coordination Team. It will define the agenda on the basis of suggestions of work-package leaders. The agenda for the project workshop in Berlin contains the review of its Work Plan, questions concerning cross-cutting-topics, the examination of the trans-sectorial methodology and impact assessment. The main objective of the meetings is to critically assess the key questions of the four cross-cutting topics for every thematic WP (For more details see: see Work Plan of the Trans-Sectorial Board, WP02-DI-02). In addition to the self-directed meeting in the course of the workshop, the Trans-Sectorial Board members are requested to participate in a plenary session with the whole Consortium, as well as in other sections of the workshop to offer support and guidance. In particular it shall: 1) Focus on analyzing trans-sectorial and cross-cutting issues, offer guidance on research outputs, and oversee the project progress; 2) Assist in defining interlinkages between three thematic pillars and WP2; 3) Support the vision-building process; 4) Assess the consistency of the thematic priorities and methodological strategies developed within the project; 5) Assist in the wider validation of outcomes of WP3-5 and advise on contents in WP 6; 6) Assist in linking with other projects and initiatives and in promoting and disseminating the EULAC FOCUS project and its outputs; and 7) Contribute to the structuring of project events so as to align them with other EU-LAC events, networks and initiatives.

The composition of the Trans-Sectorial Board already reflects the overall trans-sectorial approach of the EULAC Focus project. It consists of up to 14 internal and external members: the Coordinator and the coordination team, the Leader and Co Leader of WP 2, the Leaders of WP 3, WP 4, WP 5, WP 6; one representative from the EU LAC Foundation as an external expert, and four further external experts:

Coordinator	UB, Samui-Fr
Leader and Co Leader of Work Package 2	IAI, FUSP
Leader of Work Package 3	UB
Leader of Work Package 4	DLR
Leader of Work Package 5	ZSI
Leader of Work Package 6	MINCYT
Representative from the EU LAC Foundation	Paola Amadei (Executive Director)
External expert	Rigas Arvanitis (Director, IFRIS)
External expert	Hebe Vessuri (Senior Researcher, UNAM)
External expert	Alan Cobley (Senior Researcher, UWI)
External expert	Enrique Saravia (Senior Researcher, UFRJ)

2.2.3 Public Event

Thus, public events give an opportunity to deepen the understanding of the cross-cutting issues from the perspective of one of the three EU-CELAC cooperation dimensions. On the one hand, the invitation of experts and the interested public corresponds to the interdisciplinary and intersectoral approach of the research project. On the other hand, it fosters exchange and networking among project participants and external stakeholders. In addition, public components of the project events induce a more general visibility of the EULAC Focus project to the broader public.

End users and beneficiaries, such as civil society organizations, academic community, government stakeholders, cultural associations among others, will be actively involved in the discussions about the research outputs and the vision building process. For this purpose, a special focus will be given to the organization of public events.

In order to involve interested people from outside the project and allow them to have a say in determined strategic questions, a short questionnaire will be handed out to the participants of the public events. It will contain two personal questions about the background of the respondent and three specific questions. The questionnaire will be anonymous. They shall focus on the scientific, social or cultural dimension of EU-CELAC relations, as well as on one of the cross-cutting topics and thereby referring to the specific thematic focus of every public event (see annex 5). The aims of this measure are to receive input by the interested public for the development of a common vision in WP 6, and to get more information about the target group that is interested in the work and discussions in the frame of the project. The external actors will furthermore be invited to sign up as Associate Partners of the project, in order to receive first-hand information on the project activities and results.

2.2.4 Reflections on Lessons Learned

All trans-sectorial events and especially the workshops of several days' duration shall include elements of reflection. On the one hand, ongoing evaluation is needed regarding the design, structure and implementation of events to foster trans-sectorial exchange and interlinkages. On the other hand, the process of trans-sectorial exchange and synthesis on cross-cutting issues itself shall be accompanied in a reflexive manner in order to identify challenges, bottlenecks, achievements, failures and synthesize lessons learned. In this regard, impact assessment is of high importance. It relates not only to knowledge production and transfer but also to the development and implementation of cooperation formats and instruments for a symmetric bi—regional and intra-regional collaboration.

2.3 FOLLOW-UP ACTIVITIES

During the trans-sectorial event, the Coordination Team is responsible for taking minutes of the Consortium meetings, the meeting of the Trans-Sectorial Board and the public event and to distribute them afterwards to the consortium members. Furthermore, a press statement on the results and the outreach of the public event shall be prepared by WP7 and distributed among partners for release in their network. Another follow-up procedure consists in the actualization of the EULAC Focus website, e.g. by uploading the workshop presentations and the publication of the minutes in order to make them more public. In the course of these actions, all partners are kindly asked to revise the draft versions of the minutes and other follow-up actions.

3 TOOLBOX

In order to facilitate the planning of further trans-sectorial project events, this part of the methodological guideline addresses some practical issues concerning the timing and publicity/promotion of an event. It shall be perceived as a living and accumulative tool open for reconsideration. Therefore, all key actors are requested to provide input for improvement during the whole project cycle, e.g. through questionnaires, a dedicated session during the workshops, etc. The DLR as Task Leader of the methodological guideline is responsible for ensuring that the feedback will be incorporated with regard to the following trans-sectorial events.

Even though the dates of the project events are already pre-set, they might change over the course of the project. Before firming up a new date, dates should be checked carefully with key participants. For the purpose of a maximum degree of attention, it is recommendable to send out a save-the-date or preliminary invitation letter at the latest three months before the event. It should already contain the most important facts such as the date, location and schedule of the meeting (see annex 1). In addition, it may include a draft agenda for the workshop (see annex 2). The official invitation for the meeting and a final agenda should be provided not later than two months prior to the event. Furthermore, it can be very helpful to compile an information kit to give more guidance for the participants regarding the place of event, travel information and some general information about the city where the meeting takes place, as well as the public/ social events (see annex 3). In case that a public event is foreseen during the workshop, it is highly recommended to send out a separate save-the-date letter at least one and a half months before the event to all expected guests (see annex 4). The registration for the workshop and the public event should be separate (e.g. through the EULAC Focus online registration tool) to avoid any confusion between EULAC Focus members and external guests.

APPENDICES

Appendix A INVITATION FOR EULAC FOCUS WORKSHOP IN BERLIN, AUG. '16



Invitation to the EULAC Focus Workshop in Berlin From 29th to 31st of August 2016

Dear EULAC Focus consortium members,

On behalf of the Ibero-American Institute (Ibero-Amerikanisches Institut, IAI) and DLR Project Management Agency, we kindly invite you to the 2nd EULAC Focus meeting in Berlin. You will find the agenda attached.

The objective of the 2nd EULAC workshop is to further develop the ongoing activities in every work package (WP), integrate the cross-cutting issues and align and interlink the three thematic pillars (culture, science, social) in order to generate the respective outcomes needed for WP 6.

The meeting is scheduled as followed:

Sun, Aug. 28, afternoon: Project Management Team meeting: only WP co-leaders

Mon, Aug. 29: Workshop day 1: All consortium members + Trans-Sectorial Board (TB) members

As of 19:00: Public Panel Discussion at IAI

Tue, Aug. 30: Workshop day 2: All consortium members + TB members

Wed, Aug. 31: Half day workshop day 3: All consortium members

Afternoon: Individually organised WP meetings

Please register online under the following link until July 22nd:

<http://eulac-focus.net/participant-area/event-registration/>

For further information on the venue, accommodation and logistics of the event please check the EULAC Focus website under:

<http://eulac-focus.net/events/berlin-meeting/>.

In addition, several rooms have been blocked for you until July 27th in the

Motel One Berlin-Hackescher Markt, Dircksenstraße 36, 10179 Berlin.

To confirm your booking please fill in the form you find attached and send it to berlin-hackeschermarkt@motel-one.com.

All EULAC Focus partners have budget allocated to attend this meeting.

In case you have any doubts or questions, please contact my colleague Nora Löhner (Nora.Loehner@dlr.de).

Sincerely yours,

Sophie

Appendix B DRAFT AGENDA OF THE EULAC FOCUS WORKSHOP IN BERLIN, AUG. '16



EULAC Focus Workshop in Berlin

28th to 31th of August 2016

August 28 - Sunday

18.00 - 19.30 Project Management Team

August, 29 - Monday

Location: DLR Projektträger
Rosa-Luxemburg-Str. 2, 10178 Berlin

9.00 – 09.45 Welcome and Introduction

09.45 -11.00 WP 2 (15 min. presentation, 60 min. discussion)

11.00.-11.30 Coffee Break

11.30 - 12.45 WP3

12.45 – 13.45 Lunch

13.45-15.00 WP4

15.00 – 15.15 Coffee Break

15.15 - 16.30 WP5

16.30 – 17.45 WP6

Location: Ibero-Amerikanisches Institut
Potsdamer Straße 37
10785 Berlin

19.00 Public Panel Discussion at IAI: "Mobility and the geopolitics of knowledge: Challenges of scientific exchange between EU and CELAC"

Participants: Rigas Arvanitis (Director, IFRIS and Senior Scientific Researcher, IRD) - tbc
Paola Amadei (Executive Director, EU LAC Foundation)
Ramón Torrent (Universidad de Barcelona and Coordinator of EULAC Focus)
Hebe Vessuri (Senior Researcher, UNAM)

Moderation: Barbara Göbel (Director, IAI)

Followed by a reception

Appendix C EVENT INFORMATION KIT EULAC FOCUS WORKSHOP IN BERLIN, AUG. '16



Practical Information

EULAC Focus Workshop in Berlin, Germany 28th to 31th of August 2016

Venue:

The workshop will be held at the DLR Project Management Agency on 29 August and 30 August, and at the Ibero-American Institute (IAI) on 31 August.

28 August	29 August	30 August	31 August
Meeting Project Management Team	DLR Rosa-Luxemburg-Str. 2 10178 Berlin	DLR Rosa-Luxemburg-Str. 2 10178 Berlin	IAI Potsdamer Str. 37 10785 Berlin
	Lunch	Lunch	Lunch
	DLR	DLR	IAI
	Public Event IAI	Social event	

How to get to DLR and Motel One:

Address of the hotel:

Motel One Berlin-Hackescher Markt
Dircksenstraße 36
10179 Berlin

Please note that several rooms have been blocked for you until July 27th in the **Motel One**. Please confirm your booking per e-mail: berlin-hackeschermarkt@motel-one.com

From Tegel Airport:

Take bus TXL towards Alexanderplatz. Alight at stop S+U Alexanderplatz Bhf/Memhardstraße (journey time approx. 40 minutes). The rear of the "Grenanderhaus" building is opposite the stop; the entrance is approx. 150 metres away. The airport is in Zone B. A single ticket valid for Zone AB is required to travel from Tegel into the city and costs 2,70 euros.

From Schönefeld Airport:

Take the regional train to Alexanderplatz. Rosa-Luxemburg-Str. 2 is just a few minutes away on foot.

Taxi:

It costs approximately 25 euros to go to from Tegel Airport (journey time approx. 27 minutes) / 42,50 euros to go from Schönefeld Airport (journey time approx. 33 minutes) to DLR.

Public transport:

Take S+U-Bahn to Alexanderplatz or U-Bahn to Rosa-Luxemburg-Platz. Rosa-Luxemburg-Str. 2 is just a few minutes away on foot. A one-way ticket for zone AB costs 2,70 euros.

Long-distance trains:

From Berlin Hauptbahnhof or Berlin Ostbahnhof take a regional train or S-Bahn to Alexanderplatz. Rosa-Luxemburg-Str. 2 is just a few minutes away on foot.

Address of the DLR:

Project Management Agency
Rosa-Luxemburg-Str. 2
10178 Berlin

At the main entrance you'll find the porter, who is informed about your attendance. The meeting takes place in the **Conference Room 6.31** on the 6.th floor.

Coming from the DLR, the **Motel One** is on the opposite of the road, as you can see on the following picture and the map:

Motel One & Pt-DLR building

(hardcopy google maps)

Appendix D INVITATION FOR THE PUBLIC EVENT OF THE EULAC FOCUS WORKSHOP IN BERLIN, AUG. '16



“MOBILITY AND THE GEOPOLITICS OF KNOWLEDGE: CHALLENGES OF SCIENTIFIC EXCHANGE BETWEEN EU AND CELAC”

**EULAC FOCUS PUBLIC ROUNDTABLE FOLLOWED BY A RECEPTION -
BERLIN, 29TH OF AUGUST 2016, 07:00 P.M.**

What are main achievements and what are key challenges of the scientific exchange between the European Union (EU) and the Community of Latin American and Caribbean States (CELAC)? What are characteristic mobility patterns between both regions? What could both regions learn from each other?

These are some of the questions to be discussed in the roundtable. It takes place in the context of the EU funded project: "Giving focus to the cultural, scientific and social dimension of EU – CELAC relations" (2016-2019), in which 19 institutional partners from Europe, Latin America and the Caribbean work closely together. The main objective is to develop a common vision and a new strategic framework for the bi-regional relations. The project is coordinated by Ramon Torrent from the University of Barcelona.

In the roundtable the following international experts will address challenges of scientific exchange between EU and CELAC.

- HE Paola Amadei (Executive Director, EULAC Foundation, Germany)
- Dr. Rigas Arvanitis (Director, IFRIS and Senior Researcher, IRD, France)
- Dr. Ramón Torrent (Professor, University of Barcelona, Spain, and Coordinator of EULAC Focus)
- Dr. Hebe Vessuri (Senior Researcher, UNAM, Mexico, and Conicet-CENPAT, Argentina)
- Moderator: Dr. Barbara Göbel (Director, IAI, Germany)

We ask you kindly to register online before August 14th under the following link is <http://eulac-focus.net/events/berlin-meeting/register-for-public-event/>. In case you have any further questions please contact Nora Löhr - Nora.Loehr@dlr.de.

Best regards



Ramon Torrent



Barbara Göbel



Sophie v. Knebel

When: Monday, 29th of August, 2016, 07:00 pm
Where: Ibero-Amerikanisches Institut (IAI), Potsdamer Straße 37, 10785 Berlin

EULAC FOCUS is a collaborative project funded by the European Commission under Grant Agreement No 693781. www.eulac-focus.net

Appendix E QUESTIONNAIRE FOR THE PUBLIC EVENT OF THE EULAC FOCUS WORKSHOPS

Dear participant,

thank you for answering this short questionnaire. It was developed in order to integrate a wide range of opinions into the project progress of EULAC Focus. Your input on the specific dimensions of EU-CELAC relations contributes to the development of a common vision within this project regarding the cooperation between Europe and Latin America and the Caribbean in the future. All information will be treated confidentially and will not be made available to third parties.

Your EULAC Focus Team

Personal questions

1. I am participating in the event in my function as a:
 - researcher, thematic expert
 - representative of a national authority (e.g. Ministry)
 - representative of a funding agency / program owner
 - representative of a NGO
 - interested public
 - other _____

2. I am participating in the event because of my
 - professional interest in the EU-CELAC relations
 - professional interest in scientific mobility
 - personal interest
 - other _____

3. Country of origin: _____

Specific questions

In your opinion...

4. What do you think are motivations for a researcher from Latin America and the Caribbean or respectively from the EU to study/work in the other region (and not another world region)?

5. What are challenges in EU-CELAC scientific relations (e.g. political framework conditions, funding, mobility, priority topics, bi-regional asymmetries. etc.)?

6. In EULAC Focus we will formulate a common vision for renewed EU-CELAC relations. EU-CELAC relations shall regain political relevance. What issues or goals are truly strategic for the future of the bi-regional relations?

7. Further comments:

In case you would like to forward this questionnaire via e-mail or for further questions, please contact: info@eulac-focus.net.

Thank you!