

# EMPIR Call 2014 - Industry

## AGENDA

DAY 1 - Monday 17<sup>th</sup> November 2014



08:00-09:00	<b>Registration (Foyer)</b> Please register early				
09:00-09:30	<b>PLENARY SESSION: ALL DELEGATES (Verdana)</b>				
09:00-09:15	<b>Welcome address</b> <i>Speaker: EMRP Programme Manager</i> A summary of the evaluation process				
09:15-09:30	<b>EMPIR strategy and vision:</b> <i>Speaker: EMPIR Chair</i> An overview of EMPIR and this Call				
09:30-10:45	<b>BREAKOUT SESSION: REFEREES (Verdana)</b>		<b>BREAKOUT SESSION: JRP REPRESENTATIVES (Courier)</b>		
09:30-10:00	<b>Introduction for the referees</b> <i>Chaired by the MSU facilitators</i> Referees introduce themselves within their groups. Referees have been pre-allocated proposals to ensure each proposal is reviewed by a minimum of 3 referees. However, referees can contribute to discussions on all proposals within their group (where they feel competent). Please note that referees should also familiarise themselves with proposals from other groups.		<b>What to expect at the review conference</b> <i>Speaker: EMRP Programme Manager</i> An explanation of the evaluation process		
10:00-10:45	<b>Evaluation guidance for referees</b> <i>Speaker: EMRP Programme Manager</i> Explanation of the evaluation criteria		<b>What to expect if your proposal is successful</b> <i>Speaker: Fiona Redgrave MSU</i> The steps required to agree a contract with EURAMET, including timescales.		
10:45-11:15	<b>Coffee Break (Foyer)</b>				
11:15-15:00	<b>PLENARY SESSION: ALL DELEGATES (Verdana, Courier, Lucida, Tahoma, Futura)</b>				
	<b>Poster session</b> Referees discuss the proposals with the JRP representatives. A poster session timetable will be provided. <b>There will be a break for lunch at 12:15</b>				
15:00-15:45	<b>Coffee break (Foyer)</b> JRP representatives have free time until 18:00				
15:45-18:00	<b>BREAKOUT SESSION: REFEREES</b>				
	<b>GROUP 1 (Courier)</b>	<b>GROUP 2 (Lucida)</b>	<b>GROUP 3 (Tahoma)</b>	<b>GROUP 4 (Futura)</b>	<b>GROUP 5 (Suite 502)</b>
	<b>Referees' development of questions</b> <i>Chaired by the MSU facilitators with assistance from the referees</i> The referees will discuss their first impressions of the proposals and develop questions for each proposal. The questions will be asked to the JRP representatives in the formal question and answer session. <b>Coffee will be available outside the breakout rooms from 17:30</b>				
18:00-19:15	<b>BREAKOUT SESSION: REFEREES &amp; JRP REPRESENTATIVES</b>				
	<b>GROUP 1 (Courier)</b>	<b>GROUP 2 (Lucida)</b>	<b>GROUP 3 (Tahoma)</b>	<b>GROUP 4 (Futura)</b>	<b>GROUP 5 (Suite 502)</b>
	<b>Formal question and answer session</b> <i>Chaired by the referees with assistance from the MSU facilitators</i> The referees ask the JRP representatives the questions they have developed. After this session the JRP representatives may leave.				
20:00-22:00	<b>CONFERENCE DINNER: REFEREES, OBSERVERS AND MSU (Restaurant)</b>				

# EMPIR Call 2014 - Industry

## AGENDA

DAY 2 - Tuesday 18<sup>th</sup> November 2014



08:30-08:40	<b>PLENARY SESSION: REFEREES (Verdana)</b>				
	<b>A reminder of the tasks</b> <i>Speaker: EMRP Programme Manager</i>				
08:40-13:00	<b>BREAKOUT SESSION: REFEREES</b>				
	<b>GROUP 1 (Courier)</b>	<b>GROUP 2 (Lucida)</b>	<b>GROUP 3 (Tahoma)</b>	<b>GROUP 4 (Futura)</b>	<b>GROUP 5 (Suite 502)</b>
	<b>Marking session</b> <i>Chaired by the MSU facilitators with assistance from the referees</i> Referees agree a consensus mark for each proposal against the evaluation criteria, and complete one marking sheet for each proposal. The referees who concentrated on the proposal under discussion should make the most comments, but all referees may comment on a proposal. Referees should establish a ranked list of all proposals in their group. This list and the marking sheets are then submitted to the MSU. <b>Coffee will be available outside the breakout rooms from 10:45</b>				
13:00-14:00	<b>Lunch (Restaurant)</b>				
14:00-15:15	<b>PLENARY SESSION: REFEREES (Verdana)</b>				
	<b>Discussion of the single ranked list</b> <i>Chaired by the EMRP Programme Manager</i> During lunch, the MSU will establish a preliminary single ranked list of proposals. They will identify those that fall near the funding cut-off point and these will be the focus of the next session's discussions. The referees will discuss the preliminary single ranked list of proposals in order to establish their final single ranked list of all proposals. The EMRP Programme Manager will provide procedural advice and capture the results including the "go" / "no-go" preliminary decision for each proposal.				
15:15-16:00	<b>PLENARY SESSION: REFEREES (Verdana)</b>				
	<b>Any other business (AOB) and close</b> <i>Speaker: EMPIR Chair</i> If the previous session requires more time for discussion this session may be delayed. Referees are reminded that they were asked to make travel plans that allowed them to remain until 16:00.				
<b>MSU Helpline +44 20 8943 6666 or <a href="mailto:msu@npl.co.uk">msu@npl.co.uk</a></b> <b>EMRP Programme Manager (Duncan Jarvis) +44 7738 895026</b>					

# EMPIR Call 2014 – Research Potential

## AGENDA

DAY 3 - Wednesday 19<sup>th</sup> November 2014



08:00-09:00	<b>Registration (Foyer)</b> Please register early
09:00-10:30	<b>PLENARY SESSION (Courier + Lucida)</b>
09:00-09:15	<b>Welcome address</b> <i>Speaker: EMPIR Chair</i> An overview of EMPIR and this Call
09:15–10:00	<b>Introduction for the referees</b> <i>Chaired by the MSU facilitator</i> Referees introduce themselves within the consensus group. Referees have been pre-allocated proposals to ensure each proposal is reviewed by a minimum of 3 referees. However, referees can contribute to discussions on all proposals (where they feel competent). <b>Evaluation guidance for referees</b> <i>Speaker: EMRP Programme Manager</i> Explanation of the evaluation criteria
10:00-10:30	<b>Collated referees' evaluations</b> <i>Chaired by the MSU facilitator</i> Referees will discuss their collated evaluations. The evaluations will have been produced prior to the consensus group by the referees and then collated by the MSU. The referees briefly discuss their impressions of the proposals and their collated scores against the evaluation criteria.
10:30-11:00	<b>Coffee break (Foyer)</b>
11:00-15:30	<b>MARKING SESSION (Courier + Lucida)</b>
	<b>Marking session</b> <i>Chaired by the MSU facilitator with assistance from the referees</i> Referees agree a consensus score for each proposal against the evaluation criteria, and complete one marking sheet for each proposal. The referees who concentrated on the proposal under discussion should make the most comments, but all referees may comment on a proposal. There will be approximately 20 minutes to discuss each proposal. Referees should then establish a final ranked list of all proposals in the consensus group. This list and the marking sheets are submitted to the MSU. The EMRP Programme Manager will provide procedural advice and capture the results including the “go” / “no-go” preliminary decision for each proposal. <b>There will be a break for lunch at 13:00</b>
15:30-16:00	<b>PLENARY SESSION (Courier + Lucida)</b>
	<b>Any other business (AOB) and close</b> <i>Speaker: EMPIR Chair</i> If the previous session requires more time for discussion this session may be delayed. Referees are reminded that they were asked to make travel plans that allowed them to remain until 16:00.
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# EMPIR Call 2014 – Support for Impact

## AGENDA

DAY 4 - Thursday 20<sup>th</sup> November 2014



08:00-09:00	<b>Registration (Foyer)</b> Please register early
09:00-10:30	<b>PLENARY SESSION (Courier + Lucida)</b>
09:00-09:15	<b>Welcome address</b> <i>Speaker: EMPIR Chair</i> An overview of EMPIR and this Call
09:15-10:00	<b>Introduction for the referees</b> <i>Chaired by the MSU facilitator</i> Referees introduce themselves within the consensus group. Referees have been pre-allocated proposals to ensure each proposal is reviewed by a minimum of 3 referees. However, referees can contribute to discussions on all proposals (where they feel competent). <b>Evaluation guidance for referees</b> <i>Speaker: EMRP Programme Manager</i> Explanation of the evaluation criteria
10:00-10:30	<b>Collated referees' evaluations</b> <i>Chaired by the MSU facilitator</i> Referees will discuss their collated evaluations. The evaluations will have been produced prior to the consensus group by the referees and then collated by the MSU. The referees briefly discuss their impressions of the proposals and their collated scores against the evaluation criteria.
10:30-11:00	<b>Coffee break (Foyer)</b>
11:00-15:30	<b>MARKING SESSION (Courier + Lucida)</b>
	<b>Marking session</b> <i>Chaired by the MSU facilitator with assistance from the referees</i> Referees agree a consensus score for each proposal against the evaluation criteria, and complete one marking sheet for each proposal. The referees who concentrated on the proposal under discussion should make the most comments, but all referees may comment on a proposal. There will be approximately 20 minutes to discuss each proposal. Referees should then establish a final ranked list of all proposals in the consensus group. This list and the marking sheets are submitted to the MSU. The EMRP Programme Manager will provide procedural advice and capture the results including the "go" / "no-go" preliminary decision for each proposal. <b>There will be a break for lunch at 13:00</b>
15:30-16:00	<b>PLENARY SESSION (Courier + Lucida)</b>
	<b>Any other business (AOB) and close</b> <i>Speaker: EMPIR Chair</i> If the previous session requires more time for discussion this session may be delayed. Referees are reminded that they were asked to make travel plans that allowed them to remain until 16:00.
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