

EMPIR Call 2020 – NET
AGENDA - timings are Central European Time (CET)
DAY 1 - Tuesday 3rd November



08:30	CET	Virtual registration	
09:00	CET	WELCOME SESSION: ALL DELEGATES ▲	
		<i>Speaker: EMPIR Programme Manager</i>	
09:30	CET	Break to change MS Teams sessions	
09:35	CET	REFeree SESSION ▲	JNP REPRESENTATIVE SESSION ▲
		Evaluation guidance for referees <i>Speaker: EMPIR Programme Manager</i>	What to expect at the review conference <i>Speaker: EMPIR MSU</i>
10:15	CET	Referees break to change MS Teams sessions	
10:20	CET	BREAKOUT SESSION: REFEREES	JNP REPRESENTATIVE SESSION ▲
		Referees introduction <i>Chaired by the MSU facilitators</i>	What to expect if your proposal is successful <i>Speaker: EMPIR MSU</i> 10:15 -11:00am
10:45	CET	Coffee break referees 10:45-11:15am	
11:00	CET	BREAKOUT SESSION: REFEREES	
11:15	CET	Presentation & referees' development of questions session Each consortium will have provided a 10 minute pre-recorded presentation for each proposal within the breakout group. Following the playing of the presentation for a proposal, referees' will discuss their first impressions and develop questions for that proposal. This process will be repeated for each presentation/proposal in the break out group. The questions will be asked to the JNP representatives in the formal question and answer session.	FREE TIME FOR JNP REPRESENTATIVES
13:00	CET	Lunch break referees	
14:00	CET	BREAKOUT SESSION CONTINUED: REFEREES	
		Presentation & referees' development of questions session continued.	
15:00	CET	Coffee break	
15:30	CET	BREAKOUT SESSION: REFEREES & JNP REPRESENTATIVES ▲	
		Formal question and answer session Each representative will be asked the questions the referees have developed in the previous session. Representatives will be questioned individually in ascending proposal number order within their respective groups. Representatives should join the MS Teams session at least 5 minutes before the start time for their Q&A session as shown in the timings below. Each representative's Q&A session has been allocated 5 minutes maximum for the representative's declaration and 15 minutes maximum for their questions and answers.	
15:30	CET	Q&A session begins for the first proposal/representative within the group	
15:50	CET	Q&A session begins for the second proposal/representative within the group	
16:10	CET	Q&A session begins for the third proposal/representative within the group	
16:30	CET	Q&A session begins for the fourth proposal/representative within the group	
16:50	CET	Meeting Ends	

EMPIR Call 2020 – NET
AGENDA - timings are Central European Time (CET)
DAY 2 - Wednesday 4th November



08:45	CET	Virtual registration
		BREAKOUT SESSION: REFEREES
09:00	CET	A reminder of the tasks <i>Speaker: EMPIR Programme Manager</i>
09:15	CET	Marking session 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. The EMPIR Programme Manager will provide procedural advice and capture the results including the decision for each proposal.
10:45	CET	Coffee break
		BREAKOUT SESSION CONTINUED: REFEREES
11:15	CET	Marking session continued.
13:00	CET	Lunch break
		CLOSING SESSION: ALL REFEREES ▲
14:00	CET	Any other business and close If the previous session requires more time this session may be delayed. Referees are reminded that they must remain until the end of the meeting.
15:00	CET	Meeting Ends



The EMPIR Chair and Deputy Chair may observe sessions marked ▲

EMPIR Call 2020 – NRM
AGENDA - timings are Central European Time (CET)
DAY 3 - Thursday 5th November



08:30	CET	Virtual registration		
09:00	CET	WELCOME SESSION: ALL DELEGATES ▲		
		<i>Speaker: EMPIR Programme Manager</i>		
09:30	CET	Break to change MS Teams sessions		
09:35	CET	REFEREE SESSION ▲	JRP REPRESENTATIVE SESSION ▲	
		Evaluation guidance for referees <i>Speaker: EMPIR Programme Manager</i>	What to expect at the review conference <i>Speaker: EMPIR MSU</i>	
10:15	CET	Referees break to change MS Teams sessions		
10:20	CET	BREAKOUT SESSION: REFEREES	JRP REPRESENTATIVE SESSION ▲	
		GROUP 1	GROUP 2	
		Referees introduction <i>Chaired by the MSU facilitators</i>		
10:45	CET	Coffee break referees 10:45-11:15am		
11:00	CET			
11:15	CET	BREAKOUT SESSION: REFEREES	FREE TIME FOR JRP REPRESENTATIVES	
		GROUP 1		GROUP 2
		Presentation & referees' development of questions session Each consortium will have provided a 10 minute pre-recorded presentation for each proposal within the breakout group. Following the playing of the presentation for a proposal, referees' will discuss their first impressions and develop questions for that proposal. This process will be repeated for each presentation/proposal in the break out group. The questions will be asked to the JRP representatives in the formal question and answer session.		
13:00 - 13:15	CET	Lunch break referees		
14:00 - 14:15	CET	BREAKOUT SESSION CONTINUED: REFEREES		
		GROUP 1	GROUP 2	
		Presentation & referees' development of questions session continued.		
15:45	CET	Coffee break		
16:15	CET	BREAKOUT SESSION: REFEREES & JRP REPRESENTATIVES ▲		
		GROUP 1	GROUP 2	
		Formal question and answer session Each representative will be asked the questions the referees have developed in the previous session. Representatives will be questioned individually in ascending proposal number order within their respective groups. Representatives should join the MS Teams session at least 5 minutes before the start time for their Q&A session as shown in the timings below. Each representative's Q&A session has been allocated 5 minutes maximum for the representative's declaration and 15 minutes maximum for their questions and answers.		
16:15	CET	Q&A session begins for the first proposal/representative within the group		
16:35	CET	Q&A session begins for the second proposal/representative within the group		
16:55	CET	Q&A session begins for the third proposal/representative within the group		
17:15	CET	Q&A session begins for the fourth proposal/representative within the group		
17:35	CET	Q&A session begins for the fifth proposal/representative within the group		
17:55	CET	Q&A session begins for the sixth proposal/representative within the group (if applicable)		
18:15	CET	Meeting Ends		

EMPIR Call 2020 – NRM
AGENDA - timings are Central European Time (CET)
DAY 4 - Friday 6th November



08:45	CET	Virtual registration
09:00	CET	BREAKOUT SESSION: REFEREES
		GROUP 1 GROUP 2
		A reminder of the tasks <i>Speaker: EMPIR Programme Manager</i>
09:15	CET	Marking session 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.
11:00	CET	Coffee break
11:30	CET	BREAKOUT SESSION CONTINUED: REFEREES
		GROUP 1 GROUP 2
		Marking session continued.
13:15	CET	Lunch break
14:15	CET	REFEREE DISCUSSIONS: ALL REFEREES ▲
		Discussion of the single ranked list <i>Chaired by the EMPIR 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 this 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 EMPIR Programme Manager will provide procedural advice and capture the results including the decision for each proposal.
15:15	CET	CLOSING SESSION: ALL REFEREES ▲
		Any other business and close If the previous session requires more time this session may be delayed. Referees are reminded that they must remain until the end of the meeting.
16:00	CET	Meeting Ends



The EMPIR initiative is co-funded by the European Union's Horizon 2020 research and innovation programme and the EMPIR Participating States

The EMPIR Chair and Deputy Chair may observe sessions marked ▲

EMPIR Call 2020 – SIP
AGENDA - timings are Central European Time (CET)
DAY 6 - Sunday 8th November



08:45	CET	Virtual registration
09:00	CET	WELCOME SESSION: REFEREES ▲ <i>Speaker: EMPIR MSU</i>
09:30	CET	Referees introduction <i>Chaired by the MSU facilitator</i> Referees introduce themselves within the consensus group. Referees have been pre-allocated proposals to ensure each is reviewed by a minimum of 3 referees. However, referees can contribute to discussions on all proposals (where they feel competent).
	CET	Evaluation guidance for referees <i>Speaker: EMPIR MSU</i>
10:30	CET	Coffee break
11:00	CET	MARKING SESSION: REFEREES <i>Chaired by the MSU facilitator</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. Referees should then establish a final ranked list of all proposals. This list and the marking sheets are submitted to the MSU. The EMPIR Programme Manager will provide procedural advice and capture the results for each proposal.
13:00	CET	Lunch break
14:00	CET	MARKING SESSION CONTINUED: REFEREES
		Marking session continued.
15:30	CET	CLOSING SESSION: REFEREES ▲
		Any other business and close If the previous session requires more time this session may be delayed. Referees are reminded that they must remain until the end of the meeting.
16:00	CET	Meeting Ends



The EMPIR Chair and Deputy Chair may observe sessions marked ▲

EMPIR Call 2020 – IND
AGENDA - timings are Central European Time (CET)
DAY 7 - Monday 9th November



08:30	CET	Virtual registration				
09:00	CET	WELCOME SESSION: ALL DELEGATES ▲				
		<i>Speaker: EMPIR Programme Manager</i>				
09:30	CET	Break to change MS Teams sessions				
09:35	CET	REFEREE SESSION ▲			JRP REPRESENTATIVE SESSION ▲	
		Evaluation guidance for referees <i>Speaker: EMPIR Programme Manager</i>			What to expect at the review conference <i>Speaker: EMPIR MSU</i>	
10:15	CET	Referees break to change MS Teams sessions				
10:20	CET	REFEREE SESSION				
		GROUP 1	GROUP 2	GROUP 3	GROUP 4	GROUP 5
		Referees introduction <i>Chaired by the MSU facilitators</i>			What to expect if your proposal is successful <i>Speaker: EMPIR MSU</i> 10:15-11:00am	
10:45	CET	Coffee break referees 10:45-11:15am				
11:00	CET	BREAKOUT SESSION: REFEREES				
11:15	CET	GROUP 1	GROUP 2	GROUP 3	GROUP 4	GROUP 5
		Presentation & referees' development of questions session Each consortium will have provided a 10 minute pre-recorded presentation for each proposal within the breakout group. Following the playing of the presentation for a proposal, referees' will discuss their first impressions and develop questions for that proposal. This process will be repeated for each presentation/proposal in the break out group. The questions will be asked to the JRP representatives in the formal question and answer session.				
13:00 - 13:15	CET	Lunch break referees				
14:00 - 14:15	CET	BREAKOUT SESSION CONTINUED: REFEREES				
		GROUP 1	GROUP 2	GROUP 3	GROUP 4	GROUP 5
		Presentation & referees' development of questions session continued.				
15:45	CET	Coffee break				
16:15	CET	BREAKOUT SESSION: REFEREES & JRP REPRESENTATIVES ▲				
		GROUP 1	GROUP 2	GROUP 3	GROUP 4	GROUP 5
		Formal question and answer session Each representative will be asked the questions the referees have developed in the previous session. Representatives will be questioned individually in ascending proposal number order within their respective groups. Representatives should join the MS Teams session at least 5 minutes before the start time for their Q&A session as shown in the timings below. Each representative's Q&A session has been allocated 5 minutes maximum for the representative's declaration and 15 minutes maximum for their questions and answers.				
16:15	CET	Q&A session begins for the first proposal/representative within the group				
16:35	CET	Q&A session begins for the second proposal/representative within the group				
16:55	CET	Q&A session begins for the third proposal/representative within the group				
17:15	CET	Q&A session begins for the fourth proposal/representative within the group				
17:35	CET	Q&A session begins for the fifth proposal/representative within the group				
17:55	CET	Q&A session begins for the sixth proposal/representative within the group (if applicable)				
18:15	CET	Meeting Ends				

EMPIR Call 2020 – IND
AGENDA - timings are Central European Time (CET)
DAY 8 - Tuesday 10th November



08:45	CET	Virtual registration			
09:00	CET	BREAKOUT SESSION: REFEREES			
		<table border="1"> <tr> <td>GROUP 1</td> <td>GROUP 2</td> <td>GROUP 3</td> <td>GROUP 4</td> <td>GROUP 5</td> </tr> </table> <p>A reminder of the tasks <i>Speaker: EMPIR Programme Manager</i></p>	GROUP 1	GROUP 2	GROUP 3
GROUP 1	GROUP 2	GROUP 3	GROUP 4	GROUP 5	
09:15	CET	<p>Marking session 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.</p>			
11:00	CET	Coffee break			
11:30	CET	BREAKOUT SESSION CONTINUED: REFEREES			
		<table border="1"> <tr> <td>GROUP 1</td> <td>GROUP 2</td> <td>GROUP 3</td> <td>GROUP 4</td> <td>GROUP 5</td> </tr> </table> <p>Marking session continued.</p>	GROUP 1	GROUP 2	GROUP 3
GROUP 1	GROUP 2	GROUP 3	GROUP 4	GROUP 5	
13:15	CET	Lunch break			
14:15	CET	REFEREE DISCUSSIONS: ALL REFEREES ▲			
		<p>Discussion of the single ranked list <i>Chaired by the EMPIR 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 this 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 EMPIR Programme Manager will provide procedural advice and capture the results including the decision for each proposal.</p>			
15:15	CET	CLOSING SESSION: ALL REFEREES ▲			
		<p>Any other business and close If the previous session requires more time this session may be delayed. Referees are reminded that they must remain until the end of the meeting.</p>			
16:00	CET	Meeting Ends			

The EMPIR Chair and Deputy Chair may observe sessions marked ▲



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EMPIR Call 2020 – FUN
AGENDA - timings are Central European Time (CET)
DAY 9 - Wednesday 11th November



08:30	CET	Virtual registration			
09:00	CET	WELCOME SESSION: ALL DELEGATES ▲			
		<i>Speaker: EMPIR Programme Manager</i>			
09:30	CET	Break to change MS Teams sessions			
09:35	CET	REFEREE SESSION ▲		JRP REPRESENTATIVE SESSION ▲	
		Evaluation guidance for referees <i>Speaker: EMPIR Programme Manager</i>		What to expect at the review conference <i>Speaker: EMPIR MSU</i>	
10:15	CET	Referees break to change MS Teams sessions			
10:20	CET	REFEREE SESSION		JRP REPRESENTATIVE SESSION ▲	
		GROUP 1	GROUP 2	GROUP 3	
		Referees introduction <i>Chaired by the MSU facilitators</i>		What to expect if your proposal is successful <i>Speaker: EMPIR MSU</i> 10:15-11:00am	
10:45	CET	Coffee break referees 10:45-11:15am			
11:00	CET				
11:15	CET	BREAKOUT SESSION: REFEREES			FREE TIME FOR JRP REPRESENTATIVES
		GROUP 1	GROUP 2	GROUP 3	
		Presentation & referees' development of questions session Each consortium will have provided a 10 minute pre-recorded presentation for each proposal within the breakout group. Following the playing of the presentation for a proposal, referees' will discuss their first impressions and develop questions for that proposal. This process will be repeated for each presentation/proposal in the break out group. The questions will be asked to the JRP representatives in the formal question and answer session.			
13:00	CET	Lunch break referees			
14:00	CET	BREAKOUT SESSION CONTINUED: REFEREES			
		GROUP 1	GROUP 2	GROUP 3	
		Presentation & referees' development of questions session continued.			
15:15	CET	Coffee break			
15:45	CET	BREAKOUT SESSION: REFEREES & JRP REPRESENTATIVES ▲			
		GROUP 1	GROUP 2	GROUP 3	
		Formal question and answer session Each representative will be asked the questions the referees have developed in the previous session. Representatives will be questioned individually in ascending proposal number order within their respective groups. Representatives should join the MS Teams session at least 5 minutes before the start time for their Q&A session as shown in the timings below. Each representative's Q&A session has been allocated 5 minutes maximum for the representative's declaration and 15 minutes maximum for their questions and answers.			
15:45	CET	Q&A session begins for the first proposal/representative within the group			
16:05	CET	Q&A session begins for the second proposal/representative within the group			
16:25	CET	Q&A session begins for the third proposal/representative within the group			
16:45	CET	Q&A session begins for the fourth proposal/representative within the group			
17:05	CET	Q&A session begins for the fifth proposal/representative within the group			
17:25	CET	Meeting Ends			

EMPIR Call 2020 – FUN
AGENDA - timings are Central European Time (CET)
DAY 10 - Thursday 12th November



08:45	CET	Virtual registration	
09:00	CET	BREAKOUT SESSION: REFEREES	
		<table border="1" style="width:100%; text-align:center;"> <tr> <td style="background-color:red; color:white;">GROUP 1</td> <td style="background-color:yellow; color:black;">GROUP 2</td> <td style="background-color:green; color:white;">GROUP 3</td> </tr> </table> <p>A reminder of the tasks <i>Speaker: EMPIR Programme Manager</i></p>	GROUP 1
GROUP 1	GROUP 2	GROUP 3	
09:15	CET	<p>Marking session 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.</p>	
11:00	CET	Coffee break	
11:30	CET	BREAKOUT SESSION CONTINUED: REFEREES	
		<table border="1" style="width:100%; text-align:center;"> <tr> <td style="background-color:red; color:white;">GROUP 1</td> <td style="background-color:yellow; color:black;">GROUP 2</td> <td style="background-color:green; color:white;">GROUP 3</td> </tr> </table> <p>Marking session continued.</p>	GROUP 1
GROUP 1	GROUP 2	GROUP 3	
13:00	CET	Lunch break	
14:00	CET	REFEREE DISCUSSIONS: ALL REFEREES ▲	
		<p>Discussion of the single ranked list <i>Chaired by the EMPIR 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 this 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 EMPIR Programme Manager will provide procedural advice and capture the results including the decision for each proposal.</p>	
15:00	CET	CLOSING SESSION: ALL REFEREES ▲	
		<p>Any other business and close If the previous session requires more time this session may be delayed. Referees are reminded that they must remain until the end of the meeting.</p>	
16:00	CET	Meeting Ends	



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