



2019 keep.eu training
16 October 2019
Helsinki, Finland

IMPORTANT NOTE: Participants are kindly requested to bring their laptops to the training sessions (the exercises will be made on their PCs).

Single day **16 October 2019**

09.15 – 09.30 **Registration and Welcome Coffee / Tea**

09.30 – 12.30 **keep.eu and advanced functions (includes a 15-minute coffee break)**

Objectives of the session:

- Provide a level-playing field regarding keep.eu
- Provide a level-playing field regarding keep.eu's business value

Method:

- Discussion in thematic groups of the issues and functionalities proposed beforehand by the participants; discussion among the groups based on the feedback by each group regarding the need for the proposed functionalities, the level to which it already exists in keep.eu and, should it be so, the need for improvements.
- Discussion of the main concepts and processes in keep.eu, viz. project, partner & partnership, programme, NUTS region, data workflow, document workflow.
- Exercises: Participants will explore the main functions of keep.eu and see how users can make the best of the tool.

12.30 – 13.30 **Lunch**

13.30 – 15.30 **Direct editing in keep.eu (published and imported data) (includes a 15-minute coffee break)**

Objectives of the session:

- Guarantee that the participants understand the process from project- and partner-data collection to publication in keep.eu.



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- Give programme users autonomy to use the project-partner-call editing tool confidently and improve the data in keep.eu (both data not yet published and data published in keep.eu)

Method:

- Presentation and discussion in further detail of the data workflow, and of the role of programmes in fine-tuning data.
- Presentation and discussion of the main functions for editing the data in the keep.eu back-office (Kamut) before publication. Participants will then make a few exercises to consolidate the acquired knowledge.
- Presentation and discussion of the main functions for editing published data in the keep.eu back-office (Kamut). Participants will then make a few exercises to consolidate the acquired knowledge.

15.30 – 16.45 Coming next

Objectives of the session:

- Discuss the development plan until the end of the current programming period.
- Explain post-2020 developments.
- Establish bridges with participants in HIT and eMS groups.
- Explore possible development of value-added functions in keep.eu (e.g. project synergies, connections to national mainstream databases, etc.).

Method:

- Discussion of the main milestones foreseen until the end of the current programming period.
- Discussion of a draft plan for action encompassing all the major milestones, challenges and opportunities for a better service to the programmes in 2021-2027.

16.45 – 17.00 End of meeting, how to stay in touch!

Objectives of the session:

- Motivate users to interact with the keep.eu team whenever required.
- Establish the Keep 3.0 Group.

Method:

- Presentation and discussion of goals and next steps.

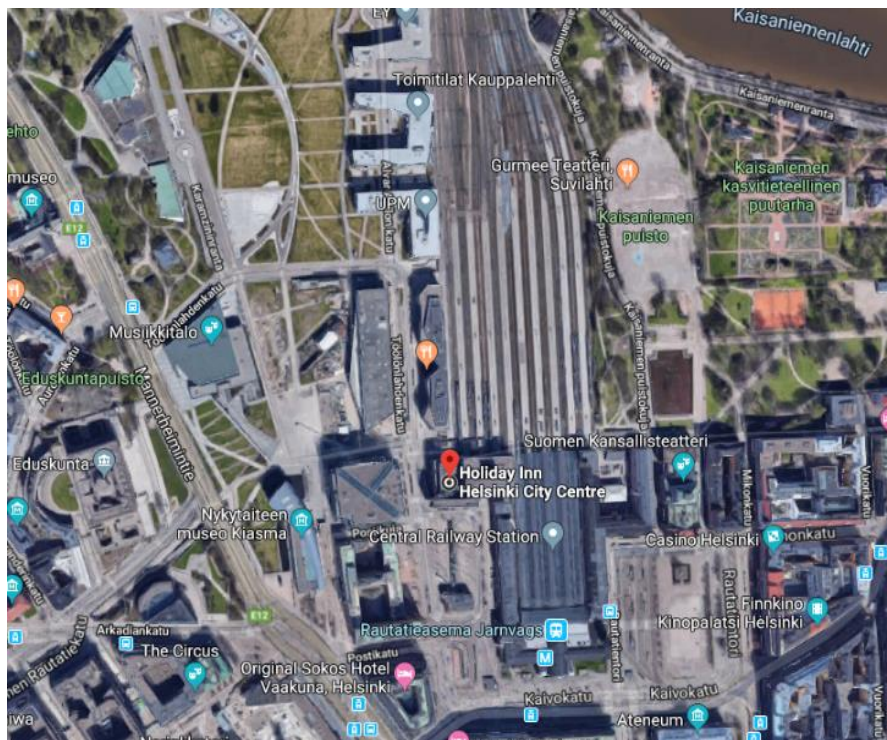


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Practicalities

Venue

Holiday Inn Helsinki City Centre, Elielinaukio 5, 00100 Helsinki, Finland.



Travel

The venue is very conveniently located next to Helsinki's Central Railway Station. Hence:

- **Plane:** If you fly to the meeting, taking the train after landing is by far the most convenient option to get to the venue. Take any of the trains leaving from the Helsinki International Airport and get off at the last station (Helsinki).

You can also opt for taking the Finnair bus at the airport and get off at the last station (Helsinki Central Railway Station).



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Lastly, if you prefer the city buses or if your plane arrives at late hours, take any of the buses passing by Elielinaukio, Rautatientori or Helsingin päärautatieasema (415, 615, 415N, 562N) and get off at any of those stops, it will be only some metres' walk to the hotel.

- **Train:** Take any train to Helsinki. Leave the station through any right-hand exit. The hotel will be on your right.
- **Bus or tram:** Take any bus or tram to the Helsinki Central Railway Station.
- **Subway:** The closest subway station is Central Railway Station (Rautatientori).

Accommodation

There are no special agreements in place between Interact and the hotel of the venue for accommodation of the meeting's participants.