



**2019 keep.eu training**  
**29 October 2019**  
**Madrid, Spain**

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

**Single day**      **29 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**

Radisson Blu Hotel Madrid Prado, Calle Moratin 52, Plaza de Platerias Martinez, 28014 Madrid, Spain.



**Travel**

The venue is very conveniently located in the Barrio de las Letras District, right at the centre of Madrid. Take the tips below to reach the venue:

- **Plane:** If you fly to the meeting, the best public transport from Madrid International Airport in Barajas to the venue is the subway. Take Line 8 and exit



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at Nuevos Ministerios. Switch to Line 6 and ride for one stop to Cuatro Caminos. Switch and ride Line 1 to Anton Martin. The hotel is just a 5-minute walk from this metro station.

- **Rail:** The hotel is a 5-minute walk from Atocha Train Station, Madrid's main rail terminal.
- **Subway:** The Anton Martin Metro Station on line 1 is 300 metres away from the hotel.

### Accommodation

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