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## D2.1 Calendar of Conferences

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## 1. EXECUTIVE SUMMARY

The present deliverable aims to define the calendar and broad methodology for the FORESTA conferences.

Being organised and implemented in a synergic way with PRO IDEAL+, the deliverable covers the principles agreed between the two projects on how to implement each project's events in the most efficient and complementary way. The overall rationale being that the PRO IDEAL+ events precede policy dialogue meetings and the FORESTA ones are in follow up to them.

The FORESTA conferences are structured into 2 main blocks of activity: debate and brokerage. The former is dedicated to animate a discussion around key ICT research priorities and trends involving relevant speakers; the latter is more dedicated to brokerage and networking between LA and European actors in view to joint activities in ICT research.

The tentative calendar for FORESTA conferences is the following one, bearing in mind that this calendar is still subject to change, given the large time frame it was not possible to secure a date as of yet. Also, these could change depending on further developments relating to the organisation of the piggy-backed events and Committee Meetings.

Conference location	Tentative Date	Type of event	Additional info
<b>Colombia, Cartagena de Indias</b>	27 October 2010	Conference	<i>Organised in correspondence with ANDICOM 2010</i>
<b>Mexico, Monterrey</b>	February 2011	Conference	<i>EU-MX Committee Sep 2010</i>
<b>Brazil, Sao Paulo</b>	May 2011	Conference	<i>EU-BR Committee 2<sup>nd</sup> half 2010</i>
<b>Brazil, Sao Paulo</b>	May 2011	Concertation Workshop	
<b>Argentina, Buenos Aires</b>	June 2011	Conference	<i>EU-AR Committee May 2011</i>
<b>Chile, Santiago</b>	July 2011	Conference	<i>EU-CL Committee 2<sup>nd</sup> half 2010</i>
<b>Belgium, Brussels</b>	October 2011	Final Conference	

The calendar will be updated in the coming months and this deliverable will be re-submitted with the final or updated version as and if those changes occur. Such revision of the calendar should be expected in the first semester of Year 2, when hopefully dates for Committee Meetings will be confirmed.

Precise dates of the events will be communicated to the EC as soon as they are finalised.

## 2. INTRODUCTION

### 2.1. *Rationale of conferences*

The main rationale for WP2 conferences is to bring together the research community of each target country around ICT research themes on which the Joint Working Groups on Information Society are focusing. Conferences will serve to involve the research communities by:

- **Informing** them about the Policy Dialogue;
- **Stimulating their input to the Policy Dialogue** (e.g. suggesting research themes which should be addressed primarily in international cooperation);
- **Encouraging contact** and the launching of collaborative projects with European counterparts.

Conferences will have an average participation of **70-80 delegates** (with the participation of **5 representatives of European research organisations** per event) and will feature two components:

- **Debate** where information is provided and discussion encouraged on themes central to Policy Dialogue meetings between the EU and Latin American countries;
- **Brokerage**, where collaboration can be established among Latin American and European research organisations in view of concrete research projects (the FORESTA project staff will play an important role in animating this part of the conferences).

Each conference will be scheduled, if possible, about 2-3 months following each thematic Joint Working Group meeting, in order to allow enough time to elaborate and transfer, via the local project partners, input from the scientific community to the Policy Dialogue dimension. This does not apply (at least for the time being) to Colombia, where a Policy Dialogue mechanism related to the S&T Agreements is not yet in place.

All Latin American partners are in a position to efficiently interact with their national representatives involved in the Joint Working Groups with the EU on Information Society. Contacts with those representatives will be taken in due time and an exchange of information procedure established with them, to ease transmission of input from the FORESTA project to the Joint Working Groups.

The expected result is the adoption by each Joint Working Group, at a policy dialogue level, of recommendations about priority themes, based on input from the scientific and research community.

The FORESTA partners will make sure that the “brokerage” component of the conferences is followed up in order to drive forward any potential cooperative efforts of interested participants. The FORESTA project will build on the concentration of scientific excellence at conferences, by encouraging collaboration among participants and also by facilitating it afterwards. In this respect, researchers who have shown a special interest in cooperating with European colleagues will be assisted after the conferences in developing new proposals or in following up on contacts made during the conferences.

## **2.2. FORESTA and PRO-IDEAL PLUS coordination on conferences**

The FORESTA and PRO-IDEAL PLUS projects have agreed to run events in a coordinated way as both projects focus on policy-dialogue and working group activities. In particular, it has been agreed with PRO IDEAL PLUS that:

- PRO IDEAL PLUS will focus on the phase **preceding the policy dialogue** and will try to provide input to the policy dialogue
- FORESTA will focus on the **follow up of policy dialogue** and will try to stimulate action by the research community as a reaction to the outcome of policy dialogue. To do so, the FORESTA events will bear a “brokerage” component clearly aiming at facilitating the formation of new consortia and the launch of new joint research initiatives between Latin American and European researchers.

### **3. CONFERENCES METHODOLOGY AND STRUCTURE**

#### ***3.1. Overall rationale***

The organisation of conferences with a strong EU-Latin America brokerage component, will follow a common format in the **five target countries**, though adaptations based on needs emerging in the local context will be possible.

Conferences will, in principle and in so far as possible, **follow the work of the Joint Working Group policy dialogue meetings** on information society planned between the target countries and the EU. The conferences will gather representatives from academia, research centres, industry and other stakeholders involved in the design or implementation of ICT policies in different countries. Their objective is to enhance research cooperation on the basis of priorities agreed at policy dialogue level.

**All Latin American partners have direct contacts with the representatives of their national delegation participating in the Joint Working Groups.** Contacts will be taken with these in due time in order to establish a procedure for the mutual exchange of information.

The conferences will have **two main components (debate and brokerage)** and will revolve around specific themes dependent on the issues addressed Joint Working Group meetings.

The **debate component** will unfold in the morning with one moderator per theme and delivery of two or three high profile speeches per theme. The idea is to convey the position of key stakeholders on the themes that are addressed in the Joint Working Groups.

The **brokerage component** will unfold in the afternoon, when participants will be invited to join different networking spaces corresponding to the themes addressed in the morning. Networking activities will also be facilitated and supported by project staff (provided by TESEO and ROSE) in order to channel discussion on potential cooperation within the right ICT programme framework in terms of topics matching with EU priorities. The FORESTA consortium will also stimulate the follow up of contacts and ideas proposed during the brokerage activities (see T2.3) in such a way that input provided by the local research community will not be limited either by the duration the conference or brokerage activity.

Conclusions from both the debate and the brokerage components will be drawn by project staff and explained in appropriate follow up actions directed at the EU and Latin American participants in the Joint Working Groups on information society and at members of the European research and business community in view of follow up in terms of new collaborative research projects involving partners from both regions.

#### ***3.2. Planning and organisation***

Organisation of conferences will follow a common procedure described in the Introduction to the Work-Plan. The logistics of the conferences will be looked after by local partners (USP in Brazil, ITESM in Mexico, UP in Argentina, UTEM in Chile, CINTEL in Colombia). Organisation activities will entail:

- Decision of a venue and date for the Conference;

- Identification and booking of venue (including necessary equipment, catering, translations if needed). In principle all local partners have the necessary facilities to host conferences and no need should arise for external venues. However, if the need to organise an event in correspondence with some other relevant event should arise, in order to maximise event's impact and attendance, the project may decide to organise the event differently;
- Definition of conference agenda (joint activity between local partner and TESEO), with identification of themes and speakers;
- Confirmation of speakers from Latin America and from Europe;
- Production and dispatching of invitations to relevant stakeholders + all relevant support in conference communication (through the media or other communication channels);
- Invitation and organisation of participation of 5 relevant European stakeholders per conference;
- Preparation of both debate and brokerage components including details and preparation of background material (policy documents or text of calls for proposals, or work-programmes updated) to be handed to participants.
- Follow-up: mailing to participants and distribution of Newsletter (including information on the conference in question).

It is crucial that the following points are complied to in the organisation of the project conferences:

- i. At least 5 European experts need to take part in each the Latin American event;
- ii. Need a sound and early communication in order to maximise attendance and allow necessary planning for those who need to make travel arrangements (in particular the European experts)
- iii. Communication campaign prior to the conference:
  - First communication batch: 2 months/6 weeks in advance
  - Reminder of invitation: 3 weeks prior to event
  - Last reminder 4 days before event
- iv. Follow up to participants should take place within 1 week (max 10 days) from the event;
- v. All partners must draft a report on the organisation and running of the Conference (project deliverables D2.2 to D2.6).

## 4. CONFERENCES CALENDAR

### 4.1. *Calendar of Joint Committee Meetings and relevant ICT related events and exhibitions*

Date	Location	Name of Event	Type of event
14-15 March 2010	La Granja de San Ildefonso (ES)	<b>EU-LAC Ministerial Forum on Information Society</b>	Policy dialogue
15 Mar 2010	Montevideo (UR)	<b>EULARINET project Annual Meeting</b>	
15-16 Apr 2010	Valencia (ES)	<b>The European Future Internet Assembly</b>	
28-30 Apr 2010	Buenos Aires (AR)	<b>CUMBRE 2010 - IX Cumbre Iberoamericana de Comunicadores</b>	
14 May 2010	Madrid (ES)	<b>EU-LAC Ministerial Forum on Science and Technology</b>	
18 May 2010	Madrid (SPAIN)	<b>VI EU-LAC Summit</b>	
25-27 May 2010	Amsterdam (NL)	<b>WCIT2010-17th World Congress on IT</b>	
3-8 Sep 2010	Berlin (DE)	<b>IFA 2010</b>	
27-29 Sep 2010	Brussels (BE)	<b>ICT 2010 Digitally Driven</b>	DG INFSO biannual event
28-30 Oct 2010	Cartagena (CO)	<b>ANDICOM</b> (organised by CINTEL)	International IT Exhibition
Oct 2010	MEXICO	<b>EU-Mexico Civil Society Forum</b>	
27-29 Oct 2010	Warsaw (PL)	<b>E-challenges e-2010 Conference</b>	
Sep 2010	MEXICO (TBC)	<b>Joint Committee Meeting Mexico-EU</b>	Policy dialogue
2nd half 2010	CHILE	<b>Joint Committee Meeting Chile-EU</b>	Policy dialogue
2nd half 2010	Brussels (BE)	<b>Joint Committee Meeting Brazil-EU</b>	Policy dialogue
16 Dec 2010	Brussels	<b>5th FIA</b>	
May 2011	Buenos Aires (AR)	<b>Joint Committee Meeting Argentina-EU</b>	Policy dialogue
2011	BRAZIL	<b>EU-Brazil Summit</b>	

## 4.2. Calendar of FORESTA Conferences

The following calendar of activities only indicates the month and year for the Conference, because the partners were not always able to commit a specific date so far ahead. The actual dates of the Conferences will be defined in the coming weeks and months and the below table will be updated.

Conference location	Tentative Date	Type of event	Additional info
<b>Colombia, Cartagena de Indias</b>	27 October 2010	Conference	<i>Organised in correspondence with ANDICOM 2010</i>
<b>Mexico, Monterrey</b>	February 2011	Conference	<i>EU-MX Committee Sep 2010</i>
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<b>Belgium, Brussels</b>	October 2011	Final Conference	

## 5. CONCLUSIONS

The FORESTA consortium has elaborated a tentative calendar for its conferences on the basis of the objectives and scope of the project conferences as well as the available ICT relevant opportunities and events in the Latin American region.

The partners have put all efforts into designing a sound and meaningful plan of events. Nonetheless, the very detail of the calendar will only be known in the coming months. Also, changes to this calendar may occur due to reasons outside the project partners' intentions, for example to adapt to the calendar of Joint Meetings between the EU and Latin American countries, and only in order to better address the project events' objectives and the overall impact of the action.

These changes will be communicated to the EC project officer, who will validate them on the basis of their sound justification, should the need arise. Updates on the actual dates of events will also be communicated to the EC in due course.

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