



7-8 October 2025



Institute of Fundamental Technological Research,  
Polish Academy of Sciences  
Scientific Council Room, 1st floor  
(ul. Pawińskiego 5B, Warsaw)

The upcoming Horizon Europe Navigators MeetUp will focus on the practical aspects of managing research projects using the PM<sup>2</sup> methodology developed by the European Commission.

The two-day workshop aims to familiarise participants with the most important tools and techniques for effective planning, implementation and monitoring of projects financed by European funds. Particular emphasis will be placed on areas such as the project life cycle, team roles and structures, risk and change management, and communicating results in accordance with European Commission requirements. The classes will be conducted in the form of practical sessions, including case study analysis.

The workshop will be led by Dr Justyna Małkuch-Świtalska, an expert in project management and academic career development, and a trainer with many years of experience in supporting the academic community.

The event will be an opportunity to exchange experiences and gain a deeper understanding of the tools that support the daily work of research managers and scientists.

**Tuesday, 7 October**

**14:00 | Registration**

**14:30 | Session 1: Research planning in practice: project life cycle, definitions and**

We will analyse calls for EU competitions in terms of management processes. We will also consider methodological assumptions and basic vocabulary governing projects in the science and technology sector.

**16:00 | Break**

**16:30 | Session 2: Roles and team structures in a project**

The session will be an opportunity to compare the solutions proposed by the European Commission to project teams in projects of various scales. The proposed techniques will be compared with solutions already known and used in Polish institutions.

**18:00 | Summary**

**Wednesday, 8 October**

**09:00 | Registration**

**09:30 | Session 3: Difficult issues: risk, problem and change management**

During the session, we will dispel the taboo surrounding all kinds of shortcomings, failures, delays and difficulties in projects. Participants will learn and try out a range of techniques and tools to help them deal with issues that, if spotted early, will cease to be a real threat to activities and teams.

**11:00 | Break**

**11:30 | Session 4: Communication within and outside the project: DEC requirements in PM2**

Participants will organise their knowledge and prepare to implement DEC activities (dissemination, communication, exploitation of results) in accordance with the guidelines and methodology of the European Commission. In addition, a set of communication tools and techniques aimed at project teams implementing PM2 will be discussed.

**13:00 | Break**

**14:30 | Session 5: Case study (TBC)**

This session will be devoted to the analysis of real projects in which workshop participants have been involved. It will be an opportunity to share the solutions used and to rethink them in terms of the new opportunities offered by PM2.

**16:00 | Podsumowanie**

## A few words about the presenter...



dr Justyna Małkuch-Świtalska – researcher developer, manager and project leader (KSAP- KPRM Level I and II certificates), certified coach and mediator, member of the Enihilo training team (Vienna) and Associate Trainer at the British organisation Vitae (Cambridge). Jury member of the Three Minute Thesis® competition (2019, 2020, 2022–2025), author of the book Scientific Projects. Management in Practice (PWN, 2020). Expert at the Krakow University of Technology for Scientific Excellence of Staff and coordinator of international projects (2023–2025). In 2011–2017, she was associated with the Université de Lorraine and the Université de Reims Champagne-Ardenne. She specialises in the design and evaluation of international training programmes for scientists and research managers, as well as the analysis of researchers’ competences. Founder of the first training school (2016) for the science and technology sector. In 2024, the company Trener Nauki, which she manages, obtained the status of a Certifying Institution for the qualification ‘Academic Trainer’. Author and implementer of over 2,500 hours of training at several dozen universities in Poland and abroad.

## Horizon Europe Navigators

In 2021, the PolSCA Office, in synergy with the PASIFIC programme, initiated a network of science managers within the Polish Academy of Sciences, known as **Horizon Europe Navigators**. Identified among the employees of the Institutes of the Polish Academy of Sciences, HE Navigators enable the effective transfer of information within the scientific community of their units. The common goal of the PolSCA Office and the HE Navigators Network is to deepen knowledge and exchange good practices, and consequently to increase the participation of PAN institutes in the Horizon Europe framework programme. Currently, 62 PAN institutes and several PAN support units are involved in the network. The PolSCA Office regularly organises dedicated meetings for network members, known as ‘HE Navigators MeetUps’, as well as events in the ‘PolSCA webinars on Horizon Europe’ series, which are open to the scientific community and research managers at the Academy.

### Organizatorzy:



Brussels  
Polish Science Contact Agency  
Polish Academy of Sciences



### We współpracujemy:



INSTITUTE OF FUNDAMENTAL  
TECHNOLOGICAL RESEARCH  
POLISH ACADEMY OF SCIENCES



**Trener Nauki**  
Dr Justyna Małkuch-Świtalska