



Objectives

The objective of the training course is to provide participants skills to develop and implement of, information and best practices in the management of projects co-funded by the EU European Institutions.

- ✓ EU Programmes 2014-2020: new funding schemes and project types: Calls for proposals and related documentation
- ✓ The process for project application and success criteria
- ✓ Methodology on preparing an effective Proposal Summary
- ✓ Guidelines and supported activities
- ✓ Communication & dissemination
- ✓ Evaluation

Target Group

The Planning and Management of Successful European Projects training course is addressed to school directors, school inspectors, secondary school teachers, VET teachers, VET trainers, managers of enterprises and officers working in public bodies and schools who wish to acquire the skills for successfully accessing and managing European projects in the field of school education and VET.

Language course

This course can be provided both in English and Italian.

Course Overview

The objective of the practical activities is the simulation of the planning and management of European projects with an holistic approach:

- ✓ Proposal writing tips and good practices. Necessary documents for the project submission
- ✓ Practical work: Development of participants' project ideas
- ✓ Methodology on preparing an effective Proposal Summary
- ✓ Creation of transnational project partnership
- ✓ Identification of eligible cost, non-eligible costs, direct and indirect costs
- ✓ drafting and management of EU project's budget
- ✓ Contractual procedures
- ✓ Management of the project partnership
- ✓ Communication
- ✓ Dissemination, exploitation and sustainability
- ✓ Reporting
- ✓ Tips, good practices and added value.
- ✓ The project evaluation process
- ✓ Quality Planning and Control
- ✓ Risk Management



Programme

Day 1 – 5 hours

Information on European Opportunities. Introduction

- Understand the origins and development of European Union, the European Institutions and how they work.
- Introduction into EU Programmes
- Structure of the European institutions and how they operate.
- Strategic documents, priorities and different call for proposals.
- Funding schemes and project types.
- best practice how to integrate your project idea into EU funding programs
- the life cycle of EU-funded projects
- Eligibility and Participation Rules.

Projects co-funded by the EU European Institutions

- By European Institution
- By Directorate General
- By target group within education community
- EU projects with National/Regional administration management
- Strategic tools and resources
- Promotion, participation and lobby
- International opportunities

Day 2 – 5 hours

Key elements proposal

- Employment
- Erasmus+
- Mobility
- Sport
- Anti discrimination
- Gender mainstreaming
- Entrepreneurship
- Volunteers
- Grants and traineeships Environment
- Consumer protection
- E-twinning

Day 3 – 5 hours

Practical examples

- Create an appropriate transnational project partnership
- Fill in the Application Form for the submission of a Project
- Planning of Financial Aspects of the project application
- Carry out the necessary procedures for the project submission
- Manage the Erasmus + project's activities
- Manage relations with the partnership and with the Agencies
- Reach the project objectives and expected outcomes
- Monitor and evaluate the project
- Promote the exploitation and sustainability of the project
- Produce project reports
- Carry out an effective project financial management
- Organize the project material for external audits



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Specific EU Projects that can be analyzed

- European Social Fund
- EASI
- Daphne
- Interreg
- EuropeAid
- Erasmus+
- Other opportunities for the education community

Day 4 – 5 hours

Strategic documents

- Regional operational programs and National reference framework
- Europe 2020
- European Employment Strategy
- EU Agenda
- Presidency priorities
- EPSCO Group at the EU Council
- European Years

Resources for EU projects

- Europe Direct
- European Networks
- Expert groups
- National permanent representations
- Lobby
- Parliamentary intergroups
- Transparency

Day 5 – 5 hours

Practical Session

- Visiting an institution participating in European projects in Valencia to evaluate the impact of the European projects in their context.
- Evaluation and certification.
- Farewell dinner.



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Fees

Course fee: 350,00 € (VAT included if sending org. has Intracomunitary VAT)

Amount includes:

- ✓ Preparation for the course
- ✓ Tuition
- ✓ Training materials
- ✓ Administration costs
- ✓ Organizational costs
- ✓ Professional visit to school
- ✓ Small city tour in Valencia
- ✓ Farewell dinner

Requirements

Minimum of 8 participants. For smaller groups, contact us.

Contact

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ESMOVIA
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