



Workshop on

**“European Commission Direct Funding
for Central Public Administrations of the Western Balkans:
how to access, manage the resources
and disseminate the results”**

Danilovgrad, Montenegro, 29 May-01 June 2012

PROVISIONAL PROGRAMME

Background

The European Commission currently offers a wide range of financial instruments open to Western Balkan (WB) Countries. The main focus of the workshop will be to present the main sources of information about European direct funding, what EU funds are available for Central Public Administrations of the WB under the current programming period and the new scenarios for 2014-2020.

To access EC direct funding, a strong organization investment in the phase of identification and appraisal is needed. To avoid dispersion of energies and to improve the capacity to prepare valid applications, a solid theoretical and practical background on EC methodologies for project management and transparent decision making is essential.

In the course of the workshop the most common constraints, difficulties and mistakes incurred during the identification and management of EC funded project will be presented. The participants will be provided with case studies and successful stories for improving their professional skills, in order to submit successful project proposals in partnership with other EU or pre-accession countries.

The Commission pays great attention to the dissemination of project outputs and achievements, so as to raise awareness of future EU citizens on the importance of the EU in their everyday life. A focus on the EC communication and visibility policies will complete the didactic scope of this workshop.

Objectives

The goal of the workshop is to raise the awareness and professional skills of mid and senior level Public Officials from the Western Balkan Countries in exploiting the opportunities offered by the EU to develop project ideas and implement initiatives, so as to address the main problems their respective Institutions are facing. At the end of this workshop, public officials would have improved their knowledge on available EU funds, developed their skills on defining successful project proposals and should be able to:

- shape project goals and objectives in line with various EU programmes
- recognize the main stakeholders to be involved and their roles
- set up the project organization, with the related assignment of responsibilities
- structure allocation of financial resources
- identify the requirements for a good EC project proposal
- determine the best strategy for informing the public on project results
- understand how project ideas can be appraised
- comprehend the main challenges of M&E process

Contents

- Current EU Funding Opportunities open to the WB: how, where, when to apply rules and procedures
- Project identification: the most common mistakes and successful stories in the formulation of the project scope, objectives and expected results
- Tools and instruments for partner search
- The project proposal appraisal: analyzing ToRs and EC calls, developing the project budget, and defining the partnership
- The project implementation phase: recommendations for improvement and successful stories in operational planning, administrative and financial monitoring
- Analysis of EC capacity building programs for central Administrations: case studies and lessons learned in managing projects (I.e. Twinning and ISEC programmes, EAR pay reform project)
- Introduction to the main criteria of project assessment and selection applied by the EC
- The EU policies on information and communication

Target Group

21 mid to senior level Civil Servants from central Public Administrations in charge of dealing with, and looking for, European and international funding and support.

Workshop Trainers

Mr. Karl Giacinti (PhD) works for the International Activities Office of Formez PA in technical assistance projects/programs to Italian and foreign Institutions from the Western Balkans and the Southern Mediterranean Countries. His main field of activity is the identification, management and evaluation of international cooperation and capacity building programs for central and local Public Administrations financed by the EU and other International organizations. He has previously worked for OSCE, the UN and the EU in support of democratization processes. Mr. Giacinti has extensive experience in post-university training as well as on group facilitation and constructive conflict management.

Mrs. Claudia Salvi is responsible for Communication of the International Activities Office of Formez PA. She has worked with Italian Public administrations for over ten years. Her main field of expertise is European Union direct funding and Institutional communication. For over ten years, she has been involved in the “Europa project”, funded by Structural Funds, for the purpose of improving Public administration staff capacities in utilizing European Union funding opportunities. Ms. Salvi currently deliver to Civil Servants, in Italy and abroad, training sessions on “EU funding opportunities”, “how to look for international partners”, “how to inform and communicate the EU funded projects to the general public”.

Mr. Vladimir Vljakovic has extensive experience for having worked with Serbian public administrations. His work experience embrace project management (including PCM, PMI and PRINCE methodology), human resource management and strategic management. He has been involved in Public Administration Reform in Serbia from its start, thus gaining extensive experience in EU-funded projects. Working on different donor funded projects aimed at building institutional capacities, Mr. Vljakovic collaborates with all central Government bodies, delivered over 50 trainings and trained over 1000 officials at central and local level.

Methodology

- Theoretical introductions
- Multidisciplinary and interactive approach
- Working groups and practical exercitations
- Plenary discussions
- Overview of web resources, databases and bibliographies
- Successful stories and case studies presentation

Draft Training Agenda

Day 1

- 09:00-09:30 Introduction to the workshop, trainers/trainees presentation, collection of trainees expectations
- 09:30-10:30 Presentation: EU funding information sources; how European Commission manages its own funds; the difference between direct funding and structural funds
- 10:30-11:00 *Coffee break*
- 11:00-12:30 Interactive presentation: the future scenario (2014-2020) of EU budget lines open to WB Public Administration
- 12:30-13:30 *Lunch break*
- 13:30-15:00 Plenary discussion: main difficulties and challenges in working with EC-funded programmes and projects
- 15:00-15:30 *Coffee break*
- 15:30-17:00 Practical exercise: understanding the rationale of a Multiannual Indicative Planning Document – MIPD

Day 2

- 09:00-10:30 Working groups: *developing the project idea* – problem analysis and objective identification
- 10:30-11:00 *Coffee break*
- 11:00-12:30 Working groups: *developing the project idea* – planning the intervention with the Logical Framework approach
- 12:30-13:30 *Lunch break*
- 13:30-15:00 Interactive presentation: partner search, tools and on-line instruments for building a solid partnership in consortium with other Institutions from the EU and/or pre-accession Countries
- 15:00-15:30 *Coffee break*
- 15:30-17:00 Plenary discussion: analysis of the main elements of EC calls for Tender, Grants and Terms of Reference (lessons learnt and recommendations concerning eligibility, thematic and geographic priorities, co-financing, human resources requirements, etc.)

Day 3

- 09:00-10:30 Working groups: *from the project idea to the formal application* – conciliation of the internal objectives of the organization with the objectives of the call; how to utilize the applicant's previous experience
- 10:30-11:00 *Coffee break*
- 11:00-12:30 Working groups: *from the project idea to the formal application* – the “European Added Value” of a project proposal; how to create and deal with an international partnership
- 12:30-13:30 *Lunch break*
- 13:30-15:00 Presentation: case studies and recommendations for an effective operational planning and project management structure
- 15:00-15:30 *Coffee break*
- 15:30-17:00 Presentation and practical exercise: the rationale of gantt chart and budget techniques in planning resource management.

Day 4

- 09:00-10:30 Presentation: the EU Policies on Information and Communication
- 10:30-11:00 *Coffee break*
- 11:00-12:30 Working groups: Drafting a communication plan according to visibility rules on EC funded projects
- 12:30-13:30 *Lunch break*
- 13:30-15:00 Presentation and practical exercise: the main assessment criteria for the selection of project proposals
- 15:00-15:30 *Coffee break*
- 15:30-16:30 Interactive lecture: main challenges in Monitoring and Evaluation
- 16:30-17:00 Concluding remarks and workshop evaluation