

PREPARATION AND MANAGEMENT EUROPEAN PROJECTS



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FEATURES

Method In-person course

Target group European projects' managers, technical staff and potential beneficiaries.

Duration To be confirmed

Time To be confirmed

Euradia Training Certificate

GENERAL AIM

To configure practical, exploitable knowledge about the draft of European projects, as well as about their position within European Union structures and lines of action, focusing on the draft, development and submission of European projects.

OBJECTIVES

- **Offer** to professionals and technical staff of European Union field an innovative training adapted to European Union's requirements regarding projects' drafting and European financing requests.
- **Promoting** preparation and positioning in order to adapt European funds planning to participants' working context.
- **Providing** with an action/recommendations protocol for an adequate implementation of every single European project's development phase: (Idea feasibility – Fund identification - Planning – Drafting - Communication)
- **Promoting and disseminating** European Union's priorities and strategic lines of action through a deep knowledge of both theory and practice facilitating skills and confidence to face and solve all questions related with project demand and European fund search.

METHODOLOGY

This course will follow the "workshop" format as all its contents are based on real practical cases. These are the details of our working methodology:

- Team work: student - consultant.
- Practical cases and simulations of real situations, allowing the student to develop its own improvisation capacity, decision ability and creativity.
- Debates on real cases guided by the consultant, aimed at improving communications skills and line of argument abilities.
- Highly active courses fostering team work.
- Using of an updated and practical supporting material

TOURS DIRECTOR

Don Angel Adell de Bernardo.
 Director - Manager of Euradia International SL
 Professor of the Master in European Law of the University Carlos III of Madrid

BOARD OF CONSULTANTS

D. Jacobo Moreno Torroba
 Technical Director Euradia International
 D. Javier Carrero
 Senior Consultant Euradia International
 D. Santiago Algora
 Senior Consultant Euradia International

EURADIA TRAINING ADDED VALUE

- This course provides with study cases and good practices' analysis between consultants and students. Students are previously consulted about their experiences on management and auditing of European projects and programs of interest.
- Course contents and practical cases are adapted to student's interests and training needs which are identified through a valuation test previous to the course.
- The knowledge acquired can be applied and extrapolated from other projects co-financed by the EU.

WHERE ARE WE GOING AND WHY?: ACTION STRATEGIES WITHIN THE EU?:

- Innovation

TYPES OF FUNDS AND PROJECT TYPOLOGY 2007-2013;

- Cohesión funds (national management).
- Structural funds (EEMM + Interreg).
- Financing instruments. Other European programs.

BASIC CHARACTERISTICS OF EU PROJECTS. Cycle projects:

- Management dimension.
- Technical Dimension.
- Institutional dimension.
- Administrative and financial dimension.
- Transnational dimension.

PROJECT IDEA (WORKSHOP ON CREATIVITY ADAPTED TO GROUP IDEA:

- Analisis.
- Interested people (Stakeholders).
- Focus.
- Draft – scheme.
- *Vademécum* according type of project.

EUROPEAN FOCUS: TRANSVERSAL QUALITY CRITERIA:

- Transnality.
- Innovación.
- Bottom-up/multi-agents.
- Complementarity.
- Multiply effect (transfer-mainstreaming).
- Dissemination.
- Equal opportunities.
- Sustainability.
- Environment.
- “Value-for-money”.
- Quality.
- New technologies: Training and risk management.

ORGANIZATION ADAPTED TO ELECTED EXAMPLE:

- Aim/s: Generical intentions.
- Objectives: General and specific goals.
 - Accions: Activities.
 - Products: Deliverables.
 - Results: Immediate effects.
 - Impacts.
 - Coherence.

TRANSNATIONALITY – FORMING TRANSNATIONAL PARTNERSHIPS:

- Search of partners (sources and resources).
- Instruments (files, letters, abstracts, etc.).
- Networking.

BUDGET DRAFTING:

- Incomes and expenses.
- Items assessment and eligible concepts:
 - Personal (categories, Basic salaries).
 - Travels.
 - Services (subcontracting, audit, works, etc.).
 - Conferences and events.
 - Other.
- Por socio y acciones: Porcentajes orientativos (creíbles)..

PLANIFICACIÓN DEL TRABAJO-MANAGEMENT:

- Management:
 - Management bodies.
 - Kick-off.
 - Instrumentos.
 - Steering Committee work.
 - Working groups.
 - Contracts.
 - Financing management (liquidity, forecast, control of expenses).
 - Calendars (Gantt, etc).

DISSEMINATION, TRANSFER AND MARKETING:

- Strategy.
- Seminars and public events.
- Web Site.
- Publications.
- Branding.
- Marketing.

TEAM BUILDING - DEVELOPMENT OF TRANSNATIONAL NETWORKS:

- Factors.
- Project manager – Coordinator.
- Motivation.
- Individual roles.
- Effective work.
- Efficient meetings (kick off, monitoring and bilateral).
- Management-resolution of conflicts.
- Communication internal (instruments).
- Check-list.

EVALUATION

- Secuence.
- Phases-Evaluation Plan.
- Strategy:
 - What.
 - Who.
 - When, How and How Much.

DRAFTING AND MANAGEMENT OF EUROPEAN PROJECTS

OTHER INFORMATION

Supporting documents

Each participation will be provided with the following documents:

Student's pack:

- Web sites of interest
- Bibliography
- Clear and outlined manual
- Course contents' supporting publications
- Simulations and practical case's supporting document.
- Budget calculations' instruments.
- Practical partner search file cards.

Enrolment

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Prices

Price: 350€/hour.

Discounts:

- Clients and/or ex alumni: 10% discount.

Deadline: Enrolment and fees to be fulfilled before training date.

Includes:

- Training Needs analysis and identification.
- Definition of learning objectives.
- Drafting and development of training syllabus.
- Learning assessment - reporting.
- Evaluation and optimization
- Certification.

