

## Workshop title

Enhancing European Cooperation through  
Strengthening Project Management Skills

## Venue

Svätý Jur (SK), April 3– 8, 2011

## Introduction

Academia Istropolitana Nova (AINova) is organizing a workshop under the title “*Enhancing European Cooperation through Strengthening Project Management Skills*”, which will be held in Svätý Jur (SK) on April 3 – 8, 2011.

## Workshop Leader

Mgr. Zuzana Stefanikova

## Lecturers

Mgr. Zuzana Stefanikova, Project Cycle Management trainer/consultant

Mgr. Kata Ciganova, EU Affairs trainer/project manager

Marta Jendekova, MA, EU Affairs trainer/ project manager

Mgr. Barbara Kollarova, English language trainer/ Project Cycle Management trainer



## Description of the Workshop

Workshop will start with the participants' self-introduction and recognition of their individual workshop expectations. The first teaching session is focused on the EU Regional Policy and its instruments in order to situate the concept of EU Project Cycle Management into a broader context. Specialised terminology related to EU funds and project cycle management will be delivered by an English language expert within the first day as well. The workshop will continue with a discourse on project, on projects' features and relation among project-programme-and policy. Furthermore, the concept of project cycle will be explained; a project cycle phase by phase will be analysed and discussed, hence the theory will be practiced by the workshop participants on their own project ideas. Discussions and group work will give participants the opportunity to exchange their individual experience. Presentations of elaborated individual project draft proposals will provide the learning group members with various project ideas and may attract the other workshop participants for a future cooperation. An AINova expert will also introduce comprehensive information about the EU Funds and relevant call for proposals on internet. At the end of the workshop each working team will present a draft of a project proposal elaborated during the 5-day workshop to the lecturers and workshop participants.

## PROGRAMME OF THE WORKSHOP

Day	Date	Programme
<b>Arrival</b>	03/04/2011 SUNDAY	Arrival of participants to the workshop venue Registration and accommodation Guided tour to the capital city of Bratislava Common dinner
<b>1</b>	04/04/2011 MONDAY	9.00 – 12.30 Introduction to the Workshop, <i>Zuzana Stefanikova</i> EU Regional Policy and EU Funds, <i>Kata Ciganova, Marta Jendekova</i> 14.00 – 17.00 Language preparation for Workshop - discussing terminology relevant for EU funding; <i>Barbara Kollarova</i>
<b>2</b>	05/04/2011 TUESDAY	9.00 – 12.30 What is project, relation among project – programme - policy, project cycle, phases of a project, logical matrix framework; <i>Zuzana Stefanikova</i> 14.00 – 17.00 Analytical phase: stakeholder analyses, problem analysis, goals analysis and selection of a strategy (group work on selected project ideas, case studies, presentations) <i>Zuzana Stefanikova, Barbara Kollarova</i>
<b>3</b>	06/04/2011 WEDNESDAY	9.00 – 12.30 Logical matrix preparation (group work on selected project ideas, case studies, presentations); <i>Zuzana Stefanikova</i> 14.00 – 17.00 Plan of activities (group work on selected project ideas, case studies, presentations), <i>Zuzana Stefanikova</i>
<b>4</b>	07/04/2011 THURSDAY	9.00 – 12.30 Resources for a project, budget preparation (group work on selected project ideas, case studies, presentations), <i>Zuzana Stefanikova</i> 14.00 – 17.00 Monitoring and evaluation of projects; on-line information resources on EU projects, <i>Barbara Kollarova</i>
<b>5</b>	08/04/2011 FRIDAY	9.00 – 12.30 Partnership in the projects; valorization, exploitation, dissemination of project results; <i>Barbara Kollarova</i> Final evaluation of the workshop, <i>all experts</i>
<b>Departure</b>		Afternoon: departure of participants

### Target Group

Adult participants over 18 years of age; individuals active in public sector in their home countries, in local and regional governments, and/or in NGOs. It includes, among others, also people with special needs. Geographically, the recruitment is focused on institutions and individuals from the EU candidate countries (Croatia, Turkey), and new members states (LT, LA, EE, CZ, PL, HU, SL, MT, CY and preferably from Romania and Bulgaria). Altogether a group of 20 workshop participants is expected. No special selection criteria have been set up. Participants will be selected on the first come, first served basis.

### Objectives

- to enable participants to orientate themselves in the EU Regional Policy and EU funds;
- to acquire and strengthen knowledge and skills in elaboration of project proposal and in successful project implementation;
- to support and enhance European cooperation within the group of the workshop participants.

### Method

Workshop is based on interactive learning methods focusing on presentation on and training in project preparation, implementation, monitoring and evaluation competencies. Workshop will use various teaching and learning methods e.g.: lectures, case studies, group work, presentations, discussions and evaluation of results achieved by teams working on individual EU project proposals. It includes also various assignments for learners, presenting experience with good vs. bad practice and providing feedback in order to maintain motivating learning environment. End of the workshop is devoted to presentation of elaborated project proposals and their assessment by the workshop experts and participants.

## GENERAL INFORMATION

### About AINova

AINova is an independent non-governmental non-profit organisation providing adult education. AINova concentrates on activities aimed at raising competitiveness of Slovakia within the EU member states. AINova offers specialised training programmes and consultancy, and takes part in applied research projects. Institution organises both short-term and long-term educational activities. Since its establishment in 1996, AINova has fostered an international dimension in education and research through networking by development of cross-border cooperation and by offering experience and expertise abroad.

The key thematic areas of AINova adult education could be divided into two main areas. The first one is focused on **strengthening civil society and European affairs**. Second area is oriented on **regional and local development** with special focus on conservation of cultural and natural heritage. Preparation and implementation of the projects financed from the EU funds according to the *EU Project Cycle Management (PCM) Guidelines* is an integral part of AINova's activities.

AINova is located in medieval town Svätý Jur, nearby Bratislava, the capital city of Slovakia, on the slopes of Small Carpathian Mountains.



### Seminar Venue

Workshop will take place on the grand floor of the Information Center of AINova, Prostredna Str. 64, in Svaty Jur, starting on Monday April 4, 2011 until April 8, 2011 from 9.00 to 17.00 daily. Seminar room is equipped with 8 PC with internet connection and a wifi connection for those who will bring their own notebooks.

### Working Language

Workshop will be conducted in English.

### Application to the Workshop

Please, complete the attached application form and return it to: **Mrs. Zuzana Stefanikova, AINova, Prostredna Str. 47/A, 900 21 Svaty Jur, Slovakia**, best before **December 31, 2010**. You can also submit your application form via e-mail to the mail address: [zuza@ainova.sk](mailto:zuza@ainova.sk).

### Confirmation of the Registration

will be forwarded to participants after receipt of a completed application form together with instructions on Schengen visa arrangements, if applicable.

### Practical arrangements

Participants should apply for Workshop by completing the attached application form. Participants will get reimbursed from Grundtvig/Workshop grant for:

- travel costs based on price of a return air fair or train ticket (economic class); upon their arrival to the workshop venue and submission of relevant receipts/invoices
- accommodation, this will be booked and covered by host institution according to participant choice in the Application form, and
- all accepted participants will receive per diems from the grant in the form of cash in Euro after their arrival to Slovakia and registration to the workshop.

### Contacts

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