

EUROFUNDING TRAINING COURSE



PROJECT CYCLE MANAGEMENT (PCM) - A PRACTICAL GUIDE

16-17 JULY 2009 AT HOTEL REGENT ESPLANADE ZAGREB, CROATIA

PRESENTED BY WELCOMEUROPE

ABOUT THE COURSE

PCM is a standard procedure for management of programs and projects. It is the official tool required by the European Commission and many bilateral donors and follows a sequence based on specific phases. This course aims to explain the PCM approach by focusing on theoretical and practical analysis of all project phases (programming, identification, formulation, implementation, monitoring, reporting, evaluation and audit).

Participants will follow the whole evolution of the project cycle and have the opportunity to gain first-hand knowledge of the necessary tools. The method is interactive and practical, combining empirical knowledge and a learning-by-doing approach through simulations of real life projects and exercises.

ABOUT WELCOMEUROPE

This course will be presented by Welcomeurope, a leading consultancy and training organization specialized in EU Funding and Public Affairs. Welcomeurope service lines combine customized training activities, advisory and Eurofunding monitoring information services. Since 2000, Welcomeurope has trained over 2400 professionals around the world; 3500 organizations are currently using the Eurofunding guides in more than 30 European countries.

WHO SHOULD ATTEND?

The intensive two day training course is intended for companies, public sector organizations; regional development agencies; educational and training establishments, and other partners, including NGO-s and community associations regardless of the sector.

All training participants will be offered a 3-month online subscription to the Eurofunding database and the funding alerts.

COURSE VENUE

The course will be hosted in the Regent Esplanade Hotel, a truly magnificent venue offering excellent facilities and natural daylight. To ensure personal attention and a strongly participative approach, the number of attendees will be limited, therefore booking in advance is highly recommended.

WAYS TO REGISTER

For more information and an online registration pack, please visit www.undp.hr or mail knowledge.hr@undp.org. Closing date for registrations is Monday, 13 July 2009.



COURSE PROGRAMME DAY ONE: PROJECT CYCLE MANAGEMENT (PCM)

9.00	Welcome and presentation of the programme
9.15	<p>Overview of the Project Cycle Management How to define a project? The scope of PCM The cycle of operations: the five phases</p> <p>Phase 1: Programming Analysis of the Croatian IPA Programming «Enlargement Package» (MIFP + MIPD + Accession Partnership) + SCF, OP-s: Where to find these documents? Mastering the key elements: - Overview of past and ongoing EC co-operation (lessons, experiences & objectives), and other donors - Analysis of the national socio-economic situation, SWOT - The EC response strategy - Measures, actions and indicative allocations to main areas of intervention</p>
10.45	Coffee break
11.15	<p>Group exercise: Filling in a SWOT chart upon specific statements and making them corresponding to identified measures</p> <p>Phase 2: Identification (1/2) Understanding the two approaches («Programme approach» & «Individual Project approach») from the consultations with key stakeholders to the financing decision Mastering the key assessments required for both approaches to help ensure the relevance and feasibility of a project idea Mastering the PCM methods and operational tools: The Logical Framework Approach <u>Illustration:</u> Case study of a Logical Framework Approach</p>
13.00	Lunch break
14.00	<p>Phase 2: Identification (2/2) Mastering the PCM methods and operational tools The Quality Assessment criteria The Institutional capacity assessment The Participatory approach Result: Production of an IPA Project Fiche or Identification Fiche <u>Illustration:</u> Analysis of an IPA Project Fiche</p>
15.45	Refreshment break
16.00	<p>Phase 3: Formulation Mastering the key assessments to confirm the feasibility of the project idea The Logical Framework Matrix The Risk management matrix Guidance on preparation of Terms of Reference (TOR-s) Group exercise: Getting familiar with the logframe matrix</p>
17.00	End of Day One

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COURSE PROGRAMME DAY TWO: PROJECT CYCLE MANAGEMENT (PCM)

9.00

Phase 4: Implementation

Preparing the implementation documents for grants and contracts

(service, works and supply)

Monitoring project progress

Preparing progress reports and keeping the information in the CRIS Implementation reports regularly updated

Managing formal reviews and controls

Illustration: Analysis of a call's for proposals, call's for tender, report templates

10.45

Coffee break

11.15

Phase 5: Evaluation and audit

Difference between monitoring, evaluation and audit

Evaluation of individual projects

Evaluation of programme, country, region, sector

Assessing criteria: relevance, efficiency, effectiveness, impact and sustainability

Audits controls

Group exercise: Evaluation report writing of a project/programme upon the logical framework matrix

12.45

Course summary

Presentation of the Eurofunding database (3-months subscription offered to each participant)