

**2-stage seminar:**

**Basic Introduction to Evaluation and Indicators for  
EU Structural Funds**

Maastricht (NL), 25 March 2009\*

**and**

**Evaluation and Monitoring of EU Structural Funds**

Maastricht (NL), 26-27 March 2009

*organised by the  
European Institute of Public Administration (EIPA)*

\* 25 May 2009: prior to the practitioners Evaluation & Monitoring Seminar, EIPA will provide a basic introduction for newcomers to Evaluation, covering the Evaluation Cycle, key techniques within evaluation, and the use of monitoring and evaluation indicators. Please note that this introductory day will only take place if there is sufficient demand.

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*For more details, please contact:*

Ms Lisette Borghans, tel.: +31.43.3296.334 / fax: +31.43.3296.296  
e-mail: [l.borghans@eipa.eipa.eu](mailto:l.borghans@eipa.eipa.eu) or consult our website: [www.eipa.eu](http://www.eipa.eu)

## 2-stage seminar:

### ***For newcomers: Basic Introduction to Evaluation and Indicators for EU Structural Funds***

Maastricht (NL), 25 March 2009\*

and

### ***For practitioners: Evaluation and Monitoring of EU Structural Funds***

Maastricht (NL), 26-27 March 2009

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European Institute of Public Administration (EIPA)*

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## SEMINAR OBJECTIVES / TARGET GROUPS

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**Target Group:** Officials from central, regional and local government, programme officers and managers, as well as project managers and developers involved in the implementation of Structural Funds projects and programmes. The seminar is also open to economic and social partners involved in the Structural Funds process, such as NGOs, higher education establishments, and employers' representatives.

**Description:** This two-part seminar consists of illustrated presentations, group discussions and workshops. The seminar covers:

- the Evaluation Cycle
- the essentials of *ex ante*, ongoing and *ex post* programme evaluation
- good practice in evaluation, with case studies
- ex-ante project appraisal techniques (with basic introduction to cost-benefit analysis)
- the development of project and programme indicators
- quantifying programmes
- programme and project monitoring systems

It also details the requirements laid down in the official regulations and reviews the support tools provided by the Commission and other bodies.

**Method:** There will be a series of presentations by regional practitioners, expert consultants, EU officials and EIPA lecturers. Discussions and exchanges of experience will be encouraged. Mini-workshops and exercises are used both to develop simulations of essential elements of monitoring and evaluation and to provide a clear view of good practice in the key disciplines involved.

**Objectives:** At the end of the seminar the participants should have a clear understanding of all the basic monitoring and evaluation requirements associated with EU regional and cohesion policy. Participants should also have a quick general tool kit for strategy development, project appraisal, system monitoring and impact assessment.

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**PROVISIONAL PROGRAMME**

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**WEDNESDAY 25 MARCH 2009**

**BASIC INTRODUCTION TO EVALUATION AND INDICATORS FOR  
EU STRUCTURAL FUNDS**

This 1-day seminar will only take place if there is sufficient demand

- 09.30 Registration of 3-day participants (coffee available)
- 10.00 **Opening of the Seminar**  
**Introduction to the objectives and methodology of the Seminar**
- Introduction to the Evaluation Cycle**  
*Robin Smail (UK), Senior Lecturer, EIPA, Maastricht*
- 11.00 Coffee break
- 11.30 **Wealth creation and determining economic development Priorities –  
the Ex ante evaluation method for Operational Programmes  
(Presentation and discussion)**  
*Robin Smail*
- 13.00 Lunch at EIPA's Restaurant
- 14.30 **Indicators for Monitoring and Evaluation**  
*Robin Smail*
- 15.30 **Workshop on Indicators**
- 16.30 Coffee break

- 17.00            **Introduction to *Ex post* Impact Assessment of projects**  
*Robin Smail*
- 18.00            **Workshop feedback and discussion**  
**(including discussion of gross jobs and net jobs calculations; and use of benchmarks)**  
*Robin Smail*
- 19.00            Close of first day
- 19.15            Buffet meal at EIPA's restaurant
- 21.45            End of the buffet meal

#### **THURSDAY 26 MARCH 2009**

##### **EVALUATION AND MONITORING OF EU STRUCTURAL FUNDS For practitioners using EU Structural Funds**

- 08.45            Registration of 2-day participants (coffee available)
- 09.15            **Review of first day of seminar; objectives and methodology of seminar**  
*Robin Smail (UK)*, Senior Lecturer, EIPA, Maastricht
- 10.00            **Principles and issues for Ongoing and *Ex post* Programme evaluations**  
*Dr Iain Jenkins (UK)*, Director, EKOS Consultants, Glasgow
- 11.30            Coffee break
- 12.00            **The New Evaluation requirements - A view from the European Commission**  
*Daniel Mouque (UK)*, Principal Administrator, Evaluation Unit, DG Regio, European Commission, Brussels
- 13.30            Lunch at EIPA's Restaurant
- 15.00            **Programme Monitoring: structures, systems, reporting, indicators**  
**The experience of the Netherlands & Discussion**  
*Luc Broos (NL)*, Managing Director, ERAC (Programme and Project managers), Boxtel, Netherlands
- 16.15            Coffee break
- 16.45            **Monitoring Projects: following progress on the ground & Discussion**  
*Luc Broos*
- 18.00            Close of second day
- 19.30            Reception at EIPA's restaurant
- 21.30            End of the reception

**FRIDAY 27 MARCH 2009**

- 09.00        ***Ex ante* project appraisal techniques**  
*Robin Smail*
- 10.30        Coffee break
- 11.00        **Good practice in evaluation: illustration through case studies**  
*Dr Iain Jenkins*
- 12.30        **Workshop on *Ex ante* project appraisal**
- 13.30        Lunch
- 14.45        **Workshop Completion and Feedback**
- 16.00        **Seminar Feedback and Conclusion of the Seminar**
- 16.15        Close of Seminar
- 16.30        Guided Tour of Maastricht
- 18.00        End

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**GENERAL INFORMATION**

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***Programme & Walking Tour of Maastricht***

The Basic Introduction session will commence on Wednesday 25 March at 10.00. The Practitioners Seminar will commence on Thursday 26 March at 09.15 and finish on Friday 27 March at 16.15. A guided walking tour in the historic centre of Maastricht is foreseen for those interested on Friday at 16.30. The tour takes about 1.5 hours.

***Seminar venue***

The seminar will take place at the European Institute of Public Administration (EIPA), O.L. Vrouweplein 22, NL-6211 HE Maastricht, tel.: +31.43.3296.222, fax: +31.43.3296.296.

***Working language***

The seminar will be conducted in English.

***Fee***

€ 875: Participation in the seminar on 26-27 March (2 days)

€ 1075: Participation in the seminar on 25-27 March (3 days)

The participation fee includes participation in the seminar, documentation, lunches, buffet meal (on introduction day), reception, refreshments and the guided walking tour. Accommodation and travel costs are at the expense of the participants or their administration.

EIPA offers its members a reduction of 10% of the registration fee. This reduction is available to all civil servants working for one of EIPA's member countries (i.e. AT, BE, BG, CY, CZ, DK, EE, FI, FR, DE, GR, HU, IE, IT, LT, LU, MT, NL, PL, PT, ES, SE, UK) as well as civil servants working for an EU institution or agency. If you are eligible for a discount, please tick the box in the registration form. Please note that reductions cannot be accumulated. For more information, please visit EIPA's website: [www.eipa.eu](http://www.eipa.eu) (*FAQ-special discounts*).

The registration fee also includes a copy of the publication "***Managing Structural Funds: A Step-by-Step Practical Handbook***" at € 70, published by EIPA in 2008.

***Hotel reservations***

The European Institute of Public Administration will be pleased to make reservations for you at a hotel in Maastricht. We have made a block booking at Hotel Résidence Beaumont\*\*\*\* ([www.beaumont.nl](http://www.beaumont.nl)), at a rate of € 96,50 p.p.p.n. (incl. breakfast, excl. tourist tax) and Hotel Mabi\*\*\*\* ([www.hotelmabi.nl](http://www.hotelmabi.nl)), at a rate of € 95 p.p.p.n. (incl. breakfast, excl. tourist tax). Should you wish to make use of this possibility, please indicate the dates of arrival and departure on the registration form. Payment is to be made directly and personally to the hotel on checking out. Please note that if you register after the closing date, hotel reservations cannot be guaranteed.

**Meals**

All meals will be served at the Institute's restaurant. Should you require a special menu (e.g. vegetarian, diabetic), please inform the Programme Organiser so this can be arranged.

**Registration**

Kindly complete the registration form and return it **before 4 March 2009** to Ms Lisette Borghans, Programme Organiser, European Institute of Public Administration, P.O. Box 1229, NL-6201 BE Maastricht, tel.: +31.43.3296.334, fax: +31.43.3296.296, e-mail: l.borghans@eipa-nl.com. You can also submit the online registration form which can be found on EIPA's web site: <http://www.eipa.eu> (*Training and Research*).

Your name and address will be part of EIPA's database for our mailing purpose only. If you do not want to be included in our mailing database, please tick the box in the registration form.

**Confirmation**

Confirmation of registration will be forwarded to participants on receipt of the completed registration form.

**Payment**

Prior payment is a condition for participation. Please indicate the method of payment on the registration form. In any case, the participant or his/her administration will receive an invoice for the payment of the registration fee. For administrative reasons you will be charged € 150 for cancellations received within 15 days before the activity begins. There is no charge for qualified substitute participants.

**Cancellation policy**

EIPA reserves the right to cancel the seminar up to 2 weeks before the starting date. EIPA accepts no responsibility for any costs incurred (travel, hotel, etc.). For EIPA's cancellation policy, please visit our website [www.eipa.eu](http://www.eipa.eu) (*legal notice*).

# REGISTRATION FORM

## 2-stage seminar:

### Basic Introduction to Evaluation and Indicators for EU Structural Funds

Maastricht (NL), 25 March 2009 (subject to sufficient demand)

and

### Evaluation and Monitoring of EU Structural Funds

Maastricht (NL), 26-27 March 2009

Surname: \_\_\_\_\_ Title: \_\_\_\_\_

First name: \_\_\_\_\_ M / F

Current position: \_\_\_\_\_

Organisation: \_\_\_\_\_

Department: \_\_\_\_\_

Work address: \_\_\_\_\_

Postal code & town: \_\_\_\_\_ Country: \_\_\_\_\_

Tel. no. (work) : \_\_\_\_\_ Fax no.: \_\_\_\_\_

E-mail address: \_\_\_\_\_

**Date of participation:**  26-27 March 2009 (€ 875)      **Guided walking tour:**  yes    no  
 25-27 March 2009 (€ 1075)

#### **PAYMENT - p:\0930201**

**The participation fee includes participation in the seminar, documentation, 2 or 3 lunches, 1 buffet meal (on introduction day), 1 reception, beverages, guided walking tour and the EIPA publication “Managing Structural Funds: A Step-by-Step Practical Handbook”**

*Discount of 10% (Please check first the conditions at [www.eipa.eu](http://www.eipa.eu) (FAQ – special discounts))*      discount

#### **Method of payment**

##### **Bank transfer**

The participants or their administration will receive an invoice for the payment of the registration fee.  
*Invoice address (if different from the abovementioned address):*

.....  
.....

*E-mail:* .....

##### **Credit card**

Visa Card                       Eurocard/Mastercard                       American Express Card

Card no.: ..... Expiry date: ...../.....

Name Card holder: ..... (in case this differs from above)

Address Card holder: ..... (in case this differs from above)

Postal code: ..... Country: ..... (in case this differs from above)

Card Validation Code: ..... (this refers to the last three digits of the number on the BACK of your card)

(Exempt from VAT by virtue of Article 11, para. 1 (o), subpara. 2 of the Dutch Law on VAT of 1968)

#### **HOTEL RESERVATION**

Please reserve hotel accommodation for me at hotel    Beaumont                       Mabi

**Date of arrival:**                      **Date of departure:**                      **No. of nights:**

No hotel reservation required.

As the number of places is limited, please return the completed registration form **before 4 March 2009** to:

**Ms Lisette Borghans, European Institute of Public Administration, P.O. Box 1229,  
NL-6201 BE Maastricht, tel.: +31.43.3296 334, fax: +31.43.3296 296, e-mail: [l.borghans@eipa-nl.com](mailto:l.borghans@eipa-nl.com)**

Your name and address will be part of EIPA's database for our mailing purpose only.

Please tick  if you do not want to be included in our mailing database.