



Seminar

Project Cycle Management: a technical guide

Maastricht (NL),

12-14 April & 29 September-1 October & 13-15 December 2010



PROVISIONAL PROGRAMME

Target Group:

This intensive three-day training course is designed for public officials, staff of international organizations, NGO's, project managers, desk officers and interested parties involved in EC-funded programmes and projects.

Description:

The course is an introduction to the Project Cycle Management (PCM). PCM is the standard procedure to carry out programmes 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 tutorial intends to explain PCM approach focusing on theoretical and practical analysis of all project phases (programming, identification, formulation, implementation, monitoring, reporting, evaluation and audit). It is divided into two parts:

1. All the project phases including the relevant tools
2. Logical Framework Approach, the basic tool for project development.

Participants will follow the whole evolution of the project cycle and have the opportunity to get a first-hand knowledge of the necessary tools through practical exercises.

Objective:

The course is a technical guide aimed to allow participants to gain analytical and practical skills on project cycle management.

Method:

The tutorial, based on the EC Project Cycle Management Guidelines, will be a combination of theoretical explanations and practical exercises. Every step will be explained with examples of approved proposals and discussed in working groups and question and answer sessions.

PROGRAMME

Day one

09.30 hrs EIPA presentation and Introduction to the seminar (Distribution of the seminar tool kit: introduction to programme, objectives and methodology of the seminar; participants presentation and expectations)
Cristiana Turchetti, National Seconded Expert of Italy, EIPA, Maastricht (NL), Project Leader, formerly International Labour Organization, United Nations specialized Agency

The Project Cycle Management: all the phases

09.45 hrs Introduction to the Project Cycle Management Approach

10.00 hrs Project Programming and Identification

11.30 hrs Coffee break

11.45 hrs Project Formulation

12.45 hrs Project Implementation, including Monitoring, Reporting, Evaluation and Audit

13.15 hrs Lunch

The Logical Framework Approach (LFA): analysis phase

14.45 hrs Stakeholder analysis

15.15 hrs Working groups/practical exercise

16.15 hrs Coffee break

16.30 hrs Report of the working groups results in plenary session

17.00 hrs Question and answer (Q&A) session

18.00 hrs End of day one

20.00 hrs Dinner at Restaurant Roxy's, Kruisherengang 4, Maastricht, Tel: +31 43 321.12.19

Day two

09.30 hrs Practical Guide to Contract procedures for European Commission External Actions: basic rules and procedures
Marcello Repici, Procurement Officer, European Delegation, Tirana

11.00 hrs Coffee break

11.15 hrs Practical Guide to Contract procedures for European Commission External Actions: basic rules and procedures
Marcello Repici

13.00 hrs Lunch

14.30 hrs Problem analysis - Working groups/practical exercise

15.30 hrs Report of the working groups results in plenary session

16.00 hrs Coffee break

16.30 hrs Analysis of objectives and analysis of strategies

17.00 hrs Working groups/practical exercise

17.30 hrs Report of the working groups results in plenary session

18.00 hrs End of day two

Day three

The Logical Framework Approach (LFA): planning phase

09.00 hrs Development of the Logical Framework Matrix

10.30 hrs Coffee break

10.45 hrs Practical exercise

11.45 hrs Activities, Resource and Cost Schedule-how to make the budget

12.45 hrs Practical exercise

13.15 hrs Lunch

14.45 hrs Report and discussion from Working Groups

15.45 hrs End of the tutorial

GENERAL INFORMATION

Programme

The programme will commence on the first day at 09.30 hrs and finish on the third day at 15.45 hrs.

Seminar venue

The seminar will take place at the European Institute of Public Administration, O.L. Vrouweplein 22, NL-6211 HE Maastricht, tel.: +31.43.3296222, fax: +31.43.3296296.

Working language

The seminar will be conducted in English.

Fee

The participation fee is € 900 and includes documentation, 3 lunches, 1 dinner and refreshments. 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).

Officials of EU Institutions, bodies and Agencies which have signed a framework contract under LOT 8 are entitled to a 20% discount. This applies to officials coming from the following EU Institutions: European Commission, European Parliament, Committee of the Regions, Council of the European Union, European Economic and Social Committee; and European Agencies: Translation Centre (CDT), European Centre for the Development of Vocational Training (Cedefop), Education, Audiovisual and Culture Executive Agency (EACEA), European Agency for Reconstruction (EAR), European Environment Agency (EEA), European Food Safety Agency (EFSA), European Monitoring Centre for Drugs and Drug Addiction (EMCDDA), European Medicines Agency (EMA), European Railway Agency (ERA), European Training Foundation (ETF), European Union Agency for Fundamental Rights (FRA), Executive Agency for Competitiveness and Innovation (EACI), European Agency for Safety and Health at Work (OSHA). Other EU agencies not listed above may benefit from this discount through DG ADMIN, European Commission.

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 (FAQ-special discounts).

Hotel reservations

The European Institute of Public Administration will be pleased to make reservations for you at a hotel in Maastricht. We have booked the Hotel Mabi****(www.hotel-mabi.nl) at a rate of approx. € 99 p.p.p.n (this was the 2009 rate).

All mentioned prices include breakfast and tourist tax. Should you wish to make use of one of these possibilities, please indicate the name of the preferred accommodation, 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

The lunches will be served at the Institute's restaurant and dinner in the evening will be at a restaurant in town. Should you require a special menu (e.g. vegetarian, diabetic), please inform the Programme Organiser so that this can be arranged.

Registration

Kindly complete the registration form and return it before the closing date to Eveline Hermens, Programme Organiser, European Institute of Public Administration, P.O. Box 1229, NL-6201 BE Maastricht, tel.: +31.43.3296259, fax: +31.43.3296296, e-mail: e.hermens@eipa.eu. You can also submit the online registration form which can be found on EIPA's web site: www.eipa.eu. Please note that the number of participants is limited. Should the maximum number have been reached, you will automatically be placed on the waiting list. 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 cancellations received after the date indicated on the registration form we will have to charge an administration fee of € 150 unless a replacement participant is found.

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 (legal notice).



REGISTRATION FORM
Tutorial
Project Cycle Management: A technical guide

Maastricht (NL), 12-14 April & 29 September-1 October & 13-15 December 2010

Surname:	Title: M/F
First name:	Current position:
Organisation:	Department:
Work address:	
Postal code & town:	Country:
NIP (for Polish participants only):	
Tel. no:	Fax no:
E-mail address:	

Date of Participation:

- | | | |
|--|--|--|
| <input type="checkbox"/> 12-14 April 2010
(Closing date: 22 March 2010)
Proj. n° 1022801 | <input type="checkbox"/> 29 September-1 October 2010
(Closing date: 8 September 2010)
Proj. n° 1022802 | <input type="checkbox"/> 13-15 December 2010
(Closing date: 22 November 2010)
Proj. n° 1022803 |
|--|--|--|

Payment - P:\1024701

The participation fee includes participation in the seminar, documentation, 3 lunches, 1 dinner and beverages **€ 900**

Discount of 10% (Please check first the conditions at 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

American Express Card Eurocard/Mastercard Visa 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: (the last three digits 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 Mabi**

Date of arrival:

Date of departure:

No hotel reservation required.

No. of nights:

MEALS

Lunch Day 1: will attend will not attend **Lunch Day 3:** will attend will not attend

Lunch Day 2: will attend will not attend **Diner Day 1:** will attend will not attend

Vegetarian: yes **Fish allowed:** yes no

As the number of places is limited, please return the completed registration form before the closing date to:

Ms Eveline Hermens, European Institute of Public Administration, P.O. Box 1229,
NL-6201 BE Maastricht, tel.: +31.43.3296 259, fax: +31.43.3296 296, e-mail: e.hermens@eipa.eu



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.