

How to Select and Develop a Convincing Project Strategy for EU Funding: Dos & Don'ts!

With the collaboration of the School of Public Administration of Catalonia (EAPC)

Barcelona (ES), 10-12 May 2017



What is this course about?

This practical seminar covers all relevant aspects of developing added-value projects, convincing proposals for the various EU funding opportunities in a compact manner. The main aim of this seminar is to prepare you to compete in the ever-changing arena of EU supportive actions (dos & don'ts). With more than ten years of training experience in this specific training, and having equipped more than a thousand participants across Europe (and associated countries) with the necessary skills to develop successful proposals for EU grants, this seminar is one of EIPA Barcelona's longest-running flagship activities.

Added element: Bring your own project ideas and proposals and receive individual feedback and advice from our experts. They will be available for specially-tailored technical assistance session(s), allowing you to have the unique opportunity to ask specific questions and receive concrete answers in bilateral meeting(s).

How will it help you?

Each programme or initiative has its own objectives or specific characteristics; but as far as the 'key rules of the game' are concerned, elements and success criteria continue to converge and show a harmonised pattern. By learning about the main dos and don'ts for designing and writing proposals as well as the terminology and key concepts of EU projects, this seminar will allow you to increase your success rate in the EU funding 'jungle' as well as its absorption capacity. A combination of theory (presentations), practice (two interactive group exercises and role plays, i.e. building an intercultural 'bridge' and preparing real business cases or project proposals subject to an EU evaluation panel, without mentioning other small exercises). Thus including tailor-made technical assistance sessions allows you to quickly grasp the most relevant guiding principles and rules when it comes to preparing a successful proposal for EU funding, and to apply this knowledge in practice. You will receive a specific glossary of the main EU supportive actions (2014-2020) available, the 2017 EC's priorities and open calls screened from the local and regional actors' perspectives.

Who will benefit most?

This practical seminar and the tailor-made technical assistance service are aimed at all levels of public administrations and their agencies, and particularly sub-state authorities or bodies in charge of or involved in the design, development and implementation of projects subject to compliance with European funds. It will also be of interest to NGOs, associations, university departments and consultants planning to respond to EU calls for proposal (or tenders) with their project idea(s).

Programme

WEDNESDAY 10 MAY 2017

- 09.00 **Opening and welcome: introduction to the programme, objectives, methodology and 'political' embedding of the course**
Alexander Heichlinger, Expert, EIPA Barcelona
- 09.20 **Tour-de-table: participants' presentation and indication of one project idea per participants**
- 09.45 **Introduction and delivery of EIPA's glossary of the main EU supportive actions, pointing out to 2017 priorities, current open calls and its features**
Alexander Heichlinger and Julia Bosse, Research Assistant, EIPA Barcelona
- 10.45 **From a project idea to a sound proposal and concept, to applying for European funding (incl. PCM, planning tools, internal monitoring system and reporting)**
Alexander Heichlinger, Gian Luca Bombarda, CEO, JCPsrl, Reggio Emilia, Italy and Julia Bosse
- 11.15 Coffee break
- 11.45 Continuation
- 13.15 Joint lunch
- 14.45 **How to write a good proposal? Dos and Don'ts (incl. examples)**
Alexander Heichlinger
- 15.30 **Sound financial management principles (the triple E principles)**
Josep Rodríguez, Expert on European and International Projects, Barcelona
- 16.30 **Wrap-up and lessons learnt of the first day**
- 17.00 **End of the first day**
- 17.30 Walking and sightseeing tour of the city centre of Barcelona (1h30)
- 20.30 Official welcome and networking dinner

THURSDAY 11 MAY 2017

- 09.30 **Interactive workshop 'Building the bridge': How to work together from a distance and across cultural 'frontiers' (specific working material will be distributed to the participant groups)**
Conducted by Gian Luca Bombarda and assisted by the other team members
- 11.00 Coffee break

- 11.30 Continuation
- 12.30 **Debriefing: Key elements of consortium building (incl. mandatory MoUs and partnership agreements, clustering)**
- 13.00 **The Disney Approach on Networking**
Gian Luca Bombarda
- 13.30 Joint lunch
- 15.00 **The (point of) view of the evaluators (from a H2020 evaluator) – Nine suggestions**
Jose Pablo Zamorano, IP and Technology Transfer Manager, IMIDRA, Madrid (Evaluator for H2020, Bio-Based Industries JU, bilateral R+D+I programmes under the ENP)

From theory to practice: Writing a successful application

- 16.00 **Practical workshop: introduction and division of participants into working groups**
Conducted by Alexander Heichlinger
- 16.30 **Start of the exercise: discussion in groups of a pre-set project idea (guidelines) from different supportive actions, and converting them into an EU funding application**
Supported and guided by the EIPA expert team
- 17.30 **End of the second day**
- New:** Tailored technical assistance (TA) session (bilateral, optional)

FRIDAY 12 MAY 2017

- 09.30 Continuation (incl. a coffee break)
- 12.30 **End of deadline and submission of group's project proposal**
- 13.00 Light working lunch
- 14.00 **Final evaluation panel: presentation of the project proposal/application per group (by an appointed spokesperson) and simulation of a European evaluation panel (i.e. analysis and review by three evaluators from three different EU countries)**
Xavier Tiana, Expert in EU funding and EU projects, Barcelona, Gian Luca Bombarda and Iwona Karwot, Senior Lecturer, EIPA Barcelona
- 15.30 **Closure and issuing of EIPA seminar certificates to participants**

Additional tailored technical assistance session (bilateral, optional)

Experts

(in alphabetical order including their experiences in the various EU funds)

Gian Luca Bombarda (IT)

CEO, JCPSrl, Reggio Emilia, Italy
(External Aid, R&D-FP, Interreg and Cross-Border, H2020 FP)

Julia Bosse (DE)

Research Assistant, EIPA Barcelona
(Lifelong Learning Programme: Erasmus, Grundtvig)

Alexander Heichlinger (AT)

Expert & Manager, EIPA Barcelona
(European Territorial Cooperation, External Aid, ESF, R&D Horizon 2020 FP)

Iwona Karwot (PL)

Senior Lecturer, EIPA Barcelona
(ERDF, Cohesion Fund)

Josep Rodríguez (ES)

Expert on European and International Projects, Barcelona (Structural Funds, European Territorial Cooperation, Erasmus +, Life)

Xavier Tiana (ES)

Expert in EU funding and EU projects, Barcelona
(European Territorial Cooperation, URB-AL, Culture)

Jose Pablo Zamorano (ES)

IP and Technology Transfer Manager, IMIDRA, Madrid
(Evaluator for H2020, Bio-Based Industries JU, bilateral R+D+I programmes under the ENP)

VENUE OF THE SEMINAR

EAPC (Catalan School of Public Administration)

c. de Girona, 20
08010 Barcelona
Tel. +34 93 567 23 23
www.eapc.gencat.cat

PRACTICAL INFORMATION

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ORGANISED BY



www.eipa.eu



General Information

Programme

The programme will commence on Wednesday at 09.00 and will finish on Friday at 16.00.

Seminar venue

EAPC (Catalan School of Public Administration)
c. de Girona, 20
08010 Barcelona
Tel. +34 93 567 23 23
www.eapc.gencat.cat

Working language

The seminar will be conducted in English.

Fee

EIPA members' fee*: €999
Regular fee: €1110

The participation fee includes documentation, three lunches, one dinner, refreshments and a walking sightseeing tour. Accommodation and travel costs are at the expense of the participants or their administration. For more information, please visit EIPA's website: <http://seminars.eipa.eu> (Training courses - Discount policy)

* EIPA members can take advantage of a reduced fee; this is available to all civil servants working for one of EIPA's member countries (i.e. AT, BE, BG, CY, CZ, DE, DK, ES, FI, FR, GR, HU, IE, IT, LT, LU, MT, NL, NO, PL, PT, SE, UK), and civil servants working for an EU institution, body or agency.

Hotel reservations

EIPA Barcelona will be pleased to make reservations for you at the following hotel (upon availability):

Hotel Catalonia Eixample 1864
Roger de Llúria 60
08009 Barcelona
Tel. +34 93 272 00 50
E-mail: eixample1864.reservas@hoteles-catalonia.es

Rates of room with breakfast buffet and 10% VAT included:

- Double room for single use: €130 + €1.21 tourist tax p. n.
- Double room for double use: €150 + €1.21 tourist tax p. n.

Should you wish to make use of this possibility, please indicate the dates of arrival and departure on the registration form as well as the type of room required. Payment is to be made directly and personally to the hotel upon checking out. Please note that hotel reservations cannot be guaranteed.

Meals

Lunches will be served at a restaurant near the venue and dinner on the first 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 online registration form which can be found on EIPA's website <http://seminars.eipa.eu> before **26 April 2017**.

Programme Organiser

Ms Marta Gracia
Tel: +34 93 245 13 13
E-mail: m.gracia@eipa.eu

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 on the registration form.

Confirmation

Confirmation of registration will be forwarded to participants on receipt of the completed registration form. Moreover, when it is confirmed that the seminar will take place, the participant will receive a confirmation letter by e-mail from the Programme Organiser, with some other details.

Payment

Prior payment is a condition for participation. Please indicate the method of payment on the registration form. For cancellations received within 15 days before the activity begins, 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 two weeks before the starting date. EIPA accepts no responsibility for any costs incurred (travel, hotel, etc.). For more information: <http://seminars.eipa.eu> (Training courses - Cancellation policy).