



Project funded by the EUROPEAN UNION

EBSOMED
ENHANCING BUSINESS SUPPORT ORGANISATIONS

Organised by



Empowered by



Workshop on EU projects development "Successfully design and lead a multi-partner project"



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The EBSOMED project is led by BUSINESSMED within a consortium of six partners.





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EBSOMED
ENHANCING BUSINESS SUPPORT ORGANISATIONS

BUSINESSMED
Union of Mediterranean Confederations of Enterprises

MEA
MALTA EMPLOYERS' ASSOCIATION

Empowered by **welcomeurope**
PUBLIC FUNDING CONSULTANCY

CONCEPT NOTE

WORKSHOP SUPPORT TO PROJECT MANAGEMENT

Successfully design and lead a multi-partner project

September, 20th 2019 – Malta

Malta Employers' Association premises



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BUSINESSMED
Union of Mediterranean Confederations of Enterprises



ANIMA
INVESTMENT NETWORK



EUROCHAMBRES



ASSOCIATION CHAMBRE DE COMMERCE ET D'INDUSTRIE DE LA MEDITERRANEE
UNION OF THE MEDITERRANEAN CONFEDERATION OF COMMERCE AND INDUSTRY
جمعية غرف التجارة والصناعة للبحر المتوسط



AHK
Deutsch-Arabisches
Industrie- und Handelskammer
German-Arab
Chamber of Industry and Commerce
الغرفة الألمانية العربية للصناعة والتجارة



SCOPE OF THE TRAINING WORKSHOP:

In the framework of **EBSOMED project - Enhancing Business Support Organisations and Business Networks in the Southern Neighbourhood, Union of Mediterranean Confederations of Enterprises - BUSINESSMED, and Malta Employers' Association – MEA**, will organize a Certified Training Course on project development and management targeting Business Support Organisations (BSOs) and aiming at improving their capacity to develop and implement international cooperation projects in the Mediterranean. An emphasis will be dedicated to the ERASMUS + Knowledge Alliances programme.

COURSE OUTLINE:

The training course will be arranged in cooperation with **Welcomeurope**, the unmatched training and consultancy organisation created in 2000 approved by the DIRECCTE and referenced in the Datadock databas. The training day will be around designing and leading a multi-partner project and holds lots of opportunities to exchange of innovative ideas and projects. The workshop will provide you with a solid knowledge of how to effectively use the key tools to meet the specific EU regulations and to bring your project to a successful end.

OBJECTIVE(S)

The workshop aims to increase knowledge on EU rules; obligations of the leader and the partners and to provide participants with the skills to manage European projects. The course will include as well methods to learn about best practices to organize and plan the project work, manage the project partnership and get the fundamentals of Project and financial Management.

COURSE ATTENDANCE CERTIFICATE: Certifications of participation signed by the Welcomeurope trainer will be delivered to the participants after attending the course.



FEATURES:

TARGET COUNTRIES	EU countries and ENI Southern Countries
PARTICIPANTS	20 BUSINESS SUPPORT ORGANISATIONS (BSOs)
TARGETS Profiles :	BSOs with a special focus on Employers' Organisations, Projects Coordinators, Projects Managers, Projects Officers, Heads of Cooperation Projects, etc.
OUTPUTS	<ul style="list-style-type: none"> - 20 executives of BSOs trained in project development. - Consortia established to participate to EU Call for Proposal / tenders, including 5 with a South MED leader and Women BSOs involved in consortia to participate in EU calls. - 15 MED Countries Involved

PROGRAMME LECTURER:



H el ene de Rengerv 
Senior Consultant

Before joining Welcomeurope, H el ene de Rengerv  was in charge of managing international multi partner programs funded through EU cooperation funds (EIDHR, CSO-LA but also by Internal EU funds nowadays AMIF programme) and through other institutional donors such as foundations and governments. With 18 years of experience in fundraising, project design, project and programme management, monitoring and evaluation, she holds an overview of what makes a project successful. Since early 2019 she assists international organisations and NGOs in pre-positioning their projects, as well as drafting applications and managing funds. She works on external cooperation funding, Horizon 2020 and Intra-community programmes. She facilitates numbers of seminars and workshops for organisations both European and International.

Key competences:

- Project design, engineering and proposal writing
- Fundraising approach and strategy, funding review
- Direct support and coaching to project holders & managers (application, positioning, influencing)
- Project management and Reporting (monitoring, evaluation and funds management)
- Programme management (Human resources, finances, strategy, planning)
- Facilitator and trainer in EU policy areas: applying for, managing and monitoring European funds



SYLLABUS

Successfully design and lead a multi-partner project	
8:30 - 9:00 AM	REGISTRATION AND WELCOME COFFEE
9:00 AM	<p>WELCOME OF PARTICIPANTS</p> <p>Roundtable, presentation of the programme</p>
9:30 AM	<p>Case Study: ERASMUS + Knowledge Alliances programme</p> <p>Analysis of the call for proposals and eligibility conditions</p>
10:30 AM	<p>Workshop: "Speed matching": building a consortium around a shared vision</p> <p>Presentations of project ideas and creating consortia</p>
11:15 AM	COFFEE BREAK
11:30 AM	<p>The project Leader and Partners responsibilities</p> <ul style="list-style-type: none"> - Missions, Rights and obligations of the project leader towards the European Commission - Mutual commitments within the partners network
12:00PM	Lunch Break
1:30 PM	<p>Workshop: Defining the logic of intervention of each project and identifying the roles of all partners</p> <ul style="list-style-type: none"> - Each project group will work together to design a problem tree and an objective tree for their project and then identify each partners role <ul style="list-style-type: none"> - Feed-back to the whole group
3:00 PM	COFFEE BREAK
3:30 PM	Fundamentals Of Project Management



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	<ul style="list-style-type: none"> - Partnership and project team management <ul style="list-style-type: none"> - Collaborative working tools - Good practices to put in place (communication, sharing of resources, information ...) - The project leader's toolkit
4:15 PM	<p style="text-align: center;">The Application Package</p> <ul style="list-style-type: none"> - The Concept Note: Focus on relevance - The Full Application form: writing rules and recommended tools - The Budget: Rules and principles of the provisional budget <ul style="list-style-type: none"> - Eligible and non-eligible costs - Consequences for non-compliance of EU rules
5:15 PM	CONCLUSION AND EVALUATION
5:30 PM	End of the training



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ASCAME



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EBSOMED is a 4-year project (2018-2022) co-financed at 80% by the European Union for a global amount of EUR 6,25 million. It is co-financed and coordinated by BUSINESSMED (The Union of Mediterranean Confederations of Enterprises) in the framework of the EBSOMED consortium which consists of 6 members: GACIC (German-Arab Chamber of Commerce), ASCAME (Association of Mediterranean Chambers of Commerce), ANIMA Investment Network, EUROCHAMBRES (Association of European Chambers of Commerce), CAWTAR (Center of Arab Women for Training and Research).