

EQUINET TRAINING SESSION

“Helping Equality Bodies to Apply for and Use EU Funds”

Thursday 3rd (08:30 – 18:00) and Friday 4th September 2015 (09:00 – 13:00)

Location: Suite Hotel Sofia, 1A Yordan Yossifov Street, 1700 Sofia, Bulgaria

This training session is aimed at equality bodies interested in accessing EU funds. It will be delivered by Mélissa Moothoo, Mission Director at [Welcomeurope](http://Welcomeurope.com), a Paris-based consultancy providing training and advice on European grants and funds. She will be assisted by the Equinet Secretariat and staff members of equality bodies with substantive experience in the field.



OBJECTIVES

This training session aims to:

- Give an overview of tips and pitfalls to avoid when **applying for EU Funds**
- Discuss **challenges** encountered by equality bodies when applying for EU funds
- Provide guidance about **implementing EU-funded projects**
- Provide guidance on **building partnerships** with equality bodies and other organisations

PREPARATORY MATERIALS

- [“A beginner’s guide to EU funding”](#), European Commission (2014)
- Overview of EU Funds prepared by Equinet Secretariat

A training module will be made available to participants at the beginning of the meeting.

DRAFT AGENDA

(The final programme will be adjusted to the level of knowledge of registered participants)

DAY 1

08:30 – 09:00

Welcome and registration of participants

09:00 - 09:30

Presentation of the programme and of the participants

*Melissa Moothoo, Mission Director, WelcomEurope
Jessica Machacova, Equinet Secretariat*

09:30 – 10:30

SESSION 1: Identification of Intra-Community Programmes for Equality Bodies

- Presentation of the **Rights, Equality and Citizenship Programme**



	<ul style="list-style-type: none"> • Identification and presentation of other appropriate programmes • Identification of the relevant managing authorities of each programme
10:30 – 11:30	<p>SESSION 2: Introduction to the IPA II Programmes <u>OR</u> Introduction to Structural Funds (<i>depending on registered participants</i>)</p> <ul style="list-style-type: none"> • Presentation of the priorities of the programmes and cooperation with EU Countries • Identification of the relevant managing authority • Essential principles and rules of project selection <p><i>Focus on 1 or 2 countries maximum</i></p>
11:30 – 11:50	Coffee Break
11:50 – 13:00	<p>SESSION 3: Application methodology and process for intra-community programmes</p> <ul style="list-style-type: none"> • Essential principles, participation rules and trends of intra-community programmes – in terms of consortium, actions, processes • Budgeting rules specific to the identified programmes – formalisation of the budget form <p><i>Testimonials from Equinet members</i></p>
13:00 – 14:00	Lunch Break
14:00 – 15:00	<p>SESSION 4: Building a strong partnership</p> <ul style="list-style-type: none"> • Presentation of the principles of partnership in European projects • Identifying relevant partners for one's project • Formalising the partnership agreement <p><i>Testimonials from Equinet members</i></p>
15:10 – 16:00	<p>WORKSHOP: The Logical Framework</p> <ul style="list-style-type: none"> • Introduction to the Logical Framework approach • Preparation of a Logical Framework
16:00 – 16:20	Coffee Break
16:20 – 17:20	<p>WORKSHOP: Budgeting and intra-community funds</p> <ul style="list-style-type: none"> • Preparation of a budget
17:20 – 18:00	Participants' Evaluation of the first day
Evening	Social event in Sofia (TDB)

DAY 2

09:00 – 09:30	<p>Workshop Summary</p> <ul style="list-style-type: none"> • Reporting by the group leaders • Planning process – recommendations and good practices • Learning from Day 1 – Multiple choice questionnaire
09:30 – 10:30	<p>SESSION 6: The evaluation and communication strategy</p> <ul style="list-style-type: none"> • The evaluation plan of the project: Who? When? How? • Outcomes and impact / capitalisation • The communication plan– How best to communicate? How to disseminate? <p><i>Testimonial from Equinet members</i></p>

10:30 – 11:10	SESSION 7: Project reporting – showing the good use of the grant <ul style="list-style-type: none"> • Financial and administrative reporting • Payment procedure / Documentary evidence • Good financial practices / External aid specificities
11:10 – 11:30	Coffee Break
11:30 – 12:40	EXERCISE: Audit of a financial report <ul style="list-style-type: none"> • Participants, in the role of evaluators, will analyse a financial report and share their conclusions • Good practices and writing principles <i>Testimonial from Equinet members</i>
12:40 – 13:00	Conclusions <ul style="list-style-type: none"> • Final questions from participants • Participants' evaluation of the Training Session
13:00	End of the Training Session