



## EQUINET TRAINING SESSION

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

Thursday 3<sup>rd</sup> (08:45 – 17:00) & Friday 4<sup>th</sup> September 2015 (09:00 – 13:00)

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



Training session delivered by

## OBJECTIVES OF THE TRAINING SESSION

The training session aims to:

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

## AGENDA

### DAY 1

08:30 – 08:45	<b>Welcome and registration of participants</b>
08:45 – 09:00	<b>Opening address</b> <i>Baki Hyuseionov, Vice-President of the Bulgarian Commission for Protection against Discrimination</i>
09:00 - 09:30	<b>Presentation of the programme and of the participants</b> <i>Melissa Moothoo, Mission Director, WelcomEurope</i> <i>Jessica Machacova, Project Officer, Equinet Secretariat</i>
09:30 – 10:15	<b>SESSION 1: Identification of Intra-Community Programmes for Equality Bodies</b> <ul style="list-style-type: none"> <li>• Presentation of the <b>Rights, Equality and Citizenship Programme</b></li> <li>• Identification and presentation of <b>other appropriate programmes: PROGRESS and Human Rights, Education and Youth Programme</b></li> <li>• Identification of the <b>relevant managing authorities</b> of each programme</li> </ul>
10:15 – 11:15	<b>SESSION 2: Introduction to Structural Funds</b> <ul style="list-style-type: none"> <li>• Presentation of the <b>priorities of the programmes and cooperation with EU Countries</b></li> <li>• <b>Focus on two countries:</b> Bulgaria and France</li> <li>• Identification of the <b>relevant managing authority</b></li> </ul>



	<ul style="list-style-type: none"> <li>• <b>Essential principles and rules</b> in the selection of the projects</li> </ul>
11:15 – 11:30	<b>Coffee Break</b>
11:30 – 13:00	<p><b>SESSION 3: Partnership and Application methodology</b></p> <ul style="list-style-type: none"> <li>• <b>Building a strong partners' network:</b> Mastering the principles of partnership in European projects, identifying relevant partners for one's project, formalizing the <b>partnership agreement</b></li> <li>• <b>Essential principles</b>, participation rules and trends of intra-community programmes – in terms of consortium, actions, processes...</li> </ul> <p><i>Testimonials from Equinet members (National Commission for the Promotion of Equality (Malta) and Commission for the Protection against Discrimination (Bulgaria) (TBC))</i></p>
13:00 – 14:00	<b>Lunch Break</b>
14:00 – 15:30	<p><b>SESSION 4: The Logical Framework approach</b></p> <ul style="list-style-type: none"> <li>• Introduction</li> </ul> <p><b>Workshop - The Logical Framework</b></p> <ul style="list-style-type: none"> <li>• Preparation of a Logical Framework</li> <li>• Conclusion of the workshop</li> </ul>
15:30 – 15:50	<b>Coffee Break</b>
15:50 – 16:50	<p><b>SESSION 5: Budgeting rules</b></p> <ul style="list-style-type: none"> <li>• <b>Budgeting rules</b> specific to the identified programmes – formalisation of the budget form</li> </ul> <p><b>Workshop - Budgeting and intra-community funds</b></p> <ul style="list-style-type: none"> <li>• Preparation of a budget</li> </ul>
16:50– 17:00	<b>Evaluation of the first day by participants</b>
From 18:10	<p><b>Social Event:</b></p> <ul style="list-style-type: none"> <li>• <b>18:10:</b> Meeting in the lobby of the Hotel</li> <li>• <b>18:15 – 19:45:</b> Bus sightseeing tour of Sofia</li> <li>• <b>20:00:</b> Dinner in a traditional Bulgarian restaurant (<i>Izbite – 18, Hristo Belchev Street</i>)</li> </ul>

## DAY 2

09:00 – 09:30	<p><b>Conclusion of the Workshop</b></p> <ul style="list-style-type: none"> <li>• Reporting by the group leader</li> <li>• Planning process – recommendations and good practices</li> <li>• Learning from Day 1 – Multiple choice questions</li> </ul>
09:30 – 10:30	<p><b>SESSION 6: Evaluation and communication strategy</b></p> <ul style="list-style-type: none"> <li>• Evaluating the project: Who? When? How?</li> <li>• Outcomes and impact / capitalisation</li> <li>• The communication plan – How to communicate? How to disseminate?</li> </ul> <p><i>Testimonials from Equinet members (National Commission for the Promotion of Equality (Malta) and Commission for the Protection against Discrimination (Bulgaria) (TBC))</i></p>

<b>10:30 – 11:10</b>	<p><b>SESSION 7: Reporting on the project – showing the good use of the grant</b></p> <ul style="list-style-type: none"> <li>• Financial and administrative reporting</li> <li>• Payment procedure / Documentary evidence</li> <li>• Good financial practices / External aid specificities</li> </ul>
<b>11:10 – 11:30</b>	<b>Coffee Break</b>
<b>11:30 – 12:40</b>	<p><b>EXERCISE: Audit of a financial report</b></p> <ul style="list-style-type: none"> <li>• Participants, in the role of evaluators, will analyse a financial report and share their conclusions</li> <li>• Good practices and writing principles</li> </ul> <p><i>Testimonials from Equinet members (National Commission for the Promotion of Equality (Malta) and Commission for the Protection against Discrimination (Bulgaria) (TBC))</i></p>
<b>12:40 – 13:00</b>	<p><b>Conclusions</b></p> <ul style="list-style-type: none"> <li>• Last questions from participants</li> <li>• Roundtable evaluation</li> </ul>
<b>13:00 -14:00</b>	<b>Goodbye Lunch</b>