

EQUINET TRAINING SESSION

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

Thursday 3rd (08:45 – 17:00) and Friday 4th 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 about tips and pitfalls to avoid when **applying for EU Funds**
- Provide guidance about **implementing EU-funded projects**
- Provide guidance about **building partnerships** with partner equality bodies and other types of organisations

AGENDA

DAY 1 (08:45 – 17:00)

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



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

DAY 2

09:00 – 09:30	<p>Conclusion of the Workshop</p> <ul style="list-style-type: none"> • Reporting of the group leader • Planning process – recommendations and good practices • Learning from day 1 – Multiple choice questions
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 of the project – how to communicate? How to disseminate? <p><i>Testimonials from Equinet members (Commission for the Protection against Discrimination (Bulgaria) and National Commission for the Promotion of Equality (Malta))</i></p>

10:30 – 11:10	SESSION 7: Reporting of the project – showing the good use of the grant <ul style="list-style-type: none"> • The 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 <p><i>Testimonials from Equinet members (Commission for the Protection against Discrimination (Bulgaria) and National Commission for the Promotion of Equality (Malta))</i></p>
12:40 – 13:00	Conclusions <ul style="list-style-type: none"> • Last questions from participants • Roundtable evaluation
13:00	End of the Training Session