



Sistema Qualità Certificato  
in conformità alla norma  
UNI EN ISO 9001:2000.  
Certificato n° SQ.41823.

Certified Quality System  
in compliance with the standard  
UNI EN ISO 9001:2000.  
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## EUROPEAN PROJECT PLANNING & MANAGEMENT MASSA-CARRARA

FUNDED BY	PROVINCE OF MASSA CARRARA
DURATION AND METHODOLOGY	COURSE DURATION: 150 HOURS 50 CLASSROOM BASED HOURS 100 ELEARING HOURS
PRE-REQUISITES	None
COURSE OBJECTIVES	Provide the participants with the tools for effectively accessing and managing European Union Funding
BENEFICIARIES	8 employees from 4 City Councils in Massa-Carrara province
CLASSROOM TYPE	IT classroom
LANGUAGE OF LESSONS	Italian

### TRAINING PROGRAMME

<b>MODULE 1</b>	<p><b>FUNDING CHANNELS (15 CLASSROOM HOURS AND 30 ELEARING HOURS)</b></p> <p>European funding programmes Analysis of the opportunities of different programmes Information sources Structural funds 2000- 2006 General rules European Regional Development Fund (ERDF) European Social Fund (ESF) Financial Instrument for Fisheries Guidance (FIFG)</p>
<b>MODULE 2</b>	<p><b>EUROPEAN PROJECT PLANNING (10 CLASSROOM HOURS AND 20 ELEARING HOURS)</b></p> <p>Formulation of the idea Admissibility and practicality check Analysis of the application form Constitution of a European partnership Project planning process Elements for the evaluation of a project Selection criteria for projects Selection procedure for projects</p>
<b>MODULE 3</b>	<p><b>MANAGING A EUROPEAN PROJECT (25 CLASSROOM HOURS AND 50 ELEARING HOURS)</b></p> <p>Contractual agreements Definition of the Work Programme Organisation of the work Effective management of cooperative work of the partners Monitoring and evaluation criteria Dissemination and sustainability Project budget Admissibility of expenditure Financial management of the project Compilation of reports Justifying documents</p>