



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.
Certificate n° SQ.41823.

EUROPEAN PROJECT PLANNING & MANAGEMENT SIENA

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| FUNDED BY | PROVINCE OF |
| DURATION AND METHODOLOGY | COURSE DURATION: 100 HOURS 50 CLASSROOM BASED HOURS 50 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 3 City Councils in the Siena Province |
| CLASSROOM TYPE | IT classroom |
| LANGUAGE OF LESSONS | Italian |

TRAINING PROGRAMME

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| MODULE 1 | <p>FUNDING CHANNELS (15 CLASSROOM HOURS AND 30 ELEARING HOURS)</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> |
| MODULE 2 | <p>EUROPEAN PROJECT PLANNING (20 CLASSROOM HOURS AND 10 ELEARING HOURS)</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> |
| MODULE 3 | <p>MANAGING A EUROPEAN PROJECT (15 CLASSROOM HOURS AND 20 ELEARING HOURS)</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> |