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MNE-KOS

IPA CROSS-BORDER COOPERATION PROGRAMME
MONTENEGRO-KOSOVO 2014-2020

IPA II Cross-Border Cooperation Programme Montenegro – Kosovo 2014-2020

Project Cycle Management training

Preparation of Project Proposals

Date: **23-25 October 2018**

Venue: **Gjakovë/Djakovica**

Draft Agenda

Day 1

- 10.00 – 10.30 **Arrival and registration of participants**
- 10.30 – 11.00 **Introduction**
Getting to know each other
Presentation of the expectations, objectives, results and agenda of the workshop
- 11.00 – 11.30 **Getting started**
Defining what a project is, discussion on types of projects
Clarifying how it fits into the “big picture”
- 11.30 – 13.00 **Call for Proposals**
Explaining what is call for proposals and presenting contents of a typical application package for CBC call for proposals
IPA II CBC Programme Montenegro - Kosovo (thematic priorities, specific objectives, results, types of activities, programme area...)
- 13.00 – 14.00 **Lunch break**
- 14.00 – 14.30 **Project cycle management**
Phases of the project cycle, phases, procedures and actors
- 14.30 – 15.30 **Logical Framework Approach**
Problem analysis, stakeholder analysis, goals analysis, intervention logic
- 15.30 – 16.00 **Break for a coffee/tea**
- 16.00 – 17.00 **Practical exercise**
Participants will be divided in groups; each group will select a problem and make initial analysis according to LFA methodology

Day 2

- 09.00 – 11.00 **Warm-up for day 2**
Finalization of work made in day 1, presentation of results, discussion and revision where necessary
- 11.00 – 11.30 **Break for a coffee/tea**

11.30 – 12.30	Logframe matrix – part 1 Presentation of the format, explanation of the terminology Intervention logic, assumptions derived from risk analysis
12.30 – 13.30	Logframe matrix – part 2 Defining objectively verifiable indicators Horizontal logic of the logframe matrix
13.30 – 14.30	Lunch break
14.30 – 16.00	Practical exercise Group work – completion of logframe matrix based on the analysis made during previous exercises. Presentation of results
16.00 – 16.30	Closing day 2 Wrap-up, questions & answers, discussions

Day 3

09.00 – 09.15	Introduction Looking back to days 1 and 2, reminding the agenda for day 3
09.15 – 10.00	Grant Application Form (PRAG 2016) Part A - Concept note – overall description of the action, relevance and particular added-value elements
10.00 – 11.00	Practical exercise Completion of relevant parts of the application form
11.00 – 11.30	Break for a coffee/tea
11.30 – 12.30	Grant Application Form (PRAG 2016) Part B – Full Application – Detailed description of the action, methodology, indicative action plan, sustainability
12.30 – 13.30	Practical exercise Completion of relevant parts of the application form
13.30 – 14.30	Lunch break
14.30 – 15.30	Budget of the action Presentation of the template, explanation of budget headings, types of costs and their presentation in the budget
15.30 – 16.00	Practical exercise Completion of the budget of the action
16.00 – 16.30	Closing of the training Discussion, questions & answers, wrap-up