

Programme management for beginners

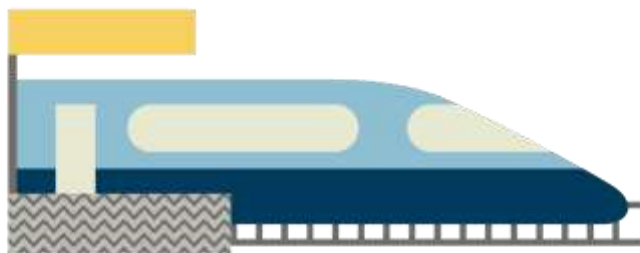


Draft Agenda

22-23 May 2019

Interreg programme management for beginners - training camp

Rome, Italy





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Outlines

Are you looking for an intensive experience where you apply the theory you know to practical examples, exercises, discussions and exchanges with colleagues from other Interreg programmes?

Our programme management training camp is the event for you.

As part of the blended learning approach, you will need to prove you know the theory by undertaking the online course, before you embark on a practical training camp to apply the theory to the day-to-day functioning of an Interreg programme.

The structure of the training camp follows the structure of the online course; i.e., four stages of the programme management life cycle (starting with programme identification and start-up, going through programme implementation and finishing with programme closure).

Warning: this is an intensive training camp, full of practical exercises and group work – be prepared to work!

To ensure the training style of the event, the number of participants will be limited to a maximum of 25 people. To safeguard your 'camping' place, make sure to complete the online course and submit the final test (with a condition of passing 60%) at least 2 weeks prior to the training camp!

Please note: completing the course and scoring the required passing criteria does not guarantee your participation in the training camp. This remains a subject to availability of places.

The whole event is built around Interreg programme management in the 2014-2020 programming period, not project management, not the 2021-2027 programming period.

Target group

The event is targeted at new staff of Interreg programme bodies, who have completed the online course 'Interreg programme management 2014-2020 for beginners' and who would like to put the theory of programme management into practice.

Other information

For more information on the training camp, please contact [Iuliia Kauk](#).



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Rome, Italy

Day one

Wednesday, 22 May 2019

12.30 – 13.30 **Welcome lunch and registration**

13.30 – 14.00 **Introduction to the camp and ‘Are we on the same page?’ check**

14.00 – 15.30 **Stage I. Programme identification - practicalities**

- Programme strategy, including programme intervention logic
- Performance framework
- Gold plating
- Q&A – reflections from the online course

By the end of the session, participants will be able to develop programme intervention logic based on different analysis’ findings and to design programme indicators for the performance framework. Participants will also take a closer look at the “new black” and reflect on possibilities and limitations of lifting the administrative burden.

15.30 – 16.00 **Coffee break**

16.00 – 17.45 **Stage II. Programme start-up - practicalities**

- Eligibility rules (incl. SCOs) - exercise
- Planning programme cash flows, including decommitment and calls for proposals – exercise
- Q&A – reflections from the online course

By the end of the session, participants will learn how to plan programme cash flows to ensure proper liquidity and to meet decommitment targets. Also, participants will learn how to plan and run calls for proposals and how to organise project selection process. Participants will also practice eligibility rules and SCOs.

Day two

Thursday, 23 May 2019

09.00 – 10.30 **Stage III. Programme implementation – practicalities**

- Management verifications
 - Audit and control
- Q&A – reflections from the online course

By the end of this session: participants will practice different types of programme audit and control. We will also focus on financial errors, irregularities and different sampling methods in this session.



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10.30 – 11.00 Coffee break

11.00 – 12.30 **Stage III. Programme implementation – practicalities (continued)**

- Evaluation
- Communication and capitalisation
- Q&A – reflections from the online course

By the end of the session, participants will practice different types of programme evaluations. Participants will also have a chance to prepare and deliver within group an inspirational storytelling brief.

12.30 – 13.00 **Evaluation & Camp closure**

13.00 – 14.00 **Farewell lunch**