



Interreg Project Management Camp for Contact Points

8 - 10 March 2016 | Prague, Czech Republic

Outline

Interact has designed and delivered several Project Management Camps for project officers in Interreg programmes. Project Management Camp was designed to walk participants step-by-step through the project lifecycle, with a focus on Interreg specificities.

Because of the high interest from Contact Points in a Camp dedicated specifically towards their needs, Interact would now like to offer project management training for Interreg Contact Points staff. This training will focus on moving projects out of the idea generation stage into the development stage, and will include communication tasks starting from the first stage of the project lifecycle. In addition, participants will have the opportunity to learn about effective presentation, and practice their presentation skills.

The event will also enable the exchange of knowledge and experiences with other Contact Points on how they work with projects in practice.

Who is it for?

Please note that this event is targeted towards work at **project level** and not at programme level. The focus of the event is how programme representatives work with projects; i.e., what is involved at each stage of the project management cycle and how to foster links between project and programme levels. We will **not** be discussing programme-level procedures and contact points tasks. Because the event will be dedicated to Contact Points, priority will be given to their staff only.

Practicalities

The training will take 2,5 days. To ensure the quality of the training, the number of participants will be limited. To secure fair representation of Contact Points, we will accept 2 representatives per country to begin with, on a first-come, first-served basis.

Please note that we will run this training with a minimum of 10 people. Please wait for our confirmation of your participation in the event before you start making travel and accommodation arrangements.

If you would like to receive further details about the Camp directly via e-mail, please send a short note to Polona Frumen (polona.frumen@Interact-eu.net).



Draft Agenda

Objectives of the event

During the event participants will:

- Discuss three specific stages of the project management cycle in the context of Interreg; namely, project idea generation, project development and project communication. They will identify important aspects to consider when advising and guiding new and existing project applicants.
- Identify and discuss the main aspects of project management associated with Interreg in the 2014-2020 period. Exchange of ideas throughout the event will aid identification of good practice that can be transferred to the work place.
- Learn how to design and deliver engaging presentations.

Day 1	Tuesday, 8 March 2016	9.00 - 17.00
8.30 - 9.00	Registration	
9.00 - 10.00	Welcome and introduction	
	<ul style="list-style-type: none"> • Welcome and introduction to the Project Management Camp • Objectives for the event, working agreement and method • Introduction of participants 	
10.00 - 12.30	Introduction to Interreg project management	
	<ul style="list-style-type: none"> • Introduction to the project lifecycle • Introduction to the project management specificities in the Interreg context 	
<i>Coffee break included</i>	<p><u>By the end of the session participants will be able to:</u></p> <ul style="list-style-type: none"> • Identify the main attributes of the project management function, and identify main characteristics that make project management “special” in Interreg project context. • Identify the main stages of the project management cycle, and allocate the main activities pertinent to each stage of the cycle. <p>Project idea generation</p> <ul style="list-style-type: none"> • Interreg project characteristics • Project context and project scope • Project partnership development • Stakeholder involvement for development of the project idea <p><u>By the end of the session participants will be able to:</u></p> <ul style="list-style-type: none"> • Identify the main aspects that make a project idea worth spreading and make it stand out from the rest. • Agree on the benefits of involving stakeholders during the project generation phase. 	
12.30 - 13.30	Joint lunch	
13.30 - 17.00	Project idea generation - continuation	



Coffee break included **Project communication**

- Planning communication activities
- Targeting communication activities
- Telling the project's story

By the end of the session participants will be able to:

- Recognise the importance of identifying communication objectives (why) and target group (to whom) before deciding on the communication activities (how).

19.30 Networking dinner for the participants on invitation from INTERACT

Day 2 **Wednesday, 9 March 2016** **8.45 - 17.00**

8.45 - 9.00 **Start:** Recalling main learning points from day 1

9.00 - 12.30 **Project development**

Coffee break included

- Project intervention logic basics
- Practical work on creating links between the project and the programme levels
- Level of details needed at the application stage (work packages and activities)

By the end of the session participants will be able to:

- Go step-by-step through the process of linking the project and programme intervention logics.
- Propose solutions for the potential bottlenecks of the new approaches during the development phase of Interreg projects.
- Define advantages and disadvantages of detailed project planning.

12.30 - 13.30 **Joint lunch**

13.30 - 17.00 **Presentation skills**

Coffee break included

- How to design engaging presentations
- How to present a complex message to applicants and engage them in discussions
- Practical work

By the end of the session participants will be able to:

- Define the difference between presentation and facilitation.
- Create an action plan to resolve 3 issues that may arise when designing, preparing for and delivering a presentation.
- Prepare and deliver a group presentation on key concepts used in Interreg programmes.



Day 3 **Thursday, 10 March 2016** **8.45 - 13.30**

8.45 - 9.00 **Start:** Recalling main learning points from day 2

9.00 - 12.00 **Project development - continuation**

*Coffee break
included*

- Eligibility rules basics
- Project budget
- Practical work

By the end of the session participants will be able to:

- Define what the project needs to know about programme finance rules and requirements.

12.00 - 12.30 **Event closure**

12.30 - 13.30 **Joint lunch**