



Interreg Project Management Camp

28 June - 1 July 2016 | Gothenburg, Sweden

Announcement

Dear Colleague,

Following the success of the Project Management Camps held in 2015, two more Camps are being planned for 2016. The Camps are dedicated to the topic of project management in the context of Interreg programmes. Interact will offer an exciting learning experience aimed at strengthening the skills and knowledge base of the Interreg programme officers needed to support the development and implementation of projects in the 2014-2020 period.

During the event participants will:

- Discuss all stages of the project management cycle in the context of Interreg. For each phase of the cycle they will identify at least three main aspects pertinent to project development and implementation relevant for their area which call for programme officers' assistance and guidance. These will be highlighted throughout the event in order to enable participants to discuss these with colleagues back at their work places.
- Discuss the latest trends and requirements related to management of Interreg projects with a focus on a project's contribution to the programme's results sought. Exchange of ideas throughout the event will aid the identification of good practice that can be transferred to the work place.
- Practice their facilitation and presentation skills which are essential for effective communication with project beneficiaries. Through dynamic discussion, role play and peer review participants will reflect on their own practice and identify useful tips on how to communicate more effectively with applicants and beneficiaries.

Testimonials from Camps 2014, 2015 and 2016:

One event participant stated that she was, 'very impressed with the entire week and that the Camp fully met her expectations. She felt the mixture of practical and theory was 'perfect'.

Another stated that, 'I especially liked facilitation and presentation skills part. It was also good that we had an opportunity to do a lot of group work which enabled sharing the experience, too. All info given during the event was really useful even though not all info was new to me'.

Finally, with regards to using the experience from the Camp in their daily life, a participant commented that following the event she, 'used the presentation skills learnt at an external conference and it was one of the best presentation she had ever given.'



Unique elements

The Camp initiative aims to provide Interreg programmes with a holistic product tailored to their needs, which are established with participants during the event registration process. The four day event will be delivered through two distinct, highly dynamic, yet intertwined modules, project management content and facilitation/presentation skills.

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 Managers/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 how to set them. Priority will therefore be given to programme level staff from all Interreg programmes, who are involved in project generation, development and implementation. In addition, the content of the camp is designed for beginners and junior officers that are new to the field of project management.

Practicalities

The training will take 3,5 days. To ensure the quality of the seminar, the number of participants will be limited. To secure fair representation of programmes, we will accept 2 representatives per programme as a start on a first come, first serve 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 Lise Espersen (lise.espersen@Interact-eu.net) and Polona Frumen (polona.frumen@Interact-eu.net).

We look forward to hearing from you!

Sincerely,

Your Interact Team

Draft Agenda

Objectives of the event

During the event participants will:

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Day 1	Tuesday, 28 June 2016	9.00 - 17.30
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 Winter Camp • Objectives for the event, working agreement and method • Introduction of participants 	
10.00 - 13.00	Introduction to facilitation skills <ul style="list-style-type: none"> • Introduction to the basics of facilitation skills • Giving and receiving feedback skills • Understanding your facilitation style • Facilitation techniques 	
<i>Coffee break included</i>	<u>By the end of the session participants will be able to:</u> <ul style="list-style-type: none"> • Define what is meant by facilitation. • Practice listening and questioning skills to improve understanding of other team members. • Identify facilitation considerations when working in multi-national, virtual teams. • Identify appropriate facilitator interventions for different stages of group development. • Identify techniques that can be used during a facilitated session to help groups achieve a required outcome. 	
13.00 - 14.00	Joint lunch	
14.00 - 17.30	Introduction to Interreg project management <ul style="list-style-type: none"> • Introduction to the project management cycle and the project management specificities in the Interreg context 	
<i>Coffee break</i>		



included [By the end of the session participants will be able to:](#)

- 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 will allocate the main activities pertinent to each stage of the cycle.

Project idea generation

- Interreg project characteristics
- Project context and project scope
- Project partnership development
- Stakeholder involvement for development of the project idea

[By the end of the session participants will be able to:](#)

- Identify the main aspects that make a project idea worth spreading, and standing out from the rest.
- Agree on the benefits of involving stakeholders during the project generation phase.

19.30 Networking dinner for the participants on invitation from INTERACT

Day 2 **Wednesday, 29 June 2016** **8.45 - 17.30**

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 (objectives, results, outputs)
- Programme intervention logic’s effect on projects
- Practical work on creating links between the project and the programme levels
- Level of details needed at the application stage (work packages and activities, project budget)

[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 during the development phase of Interreg projects.
- Define advantages and disadvantages of detailed project planning.

12.30 - 13.30 **Joint lunch**

13.30 - 14.30 **Project development - continuation**

14.30 - 17.30 **Project management and 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, 30 June 2016** **8.45 - 17.30**

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

9.00 - 10.00 **Contracting and start-up**

- Project selection process
- Complaints procedure
- Project start-up

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

- Point out important matters to consider when communicating committee decisions
- Clearly communicate to projects in what cases a complaints procedure can be initiated (depends on programme rules) and describe the main stages that should be followed as part of this procedure.
- Identify the main aspects of smooth project start up.

10.00 - 13.00 **Project implementation**

*Coffee break
included*

- Managing a project - the specificities of working in multi-national, virtual teams, internal project communication
- Implementation of the work plan
- Managing risks and changes
- Reporting
- Benefits of project evaluation on a project and programme level

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

- Facilitate a discussion how to create a learning culture among project applicants and beneficiaries.
- Give examples of common pitfalls during project implementation and advice projects on tools and practices to use when implementing an Interreg project.
- Describe what the process of risk identification and risk management on a project level is.
- Point out important matters to consider when doing reporting.
- Explain benefits of performing project evaluation and demonstrate its contribution to programme results.

13.00 - 14.00 **Joint lunch**

14.00 - 17.30 **Project management and facilitation skills**

*Coffee break
included*

- Facilitation and dealing with conflict - methods to deal with disagreement and conflict to reach consensus
- Practical work

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

- Identify their preferred working style and reaction to conflict.



- Identify how to use at least 5 different facilitation methods to facilitate a group meeting.
- Work as a group to prepare and facilitate a contentious meeting.

Day 4

Friday, 1 July 2016

9.00 - 13.30

9.00 - 12.00 Project communication

*Coffee break
included*

- 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).
- Prepare and deliver within groups an inspirational story telling brief.

Project closure

- Main obligations and responsibilities when closing a project
- Creating a project legacy

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

- State the most important aspects to consider when closing a project, including what the main obligations and responsibilities are during the final reporting phase.

12.00 - 12.30 Event closure

12.30 - 13.30 Joint lunch