

Training:

Project Development, Management of Project Applications and Fundraising

26. – 29. May 2014

Premises: Ministry of Education, Prishtina

Aim

- To develop capacities at the Kosovan public universities for the acquisition and implementation of projects funded by international donors

Objectives:

- To give an introduction to the project development and management of project applications on the basis of project cycle management
- To discuss best practices and challenges in project management
- To give an introduction to HORIZON 2020 and on the pre-conditions for participation

Target group:

- Staff involved in the project Higher KOS (focus on programmatic partnerships, research fellowships)
- Staff at Kosovan public universities responsible for project development

Registration is required - if free space is available other staff of public universities is welcome. Please state upon registration in case you would like to participate in individual training sessions only.

Workshop leaders:

Veronika Nitsche; Michaela Handke; Louise Sperl (WUS Austria, Graz)
Ulrich Hörmann, Elke Stinnig (OeAD)
Johanna Scheck (ZSI)

DAY I: 26 May 2014		
13:00 - 13:30	Introduction	WUS AT
13:30 - 17:00	Project development/fundraising/application process – PART I <ul style="list-style-type: none"> • Problem analysis, stakeholder and target group analysis • Development of concept • Logical framework approach • Analysis of application process: formal requirements, internal schedule, capacity management) 	WUS AT
DAY II: 27 May 2014		
13:00 - 17:00	Project development/fundraising/application process – PART II <ul style="list-style-type: none"> • Project management and workplan • Ownership and participation • Quality assurance, monitoring and evaluation • Communication and dissemination • Sustainability 	WUS AT
DAY III: 28 May 2014 (alternatively March 7 in the morning)		
13:00 - 14:00	Horizon 2020 - Overview	ZSI
14:00 - 15:00	What makes a good project?	ZSI
15:00 - 16:30	How do I present myself/my organisation/my institution as potential partner in a H2020-project?	ZSI
16:30 - 17:00	Brief intro - what are the preconditions at the universities for being prepared for the management and financial accounting of Horizon2020 project?	ZSI
DAY IV 29 May 2014		
13:00 - 14:30	Financial management: <ul style="list-style-type: none"> • Budgeting • Financial Guidelines • Financial Reporting 	OeAD
14:30 - 16:00	Cross-cutting topics in projects: Gender perspectives in the development and implementation of projects	OeAD
16:00 - 16:45	Reporting, evaluation, closure and follow-up	WUS AT
16:45 - 17:00	Wrap-up of all training sessions: summary, evaluation, dissemination and application at workplace etc.	WUS AT