

Preparation of Proposals and Management of European Projects under ERASMUS+

25, 26 and 27 July 2015, Rodon Mount Hotel and Resort, Agros, Cyprus

Agenda for the 3 days training course

Training place: Rodon Mount Hotel and Resort, Agros, Cyprus – Demetra Room

Time	Friday, 24 July 2015	
All day 20:15	Arrivals Welcome dinner for those staying at the hotel the night of 24 July 2015. (meet at the hotel lobby at 20:00)	
	Saturday, 25 July 2015	
		Presenter/Coordinator
7:00 – 9:00	Breakfast	
09:00 – 9.15	Opening of the course-Discussion of Agenda	Gr. Makrides
9.15 – 11.00	Introduction to the course, ERASMUS+ structure and calls, Priorities, Objectives, Criteria	
11:00	Coffee break	
11.30 – 13.00	The steps of preparation of a proposal	Gr. Makrides
13:00 – 16:00	Lunch break	
16.00 – 18.00	Topics: PIC code application procedure, web-search, review of proposal titles, brainstorming for ideas for new projects, linking with priorities and actions (KA1, KA2, KA3, Centralized versus Decentralized actions)	Gr. Makrides
16:30 – 17:00	Coffee during work	
19:30	Departure by bus	
21:00	Dinner at a traditional tavern (place to be announced)	
00:30	Departure to return to hotel	
	Sunday, 26 July 2015	
		Presenter/Coordinator
7:00 – 8:30	Breakfast	
9:30 – 11:00	Training Topics: Linking with General and Specific objectives, Preparation of a summary of a proposal, (Rational for the proposal idea, main outcomes, main activities to produce outcomes, partners involved, target groups, European added value, Impact) Priorities satisfied and/or EU decisions supported. Practical work: presentation and defence of the idea Finding partners, (type, geographical position, expertise relevance). Discussion and practical work	Gr. Makrides
11:00 – 11:30	Coffee Break	

11:30 – 13:00	Topics: Preparatory meetings, mandate letter, partner profiles, partner tables, valid application form, eligible and non-eligible activities, practical work EU2020 Education and Training, Progress Indicators and Key Competences Preparation of a 2-3 year plan (TIMELINE)	Gregory Makrides
13:00 - 16:00	Lunch Break	
16:00 -16.15	Preparation of TABLE A (spreadsheet of outcomes-activities and partners involvement, who does what?)	Gregory Makrides
16.15-16.45	Coffee during work	
16.45 – 18.00	Preparation of TABLE B (operational expenses)	Gregory Makrides
20.30	Departure by bus or taxi (time may change)	
20.30	Dinner at hotel	
Monday, 27 July 2015		
7:00 – 9:30	Breakfast	
10:00 – 11:30	Training Topics: Review of a full completed proposal	Gregory Makrides
11:30 – 12:00	Coffee Break	
11:30 – 13:30	Practical work by participants, preparation of Timeline, TABLES A and B	
13:30 – 16:00	Lunch Break	
16:00 - 18:00	Topics: Description, outcomes-activities, evaluation and quality assurance, dissemination, exploitation, risks, progress indicators, communication, conflict resolution, project management Preparation of the proposal- practical work	Gregory Makrides trainer works with individuals or groups
16.30 – 17.00	Coffee during work	
18:00	Awarding of certificates	
20:30	Dinner/Departures	
Tuesday, 28 February 2015		
Departures		