



EuroMed Training of Public Administrations

**Regional Training and Consultancy Programme on
Public Administration for the Mediterranean Partners**

SEMINAR ON EU PROGRAMMES

Overview of the MEDA Programme implementation

PROGRAMME

MILAN (IT), 17-21 March 2008



**MEDA Programme of the European Commission (EC) –
EuropeAid Co-operation Office**

Programme Management Unit:



**Institut Européen
d'Administration Publique – Centre Européen des Régions (IEAP-CER)**

**European Institute
of Public Administration – European Centre for the Regions (EIPA-ECR)**

INTRODUCTION and GENERAL INFORMATION

Introduction

The European Centre for the Regions, the Barcelona Antenna of the European Institute of Public Administration (EIPA), is the Programme Management Unit (PMU) for the "Regional Training and Consultancy Programme on Public Administration for the Mediterranean Partners" (EuroMed Training of Public Administrations) of the European Commission, funded under the MEDA Programme.

The programme is the extension of an initiative submitted to the European Commission starting in 2000 which resulted in the holding of a Conference organised by the ECR in Barcelona on 7 and 8 February 2000 entitled the "Meeting of the Representatives of the Public Administrations of the Euro-Mediterranean Partners in the Framework of the Euro-Mediterranean Partnership".

Objectives

This programme falls under Chapter II of the Barcelona Declaration of November 1995 and aims to provide training on European affairs to Civil Servants from the Southern Mediterranean and the Middle East, while also envisaging the creation of a network of training centres in public administration between the Euro-Mediterranean Partners.

The ultimate objectives of this programme are to contribute to the creation of a free trade area by 2010, to expand the knowledge on EU affairs in the Mediterranean Partners in order to contribute to the implementation of the association agreements, and to develop in the Mediterranean Partners a critical mass of experts in the EU integration process.

With a duration of 42 months that has been extended to 60 months by the EC, this programme is aimed at the 10 Mediterranean Partners. It consists of 4 modules: 1) EU Basics; 2) EU Programme Basics; 3) EU Advanced ; 4) Train-the-Trainers; and the creation of a network of training centres on public administration.

EU Member States will be involved in this programme through consultancy, participation in training action whenever necessary as well as through participation in the Network of Euro-Mediterranean Partners Training Institutes.

EU PROGRAMMES MODULE

Introduction

The EU PROGRAMMES module consists of 14 seminars. Each seminar will last 5 days and each will be open to 30 participants. The purpose of these seminars will be to assure training for up to 300 civil servants from the Mediterranean Partners' public administrations. All 14 seminars will have, in principle, the same contents which will be repeated on each occasion.¹

Participants

From the 10 Mediterranean Partners, every partner will provide 3 participants per EU PROGRAMMES Seminar.

The participants shall be civil servants in charge of the European policy of their Administration/department/service, or in charge of managing EU projects and/or programmes, or in a position to answer calls for proposals of the EU.

The participants shall come from different ministries and from different levels of the public administration: national, regional and local administrations, dealing with EU affairs and EU projects/programmes. They might come from public enterprises dealing with EU projects/programmes.

The participants shall be or are in a position to become a contact point for activities linked to EU Projects/programmes in their country.

In addition to that they shall have:

- Academic education or equivalent
- Good command in either French or English
- Good command of IT and Internet utilities
- Commitment to actively support the partnership with the EC and all other MEDA countries

Objectives

At the end of the seminar all the participants shall have a clear overview of the MEDA Programme and its modalities of implementation in the case of bilateral and regional context. The various sessions will cover the main steps from programming to implementation and final evaluation, including Commission decision process, Programme Management Unit establishment, Project Cycle Management and procurement procedures.

In addition, they shall be able to disseminate the knowledge they have learned to their colleagues in order to multiply the effects of the seminar.

¹ Later seminars may be modified to meet needs of specific target groups and/or based on evaluations and recommendations received in the course of the Module.

Working languages

The EU PROGRAMMES seminars will be held in English and French, with simultaneous translation.

Basic documentation

Copies of the presentations provided by the speakers in their original language (either English or French) as well as documentation related to project management and official documents from the European Commission (in English and French as far as the documents exist in both languages) will be distributed to all participants.

Venue of the Seminar

Starhotels Ritz
Via Spallanzani, 40
20129 Milan
Italy
Tel: +39 02 2055
Fax: +39 02 29518679
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PROGRAMME

Monday 17 March 2008

09.45 Welcome and Presentation of the Programme

Stéphanie HOREL, Co-ordinator of the EuroMed Training of Public Administrations Programme; Lecturer, European Institute of Public Administration - European Centre for the Regions (EIPA-ECR), Barcelona (ES)

09.55 Presentation of the Programme, Objectives, Contents and Methodology of the Seminar

Stéphanie HOREL

10.10 Presentation of Participants

Participants will introduce themselves, their link to and interests in the preparation and management of EU funded projects and their expectations to the seminar

10.45 Coffee break

11.00 The Euro-Mediterranean Partnership Context

1995-2008: from the Barcelona Declaration to the European Neighbourhood Policy

Speaker: *Andreas HAVELKA*, Expert, Vienna (AT)

11.45 Structure and relevant players of the Euro-Mediterranean Partnership

Speaker: *Andreas HAVELKA*

12.00 Debate

12.30 Lunch

13.30 Overview of the MEDA Programme:

- **Project Cycle**
- **Decentralisation Process**
- **ENPI (European Neighbourhood and Partnership Instrument)**

Speaker: *Andreas HAVELKA*

15.00 Debate

15.30 Introduction to information tools used by DG EuropeAid

Speaker: *Andreas HAVELKA*

15.45 Question time

16.00 End of day 1

Tuesday 18 March 2008

Management of Programmes in a decentralised context

09.00 Overview of the context:

- **Commission decision**
- **Financing agreement and Technical and Administrative Provisions**

Speaker: *Gian-Luca BOMBARDA*, Consultant, Reggio Emilia (IT)

10.15 Coffee break

10.30 Basic rules and definitions

- **Call for tenders and call for proposals**
- **Procurement Procedures (MEDA Regulation)**
- **Concept Note**

Speaker: *Gian-Luca BOMBARDA*

12.45 Lunch

13.45 Opening and administration of a PMU: Basic rules

Speaker: *Andreas HAVELKA*

14.15 Workshop No 1 - How to prepare an annual work plan from the financial agreement

Participants will work in group to establish a work plan for a PMU, based on their experience and on the tools developed throughout the seminar.

Moderators: *Andreas HAVELKA and Gian-Luca BOMBARDA*

(Coffee will be served while the groups are working at 15.30hrs)

16.00 Exchange of experiences on EU project management

Each delegation will be asked to make a presentation of maximum 10 minutes addressing the following issues:

- 1) The description of the PMU or any other Entity managing an EU funded project in its country with special focus on the problematic situations it went through,
or
- 2) Describe an EU Funded project in its country with special focus on the problematic situations it went through

18.30 End of day 2

Wednesday 19 March 2008

09.00 Overview of the Project Cycle Management

This session will examine the Project Cycle Management (PCM) instrument and how it is used by the European Commission for EU Development Programmes. It will also introduce the fundamental tools contained within the PCM:

- **The Concept of the PCM**
- **Introduction to the logical framework approach**

Speaker: *Martin WYRWICH*, Consultant, Tendersmith, Augsburg (DE)

10.30 Coffee break

11.00 Continuation

12.30 Lunch

13.30 Workshop No 2 - Hands on Project Cycle Management Tools

- **Analytical Tools**
- **Planning tools**

Moderator: *Martin WYRWICH*

15.30 Coffee Break

15.45 Presentations: The participants will present the results of the workshop

16.30 End of day 3

Thursday 20 March 2008

09.00 How to prepare a service tender dossier:

- Terms of reference
- Special conditions
- Procurement notice and its selection criteria

Speaker: *Andreas HAVELKA*

10.15 Coffee break

10.30 Workshop No 3 - Preparation of a procurement notice

- **Selection criteria**
- **Evaluation Grid**

Moderators: *Gian-Luca BOMBARDA and Andreas HAVELKA*

12.00 The evaluation and awarding in a service tender dossier

Speaker: *Andreas HAVELKA*

13.00 Lunch

14.00 Workshop No 4 - How to participate in a call for proposal

Based on the instruments and skills provided throughout the seminar, the participants will be asked to prepare a draft concept note for a project in response to a Call for Proposals, including:

- Consortium establishment
- Project Concept and its relevance
- Project Methodology and sustainability

Moderators: *Gian-Luca BOMBARDA and Andreas HAVELKA*

15.30 Coffee break

15.45 Presentations: The participants will present their project proposal as a result of the workshop

16.45 End of day 4

Friday 21 March 2008

09.00 Visibility rules

Speaker: *Andreas HAVELKA*

09.30 Final evaluation and auditing

Speaker: *Gian-Luca BOMBARDA*

10.30 Coffee Break

11.00 Conclusions and evaluation

Gian-Luca BOMBARDA, Andreas HAVELKA and Stéphanie HOREL

Round table: Participants will be asked to give their feedback and evaluate the seminar

12.00 Final Declaration and closing of the seminar

Stéphanie HOREL

12.15 End of seminar and Lunch

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