

**Training****INTERACT TRAINING SEMINAR: Territorial Cooperation Project Management****Venue, date**

Ljubljana, Slovenia, 05-06 July 2007

**Participants**

Approx. 30, National -Programme authorities involved in project generation, development and implementation

## Outline

### Background

This training seminar is organised and coordinated by **INTERACT** Point Managing Transition and External Cooperation **Vienna**, in close cooperation with **INTERACT** Point Qualification and Transfer **Viborg**. It will be co-hosted by the **Slovenian Government Office for Local Self-Government and Regional Policy**.

The training seminar is based on a 2-day intensive training seminar developed by INTERACT Viborg. It follows a unique approach by addressing both specific regulatory requirements and general project management skills but with a focus on practical experiences of making territorial cooperation projects work with the Lead Partner Principle. The content builds on the experiences of over 100 projects, collected by INTERACT Viborg, from across Europe throughout the entire project lifecycle from identifying project ideas and establishing partnerships to final reporting and closure. Case studies and practical examples provide a platform to share experiences and gain new ideas for supporting and advising project managers to develop sound Lead Partner led projects and implement them successfully.

### Objective

During the training seminar material targeted at project promoters will be presented. The general objective is to allow participants to identify and transfer the most relevant materials to their programmes and projects.

Good practices for project generation will be identified.

**Participation:** Places are limited to a maximum of 30 for a maximum of 2 participants per programme. Priority will be given to programme level staff involved in project generation, development and implementation but registrations from project managers and project lead partners are also welcome.

**Working language:** English

### PROVISIONAL DRAFT PROGRAMME

**05 July 2007** (registration starts at 8.30)

9.00-10.15: **Introduction & Framework:** Training outline and introductions, Key aspects of multinational project planning, organisation and management, Principles of territorial cooperation projects, The programme context, The project lifecycle

10.15-10.35 Coffee break

10.35-13.00 Idea generation & partnership development - Generating and scoping project ideas, Developing the partnership, Stakeholder involvement, Programme support

**Training**

**INTERACT TRAINING SEMINAR: Territorial Cooperation Project Management**

**Venue, date**

Ljubljana, Slovenia, 05-06 July 2007

**Participants**

Approx. 30, National -Programme authorities involved in project generation, development and implementation

---

13.00-14.00 Lunch

14.00-16.10 **Project development and application:** The Lead Partner principle & cooperation criteria, The application process, Setting objectives, defining work packages, Drawing up the project budget, Time and resource planning, Developing indicators

16.10-16.30 Coffee break

16.30-17.30 **Project kick-off:** Contracting & start-up, Partnership agreements, Management and working structures, Detailed planning and milestones, Establishing a common working culture

**06 July 2007**

8.30-11.45 **Implementation** (including coffee break): Keeping track of costs, activities and timing – updating plans and managing risks; Monitoring & evaluation; Reporting on activities and finances; Financial management and control; Project changes; Eligibility; Project communication

11.45-12.30 **Project closure:** Planning for closure - what needs to happen, when?, Final reports, claims and audits, Key requirements for completed projects, Sustainability of results after the end of the project

12.30-13.30 Lunch

13.30-15.00 Case study presentations

**Follow-up**

- Territorial Cooperation Project Management Handbook and CD-ROM
- Evaluation of the information transfer.
- Good practices and challenges ahead.
- Strategic and quality projects generation tools.

**Information**

Practical details on the venue will be sent with the confirmation of participation.

Pre-Registration is possible at:

<http://www.interact-eu.net/227138/987893/0/541>

For further information please contact:

Mauro Novello, [mauro.novello@interact-eu.net](mailto:mauro.novello@interact-eu.net) or/and Elise Blais, [elise.blais@interact-eu.net](mailto:elise.blais@interact-eu.net).