

An illustration on the left side of the slide shows three stylized human figures in blue and white, climbing a set of stairs. Above them are five yellow stars, reminiscent of the European Union flag. The background is a light blue gradient.

★ CBC programming meeting

★ CBIB Proposed Training Modules ★ for CBC Programme Structures

21 June 2013



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Stakeholders' consultations – Modules requested

REQUESTED TRAINING MODULES	AL	BIH	HR	KOS	MK	MN	RS
Basic training sessions for the newly recruited staff in OS and JTS (programme structures, CfP management, CBC programme cycle, Strategy development, etc.)	★			★	★	★	
Financial Management - Grant Management (procurement under grants)	★			★			★
Quality project preparation	★						★
Preparation of activities and tasks for the conferral of management for DMS under component II							★
Advanced PCM		★					★
Assessment of project proposals	★			★			
New IPA II regulation and its rules of application		★					
Reporting, monitoring and evaluation at project and programme level		★		★		★	★
Communication techniques and presentation skills		★		★			★
Preparation of log-frames and definition of indicators						★	



Training modules for the newly recruited staff in OSs and JTSs



CBC programme cycle, structures and their role and responsibilities

- IPA Institutional Framework
- Role of strategic documents
- EC implementation modalities
- CfP preparatory activities
- Steps in launching a CfP
- Evaluation steps and criteria
- Grants' contracting
- Project implementation
- Reporting and monitoring
- Evaluation

CfP preparation and management

- IPA Institutional Framework
- Steps and sub-steps in the call for proposal process (actors, responsibilities, timeline)
- Visibility requirements
- Guidelines for applicants
- Launching call for proposals
- Evaluation – steps and criteria
- Contract preparation
- Implementation: project and programme level
- TA budget preparation

Assessment/evaluation of applications

- Evaluation process
- Opening and administrative check simulation
- Evaluation of the Concept note
- Assessment of full application
- Preparation of the report
- Eligibility check
- Main findings
(simulation of the evaluation with real cases' evaluation process)



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Training modules for the newly recruited staff in OSs and JTSs - continue



The participation of stakeholders from Kosovo* and their neighbours will be coordinated with the NA TA in the country

Harmonisation
Coordination

Proposed modality: The TA2CBC Kosovo will organise the training event, including the fees of the trainer(s), while CBIB+ will cover the participation costs for MK, AL and MNE participants

* This designation is without prejudice to positions on status, and is in line with UNSCR 1244 and the ICJ Opinion on the Kosovo Declaration of Independence (KOS)



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Training modules proposed for all OSs and JTSs



1	IPA Policy and programming framework for the new financial period
2	Strategy development and formulation
3	Training on project and programme monitoring, result oriented and ex-post evaluation
4	Financial Management – TA Grant Contract Management
5	Training on Effective Communication
6	Preparation of activities and tasks for the conferral of management for DMS under component II



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Training modules proposed for all OSs and JTSs - continuation



IPA Policy and programming framework for the new financial period

Target Group	OSs and JTS/A
Objective	To improve the management capacity of the competent bodies through an advanced understanding of the possibilities the new financial instruments and regulations enable
Main topics	<p>Legislation:</p> <ul style="list-style-type: none">IPA II RegulationCommon Implementing Rules for External ProgrammesRules of Application of IPA II <p>Common Strategic Framework</p> <p>Multi-annual indicative planning documents (country and multi-beneficiary)</p> <p>CBC Programmes (content, structure, division of tasks, approach, etc.)</p>
Duration	1 day training



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Training modules proposed for all OSs and JTSs - continuation



Preparation of activities and tasks for the conferral of management for DMS under component II

Target Group	OSs and JTS/A
Objective	To move forward on the preparedness for DMS accreditation
Main topics	<ul style="list-style-type: none">• Strategy for accreditation on DMS• Operational procedures and inter-institutional protocols/agreements• Segregation of duties and control mechanisms• Remedies for low absorption rates in the first two years of DMS• Speeding up standard procedures• Risk assessment• Management of irregularities
Duration	1 day training



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Training modules proposed for all OSs and JTSs - continuation



Training on project and programme monitoring Result oriented and ex-post evaluation

Target Group	OSs and JTS/A
Objective	To enhance participants' understanding of the concept of monitoring and evaluation, monitoring visits plan and risk assessment
Main topics	<ul style="list-style-type: none">• Objectives of project and programmes monitoring;• Types of monitoring and standard monitoring methods;• Monitoring instruments;• Designing monitoring systems; defining information requirements;• Use of monitoring checklist and risk assessment tool;• Developing relevant monitoring questions and indicators;• Designing the information flow;• Data collection methods and tools;• Performance criteria;• Reporting & using M&E findings.
Duration	2 day training



Training modules proposed for all OSs and JTSs - continuation



Strategy development and formulation

Target Group	OSs and JTS/A
Objective	To enhance the capacity for planning and programme document drafting
Main topics	<ul style="list-style-type: none">• Situation analysis, including performance analysis• Strengths, weaknesses, opportunities and threads matrixes• Strategic choices• Definition of measures• Definition of indicators• Participative approach• Practical Examples
Duration	1 day training



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Training modules proposed for all OSs and JTSs - continuation



Financial Management – TA Grant Contract Management

Target Group	OSs and JTS/A
Objective	To build additional capacities of the OSs and JTSs in financial management in order to ensure effective and efficient administration and implementation of the TA grant contracts in accordance with contract provision and the secondary procurement procedures respected by the OSs and JTS
Main topics	<i>Grant contract and financial issues</i> <ul style="list-style-type: none">• Budget planning and spending;• Cash flow of grant budget and eligibility of costs;• Narrative and financial reporting requirements;• Secondary procurement;• How to prepare tender dossier (supply/service/works);• Process of evaluation of offers and selection;• Main mistakes in procurement.
Duration	2 day training



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Training modules proposed for all OSs and JTSs - continuation



Training on Effective Communication

Target Group	OSs and JTS/A
Objective	To increase participant's level of knowledge on methods and successful communication practices as well as addressing requirements in information and communication applicable for CBC management
Main topics	<ul style="list-style-type: none">• Basic communication styles;• Types of communication (verbal, non-verbal);• First impression;• Difficult Communication Situations;• Techniques of feedback;• Development of networks;• Levels of communication within the organisation;• Creation of effective communication channels within the organisation.
Duration	1 day training




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Proposed training methodology and timing

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Organise whenever possible regional or at least cross-border training events

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The training modules related to the new IPA rules and strategy formulation are considered as priority

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Upon a duly justified request shared by the majority of the programme structures, CBIB+ could organise training modules other than the ones proposed so far

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Multi-thematic events

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Starting period: from September onwards (option July)



**Thank you for your
attention!**

CBIB PLUS team



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