



HORIZONTAL TRAINING ON STRUCTURAL INSTRUMENTS

INFORMATION ON THE PROJECT

Project Objective

The project is part of a wider intervention, whose overall objective is to strengthen the institutional structures at central, regional and local levels in order to achieve, upon accession, sound and efficient management of EU Structural Funds, and efficient management of programmes. The measure will support the Romanian public administration in implementing the Action Plan for strengthening Romania's administrative capacity for the efficient management of the Structural and Cohesion Funds.

The specific objectives are to provide key players within Romanian institutions involved in managing EU Structural Funds (Managing Authorities, Paying Authorities, Intermediate Bodies and Final Beneficiaries at local level) with basic skills and knowledge to programme, implement and monitor the programmes and projects.

Project activities

Component 1 – Seminars on project elaboration and implementation under the Structural Instruments

Seminars organised at regional / local level for a total of 550 participants from the Beneficiary organisations of the EU Structural Funds (SF) assistance, as well as for Intermediate Bodies, in order to improve the absorption capacity and increase awareness at the local level.

Component 2- Specific training on programme monitoring

In depth training on programme monitoring for 100 staff members from within the established Structural Instruments management structure - the Managing Authority for CSF and Cohesion Fund, Managing Authorities and Intermediate Bodies of the Operational Programmes), as well as transfer of know-how/expertise regarding the organisation and functioning of the structures developed in the current EU Member States.

Component 3 – International Conference “Structural Instruments in Romania”

Organisation of an international conference, with at least 300 participants and high level attendance and representation, focusing on new developments and sharing of best practices for the management of the Structural Instruments in Romania.

The project's training manuals and conference papers will be printed and distributed to a large number of Romanian public administration institutions for future reference.

TRAINING TARGET GROUPS

Target group 1 – IBs (central & regional), Final Beneficiaries

Training field: Preparation of projects under the EU Structural Funds (meeting the evaluation criteria associated with the individual measures and priorities, writing the project, checking the proper filling of the project's application form, presentation of the project's impact on regional development and local economy within the project's application form, preparation of business plan, preparation of cost-benefit analysis for public/non-profit and private sector projects, etc...)

Target group 2A – MAs & IBs (Monitoring Units)

Training field: Monitoring of the EU SF projects (preparation of documentation for call for proposals, information campaign and communication with the potential applicants, registration of project proposals, selection and appraisal process, contracting, monitoring of projects, etc.)

Target group 2B – MAs & IBs (Financial Management Units)

Training field: Structural Funds Financial Management and Control (financial management, monitoring, payment procedures, audit, etc)

TRAINING TOPICS

Target group 1 – IBs (central & regional), Final Beneficiaries

Course Title: Project development and implementation under the EU Structural Funds

Duration: 4 days

Location: Eight cities/towns, one in each of the Romanian Development Regions

Learning objectives:

- To become familiar with the application form for SF operations, and to learn how to prepare mature projects, how to meet the evaluation criteria associated with individual measures and priorities, check the proper filling of the application form, justify the project's impact on regional development and the local economy, prepare the required studies, etc.
- To increase the participants' awareness of the preconditions for successful project implementation, to familiarise them with the project management prerequisites under the SFs and the requirements for implementing projects, to get them acquainted with SFs financial management systems, monitoring and reporting requirements, project evaluation features.

Training modules :

PART A: Overview of the basic principles of the SF assistance

- A.1 EU Cohesion policy and Structural Instruments
- A.2 Structural Funds Programming (incl. presentation of NSRF and OPs)
- A.3 The Structural Funds management and implementation arrangements in Romania

PART B: SF management and implementation

- B.1 Project identification and development
- B.2 Project monitoring and evaluation
- B.3 The Structural Funds management and implementation arrangements in Romania

PART C: Sector specific training in the management and implementation of the SF assistance

- C.1 Introduction to the Sector – Policies
- C.2 Determining the needs – Programming
- C.3 Good practices
- C.4 Programme/project monitoring – Closing remarks

Four (4) parallel sessions:

1. *Business, Research & Development and Innovation (ERDF)*
2. *HRD and ESF-related sectors*
3. *Basic Infrastructure and Cohesion Fund (ERDF & CF)*
4. *Tourism (ERDF)*

Target group 2A – MAs & IBs (Monitoring Units)

Course Title: Monitoring of the EU Structural Funds projects

Duration: 4 days

Location: One selected central location in Romania (Bucharest or close to Bucharest)

Learning objectives:

- To familiarise with the SF projects' monitoring requirements and procedures and practice on the future work of the MAs/IBs Monitoring Units.
- To learn how to prepare the documentation for call for proposals, register the applications, select and appraise projects, prepare contracts, organise information campaigns, etc.

Training modules :

PART A: Overview of the basic principles of the SF assistance

- A.1 EU Cohesion policy and Structural Instruments
- A.2 Structural Funds Programming (incl. presentation of NSRF and OPs)
- A.3 The Structural Funds management and implementation arrangements in Romania

PART B: SF management and implementation

- B.1. Training on Programming
- B.2. Training on project appraisal and selection
- B.3. Training on monitoring and evaluation
- B.4. Information and Publicity

PART C: Sector specific training in the management and implementation of the SF assistance

- C.1 Introduction to the Sector – Policies
- C.2 Determining the needs – Programming
- C.3 Good practices
- C.4 Programme/project monitoring – Closing remarks

Four (4) parallel sessions:

1. Business, Research, Development & Innovation (ERDF)
2. HRD and ESF-related sectors
3. Basic Infrastructure and Cohesion Fund (ERDF & CF)
4. Tourism (ERDF)

Target group 2B – MAs & IBs (Financial Management Units)

Title of the course: EU Structural Funds financial management and control

Duration: 2 days

Location: One selected central location in Romania (Bucharest or close to Bucharest)

Learning objectives:

- To develop the necessary skills for effective financial management of Structural Funds (SF) co-financed programmes and projects
- To gain fundamental skills and knowledge on financial management and control, to develop competencies necessary to implement the respective EU regulations, to be able to deal with certification and payment functions, to ensure adequate understanding of specific aspects of the co-financing principles and the control process.

Training modules :

PART A: Overview of the basic principles of the SF assistance

- A.1 EU Cohesion policy and Structural Instruments
- A.2 Structural Funds Programming (incl. presentation of NSRF and OPs)
- A.3 The Structural Funds management and implementation arrangements in Romania

PART B: SF management and implementation

- B.1 Legal and regulatory base for financial management of SF&CF
- B.2 Financial management framework
- B.3 Financial control and internal audit
- B.4 Payment process and other core processes

HOW TO REGISTER

Please return this registration form to the following address by fax, e-mail or post:

Ms. Mona Dobre
26-28 Vasile Lascar Str.
Entrance 1, 4th Floor, Ap. 18
Bucharest - Sector 2
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e-mail: mona.dobre@ewc.ro





HORIZONTAL TRAINING ON STRUCTURAL INSTRUMENTS

REGISTRATION FORM

INFORMATION ON THE ORGANISATION

Name of the organisation:	
Type of organisation:	
Region:	

TRAINEE DATA

Surname:			
First Name:			
Position in the organisation:			
Years in the organisation:			
Phone:		Fax:	
Mobile phone:			
E-mail:			

Please consider my Registration for the following target group¹:

Target group 1 – Intermediate Bodies, Final Beneficiaries

Region 1-North East	17-20 April 2007	<input type="checkbox"/>
Region 2 -South East	5-8 March 2007	<input type="checkbox"/>
Region 3 -South	26-29 March 2007	<input type="checkbox"/>
Region 4 –South West	23-26 April 2007	<input type="checkbox"/>
Region 5 -West	20-23 March 2007	<input type="checkbox"/>
Region 6 -North West	5-8 June 2007	<input type="checkbox"/>
Region 7 -Centre	8-11 May 2007	<input type="checkbox"/>
Region 8 –Bucharest Ilfov	21-24 May 2007	<input type="checkbox"/>

Target group 2A – Managing Authorities & Intermediate Bodies (Monitoring Units)

12-15 February 2007

Target group 2B – Managing Authorities & Intermediate Bodies (Financial Management Units)

27-28 February 2007

DATE	
NAME AND SIGNATURE OF THE TRAINEE	
NAME AND SIGNATURE OF THE DIRECTOR / CEO OF THE ORGANISATION	

Thank you for registering to the Horizontal Training on Structural Instruments. We will contact you soon for information on the logistical arrangements concerning your participation in the training workshops.

¹ Please tick the boxe(s) as appropriate.