

**Preparation of Proposals and Management  
of European Education Projects under ERASMUS+**  
 (4 days training) 30 July – 2 August, 2019, Rodon Hotel Resort, Agros, Cyprus

[www.eaecnet.com](http://www.eaecnet.com), <http://courses.eaecnet.com>

**Agenda for the training course** (Meeting room: Athina, 2<sup>nd</sup> Floor)

For emergency please call: +357-99641843

<b>Monday, 29 July 2019</b>	
All day 20:15	Arrivals Welcome dinner (meet at the hotel lobby at 20:00)
<b>Tuesday, 30 July 2019</b>	
	Presenter/Coordinator
09:30 – 9.45	Opening of the course-Discussion of Agenda
9.45 – 11.00	Introduction to the course, ERASMUS+ Overview and future ERASMUS+ Structure and calls, Priorities, Objectives, Criteria
11:00	<b>Coffee break &amp; market place set-up</b> (participants bring sweets & photos from their country, optional)
11.30 – 13.00	The steps of preparation of a proposal
13:00 – 14:30	<b>Lunch break at hotel</b>
14.30 – 15.30	Topics: PIC issues, review of proposal titles, brainstorming for ideas for new projects, linking with priorities and actions (KA1, KA2, KA3, Centralized versus Decentralized actions )
15:30 – 16:00	<b>Coffee Break</b>
16.00 -17.00	Linking with General and Specific objectives, Other funding programmes will be presented. Networking – Partner Search(type, geographical position, expertise relevance).
	Gr. Makrides
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<b>Wednesday, 31 July 2019</b>	
	Presenter/Coordinator
9:30 – 11:00	Topics: 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 of ideas Discussion and practical work
	Gr. Makrides

11:00 – 11:30	<b>Coffee Break</b>	Gr. Makrides
11:30 – 13:00	Topics: Preparatory communication with partners, mandate letter, partner profiles, partner tables, application forms, eligible and non-eligible activities, practical work Review of real KA2 approved proposals. Preparation of a 2-3 years plan (TIMELINE)	
13:00 - 14:30	<b>Lunch Break</b>	
14:30 -15.30	Preparation of TABLE A (spreadsheet of outputs-activities and partners role, who does what?) Progress Indicators,	
15.30-16.00	<b>Coffee break</b>	
16.00 – 17.00	Preparation of TABLE B (operational plan and expenses) Evaluation criteria	
18.30	Departure by mini-bus (time may change), Excursion offered by EAEC	
21.00	<b>Dinner</b> at a Local Tavern (place to be announced) (Dinner Supplement to hotel FB)	
23.00+	Departure to return to hotel	
<b>Thursday, 1 August 2019</b>		
10:00 – 11:00	Training Topics: Review of Centralized proposal, review and discuss LFM(Logical Framework Matrix).	Gr. Makrides
11:00 – 11:30	<b>Coffee Break</b>	
11:30 – 13:00	Practical work by participants, preparation of output description, Timeline, TABLES A and B Use of Participant Portal and Mobility Tool	Gr. Makrides
13:00 – 14:30	<b>Lunch Break</b>	
14:30 - 15:30	Topics: Description, outcomes-activities, evaluation and quality assurance, dissemination, exploitation, risks, contingency plan, progress indicators, communication, conflict resolution,	Gr. Makrides
15.30 – 16.00	<b>Coffee break</b>	
16.00 – 17.00	Project management, Tools for reporting, time-sheets, progress reports, final reports. Problems and solutions, what to avoid, amendments, etc	
<b>Friday, 2 August 2019</b>		
9.30-10.30	Preparation of idea presentation to be presented during the Networking Innovation Meeting	Gr. Makrides
10.30 -11.00	<b>Coffee Break</b> before the Networking Meeting	
11.00 – 17.00	NETWORKING INNOVATION MEETING* (separate agenda). External participants shall attend.	Gr. Makrides and partners
13.00 – 14.30	<b>Lunch Break</b>	
17.00 – 17.30	Awarding of certificates	
<b>Saturday, 3 August 2019 (Departures)</b>		

\*A separate agenda will be provided for the Networking Innovation meeting,

Coffee/Tea is offered by the organizers during the course breaks. Lunch is at participant's expense or part of their accommodation.