



SERN

SERN TRAINING ACTIVITIES 2022

11 MAY 2022

Lilla Bommens Conference Center
Gothenburg

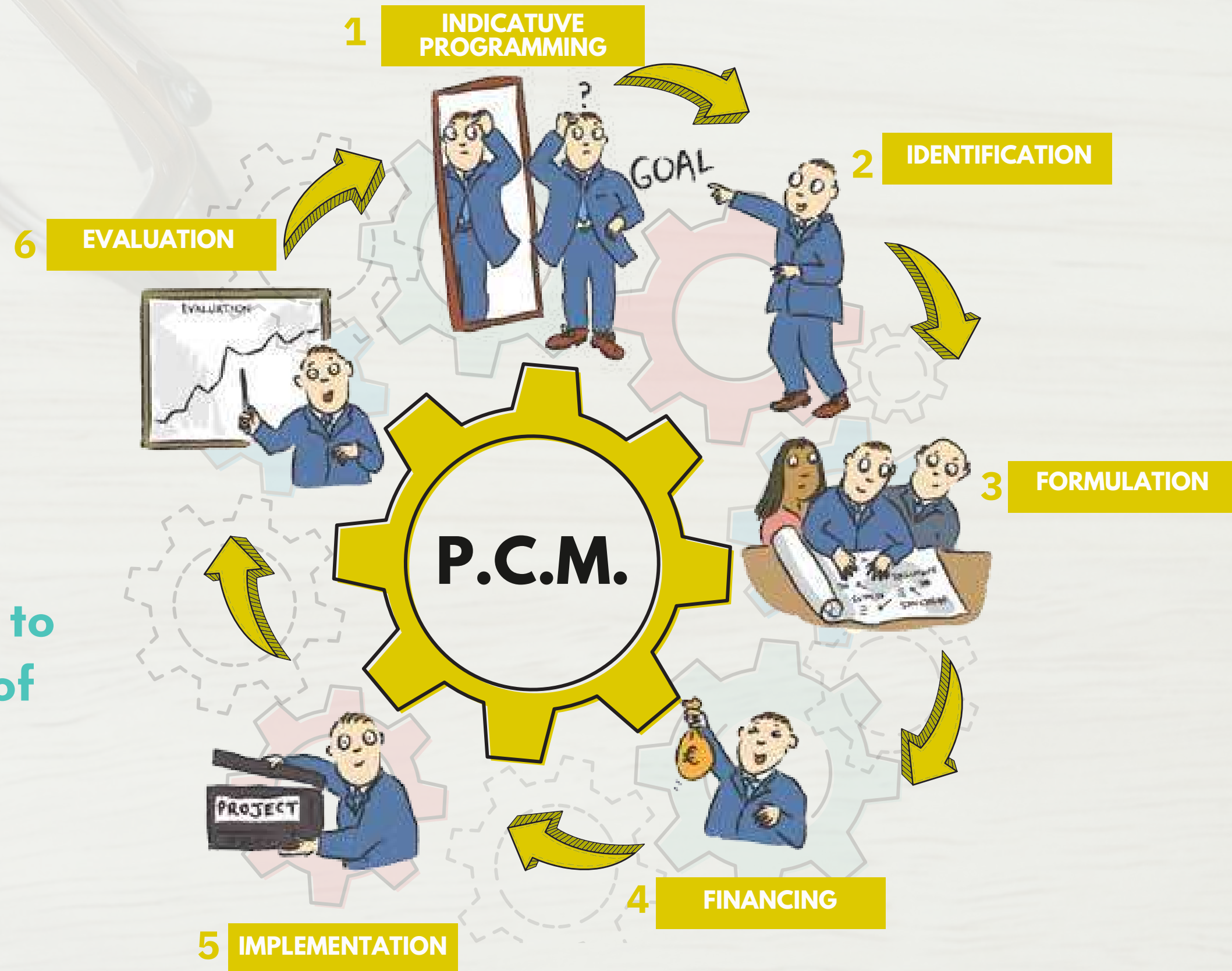


TRAINING

SERN TRAINING ACTIVITIES 2022

TEACHING

The courses will address three main areas:
project design and planning, project management and activities that will enhance the capacity of the member to become active actors in the context of SERN



All training activities will be characterised by a strong hands-on approach based on **LEARNING BY DOING**.

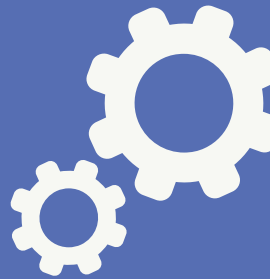
The vast majority of the proposed courses are aimed at equipping civil servants and staff of the member organisations with **practical knowledge** that can be a valuable asset in the process of creation of capacity building at organisational level in the field of European/International activities.



THE COURSES OFFERED



PLANNING



MANAGEMENT



OTHER ACTIVITIES

Some of the PROJECTS developed through the methodologies acquired during previous training courses



PLANNING

PROJECT CYCLE
MANAGEMENT - INDICATIVE
PROGRAMMING (INTRO)

2 hours

April - September 2022

PROJECT CYCLE
MANAGEMENT - INDICATIVE
PROGRAMMING

6 hours

June - November 2022

PLANNING

PROJECT CYCLE
MANAGEMENT -
IDENTIFICATION AND
LOGICAL FRAMEWORK

6 hours

June - November 2022

PLANNING

PROJECT CYCLE
MANAGEMENT -
FORMULATION
ERASMUS+ KA1

6 hours

June - August 2022

PLANNING

PROJECT CYCLE
MANAGEMENT -
FORMULATION
ERASMUS+ KA2
SMALL SCALE PROJECT

12 hours

September - November 2022

PLANNING

PROJECT CYCLE
MANAGEMENT -
FORMULATION
ERASMUS+ KA2
COOPERATION PROJECT

12 hours

June - December 2022

PLANNING

PROJECT CYCLE
MANAGEMENT -
FORMULATION CERV
PROJECTS

12 hours

June - October 2022

MANAGEMENT

MANAGEMENT - PREPARATION: FROM THE NOTIFICATION OF THE RESULTS TO THE KICK-OFF

2 hours
August 2022

MANAGEMENT

MANAGEMENT- DISSEMINATION AND STAKEHOLDERS' MANAGEMENT

4 hours
October - November 2022

MANAGEMENT

MANAGEMENT - ERASMUS+ KA1 PROJECTS: FROM THEORY TO PRACTICE

6 hours
- September 2022

MANAGEMENT

MANAGEMENT- ADMINISTRATIVE AND FINANCIAL MANAGEMENT

6 hours
September 2022

ACTIVITIES

HOW TO USE THE SERN MEMBERS' AREA

1 hour
May -June 2022

ACTIVITIES

HOW TO READ A CALL FOR PROPOSAL

2 hours
May 2022

PROJECT CYCLE MANAGEMENT - INDICATIVE PROGRAMMING

Face to face

BASIC INFORMATION

Trainer

Nicola Catellani
nicola.catellani@sern.eu

Length

6 hours

Level

Easy

GENERAL INFORMATION

Course description

The course provides an introduction to the concept of Project and the main elements pertaining the Project cycle Management methodology. PCM is the approach on which the EU Commission expects the beneficiaries of its grants . The main phases of the project cycle will be presented and linked to the project development process of SERN. A specific focus will be made on the first phase of the project cycle: the Indicative Programming. This includes the main elements of this phase such as the development of a common background description and the definition of the role of stakeholders The course will be based on a mix of groupwork and presentations in session with a strong practical dimension.

Learning goals

At the end of the course, you will have a substantial understanding of what a transnational project is about and of the importance of having a common methodology such a PCM when approaching EU funded projects. You will learn how to effectively start a project planning process through a clear set of steps easily applicable to your local context. You will learn also how to develop the contents and fill in a step-by-step proposal in the framework of SERN.

COURSE MATERIALS

Materials provided

Learning materials (slides) and Indicative Programming forms.

Requirements

Participation in the course on indicative programming (PCM-INTRO) is highly recommended

Length and language

The course will last for one day and it will be offered in English. Simultaneous interpretation is available with the participation of at least 6 Swedish participants. If it is required, an additional cost will be charged.

COURSE SCHEDULE

07-06-22	PCM-IN 01	Face-to-face	Vänernborg
15-11-22	PCM-IN 02	Face-to-face	Italy*

PROJECT CYCLE MANAGEMENT - IDENTIFICATION AND LOGICAL FRAMEWORK

Face to face

BASIC INFORMATION

Trainer

Nicola Catellani
nicola.catellani@sern.eu

Length

6 hours

Level

Easy - Intermediate

GENERAL INFORMATION

Course description

The course provides an introduction to the concept of Project and the main elements pertaining the Project cycle Management methodology. PCM is the approach on which the EU Commission expects the beneficiaries of its grants. The course will address the Identification Phase and in particular it will illustrate through a step-by-step approach how to develop the core elements of a projects such as main problem, objectives, expected results as well as core activities. The course will show how to use the Logical Framework Methodology in an easy way through a learning by doing process.

Learning goals

At the end of the course, you will learn how to develop the main element of a coherent project proposal based on needs. The course will offer the opportunity to learn a method that can be applied not only to EU funded projects but to all types of project-based work.

COURSE MATERIALS

Materials provided

Learning materials (slides) and Indicative Programming forms.

Requirements

In order to get the maximum benefit from the course, it is strongly recommended the participation in the course PCM Indicative Programming or Indicative Programming Intro.

Length and language

The course will last for one day and it will be offered in English. Simultaneous interpretation is available with the participation of at least 6 Swedish participants. If it is required, an additional cost will be charged.

COURSE SCHEDULE

08-06-22	PCM-IP 01	Face-to-face	Vänernborg
16-11-22	PCM-IP 02	Face-to-face	Italy*

MANAGEMENT - ADMINISTRATIVE AND FINANCIAL MANAGEMENT

Face to face

BASIC INFORMATION

Trainer

Nicola Catellani
nicola.catellani@sern.eu

Length

6 hours

Level

Intermediate

GENERAL INFORMATION

Course description

The course provides an in-depth view on the administrative and financial requirements of EU projects in the framework of Erasmus and CERV.

The main topics addressed will be: the project cycle from an administrative perspective of an EU funded project from the award of the grant to the final reporting. Aspects addressed during the course will be the contracting process, the unit costs and lump sums system, the management of the grant internally and towards the partners, the reporting system, the required supporting documents, checks and audits from the funding agencies.

Learning goals

At the end of the course you will have a broad overview about EU funded projects from an administrative and financial management point of view. You will know what as an administrative and financial officer you are expected to plan for and do in order to manage successfully the project cycle.

COURSE MATERIALS

Materials provided

Learning materials (slides)

Requirements

Access to the SERN Members' Area.

Length and language

The course will be offered in English. Simultaneous interpretation is available with the participation of at least 6 Swedish participants. If it is required, an additional cost will be charged.

COURSE SCHEDULE

06-09-22 **MAN-ADM 01** Face-to-face*

*Venue to be announced later

HOW?

HOW TO PARTICIPATE

On the SERN website, you will be able to see all the courses and the online form to register.

- **STEP 1: FILL IN THE ONLINE FORM**

Fill in the form below to choose the course(s) you are interested in and the date;

- **STEP 2: PROCEED WITH PAYMENT**

After completing the form, you will receive an email with the bank detail to proceed with the payment by bank transfer.

- **STEP 3: CONTACT THE SECRETARIAT**

After completing the payment by bank transfer, send a copy of the receipt to the SERN Secretariat at secretariat@sern.eu.

Registrations for "Face to Face courses" close 2 weeks before.

Registrations for "Online Webinar" close 1 week before".

TRAINING COURSES



TRAINING ACTIVITIES 2022

The SERN Strategy 21-27 has identified capacity building in the network as one of the key elements upon which constructing and developing further cooperation among the members.

Following the approval of the strategy, the SERN Secretariat has developed a set of training activities based on previous learning activities implemented over the years and the know-how acquired in the field through the 100+ projects that have been developed in the context of the network.

FILL IN THE FORM TO REGISTER

First Name *

Last Name *

Job Title

Email Address *

Country *

☐

Italy

☐

Sweden

Department: *

Organisation Address *



For more info about the contents,
dates and cost please visit SERN
website at:

www.sern.eu/training-courses/

or scan the QR code

