



Training on Preparation of Project Proposals for Thematic EU Programmes Available for CSOs, Media and Media Associations in Montenegro

Draft agenda
2-4 February 2021

DAY 1	
09:45 - 10:00	Main Zoom room opens for participants; Admitting participants
10:00 - 10:15	Official opening and introduction to the training: <ul style="list-style-type: none"> - Aleksandra Gligorović, EU TACSO 3 Country Coordinator - EUD Montenegro representative (tbc)
10:15 - 10:30	Getting to know each other; Expectations and contributions to the training
10:30 - 11:00	<ul style="list-style-type: none"> - Albert Sese Ballart, Policy Officer - Western Balkans, DG EAC (Education, Youth, Sport and Culture) - QAs
11:00 - 11:15	Coffee break
11:15 - 12:30	Project design: How to ensure that international projects fit into strategies of CSOs and needs of target groups <i>(practical work, reflection and theoretical input)</i>
12:30 - 13:00	Lunch break
13:00 - 14:00	Project management and quality assurance plan <i>(theoretical input, work in small groups, reflection)</i>
14:00 - 14:15	Coffee break
14:15 - 15:15	Building partnerships and the cooperation arrangements in international/European projects (distribution of responsibilities and tasks; mechanisms for coordination and communication) <i>(practical work, reflection and theoretical input)</i>
15:15 - 15:30	Closing of the day
DAY 2	
09:45 - 10:00	Main Zoom room opens for participants; Admitting participants
10:00 - 11:00	The objectives and important features of the Creative Europe and Europe for Citizens available for CSOs, media and media associations in Montenegro and technical requirements (eligibility, where to register; how to apply) <i>Guest speaker:</i> <ul style="list-style-type: none"> - Milena Raznatovic, National Contact Point for Creative Europe and Europe for Citizens (tbc) - QAs



11:00 - 11:15	Coffee break
11:15 - 12:30	Key elements of application forms of the Creative Europe <i>(theoretical input, QAs, sharing experiences)</i>
12:30 – 13:00	Lunch break
13:00 – 14:00	Key elements of application forms: “Hands on experience and tips-tricks” <i>(theoretical input, QAs, sharing experiences)</i>
14:00 - 14:15	Coffee break
14:15 - 15:15	Examples of project implemented under Creative Europe and brainstorming on the needs and ideas <i>(videos/websites presentations, small group work and feedback)</i>
15:15 – 15:30	Closing of the day
	DAY 3
09:45 - 10:00	Main Zoom room opens for participants; Admitting participants
10:00 - 11:00	Examples of projects implemented under Europe for Citizens and key elements of application forms for Europe for Citizens <i>(videos/websites presentations, theoretical input, sharing experiences)</i>
11:00 - 11:15	Coffee break
11:15 - 12:30	The objectives and important features of the Erasmus+ Programme (focus on elements available for CSOs, media and media associations in Montenegro and technical requirements (where to register and how to apply) <i>Guest speaker:</i> - Vanja Drljevic, National Erasmus+ Coordinator ¹ (tbc) - QAs
12:30 - 13:00	Lunch break
13:00 - 14:00	Steps for involvement in European Solidarity Corps and acquiring ESC Quality Label; application process and implementation process <i>Guest speaker:</i> - Mirela Klamperovic, ADP Zid - Contact Point for the Erasmus+: Youth in Action and European Solidarity Corps ² (tbc) - QAs
14:00 - 14:15	Coffee break
14:15 - 15:15	Presentation of a quality framework for learning mobility ©Council of Europe and European Commission, and using Quality App during project preparation phase;

¹ The National Erasmus+ Office (NEO) provides assistance to **national authorities, higher education institutions** and other relevant stakeholders with implementation of the Erasmus+ activities in higher education. Its mission is to improve the visibility, relevance, effectiveness, and impact of Erasmus+ programme and contribute to its promotion and dissemination in Montenegro.

² All Contact Points have the mission to support organisations and people interested in organising projects in in the framework of the Erasmus+ programme, youth field, and European Solidarity Corps. To this end, they offer information and advice and run targeted information and training activities with the support of SALTO SEE (working with the support of Contact Points for the EU youth programmes since 2005) <https://www.salto-youth.net/rc/see/contactpoints/>



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	Best practices of mobility and capacity-building projects and brainstorming on the needs and ideas. <i>(website/Handbook and App presentation, sharing experiences on best practices, small group work)</i>
15:15 – 15:30	Learning recognition; Evaluation and Closure <i>(sharing of learning outcomes; on-line evaluation survey)</i>