Tutorial

PROJECT CYCLE MANAGEMENT:

A TECHNICAL GUIDE

Maastricht (NL), 15-17 April 2009

Organised by the

European Institute of Public Administration (EIPA)
O.L. Vrouweplein 22
NL-6211 HE Maastricht
www.eipa.eu

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Project Cycle Management:

a technical guide

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PROVISIONAL PROGRAMME

Target Group:
This intensive three-day training course is designed for public officials, staff of international organizations, NGO's, project managers, desk officers and interested parties involved in EC-funded programmes and projects.

Description:
The course is an introduction to the Project Cycle Management (PCM).
PCM is the standard procedure to carry out programmes and projects. It is the official tool required by the European Commission and many bilateral donors and follows a sequence based on specific phases.
This tutorial intends to explain PCM approach focusing on theoretical and practical analysis of all project phases (programming, identification, formulation, implementation, monitoring, reporting, evaluation and audit). It is divided in two parts:
1. All the project phases including the relevant tools
2. Logical Framework Approach, the basic tool for project development.
Participants will follow the whole evolution of the project cycle and have the opportunity to get a first-hand knowledge of the necessary tools through practical exercises.

Objective:
The course is a technical guide aimed to allow participants to gain analytical and practical skills on project cycle management.

Method:
The tutorial, based on the EC *Project Cycle Management Guidelines*, will be a combination of theoretical explanations and practical exercises. Every step will be explained with examples of approved proposals and discussed in working groups and question and answer sessions.

Wednesday 15 April 2009

09.30 hrs   **EIPA presentation and Introduction to the seminar**
              (Distribution of the seminar tool kit: introduction to programme, objectives and methodology of the seminar; participants presentation and expectations)
              Cristiana Turchetti, National Seconded Expert of Italy, EIPA, Maastricht (NL), Project Leader, formerly International Labour Organization, United Nations specialized Agency

The Project Cycle Management: all the phases

09.45 hrs   **Introduction to the Project Cycle Management Approach**

10.00 hrs   **Project Programming and Identification**

11.30 hrs   *Coffee break*

11.45 hrs   **Project Formulation**

12.45 hrs   **Question and answer (Q&A) session**

13.15 hrs   *Lunch*

The Logical Framework Approach (LFA): analysis phase

14.45 hrs   **Stakeholder analysis**

15.15 hrs   **Working groups/practical exercise**

16.15 hrs   *Coffee break*

16.45 hrs   **Report of the working groups results in plenary session**

17.45 hrs   **Q&A session**

18.00 hrs   *End of day one*

20.00 hrs   *Dinner at a local restaurant in town*

Thursday 16 April 2009

9.30 hrs   **Project Implementation, including Monitoring and Reporting**

11.00 hrs   *Coffee break*

11.15 hrs   **Project Evaluation and Audit**

12.15 hrs   **Problem analysis**

13.00 hrs   *Lunch*

14.30 hrs   **Working groups/practical exercise**

15.30 hrs   **Report of the working groups results in plenary session**

16.00 hrs   *Coffee break*

16.30 hrs   **Analysis of objectives and analysis of strategies**

17.00 hrs   **Working groups/practical exercise**

17.30 hrs   **Report of the working groups results in plenary session**

18.00 hrs   *End of day two*

Friday 17 April 2009

The Logical Framework Approach (LFA): planning phase

09.00 hrs   **Development of the Logical Framework Matrix**

10.30 hrs   *Coffee break*

10.45 hrs   **Practical exercise**

11.45 hrs   **Activities, Resource and Cost Schedule-how to make the budget**

12.45 hrs   **Practical exercise**

13.15 hrs   *Lunch*

14.45 hrs   **Report and discussion from Working Groups**

15.45 hrs   *End of the tutorial*

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GENERAL INFORMATION

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Programme
The programme will commence on Wednesday 15 April at 09.30 hrs and finish on Friday 17 April at 15.45 hrs.

Seminar venue
The seminar will take place in the Blue Conference Room (0.18) at the European Institute of Public Administration, O.L. Vrouweplein 22, NL-6211 HE Maastricht, tel.: +31.43.3296222, fax: +31.43.3296296.

Working language
The seminar will be conducted in English.

Fee
The participation fee is € 850 and includes documentation, 3 lunches, 1 dinner and refreshments. Accommodation and travel costs are at the expense of the participants or their administration.

Hotel reservations
The European Institute of Public Administration will be pleased to make reservations for you at a hotel in Maastricht. We have made a block booking at La Bergère Appartments (www.la-bergereapartments.com), at a rate of € 80 p.p.p.n. (incl. champagne breakfast and tourist tax). Should you wish to make use of this possibility, please indicate the dates of arrival and departure on the registration form. Payment is to be made directly and personally to the hotel on checking out. Please note that if you register after the closing date, hotel reservations cannot be guaranteed.

Meals
The lunches will be served at the Institute's restaurant and dinner in the evening will be at a restaurant in town. Should you require a special menu (e.g. vegetarian, diabetic), please inform the Programme Organiser so that this can be arranged.

Registration
Kindly complete the registration form and return it **before 25 March 2009** to Belinda Vetter, Programme Organiser, European Institute of Public Administration, P.O. Box 1229, NL-6201 BE Maastricht, tel.: +31.43.3296382, fax: +31.43.3296296, e-mail: b.vetter@eipa.eu. You can also submit the online registration form which can be found on EIPA's web site: www.eipa.eu (*training)*.
Your name and address will be part of EIPA's database for our mailing purpose only. If you do not want to be included in our mailing database, please tick the box in the registration form.

Confirmation
Confirmation of registration will be forwarded to participants on receipt of the completed registration form.

Payment
Prior payment is a condition for participation. Please indicate the method of payment on the registration form. In any case, the participant or his/her administration will receive an invoice for the payment of the registration fee. For cancellations received after the date indicated on the registration form we will have to charge an administration fee of € 150 unless a replacement participant is found.

Cancellation policy
EIPA reserves the right to cancel the seminar up to 2 weeks before the starting date. EIPA accepts no responsibility for any costs incurred (travel, hotel, etc.). For EIPA's cancellation policy, please visit our website www.eipa.eu (*legal notice*).

REGISTRATION FORM

Tutorial

Project Cycle Management: a technical guide

Maastricht (NL), 15-17 April 2009

Surname: _____Title: _____

First name: _____ M / F

Current position: _____

Organisation: _____

Department: _____

Work address: _____

Postal code & town: _____ Country: _____

Tel. no. (work): _____ Fax no.: _____

E-mail address: _____

PAYMENT - p:\0922801

The participation fee includes participation in the seminar, documentation, 3 lunches, 1 dinner and beverages   **€ 850**

Method of payment

☐ **Bank transfer**
The participants or their administration will receive an invoice for the payment of the registration fee.
Invoice address (if different from the abovementioned address):
……..
……..
E-mail: ………………………………………………………………………………………………….

☐ **Credit card**
  ○ Visa Card   ○ Eurocard/Mastercard   ○ American Express Card
Card no.: ....…....................................... Expiry date: ..../.......
Name Card holder: .... (in case this differs from above)
Address Card holder: .... (in case this differs from above)
Postal code: .... Country: .... (in case this differs from above)
Card Validation Code: .... (this refers to the last three digits of the number on the BACK of your card)

(Exempt from VAT by virtue of Article 11, para. 1 (o), subpara. 2 of the Dutch Law on VAT of 1968)

HOTEL RESERVATION

☐ Please reserve hotel accommodation for me at La Bergère Appartments

   Date of arrival: **Date of departure:**   **No. of nights:**

☐ No hotel reservation required

MEALS

Lunch Day 1 ☐ will attend   ☐ will not attend   Lunch Day 3 ☐ will attend   ☐ will not attend
Lunch Day 2 ☐ will attend   ☐ will not attend   Dinner Day 1 ☐ will attend   ☐ will not attend
                    ☐ Vegetarian, but I do eat fish: ☐ yes   ☐ no

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As the number of places is limited, please return the completed registration form *before 25 March 2009* to:

Ms Belinda Vetter, European Institute of Public Administration, O.L. Vrouweplein 22, P.O. Box 1229,

NL-6201 BE Maastricht, Tel.: +31.43.3296 382, Fax: +31.43.3296 296, E-mail: b.vetter@eipa-nl.com