



NSA-LA thematic programme
Management of the Project Cycle and Monitoring of Project Implementation

INCEPTION SEMINAR

7-8 November 2013

Management Centre Europe, Rue de l'Aqueduc 118, 1050 Brussels

Thursday, 7 November 2013

- 8:30 - 9:00** Registration
- 9:00 - 09:30** Welcome by Unit "Civil Society, Local Authorities", DG Development and Cooperation - EuropeAid - European Commission
Introduction to the seminar and to the participatory sessions: (25') (Ms Estelle Balian) including background information and results from previous seminars.
- 9:30-10:30** **Module 1: "Introduction to projects"**
Objective: This first module will allow for sharing among projects to get to know each other.
Projects managers will be assigned to tables based on Task Managers' portfolios (they will stay in this configuration for Day 1). This first tour de table will introduce participants and their projects (5' for each project).
- 10:30-11:00** **Coffee break (30')**
- 11:00-13:00** **Module 2: "Finances and contract"**
Objective: Based on the FAQ developed in preparation of the seminar, this session will summarize common issues/concerns about finances and contract.
This module will mix several formats: presentations, panel discussion and round table discussions. (Participants provided their questions online in advance as a basis for the discussions).
- 13h00-14h30:** **Lunch Break (*Game Let's work together and Notice board*)**
- 14:30-16:30** **Module 3: Managing projects**
Objective: This session will allow project managers and task managers to share their respective roles, expectations and concerns.
1. Presentation "Managing projects" (20') (Ms Saskia van Crugten)
 2. Round Table Discussion (2* 35'): Participants discuss at each table with their TM: what are the respective expectations from Task Managers (35') and from Project Managers? (35')
 3. Reporting in plenary (30')
- 16:30-17:00** **Coffee break (30')**

- 17:00- 18:00 Module 4 Part 1: Implementation and monitoring**
 Objective: This first part of Module 4 will identify key issues challenges that need to be addressed for each topic (already focusing on specific challenges with regard to different thematics. Tables can choose which topic they want to work on. The key issues will be reported back in plenary at the end of the day. Day 2, participants will be asked to work on ways to address these issues but in their specific sector/thematic.
 Round table discussions: 1h'
 Topics: Budgeting, Risk management, Activity & resource scheduling, Phasing out & sustainability, Assessing performance & Monitoring (activities vs results, indicators, timeframe for performance assessment, etc.), Reporting (quality requirement, transparency, result-orientation, etc.), Partnerships, Communication
- 18:00-18:30 Debriefing of the day (30')**
- 19:00 Cocktail**

Friday 8 November 2013

- 9:00 - 9:20 Feedback on day 1 (20')**
9:20 - 9:45 Presentation performance assessment - Managing reality (Ms Saskia van Crugten) (20'+5')
- 9h45 -11h15 Module 4 part 2: Implementation and monitoring - Thematic work (1h30)**
 Objective: This session aims to identify solutions and ways to overcome obstacles/constraints identified in Module 4 Part 1 on DAY 1 but by emphasising specifics linked to projects thematic/sector.
 Participants are assigned by potential affinity to thematic/sectors and by language.
- 11:15- 11:45 Coffee break (30')**
- 11:45-13:00 Module 4 Part 2 continued**
 Group work finalises discussions and focuses on reporting back key solutions (30')
 Reporting in plenary (45')
- 13:00-14:30: Lunch break**
- 14:30-15:15 Module 5: EU Visibility and Communication**
 Objective: This session will inform ways to improve project communication and how to address EU visibility in project outputs. It will also provide an opportunity to discuss the capacity4dev group page.
 1. EuropeAid Communication unit (Bernard Verschuere) (10')
 2. ECPAT Project presentation, (Guillemette Vuillard) (10')
 3. Capacity4dev Presentation (Gloria Jaconelli) (10') and debate (15')
- 15h15-16h00 Module 6: Open Session**
 Objective; This final session is an opportunity to address remaining questions submitted by participants during DAY1.
 Panel of TMs to address final questions from the online question box
- 16h00-16h30 Meeting conclusion and closure (30')**
- 16h30 Departure Coffee**