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## EU DEAR Programme - Inception Seminar for grant recipients 2015

### 28<sup>th</sup> & 29<sup>th</sup> April 2015

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#### Purpose:

To enable new project grant recipients, during a two-day workshop style event:

1. to discuss challenges and ideas for managing (what are for DEAR) relatively large projects, involving multiple partners and multiple implementation locations, and to identify learning points and good practice principles from that discussion
2. to be informed of EC financial and activity/results reporting requirements
3. to raise and discuss questions regarding the implementation, further development and changes that may be required during implementation of the relevant DEAR projects
4. to increase beneficiaries' networking - also with their EC task managers - strengthening future NSA-LA partnerships - and strengthening communication, transparency and reporting of EC DEAR projects
5. to support improved visibility of the EU and communication on the EYD 2015

#### Format

The seminar will offer work in groups as well as plenary presentations and discussions to raise and, where possible, resolve issues to assist good practice in project implementation, monitoring and reporting.

#### Facilitation:

Overall facilitation:

- DEAR Support Team members:  
Harm-Jan Fricke ([harm-jan.fricke@eprd.pl](mailto:harm-jan.fricke@eprd.pl)), Sandra Oliveira ([sandra.oliveira@eprd.pl](mailto:sandra.oliveira@eprd.pl)) and Caroline Vilos ([caroline.vilos@eprd.pl](mailto:caroline.vilos@eprd.pl))

Selected group work sessions facilitated by:

- European Commission DG DevCo B2 DEAR Task Managers

#### Evaluation and reporting of the seminar:

A number of participants will be asked to provide their reflections on the seminar, its process and content, at the end of each day. All participants will be asked to complete an evaluation form to provide their personal feedback on the usefulness and quality of the event.

A report on the seminar, including all presentations, will be posted on the <http://capacity4dev.ec.europa.eu/> site after the event. Participants will be informed of its availability.

#### Venue:

Royal Windsor Hotel Grand Place - Bruxelles

5, rue Duquesnoy, 1000 Brussels

Telephone : +32 (0) 2 505 55 55

Website : <http://http://hotel-royal-windsor-grand-place.fr/>

#### The following programme ...

... may see some minor changes before the start of the Inception Seminar

## Programme Tuesday 28<sup>th</sup> April 2015:

Timing	Session	Lead
8.30	Registration	
9.00	1. Introductions	DEAR Support Team
9.15	2. a) Welcome and opening	Rosario Bento Pais, Head of Unit 'Civil Society & Local Authorities' (DG DevCo B2)
9.30	b.2013 CfP overview	Jan Matyas (DevCo B2 Task Manager)
	c.Future plans for DEAR thematic programme	Valentina Auricchio (Head DG DevCo B2 DEAR Programme)
9.50	3. Participants, projects and B2 TM with break	DEAR Support Team
11.10	4. Finances, contracts and management	Plenary presentations by Amaia SARRIA ICAZA (DG DevCo B6) Groupwork facilitated by B2 Task Managers.
13.00	Lunch	
14.00	5. Project reporting	Plenary presentations by Valentina Auricchio (Head DG DevCo B2 DEAR Programme) and B2 Task Manager (LA). Groupwork facilitated by B2 Task Managers.
15.45	Break	
16.15	6. Partnerships and large projects	Plenary introductions by DEAR Support Team followed by group work.
18.00	7. Wrap-up of the day	Plenary facilitated by DEAR Support Team
18.15 latest	Close for the day	followed by drinks reception

### DEAR Support Team:

Independent consultants supporting the European Commission's Development Education & Awareness Raising programme  
Implemented by EPRD Consortium: EPRD, LDK, Cideal, TCIC, CEIPAZ

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**Programme Wednesday 29<sup>th</sup> April 2015:**

Timing	Session	Lead
9.00	8. Review of day1 & programme of day2	DEAR Support Team, rapporteurs
9.15	9. The European Year of Development, EU visibility and communication - plenary and questions	Doerte Bosse (EC EYD Team Leader)
10.15	10. Results Oriented Monitoring	Konstantinos Missirilis (ROM Develop. Team)
10.45	Break	
11.15	11. Roleplay: "Tell the story behind the project cycle"	DEAR Support Team
12.15	12. Visibility and communication group work	DEAR Support Team
13.00	Lunch	
14.00	13. Implementation Monitoring	Group work relating to *formal sector, *non-formal sector and *advocacy-campaigns focussed projects, and to *use of sub-granting
15.15	14. Inception Seminar conclusions	Valentina Auricchio, DEAR Support Team, rapporteurs, individual, group and plenary work
16.00 latest	Close and tea/coffee	Departure

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