



Training Course on

"Programme Estimate Management " ***in the context of decentralised EC External Aid***

Barcelona (ES)
18-22 January 2010

Jointly organised by

European Institute of Public Administration (EIPA) -

European Centre for the Regions (EIPA-ECR)

and

JCP srl

Introduction

Objectives:

The European Union is the largest donor in the world. It is therefore hardly surprising that Development assistance constitutes an important pillar in the external policy of the EU. Enhancing the quality and the impacts of European development assistance has been a recurring concern by the different European institutions. Notably, the Commission has taken, in the past few years, different steps to further strengthen aid effectiveness of its funded initiatives (reference to European Consensus on Development, Paris Declaration and Accra Agenda for Action – AAA).

To make aid more effective, new partnerships have been established and a new working philosophy put in practice – sector and budget support mechanisms are an example - using national systems to empower local governments, with Budget support as one of the selected instruments.

An extended use of budget support to Partner(s) Governments and of country systems as preferred delivery tools will further increase the sense of local ownership of development agendas and raise the level of transparency and predictability. Predictability in the provision of aid flows enables Beneficiary countries to plan and manage their development programmes over short and mid terms. It is important then to ensure the right expertise exists and continues to exist in house so that knowledge, skills and experience are in place to respond to upcoming priorities and needs.

This training course, designed and built by making reference to the Practical Guide to Procedures for Programme Estimates', aims at strengthening knowledge and abilities of all the actors operating in the frame of decentralized EC external aid and at covering all the cycle from programming to management, monitoring, evaluating and auditing of projects and programmes formulated according to the aid delivery method known as 'project approach'.

Target group:

This training is designed for all the actors and beneficiaries of EC External Aid who are involved in the management of the EC projects and programmes under decentralized operations context. Namely, staff in the entrusted authorities of the beneficiary countries, ministerial staff, Imprest Administrators, Imprest Accounting Officers, project managers, individual experts etc. aiming to participate to technical assistance project to EC funded initiatives are also targeted.

Training techniques:

Traditional training methods (lectures and presentations, including concrete examples) will be combined with an interactive and participatory approach through discussions, exchange of experiences and round tables. In order to ensure the maximum interactivity and the highest learning curve, the audience will be up to a maximum of 25 participants.

Training kit:

Each participant will be provided with a kit composed of:

Laptop with preinstalled electronic copy of the presentations in EN and FR (delivered in the language of the lecturer) including the following:

- Web-based Management Tool, includes:
 - Pre-built Visibility component (web site)
 - PE Financial and Technical Management
 - Grants monitoring system
- Software applications for services and grants decentralised evaluation procedures

PEM Training team and visiting experts

(in alphabetical order):

Francesco BADIOLI (IT)

Senior expert and Team Leader with over 20 years experience in the management of large-scale multi-country programmes funded by the EC and other international donors. His long run expertise in the PCM is combined with an **in-depth working knowledge of the whole monitoring and evaluation processes**, ensuring strong skills in the systematic use of modern methodologies for rapid assessment and monitoring of projects and programmes. He claims also wide expertise in the Project Identification and Project Preparation phase in compliance with the PCM scheme as well as a substantial knowledge of the new rules for project preparation. He boasts also a **thorough experience in Institutional Strengthening / Capacity Building of Public Organisations and Agencies**. Among other experiences, Mr. Badioli has been the Team Leader for the 4 years monitoring project of the 'EUMEDIS programme' allocating 65M€ throughout 22 projects which involved over 400 bodies, he is currently working as Team Leader/Coordinator of the geographical ROM teams He is also involved as Team Leader of the monitoring team, accountable for follow up the EU-Egypt Innovation Fund - Research, Development & Innovation Program which allocated 11M€ grants.

ELIE BASSIL (LB)

Certified Public Accountant with **over 15 years experience in conducting External Audit**, as per International Financial Reporting Standard (IFRS), both for private companies and public bodies as well as in **analysing Financial statements** and preparing budgets for companies and institutions. Since March 2006, indeed, Mr. Bassil is an **evaluator**, part of the Internal Audit Activity (Institute of Internal Audit), accountable for the verification of the **compliance with the internal audit professional practices** framework of IIA (Institute of Internal Auditors). He is also a Certified Management Accountant in charge of applying different cost analysis such as ABC (Activity Based Costing), LCC (Life Cycle Costing), and of conducting project feasibility studies. Mr. Bassil has been working as **Senior Expert in Accountancy** in the frame of the **EU HIBA project** in Syria in charge of coaching the staff of the HIBA Accounting and Finance Dept. **to acquire automatism in working on computerized accounting** (*organizing filing, entering data, control entries, close accounting* on monthly basis, produce *reporting through costs centres*, prepare proposals to management to take strategic decisions (financial and narrative reporting), of **assessing and further improving the computerized accounting** as well as of **supervising** the HIBA A&F dept accounting activities.

Gian Luca BOMBARDA (IT)

Training Expert with **long run expertise on financial and procedural procedures at the EC EuropeAid and expert/ trainer** in the frame of Third **Capacity Building Scheme** and of **"Public Administration Capacity Building – How to manage the MEDA funds under a decentralized frame: the PMU"** financed by the EC, implemented by the European Institute of Public Administration. He boasts also **coaching experience on HOW to establish a PMU (Finance & Procurement procedures, OPE/APE preparation, PCM, be prepared for audit & evaluation)** as well as experience in providing **assistance to the establishment of PMU/PIU/CFCU under the EC Decentralized Implementation System, in training and delivering capacity building to their staff**, including assistance on drafting of Overall and Annual Programme Estimates. His knowledge and understanding is completed also by him **participating to the working groups aiming at harmonizing the procedures and drafting the Practical Guide applying to all EC external aid contracts financed from the European Communities general budget (Budget) and the European Development Fund (EDF), version 2000/2001 and 2003 within SCR first and AIDCO later on** and by him, at the EuropeAid Co-operation Office Directorates A & B (2001-2005), being member of the **working groups for the co-ordination and delivery of internal training about financial and procurement rules and procedures. He took part also to the working groups for the analysis of the 2006 PRAG revision of all EuropeAid internal training courses**

Experienced trainer in developing training modules and delivering training sessions in English, French and Spanish

Mr. Bombarda is the promoter and **Academic Supervisor of this training course**.

Fadi HAIJAR (SY)

Recognized **Lecturer** and **Senior expert** with a strong **IT** background and with a **long run experience in the frame of EC projects**, by providing services in finalizing Technical Specifications, Terms of References for Supply and Service tenders related to IT Infrastructure, Management Information Systems electronic equipments, etc. EC expertise includes also Evaluation process. His experience covers the following **areas: Solution design for software and Management Information Systems; IT Infrastructures, Information modeling; Information Systems**. He boasts also wide expertise in the **Analysis** and **Design of comprehensive Information Systems for public organizations; Assessment of Needs for IT staff** and provision of the related training.

He made available his knowledge and experience to **develop a web-based management tool to support different project managers**.

Cristiana GAITA (IT)

Experienced Project Manager of complex Technical Assistance projects internationally financed **in the area of VET, Education, SMEs development, business management for entrepreneurs, ministry officers, trainers** and academic professors. She boasts expertise, **as Project Director and Senior Project Manager**, in **coordinating** and backstopping the activities both at headquarters and in beneficiary countries, in managing EU and local experts, **supervision of the administrative and financial management** of the programme, monitoring the project cash-flows, procurement, allocating budgets, submitting financial and technical reports. She is experienced also in the **design** and organization of **training paths/study visits – balanced mix of ad hoc lectures, visits to companies** and local SMEs **support agencies** – for entrepreneurs, **ministry officers** and SME supporting agencies directors etc as well as in **networking and maintaining contacts** with different local **stake-holders** to increase the involvement of local companies and level of **ownership**;

ANDREAS HAVELKA (AT)

Long-run experience as Trainer in the field related to the EU external aid (financial instruments such as MEDA and ENPI, procedures, calls for proposals and tenders, **PRAG, PCM**, evaluation, etc.). Mr. Havelka boasts a sound knowledge of EU issues - **policies and financial instruments** as well as the corresponding **procedures**. He is an **experienced evaluator** participating in several evaluation committees **in the framework of calls for proposals and calls for tenders**. He is a successful CfP proposals writer, particularly in the context of the 7th Framework Programme, energy and environmental sector. Mr. Havelka combines his strong **know-how in project management - Project Cycle Management, Log-frame approach**, project monitoring, etc. (theoretical and practical aspects) - with **good presentation and moderation abilities**. He has been working from 2001 to 2005 as **Operations Manager at EuropeAid Co-operation Office** where among his duties there were several **missions related to project identification**, evaluation committees (wide spectrum of topics). He is currently working as free lance consultant

Stéphanie HOREL (FR)

Lecturer and Coordinator of the EuroMed Training of Public Administration Programme at EIPA–ECR Barcelona since 2004. Before joining EIPA-ECR, she worked as a legal advisor for the European Commission (Secretariat-General and DG Research), the Mundie e Advogados law firm in São Paulo (BR) and for the CNRS (Centre National de la Recherche Scientifique) in Paris. At EIPA-ECR, she coordinates and participates, mainly through technical assistance, to EU projects mainly funded through EC External Aid. As well, she **lectures on various topics related to EU external policy and Aid, Project Cycle Management** and Euro- Mediterranean Partnership.

Felipe SANTOS (FR)

Trainer with over 7 years experience in co-operating/working directly with the European Commission (Europe-Aid), - namely C5 Unit for European civil servants leaving to Contract-Finance Sections in ACP Countries Delegations; former G2 Unit and G7 Unit for European civil servants and agents from all the EC Delegations and for EuropeAid C5, G2 and F3 during regional seminars in ACP Countries (EDF procedures) - **covering all legal aspects of public procurement and grants in the field of the European Commission development aid (EDF and Budget lines)**. Main areas covered: Introduction to the

procedures of the European Commission in the context of development aid / Service contract / Work contract / Supply contract / Grant contract / Programme estimates / Global commitments (financing proposals and financing agreements). He is experienced in delivering training courses in English, French, Portuguese and Spanish.

Silvia TORRESI (IT)

Experienced in the **entire training cycle**, from **drafting training programmes**, developing curricula **to the delivery of trainings** and workshops **for** different target groups (including **local public officials**). She has an **excellent knowledge of EC external aid procedures for** services, supplies and **grants schemes** (including drafting of guidelines, application forms, contractual documents, etc) which is **combined** with strong background in EU public procurement and **grant schemes management** – thorough experience and knowledge of the **European Commission project management procedures**, in particular the **PRAG** and **FP7**. She boasts also a wide experience in the **evaluation of call for proposals** as well as in Project (tender and proposals) preparation for EU funded activities – support in identifying partners and experts (EU and local) to consortia set up, coordination of project activities, provision of contributions in terms of technical and financial reporting. She has also ability to work in an intercultural and interdisciplinary context, experience with **national public institutions** with complex institutional and organizational settings

Please note that the trainers/lecturers might vary.

Draft Agenda

Monday 18 January 2010

09:00 Registration of trainees

09:30 Introduction to the programme, objectives and methodology

Gian Luca BOMBARDA, JCP

09:45 Web-tool presentation

Fadi HAIJAR, MultiTECH

Web tool presentation (FH)

10:00 Participants presentation

10:30 Setting the scene 1: Overview of EC External Aid

Stéphanie HOREL, EIPA-ECR

11:30 Coffee break

11:45 Setting the scene 2: Body to be made available from the Beneficiary Authority in the frame of projects and programmes formulated according to the aid delivery method known as 'project approach'¹

Stéphanie HOREL, EIPA-ECR

12.30 Lunch Break

14.00 The Programme Estimates Management body: the staffing and basic tasks

- Imprest administrator and imprest accounting officer

- Imprest account

Gian Luca BOMBARDA, JCP

15.00 Reading and interpreting Financing Agreement and TAPs: Objectives, needs, implementation modalities, etc

Stéphanie HOREL, EIPA-ECR

16.00 Break

16.15 Exercise FA/TAPS

(Participants are required as exercise to make an analysis of the pre-distributed document)

Stéphanie HOREL, EIPA-ECR

17.30 End of day 1

20.30 Welcome Dinner

¹ Former PMUs/PIUs. These bodies must have legal personality, i.e. the legal capacity to have rights and obligations, including the power to sign contracts in their own name (*ref to foot note 22 of the Practical guide to procedures for programme estimates*)

Tuesday 19 January 2010

09:30 From the TAP to the Programme Estimate – identification of the objectives, activities, definition of budget breakdown etc

Gian Luca BOMBARDA, JCP

11.00 Coffee break

11:15 Workshop: outlining an OPE, drafting a S-UPPE and APE

(Participants are required as exercise to draft the OPE on the grounds of the TAPS analysed the day earlier, exercise carried-out with the utilisation of the web-tool)

Facilitators: Gian Luca BOMBARDA, Cristiana GAITA, Fadi HAJAR

13:00 Lunch break

14:30 Workshop continuation

16:15 Coffee break

16:30 Case study: analysis of results

Facilitator: Gian Luca BOMBARDA and Cristiana GAITA, JCP

17.30 End of day 2

Wednesday 20 January 2010

09:30 The legal obligations of the Imprest Administrator and Imprest Accounting Officer²

Felipe SANTOS, Arkipelago

10.30 Overview of Procurement procedures (supplies, services, and works): role of PMU, thresholds, steps, ex-ante controls

Felipe SANTOS, Arkipelago

11:30 Coffee break

11:45 Overview of Procurement procedures: continuation

² Focused overview and in depth analysis about the relevant legal obligations

12.45 Lunch Break

14:30 **How to write Technical Specifications for supplies (and works)**

Gian Luca BOMBARDA, JCP

14:45 **How to write Terms of Reference for services**

Andreas HAVELKA, Senior Consultant

15:45 Coffee break

16:00 **Case study: presentation of service evaluation system**

Cristiana GAITA, JCP

16:15 **Workshop: how to set and write selection & award criteria/evaluation grids**

(the exercise will be introduced by a short overview on the basic principles to be followed while setting up the evaluation and awarding criteria)

Facilitators: Felipe SANTOS, Andreas HAVELKA and Cristiana GAITA

17.30 **End of day 3**

Thursday 21 January 2010

09:30 **Managing Grant Scheme: overview on the whole cycle**

(Designing Call for Proposals, developing guidelines, conducting evaluations etc)

Silvia TORRESI, JCP

11:30 Coffee break

11:45 **Case Study: Evaluation Committee simulation: Call for Proposal Evaluation session**

Facilitators Gian-Luca BOMBARDA Stéphanie HOREL and Silvia TORRESI

13:00 Lunch break

14:30 **Monitoring & Evaluation**

Francesco BADIOLI and Fadi HAIJAR

16:15 Break

16.30 **Web-based monitoring system**

Francesco BADIOLI

17.30 **End of day 4**

Friday 22 January 2010

09:30 Mandatory book-keeping, preparation to Audits, payments and recovery order: the importance of QA

Elie BASSIL Certified Public Accountant, BASSIL CA

10:30 Coffee break

10:45 Organizing your visibility

Gian Luca BOMBARDA, JCP

12:00 TWINNING and Stability Pact³ + highlights on TAIEX , CBC⁴ and NIF⁵

Brief presentation of the programme/objectives etc. In case of request for further analysis, a specific module might be developed and offered in a separate event

Stéphanie HOREL

13:00 Evaluation and conclusions

Stéphanie HOREL

13.30 Lunch

³ Twinning & Stability Pact: extended to all the geographical areas

⁴ TAIEX & CBC of interest for IPA & ENPI

⁵ Neighbourhood Investment Facility mobilizes funds for covering the investment needs in the field of infrastructures, Environment and providing risk capital for SMEs. Similar financial mechanism will be made available for Asia and Latin America in the next future

General Information

Seminar venue

Hotel Catalonia Berna ****
C/ Roger de Llúria, 60
ES - 08009 Barcelona
Tel. 34 93 272 00 50
<http://www.hoteles-catalonia.es>

Working languages:

English and French with simultaneous translation (English and Spanish are also planned for future sessions)

Expression of Interest

Any interested person(s) are invited to submit their request for a copy of **Programme Estimate Management Training Course** brochure to the following address training@jcpsrl.eu

- *Tuition fee:* The 5 day training course will cost 5.000 €. Training tuition fee includes training tool kit, coffee breaks and lunches (for 5 days). Accommodation and travel costs are at the expense of the participants or their administration
- *Deadline for registration:* 15 December 2009
- *Number of participants:* up to 25 (any additional registration once the places available are covered will be moved to the next PEM edition). The training will take place provided that a minimum of 20 is guaranteed.
- *Payment method:* you should pay after having received the confirmation of your registration and two weeks before the seminar starts. Please indicate the method of payment on the registration form. For cancellations received after the deadline but before the 31 December 2009, a penalty of 1.000 € (equivalent to 20%) will be applied; whereas a penalty of 1.500 € (equivalent to 30%), if the withdrawal arrives after that date. No penalty fee will be applied in case an alternative participant is nominated.

Information

EIPA-ECR (European Institute of Public Administration – European Centre for the Regions)
C/ Girona, 20
ES – 08010 Barcelona
<http://www.eipa.eu/en/antenna/Barcelona/>

Attn: Miriam Escolà - Programme Organiser
Tel. +34 93 567 24 01
e-mail: m.escola@eipa-ecr.com

You are invited to fill in the registration form at the end of this catalogue available also on the EIPA web site – <http://www.eipa.eu> – and on the JCP web site – <http://www.jcpsrl.eu>

Your name and address will be part of our companies data base for only our mailing purposes. If you do not want to be included in our mailing data base, please tick the box in the registration form.

Hotel reservation

The EIPA – ECR will be pleased to make reservations for you at the hotel Catalonia Berna, where special rates are applied for the PEMT participants: Double room for single use: 90 €, Double room: 100 €. These prices include breakfast buffet and TAV.

Should you wish to exploit this opportunity, please indicate the dates of arrival and departure on the registration form as well as the type of room. Payment is to be made directly and personally to the hotel while checking out.

DO NOT CONSIDER YOURSELF REGISTERED AS LONG AS YOU HAVE NOT RECEIVED AN E-MAIL FROM US CONFIRMING YOUR REGISTRATION

Registration Form
Programme Estimate Management Training Course
In the context of decentralized external aid
Barcelona (ES), 18-22 January 2010

Surname:	ID number:
First Name:	Position:
Organisation:	Department
Work address:	
Postal code & town	Country:
Tel:	Fax:
E-mail:	Title (M/F):

Tuition fee: Includes training tool kit, coffee breaks and lunches (for 5 days), a certificate of attendance	5.000 €
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Method of Payment	
Bank Transfer	
It is necessary to state the <u>name of the participant</u> and the reference ' <u>PEM</u> '	JCP account: IBAN: IT58W0638512802100000000544 BIC: IBSPIT2B Bank: CARISBO – Cassa di Risparmio in Bologna Address: via Carlo Calvi, 6 – 42100 Reggio Emilia (IT)

Data for invoicing	
Organization name:	(Legal) Address:
VAT N°:	
Participant name:	
Description of payment:	

Hotel reservation	
Please reserve hotel accommodation for me at:	<input type="checkbox"/> Hotel Catalonia Berna
Date of arrival:	<input type="radio"/> Double room for single use
Date of departure:	<input type="radio"/> Double room
N° of nights:	



No hotel reservation required

Place and date:

Signature:

To ensure the optimal organisation, please return the completed registration form by fax or e-mail **before 15 December 2009** to Miriam Escola, Programme Organiser - m.escola@eipa-ecr.com

The registration will be confirmed by e-mail

	Your name and address will be part of our data base for our mailing purposes. Please tick <input type="checkbox"/> if you do not want to be included in our mailing list.	
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