Draft schedule
STRATEG+ Advanced training on quality in Strategic partnerships in the field of youth
8 – 13 June 2016

Wednesday	Thursday	Friday	Saturday	Sunday	Monday
Breakfast					
	Welcome Objectives of the TC Get to know each other (persons, organizations, SPs)	Project design and reporting Quality and qualitative indicators	Multi-measures long term projects and risks	Budget monitoring and financial work procedures	Depart.
Lunch					
Arrival	Project design: activities and budget elements of SPs	Project monitoring	Cross-check with the NA	Reporting Follow-up Evaluation	
Dinner					

Thursday

1. Welcome to the course, who the trainers are, where we are?
2. Objectives of the course and the schedule
3. Get to know each other (put some faces on the names, shortly get to know about their NGOs and SPs).

Presentation about the SPs: the participants are asked to draw a timeline on which they will put the main activities of the project. They will present their SPs' timelines in a speed date exercise.

Preparatory work before the meeting: create a Facebook group and ask the participants to make a short introduction of themselves on the group, gather needs and expectations related with the course, ask them to prepare and present succinct info about their organizations (all the info could be presented in a photo-like image).

LUNCH

4. Project design

The participants explore in smaller groups the activities and budget elements of SPs and discuss about how the activities can look like, how could they be budgeted and which is their relevance for the SP. The five types of explored activities are:

- Project management and establishment of de facto and budgetary partnerships;
- Transnational project meetings and work procedures;

- Intellectual outputs and difference between SPs for innovation and the exchange of good practices;
- Multiplier events and visibility; and
- TTL.

Possible activity: coffee stations & and discussion of an example of own SPs
or working groups with simulation of designing a project

Friday

1. Project design and project reporting

From the work done in the previous day we are going to look at essential questions from the application form and from the reporting form and based on those we are going to discuss the next:

2. Qualitative and quantitative indicators

Why do we need them, for what do we need them and how to set them?
The discussions will include indicators for activities described in the project design as well as for transversal activities as cooperation, impact, transferability of results etc.
The indicators will be approached as a part of the project description in the application as well as an essential part in the project reporting.

LUNCH

3. Project monitoring

Why and how do we monitor a project and which is the relation between the indicators and monitoring?

Saturday

1. Multi-measures long term projects and risks

Why is it important and how to identify projects' risks? How to assess a risk based on impact and likelihood? Exchange of good practices about management and follow-up of risks and group work for the development of a risk monitoring instrument.

LUNCH

2. Budget monitoring and financial work procedures

Exchange of good practices about how to deal with the financial work procedures, reimbursements, bills and about how to monitor the project's budget.

Alternative: Cross-check with a representative from the Swedish NA

<u>Sunday</u>

1. Cross-check with a representative from the Swedish NA

What would the NA follow in the project application and final report form? Q&A session.

Alternative: Budget monitoring and financial work procedures

LUNCH

2. Reporting

Last look over the reporting form and how everything we talked about can be found tracked in the application and in the final report.

Alternative: if the participants had specific needs that we haven't managed to address in the previous days we could find the time to do it in this session.

3. Follow-up

What will happen next, what kind of support can we give to the participants?

4. Evaluation of the TC