

Successful Project Planning & Implementation for EU Funded Projects

Mobility Initiative



OBJECTIVES OF THE MOBILITY INITIATIVE

The Mobility Initiative aims to provide participants with the opportunity to get to know and compare the strategies and practices for the successful project planning and implementation for EU funded projects.

The specific objectives of the “Successful project planning and implementation for EU funded projects” Mobility Initiative is to give participants the opportunity to:

- Acquire knowledge about the current policies and strategies for project planning and implementation for EU funded projects
- Acquire information about how project planning is organised and managed
- Acquire information of the existing methods and experiences for the planning and the implementation for EU funded projects
- Share best practices with institutions at public level
- Develop new contacts and explore opportunities of cooperation with public institutions operating in the field of European project planning

EXPECTED RESULTS

The individuals who participate in the study visit will have the opportunity to get to know new methods, strategies and solutions for a successful planning and implementation for EU funded projects.

Furthermore, the programme will give the participants the opportunity to meet with public bodies’ directors and managers operating in the field of project planning and share with them experiences, problems and best practices.

ROLE OF PIXEL AS HOST ORGANIZATION

Pixel organizes the mobility initiative at local level.

Pixel is in charge of the implementation of the programme, of the liaising with local bodies, of the preparation of the visits, of the tutoring during the visits, of the language assistance, of the monitoring and supervision etc.

A representative of Pixel will be accompanying the group during each visit to the local bodies, providing practical assistance in the reaching the institutions to be visited, giving assistance during the visit, making all the necessary reciprocal introductions, moderating the visit and providing linguistic support.

RELEVANCE OF THE INITIATIVE

The “Successful project planning and implementation for EU funded projects” Mobility Initiative is relevant to respond to the needs of the participants involved because it will give them the opportunity to:

- Better understand the specific characteristics, strength and main challenges that the project planning sector is facing and get to know how the Italian public bodies work in this field
- Get to know and understand, in a comparative approach, how the project planning is organised and managed in Italy, in order to highlight the main differences and points in common with the own country system and to identify Best Practices to be shared.
- Have a direct contact and get to know with the key actors working in this specific field at public level, and therefore learning about different existing experiences and work methods of Italy.
- Share points of view with Italian colleagues, in order compare everyday challenges and common problems and share the most effective solutions adopted to face them effectively. This will give the participants involved the opportunity to develop a more aware and open minded point of view.
- Develop important contacts to be exploited in future cooperation initiatives and partnerships.

PREPARATION

The participants involved in the “Successful project planning and implementation for EU funded projects” Mobility Initiative, before the beginning of the mobility project will have to:

- Prepare a list of questions and topics of discussion that will be proposed to the representatives of public institution they will meet with, during the Mobility Initiative. The questions and topics of discussions will be shared with the hosting institutions and will then be proposed to each of the institutions visited so to foster the effectiveness of the meetings.
- Carry out a brief presentation of their organisation to be presented to each of the institutions visited in order to enhance the sharing of mutual challenges and of best practices.

EVALUATION AND FINAL CERTIFICATION

Each participant in the Mobility Initiative, at the end of the mobility period, is asked to fill in an evaluation form focusing on all aspects of their mobility experience in Italy. The evaluation forms are collected by Pixel and they are used to create an evaluation Report on the experience. The results of the evaluation are used for the planning of further mobility initiatives that will be based on the strengths of the experiences concluded and will overcome the weaknesses.

Each participant involved in the Mobility Initiative receive a the Europass Mobility document to record the competences and experiences acquired during the initiative itself. The document is produced in cooperation between Pixel and the promoting institution. Also, every participant receives a Certificate of Participation in the mobility initiative that provides all the relevant information on the activities carried out during the mobility initiative.



THE HOST ORGANIZATION

GENERAL DESCRIPTION

The mobility initiative is organized by Pixel. The mission of Pixel is the promotion of internationalization and European Cooperation.

Pixel was established in Florence (Italy) in 1999 and has therefore 13 years of experience in the following areas:

- Organization of international training initiatives
- Organization of international Mobility Initiatives, mobility and exchanges
- Organization of international conferences in the field of education and training
- Direct submission as a promoter or coordinator of European projects
- Organization of international conferences in the field of education and training

Since 1999, Pixel successfully coordinated and managed over 60 European projects. Some of the European programmes that funded the projects in which Pixel was and is involved are: Socrates ODL; Socrates Minerva, Socrates Grundtvig, Socrates Lingua, eLearning, Leonardo da Vinci, Lifelong Learning (Sub Programmes: Comenius, Erasmus, Leonardo da Vinci, Grundtvig and KA1, KA2, KA3, KA4 Transversal Programmes), Justice. The projects in which Pixel was and is involved focus on: training of trainers, in service teachers training, innovative education strategies, new technologies for education, prevention of early school leaving, language learning, social media, media education, serious games, networking promotion, cultural heritage, fine arts, history, economics, sciences, tourism, quality issues, educational policies, health, justice, etc. etc.

Pixel also coordinated and managed over 30 projects funded by the European Social Fund. Of those projects: 16 were developed in the field of in-company training; 8 were developed in the field of training for youth to support entry in the labour market; 6 were in the field of equal opportunities.

Pixel is engaged in a constant improvement in the quality of the services performed. Pixel obtained quality certification according to UNI EN ISO 9001:2000. Pixel is accredited as an in-service education and training organization by the Ministry of Education. Pixel is accredited as a training agency by the region of Tuscany.

More information on the expertise of Pixel can be found at: <http://www.pixel-online.net>.

STAFF EXPERIENCE AND EXPERTISE

The Mobility Initiative, at Pixel, is organized by:

- Dr. Elisabetta Delle Donne has over 15 years of experience in the planning and management of international education and training events. She is in charge of the creation of the programme for the group of participants, of the identification of the trainers and experts who deliver the practical course, who are chosen among the network of about 100 experts who continuously cooperate with Pixel.
- Dr. Andrea Peraldo has over 9 years experience in the planning and management of international education and training events. He is in charge of accompanying the group during each visit to the institutions, giving assistance in the use of Public transports, moderating the visit and giving linguistic assistantship when necessary
- Dr. Antonio Giordano has experience in the support to the organization of international training initiatives. He is in charge of tutoring the group.

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Certificazione di Qualità in
in conformità alla norma
UNI EN ISO 9001:2000.

Certified Quality System
in compliance with the standard
UNI EN ISO 9001:2000.



Accreditamento presso il
Ministero della Pubblica Istruzione
con Decreto del 25/07/2006

Accredited by the Italian
Ministry of Education with the
Legislative Act of 25/07/2006



Accreditamento presso la
Regione Toscana con
Decreto n. 1722 del 25/03/2003

Accredited by the Tuscany County
Council with Legislative Act n.
1722 of 25/03/2003

THE MOBILITY INITIATIVE PROGRAMME

Day	Contents
<p>DAY 1 Monday 12 May</p>	<ul style="list-style-type: none"> ● 9.30 Pick up at the Hotel from Pixel tutor . Walk from the hotel to the site of Pixel ● Pixel <ul style="list-style-type: none"> ● Presentation of participants ● Presentation of Pixel ● Presentation of the Study Visit programme and of practical issues <i>Antonio Giordano</i> ● Formulation of the Idea and Admissibility Check ● Analysis of the Application Form ● Project Selection Criteria ● Selection Procedure ● Planning of Project Activities ● Practical simulations <i>Andrea Peraldo</i> ● 14.30 – 15.30 <ul style="list-style-type: none"> ● Cultural visit of Florence <i>Antonio Giordano</i>
<p>DAY 2 Tuesday 13 May</p>	<ul style="list-style-type: none"> ● 9.00 at Pixel <ul style="list-style-type: none"> ● Contract with the Commission ● Contract with the Project partners ● Main Tasks of Financial Management ● Main Documents ● Revising the Budget Plan ● Transfer of Grant to the partners ● The Project Budget ● Eligible Expenditures

	<ul style="list-style-type: none"> • Management of Expenditures <i>Andrea Peraldo</i> • 14.30 Travel via public transport to to Europe Direct Firenze • 15.00 Visit to Europe Direct Firenze It will be possible to meet the director of the Institute to learn about their experience in assisting the schools in management issues. A meeting with the staff will also be organized in order to learn about their experience and also investigate on possible cooperation.
<p>DAY 3 Wednesday 14 May</p>	<ul style="list-style-type: none"> • 9.00 at Pixel <ul style="list-style-type: none"> • Building up the Project partnership • Characteristics of a Good Partnership • Management Methodologies • Organisation of Partners Meetings • Practical simulations <p><i>Andrea Peraldo</i></p> <ul style="list-style-type: none"> • 14.30 Travel via public transport to Centro Machiavelli • 15.00 Visit to Centro Machiavelli It will be possible to meet the director of the school to learn about their experience in assisting the schools in management issues. A meeting with the staff will also be organized in order to learn about their experience and also investigate on possible cooperation.
<p>DAY 4 Thursday 15 May</p>	<ul style="list-style-type: none"> • 9.30 Pick up at the Hotel from Pixel tutor. Travel via public transport to Technical and Industrial Institute for Vocational Education Leonardo da Vinci - http://www.isidavinci.it/ Study Visit at the Technical and Industrial Institute, visit of the school. Meeting with the manager and discussion on current policies for the promotion of training. Mutual presentation of strategies and practices.
<p>DAY 5 Friday 16 May</p>	<ul style="list-style-type: none"> • 9.00 – 12.30 At Pixel <ul style="list-style-type: none"> • Evaluation: Why, What, How, When • Dissemination: Why, What, Who, When • Dissemination Tools • Final assessment and evaluation of the mobility initiative. • Certification of the acquired skills of the Mobility beneficiaries.



FURTHER INFORMATION

For further information, please contact:

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