



International Seminar

European Project Planning



Methods and Techniques
for Planning European Projects





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OBJECTIVES

The objective of the international Seminar on European Project Planning is to provide participants with the skills to plan European projects in the fields of education, culture, research and innovation.

The European Project Planning international Seminar focuses on the following topics:

- **Funding opportunities** in the field of education, culture, research and innovation managed by the European Commission
- **Understanding a call for proposal** in the framework of the current European programmes in the field of education, culture, research and innovation.
- **Development of effective project ideas**
- Collection of relevant documents for the European project submission
- Identification of effective transnational **project partnership** for European projects
- Filling in **Application Forms** and submission of European projects
- Planning the **Financial aspects** of a European project



Every year, Pixel organizes three new editions of the international Seminar on European Project Planning. Over **45 editions** of the international Seminar have already taken place at Pixel, in Florence, since 2004.

TARGET GROUP

The European Project Planning international Seminar is addressed to directors, managers, lecturers, teachers, trainers, researchers and experts working in public bodies, universities, schools, training organizations, adult education institutions, research centers.

The European Project Planning international Seminar is addressed to individuals who wish to acquire the skills for successfully accessing and managing European funds in the field of culture, education and training.



PROGRAMME

Training Modules	Contents
<p>Module 1</p> <p>Introduction to the European Union Policies <i>10 hours (e-learning based)</i></p>	<ul style="list-style-type: none"> • European policies in the fields of education, culture, research, and innovation • Europe 2020 • The Erasmus+ Programme, introduction to the political framework • The Creative Europe Programme, introduction to the political framework • The Horizon 2020 Programme: introduction to the political framework
<p>Module 2</p> <p>European Funding Programmes <i>5 hours (e-learning based)</i> <i>5 hours (classroom based)</i></p>	<ul style="list-style-type: none"> • European funding programmes in the field of education, culture, research and innovation • Information sources on the EU policies in the fields of education, culture, research and innovation • Information sources on the relevant funding programmes • Finding and analyzing the information • Collection of relevant documents for project planning • Checking eligibility criteria • <i>Practical simulations</i>
<p>Module 3</p> <p>Quality Project Planning <i>5 hours (e-learning based)</i> <i>5 hours (classroom based)</i></p>	<ul style="list-style-type: none"> • The project planning process • Formulation of the project idea • Creation of the project summary • Quality issues related to project planning • <i>Practical simulations</i>
<p>Module 4</p> <p>Partnership Development <i>5 hours (e-learning based)</i> <i>5 hours (classroom based)</i></p>	<ul style="list-style-type: none"> • Partner search strategies • Creating the project partnership • First contacts with partners • Defining the role of each partner • <i>Practical simulations</i>
<p>Module 5</p> <p>Financial Planning <i>5 hours (e-learning based)</i> <i>5 hours (classroom based)</i></p>	<ul style="list-style-type: none"> • Analysis of the project budget • Eligibility of expenditures • Development of Financial Plans • <i>Practical simulations</i>
<p>Module 6</p> <p>Filling in the Application Form <i>10 hours (classroom based)</i></p>	<ul style="list-style-type: none"> • Analysis of the main aspects of the application form • Filling in the Application Form for the submission of European Projects • Self-assessment strategies • Project selection criteria • Project approval process • <i>Practical simulations</i>





THE COORDINATOR OF THE SEMINAR

The International Seminar on European Project Planning is organized and coordinated by Pixel, an international education and training institution based in Florence (Italy), having as its main aim the provision of support to internationalization and European Cooperation. In the past 18 years, Pixel successfully planned and managed over 85 projects funded by the European Commission.

Pixel was established in Florence (Italy) in 1999 and has a relevant expertise and a significant experience in the following areas:

■ Direct submission and management of European projects

In the past 18 years, Pixel successfully planned and managed over 85 European projects. The European projects in which Pixel was involved focused on the following subject areas: Innovation in Education; Language Teaching and Learning; Research; Science Education; History Education and Research; Fine Arts; Promotion of Employment and Entrepreneurship; Social Inclusion; Health; Safety, Justice and Human Rights; Support and Innovation Services for SMEs. More information on the European projects carried out is available at: http://www.pixel-online.net/PRJ_european_projects_lista.php. Pixel also coordinated and managed over 30 projects funded by the European Social Fund. These projects focused on: in-company training; training for youth to support their access to the labor market; equal opportunities.

■ Organization of international education and training initiatives

Pixel organizes and deliver international in-service training courses on different topics such as: European cooperation, new technologies for education, innovative educational methodologies, language learning etc. Some of these courses have been delivered in over 40 editions so far. An average of 300 participants, from all over Europe, attend Pixel international courses every year. The international courses organized are addressed to: university lecturers, researchers, public officers, school directors, administrative staff, trainers, graduated students etc. More information is available at: http://www.pixel-online.net/TRN_corsi_lista.php

■ Organization of international events and conferences in the field of education

Pixel organizes international conferences. Three of them are organized on a yearly basis. The first one is entitled: The Future of Education and it is held in Florence, every year, in June. The second international conference is entitled: ICT for language Learning and it is held in Florence, yearly, in November. The third international conference is entitled: New Perspectives in higher Education and it is held in Florence, yearly, in March. About 250 participants attend each of the events representing over 50 countries in the five continents. More information is available at: <http://conference.pixel-online.net/>

Pixel has developed international partnerships with over 500 organizations worldwide including: Higher Education Institutions, Schools, VET Organizations, Adult Education Institutions, Public Authorities (Ministries, Regional bodies), Research centres, Cultural institutions, Hospitals etc. based all over the world.

Pixel is engaged in a constant improvement in the quality of the services performed. Pixel obtained quality certification according to UNI EN ISO 9001. Pixel is accredited by the Italian Ministry of Education and by the Tuscany Regional Government.

More information about Pixel can be found at: <http://www.pixel-online.net>.



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TEACHING STAFF

The trainers involved in the international seminar are:

■ Dr. Elisabetta Delle Donne, graduated in Political Sciences – International Affairs from the University of Florence in 1993. Since then, for the last 24 years, she has constantly been working in the field of European cooperation. Elisabetta is an expert in the planning and management of European projects focusing in particular on the areas of education, training, culture, research and innovation. For over 20 years she has been consulting for several European universities and public bodies on accessing European funding opportunities and on European project management. Currently advising 15 different universities throughout Europe. So far she has been involved as project planner and manager in more than 100 projects funded by the European Commission. Several European projects that she coordinated were selected as example of best practice by the European Commission. She has developed and coordinated partnerships with more than 500 bodies in all Europe, including universities, public authorities, training organizations, research centres etc. She is involved as external expert in quality management and external evaluator in several European projects. Elisabetta is also an assessor of European projects in the fields of higher education, school education and adult education in the framework of the Erasmus+ Programme - KA2 Strategic Partnership Supporting Innovation. She is also an assessor of European projects for the COST Programme for Science and Technologies. Elisabetta is often invited as a speaker at International Conferences to make presentations on European cooperation and funding opportunities or to present the European projects in which she is involved as coordinator. She is also the main organizer of international conferences in the field of higher education.



■ Dr. Andrea Peraldo, graduated in Political Science from the University of Florence. He completed a Master in European Studies in 2000 and started working at Pixel in 2001 as European project manager. At Pixel, Andrea, for the last 15 years, has been in charge of planning European Projects funded by the European Commission. Andrea has planned more than 30 successful grant applications in the framework of different funding programmes such as: Socrates, Leonardo da Vinci, Lifelong Learning and Erasmus+. Andrea is in charge of the administrative and financial management of the International projects in which Pixel is involved and maintains the contacts with the European project partners to support them in monitoring and reporting their project expenditures according to related funding Programme's administrative requirements. Since 2007 Andrea Peraldo is co-trainer in the European Project Planning and European Project Management international seminars. Andrea is part of the teaching staff of the International Master in European Project Planning and Management delivering lectures on European funding opportunities and Project financial and administrative management.





ACCOMMODATION PACKAGES

The international Seminar is combined with **optional** accommodation and subsistence packages that are offered to single participants or to participants from the same institution who are willing to share accommodation costs.

Single Participant in Single Room

Half Board package including: 7 nights accommodation in single room + 6 Buffet lunches	730 Euro
Bed and Breakfast package including: 7 nights in single room	630 Euro
Lunches only Package including: 6 Buffet lunches at Pixel during the seminar	100 Euro

Two Participants sharing a Double Room

Half Board package including: 7 nights accommodation in double room + 6 Buffet lunches	520 Euro <i>per person</i>
Bed and Breakfast package including: 7 nights accommodation in double room	420 Euro <i>per person</i>
Lunches only Package including: 6 Buffet lunches at Pixel during the seminar	100 Euro <i>per person</i>



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ORGANIZATION

Duration and Organisation

The European Project Planning international Seminar has a duration of 60 hours.

- 30 hours of classroom based learning held in Florence (Italy). The 30 hours course is organized in 6 days, Monday to Saturday, 5 hours each day.
- 30 hours of e-learning integrated with 2 virtual meetings with the course tutor and the other course participants. A Forum is also available for virtual meetings among all participants.

Location

The classroom course takes place at Pixel, in Florence, Italy. Pixel office is located near the historic city centre that can be easily reached in a 15 minute walk.

Language

The European Project Planning international Seminar is delivered in English

Methodology

The **approach used is highly practical**, based on the expertise of the course trainers who have 15 to 20 years of experience in planning and managing projects and initiatives funded by the European Commission, mainly in the sector of Education and Training. A **practical simulation** is carried out for each topic in focus. The practical simulation is based on the use of the services, databases and documentation made available, on-line, by the European Union. The objective of the practical activity is the **simulation of the development and presentation of a European project**.

At the end of the international Seminar, every work group will have produced a first draft of a European project including the application form, budget, transnational partnership etc.

Follow up

During the classroom course each participant is introduced to the e-learning course's contents.

The structure of the e-learning course is similar to that of a Power Point presentation (a series of slides with educational contents) with the possibility of accessing more in-depth information relating to a particular slide and attachments containing reference material.

During the four weeks after the classroom course, 2 virtual meetings are organized between the course trainers and tutor and the course participants to further analyse and discuss the contents learnt at distance. An on line Forum is also available for all course participants to ask questions to the course trainers and share the answers with their colleagues.



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TESTIMONIALS FROM PARTICIPANTS

Exceptional organization of all aspects. I think that every person running a EU project or applying for grant should attend this course. An absolute must for everyone in EU project management. It has been a truly wonderful time.

K.M., Oxford Brookes University (United Kingdom)

Engaging and clear content. Extremely well structured. Extremely good delivery. Well done! Thank You!

N. K., Arcada University of Applied Sciences (Finland)

Very good expertise and very well organized teaching activities produced a very good teaching environment.

University of Santiago de Compostela (Spain)



I would really recommend this course to all persons or professionals that are involved in European Projects.

E. R. Instituto Superior Tecnico IST, (Portugal)

The trainers are excellent! The contacts established during the course will be useful for the development of future projects.

J.G., University of Pardubice (Czech Republic)

Excellent international Seminar. Exceeded my expectations. Thank you!

Z.S., Vilnius Pedagogical University (Lithuania)

The international Seminar has been excellent. All details were well considered.

M.K., Ayon Kocatepe University (Turkey)



It was an excellent course, very useful. Congratulations.

R.M., Wilsthorpe Business College (United Kingdom)

An excellent course with lots of strategic information as well as practical information. Thank you.

Southern Regional College (United Kingdom)



I very much appreciated the training methodologies and the kindness of all Pixel's staff. I will recommend the international Seminar to my colleagues.

A.G., Torslanda School Department (Sweden)

The information I got was definitely more than I expected. Thank you for the course. I can use what I learnt immediately when I get back to Finland.

Innova (Finland)

It has been a wonderful week, I have acquired new skills and I have developed new ideas for future projects and partnerships.

AEIPS Training Centre (Portugal)

More Testimonials at: <http://europlan.pixel-online.org/testimonials.php>



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DATES

The dates of the next editions of the European Project Planning international Seminar are:

2017

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- *Edition 42:* 8 – 12 May 2017
 - *Edition 43:* 25 – 30 September 2017
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CONTACT INFORMATION

For further information and to request the enrolment form, please contact:

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Further information on the International Seminar on European Project Planning is available online at: http://europlan.pixel-online.org/EPP_index.php

ENROLLMENT AND FEE

The enrollment fee is **560 euro** per person.
Groups composed of at least **6 participants** will benefit of a **25% reduction** of the enrolment fee (**420 Euro per person**).

The enrollment fee includes:

- Participation in the Course
- Teaching material
- Course follow up

Optional accommodation and subsistence packages are available.



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GRANTS

It is possible, for residents in the European Union, to apply for a grant to attend the seminar if the participant is part of a group of at least 6 people.

Grants are available in the framework of the European programme Erasmus+ Key Action 1 – Learning Mobility of Individuals. The Erasmus+ Key Action 1 cover the costs for travelling to Florence and attending the International Seminar.

Information on possible grants should be asked at the National Agency in charge of the Erasmus+ Programme in the country of residence. The list of national agencies is available at: http://ec.europa.eu/programmes/erasmus-plus/national-agencies_en.htm.

Here are some general rules and information to be taken into account:

- Applications must be made by the organization employing the person willing to attend the course, not by the individual.
- Organizations can apply to send more than one participant in the same course, or to send participants in different courses.
- Only in-service staff working in the applicant organization can be involved in the mobility activity.
- It is recommended that the applicant organization submits the request for a mobility grant involving several staff members of the same organization. However, there should be a proportionality between the number of staff involved in the mobility initiative and the total number of staff of the organization.
- The grant application form can be downloaded from the web site of the National Agency in charge of the Erasmus+ Programme in the country of residence (see link above)
- There is only one opportunity to apply for the grant every year. The deadline is usually at the beginning of February. The exact information is available on the web sites of the National Agencies mentioned above.
- In order to submit a Grant request, the applicant organization needs a PIC-Code. The self-registration wizard is available at:
<http://ec.europa.eu/research/participants/portal/desktop/en/organisations/register.html>

For more information you can also contact Pixel secretariat at: training@pixel-online.net, taking into account that the most updated information can only be provided by the National Agency.

