



International Seminar

# European Project Planning



Methods and Techniques  
for Planning and Writing European Project Proposals





## OBJECTIVES

The objective of the International Seminar in European Project Planning is to provide participants with the skills to plan and write European project proposals.

The programme addresses topics such as: Analysis of funding opportunities in the fields of Education and Research; Matching ideas with funding programmes; Understanding of calls for proposal; Development of effective project ideas; Creation of transnational partnerships; Planning the project budget; Filling in the Application Form; Project self-assessment; Quality issues and best practice; The project submission process; Award and selection criteria.



## TARGET GROUP

Since the first edition of the International Seminar in European Project Planning, organised in 2004, over five-hundred participants of 40 nationalities, worldwide, were involved.

The international seminar is addressed to school 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 education and research.



# THE PROGRAMME

The programme is organized in 6 modules for a total of 30 hours.

## **Module 1 Introduction to the European Union Policies**

- European policies in the fields of education, culture, research, and innovation
- From policies to funding programmes
- Introduction to European Union funding programmes

## **Module 2 European Funding Programmes**

- European funding programmes in the field of education, culture, research and innovation
- Focus on Erasmus 21-27 and Horizon Europe
- Information sources on the relevant funding programmes
- Finding and analyzing the information
- Collection of relevant documents for project planning
- Checking eligibility criteria
- *Practical simulations*

## **Module 3 Quality Project Planning**

- The project planning process
- Formulation of the project idea
- Creation of the project summary
- Quality issues related to project planning
- *Practical simulations*

## **Module 4 Partnership Development**

- Partner search strategies
- Creating the project partnership
- First contacts with partners
- Defining the role of each partner
- *Practical simulations*

## **Module 5 Financial Planning**

- Analysis of the project budget
- Eligibility of expenditures
- Development of Financial Plans
- *Practical simulations*

## **Module 6 Filling in the Application Form**

- 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
- *Practical simulations*



## SKILLS ACQUIRED

The Seminar in European Project Planning provides participants with the skills to:

- Understand the current European policies in the fields of education, training and research
- Be aware of the objectives and requirements of the existing European funding programmes
- Identify the relevant information sources
- Analyse the current European funding opportunities and calls for proposal
- Develop effective project ideas
- Create transnational project partnerships
- Develop appropriate financial plans and budgets
- Fill in application forms for the presentation of European projects
- Carry out a self assessment of the project proposal
- Understand the selection criteria and approval processes



## THE COORDINATOR OF THE SEMINAR

The Seminar is organised by Pixel, an international education, research and evaluation organisation. Pixel was established in Florence (Italy) in 1999 and has relevant expertise and experience in:

- **Planning and Management of European Projects**  
Pixel successfully planned and managed over 130 projects funded by the European Commission in the fields of education, research and innovation.
- **Delivering of international education and training initiatives**  
Pixel organises and delivers international in-service training courses. Some of these courses have been provided in over 40 editions so far.
- **Organisation of international conferences in the field of higher education**  
Pixel organises, every year, three international conferences in the field of Higher Education. Participants come from over 50 countries worldwide.

More information about Pixel is available at <http://www.pixel-online.net>.



## TEACHING STAFF

The trainers involved in the International Seminar in European Project Planning and Management are:

### **Dr. Elisabetta Delle Donne**

*President and Managing Director at Pixel*

Elisabetta is the President and Managing Director at Pixel.

Elisabetta graduated in Political Sciences – International Affairs from the University of Florence and has a Master in Business Administration. Since 1993, for the last 28 years, she has constantly been working in the field of international cooperation.

From 1993 to 1998 she worked as a European Project Manager in a consortium of higher education institutions. In 1999 she created Pixel and since then she has been its president and managing director.

Elisabetta is an expert in planning and managing of international projects focusing in particular on the areas of education, innovation and research.

For 25 years she has been consulting several European universities and public bodies on accessing international funding opportunities as well as European project planning and management.

So far, she has been involved as a project planner and manager in more than 150 international projects funded by the European Commission. She has developed and coordinated partnerships with more than 500 bodies world-wide, including universities, public authorities, training organizations, research centres etc.

Since 2008, Elisabetta is involved as an external expert in quality management and as an external evaluator in several European projects. She is also a senior evaluator of European Project Proposals and Final Reports submitted in the framework of the Erasmus+ KA2 Strategic Partnerships Programme, Erasmus+ Youth, COST, Horizon 2020. In the last years she has also been coordinating and monitoring the work of evaluators involved in the assessment of European project proposals and final reports.

Elisabetta is a lecturer, at higher education level, in the field of European Project Planning and Management.

### **Dr. Andrea Peraldo**

*Senior European Project Manager at Pixel*

Andrea graduated in Political Science from the University of Florence, completed a Master in European Studies in 2000. Andrea started working at Pixel in 2001 as European project manager. At Pixel, Andrea, for the last 20 years, has been in charge of planning international projects funded by the European Commission. Andrea has planned more than 60 successful grant applications in the framework of different funding programmes such as: Socrates, Leonardo da Vinci, Lifelong Learning and Erasmus+. Andrea is also specialized in the planning of budgets of international projects. He is in charge of the administrative and financial management of the international projects in which Pixel is involved, maintaining contacts with the European project partners to support them in monitoring and reporting their project related expenditures according to funding Programme administrative requirements.

In the past 15 years, Andrea has been delivering training in the field of European Project Planning and Management.



# ORGANIZATION

## Dates

The dates of the 2021 edition of the International Seminar in European Project Planning is:

- 4 – 9 October 2021

Asynchronous online participants can start anytime.

## Duration

The seminar has a total duration of one week, 30 hours organized in 6 modules.

## Onsite and Online Attendance Options

The seminar is offered either as a classroom-based or online-based course.

It is up to each participant to decide whether to enrol for the online or onsite course.

The classroom-based programme is held in Florence (Italy).

The online course is organised via a dedicated e-learning platform. It is possible to attend the online course both synchronously (i.e. at the same time as the classroom programme) and asynchronously (i.e. the student decides when to attend the pre-recorded lectures and individually carries out the practical activities).

## Methodology

The approach used, for both the classroom and online solutions, is based on a constant integration of theory with **practical, hands-on experiences**. **Practical simulations** are carried out for each topic analysed. The practical simulations also make use of the services, databases and documentation made available, online, by the European Commission and its Agencies.

Networking opportunities are provided for both onsite and online participants in the framework of a highly interactive learning environment.

## Location

The classroom-based part of the the International Seminar in European Project Planning is held at Pixel, **in Florence (Italy)**. Pixel headquarters are near the historical city centre of Florence.

The online course is organised via a dedicated highly interactive **e-learning platform**.

## Language

The International Seminar in European Project Planning is delivered in English.



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The **online programme** is organised, at the same time as the classroom programme, via a **dedicated e-learning platform** already successfully tested in the framework of previous online courses delivered by Pixel that, due to the Covid-19 situation, were organised entirely online.

It is possible to attend the **online programme, either synchronously or asynchronously**.

All lectures are recorded, and all teaching materials and documents are available online, so it is possible to access both lectures and materials anytime and asynchronously. Participants can also ask questions asynchronously by contacting the course trainers who responds the day after.



## WHY CHOOSE THIS SEMINAR?

4 Good Reasons to enroll:

- 1) A **truly international environment** with participants coming from all over the world.
- 2) Constant **integration of theory with practical, hands-on, experiences**.
- 3) **Teaching staff with long experience** in planning, managing, and evaluating European projects.
- 4) The **experience and expertise of the Coordinator**. Pixel has over twentytwo years of experience in European project management and was directly involved in over 130 projects funded by the European Commission.



## STUDENT TESTIMONIALS

The course offers excellent opportunity to broaden personal and professional horizons.

*M. N., Wexford Area Partnership, Ireland*

The training course is very inspiring, full of important information, useful advices and relevant tips. I would like to congratulate the trainers for their professional skills.

*V. S., Commterra (Netherlands)*

Wonderful experience that I will recommend personally to all my colleagues

*V.M., Council of Ministers Administration, Bulgaria*

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. Thank You!

*N. K., Arcada University of Applied Sciences, Finland*

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 course has been excellent. All details were well considered.

*M.K., Ayon Kocatepe University, Turkey*

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

*A.G., Torslanda School Department, Sweden*

The information I got was definitely more than I expected. Thank you for the course.

*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>**



## ACCOMMODATION PACKAGES

The international Seminar is combined, for participants choosing the onsite attendance, 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>





## INFORMATION AND ENROLMENT

For further information, please contact:

Programme Secretariat  
Pixel  
Via Luigi Lanzi 12  
50134 Firenze  
Tel. +39-055-489700  
e-mail: [training@pixel-online.net](mailto:training@pixel-online.net)  
[https://euoplan.pixel-online.org/EPP\\_intro.php](https://euoplan.pixel-online.org/EPP_intro.php)

The enrollment fee is **640 euro** per person.  
Groups composed of at least **6 participants** will benefit of a **25% reduction** of the enrolment fee (**480 Euro per person**).

The enrollment fee includes:

- Participation in the Course
- Teaching material
- Access to the eLearning Platform

Optional accommodation and subsistence packages are available.

It is possible, for residents in the European Union, to apply for a grant to attend the seminar.

Grants are available in the framework of the European programme Erasmus covering 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.

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

***Enrol in the Seminar Now and Boost your International Career!***