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## Project Preparation Workshops

### Black Sea Basin ENI CBC Programme 2014-2020

### 2<sup>nd</sup> call for proposals

**Location:** Armenia, Georgia, Republic of Moldova, Turkey & Ukraine,  
**Period:** September-December 2018

#### Objectives

- To inform on BSB call requirements and clarify any issue potential applicants may face in developing their proposal
- To enhance capacity of potential applicants in building their project intervention logic, work-plan and budget
- To provide a good understanding of the eMS application procedures and forms

#### Target Groups

Eligible Lead Partner and Partners registered and located in one of the Programme eligible regions:

- a. Local, regional and, if needed for the project purpose, national authorities
- b. Bodies governed by public law, such as state/regional owned institutes, state owned universities and educational institutions, tourism and regional development agencies, cultural and archaeological associations/institutions, nature parks and protected areas management bodies, research institutes
- c. Non-profit organisations such as associations, unions, foundations, private universities if their legal status is of a non-profit organization, Euro regions, European Grouping of Territorial Cooperation.

#### Timing

The project preparation workshop will be one-day event.

#### Training approach/ presenters

- Participants are required to pre-register and complete a short survey of expectations for the event so these can be addressed during the event. They are also requested to indicate whether they have previous ENPI CBC experience, so as to adapt the level of commenting and the capacity building sessions to participants' experience.
- Participants are required to go through the Guidelines for Applicants and its annexes available on the Programme website (<https://blacksea-cbc>), so they can have some concrete questions on the eligibility requirements, use of the Programme electronic Monitoring System (eMS), etc. They are also requested to register and use eMS ahead of the training, so they can have some concrete



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questions on the use of the software and bring their computer for the practical exercise.

- Participants are required to go through the materials of the events delivered in 2017, available in all national languages, to build a basic understanding on the programme that is expected for this training on the second call (<https://www.goforenicbc.eu/> click on “project development” then on “training material”).
- The MA/JTS will provide presentations on key elements of assessment grid and key eligibility issues, focusing on the issues that created difficulties or were poorly understood by applicants in the first call.
- Considering it is expected many or a majority of participants will be familiar with the call conditions, informative sessions will mostly take the form of interactive exchanges through questions/answers so as to provide only the clarifications that are useful to participants in developing further their proposal.
- The MA/JTS will also present online the eMS application procedures and forms.
- TESIM experts will facilitate the Q/A sessions and provide further capacity building sessions focusing on the development of project intervention logic, work-plan and budget, that will include some practical work on project proposals, interventions from experienced project partners and links to TESIM online training available for applicants.
- Contributions will be made by representatives of National Authority and in some cases EU Delegation, in particular on possible synergies with other initiatives.
- National Authority are also expected to clarify national requirements to take into account for project preparation/implementation.
- With the permission of the participants, the participant list will be uploaded to the programme website and those taking part will be added to the project database.



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Time	Topic	Objective/Content/Method
9.00-9.30	Registration	<ul style="list-style-type: none"> <li>Registration of participants</li> </ul>
9.30-9.45	Welcome/Introduction	<ul style="list-style-type: none"> <li>Welcome, possible synergies with other EU, national &amp; regional initiatives introduction of ENI CBC BSB</li> <li>Overview of expectations presentation of the agenda and the methodology</li> </ul>
9.45-10.30	BSB call for proposals	<p><b>Objective</b></p> <ul style="list-style-type: none"> <li>To find out about ENI CBC BSB call opportunities and requirements</li> </ul> <p><b>Content/Method</b></p> <ul style="list-style-type: none"> <li>Key elements of the call: presentation briefly reminding/highlighting (for those that didn't attend previous events) programme priorities, eligible areas and partners, expected results, overarching criteria for projects, evaluation criteria, with emphasis on the key elements /CBC value, innovation, etc.)</li> <li>Questions and answers on strategic aspects of project development (all questions related to eligibility of actions and partners, indicators, evaluation criteria, synergies etc. – save questions on financial aspects that will be addressed after coffee break)</li> </ul>
10.30-11.20	Developing ENI CBC projects	<p><b>Objective</b></p> <ul style="list-style-type: none"> <li>To understand key aspects of project development</li> </ul> <p><b>Content/Method</b></p> <ul style="list-style-type: none"> <li>Developing ENI CBC project partnership and intervention logic: capacity building presentation on stakeholders' analysis and building project intervention logic in line with programme strategy (link to evaluation criteria 1 to 4)</li> <li>Practical individual or group work on building project intervention logic</li> </ul>
11:20-11.40	Tea/Coffee break	
11:40 - 12:00	Project planning	<p><b>Objectives</b></p> <ul style="list-style-type: none"> <li>To understand key aspects of project activity and financial planning</li> </ul> <p><b>Content/Method</b></p> <ul style="list-style-type: none"> <li>Financial and activity planning aspects, including planning monitoring and communication activities: capacity building presentations (link to evaluation criteria 6 to 8)</li> </ul>
12:00-12.30	Project financial aspects	<p><b>Objective</b></p> <ul style="list-style-type: none"> <li>To clarify project proposal eligibility criteria and financial requirements</li> </ul> <p><b>Content/Method</b></p>



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		<ul style="list-style-type: none"> <li>• Understanding eligibility criteria, financial requirements (including co-financing and state aid) and procurement: presentation briefly reminding/highlighting (for those that didn't attend previous events) key eligibility criteria and financial aspects. Documents required for projects with infrastructure</li> <li>• Understanding specific requirements according to national legislation: presentation on key issues for project preparation/implementation: e.g. project registration, selection of controllers</li> <li>• Questions and answers on financial aspects</li> </ul>
12:30-13:00	<b>Key messages from 1<sup>st</sup> call</b>	<p><b>Objectives</b></p> <ul style="list-style-type: none"> <li>• To present the key factors for success in the first call and most common errors and weaknesses in non-approved proposals</li> </ul> <p><b>Content/Method</b></p> <ul style="list-style-type: none"> <li>• Interview with a successful lead partner or partner from the concerned country</li> <li>• Analysis of the main winning factors in the selected projects and the most common errors and weaknesses</li> </ul>
13:00-14:00	<b>Lunch break</b>	
14:00-16:40	<b>eMS</b>	<p><b>Objective</b></p> <ul style="list-style-type: none"> <li>• To understand how to apply in the programme electronic system (only for potential lead partners and partners intending to work in the system)</li> </ul> <p><b>Content/Method</b></p> <ul style="list-style-type: none"> <li>• Key considerations and main mistakes in the use of the eMS in the 1<sup>st</sup> call</li> <li>• Short introduction to the main features and the procedure to apply and to fill-in the application form, including key concepts (output, deliverable, minimum budget items, etc)</li> <li>• Interactive presentation of the use of the application form and upload of annexes in parallel with practical exercise on application process with the use of participants' computers (ongoing at various steps of the application process)</li> </ul>
16:40-17:00	<b>Next steps and closure</b>	<ul style="list-style-type: none"> <li>• Presentation of next steps for project preparation</li> <li>• Evaluation from participants</li> <li>• Closing remarks: where to find further information, useful contacts for questions</li> </ul>