

# Developing the Project Pipeline for EU Structural Funds

Maastricht (NL), 28-30 October 2009



Organised by the European Institute of Public Administration (EIPA)

## Introduction

**The European Institute of Public Administration is organising a seminar on “Developing the Project Pipeline for EU Structural Funds” which will take place in Maastricht on 28-30 October 2009.**

### Target

Group: Officials from central, regional and local government; programme officers and managers involved in the implementation of Structural Funds projects and programmes; project managers and project developers from the regions,. The seminar is also open to economic and social partners involved in developing Structural Funds projects, such as NGOs, higher education establishments, and employers' representatives.

### Description

The new 2½-day format will consist of illustrated presentations, group discussions and workshops. It will provide a step-by-step guide to developing projects, including the determination of project priorities and possibilities, planning and procedural issues, generating project ideas and establishing partnerships, putting financial packages and applications together, project development steps and ex-ante project appraisal techniques, developing project and programme indicators, and how to get your project selected. We will also consider the key responsibilities and tasks required to manage and deliver programmes and projects successfully, including public procurement requirements.

### Method

There will be a series of presentations by EIPA experts, practitioners and EU officials. Each presentation will leave time for a question and answer session; discussions and exchanges of experience will be encouraged. Mini-workshops and exercises will be used to develop simulations of essential elements and to generate a clear view of good practice in the key disciplines involved.

### Objectives

At the end of the seminar the participants should have a clear understanding of how to generate good projects, how to maximise the probability of getting projects selected, and the essentials of good programme and project management. From the point of view of Managing Authorities, participants will get a clear idea of how to create a strong pipeline and a steady flow of quality projects.

**Participants attending this seminar will receive a free copy of “Managing Structural Funds: A Step-by-Step Practical Handbook” by Robin Smail, Luc Broos and Elsa Kuijpers, as part of the seminar documentation. [retail price € 70,-]**

The seminar will be conducted in English.

**For more information visit our website:  
[www.eipa.eu](http://www.eipa.eu)**



# Programme

## DAY 1 - WEDNESDAY, 28 OCTOBER 2009

08.45 Registration

09.15 **Introduction to the Seminar**

09.30 **The project pipeline model and new developments**

*Robin Smail, Expert, EIPA*

- 12 stages in the project pipeline model, including:
  - o stimulating activity through publicity and information initiatives
  - o building successful partnerships
  - o putting together the financial packages
  - o project proposals, the application, getting selected
- two perspectives: the Managing Authority vs. the project applicant
- the regulations 2007-2013 and the impact on the pipeline
- the world financial crisis and the EU Recovery Plan

11.15 Coffee break

11.45 **Challenges for the Project Pipeline in Poland**

*Pascal Boijmans, Acting Head of Poland Unit, DG Regio, European Commission*

- legislation, planning, major projects and feasibility
- public procurement and state aid
- the environmental impact assessment
- management issues

13.15 Lunch

14.45 **Discussion: What are the pipeline issues in your Member State?**

16.00 Coffee break

16.30 **European Public Procurement rules**

*Rita Beuter, Expert, EIPA*

- objectives and EC Treaty principles
- scope and key provisions of the Public Sector Directive 2004/18/EC

18.15 Guided tour of Maastricht \*

19.30 Dinner at EIPA's restaurant

## DAY 2 - THURSDAY, 29 OCTOBER 2009

09.15 **What projects? A method for determining programme and project priorities; indicators for quantifying projects and programmes; and a wealth creation test (cost-effectiveness).** *Robin Smail*

- what projects? – setting priorities for programmes and priority axes
- indicators for measuring progress and success at project and priority level
- generating cost-effectiveness indicators
- using benchmarks for assessing projects and setting programme budgets

10.45 Coffee break

11.15 **Developing the Project Pipeline in Greek Operational Programmes – Lessons from Greece, 2000-2006**

*Georges Spyrou, Principal Administrator, DG MARE (Formerly of Greece Unit, DG REGIO), European Commission, Brussels*

- priority setting, institutions and planning
- political intervention and transparency
- competences and procedures
- building success using a new management structure

13.00 Lunch

14.30 **Project development steps and ex-ante project appraisal techniques**

*Robin Smail*

- project rationale and the concept of market failure
- feasibility, options, risk assessment, sensitivity analysis
- financial and economic appraisal: calculating the costs, the benefits and the rates of return
- ESF objectives
- calculating the grant for revenue generating projects

16.00 Coffee break

16.30 **Workshop: Developing projects and project appraisal**

18.00 **End of session**

19.30 Dinner at EIPA's restaurant

# Programme

## DAY 3 - FRIDAY, 30 OCTOBER 2009

### 09.15 **Maintaining a strong Pipeline: the essentials of Programme and Project Management and Monitoring**

*Robin Smail*

- management bodies, systems, procedures, tools & templates
- managing spend, n+2, spending profiles
- the grant letter and execution contract
- financial management rules, advances, payment claims
- compliance, financial control and audit
- monitoring systems, risk analysis, file keeping
- corrections, recovery procedures, programme and project adjustments
- using technical assistance

11.00 Coffee break

11.30 **Workshop: Project proposals & feedback**

13.00 **Seminar Feedback, Evaluation, Conclusion of the Seminar**

13.15 Lunch

14.45 **End**

### \* **Programme & Walking Tour of Maastricht**

The programme will commence on the first day at 09.15 hrs and finish on the third day at 14.45. A guided walking tour in the historic centre of Maastricht is foreseen on the first day at 18.15.

#### **Seminar venue**

The seminar will take place in the Green Conference Room (1.45) at the European Institute of Public Administration (EIPA), O.L. Vrouweplein 22, NL-6211 HE Maastricht, tel. +31.43.3296.222, fax +31.43.3296.296.

#### **Working language**

The seminars will be conducted in English.



# General Information

## Fee

The participation fee for each seminar is € 915 and includes participation in the seminar, documentation, three lunches, two dinners, beverages, walking tour, and the EIPA publication "Managing Structural Funds: A Step-by-Step Practical Handbook". Accommodation and travel costs are at the expense of the participants or their administration.

EIPA offers its members a reduction of 10% of the registration fee. This reduction is available to all civil servants working for one of EIPA's member countries (i.e. AT, BE, BG, CY, CZ, DK, EE, FI, FR, DE, GR, HU, IE, IT, LT, LU, MT, NL, PL, PT, ES, SE, UK) as well as civil servants working for an EU institution or agency. If you are eligible for a discount, please tick the box in the registration form. Please note that reductions cannot be accumulated. For more information, please visit EIPA's website: [www.eipa.eu](http://www.eipa.eu) (FAQ-special discounts).

## Hotel reservations

The European Institute of Public Administration will be pleased to make reservations for you at a hotel in Maastricht. We have made a block booking at

Eden Design Hotel	****	
<a href="http://www.edendesignhotel.com">http://www.edendesignhotel.com</a>		€ 113,27 p.p.p.n.
Hotel Beaumont	****	
<a href="http://www.beaumont.nl">www.beaumont.nl</a>		€ 99,75 p.p.p.n.

These prices include breakfast and tourist tax. Should you wish to make use of this possibility, please indicate the name of the hotel and the dates of arrival and departure on the registration form. Payment is to be made directly and personally to the hotel on checking out. Should the hotel of your choice be fully booked, you will automatically be placed in the other hotel. Please note that if you register after the closing date, hotel reservations cannot be guaranteed.

## Meals

All meals will be served at the Institute's restaurant. Should you require a special menu (e.g. vegetarian, diabetic), please inform the Programme Organiser so

this can be arranged.

## Registration

Kindly complete the registration form and return it before the closing date (7 October 2009) to

Ms Mariëlle Beckers, Programme Organiser,  
European Institute of Public Administration,  
P.O. Box 1229, NL-6201 BE Maastricht,  
tel.: +31.43.3296.2237, fax: +31.43.3296.296,  
e-mail: [m.beckers@eipa-nl.com](mailto:m.beckers@eipa-nl.com).

You can also submit the online registration form which can be found on EIPA's website: <http://www.eipa.eu> (Training and Research).

Your name and address will be part of EIPA's database for our mailing purpose only. If you do not want to be included in our mailing database, please tick the box in the registration form.

## Confirmation

Confirmation of registration will be forwarded to participants on receipt of the completed registration form.

## Payment

Prior payment is a condition for participation. Please indicate the method of payment on the registration form. In any case, the participant or his/her administration will receive an invoice for the payment of the registration fee. For administrative reasons you will be charged €150 for cancellations received within 15 days before the activity begins. There is no charge for qualified substitute participants.

## Cancellation policy

EIPA reserves the right to cancel the seminar up to 2 weeks before the starting date. EIPA accepts no responsibility for any costs incurred (travel, hotel, etc.). For EIPA's cancellation policy, please visit our website [www.eipa.eu](http://www.eipa.eu) (legal notice).





# REGISTRATION FORM

## Developing the Project Pipeline for EU Structural Funds

Surname: ..... Title: ..... M/F  
First name: .....  
Current position: .....  
Organisation: .....  
Department: .....  
Work address: .....  
Postal code & town: ..... Country: .....  
Tel. no: ..... Fax no: .....  
E-mail address: .....  
Date of Participation:  28-30 October 2009      **Closing date:** 7 October 2009      **Proj. nr.:** 0930202

### Payment p:\ 0930202

The participation fee includes participation in the seminar, documentation, three lunches, two dinners, beverages, walking tour and the EIPA publication *"Managing Structural Funds: A Step-by-Step Practical Handbook"*

**€ 915**

### Method of payment

Bank transfer

The participants or their administration will receive an invoice for the payment of the registration fee.

Invoice address (if different from the abovementioned address):

.....

E-mail: .....

**Credit card**

American Express Card     Eurocard/Mastercard     Visa Card

Card no.: ..... Expiry date: ..... / .....

Name Card holder: ..... (in case this differs from above)

Address Card holder: ..... (in case this differs from above)

Postal code: ..... Country: ..... (in case this differs from above)

Card Validation Code: ..... (the last three digits on the BACK of your card)

(Exempt from VAT by virtue of Article 11, para. 1 (o), subpara. 2 of the Dutch Law on VAT of 1968)

### HOTEL RESERVATION

Please reserve hotel accommodation for me at:  Hotel Beaumont\*\*\*\*     Eden DesignHotel\*\*\*\*

Date of arrival: ..... Date of departure: ..... No. of nights: .....

No hotel reservation required.

### MEALS

Lunch day 1:  will attend     will not attend

Lunch day 2:  will attend     will not attend

Lunch day 3:  will attend     will not attend

Dinner day 2:  will attend     will not attend

Dinner day 1:  will attend     will not attend

Vegetarian:  yes     Fish allowed:  yes     no

Other dietary requirements: .....

**As the number of places is limited, please return the completed registration form before 7 October 2009 to:**

Ms Mariëlle Beckers, European Institute of Public Administration, P.O. Box 1229,  
NL-6201 BE Maastricht, tel.: +31.43.3296.237, fax: +31.43.3296 296, e-mail: m.beckers@eipa.eu



Your name and address will be part of EIPA's database for our mailing purpose only.  
Please tick  if you do not want to be included in our mailing database.