



**AFRICAN YOUTH FOUNDATION**  
*Afrikanische Jugendhilfe e.V.*  
*Fondation de la Jeunesse Africaine*



**PROFESSIONALIZE YOUR NGO!  
NGO TRAINING COURSE**

**28 – 31 MARCH 2007**

**BONN - GERMANY**

**INTENSIVE TRAINING COURSE ON EUROPEAN UNION AND OTHER FUNDING  
OPPORTUNITIES - FOR NGO MANAGERS AND DECISION-MAKERS**

**ALL INCLUSIVE**

The African Youth Foundation (AYF), in its bid to share its own experiences and to support other African Organisations, both in the Diaspora and in Africa, to gain access to European Union (EU) funding, will be offering a broad range of training activities to inform African organisations about EU project development and management.

These international seminars, organised together with JANERO Consultancy, have attracted several participants from all over Europe, making JANERO one of Europe's inspiring African Diaspora training providers on European programmes. The experience of the AYF and JANERO staff in developing EU projects, and the in-depth knowledge of EU policies by both entities, are the two main assets of the course series.

A Four-day Training Course on Strategic Issues - Participation of Different Types of Organisations focusing on Community Programmes, will be held from 28 – 31 March 2007.

The training course is designed to introduce all strategic aspects on how African NGOs in both Europe and Africa, can deal with issues focusing on:

- **Fundraising,**
- **Project development and management,**
- **NGO management,**
- **human resources, and**
- **information flow.**

**TARGET GROUP**

Trainings organised by the AYF and JANERO Consultancy have attracted several development organisations so far. Based on previous experiences, the present course is perfectly tailored to the needs of the organisations which are tending to take an active role in EU Programmes and anyone who is interested in co-operating with **international organisations**.

## **MORE THAN A TRAINING COURSE: COME TO BONN AND...**

- Consult personally with professional experts and EC project developers,
- Establish international partnerships for future project cooperation, and
- Exchange of good practises and to getting to know people from the other countries.

## **ABOUT THE COURSE**

The course will consist of not more than 25 participants from around the world.

## **CONTENT**

- Participants will receive straightforward advice on how to get started, where to look for information sources, and how to maximise the direct and/or indirect benefits of EU programmes.
- Corporate sector participants will receive useful hints about using projects to gain access to the European market.
- Participants from the non-profit and governmental sectors will have a clear view about the possibilities of taking part in projects at the European level.
- The course is practical and concise and avoids theoretical lecture-type presentations.

## **EXPECTED PRIOR KNOWLEDGE**

Information materials will be sent to participants minimum a week before the beginning of the course to enable them acquire some basic knowledge about topics. During the event, trainers and speakers will focus mainly on the practical side of several European Union programmes through real life examples and case studies.

## **HANDBOOKS AND TRAINING MATERIALS**

Participants will receive handbooks at the beginning of the course, including written versions of presentations, relevant background documents, and useful practical information.

## **COSTS**

### **Package A:**

**This special price includes accommodation and all meals from 28-31 March 2007**, in addition to training materials and most hotel facilities. Participants are however responsible for their health insurance and airfare.

### **Package B:**

**This rate is for registration only.**

**SIMILAR EVENTS AND PRICES:** JANERO Consultancy specialises in practical training. Trainers develop and manage EU funded projects on daily basis. Their practical knowledge blended with just the right amount of theoretical information makes our training courses unique in Europe.

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**PROGRAMME**

**Session 1 - Overview and classification**

- Classification of present and future funding opportunities open to organisations and civil society's globally (Structural Funds, Community Programmes and Tenders)
- Research and Technological Development justifying the direct and indirect benefits of participation:
  - » Special EU funding programme introduction: Forthcoming Community funding Programmes
  - » Research and Technological Development
  - » CIP: Competitiveness and Innovation Framework Programme
  - » Educational and Youth Programmes

**Session 2 - Strategies to EU programmes**

- Practical advice for proposal development and preparation, including formal and technical requirements, administrative; and
- Financial conditions, contract negotiations, the evaluation of proposals and the implementation of projects.

**Session 3 - Practicalities, Hints and Clues for the Development of Proposals**

- General advantages and disadvantages of EU programmes
- Participation in EU Programmes: NGOs and Civil Society sectors, universities and CBOs
- Defining a business/market strategy: the place for EU programmes in an organisation
- Establishing the administrative and HR conditions for developing EU projects
- Practical advice for creating your own strategy.

Lectures are complemented by interactive workshops which provide hands-on experience for participants.

### **Workshops - *Developing your own project proposal***

By the end of the fourth day, participants will understand the entire procedure of proposal preparation as well as the management of successful EU funded projects. All formal and technical requirements which arise during the implementation of the project are clarified and discussed:

- Proposal preparation, filling out the administrative forms, possibilities, useful tips
- Contract signature procedure, legal background
- Project implementation, preparation of financial and technical reports

Participants will prepare their own project proposal that will be evaluated by the AYF and JANERO experts.

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