

## REPORT

**On the second International workshop**  
**“Participation to the Community programmes in the fields of education**  
**and training- an important tool for European integration”**  
**Sofia, 30 September-1 October 2005**

### Background and Justification

In accordance with the *Memorandum of Understanding* signed by the SEE ministers of education and higher education, the **Secretariat of the Education Reform Initiative of South Eastern Europe (ERI SEE)** has included in its 2005 working programme, activities for developing capacity building for an efficient participation of the SEE countries in the future Community programmes. In this respect, two workshops have been envisaged to be organised in 2005.

The first workshop has been organised in Bucharest, on 6-7 May 2005 with the support of the Romanian Agency for Community programmes in the field of education and training and had the objective to introduce the main elements that characterizes participation into Community programmes and preparation for participation to the LLL programme.

### **Preparation of the seminar**

#### Objectives of the meeting

1. To train the experts of the SEE ministries of education on project cycle management
2. Information for preparing the participation into the LLL programme- two key phases: dissemination and selection
3. To disseminate best results, experiences and best practices, as well as ways to avoid mistakes

## Expected outcomes

1. An understanding of the principle of project cycle management for establishing the institutional framework necessary to support participation into LLL programme
2. Draft action plans for preparing the phases of dissemination and selection
3. Examples of best practices and practices to be avoided
4. Increasing cooperation within the network of experts.

## Agenda

The agenda of the workshop envisaged sessions dedicated to project cycle management training, presentations of the experiences registered by Bulgaria, Romania and Norway, participating into the Community programmes – Socrates and Leonardo da Vinci and the latest developments at the Community level as regards the LLL programme.

In the Annex 1- please find the agenda of the seminar.

## Organizers

The workshop has been organised by the ERI SEE Secretariat with the support of the Task Force Education and Youth.

## Target group/participants

Invitations have been addressed by the ERI SEE Secretariat to all the ministries of education from the SEE (signatory of the Memorandum of Understanding) to nominate two experts for participation, as well as to the ministry of education from Norway, Bureau Cross- the Netherlands, European Commission, Task Force Education and Youth and the Stability Pact Office.

## Organisational details

The ERI SEE Secretariat allotted a budget of 15.000 euro, supporting the cost of participation for 2 representatives of the ministries of education signatory of the Memorandum, respectively: international transport, accommodation, national transfers, meals and per diems and visa costs.

## **Activities performed during the seminar**

### Participants

A number of 13 experts, representing ministries of education from Bosnia-Herzegovina, Bulgaria, Croatia, FYR of Macedonia, Romania, Serbia and Montenegro- Rep of Serbia, Serbia and Montenegro- Rep. of Montenegro have attended the meeting.

We have also benefited from the experience of invited experts from Norway, the Netherlands, the Task Force Education and Youth/Enhanced Graz Process, Stability Pact Office and the European Commission - Directorate General Education and Culture.

Ministries of Education of Bosnia-Herzegovina- Rep.Srpska, Kosovo, Moldova and Albania have not been represented at the seminar.

In the Annex 2 - the list of participants

### Language of the workshop

The working language was **English**.

The ERI SEE Secretariat with the important support of the Task Force Education and Youth has succeeded to distribute during the seminar the translation of the European Commission proposal on LLL programme in Albanian and Serbian.

### Topics and instruments

#### ➤ Project cycle management

Two sessions have been dedicated to the training in project cycle management. The training was performed by Mr. Ton Farla, international expert, contracted by the Bureau Cross, the Netherlands. The reference materials has been the Project Cycle Management Manual, used by the European Union and available at the web site: [http://europa.eu.int/comm/europeaid/qsm/documents/pcm\\_manual\\_2004\\_en.pdf](http://europa.eu.int/comm/europeaid/qsm/documents/pcm_manual_2004_en.pdf).

The sessions combined the theoretical approach with practical exercises for a better understanding of the concepts and with the aim to build concepts using participants own experiences.

➤ **Information on the proposed Lifelong learning programme**

The updated information on the content and developments of the proposed Lifelong learning programme have been introduced by Ms. Nadege Monnot, representative of the European Commission- DG Education and Culture.

➤ **Presentation of best practices, experiences in implementing the current Community programmes in the field of education and training: Socrates and Leonardo da Vinci**

During the seminar, experts from Romania, Bulgaria and Norway have presented their experiences in implementing the Community programmes- with the focus on dissemination and evaluation phases as well as best practices. A workshop for establishing action plans for developing these topics has been also organised.

### Outcomes

- Awareness activities for the decision makers in the SEE on the preparation for participation process to the LLL programme
- Information and training on project cycle management
- Active participation of the experts
- Best practices and experiences shared
- Draft action plans on dissemination and evaluation prepared
- Consistent information on the structure and operational aspects related to LLL programme