



## SPECIALIST TRAINING

# CAPACITY BUILDING OF BUSINESS ORGANIZATIONS AND INSTITUTIONS IN THE PROJECT CYCLE MANAGEMENT FOR MORE EFFICIENT ACCESS TO EU FUNDS

<b>Date</b>	<i>Wednesday</i>	<i>December 16, 2015</i>
	<i>Thursday</i>	<i>December 17, 2015</i>
	<i>Friday</i>	<i>December 18, 2015</i>
<b>Time</b>	<i>09:00h – 16:00h</i>	
<b>Venue</b>	<i>Chamber of Economy Montenegro, conference hall, Podgorica</i>	
<b>Target group</b>	<i>20-25 representatives of business organizations (chamber, associations, clusters) and governmental institutions</i>	
<b>Specific objective</b>	<i>Training for writing projects for EU funds</i>	
<b>Main output</b>	<i>Prepared a project proposal for the INTERREG IPA CBC Call</i>	

## AGENDA

***Wednesday, 16<sup>th</sup> of December, 2015***

09:00 – 10:30	Introduction to Project Cycle Management ( <i>questionnaire + discussion + lecture</i> ) The role and selection of project manager. Teamwork on the project and functioning of the project team ( <i>exercise + discussion + lecture</i> )
10:30 – 11:00	Identification and access to EU funds ( <i>useful links and recommendations</i> ) Procedure for managing the business development projects ( <i>lecture + discussion</i> )
11:00 – 11:30	<i>Coffee break</i>
11:30 – 12:30	Project Cycle Management tools ( <i>practical examples + discussion + lecture</i> )
12:30 – 13:30	<i>Lunch break</i>
13:30 – 14:45	<i>Exercise:</i> Planning of the project implementation using the PCM tools (time, resources, costs) ( <i>work in groups + mentoring</i> )
14:45 – 15:00	<i>Coffee break</i>
15:00 – 16:00	Presentations of the group work (up to 15 min/group). Discussion.

**Thursday, 17<sup>th</sup> December, 2015**

09:00 – 09:15	Review of the results of the first training day
09:15 – 10:00	Introduction to the rules of the INTERREG IPA CBC Call and an example of how to fill out the application form. Drafting of project budget and eligible costs. Mandatory annexes and additional documentation with the project proposal ( <i>lecture + discussion</i> )
10:00 – 11:00	Preparation of project proposals for INTERREG IPA CBC Call - complete the application form – <b>project description</b> ( <i>work in groups + mentoring</i> )
11:00 – 11:30	<i>Coffee break</i>
11:30 – 12:00	Preparation of project proposals for INTERREG IPA CBC Call - complete the application form – <b>project description</b> ( <i>work in groups + mentoring</i> )
12:00 – 12:30	Presentations of the group work (up to 15 min/group). Discussion.
12:30 – 13:30	<i>Lunch break</i>
13:30 – 14:30	Presentations of the group work (up to 15 min/group). Discussion.
14:00 – 15:00	Preparation of project proposals for INTERREG IPA CBC Call - complete the application form – <b>monitoring project indicators</b> ( <i>work in groups + mentoring</i> )
15:00 – 15:15	<i>Coffee break</i>
15:15 - 16:00	Presentations of the group work (up to 15 min/group). Discussion.

**Friday, 18<sup>th</sup> of December, 2015**

09:00 – 09:30	Review of the results of the last two training days
09:30 – 11:00	Preparation of project proposals for INTERREG IPA CBC Call - <b>types of cost and budgeting</b> ( <i>work in groups + mentoring</i> )
11:00 – 11:30	<i>Coffee break</i>
11:30 – 12:30	Presentations of the group work (up to 15 min/group). Discussion.
12:30 – 13:30	<i>Lunch break</i>
13:30 – 15:00	Project approval procedure. Project implementation. Project reporting, monitoring and evaluation ( <i>example + lecture + discussion</i> )
15:00 – 15:15	<i>Coffee break</i>
15:15 - 16:00	Summary of training. Closure of training.

## Lecturer and mentor:



**Dr. Danka Sokolovic Milojkovic**

*expert in business organization development and project management*

Doctor of Economic Sciences in the field of application of mathematical methods for efficient business decision-making in cluster development projects. PhD thesis finished at the Faculty of Economics of the University of Nis, Serbia (2015). Master's degree finished in strategic management at the Faculty of Organizational Sciences of the University of Belgrade, Serbia - FON (2008). She graduated in the field of quality management systems at FON (1997).

She gained knowledge and experience on different jobs: a scientific associate and assistant professor at FON in Belgrade (1997 - 2000); in the manufacturing and service companies in Serbia on the implementation of quality system and strategic business development in order to access new markets and to build the capacities of human resources (1998 – on going), the Regional Agency for SME Development Nis as a business and training advisor (2002-2007), in the Danish Programme for Local Economic Development in the Balkans as a National expert for SME development and a Component Coordinator for business organizations and clusters in Nis (2007-2012). The first president of the National Council for Clusters of the Serbian Chamber of Commerce and Industry (2011 - 2015). Member of the working group for the elaboration of “National training program of business incubation in Serbia” under the patronage of the ENTRANSE / SINTEF Norway (2005 - 2007). Member of the Board of Directors of the Global TCI Network for competitiveness, innovation and clusters in Barcelona (2014 – on going), in charge of contributing to cluster based economic development in the South East Europe. Director of the Cluster House in Nis, Serbia (2011 – on going), a business development organization for clusters, associations and SMEs in the region. Lead author of the "Model Cluster House for cluster development in countries in transition". Founder and editor of the magazine INFOCLUSTER. Founder and co-president of the Balkan and Black Sea Conference "Days of Clusters". Founder and coordinator of the "Balkan Cluster Network" which brings together more than 170 clusters, cluster initiatives and support institutions in the Balkans.

Author of numerous projects financed by domestic and international funds: NIP RS, RS Development Fund, GTZ, LuxDev, DANIDA, AFT / Czech Republic, USAID, BAS / TAM, EBRD, IPA CBC, COSME, EAR / EU, ADB.

Currently she is a project manager of the EU IPA CBC Bulgaria-Serbia funded project "The Balkan Cluster" which value is 117,919 euros (April 2015 – April 2016). The author of one of the first project proposals approved by the EU IPA CBC Bulgaria-Serbia “Synergetic effects of economical cross-border cooperation Bulgaria-Serbia” which value was 156,000 euros (2007 - 2008).

She won the national award “Success flower 2012 for the most successful women entrepreneurs in Serbia” for special contribution to women entrepreneurship affirmation in South Eastern Serbia by Serbian Business Women Association (2012).