*Ministry for EU Affairs*

*Technical Assistance for IPA II*

*(2014-2020)*

Training Agenda

**Module 4 - Practical Training on Action Documents Preparation and project budgeting**

Ankara, 19-21 April 2017 and 24 - 26 April, 2017

Trainer: Katarina Jurlina

Training agenda

**Module 4 - Practical Training on Action Documents Preparation and project budgeting**

|  |  |  |
| --- | --- | --- |
| **Training Agenda (19-21) and (24-26) April 2017** | | |
| **Day 1 (19 April 2017) and (24 April 2017)** | | |
| **Sessions** | **Topic** | **Methodology** |
| 09:30-09:45 | * Welcome * Introduction to the training * Training programme overview * Entry tests | Presentation |
| 09:45-11:00 | **Introduction to IPA II regulatory and strategic framework**   * Programme documents in IPA II and intervention logic linkage between sector strategic framework, IPA II Sector Planning Documents (SPDs) and Action Documents (ADs) * IPA programming logic * Structure of Action Document | Presentation  Discussion |
| 11:00-11:30 | Coffee Break |  |
| 11:30-12:30 | **Relevance of the Action**   * Stakeholder analysis * Problem analysis | Presentation  Exercise |
| 12:30-13:30 | Lunch |  |
| 13:30-14:30 | **Relevance of the Action**   * Stakeholder analysis * Problem analysis | Exercise |
| 14:30-14:45 | Coffee Break |  |
| 14:45-16:15 | **Relevance of the Action**   * Objective Analysis * Strategy Analysis | Presentation  Exercise |
| 16:15-16:30 | **Q&A** | Disucssion |
| **Day 2 (20 April 2017) and (25 April 2017)** | | |
| **Sessions** | **Topic** | **Methodology** |
| 09:30-09:45 | * Welcome * Review of day 1 | Discussion |
| 09:45-11:00 | **Improve the assessment of the quality and relevance of the action documents**   * Project compliance with the policy framework, strategic planning and programming * Linkages between the national level strategies and EU strategic planning documents * Sector Approach Assessment | Presentation  Discussion |
| 11:00-11:30 | Coffee Break |  |
| 11:30-12:30 | **Intervention logic**   * Internal coherence / logical chain of intervention / intervention logic of the overall objective, expected results, outcomes and activities (intervention logic) * Preparation of logframe | Presentation  Exercise |
| 12:30-13:30 | Lunch |  |
| 13:30-14:45 | **Intervention logic**   * Preparation of logframe | Exercise |
| 14:45-15:00 | Coffee Break |  |
| 15:00-16:00 | **Implementation arrangements & Performance measurement**   * Roles and responsibilities * Implementation methods * Indicators & methodology | Presentation  Exercise |
| 16:15 -16:30 | * Q&A | Discussion |
| **Day 3 (21 April 2017) and (26 April 2017)** | | |
| **Sessions** | **Topic** | **Methodology** |
| 09:30-09:45 | * Welcome * Review of day 2 | Discussion |
| 09:45-11:00 | **Logic of budget preparation**   * Budget in Action Document | Presentation  Exercise |
| 11:00-11:30 | Coffee Break |  |
| 11:30-12:30 | **Logic of budget preparation**   * Budget in Action Document | Presentation  Exercise |
| 12:30-13:30 | Lunch |  |
| 13:30-14:45 | **Logic of budget preparation**   * Budget in Action Document | Presentation  Exercise |
| 14:45-15:00 | Coffee Break |  |
| 15:00-16:00 | **Cross cutting issues** & **Sustainability**   * Environment, equal opportunities, vulnerable groups * Sustainability (financial, economic, institutional, social, environmental) * Visibility | Presentation  Discussion |
| 16:00-16:30 | * Exit tests * Evaluation of the training by participants * Closure of the training | Discussion |

