



“HOW TO PLAN, DEVELOP AND REALISE INTERNATIONAL PROJECTS”

Online course

INFO PACKAGE, v4

June 2020

1. Welcome!

Welcome to the information package of the online course: **“How to plan, develop and realise international projects”** offered by the European team of the “First-time international projects realisers support network” project.

Some of the information you will find in this document has already been explained by the organisation representatives, who invited you to participate in the course, but other information will be new to you. So please read the whole document.

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The “[First-time international projects realisers support network](#)” (1stTIPPM) project

Is an European, 2-years long (October 2018 – September 2020) partnership initiative realised by the team of five partner organisations from five European countries. The project idea is to design and deliver sustainable support for the 1st time international project managers and the civil society organisations active in the life-long learning sector, planning to incorporate international cooperation into their strategies.

This strategic partnership, development of innovation, has been supported by the Erasmus+ Programme of the European Union.

The course realisation team

Includes four civil society organisations – three non-governmental organisations and one research institutes – providing life-long learning:

- Foundation of Alternative Educational Initiatives, Poland (Coordinator), <http://www.fundacjaie.eu/>
- Cooperativa Sociale COOSS MARCHE ONLUS scpa, Italy, <https://www.cooss.it/it/>
- Folk High School Association Surrounding Budapest, Hungary, <http://www.bknsz.hu/>
(And, formerly, Hungarian Folk High Schools Society, Hungary, www.nepfoiskola.hu)
- EDUCULT - Institute of Cultural Policy and Cultural Management, Austria, <https://educult.at/>

Support:

- Interfolk, Institut for Civilsamfund, Denmark, <https://www.interfolk.dk/>



The concept

One of the objectives of the project is to ensure long-term support for adult education providers to create new international partnerships as well as to initiate international projects by delivering a sustainable FIRST Network Portal & an International Support Network.

In order to realise this objective, new training course curricula and open educational resources for the first time international projects realisers are being developed.

The two pilot courses are aimed to test the European level training courses for the two groups:

- A. Management bodies members of the Civil Society Organisations working in the field of lifelong learning, interested in including international cooperation to their development strategies;
- B. Persons interested to work as international project managers in the Civil Society Organisations, active in the field of lifelong learning.

After finalising the courses, both the trainees and the trainers will be asked to evaluate the learning process and give recommendations for possible improvements.

The final, perfected training packages, including the handbook as a methodological guide to implementing the trainings, will be made available through the FIRST Network Portal for anyone interested.

The courses will also be included in the offer of the FIRST Network dedicated to support the first-time international project realisers.

2. “How to plan, develop and realise international projects”

Aim of the course:

The general aim of the training is providing basic knowledge and acquiring skills related to preparing the organisation to initiating, planning and realising partnership, international projects and acquiring co-financing for their realisation.

Specific goals of the course:

Group A: Supporting the persons managing civil society organisations at making informed decision: Is the organisation already “ready” to initiate international cooperation. If not yet – what needs to be done to get prepared.

Group B: Gaining, by the project managers, useful knowledge and developing key competences essential for planning, preparing and realising international projects successfully.

Time frame & content

The course will take place **June 22nd – June 30th**.

The course includes three independent course sessions and two collective meetings: introductory and summary.



The timeframe looks as follows:

- 1) **Opening session:** Monday, June 22nd.
- 2) **Course session 1: Planning & Designing the project:** June 23rd - 24th (Tuesday – Wednesday).
- 3) **Course session 2: Coordinating & Running the project:** June 25th – 26th (Thursday – Friday).
- 4) **Course session 3: Monitoring & Evaluating the project:** June 29th (Monday)
- 5) **Summary/Evaluation session:** Tuesday, June 30th.

The course activities

Forms of course activities are:

- 2 Collective meetings (opening and ending),
- 5 Lecture/presentations sessions + question & answer sessions,
- 5 Workshop sessions.

Course programme: Please see:

Annex 1a. **GROUP A:** “How to plan, develop and realise international project. The management body member perspective”.

Annex 1b. **GROUP B:** “How to plan, develop and realise international project. The project manager perspective”.

Three levels of flexible participation

Please feel invited to take part in the whole of the course, the three thematic course sessions and opening + summary sessions. It would give you complete, basic knowledge concerning international projects planning, developing and realising.

If, for some reasons, your full participation is not possible, we offer you the following, flexible scheme for participation:

To complete the course and get the course certificate the course participant is expected to:

- Actively participate in chosen 2, out of 3, course sessions and to complete all the course assignments related to the chosen 2 course packages.
- Take part in the introductory and the summary session.
- Fill in the course evaluation form, including recommendations for future on-line courses.

‘Free listener’ participation option. The ‘free listener’ may choose just 1 course package out of 3. The ‘free listener’ is expected to:

- Actively participate in the chosen course package and complete the assignments related to the chosen course package.
- Fill in the course evaluation form, including recommendations for future on-line courses.

Participation in the introductory and the summary session is not obligatory (still please feel invited to participate!).

The working language is **English**.



International workshop groups or individual work

During the course, you will be asked to do some assignments, related to the course topics, in order to put into practice some knowledge learnt during the lecture sessions. Why not to experience some international cooperation in practice?

Please feel invited to work in international teams, to do the assignment together. You would get a glimpse how could the international team cooperation look like in practice; you may also start your international cooperation network this way.

Still, if you prefer to work on the assignments individually, please feel free to do so.

The question on how would you prefer to work on the course assignments (international team vs individually) is included in the registration form.

The course participants

The course is dedicated to the beginners in the field of international cooperation, the 'first-time' international projects realisers ('first-time international project realiser' = no more than 1 international project managed).

The persons invited to participate in the pilot courses are 30 specialists from 5 countries, representing to 2 groups:

- A. Management bodies members of the Civil Society Organisations working in the field of lifelong learning, interested in including international cooperation to their development strategies;
- B. Persons interested to work as international project managers in the Civil Society Organisations, active in the field of lifelong learning.

E-mail

For the running of the course it is important that you know in advance, which email address(es) you are going to use. The email-address you would fill in when you register will be the one we will use to keep in contact with you. Please try to stick to this email in order to help us to keep a clear overview of who is who.

Registration

To get registered to the course, please fill in the registration form available here:

<https://docs.google.com/forms/d/e/1FAIpQLScU936qHeYFAA9itTyYwTiae3zSbbV2CHKXu32mdnWtK8DTqQ/viewform?vc=0&c=0&w=1>

The registration is opened **until June 18th, midnight**.

The address and start of the course

The first day of the course, Monday, June 22nd you will receive an e-mail invitation with a link to join the course. Please accept the invitation. To enter the course environment, you would need to give your name and e-mail address. You may log in to the course session around 5 - 10 min before the start of the session – you will be directed to the waiting room.



Technical preconditions for participation

In order to see our site you need to have a browser. Under Internet options the 'javascript' options must be turned 'on' and you must 'accept cookies' (under Tools/Options/Security in your browser). With almost all computers this is already the case, since it is a requirement for many websites.

Online environment orientation

All the course participants will receive more detailed guidelines how to use the online course environment at least one week before the course starts. Some introduction will be also offered at the opening session.

Certificate

Students who successfully complete the course will receive a Certificate of Completion. This award of this certificate will be based on your completion of assignments, participation in the lectures, and general participation. The course certificates will be issued electronically.

3. What we ask of YOU the participant?

Registration and profile

When you register you are asked to fill in some information about yourself. Through this information the other participants can get to know you. You will be able to see your and your fellow participants' profiles and emails (if 'turned on').

Email

During the course some of interaction will take place through email. For example, when your assignment has been reviewed by one of the trainers you receive an email-notification. Please make sure you use the same email all the time.

Participation and workshop work

We ask our participants to actively contribute to the programme. Participation can be in the form of [amongst others] asking questions after the lectures, co-operating with others in the completion of the assignments, using the trainers support in order to complete and evaluate the assignments. Whatever form the participation takes it is important to remember that you the participant are co-responsible for the success of the course.

We encourage you to take the chance to initiate your first international network.

Courses effectiveness measurement

Since these are the pilot courses, that we offer for the first time, we would like to check how effective the courses were. Therefore we will ask you for a self-assessment of the level of knowledge at the beginning, and at the end of the course.

Evaluation

We also ask all of our participants to complete and submit an evaluation form at the end of the course. The evaluation form can be accessed online. You shall receive a link to the evaluation form after completing the course.



4. What can you expect from us?

Technical problems

The technical support specialist is available to assist you in your own learning adventures. If you have any questions regarding technical problems, please contact Rafał at: faie@fundacjaie.eu

Trainers support

The trainers are available for support at delivering the course assignments for 3 hours during the afternoon, workshop sessions at each part of the course. You will be able to contact the trainers via chat, arrange online call or e-mail exchange. The trainers would be also available for e-mail consultation through whole duration of the course (June 22nd – June 30th).

There will undoubtedly be times during which we will be unable to answer your questions promptly (perhaps because we are asking for the input of some fellow trainer). In such a case, we ask for your understanding and patience.

Course team

In case of any questions or comments please feel free to contact the courses provider in your country:

Poland: Agnieszka Dadak, faie@fundacjaie.eu, (+48) 511 551 439

Italy: Lorenza Lupini, ricerca22@cooss.marche.it, (+39) 328 761 02 27

Austria: Aron Weigl, aron.weigl@educult.at, (+43) 660 842 14 13

Hungary: Marianna Labbancz, labbanczm@gmail.com, (+36) 20/9674748

Support for the Danish group: 'Hans Jørgen Vodsgaard, hjv@interfolk.dk, (+45) 51 300 320

We are looking forward to meet you at the course!

Best regards,

The course team.