

# IMPACT

EUROPEAN CENTRE  
FOR CROSS-SECTOR  
PARTNERSHIP

30 - 31 May 2007

PREMISES OF THE CROATIAN  
EMPLOYERS ASSOCIATION,  
PAVLA HATZA 12.  
ZAGREB, CROATIA

SEMINAR

## Building and Managing European Partnership

PROGRAMME

**WEDNESDAY: 30 MAY 2007**

8.45AM

**Registration of the participants**

9.00AM

**Welcoming address**

- Ms Cvjetana Plavša-Matić, Director, National Foundation for Civil Society Development/Head of IMPACT - European Centre for Cross-Sector Partnership
- Ms Andrea Dokić, Project Manager, Croatian Employers Association/Center for European Preaccession Programmes

9.15AM

**Presentation of the EU funding programmes in which Croatian organisations can participate in**

- Ms Martina Dalić, State Secretary, the Central Office for Development Strategy and Coordination of EU funds
- The instrument for pre-accession (IPA): focus on components 2 and 3  
Community programmes opened to Croatia

11.15AM

**Coffee break**

11.30AM

**The partnership in a European project**

General partnership requirements in the funding programme presented  
Benefits and challenges of building cross-sector European partnerships (among companies, public institutions, non-profit, academic community, etc...) in EU funded projects  
Main principles  
Lead Partner / Partners: roles and responsibilities  
**Practical examples**

12.30AM

**Lunch**

**TO SET UP A EUROPEAN PARTNERSHIP**

2.00PM

Identifying your partners for a joint project  
Identifying your potential partners: the existing sources  
Get in touch with potential partners: the different steps  
**Examples**

3.00PM

End of the first day



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## THURSDAY: 31 MAY 2007

### TO ORGANISE THE PARTNERSHIP

9.00AM

#### **Conclusion of a partnership/consortium agreement**

Nature of the agreement  
The obligations on the partners  
Key clauses  
Provisions related to Intellectual Property Rights (IPR) in FP6-FP7 projects  
Responsibilities of the parties in cases of non-compliance with the agreement obligations

10.30AM

#### **Elaborating partnership rules**

Partners Commitments  
Various ways of structuring your partnership  
Agreement on organisation (Work packages, work plan, monitoring and evaluation)  
Agreement on budgets  
Agreement on reporting process  
Examples of good partnership organisation in FP6 projects

11.30AM

#### **Coffee break**

### TO MANAGE PARTNERSHIP PROJECT ACTIVITIES

11.45AM

#### **Network management tools**

Animation tools and the partnership follow-up  
The internal information system  
The toolbox of the Project Manager  
**Example**

12.45 AM

#### **Lunch**

2.15 PM

#### **Good financial practices**

Project financial plan  
Control of expenses  
Helpful financial management tools

3.00 PM

#### **End of the session**