



Training workshop for prospective applicants Preparing a project application under the EU Health Programme 2008 – 2013

Date: 8 – 9 February 2010

Place: Jean Monnet Building, Rue Alcide Gasperi, L2920 Luxembourg

Objective: to improve the quality of submitted project proposals to the 2008 – 2013 EU Health Programme. Workshop is targeted at European public health professionals who plan to submit a **project** proposal under the Call for proposals 2010.

Date	Time	Topic	Speaker
DAY 1 Mon 8 Feb 2010	13:00-13:15	Welcome, opening and presentation of the training objectives	DG SANCO
	13:15-14:00	New approaches for the implementation of the WP 2010	EAHC
	14:00-14:45	How to prepare a successful project proposal	External speaker
	14:45-15:10	Finding the right project partners	EAHC
	15:10-15:30	Disseminating the project findings	
	15:30-15:45	Coffee.	
	15:45-16:30	Assessing, by measuring and proving what was achieved	External speaker
	16:30-17:00	Practical exercise I: case analysis (group work)	EAHC and external speaker
	17:00-18:00	Results of case analysis: plenary	EAHC
DAY 2 Mon 9 Feb 2010	09:00-09:30	Calls for tenders	EAHC
	9:30-10:00	Coordinating and managing finances	EAHC
	10:00-10:30	Experience from a project coordinator- managing project's finances and administration	External speaker
	10:30-10:45	Coffee	
	10:45-11:15	Practical exercise II: financial analysis	EAHC
	11:15-12:00	Plenary review of financial annex exercise	EAHC
	12:00-13:00	Lunch	
	13:00-14:00	The evaluation process	EAHC
	14:00-14:45	Practical exercise III: Peer evaluation of project proposals	EAHC
	14:45-15:00	Coffee	
	15:00-15:30	Simulating an evaluation ranking	EAHC
	15:30-16:00	Evaluation of the workshop and feed back from the participants Closing of the training	

Note that participants will have to cover the costs of their travel and stay in Luxembourg. Neither EAHC nor DG SANCO can provide financial support to the participation of the workshop.