

***Brussels' n°1 in European Training***

# ***EU Funding at your Fingertips***

***A unique success - The ETI flagship programme!***

***January 25-26 | March 8-9 | May 10-11***  
***June 22-23 | September 18-19 | November 15-16***

***This two-day seminar, taught by top experts in the field, balances professional expertise with theoretical and practical approaches and allows participants to get familiar with the EU grants and loans landscape:***

- ▶ EU Funding Programmes via Commission
- ▶ Structural Funds
- ▶ European Social Fund
- ▶ 6th & 7th Framework programmes

Through a hands-on approach participants will learn how to be successful with the EU tendering procedures, i.e.

- ▶ Identifying the programmes
- ▶ Finding partners
- ▶ Evaluating budgets
- ▶ Submitting proposals

**Available on  
customised basis for  
groups!**

⇒ Visit our website <http://www.e-t-i.be>

## Day 1

- 09:30 Introductory Session**  
Welcome  
▶ Introduction of participants  
▶ Structure of the Seminar  
▶ Participants' Input  
*Jan Dröge, Partner,  
Schuman Associates*
- 10:00 Overview of EU Funding Programmes** Lecturer: *Jan Dröge*  
- EU Funding's objectives and priorities under the different common policies  
- EU Funding paid directly by the Commission:  
▶ Research & Development      ▶ Consumer Protection  
▶ Education                              ▶ Information  
▶ Training                                  ▶ External Policies  
▶ Environment  
- EU Funding via national and regional authorities of the MS  
▶ European Regional Development Fund  
▶ European Social Fund  
▶ European Agriculture Guidance and Guarantee fund  
▶ Financial Instruments for Fisheries Guidance
- 11:30 Coffee Break**
- 11:45 Overview: continued...**
- 12:30 Lunch**
- 13:30 Basic Principles of tendering procedures** Lecturer: *Jan Dröge*  
▶ Info sources  
▶ Procurement rules  
▶ Eligibility
- 14:30 The 6th & 7th Framework programmes** Lecturer: *Ana María Juárez, Policy Officer  
DG Research, European Commission*  
▶ Presentation  
▶ How to apply
- 15:30 Coffee Break**
- 15:45 Structural Funds before and after 2006** Lecturer: *Charles White, Principal Administrator,  
Communications in DG REGIO's 01 unit,  
Information and Relations with the Parliament  
Committee of the Regions & the Economic and Social  
Committee, European Commission*  
▶ Impact of Enlargement      ▶ Reform  
▶ Objectives                          ▶ New Member States
- 17:00 End of the sessions**

## Day 2

### *The ingredients for a Successful Proposal - Practical Exercise*

- 9.30 Introduction**  
Participants discuss their experiences (or lack of them) with the EU Funding
- 10.00 Tools for proposal writing** Lecturer: *Jan Dröge*  
▶ Identify the programme & documentation  
▶ Partnerships & methodology  
▶ How to manage submission project: resources, feedback, expert research  
▶ Follow up  
▶ Simulation exercise in working groups
- 12.30 Lunch**
- 13.30 Simulation exercise: presentations and discussion** Lecturer: *Jan Dröge*
- 14.30 Coffee break**
- 14.45 Budget** Lecturer: *Jan Dröge*  
▶ Costs  
▶ Other financial sources  
▶ Practical exercise.
- 15.45 Coffee Break**
- 16.00 Conclusions: action points to move further**
- 16.30 End of Seminar**

**For further information, please contact: Fanny Derouck-Tadros**  
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**<http://www.e-t-i.be> - [info@e-t-i.be](mailto:info@e-t-i.be)**

## Enrolment form “EU Funding at your Fingertips”

- January 25-26    March 8-9    May 10-11  
 June 22-23    September 18-19    November 15-16

Please type or print clearly in black, with capital letters. Fields in bold are compulsory for the validation of the enrolment.

\*Tick as appropriate

### **Personal details**

Mr /Mrs / Ms

**Surname** ..... **First name(s)** .....

**Nationality** ..... **Date of birth** .....

**Company + Business address** .....

**Main field of activity** .....

**Position/occupation** .....

**Phone/Mobile** ..... **Fax** ..... **E-mail** ..... @ .....

### **Enrolment fee € 1000 (+21% Belgium VAT)**

Special discount for our partners: EPC, Alliance Française de Belgique, EurActiv, SEAP, AmChamEU, ADEK, BCC Belgium, Institut d'Études Européennes and NGOs. Please specify the organisation.....  Member    Staff

The total amount must be paid upon receipt of the invoice and prior to the course beginning

### **Billing details**

**Company** ..... **Contact Name** .....

**Address** .....

..... **VAT n°(compulsory)** .....

**Phone** ..... **Fax** ..... **E-mail** ..... @ .....

### **Payment details**

Options:

transfer to **ETI** account 143-0638232-73 Fortis Bank, BIC : GEBABEBB, IBAN : BE27 1430 6382 3273

Av. Jules de Trooz 11, 1150 Brussels (Belgium)

cheque payable to **ETI** (in €)

Please include your full contact details (Name, Company, Seminar and date of seminar)

### **Cancellation policy:**

Over 30 days before Programme beginning	10% of the amount
29 to 15 days before Programme beginning	50% of the amount
14 to 8 days before Programme beginning	75% of the amount
Less than 8 days before Programme beginning	the total amount

*Each transfer of registration to other course dates filed later than one month prior to seminar beginning will be charged an extra 20% for administrative costs. No additional charge for qualified substitute participants.*

ETI reserves the right to cancel the seminar up to 2 weeks before the starting date. ETI accepts no responsibility for costs incurred (travel, hotel, etc.)

**Date** ..... **Signature** .....

This Enrolment Form should be returned completed and signed to: Fanny Derouck-Tadros

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