

2009 / 2010  
TAILOR MADE TRAINING  
CATALOGUE



Training courses  
to acquire or improve  
your knowledge of  
European funding

2009 / 2010 CATALOGUE

Training courses



**WE** WelcomEurope  
.com



**Malgorzata Hiszka**

Head of the Training Department



Whether you are in the public, private or non profit sector, many opportunities for European grants are open to you.

If you need funds, or if you are looking for partners: Welcomeurope will help you achieve your aims successfully.

If you are applying for funding, and you are drawing up your budget: Welcomeurope can help you acquire the necessary skills and provide guidance on how to obtain the optimum grant.

If you are managing a subsidised project, or you are finishing a project: Welcomeurope provides you with the necessary tools to keep within the strict rules of narrative and financial report writing.

For over 10 years, Welcomeurope has been providing guidance, advice and training in the skills necessary to your organisation's growth and funding through its professional training courses on all community funding.

In total, we will be offering 80 tailor-made sessions all over Europe.

Our educational approach: professionalism, field expertise, mobility, availability and a real motivation of all the Welcomeurope team to contribute to build the European community.

The new year brings new opportunities: enhanced modules, new courses, innovative courses with distance learning and personalised sessions.

Each constantly updated module is accompanied by follow-up tools to enable you to be guided in your future responsibilities.

The whole Training Department team joins me in wishing you every success in the projects you undertake.

See you on a Welcomeurope course soon!




## Welcomeurope, It's

Welcomeurope sets up many tailor-made training courses in all areas concerning funding and European public affairs. Welcomeurope has set up and run over 550 sessions throughout World since 2002.



## Welcomeurope is also,

### - Information and monitoring -

www.welcomeurope.com, the number one gateway to European funding  
 The Eurofunding Guides: 5 Sector Guides and one comprehensive Guide  
 Customized monitoring and operational editorial production

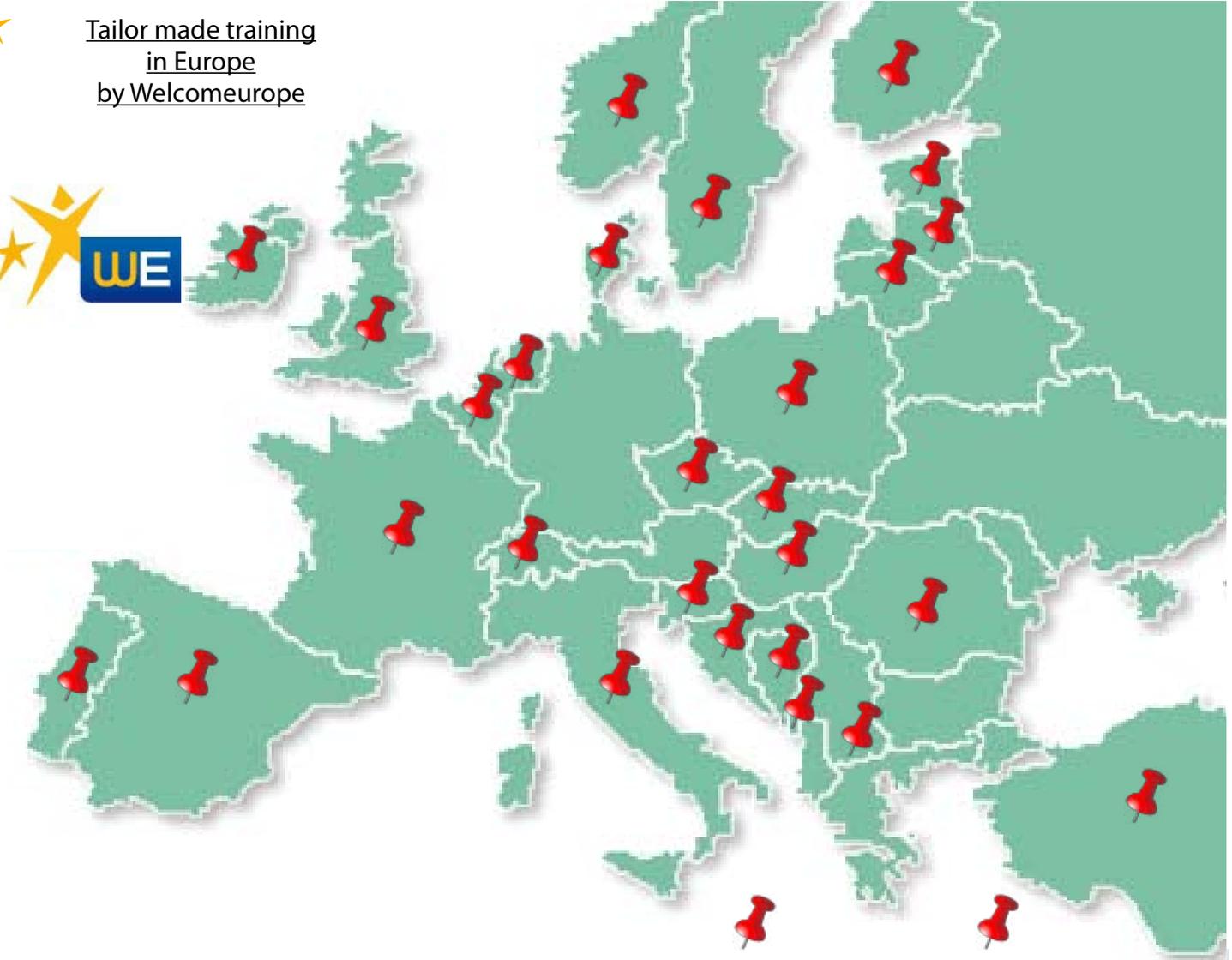
### - Training -

14 training modules on European funding  
 Training plans adapted to each issue

### - Consultancy -

Developing institutional and operational strategies  
 Developing community networks  
 Participating in European programmes

Tailor made training  
in Europe  
by Welcomeurope



Tailor made  
training  
in the world  
by Welcomeurope



# TAILOR-MADE TRAINING COURSES

In one single session you can choose to get onto:

- ★ All different kinds of programmes
  - Community action programmes, for projects within the European Union
  - External cooperation programmes, for projects outside the European Union
  - Structural funds, for local development projects

- ★ All different aspects of a European project's life:
  - Identify the relevant funding programmes
  - Build up a project
  - Draw up a budget
  - Build up a European partnership
  - Apply for a call for proposals
  - Manage a project
  - Report and evaluate a project

## Advantages:

- A training course entirely based on your core activities, your needs and the skills level of participants
- Involve all your project teams for more efficient teamwork
- Plan your sessions according to your organisational constraints and the degree of urgency
- Simplify the logistics: WelcomEurope can intervene on your site or take care of organising the logistics

Our training sessions are  
done in

• English



• French



• Polish



• Dutch



Place and date of your choice!

## Testimonials

« Helga has a very focussed professional approach. Her years of experience in the FP frameworks to the present F7 & as an evaluator make her guidance & advice indispensable. Prior to the course, i was slightly doubtful about it. Now i would not hesitate to recommend WelcomEurope to any organisation wishing to unlock the funding intricacies of the EU. »

« A very clarifying training about the complex maze of FP7 programme, on its different aspects, by an expert trainer. »

« A very clarifying training given by an experienced and expert trainer ! Important practical insights given by an expert trainer. »

« I would recommend this course to anyone venturing into the EU arena. The enthusiasm from the delieveres really helped to maintain my interest in this very intense course. »

« Highly detailed and informative sessions, based on exhaustive knowledge and great enthusiasm, so very valuable and enjoyable. »

« Travelling a long distance for such a training course was all worth it and than more. The training course gave me the opportunity to increase my knowledge and information tools and skills in the area which»

# If you are interested in TAILOR-MADE TRAINING COURSES

1

Contact



to let us know about the needs of your organisation:



+33 (0)1 42.54.60.64



training@welcomeurope.com

2

Welcomeurope will contact you to find out more about your expectations and targets, and evaluate the level of skills of the persons concerned

3

You will receive a detailed proposal including a programme, the suitable teaching method, the follow-up tools, a calendar and a price offer

4

You accept the offer: then the course can begin!!

## Testimonials

« Very helpful to understand the CE labyrinth »

« I would like to thank you for sharing valuable information about IPA funds and It will be a milestone path for me and my Institute. »

« A well presented session which gives a real insight on EU project planning and the language standards in use. Open sessions in which one feels free to ask any question concerning it. Good practical examples. »

« I was so surprised how great this seminar was because I went to similar seminars and all of them were not useful, but this one helped me to learn all I needed to start some great projects here in Croatia and in all Europe. So thank you very much! »

« Training was something like opening EU doors or windows. Thanks for tips. »

« This training was very useful for me, I get so much information that I hope I will use in practice. »

« The training was very useful for me to update my knowledge about EU Project management. »

« Great working atmosphere created by the trainer. »

« All in all, a good and very useful training. »

## Examples of TAILOR-MADE PROGRAMMES and TRAINING COURSES carried out in 2008 and 2009



Tailor-made PROGRAMME for the CNASEA Centre National pour l'Aménagement des Structures des Exploitations Agricoles (National Centre for Farm Planning)

During the 2000-2006 structural funds programme, the CNASEA (National Centre for Farm Planning) gained unique experience in Europe as a managing and payment authority in the Leader + development programme. Wishing to expand the skills of its teams concerning the vetting and control of applications for the 2007-2013 programme, the CNASEA turned to Welcomeurope to train its agents.

Four sessions have been carried out:

Session of 2 days: 3 sessions 2007-2013 schedule of structural funds

Session of 2 days: 1 session 2007-2013 ESF

Session of 1.5 days: 1 session 2007-2013 EFF (European Fisheries Fund)

Session of 1.5 days: 1 session 2007-2013 ERDF

In total, 11 days of training for a team of 60 persons involved in the finances, management or partnerships of the organisation.



Tailor-made trainings for UNDP Croatia (United Nations Development Programme)

The UN Development Programme in Croatia supports regional development and socio-economic recovery, poverty reduction and social inclusion of vulnerable groups, health, environmental protection and energy efficiency, support to business development and capacity building in field of development cooperation, elections, judiciary, arms collection/destruction and crime reductions. In 2008-09, four sessions have been carried out, intended for companies, public sector organizations; regional development agencies; educational and training establishments, and other partners, including NGOs and community associations regardless of the sector, coming essentially from Western Balkan Region.

Session 1 September - What is the logic of the Instrument for Pre-Accession Assistance (IPA)? 1 day

Session 2 November - How to plan and structure your project? Application under IPA 2 days

Session 3 February - Managing the Budget of an EU funded project 1 day

Session 4 July - Project Cycle Management (PCM) – A Practical Guide (1.5 day)

In total, 5.5 days of training for 100 persons, either involved in the IPA programming process or in grant application

Among the tailor-made sessions carried out:

Nansen Dialogue Network - Skopje - "Financing Nansen Dialogue Network projects with European funding" - 2 days

Anadolu University - Anadolou (Turquie) - "EU funds available for Turkish academicians and Universities" - 2 days

Centre international d'études pédagogiques - Paris - "Building education projects with a european partnership" - 3 days

Collectivité territoriale de Corse - Ajaccio - "European Neighbourhood and Partnership Instrument" - 2 days

UNDP Croatia - "Budget planning of a European project" - 1 day

France Initiative - France "Fund projects with European structural funds", 5 sessions of 2 days

AND ALSO

BRNO University of Technology - CRCI de Basse Normandie - Cité des Sciences et de l'Industrie - Institut de recherche Pierre Fabre - CNASEA - CCI of Guyane - Service civil international - Radio France International - HOTREC - College of Europe - Uniformation (siège national) - CCI Marseille-Provence (CCIMP) - UNCJR - Fédération Nationale des Chasseurs - CIEP - Global Water Partnership - Union Nationale des Associations - TAC Vacances Bleues - Create-NetThalassaemia International - Phoenicia Consulting - Association Cap Solidarities - APE-CITAMaison de l'Intercommunalité - Doma Training - IFCM - Proximum - Mission Locale pour l'Emploi- Fondation INSEAD - France Initiative Académie de la Corse - EU Access...

For more information, contact

Gaëlle Chatelier :



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+33 (0)1 42.54.60.64

By email :

training@  
welcomeurope.com

Discover our interactive post-training platform  
<http://eutraining.welcomeurope.com>

PRICE

CONTACT- US!  
+33 1 42 54 60 64

The cost of tailor-made sessions varies according to the number of training days and the course's location. Costs for travel and accommodation are at the client's charge.



**Malgorzata Hiszka**  
mhiszka@welcomeurope.com

Trainer – Head of Training Department

Malgorzata is Head of the Training Department at Welcomeurope and is specialised in European policies, strategies and partnerships. She is fascinated by European affairs and takes great personal interest in building Europe through her active participation in its construction. She has always been actively involved in the development of new markets in Europe and is highly skilled in comparing approaches of the member states. She is qualified in Community Law and has a Master2 degree in European Economics. She has the benefit of an experience within the European Parliament and the Council of Europe. She became an expert in European funding thanks to her position within the Department of European Affairs of the French Ministry of Infrastructure.



**Gwenaëlle Radosevic**  
gradosevic@welcomeurope.com

Gwenaëlle joined the Welcomeurope team in 2006 as Head of the Intelligence and Analysis Department. Her activity is particularly focused on the implementation of the structural fund ESF and state aids. She carries out studies and training courses, for project leaders and management and control authorities such as DIACT (Interministerial Delegation for Land Planning and Competitiveness) and the CNASEA (public body dependent on the Ministry of Agriculture and Fisheries). She holds a PhD in Community Law (University of Rennes 1) and a PhD in Management (IAE Paris Panthéon Sorbonne). Innovation, sustainable development, social affairs: Gwenaëlle plays a role in consultancy including looking out for funding opportunities.



**Lorraine de Bouchony**  
lbouchony@welcomeurope.com

Lorraine is co-founder of Welcomeurope. She coordinates the strategic consultancy missions within large companies and public organisations. She has become a unique expert in assisting professionals in building their projects and assisting them in participating in institutional mechanisms. Lorraine specialised in European Geopolitics (Master2) and has been participating in European think tanks since 1991. She holds a diploma from the Paris Chamber of Commerce. She gained founding experience within the Secretariat-General of the European Commission which enabled her to notice the gap that existed between the institutions and those in the field. The Welcomeurope concept was born: facilitate dialogue between the institutions and professionals in the field.



**Valérie Buisine**  
ubuisine@welcomeurope.com

After university training in Community Public Affairs, Valérie joined the Welcomeurope team in 2001. Since 2003, Valérie has devoted her time to drawing up projects and officialising applications for European funding (structural funds and community action programmes). She assists project leaders from the public, private or non-profit sectors in the drawing up and officialisation of their projects and advises them in their relations with national and European institutions. Help comes in the shape of identifying funding programmes, support for budding European projects, officialising applications and budgets and project follow-up and appraisal.



**Mireille Van der Graaf**  
mudgraaf@welcomeurope.com

Mireille is co-founder of Welcomeurope.

After post-graduate studies at the l'Institut Européen des Hautes Etudes Internationales, Mireille became particularly interested in the use of community sources of information and the evaluation of public policies. She played a part in different European think-tanks and consultancy firms before co-founding Welcomeurope and developing the Eurofunding service that now has subscribers (electronic or paper format) in over 30 countries. Mireille leads a team of 3 people who monitor European policies and programmes.



**Pierre-Etienne Metais**  
pmetais@welcomeurope.com

Pierre-Etienne has the benefit of a dual qualification in European Affairs and Local Development (Master 2) at the Institute of Political Sciences in Lyon and Aix-en-Provence, which enabled him to gain expertise in European policies and their local implementation tools. European Urban Project Coordinator, then parliamentary assistant to a Member of the European Parliament, Pierre-Etienne has also drawn up methodological tools on community methods and funding. He joined the Training Department of Welcomeurope to provide professionals with hands-on understanding of funding research methods, project building and management.



**Camille Constans**  
cconstans@welcomeurope.com

Head of the Training Department from 2006 to April 2008, Camille Constans is now a consultant within Welcomeurope's Consultancy Department. She accompanies project leaders in identifying available funding, throughout the application period and helps them prepare for their obligations concerning the management of a European project. She still leads training sessions on European funding (structural funds, community action, external cooperation, pre-accession) from the drawing up stage to management throughout Europe and in candidate countries. She draws on her field experience. Up until 2005, she was Head of European projects: she officialised applications, created partnership networks and managed projects for NGOs and public authorities.



**Sophie Le Grand**  
slegrand@welcomeurope.com

Sophie took a European Project Professional Master's degree at the University of Cergy-Pontoise, which gave her sound skills in the setting up of European projects. Sophie, who runs the Monitoring and Information department at Welcomeurope and edits the 2009 edition of the Eurofunding Guides, has a unique expertise in all the various aspects of European Commission funding.



**Samuel Demeulemeester**  
sdemeulemeester@welcomeurope.com

A graduate of the Institute of Political Studies (European section) and holder of a Master's degree in Local development from the University of Lille 1, Samuel has acquired a sound knowledge both of Community policies at the European level and of their implementation at a local level. He has produced assessments of programmes implemented by local territorial and public institutions both in France and in the United Kingdom.

# Welcomeurope, three areas of expertise on European funding

## - Information and monitoring -

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## - Training -

14 training modules on European funding  
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## - Consultancy -

Developing institutional and operational strategies  
Developing community networks  
Participating in European programmes

## Consultancy for succeeding in Europe



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### Partnerships

Welcomeurope spreads its know-how by building partnerships  
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