

## AGENDA

Day 1

8:30 – 9:00 **REGISTRATION**

9:00 – 9:30 **OPENING REMARKS AND INTRODUCTION**

9:30 – 10:15 **INTRODUCTION OF THE LLP PROGRAMME – 2011 CALL**

Funding opportunities in LLP 2011 Call; What are the differences between the different specific programmes; Who is eligible; What type of activities can be funded; Rules of participation

10:15 – 10:45 **PROJECT DEVELOPMENT – A “HANDS-ON” APPROACH** **Part I.**

Practical tips on LLP proposal development – step by step; Putting your ideas into paper; The first steps: getting to know the application procedures; Basic rules; Project planning basis; Content development and proposal writing. Online submission

10:45 – 11:00 **COFFEE BREAK**

11:00 – 12:00 **PROJECT DEVELOPMENT – A “HANDS-ON” APPROACH** **Part II.**

12:00 – 13:00 **LUNCH**

13:00 – 13:30 **INTRODUCTION TO ECVET**

Workshop introduction

13:30 – 14:30 **WORKSHOP – PROPOSAL DEVELOPMENT** **Part I.**

Participants are divided into small groups to practice the first steps of proposal development; justification of the project idea, overall objectives, work plan. Outline of an LLP proposal – what is included in the different sections – using the eForm

14:30 – 14:45 **COFFEE BREAK**

14:45 – 16:15 **WORKSHOP – PROPOSAL DEVELOPMENT** **Part II.**

Work Plan, Partnership, work packages, deliverables, milestones, dissemination, valorisation, evaluation – Filling in Part C, E and F

16:15 – 17:00 **LLP QUIZ**

Testing the knowledge in small groups followed by a point-by-point assessment

Evening programme: **Common dinner (OPTIONAL)**

# LLP – PROJECT DEVELOPMENT

12-13 December 2011  
Budapest, Hungary

Day 2

- 9:00 – 10:00 **LLP FINANCIAL ASPECTS**  
The financial rules: funding limits of activities, cost categories
- 10:00 – 11:00 **WORKSHOP – BUDGET DEVELOPMENT**  
Person-days, personnel costs, overhead calculation, subcontracting, etc.
- 11:00 – 11:15 **COFFEE BREAK**
- 11:15 – 11:35 **VALORISATION IN LLP PROPOSALS**
- 11:35 – 12:30 **WORKSHOP – FINALISING THE PROPOSAL, SUBMISSION**  
Management structure, project resources, submission; Filling in Part A, B and D
- 12:30 – 13:30 **LUNCH**
- 13:30 – 14:30 **LLP EVALUATION**  
Evaluation procedure in LLP, criteria – how to tailor your proposal
- 14:30 – 14:45 **COFFEE BREAK**
- 14:45 – 15:30 **SHOW CASE OF A SUCCESSFUL PROPOSAL**
- 15:30 – 16:00 **FINAL REMARKS, Q&A**