



European Academy
for Taxes, Economics & Law

The Instrument for Pre-Accession Assistance (IPA) - A Roadmap for Successful Granting of EU Funds -

Practical Seminar
13th - 14th September 2010

Brochure

PRACTICAL SEMINAR

The Instrument for Pre-Accession Assistance (IPA)

A Roadmap for Successful Granting of EU Funds

BACKGROUND

The Instrument for Pre-Accession Assistance (IPA) aims to support the performance of EU Funds related programmes and projects. In order to succeed in accessing EU Funds and realizing EU funded projects it is essential to have a considerable knowledge not only of the legal framework of both IPA and EU regulations but also of project management. Once you applied for the Instrument of Pre-Accession Assistance you have to commit to the rules and legal framework of the European Commission. In principle, an in-depth understanding of the rules and procedures relevant for the projects and programmes is crucial. Seemingly minimal administrative mistakes, such as submission after the deadline or missing documents lead to an immediate rejection. In the worst case granted budgets or already spent money have to be reimbursed. Both public institutions and NGOs considering responding to a call should turn their attention down to the last detail of the guidelines in order to guarantee a smooth workflow and successful outcome of projects.

SEMINAR CONTENTS

This European seminar gives an overview of the current challenges IPA and EU Funds specialists are confronted with. Starting with the key elements of successful project systems, it will present and explain the development from IPA to EU Structural Funds based on experiences with Component III and Component IV projects. In addition, best practice reports and a specially designed round table discussion will allow participants to successfully go through the workload of applying, taking out and reporting procedures. This seminar offers a perfect platform for exchanging experiences, finding new approaches in the maze of IPA project management and networking with partners from all over Europe.

TEACHING METHODS

- Lectures and case studies
- Discussions and Q&A Sessions
- Best practice reports
- Round table discussion
- Rich course material and hand-outs

TARGET GROUP

- Public officials or employees from
 - Candidate Countries
 - Potential Candidate Countries
 - EFTA States
 - Eastern Partnership States
 - Eastern States outside the ENP and EaP
 - Member States
- working in Ministries of
 - Economy
 - Finance
 - Social Affairs
 - Interior
 - Regional Development
 - Labour
 - Transport
 - Agriculture, Fisheries and Food
 - Environment
 - Education & Culture
 - Health
 - Technology and Science
- Regional and local development agencies
- Associations and non-profit organizations
- Investment, national and private banks
- Specialised consultancies
- Certified public accountants and public auditors responsible for conducting EU funded projects
- Consultancies specialised in EU funding and IPA programmes

YOUR BENEFIT

- Learn how to successfully conduct IPA projects
- Get to know how to make the most out of your funding options
- Benefit from a wide range of topics tailored according to your professional and personal needs
- Become familiar with the rules and guidelines of the IPA framework
- Learn how to cope with the workload of developing project strategies
- Gain experience of how to manage good working relationships with different partners
- Enjoy the European character of the course networking with peers and colleagues from all candidate and potential candidate countries



PROGRAMME DAY 1

The Instrument for Pre-Accession Assistance (IPA) A Roadmap for Successful Granting of EU Funds

13th September 2010

8.30-9.00

Registration and Hand-out of Seminar Documents

9.00-9.05

Opening Remarks from the European Academy for
Taxes, Economics & Law

9.05-9.15

Welcome Note from the Chair

**Marija Tufekčić, Director, Central Finance and Contracting
Agency, Croatia**

9.15-10.00

Establishing a Sound System – Croatia's Way to Accreditation

- Overview of existing systems
- Setting up the structure
- The way to accreditation
- Communication with European Commission
- Challenges & lessons learnt

**Marija Tufekčić, Director, Central Finance and Contracting
Agency, Croatia**

10.00-10.15

Q&A Session

10.15-10.45

Coffee Break

10.45-11.30

The Instrument for Pre-Accession: Cross-Border-Cooperation

- Key elements of Cross-Border-Cooperation
 - Public Procurement
 - Differences in the management systems of
Cross-Border-Cooperation
 - Problems faced during programme and project management
 - Best practice: Slovenia-Croatia IPA Cross-Border Programme
- Irina Cruceru, Desk Officer, Unit E.1 Transnational Cooperation,
Directorate for Territorial Co-operation and Structural Actions
in Belgium, France, Ireland, Luxembourg and the United
Kingdom, DG Regional Policy, European Commission, Belgium**

11.30-11.45

Q&A Session

11.45-12.30

Programming and Preparation of Infrastructure Projects

- Selection of priority areas of intervention and priority projects
- Ensuring adequate quality of the proposed projects
- Programme vs. individual projects

**Damir Tomasović, Head of Section for Coordination of
Projects in the Field of Environmental Protection and Energy,
Department for EU Programmes in the Field of Economic and
Social Cohesion, Central Office for Development Strategy and
Coordination of EU Funds, Croatia**

12.30-12.45

Q&A Session

12.45-14.00

Lunch Break

14.00-14.45

Implementation and Monitoring of Infrastructure Projects

- Respecting the deadlines
- Monitoring of N+3 rule
- Effect on usage of PRAG procurement rules on the time
needed for implementation

**Damir Tomasović, Head of Section for Coordination of
Projects in the Field of Environmental Protection and Energy,
Department for EU Programmes in the Field of Economic and
Social Cohesion, Central Office for Development Strategy and
Coordination of EU Funds, Croatia**

14.45-15.00

Q&A Session

15.00-15.30

Coffee Break

15.30-16.15

Carrying out of Component IV

- The operational structure of IPA Component IV Human
Resource Development
- Developing administrative capacity
- The way from IPA to ESF: preparation of programming,
management and implementation, monitoring and audits
- Challenges during the transition process

**Jasna Bubić, Expert Adviser, Directorate of Social Welfare,
Ministry of Health and Social Welfare of the Republic of Croatia**

16.15-16.45

Q&A Session and Discussion Round

16.45

End of Day One

PROGRAMME DAY 2

The Instrument for Pre-Accession Assistance (IPA) A Roadmap for Successful Granting of EU Funds

14th September 2010

8.55 - 9.00

Welcome Note from the Chair

Marija Tufekčić, Director, Central Finance and Contracting Agency, Croatia

9.00-9.45

Quality Assurance – a Key Element for Sound EU Funds Management

- Ensure quality in the course of procurement
- Building capacity across the system
- Quality Assurance: monitoring of improvement (rejection statistics)
- Communication with the European Union Delegation
- Lessons learnt

Helga Bubanović Devčić, Assistant Director, Quality Assurance Directorate, Central Finance and Contracting Agency, Croatia

9.45-10.00

Q&A Session

10.00-10.45

Case Study: From Candidate Country to Member State

- Lessons learnt from pre-accession period
- Differences in project management
- Differences in financial management
- Changes in legal management
- Strategic management

Inta Liepa, Deputy Director, EU Funds Strategy Department, Managing Authority for EU Structural Funds and Cohesion Fund, Ministry of Finance of the Republic of Latvia

10.45-11.15

Q&A Session

11.15-11.45

Coffee Break

11.45-12.45

Round Table Discussion with Speakers

12.45-14.00

Lunch Break

14.00-14.30

Best Practice: Strengthening Local Self-Government

- The contribution of the GTZ: objections & actions
- Strengthening municipal planning capacities as key elements in EU association process
- Planning for sustainable municipal infrastructure
- Efforts to speed up the transformation of municipal infrastructures towards a level of resource-efficiency

Marija Bogdanović, Project Manager, GTZ Project „Strengthening Local Self-Government“, Deutsche Gesellschaft für Technische Zusammenarbeit (GTZ) GmbH, Serbia

14.30-15.00

Q&A Session

15.00-15.30

Coffee Break

15.30-16.00

Best Practice Infrastructure Project “Waste Management”

- Main directions of the project action
- Challenges & lessons learnt

Marija Bogdanović, Project Manager, GTZ Project, Strengthening Local Self-Government, Deutsche Gesellschaft für Technische Zusammenarbeit (GTZ) GmbH, Serbia

16.00-16.15

Q&A Session

16.15

End of Seminar and Hand-out of Certificates

SPEAKERS

The Instrument for Pre-Accession Assistance (IPA) A Roadmap for Successful Granting of EU Funds



European Academy
for Taxes, Economics & Law

MARIJA TUFEKČIĆ

Director, Central Finance and Contracting Agency, Croatia

Prior to her position as Director of the Central Finance and Contracting Agency, Marija Tufekčić was working as Secretary General in the Committee on the Economy, Development and Reconstruction in the Parliament of the Republic of Croatia. Additionally, she gained professional experience as member of the Managing Council in the Croatian Employment Agency and as member of the Supervisory Board in the Croatia Pension Insurance Fund. Marija Tufekčić gained a Bachelor of Economy and a Master in Business Administration.

IRINA CRUCERU

Desk Officer, Unit E.1 Transnational Cooperation, Directorate for Territorial Co-operation and Structural Actions in Belgium, France, Ireland, Luxembourg and the United Kingdom, DG Regional Policy, European Commission

HELGA BUBANOVIĆ DEVČIĆ

Assistant Director, Quality Assurance Directorate, Central Finance and Contracting Agency, Croatia

Helga Bubanović Devčić has 15 years of general professional experience and has been working in state administration since the very beginning of her career. For the last 10 years she has mostly been dealing with EU funds management. Her key qualifications are related to regional development policy as well as to programme and project management. Since the beginning of 2009 she is running the Quality Assurance Directorate within the Croatian Central Finance and Contracting Agency (CFCA) and – among other duties – is in charge of the organization and implementation of internal quality controls within the CFCA. Furthermore, she is responsible for reporting in the context of Road Maps to Extended Decentralisation Implementation System (EDIS), checking and verifying the projects' documentation conformity (i.e. tender documentation, evaluation reports, contracts and contracts' addenda for service, supply, works and grant contracts) with the EU rules and regulations.

INTA LIEPA

Deputy Director, EU Funds Strategy Department, Managing Authority for EU Structural Funds and Cohesion Fund, Ministry of Finance of the Republic of Latvia

As Deputy Director of the EU Funds Strategy Department, Inta Liepa is responsible for the coordination of the implementation of EU Funds. Moreover, she is involved in the strategic planning of the future 2014-2020 period and in the elaboration of all horizontal legislative acts with regards to EU funds management and implementation system. Due to her position she also fulfils the National Aid Coordinator's functions with regard to pre-accession and post-accession EU financial assistance (PHARE and Transition Facility). Prior to her position in the EU Funds Strategy Department she was Deputy Director of the EU Funds Management System Department and Head of the EU Financial Assistance and European Social Fund Division. Inta Liepa holds a Master in International and European Law with Merit.

SPEAKERS

The Instrument for Pre-Accession Assistance (IPA) A Roadmap for Successful Granting of EU Funds

DAMIR TOMASOVIĆ

Head of Section for Coordination of Projects in the Field of Environmental Protection and Energy, Department for EU Programmes in the Field of Economic and Social Cohesion, Central Office for Development Strategy and Coordination of EU Funds, Croatia

Damir Tomasović has been working on the overall coordination of EU Funds since 2004. His main emphases are infrastructure projects. For the past 4 years he has been in charge of environment and energy related programmes and projects under EU pre-accession assistance funds (e.g. CARDS, PHARE, ISPA and IPA). He also has vast experience both in preparation of strategic programming documents such as National Strategic Reference Framework and Operational Programmes and project preparation in accordance with EU requirements and project management. Due to his position as Head of Section he also possesses experience related to the monitoring procedures of ISPA and IPA Monitoring Committee. Damir Tomasović holds a degree in journalism.

JASNA BUBIĆ

Expert Adviser, Directorate of Social Welfare, Ministry of Health and Social Welfare of the Republic of Croatia

Jasna Bubić has been working in the Ministry of Health and Social Welfare (MHSW), Department for Preparation and Implementation of EU Programmes since 2007, from the start of IPA programming. This department performs the role of Body Responsible for Priority and Measure (BRPM) related to the OP Human Resources Development IPA Component IV.

As Expert Adviser she is involved in activities of preparation and implementation of IPA and other relevant EU programmes related to the priorities and measures in the field of social inclusion as well as monitoring of technical implementation of projects. Her main responsibility is to support the implementation of the current IPA activities efficiently and consistently in co-operation with other departments and relevant ministries.

MARIJA BOGDANOVIĆ

Project Manager, GTZ Project „Strengthening Local Self-Government“, Deutsche Gesellschaft für Technische Zusammenarbeit (GTZ) GmbH, Serbia

Marija Bogdanović has been working for GTZ since 2004: first as Project Manager in the GTZ project “Modernization of Municipal Services“ and currently in the project “Strengthening Local Self-Government“ focusing on the improvement of local governments’ capacities in planning of municipal infrastructure. Ms. Bogdanović is managing waste management and environment protection related projects, supporting local governments in preparing and implementing joint inter-municipal cooperation projects in the field of waste management and environmental protection. She coordinates capacity building and development of tools and other mechanisms facilitating the planning process at local level as well as the efforts with regard to implementation and enforcement of existing legislation and harmonization with the EU directives. Furthermore she contributes to regional cooperation among local governments associations in the region of South Eastern Europe (SEE) within the framework of NALAS - Network of Association of Local Governments in SEE, namely the Task Force on Solid Waste Management. She has an academic background in Philology and Literature, as well as an MBA.



European Academy
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ORGANISATIONAL MATTERS

The Instrument for Pre-Accession Assistance (IPA)
A Roadmap for Successful Granting of EU Funds

BOOKING

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For online booking please visit
our website: www.euroacad.eu

BOOKING NUMBER

S-227

DATE OF EVENT

13th - 14th September 2010

BOOKING MODALITIES

It is recommended to book soon as seats are limited. For organisational matters, we kindly ask you to complete the booking form in capital letters.

EVENT LANGUAGE

The event language will be English.

EVENT PRICE

Early booking contingent until the 11th of June 2010:

949,- Euro, excl. German VAT (19%)

Normal price from the 12th of June 2010:

989,- Euro, excl. German VAT (19%)

The above price covers the following:

- Entrance for both event days
- Hand-out documents
- Soft drinks and coffee/tea
- Lunch on both days

EVENT LOCATION

Courtyard by Marriott Berlin Mitte

Axel-Springer-Str. 55

10117 Berlin, Germany

Phone.: +49 (0)30 800 928 6300

Fax: +49 (0)30 800 928 1000

E-Mail: reservations.berlin@marriott-hotels.com

Internet: www.marriott.de

Please contact the hotel directly and refer to the "European Academy for Taxes, Economics & Law" in order to benefit from a limited room contingent at a special price. Please book as soon as possible. Of course you can always look for an alternative hotel accommodation.

YOUR CONTACT PERSON FOR THE PROGRAMME:

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(Program is subject to alterations)

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NOTE

Please note, you can register as many delegates as you wish (except, the seminar is fully booked). You only need to copy this formular for as many persons you wish.



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BOOKING

BOOKING NUMBER: S-227(PR)

DATE: 13th - 14th SEPTEMBER 2010

Herewith we register the following persons for the Seminar: "The Instrument for Pre-Accession Assistance (IPA) - A Roadmap for Successful Granting of EU Funds -"

Delegate 1
 Mr. Ms.

First name _____ Last name _____ Phone _____
 Department _____ Fax _____
 Job position _____ E-mail _____
 Your organisation _____
 Street _____
 Postcode / City _____
 Country _____

Delegate 2
 Mr. Ms.

First name _____ Last name _____ Phone _____
 Department _____ Fax _____
 Job position _____ E-mail _____
 Your organisation _____
 Street _____
 Postcode / City _____
 Country _____

Delegate 3
 Mr. Ms.

First name _____ Last name _____ Phone _____
 Department _____ Fax _____
 Job position _____ E-mail _____
 Your organisation _____
 Street _____
 Postcode / City _____
 Country _____

Invoice organisation

To the attention of _____
 Street _____ Phone _____
 Postcode / City _____ Fax _____
 Country _____ E-mail _____

In case of registration of more than one delegate - do you prefer: single invoice? collective invoice?
 With my signature I confirm my registration and accept the General Terms and Conditions as legally binding.

Place, Date

Authorised Signature / Stamp



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1. Area of Application

The following terms and conditions settle the contractual relationship between conference participants and the European Academy for Taxes, Economics & Law Brauner Klingenberg GmbH [referred to as "European Academy for Taxes, Economics & Law" in the following]. Differing terms and conditions, as well as, other settlements and/or regulations have no validity.

2. Registration / Confirmation of Application

A registration can be made via internet, mail, fax, or email. The registration is considered granted and legally binding if not rejected by the European Academy for Taxes, Economics & Law in writing within seven (7) days after receipt of registration. The registration will be supplemented by a booking confirmation via email. Partial bookings are only valid for seminars designed in modules.

3. Service

The course fee covers the fee per participant and course in € net, subject to current German VAT. It includes training course documents as per course description, a lunch meal/snack and refreshments during breaks, as well as, a participation certificate.

The European Academy for Taxes, Economics & Law has the right to change speakers/instructors and to modify the course program if and where necessary while maintaining the overall nature of the course. All registered participants will be notified in case of a course cancellation due to force majeure, due to speakers' preventions, due to troubles at the chosen location or due to a low registration rate. Course cancellation notification due to a low registration rate is issued no later than two (2) weeks before the course date. Course fees are reimbursed in the cases listed above; however, reimbursement for travel expenses or work absenteeism is only granted in cases of intention or gross negligence by the European Academy for Taxes, Economics & Law. Any reimbursement of travel expenses are to be considered as an exceptional goodwill gesture and form no future general obligation. In case of disturbances and/or interruptions, the European Academy for Taxes, Economics & Law commits itself to solve or limit any problems that might occur in order to maintain and continue the course as planned.

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Payment of the course fee is payable immediately upon receipt of invoice. Where payment is not received or lacking clear assignment to a participant prior to commencement of the course, the European Academy for Taxes, Economics & Law may refuse the relevant participant's participation in that course. The course fee, however, is still due immediately and can be claimed as part of a dunning procedure or legal action. In accordance with BGB §247 (1), in case of default of payment within the stipulated time period, default interest on arrears of at least 5% above the ECB base rate is due and payable. The European Academy for Taxes, Economics & Law can claim higher damage for delay if and where proven. Equally, the participant may prove that a damage has not occurred or has had less effect than estimated by the European Academy for Taxes, Economics & Law.

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- 30 days or more prior to commencement of the course: service charge of 80,00 € net, subject to current German VAT, payable immediately, course fee will be reimbursed,
- two (2) weeks to 30 days prior to commencement of the course: 50% of course fee net, subject to current German VAT, payable immediately,
- non-attendance or cancellation less than two (2) weeks prior to commencement of the course: 100% of course fee net, subject to current Germany VAT, payable immediately

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8. Applicable Law, Place of Jurisdiction, Place of Performance

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