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|  | **About the EC DEAR Capacity Building & Capitalisation Workshop in Czech Republic** |
| **About the Workshop** | This workshop is part of the EC’s support programme on capacity building and capitalisation, under the EC DEAR Support Team |
|  | The Workshop is organised on behalf of the European Commission by the EC DEAR Support Team, with the kind support of the **Czech Forum for Development Cooperation** |
| **Who Should Attend?** | This workshop targets **on-going EC DEAR Projects, as well as other Civil Society Stakeholders and Local Authority Stakeholders involved in DEAR projects in Czech Republic, as well as representatives of national government bodies involved in DEAR-related activities.** |
| **When?**  **Where?** | **Thursday 11 October 2012**  **Prague, Czech Republic, Langhans Gallery Prague,** Vodičkova 37 Praha 1, 110 00 |
| **Workshop Objectives** | The workshop aims to:   * Share Good Practice and learning provided by EC DEAR Projects both from Czech Republic and other Member States * Providing participants with capacity building regarding the application process for EC grant funding * Share experience and good practice in Monitoring & Evaluating DEAR projects * Share experience and good practice in optimising DEAR project impact and sustainability prospects |

| **Timing** | **Thursday 11 October Workshop Programme (Draft)** |
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| **08:45 – 09:00** | **Registration** |
| **09:00 – 09:15** | **Introduction and Welcome Presentation**  **Workshop – Rationale & Programme Overview**  *Mr. Seán Burke, DEAR Support Team & Mrs. Jana Milerova , FoRS*  *Introduction of Workshop Participants* |
| **09:15 – 09:30** | **DEAR in Czech republic – Welcome and Keynote speech**  **Mrs. Zuzana Hlavickova, Head of the Development Cooperation Department at the Czech Ministry of Foreign Affairs** |
| **09:30-09:45** | **Good Practice in EC DEAR Projects**  Overview of work on identifying, profiling and sharing good practice in EC DEAR Projects  **Presentation of successful projects from European DEAR project implementation**  *Moderated by Mr Seán Burke* |
| **09:45– 11:15** | **EC DEAR Project / The Project Evaluation Phase**  This session will provide a thorough overview and capacity building on   * EC Evaluation Methods and Assessment of Proposals * Understanding the Assessment process * Assessment criteria and standards * Discuss and provide examples of requirements for developing a good proposal   Q & A Session  *Dr Bernardita Cardenas & Mr Seán Burke* |
| **11.15 – 11.30** | *[Walking Coffee Break]* |
| **11:30 – 12:15** | **Break-Out Groups – Simulation study on how to assess proposals submitted to the EC**  Based on existing Concept notes submitted by the participants, this Session exercise will help participants, to develop and present projects in EC DEAR according to their requests. |
| **12:15-12:45** | **Break-Out Groups Presentations & Discussion on DEAR Project Assessment**  *5 minutes presentation ( strict timing) per group followed by* Q & A Session ( max. 3 questions per presentation) |
| **12:45 – 13:15** | **Plenary Group Discussion-Towards a Community of Good Practice (TBC)**  Representative, European Commission DEVCO D2  Discussion Points:   * General Overview of EC DEAR Programme * Challenges, strengths & weaknesses   *Q &A Session* |
| **13:15 – 14:15** | **Lunch & Networking** |
| **14:15 - 15:45** | **EC Project Monitoring &Evaluation**  *This session will provide with tools and methodology on how to developing a robust monitoring and evaluation process based on the EC process*   * Developing an evaluation plan and Knowledge of the essential elements of the EC planning and monitoring processes * Setting up an effective monitoring system * Tips and Hints on the EC Resulted Oriented Monitoring (ROM) * Challenges in Monitoring and Evaluation   *Moderated by Mr Seán Burke & Dr. Bernardita Cardenas* |
| **15:45– 16:00** | **Coffee Break** |
| **16:00- 16:45** | **Break-Out Groups – Simulation study on how to ensure sufficient quality for delivering the intended results from DEAR projects**  Group 1: EC DEAR Project Monitoring & Evaluation  Group 2: Measuring the real impact for EC DEAR Projects  Based on the EC EuropeAid procedures on Monitoring & Evaluation, this Session exercise will help participants, splitting into small groups, to improving project quality and performance of DEAR projects and programmes  *Moderated by Mr Seán Burke & Dr. Bernardita Cardenas* |
| **16:45-17:15** | **Break-Out Groups Presentations & Discussion on****Monitoring & Evaluation of DEAR Projects**  *5 minutes presentation ( strict timing) per group followed by* Q & A Session ( max. 3 questions per presentation) |
| **17:15 – 17:30** | **Summing Up - Closing Plenary Session**  *Moderated by Mr Seán Burke & Mrs. Jana Milerova , FoRS* |