



Deliverable 5.1 - Report from the training course in Brussels, Belgium

WP5 - ORGANISATION OF TRAINING COURSES

European Digital Learning
Network ETS, November
2023



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1. Introduction

Digit Edu 2023 (Promoting cooperation and research to address the digital needs in the area of education and training in Europe–Year 1) is a project funded by the European Union under the Erasmus+ programme, Civil Society Cooperation in the fields of Youth, Education and Training.

The **European Digital Learning Network ETS (DLEARN)** participates in this project, which runs from January 2023 and December 2023, **as a single partner**.

DLEARN is a non-profit association aimed to embrace the challenges brought by the digital revolution in terms of digital skills mismatch, toward an inclusive digital society. DLEARN pursues the aim of contributing to the objectives defined in the "Digital Agenda" through the implementation of what is necessary for the creation of the so-called "Digital Skills in the economy and European society" pillar. In addition, DLEARN's activities are designed and implemented to be in line and to concretely and positively contributing to the Digital Education Plan 2021-2027 to generate new opportunities for the education and training organisations, policy makers, researchers at national, EU and international level.

In Digit Edu 2023 project, **DLEARN is committed to the following objectives:**

1. To raise awareness and contribute to the realisation of the European Education Area and the Digital Education Plan.
2. To contribute to the development of policies at European level on the topic of digital skills and digital transformation.
3. To promote cooperation between EU organisations for the promotion of digital education and digital needs.
4. To promote the participation of organisations in the Erasmus+ programme, the European Solidarity Corps and other EU programmes.
5. To facilitate exchange of good practices, results and experiences among stakeholders for an inclusive digital society.
6. To increase stakeholder commitment and cooperation with public authorities for the implementation of policies and reforms in line with the European Education Area objectives.

The **Digit Edu 2023 Work Plan** includes in total **6 Work Packages (WPs)**, listed as follows.

Two are horizontal:

- **WP1 - Project Management and Coordination**, which will ensure smooth application of activities.

- **WP6 - Dissemination, Sustainability and Impact**, which will ensure DLEARN's outreach.

The other four WPs are for implementation:

- **WP2 - Organisation of Conferences**, which will organise 1 annual DLEARN conference in Brussels and 2 satellite conferences hosted by DLEARN members.
- **WP3 - Networking**, which will organise 2 networking events and participation of DLEARN in EU wide networks.
- **WP4 - Research**, which will launch 2 researches, one on “Digital Skills and Jobs”, and one on “Digital Footprint”.
- **WP5 - Training**, which will organise three training courses and four webinars.

This document represents the **Deliverable 5.1 - Report from the training course in Brussels, Belgium**, which contains the conference proceeding and the participants' inputs on the thematic areas of the course.

2. Preparation of the event

The training course on ‘EU project management’ was organised and implemented by the European Digital Learning Network ETS (Dlearn) within the framework of DigitEdu 2023 project in autumn 2023. Three days of training, in accordance with the project application, took place in Brussels, Belgium, in cooperation with the LifeLong Learning Platform (LLL), a civil society organisation advocating for lifelong learning for all. The three days of training were scheduled on the 4th October 2023, on the 19th October 2023 and on the 8th November 2023. The preliminary work included some calls to establish the cooperation and collaboration among Dlearn staff and LLLP for the smooth running of the training, a shared scheduling of dates and time slots, the selection of speakers and topics to be investigated, the preparation of evaluation survey form and the promotional activities to recruit participants to the course: namely mailing efforts and invitations to stakeholders and organisations interested in the management of EU projects and collateral thematic areas. Logistically speaking a conference room was booked in the building ‘Mundo J’ in Brussels to host the face to face meeting and Zoom links were created to allow the participation remotely. The idea of having a hybrid training course was born from the necessity of including several attendees not only the Brussels based ones to ensure a wider visibility for the training course and accessibility to the topics treated.

3. Detailed description of the event

The three days training course organised in the framework of DigitEdu 2023 project on the topic of “EU project management” took place on the 4th October afternoon, on the 19th of the same month and on the 8th November 2023. The venue was for all three sessions the Mundo J building in the city of Brussels, Belgium, with two different meeting rooms used: Paulo Freire room for the first 2 days and Rosa Parks room for the third one. The main thematic area to which the training course was dedicated was EU project management which three main sub-themes; namely: project design, so how to write a successful proposal; the Management of EU funding and the search for the relevant partners to build a joint project. Several were the sub-topics presented and illustrated to participants: those will be lately explored in the detailed description of each training day.

The speakers and trainers of the three days were all experts of EU project management with a long career path in the field. Their profiles highlighted a very sounded knowledge of project management and its features, in particular in relation to EU programmes. The speakers and trainers for such course were Ms. Arduino, project manager and project coordinator at LLLP; Ms. Guiso, policy assistant at the same organisation; Mr. Coppola who is the founder and President of Dlearn; Ms. Esnault, working at the Forum des Régions Européennes pour la Recherche l’Éducation et la Formation (FREREF) and Ms. Ioannoni Fiore, Policy officer from DG EMPL of the European Commission.

A total of 47 people attended the training course, 36 in person and 11 connected remotely via Zoom. The profile of participants was very diverse: policy figures active in Brussels and pan-European organisations and no-profit associations attended the course as well as local level and national policy makers and project managers wanting to upskill their competences within the topic. The hybrid structure of the course allowed people not based in Brussels but still very much interested in the topics covered to fruitfully following this important occasion of learning and raised awareness on EU programmes.

The first day of training was on the 4th October 2023, starting at 14.00 CET in Mundo J, in Brussels. The course started with an explanation of the agenda of the day and of the overall programme of the training course. A presentation by Ms. Arduino on the main elements of project design was then performed and followed by a complete explanation of the so called ‘Success factors of a project’. The participants were explained what does it mean to prepare a project for success bearing in mind risk assessment, the setting of indicators, the definition of goals/timeline/ and the right choosing of partners. The practice of wisely and effectively communicating was also explored and a second session on Project management tools, project structure and budget as well as proposal writing was delivered by Mr. Coppola. The training day also foresaw various moments for questions and answers and interventions from the audience that was engaged through quizzes and brainstorming slots.

The second day of training course was held on the 19th October afternoon at the same premises. Also this training day was scheduled to last three full hours and covered a plethora of topics linked with EU project management. The training kicked off with a presentation of the landscape of EU funding: the trainer made clear the distinctions among direct/indirect/ shared management of those and presented the following European Funding Programmes: Erasmus+, Horizon Europe, Creative Europe, CERV, AMIF, EaSI strand (ESF+), DEAR. The trainers from LLLP staff decided to focus in particular on the 2024 Erasmus+ WP by investigating its priorities, calls and deadlines. The day continued with a presentation of the ALMA call by the invited speaker Ms. Ioannoni Fiori from DG EMPL and some allocated time to gather the audience questions, reactions and reflections. The afternoon was finally closed by a deepen explanation on how to practically deal with Financial Management within projects and where to find the calls and deadlines: for such purpose participants were shown a list of online platforms and useful repository where to access further resources.

The 8th November 2023 afternoon witnessed the third day of EU project management training course. The course, always taking place in hybrid modality – with some participants joining online via Zoom and the majority in Mundo J building in Brussels – focused on the topic of sustainability and exploitation of projects and gave attendees several tips to practically implement their projects. ‘How to ensure project sustainability’ was the first presentation delivered by LLLP trainers, followed by the explanation on the finding of relevant partners to build a joint project done by Dlearn staff. Again, also during the third day of training space was allocated to questions and answers from the public. The day continued with good practices examples and the show of useful resources to favour the building of bridges with past and future projects. The last presentation focused instead on the role of Participative evaluation of European projects by Ms. Esnault from FREREF. Closing remarks and lessons learnt from this content-dense training closed the day.

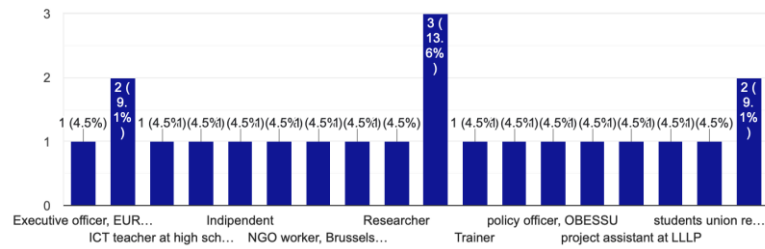
4. Follow-up

The graphs copied below show clearly that the training course on ‘EU project management’ organised by Dlearn in Brussels in cooperation with LLP had a very positive impact and follow-up. By analysing the answers of the 22 respondents to the evaluation online questionnaire that was circulated among attendees to the 3 days training, it emerges undoubtedly a very good perception of the course overall quality, of the effectiveness of speakers/trainers, of the clarity and interesting nature of the topics covered during the three days and utility of lessons learnt. Participants rated the course and its various aspects on a scale from 1 to 5: 63,6% of them assigned the maximum score -5- and 31,6% of them assigned 4. The attendees stated that thanks to such training they were able to understand the main success factors of a project and get familiar with tools used in project management (almost 70% of them). More than half of them also recognised that the course helped them to increase their knowledge about the management of EU funding and relative programmes. Continuing with the analysis of replies, it also appears clear how the course has been a very good opportunity to understand where to find calls and deadlines and to deepen attendees’ understanding of sustainability and assessment methodologies applied to projects. To sum up, the training course was warmly appreciated by participants and offered them a unique occasion to increase their know-how in the field of EU project management.

Position and Organisation (if applicable):

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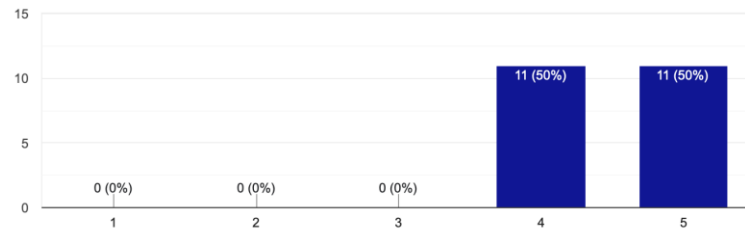
22 responses



The DIGIT EDU 2023 Training in Brussels was very well organized (appropriate physical/ online venue, agenda, satisfactory speakers and panelists, appropriate time schedule, good interaction, etc.)

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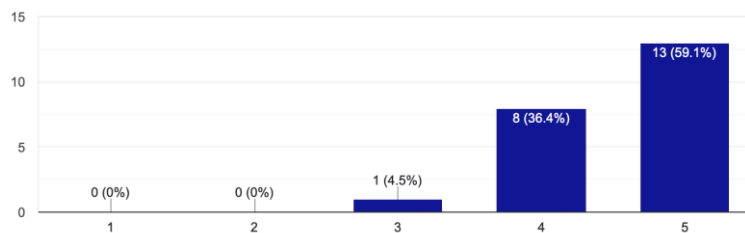
22 responses

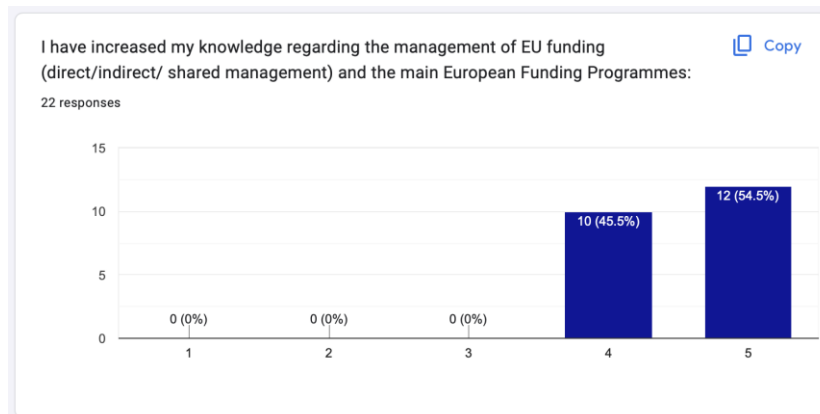
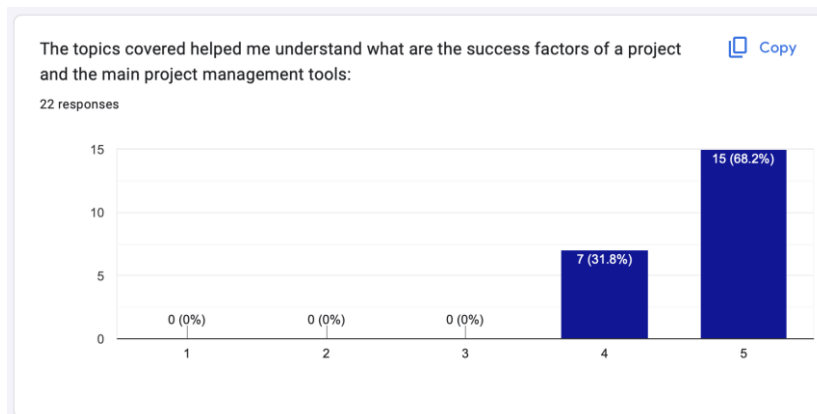
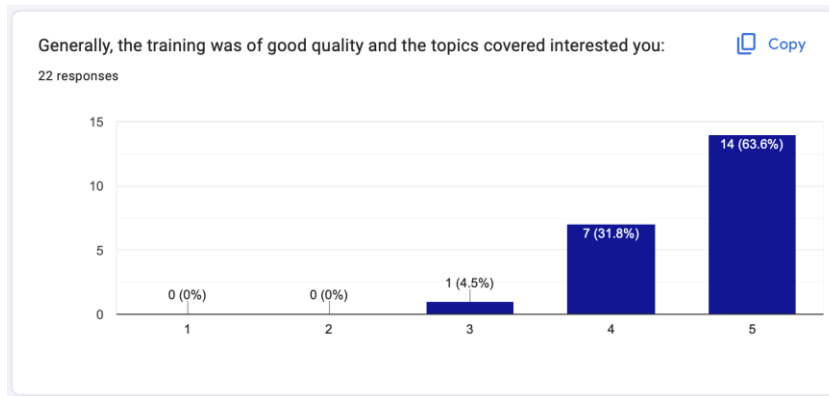


The Speakers were effective, skilled and helpful and the topics illustrated and discussed are clear:

[Copy](#)

22 responses

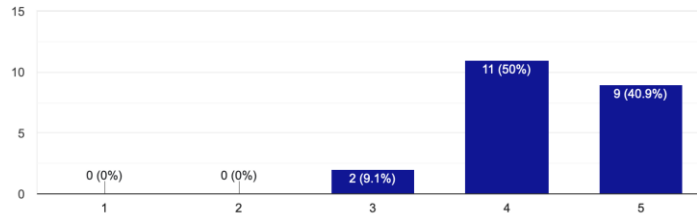




I have increased my knowledge regarding financial Management of projects and where to find the calls and deadlines:

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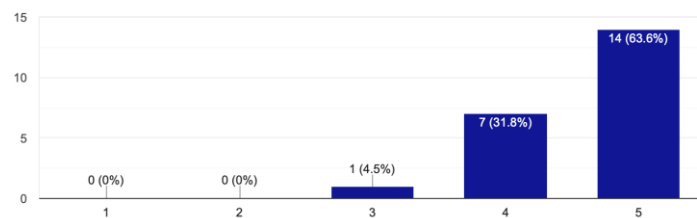
22 responses



I have increased my knowledge regarding sustainability of managed projects and evaluation methodologies applied to projects:

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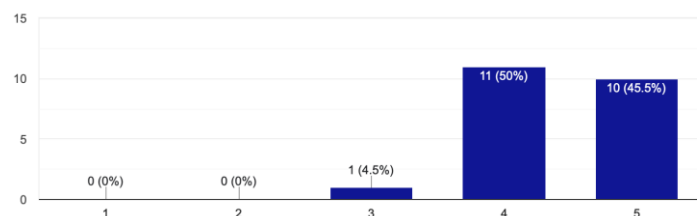
22 responses



Please rate the 2023 DIGIT EDU Training in Brussels with a final score where 1 is very low/poor and 5 is extremely high/very good:

[Copy](#)

22 responses



Do you have any comments or input that could help us improve the experience during our trainings?

7 responses

I enjoyed the training even if I was participating online

-

It was an interesting training opportunity, thanks!

The training was ok, nothing to add.

more time allocated to theoretical part

I really appreciated the good practices showed during the days

Good opportunity to acquire new skills on the running of EU projects.

5. List of Annexes

Annex 1 - The AGENDA

Annex 2 - The ATTENDANCE LIST (or the LIST OF PARTICIPANTS if the event was held online)

Annex 3 - PHOTOS

Annex 4 - QUESTIONNAIRES FILLED IN

Annex 5 - MATERIALS DISTRIBUTED DURING THE EVENT

Annex 1 - The Agenda



EU Project Management Training LLLP – DLEARN - Outline

Training course in the framework of DIGIT EDU 2023 project

Dates: 4th, 19th, 25th October 2023 and 8th November 2023

Agenda

Day 1 - EU Project Management

Wednesday 4 October 2023, h 14.00 - 17.00

Paulo Freire room in Mundo J

- Elements of project design
- Success factors of a project (eg risk assessment/setting indicators/goals/timeline/choosing partners wisely/good comm)
- Project management tools, project structure and budget; proposal writing

Day 2 - EU Project Management

14.00 - 17.00, Thursday 19 October 2023

Paulo Freire room in Mundo J

- Management of EU funding (direct/indirect/ shared management)
- European Funding Programmes focus on: Erasmus+, Horizon Europe, Creative Europe, CERV, AMIF, EaSI strand (ESF+), DEAR
- Focus on the 2024 Erasmus+ WP: priorities, calls and deadlines
- Financial Management
- Where to find the calls and deadlines, online platforms

Day 3 - EU Project Management

14.00 - 17.00, Wednesday 8 November 2023

Rosa Parks room in Mundo J

- How to ensure project sustainability
- How to find the relevant partners to build a joint project
- Building bridges with past and future projects
- Participative evaluation of European projects

Annex 2 - The Attendance List (or the List of Participants)



EU Project Management training course

Day 2
Thursday 19 October 2023, h 9.30 - 17.00
Paulo Freire room in Mundo J; Brussels; Belgium

	Name	Surname	Role	Organization	Signature
1	Laura	Gaujo	Project Assistant	Lifelong Learning platform	Laura Gaujo
2	Vasiliki	Tsaklidou	Project Officer	European Students	Vasiliki Tsaklidou
3	NURIA	TOREDO	Project Off.	ESU	Nuria Torredo
4	Luis	Garcia - Castellanos	Funding and project officer	EFIL	Luis Garcia
5	Jana	Sobczyk	Internal Dialogue	ARISE-Europe	Jana Sobczyk
6	Alexandra	Matkhy	Finance + EU officer	SOLIDAR Foundation	Alexandra Matkhy
7	FRANCESCA	OSITA	Projects and operations Manager	OBESSU	Francesca Osita
8	VERONICA	ARAUJO	Project & policy coord.	LLP	Veronica Araujo

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9	Baran	Farkasovic	Academic Programme	LLP	Baran Farkasovic
10	Sara	Mandis	Policy Consultant	OBESSU	Sara Mandis
11	Pamagiti	Chrysosilani	Co-Planning	OBESSU	Pamagiti Chrysosilani
12	Armen	Doumro	Membership Officer	OBESSU	Armen Doumro
13					
14					
15					
16					
17					
18					
19					

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EU Project Management training course

Day 3
Wednesday 8 November 2023, h 9.30 - 17.00
Rosa Parks room in Mundo J; Brussels; Belgium

	Name	Surname	Role	Organization	Signature
1	Laura	Gaujo	Project Assistant	Lifelong Learning platform	Laura Gaujo
2	Liliana	ESUITT	Administrator	Project	Liliana Esuitt
3	Laura	BAL	Financial/Project	ARISE-Europe	Laura Bal
4	Alexandra	Matkhy	Finance + EU officer	SOLIDAR Foundation	Alexandra Matkhy
5	Agnes	Valuch	Project Officer	EUC A	Agnes Valuch
6	BALEBARA	RENE	PROJECT ASSISTANT	EUC A	Balebara Rene
7	Flavia	Raposo	Policy and Project Manager	EURASHE	Flavia Raposo
8	Maja	D. Nomicoska	Executive Officer	EURASHE	Maja D. Nomicoska

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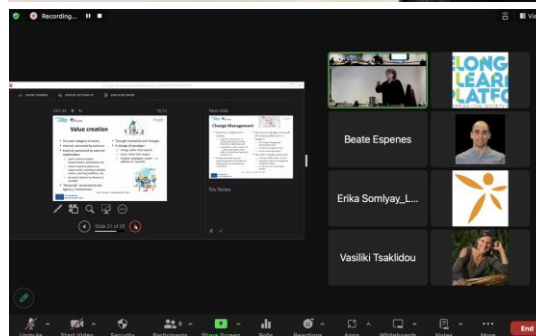
	DIGIT EDU	dlearn
9	PAOLA DI MARZO	Project Officer
10	SALOME DERMATI	Project Officer
11	LIVIA BOMBI - CALABRESA	FUNDING OFFICER
12	FRANCESCA ROSARIO - PAUNDO	Project Officer
13	FRANCESCA OSIMA	Project Officer
14	FEDERICA IMPERATORE	Project Officer
15	VERONICA ARDUINO	Project Officer
16		
17		
18		
19		




Name (Original)	User Email	Total Duration	Guest
LLLP Projects	projects@lllpla	199	No
Maria Farruggia		199	Yes
Francesca Osima_OBESSU		189	Yes
Maja Momirovska (EURASHE)		172	Yes
Agnese Valenti - EucA (Agnese)		175	Yes
Paola Di Marzo - ESN Internat		174	Yes
Beate Espenes		174	Yes
Petra Kogelnig - EPA (Petra)		174	Yes
Ariane - AEGEE-Europe		174	Yes
Léa Verzeroli - L4WB Founda	Online participants_Day 2_EU Pro		
Belén Duart Marzo - LLLP (Be)	Management.xlsx		
Alessandra Arcodia -EucA (al)		172	Yes
Marta Rodrigues - EURASHE		170	Yes
Salome Dermati, EUF		170	Yes
Maria Szczerbowska (OEE Y)		71	Yes
Erika Somlyay erika.somlyay		165	No
Pauline - Lifelong learning plat		64	Yes
Sigrun		93	Yes
Barbara Deme-EucA (Barbara)		14	Yes
Barbara Deme-EucA		84	Yes

Name (Original)	User Email	Total Duration	Guest
LLLP Projects	projects@lllpla	365	No
Andrea Lapegrandrea.lapegn		191	No
Belen Duart Marzo LLLP (bian)		66	Yes
Vasiliki Tsaklidou		144	Yes
Erika Somlyay_LLLP (Erika S)		174	Yes
Beate Espenes		172	Yes
Panagiotis Chatzimichail (OB)		170	Yes
Maddalena Buonamico		22	Yes
Alessandra Arcodia -EucA		126	Yes
Marta Rodrigues - EURASHE		73	Yes
Petra Kogelnig		134	Yes

Annex 3 - Photos



Annex 4 - Questionnaires filled in



DIGIT EDU 2023 "Management of EU projects"- Brussels -Evaluation form

Thank you for your participation to DIGIT EDU 2023 Training "Building capacity of newcomers organisations in EU projects " **organised by European Digital Learning Network ETS in cooperation with Life Long Learning Platform (LLL)**. We kindly invite you to fill in the following form, your feedback is valuable.

hani.fjrk@gmail.com [Switch account](#) 🔒

🔒 Not shared

* Indicates required question

Position and Organisation (if applicable): *

Your answer _____

The DIGIT EDU 2023 Training in Brussels was very well organized (appropriate physical/ online venue, agenda, satisfactory speakers and panelists, appropriate time schedule, good interaction, etc.) *

	1	2	3	4	5	
Totally disagree	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Totally agree

The Speakers were effective, skilled and helpful and the topics illustrated and discussed are clear: *

	1	2	3	4	5	
Totally disagree	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Totally agree

Generally, the training was of good quality and the topics covered interested you: *

	1	2	3	4	5	
Totally disagree	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Totally agree

The topics covered helped me understand what are the success factors of a project and the main project management tools: *

1 2 3 4 5

Totally disagree Totally agree

I have increased my knowledge regarding the management of EU funding (direct/indirect/ shared management) and the main European Funding Programmes: *

1 2 3 4 5

Totally disagree Totally agree

I have increased my knowledge regarding financial Management of projects and where to find the calls and deadlines: *

1 2 3 4 5

Totally disagree Totally agree

I have increased my knowledge regarding sustainability of managed projects and evaluation methodologies applied to projects: *

1 2 3 4 5

Totally disagree Totally agree

Do you have any comments or input that could help us improve the experience during our trainings?

Your answer

Please rate the 2023 DIGIT EDU Training in Brussels with a final score where 1 is very low/poor and 5 is extremely high/very good:

1 2 3 4 5

Very Low/ Bad Extremely High/ Very Good

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Google Forms

Annex 5 - Materials distributed during the event





A **Digital Single Market** cannot be achieved without a properly **e-skilled society**

SHARING, CONNECTING MULTIPLYING, ENHANCING



We aim to embrace the challenges brought by the digital transformation in terms of digital skills mismatch and digital learning opportunities



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