



Developing a PROGRESS project: Macro, Meso and Micro Elements

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Definitions:

Macro = Policy and Programme Context

Meso = Partnership/institutional/territorial context

Micro = Application: Content and Financial



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Macro Elements:

- Placing PROGRESS in EU Employment Strategy
- Placing PROGRESS in Skills and Growth Strategy(Lisbon)
- Placing PROGRESS in CZ policies (NAPs Employment and SISP,NRP's,ESF-OP's)
- EU and CZ PROGRESS programmes



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Meso: Institutional/Territorial/Partnership

- **Sole Promoter?**
 - Capacity
- **Local Consortium?**
 - One co-ordinator
- **Transnational Partners**
 - Requirement
 - Maximising local impact



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Meso: Transnational-Finding good partners

Sources of support:

- **QeC-ERAN** www.qec-eran.org
 - Mail: info@qec-eran.org
- **ESIP** www.esip-platform.net
 - Mail: info@esip-platform.net
- **PRESENCE** <http://www.presence-org.eu/>
 - Mail: a.pecchini@presence-org.eu



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Micro: Application-General

- Call and Guidelines
- Checklist of documents to be submitted
- Form of submission (online; USB, CD-ROM, email, Paper)
- Deadline



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Micro: Application-Content:1

- The EU, national, regional and local contexts
- The relationship with call objectives
- Building on previous/existing work-the « added value »
- Mainstreaming



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Micro:Application-Content:2

- Demonstrate need-use logical framework or problem tree methodologies
- Outcome focus
- Indicators
- http://www.qec-eran.org/projects/lapsraps_index.htm



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Micro: Application-Budget Construction 1

- Budget –Maximum and Minimum ceilings?
- Amount of finance available –number of projects likely to be supported by call or over the life of the programme
- Co-financing % age



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Micro: Application-Budget Construction 2

Key Elements:

- Staffing
 - Status of staff who will work in project (civil servants?, full-time/part-time?, self employed?, contracted for project?,). Has implications for income within the project and co-financing for the project.



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Micro: Application-Budget Construction 3

Key Elements:

- Travel and Subsistence allowances
 - DSA limits set by EC
 - Verification of expenditure (proof of travel and presence)



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Micro: Application-Budget Construction 4

Key Elements:

- Cost of Services
 - Translation and Interpretation costs
 - Publications, leaflets, web-based work, design costs,
 - Dissemination
 - Expertise
 - Evaluation
 - Other



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Micro: Application-Budget Construction 4

Key Elements: Administration costs

- Depreciation of capital equipment
- Room hire (can also include catering here linked to room hire)
- Interpretation booths and technical equipment
- External audit (not for public bodies)
- Financial transaction costs



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Micro: Application-Budget Construction 5

Key Elements:

Overheads: Maximum 7% of total budget

Income:

- time of staff employed as civil servants
- Co-financing in cash by partners



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Thank you for your attention
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