



## THE STEP4ALL PROJECT:

### Supporting Training on European Projects for All



*The STEP4All partnership intends to create a network of VET stakeholders with the purpose of promoting transnational cooperation and exchange of best practices in the sector of vocational training on project management and procedures to access European funds.*

1. First of all, the partners will conduct an **investigation** on the state of the art of access to EU funds in their countries and collect the results in regional reports,
2. Then, they will work together for the production of **three short guides**, providing technical and theoretical basis for future project designer and managers.
3. Last step will be to **test the products** with the participation of the target group representatives.

## Project Workprogramme

The project workprogramme is organised around **4 plenary meetings**, or workshops: for each of them, pre and post-activities are foreseen, as described in the next page.

During the first and the second meetings, the partners will get to know each other, present the results of regional investigations and detect common training pathways. The last workshop will allow evaluation of the produced guides: one trainer and two students for each partner will attend.

Each workshop will last 2 to 3 days and will also schedule meetings with EU funds stakeholders.

The distribution of tasks is based on a total equality among partners: each partner performs more or less the same activities, apart from few tasks which are specifically assigned to those who host the meetings.

The partners may also organise bilateral, tri-lateral or quadrilateral meetings according to the activities to be implemented and the division in workgroups. During the overall duration of the project and with major emphasis in the final period, the partner will exploit their networks of contacts to perform dissemination actions, in order to favor a large exploitation of the results.

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## Dissemination Actions

- Creation of project website
- Uploading of documents, photos, videos, participation in the website improvements
- Development of a project brochure
- Organisation of a seminar to present project results to local VET and EU funds stakeholders
- Promotion and dissemination of project results

The STEP4All project is a Multilateral Partnership co-funded by the European Commission within the Leonardo da Vinci.

The Leonardo da Vinci sector programme links policy to practice in the field of vocational education and training. One of its main aim is to facilitate the development of innovative practices in the field of vocational education and training other than at tertiary level, and their transfer, including from one participating country to others.



Education and Culture DG

Lifelong Learning Programme

## Workshop 1: Sofia, Bulgaria – Feb 2013

### Pre-meeting activities:

- Selection of at least one best practice
- Preparation of a presentation of direct experience in training course on European projects
- Practical organization of the workshop

### Workshop activities:

- Getting to know each other
- Presentation of direct experience in training on European projects elaboration and management
- Presentation of at least one best practice
- Filling in evaluation sheets

### Post-meeting activities:

- Drawing minutes, conclusions and evaluation of the workshop

## Workshop 2: Athens, Greece – Jul 2013

### Pre-meeting activities

- Each partner will conduct an investigation in its own country/region on the state of the art of accessing EU funds in its own country/region, gather all data and bring its own testimony in a Regional Report.
- Practical organization of the workshop

### Workshop activities:

- Presentation of regional report findings
- Planning of future steps
- Selection of common training contents and methodology
- Filling in evaluation sheets

### Post meeting activities:

- Drawing minutes, conclusions and evaluation of the workshop

## Workshop 3: Leeuwarden, Netherlands – Nov 2013

### Pre-meeting activities:

- Selection of proposals for training contents to be included in the final guides
- Preparatory work for final product development
- Practical organization of the workshop (BDF – host partner)

### Workshop activities:

- Agreement on Work-groups division
- Work-group's activities: definition of methodology, final selection of contents, elaboration of training plan, section of support materials, development of practical exercises
- Filling in evaluation sheets

### Post-meeting activities:

- Drawing minutes, conclusions and evaluation of the workshop

## Workshop 4: Budapest, Hungary – May 2014

### Pre-meeting activities:

- Development of modules, exercises, support materials: finalization of 3 short guides according to the division of tasks agreed on in previous meetings
- Preparatory work for the 3 short guides evaluation
- Practical organization of the workshop

### Workshop activities:

- Evaluation session: testing of short guides with the participation of students/trainees
- Debate and proposal for improvement
- Final adaptation of short guides
- Filling in evaluation sheets

### Post-meeting activities:

- Drawing minutes, conclusions and evaluation of the workshop

## Project Results

### STEP4All short Guides

The major outcome of the project will be 3 short guides, providing a technical and theoretical basis for future project designer and managers.

The content of the guides (to be detailed during the meetings) will deal with:

1. The European Union: history, institutions, functioning
2. Principal Programmes managed by the European Commission
3. Short guide on Project Cycle Management: how to design, manage and report a project.

The three booklet will be available in all project languages:  
EN, IT, SK, SP, TU, HU, GR, DU, BG, PT.

### Regional Reports

As basis for the production of the short guides, each partner will conduct an investigation in its own country/region and produce a Regional Report (in English and in its own national language), which will be available on project website.

### Best practices

The best practice selected and presented in the regional reports and during the meetings will be collected in a final document that will be published on project website.

### STEP4All.eu website

Online interface containing reports, short guides, project results, best practices.

## STEP4All Consortium



Besides offering management consulting and advising, Eurocrea Merchant is also involved in providing training courses and in EU-Project management. Part of the team is constantly involved in searching the best funding opportunities offered by the EU Commission, and in designing and managing projects for themselves or for Italian SMEs.



**AVACA TECHNOLOGIES**  
**GREEK**

Avaca Technologies S.A. is an independent software development house and IT integrator that provides consulting, informatics and engineering services. AT is a fast growing company which currently employs 17 persons and has developed a significant list of clients across many industries and market sectors.



HDI Consulting is a consulting company, which gained expertise in the project development in the framework of EU funded development programmes, preparation of projects and tenders for submissions, professional help during the project implementation, preparation of call for tenders for development agencies, strategic planning, evaluation, monitoring.



Spiš Regional Development Agency, is a non-profit organisation supported by Ministry of Construction and Regional Development of the Slovak Republic that acts in the concept of integrated network of RDAs, and is focused on boosting economic development in the region via institutional cooperation and support to investments.



Tematica Positiva promotes social cohesion and competitiveness in socio-economic sectors with the aim to link the needs of the population to the economy. Since the territories in question haven favorable characteristics in different areas The training of local human capital becomes of key importance.



Business Development Friesland is a not-for-profit foundation positioned within the triangle of SMEs, knowledge institutes (VETs and Univ. of Applied Science) and governmental bodies, which initiates and participates in projects aimed at knowledge transfer and development. BDF provides training and support to start-up companies, SMEs and other organisations.



European Leadership Institute is an international training company that develops programmes, organises and delivers seminars and courses, internal trainings, and conducts research seeking to become a corporate partner that meets today's challenges of labour market and personal effectiveness.



Kocaeli EU Project Coordination Center was founded under responsibility of Governorship of Kocaeli and provides consultancy services and information in order to accelerate Turkey's accession and enable Kocaeli fully to get benefit from EU education programs, within the frame of LLP, FP7, central finance & contracts unit.



BCC is the Bulgarian representative federation of Construction industry, representing 2285 SMEs company-members, and 7 associated specialised member-federations. It is involved in Social dialogue, collective agreement, supporting to the VET system development, national legal framework, EQF, lists of Construction professions, partners network of sectorial training institutions.