



COURSE REGISTRATION FORM

Teacher	Andrea Katić
University	EDUCONS University
Course	Project management in agriculture
Target	Agricultural Middle Schools/ Agricultural Extension Service
Type	classic
Duration	2 days – 16 hours

Description	Approaching the EU will bring new opportunities for Serbia, including European funds. The agricultural sector requires the preparation for pre-accession funds for agriculture (IPARD) that Serbia receives because of its candidate status. Applying for EU funds is a complex process and funds are allocated exclusively for pre-planned and developed programs/projects. Planning and preparing of project proposals and project documents require professional knowledge and skills in project management in accordance with EU standards. The purpose of the course is to educate people in the agricultural sector in the field of EU funds and project management in order to prepare for future challenges.
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Contents	<p><u>1. Functioning of EU funds and funds for Serbia for agriculture (IPARD) - 2h</u> Topic is related to the functioning of the EU funds earmarked for Serbia with a special emphasis on the IPA Component V (IPARD) relating to rural development.</p> <p><u>2. The term of the project, the phases of the project cycle - 1h</u> The theme provides the main characteristics of the project in all its phases, which can be defined as a set of activities aimed for accomplishing a specific goal within a specified time, through the use of certain resources (financial, material or human).</p> <p><u>3. The Logical Framework Approach (LFA) - 3h</u> LFA is a tool for analysis, presentation and management that allows planners and managers to: analyze the existing situation during project preparation; Establish a logical hierarchy towards a goal that should be reached; Identify certain potential risks; It represents a useful basis for evaluation during and at the end of the project; Determines which is the best way to monitor and evaluate the effects and results; It provides a summary of the project in a standardized format.</p> <p><u>4. Project documentation - 5h</u> A topic is related to education for containing the project application. It explains what the project objectives, results, activities, indicators ... etc.</p> <p><u>5. The importance of team work on the project - 1h</u> Project management is closely connected with the team and team work. Project management requires a successful team and a successful team teamwork is required because the team is not a group of people who had gathered for no</p>
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reason.

6. Human Resource Planning Project - 1h

Topics cover all aspects of people management and interpersonal relationships, including leadership, management, conflict management, evaluation, etc.

7. Planning project costs - 2h

A topic is related to the assessment of the costs of all project resources, budgeting and monitoring of project costs to implement this project within budget.

Objectives

The course participants will be trained to work in the project team, the design and development of project ideas in the field of agriculture in the EU methodology.

Activities

The first part of the course provides participants get acquainted with the functioning of the EU funds earmarked for Serbia with a special emphasis on the IPA Component V (IPARD) relating to rural development. Within the framework of second thematic area, the teacher will introduce participants to the basic characteristics of the project and all its stages, after which everyone will jointly analyze practical examples of good practices and completed projects in agriculture financed by the EU.

In the next part of the course, participants will become familiar with the way of the logical framework (LFA), which is an analytical tool for presenting project proposals in a structured way. LFA is an internationally recognized method for planning and managing projects that are used by the European Commission, the United Nations and other donors.

After meeting with the manner of the logical framework (LFA), course participants will be divided into groups that will make self LFA based on their own project ideas. This is followed by exposure group, comments and gives suggestions from teachers and other participants.

Next topic is related to containing the project application. It explains the project objectives, results, activities, indicators, etc. The participants divided into groups will have the opportunity to make, on the basis of LFA, sketches of the project proposal.

The fifth teaching unit refers to the importance of team work on projects.

Last part of the course is related to human resources planning and planning of the project budget. The participants divided into groups will make projection of project budget and other resources.

The following will be questions, comments, and course evaluation.

Materials

Computer.