



**SKILLS**  
INTERNATIONAL



***We kindly invite you to the training course for ECQA Certified EU Project Managers!***

The ECQA Certified European Project Manager Training is especially designed to provide project managers, administrators and financial personnel with the skills needed to successfully implement European projects.

**Content of the Training Course**

The ECQA Certified EU Project Manager certification requires knowledge in four Units containing 11 modular Learning Elements:

<b>Introduction into EU Projects</b>	<b>EU Structure and EU Programs</b> EU Programs for Research, Education, Structural Funds and Innovation
<b>Project Objectives and Finances</b>	<b>Start up and Objectives</b>
	<b>Management of Work Packages and Project Results</b>
	<b>Finance Management</b>
<b>Cooperation</b>	<b>Contract Management</b>
	<b>Communication and Team Management</b>
	<b>Exploitation and Sustainability</b>
<b>Quality Management</b>	<b>Reporting</b>
	<b>Quality Planning</b>
	<b>Quality Assurance</b>
	<b>Risk Management</b>



An experienced EU Project Manager will guide you through the 3-days training, where you also get an insight into practical examples from many successfully completed European projects. The participants will go through all the procedures of project implementation, from contract management to finances, reporting and exploitation of project results.

## Training Material

Participants will receive copies of training material including students' notes in English. Participants also have access to a self-test portal for preparation to exams.

## Training Program

### Training Day 1

#### INTRODUCTION INTO EU PROJECTS

##### Introduction into ECQA Certified EU Project Manager and ECQA.

**EU Structure and EU Programs:** - EU institutional framework, how they are elected and whom they represent. EU Programs for Research, Education, Innovation and Structural Funds

Practical Exercise: Core Competences and EU Programs

#### PROJECT OBJECTIVES AND FINANCES

**Start up and Objectives:** Life-cycle of EU projects, planning EU Projects, Project Objectives, Measurement of Objectives

**Management of Work Packages and Project Results:** - Definition of Work Packages, Roles and Responsibilities, Project Plan, Deliverables

Practical Exercise: Definition of Project Objectives and Deliverables

### Training Day 2

**Finance Management:** - Project Budget Structure, Financial Rules, types of costs, Financial statement reporting, effort reporting, financial audits

**Contract Management:** - Structure and content of contract between EU Authority and consortium, legal and financial viability checks, consortium agreements, contract management

Practical Exercise: Calculation of costs for an FP7 project

#### COOPERATION

**Communication and Team Management:** - Communication principles between EU Authorities and consortium, roles and communication models between consortium members, IT support for teamworking, organization of project meetings, cultural factors

**Exploitation and Sustainability:** - Dissemination and exploitation in EU projects, sustainability of project results, models for usage of project results, exploitation agreements

### Training Day 3

**Reporting:** - Reporting models, documentation, preparation of reports regarding project progress and finances

#### QUALITY MANAGEMENT

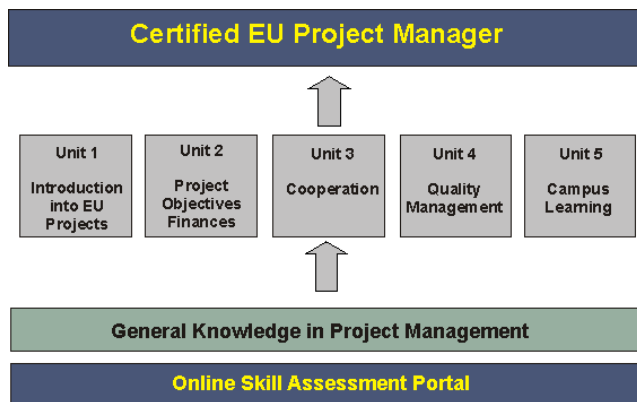
**Quality Planning:** - Characteristics of quality in EU projects, quality of processes in EU projects, quality of projects results and deliverables

**Quality Assurance:** - Monitoring, quality assurance, internal and external reviews, audits

**Risk Management:** - Identification of risks in EU projects, risk management and responsibilities, conflict management

## Learning Path

Certificate: "ECQA Certified EU Project Manager"



## Learning Steps To ECQA Certification

### > Self Assessment

Perform the online Self-Assessment See also [www.ecqa.org](http://www.ecqa.org).

### > Training

Select a training course from the professions' pool.

The training has a duration of 3 days.

### > Test & Certification

Certificates are issued by ECQA for successful examination participants. Certificates of attendance are also issued.

## European Certification and Qualification Association

In the **European Certification and Qualification Association** (ECQA) ([www.ecqa.org](http://www.ecqa.org)) a partnership of **28 institutions in 18 countries** agreed joint quality criteria and common certification rules which are applied across the different European regions.

This resulted in a pool of European professions in which a high level of European comparability has been achieved by a Europe wide agreed skills set, a European test questions pool and European exam (computer automated by portals). ECQA corresponds to the Bologna principles and European Qualification Framework (EQF).

Actually there are 18 job roles supported by European Certification and Qualification Association in the field of innovation, project management, IT, Finance, E-Business etc.

## ECQA Members

<i>4SUM Partners</i>	Finland
<i>Alexander Technological Educational Institute of Thessaloniki (A.T.E.I.)</i>	Greece
<i>Corvinus University of Budapest</i>	Hungary
<i>DANUBE European Training &amp; Technology</i>	Austria
<i>DELTA</i>	Denmark
<i>EQN LTD</i>	Ireland
<i>Falcon Leader Oy</i>	Finland
<i>FGUVA - General Foundation of Valladolid University</i>	Spain
<i>Grenoble INP</i>	France
<i>Institution of the Russian Academy of Sciences</i>	Russia
<i>Geophysical center of RAS</i>	Russia
<i>IMC Fachhochschule Krems</i>	Austria
<i>ISCN Ltd.</i>	Ireland
<i>ISCN GmbH</i>	Austria
<i>ISCN Regionalstelle</i>	Austria



ISQI – International Software Quality Institute\*

James Madison University

LOC Beratungsdienste – servizi di consulenza

Memolux

MTA-SZTAKI (Hungarian Academy of Sciences)

Plovdiv University

Politehnica University of Timisoara

Pro Human

Public Research Centre Henri Tudor

Real Security d.o.o.

Skills International GmbH

Skills International L.L.C.

SQS Software Quality Systems AG

TermNet – International Network for Terminology

University of Rijeka

Germany

USA

Italy

Hungary

Hungary

Bulgaria

Romania

Slovenia

Luxembourg

Slovenia

Austria

Kosovo

Germany

Austria

Croatia

\* ISQI is an independent ISO 17024 certifier

## Trainer Reference

**Mag. Andrea Fenz** is Director of Skills International (www.skills-int.com), former Director of APS, European Programmes for Education, Research and Innovation, Graz, Austria.

**15 years of experience** as co-ordinator or partner in about **40 EU projects** in EU Framework Programs for Research and Development,, EU Network of Innovation Relay Centres, LEONARDO DA VINCI (mobility, pilot, expert exchange), Lifelong Learning Program, TEMPUS, PHARE, INTERREG etc.

**Regional Contact Point Southern Austria** for FP4 - FP7 (1995 – 2008) on behalf of Austrian Ministry of Science, Austrian Ministry of Labor, Regional Government of Styria and Chamber of Commerce. National Contact Point (**NCP**) Austria FP6 Information Society Technologies.

**Expert** for Evaluation for Lifelong Learning Program (LLP) for National Agency Austria for Lifelong Learning (OEAD).

**FP7 EU Consultant** in collaboration with FFG, the largest Austrian agency in the field of research funding.

## Skills International Services

In order to minimize the administrative tasks of European project coordinators and partners, we offer our experience from about 40 successfully finished European projects to support researchers in management and administration of the project. Our clients receive support during the whole project life cycle, from the creation of the project, international partner search, to administration, finances and management as well as communication of project results.

Potential impact of proposed projects is reinforced by supporting the partnership in the development of training courses compliant with the European Qualification Framework (EQF).

### Funding Support

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EU Program Consulting  
Proposal Writing and Check  
Innovation Management Consulting

### Training

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EU Project Manager  
Innovation Manager  
EU Proposal Writing

### Project Management

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European Project Administration  
Financial Management  
Audit Preparation  
International Partner Search

### European Programs

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FP7 – 7<sup>th</sup> Framework Program  
Lifelong Learning Program LLP  
Third Country Programs, Tempus  
Structural Funds, etc.

## Contact in Austria

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Training Registration: <http://www.skills-int.com/training/index.html>