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|  | **First Day 2 August 2015 ( 25 Participants)**  |
| **Time** | **Subject** | **Topics** | **Speaker** |
| 08:30- 09:00  | Register to attend and welcome |  | Saba, Suzan, Juan |
| 09:00-09:15 | Strategic Framework of NGO | Mission, Vision, Values, bjectives  |  |
| 09:15-11:00 | Strategic Framework of NGO | Structural chart:* Board of Directors
* Executive Director
* Project Manager
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| 11:00-11:15 |  | Break  |  |
| 11:15-01:00 | Strategic Framework of NGO | * Financial officer
* Project Coordinator
* External Consultants
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|  |  **3 August 2015 ( 25 Participants)**  |
| **Time** | **Subject** | **Topics** | **Speaker** |
| 09:00-09:30 | Strategic Framework of NGO | Roles and Responsibilities of the Structural chart. |  |
| 09:30-10:00 | Strategic Framework of NGO | NGO Management Systems: * NGO Financial Resources
* External Relation
* NGO Programs/Services Delivery
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| 10:00-10:15 |  | Break  |  |
| 10:15-12:00 | Stages of NGO Development | *Stage 1*: NGO at the ‘Start-up stage’ |  |
| 12:00-01:00 | Stages of NGO Development | *Stage 2*: NGO at the ‘Growing stage’ |  |

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|  |  **4 August 2015 ( 25 Participants)**  |
| **Time** | **Subject** | **Topics** | **Speaker** |
| 09:00-10:30 | Stages of NGO Development | *Stage 3:* NGO at the ‘Expanding stage’ |  |
| 10:30-12:00 |  | *Stage 4*: NGO at the ‘Fully Functional stage’ |  |
| 11:45-12:00 | Breack |  |  |
| 12:00-01:00 | Finding Financial Resources | What are the DONORS?What is a Call for proposal?Where to search for a call for proposal |  |
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|  |  **5 August 2015 ( 25 Participants)**  |
| **Time** | **Subject** | **Topics** | **Speaker** |
| 09:00-11:00 | Finding Financial Resources | Differences between different donors and different calls for proposals.Funding source in EU or local donor representatives in Iraq:* Indirect support
* Direct support

EU community programs: EIDHR/ HORIZON2020/ ENPI etc.  |  |
| 11:00-11:15 | Breack |  |  |
| 11:15-01:00 | How to write a call for proposal | Priorities of the call for proposalRelevance of the project idea to the call for proposal topics/lots/measures and the future sustainability |  |
|  |  **6 August 2015 ( 25 Participants)**  |
| **Time** | **Subject** | **Topics** | **Speaker** |
| 09:00-11:00 | How to write a call for proposal | Project Partners, Co-applicants, Associates. Project Idea Characteristics  |  |
| 11:00-11:15 | Breack |  |  |
| 11:15-01:00 | How to write a call for proposal | (Innovative, Transnational, Added value)Project Cycle Management Phases* Programming
* Identifying
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|  |  **9 August 2015 ( 25 Participants)**  |
| **Time** | **Subject** | **Topics** | **Speaker** |
| 09:00-11:00 | How to write a call for proposal |  Project Cycle Management Phases)* Formulation
* Financing
* Implementation
* Evaluation
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| 11:00-11:15 | Breack |  |  |
| 11:15-01:00 | How to write a call for proposal | Problem analysis (Problem tree- causes and effects)Project Overall objective and Specific |  |

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|  |  **10 August 2015 ( 25 Participants)**  |
| **Time** | **Subject** | **Topics** | **Speaker** |
| 09:00-11:00 | How to write a call for proposal |  objectives (S.M.A.R.T. rules)Project Target group, Beneficiaries, Stakeholders |  |
| 11:00-11:15 | Breack |  |  |
| 11:15-01:00 | How to write a call for proposal | Expected resultsLogical Framework MatrixActivity planning |  |

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|  |  **11 August 2015 ( 25 Participants)**  |
| **Time** | **Subject** | **Topics** | **Speaker** |
| 09:00-11:00 | General Structure of an Application form |  1. Executive summary  |  |
| 11:00-11:15 | Breack |  |  |
| 11:15-01:00 | General Structure of an Application form | 2. Presentation of the organization  |  |

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|  |  **12 August 2015 ( 25 Participants)**  |
| **Time** | **Subject** | **Topics** | **Speaker** |
| 09:00-11:00 | General Structure of an Application form |  3. Project background  |  |
| 11:00-11:15 | Breack |  |  |
| 11:15-01:00 | General Structure of an Application form | 4. Problem statement |  |

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|  |  **13 August 2015 ( 25 Participants)**  |
| **Time** | **Subject** | **Topics** | **Speaker** |
| 09:00-11:00 | General Structure of an Application form | 5. Goal and objectives  |  |
| 11:00-11:15 | Breack |  |  |
| 11:15-01:00 | General Structure of an Application form | 6. Beneficiaries  |  |

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|  |  **16 August 2015 ( 25 Participants)**  |
| **Time** | **Subject** | **Topics** | **Speaker** |
| 09:00-11:00 | General Structure of an Application form | 7. Proposed methodology: Partners Project implementation Activities Risks and assumptions Means  |  |
| 11:00-11:15 | Breack |  |  |
| 11:15-01:00 | General Structure of an Application form | 8. Budget  |  |
|  |  **17 August 2015 ( 25 Participants)**  |
| **Time** | **Subject** | **Topics** | **Speaker** |
| 09:00-11:00 | General Structure of an Application form | 9. Monitoring and evaluation |  |
| 11:00-11:15 | Breack |  |  |
| 11:15-01:00 | General Structure of an Application form | 10. Sustainability |  |
|  |  **18 August 2015 ( 25 Participants)**  |
| **Time** | **Subject** | **Topics** | **Speaker** |
| 09:00-11:00 | General Structure of an Application form | 11. Annexes |  |
| 11:00-11:15 | Breack |  |  |
| 11:15-01:00 | General Structure of an Application form | UN Project  |  |

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|  |  **19 August 2015 ( 25 Participants)**  |
| **Time** | **Subject** | **Topics** | **Speaker** |
| 09:00-10:30 | International Relations and development cooperation |  |  |
| 10:30-10:45 | Break |  |  |
| 10:45-12:00 | International Relations and development cooperation |  |  |