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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 |  |
| 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 |  |
| 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 proposal  Relevance 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 |  |
| 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 results  Logical Framework Matrix  Activity 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 |  |  |