



**The Agenda for Specific Training for the creation of Non-profit organisations**

**Phase Two**

**“KEY PEOPLE - Key Knowledge for Iraqi Women” - Program: Support to Civil Society Development in Iraq - Reference: Europe Aid / 133-097/C/ACT/IQ.**

<b>First Day 3 August 2015 ( 25 Participants)</b>			
<b>Time</b>	<b>Subject</b>	<b>Topics</b>	<b>Speaker</b>
09:30- 10:00	Register to attend and welcome word from The Governorate of Ninawa and WEO		Saba R. Hasan, Suzan Aref
10:00-11:00	Strategic Framework of NGO	Mission, Vision, Values, objectives	Dr. Alla Ahmad Hassan
11:00-12:00	Strategic Framework of NGO	Structural chart: <ul style="list-style-type: none"> <li>• Board of Directors</li> <li>• Executive Director</li> <li>• Project Manager</li> </ul>	Dr. Alla Ahmad Hassan
11:45-12:00		Break	
12:00-02:00	Strategic Framework of NGO	<ul style="list-style-type: none"> <li>• Financial officer</li> <li>• Project Coordinator</li> <li>• External Consultants</li> </ul>	Dr. Nazar Jamail Abdulazeez



<b>4 August 2015 ( 25 Participants)</b>			
<b>Time</b>	<b>Subject</b>	<b>Topics</b>	<b>Speaker</b>
10:00-12:00	Strategic Framework of NGO	Roles and Responsibilities of the Structural chart.  NGO Management Systems: <ul style="list-style-type: none"> <li>• NGO Financial Resources</li> <li>• External Relation</li> </ul> NGO Programs/Services Delivery	Dr. Alla Ahmad Hassan
12:00-12:15		Break	
12:15-02:00	Stages of NGO Development	<i>Stage 1:</i> NGO at the 'Start-up stage' <i>Stage 2:</i> NGO at the 'Growing stage'	Dr. Muhanad Abed Rashid

<b>5 August 2015 ( 25 Participants)</b>			
<b>Time</b>	<b>Subject</b>	<b>Topics</b>	<b>Speaker</b>
10:00-01:00	Stages of NGO Development	<i>Stage 3:</i> NGO at the 'Expanding stage' ----- <i>Stage 4:</i> NGO at the 'Fully Functional stage'	Dr. Muhanad Abed Rashid
01:00-01:15	Break		
01:15-02:00	Finding Financial Resources	What are the DONORS? What is a Call for proposal? Where to search for a call for proposal	Dr. Mazen Marwan Mardini



<b>6 August 2015 ( 25 Participants)</b>			
<b>Time</b>	<b>Subject</b>	<b>Topics</b>	<b>Speaker</b>
10:00-12:00	Finding Financial Resources	Differences between different donors and different calls for proposals. Funding source in EU or local donor representatives in Iraq: <ul style="list-style-type: none"> <li>• Indirect support</li> <li>• Direct support</li> </ul> EU community programs: EIDHR/ HORIZON2020/ ENPI etc. Other donors program	Dr. Mazen Marwan Mardini
12:00-12:15	Break		
12:15-02:00	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	Dr. Nazar Jamail Abdulazeez
<b>9 August 2015 ( 25 Participants)</b>			
<b>Time</b>	<b>Subject</b>	<b>Topics</b>	<b>Speaker</b>
10:00-12:00	How to write a call for proposal	Project Partners, Co-applicants, Associates. Project Idea Characteristics	Dr. Nazar Jamail Abdulazeez
12:00-12:15	Break		
12:15-02:00	How to write a call for proposal	(Innovative, Transnational, Added value) Project Cycle Management Phases <ul style="list-style-type: none"> <li>• Programming</li> <li>• Identifying</li> </ul>	Dr. Nazar Jamail Abdulazeez



<b>10 August 2015 ( 25 Participants)</b>			
<b>Time</b>	<b>Subject</b>	<b>Topics</b>	<b>Speaker</b>
10:00-12:00	How to write a call for proposal	Project Cycle Management Phases) <ul style="list-style-type: none"> <li>• Formulation</li> <li>• Financing</li> <li>• Implementation</li> <li>• Evaluation</li> </ul>	Dr. Nazar Jamail Abdulazeez
12:00-12:15	Break		
12:15-02:00	How to write a call for proposal	Problem analysis (Problem tree-causes and effects) Project Overall objective and Specific	Dr. Nazar Jamail Abdulazeez

<b>11 August 2015 ( 25 Participants)</b>			
<b>Time</b>	<b>Subject</b>	<b>Topics</b>	<b>Speaker</b>
10:00-12:00	How to write a call for proposal	objectives (S.M.A.R.T. rules) Project Target group, Beneficiaries, Stakeholders	Dr. Nazar Jamail Abdulazeez
12:00-12:15	Break		
12:15-02:00	How to write a call for proposal	Expected results Logical Framework Matrix Activity planning	Dr. Nazar Jamail Abdulazeez

<b>12 August 2015 ( 25 Participants)</b>			
<b>Time</b>	<b>Subject</b>	<b>Topics</b>	<b>Speaker</b>
10:00-12:00	General Structure of an Application form	1. Executive summary	Dr. Raad Adnan
12:00-12:15	Break		
12:15-02:00	General Structure of an Application	2. Presentation of the organization	Dr. Raad Adnan



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<b>13 August 2015 ( 25 Participants)</b>			
<b>Time</b>	<b>Subject</b>	<b>Topics</b>	<b>Speaker</b>
10:00-12:00	General Structure of an Application form	3. Project background	Dr. Raad Adnan
12:00-12:15	Break		
12:15-02:00	General Structure of an Application form	4. Problem statement	Dr. Raad Adnan

<b>16 August 2015 ( 25 Participants)</b>			
<b>Time</b>	<b>Subject</b>	<b>Topics</b>	<b>Speaker</b>
10:00-12:00	General Structure of an Application form	5. Goal and objectives	Dr. Raad Adnan
12:00-12:15	Break		
12:15-02:00	General Structure of an Application form	6. Beneficiaries	Dr. Raad Adnan

<b>17 August 2015 ( 25 Participants)</b>			
<b>Time</b>	<b>Subject</b>	<b>Topics</b>	<b>Speaker</b>
10:00-12:00	General Structure of an Application form	7. Proposed methodology: Partners Project implementation Activities Risks and assumptions Means	Dr. Raad Adnan
12:00-12:15	Break		



12:15-02:00	General Structure of an Application form	8. Budget	Dr. Raad Adnan
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<b>18 August 2015 ( 25 Participants)</b>			
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<b>Time</b>	<b>Subject</b>	<b>Topics</b>	<b>Speaker</b>
10:00-12:00	General Structure of an Application form	9. Monitoring and evaluation	Dr. Raad Adnan
12:00-12:15	Break		
12:15-03:00	General Structure of an Application form	10. Sustainability	Dr. Raad Adnan

<b>19 August 2015 ( 25 Participants)</b>			
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<b>Time</b>	<b>Subject</b>	<b>Topics</b>	<b>Speaker</b>
10:00-12:00	General Structure of an Application form	11. Annexes	Dr. Raad Adnan
12:00-12:15	Break		
12:15-02:00	General Structure of an Application form	UN Project	Dr. Raad Adnan

<b>20 August 2015 ( 25 Participants)</b>			
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<b>Time</b>	<b>Subject</b>	<b>Topics</b>	<b>Speaker</b>
09:00-10:30	International Relations and development cooperation		Dr. Muhanad Aded Rashid
10:30-10:45	Break		
10:45-11:45	International Relations and development cooperation		Dr. Muhanad Aded Rashid