

**SUCCEED Network – East African Higher Education Network on Sustainable and Energy  
Efficient Campus Development**

**Methodology and Programme Design  
&  
Fundraising Strategy Workshop**

**Venue: Moi University (Mombasa, Kenya) 17th & 20th June 2014**

**Main objective of this project meeting:**

This project meeting comprises two workshops and a project coordination meeting. The main objective is as follows:

**Act. 2.1. Methodology and Programme Design Workshop**

The main objective is to have a clear picture on how to design high quality e-learning courses.

With a duration of 1,5 days the main topic covered will be Quality assurance within the Higher Education area with special emphasis on e-learning courses.

**Act. 1.7. Fundraising Strategies Workshop**

The main objective of this session is to contribute to the reinforcement of the staff members 'soft skills' that will be working in the Energy Efficiency Units by being able to plan fundraising strategy and draft project proposals.

With a duration of 1 day, the workshop will therefore focus especially on how to successfully develop a project proposal for any international cooperation programme based on the LFM methodology with a special focus on the programme Horizon 2020 and Erasmus +.

The double-training session will be accompanied by a **Coordination Meeting (Act. 5.2.)** work day in order to revise the ongoing project calendar and plan the next steps.

**Expected Results:**

- East African Staff members that deals with energy will get knowledge about how to produce e-courses following the EFQM Model
- Participants will get specific knowledge on how to develop a fundraising strategy and how to capture funds for collaborative projects in the field of energy
- A review of the ongoing activities with clear identification of next steps, roles and expected outputs.

**Methodology:**

This project meeting will be conducted on a ppt basis with practical exercise involving actively all participants.

As a result of this project meeting, all presentations and a meeting report will be uploaded on the project extranet.

**This project meeting will be conducted by the following UA staff members:**

- Roberto Escarré, as Director of SUCCEED Network
- Cristina Beans, as Project Manager of SUCCEED Network
- Virginia Ferrer, as Financial Manager of SUCCEED Network

This workshop will count with the participation of:

- Ester Boldrini, Project Manager of OGPI UA with expertise on Programme and Methodology Design



17/06/2014 (TUESDAY)			Venue: Moi University Mombasa Campus
From	To	Duration	Important: Meet at the Hotel lobby and transfer to the meeting venue Time: 08.20
09.00	09.10	10'	<b>Opening speech by Prof. Richard Mibey, Vice Chancellor of Moi University</b>
09.10	09.20	10'	<b>Presentation of the agenda and workshop's objectives</b> By Cristina Beans from UA
09.20	10.30	70'	<b>Review of first year project activities: Where are we at the project calendar and what are the next steps?</b> By Cristina Beans and Virginia Ferrer from UA With special focus on the following activities: <ul style="list-style-type: none"> <li>- Progress on Revision of EU Campus Policies and Good Practice Guide (Act. 1.1. &amp; Act. 1.2.)</li> <li>- Introduction to Act. 1.6. 'Identification &amp; Sharing of Good Practices raised in EA Countries'</li> <li>- Introduction to Act. 1.4. 'Set up of Energy Efficiency Units &amp; Operation'</li> <li>- Introduction to Act. 1.5. &amp; 3.1. 'Internal and External Roundtables with in-house and local stakeholders'</li> </ul>
10.30	10.45	15'	<b>Coffee Break</b>
10.45	11.00	15'	<b>QUALITY ASSURANCE WORKSHOP – Presentation of the Programme</b> Quality Assurance Workshop By Ester Boldrini – Project Manager OGPI UA
11.00	12.00	60'	<b>Bologna Reform</b> By Ester Boldrini
12.00	13.00	60'	<b>Lunch Break</b>
13.00	14.00	60'	<b>European Standards and Guidelines</b> By Ester Boldrini
14.00	15.00	60'	<b>ECTS, competence and learning outcomes</b> By Ester Boldrini
15.00	16.00	60'	<b>Intro on e-learning</b> By Ester Boldrini

18/06/2014 (WEDNESDAY)			Venue: Moi University Mombasa Campus
From	To	Duration	Important: Meet at the Hotel lobby and transfer to the meeting venue Time: 08.20
09.00	10.30	90'	<b>E-learning design</b> By Ester Boldrini
10.30	10.45	15'	<b>Coffee Break</b>
10.45	11.30	45'	<b>Design and interactive content</b> By Ester Boldrini
11.30	12.15	45'	<b>Managing and evaluating</b> By Ester Boldrini



12.15	13.15	60'	<b>Lunch Break</b>
13.15	13.30	15'	<b>E-learning platforms options</b> By Ester Boldrini
13.30	14.00	30'	<b>Quality in e-learning</b> By Ester Boldrini
16.00	19.00	180'	<b>Excursion - Fort Jesus, Bamburi Nature Trail</b>

<b>19/06/2014 (THURSDAY)</b>			<b>Venue: Moi University Mombasa Campus</b>
<b>From</b>	<b>To</b>	<b>Duration</b>	<b>Important: Meet at the Hotel lobby and transfer to the meeting venue</b> <b>Time: 08.20</b>
09.00	09.15	15'	<b>FUNDRAISING WORKSHOP – Presentation of the Programme</b> By Roberto Escarré
09.15	10.00	45'	<b>Existing Fundraising Opportunities for Energy Projects (Erasmus +, Horizon 2020)</b> By Ester Boldrini
10.00	10.30	30'	<b>Strategies for finding partners. Networking.</b> By Roberto Escarré
10.30	10.45	15'	<b>Coffee Break</b>
10.45	12.15	90'	<b>Need Analysis &amp; Project Cycle Management</b> By Roberto Escarré
12.15	13.15	60'	<b>Lunch Break</b>
13.15	14.15	60'	<b>Group Exercise: How to effectively define project objectives, activities, sub-activities, results and milestones</b> By Roberto Escarré
14.15	15.15	60'	<b>Introduction to LFM</b> By Roberto Escarré
15.15	16.00	45'	<b>Budget – Definition and How to effectively Design a Project Budget</b> <b>Regular Eligible Costs – Description and Main purpose</b> By Virginia Ferrer
16.00	16.45	45'	<b>Group Exercise: Design an activity cost (Staff Cost, Travel, Printing, Organization, Other Cost)</b> By Virginia Ferrer
16.45	17.15	30'	<b>UA Case Study: How we team work the drafting process</b> By Virginia Ferrer
18.00			<b>Group dinner offered by MOI Vice Chancellor, Prof. Richard Mibey</b>

<b>20/06/2014 (FRIDAY)</b>			<b>Venue: Moi University Mombasa Campus</b>
<b>From</b>	<b>To</b>	<b>Duration</b>	<b>Important: Meet at the Hotel lobby and transfer to the meeting venue Time: 08.30</b>
09.00	10.00	60'	<b>Group discussion on Methodology and Content of the e-courses topics and materials (Act. 2.3.)</b> By Roberto Escarré
10.00	11.00	60'	<b>Boosting the Succeed e-learning Platform: Following steps and instructions (Act. 5.3.)</b> By Cristina Beans and Virginia Ferrer
11.00	12.00	60'	<b>Next project steps: financials &amp; next project meeting</b> By Virginia Ferrer
<b>END OF THE AGENDA</b>			
<b>Conclusions by Roberto Escarré</b>			