

## FSTP Community of Practice

### Workshop on Assessment of Proposals for FSTP Implementors

### 16 -18 April 2024, Pristina, Kosovo\*

#### Draft Agenda\*

##### 16 April 2024

TIME	TOPIC
Until 17:00	Arrival of participants
17:30 – 18:00	Registration, welcoming coffee and networking
18:00 – 19:30	Welcoming and introduction Presentation of Agenda and methodology of work Getting acquainted and clarification of expectations Key issues from practice
19:30 – 20:30	Dinner for all participants

##### 17 April 2024

TIME	TOPIC
09:00 - 09:30	Registration, welcoming coffee and networking
09:30 – 11:00	What is KEY (crucial) in the assessment process? <ul style="list-style-type: none"> <li>• Steps</li> <li>• Roles</li> <li>• Challenges</li> </ul>
11:00 – 11:30	Coffee break and networking
11:30 – 13:00	Evaluation committees <ul style="list-style-type: none"> <li>• Role in the assessment process</li> <li>• Internal and external</li> <li>• Selection of members</li> <li>• Instructions</li> <li>• Monitoring/supervision</li> <li>• Confidentiality</li> <li>• Final decision-making</li> </ul>
13:00 – 14:00	Lunch break



14:00 – 15:30	Evaluation committees – continuation - Role-play exercise (i.e. EC meeting) - Case study exercise (i.e. assessment of the concept note)
15:30 – 16:00	Coffee break and networking
16:00 – 17:00	Debriefing from previous sessions Wrap-up of the day Evaluation of the day
18:00 – 19:00	City centre sightseeing
19:30 – 20:30	Dinner for all participants

**18 April 2024**

TIME	TOPIC
09:00 - 09:30	Registration, welcoming coffee and networking
09:30 – 11:00	Good quality proposal vs a good idea with poor capacities <ul style="list-style-type: none"> <li>• Why do we need good-quality proposals?</li> <li>• How far can we go in supporting applicants (training, mentoring, help desk)?</li> </ul>
11:00 – 11:30	Coffee break, check-out from rooms
11:30 – 12:30	Transfer of knowledge <ul style="list-style-type: none"> <li>• What are the key areas of the current practices that need improvement?</li> <li>• What are the next steps we have to take to increase efficiency and effectiveness in the assessment of proposals?</li> <li>• What are the further knowledge and skills we need to ensure for our FSTP implementors teams?</li> </ul>
12:30 – 13:00	Evaluation and closure of the event
13:00 – 14:30	Lunch break for all participants
From 15:00	Departure of participants

*\*The agenda will be revised in line with the needs stated in the application form of interested participants.*