hjv / 18.04.2019

**Guide to present the input to**

**the 2nd Report of key competence and needs for support (IO2)**

* **including both conclusions from the interviews and on-line research.**

**I. Planned outline of the Competence Report**

**1. Foreword on context and aims for the Competence Report (1-2 pages),**

 By Hans (in dialogue with Aron)

**2. Introduction of applied methodology and variations of local conditions (2-3 pages);**

By Hans (in dialogue with Aron)

**3. Presentations of prioritised competence profiles (35 pages)**

3.1 Aron provides summary of questionnaire answers with main graphs (4-5 pages)

(extra graphs may be included in the annex)

3.2 Five partners provide each 6 pages summary of the results (30 pages)

mainly presentation of interviews but also references to the questionnaire results, both overall tendencies of closed questions and especially quotations and summaries from open answers.

**4. Outline essentials of adapted PMI triangle for adult education CSOs (15 pages)**

By Hans

4.1 Summary of recommendations from survey (2-3 pages)

4.2 Presentation of adapted PMI triangle (10 pages)

4.3 Recommendation for elaboration of the PMI Triangle (1-2 pages)

**5. Needs for support to project managers (15 pages)**

5.1 Aron provides summary of questionnaire answers with main graphs (3-4 pages)

(extra graphs may be included in the annex)

5.2 Five partners provide each 1-2 pages summary of the results (10 pages)

mainly presentation of interviews but also references to the questionnaire results, both overall tendencies of closed questions and especially quotations and summaries from open answers.

 5.3 Key recommendations for the support network (2-3 pages)

**Annexes:**

A1 More detailed graphs from the survey

A2 Guide for interviews

A3 (Maybe) section of questionnaire regarding competences and network inputs

**II. How each partner can present the input to the Competence report**

**Regarding 3.2: How to present the competence profiles (6 pages per partner)**

* mainly presentation of interviews but also references to the questionnaire results, both overall tendencies of closed questions and especially quotations and summaries from open answers.

**Guidelines:**

The structure of presentation can

* as first order follow the six questions about the competence profiles in the interview guide
* as second order (under each of the six questions) distinguish between experienced (mainly A+B) and inexperienced (mainly C+D)
* as a third order (under the experienced group) you can differentiate between the competences needed for respectively to prepare an application and to coordinate and realise a project
* as a more fluent order you can also differentiate between the perspectives of the coordinators and partners in the international projects, where partners typically can be seen as unexperienced, but not necessarily.

**Structure for the first order (the six interview questions about competences)**

 D1 Which competences/skills did you need the most for preparing a successful application for an international cooperation project? (Focus is on preparing a successful application) ( ½ - 1 page)

D2 Which competences/skills would you need to improve personally to be a better international project manager? (Focus is on coordination and realising a granted project) ( ½ - 1 page)

D3 (After presenting an outline of this leg of skills) Which **technical skills** do you see as most important for international project managers? Why? (1 – 1½ page)

D4 (After presenting an outline of this leg of skills) Which **leadership skills** do you see as most important for international project managers? Why? ( 1 – 1½ page)

D5 (After presenting an outline of this leg of skills) Which **strategic and business management skills** do you see as most important for international project managers? Why? ( 1 – 1½ page)

D6 What kind of support to strengthen your skills would you prefer? Should the support mainly be in the form of national and European training courses, Portal tools, e-mentoring, and/or the provision of international support network? Why? (1 – 1½ page)

In all, 6 standard pages (approx. 3000 characters per page, using Calibri 11 pkt and normal line spacing)

NB: It is ok, if you need more or less pages or less pages, it is ok

**Regarding 5.2: How to present needs for support (2 pages per partner)**

* mainly presentation of interviews but also references to the questionnaire results, both overall tendencies of closed questions and especially quotations and summaries from open answers.

**Guidelines (same as for competence profiles):**

The structure of presentation can

* as first order follow the six questions about the competence profiles in the interview guide
* as second order (under each of the six questions) distinguish between experienced (mainly A+B) and inexperienced (mainly C+D)
* as a third order (under the experienced group) you can differentiate between the competences needed for respectively to prepare an application and to coordinate and realise a project
* as a more fluent order you can also differentiate between the perspectives of the coordinators and partners in the international projects, where partners typically can be seen as unexperienced, but not necessarily.

**Structure for the first order (the four interview questions about needs for support)**

E1 Within the project we are going to found an international network supporting international project managers and civil society organisations realising international cooperation. What kind of support should such a network provide? (½ page)

E2 What kind of online tools, knowledge pills, guidance support, etc. should an Online Portal provide for first-time international project managers? (½ page)

E3 What kind of support should a mentoring service provide for first-time international project managers? (½ page)

E4 What kind of support, should training possibilities, provide for first-time international project managers? (½ page)

In all, 2 standard pages (approx. 3000 characters per page, using Calibri 11 pkt and normal line spacing)

NB: It is ok, if you need more or less pages or less pages, it is ok