Seminar for contact persons

Effective Collaboration and participation within SERN

SECRETARIAT

General enquiries +Training + Pooling of expertise	**Nicola Catellani** Network Coordinator
Project-based cooperation/ mobility projects	**Laura Avanzi** Project Officer
Project-based cooperation/ project implementation	**Ginevra Roli** Project Officer
Project-based cooperation/ project development	**Federica Gravina** Project Officer
Communication and information related questions	**Alessia Mereu** Communications Officer

AREAS OF COLLABORATION 2021-2027

INCLUSIVE COMMUNITIES

Quality Education
Active Citizenship
Service for Vulnerable Groups

DIGITALIZED COMMUNITIES

E-government
Digital Skills

GREEN AND SUSTAINABLE COMMUNITIES

Climate Action
Sustainable Tourism
Smart Mobility

ACTIVITIES IN THE FRAMEWORK OF SERN

FORMULATION OF PROJECT PROPOSALS

HOW IS A PROJECT IDEA DEVELOPED IN THE FRAMEWORK SERN?

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the idea comes to Secretariat from a member → the proposal circulates (MEMBERS' AREA) and we look for an Italian /Swedish member interested in the further development of the idea

two members (Italian and Swedish) have an idea (it could be the follow-up of a completed project, it could be an idea discussed in the working tables at the SERN Assembly,...)

SERN, through several online or face-to-face meetings, helps members to develop the idea, to define objectives, results and reflect on the activities that could be done as well as the type of program that could finance this project proposal

A project idea generally needs about 2-3 months of exchange of ideas between partners to become a concrete project proposal

PROJECT DEVELOPMENT

THERE ARE TWO WAYS THROUGH WHICH SERN MEMBERS CAN DEVELOP PROJECTS WITHIN THE NETWORK.

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1 a step by step project development process based on “project cycle management”

2 Structured project proposals to be circulated within the network to find partners

WHEN SHOULD YOU CHOOSE STEP BY STEP?

- If you want to develop a project but still don't know exactly on what to focus on in terms of objectives and activities.

- If you need to be supported in the project development process because you don't have much experience with project development.

- If you would like to put emphasis on co-design together with other members of the network (and other partners)of the project

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Project Group Proposal Step by step
INDICATIVE PROGRAMMING

SERN priority area: Please select

Theme:

Promoter ☐ **Potential Partner** ☐

SERN Member organization:

Name of the representative:

Contact information:
(Position, e-mail, phone)

Describe your local context in relation to the theme indicated above(a general description about your municipality /area aimed at letting the other potential partners understand "who you are")

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In relation to the theme and your local context, please identify in a phrase up to three aspects which are relevant and describe them briefly below.

Relevant Aspect 1:

Description

Relevant Aspect 2:

Description

Relevant Aspect 3:

Description

STEP-BY-STEP

STEP 1: FILL IN THE “INDICATIVE PROGRAMMING” FORM WITH:

- A description of your local contexts in relation to a specific theme,
- The most relevant aspects in relation to the theme from the point of view of your organization

The information provided will help setting in motion effectively the project cycle granting a matching of the specific aspects in common between two or more SERN members. Ask the form to the secretariat or download it from the members area on TEAMS;

STEP 2: Send the indicative programming form by e-mail to

STEP 3: The Secretariat will publish it and notify the members through TEAMS;

STEP 4: Once at least 1 organization from the other country confirms its interest and fills in the indicative programming form. The project group is activated and the Secretariat will guide you through the next steps.

WHEN SHOULD YOU CHOOSE STRUCTURED PROPOSAL

- If you have already developed a project design which sufficiently clear and articulated i.e. it includes general and specific objectives, expected results;

- If (mainly) you want to find partners for your proposal;

STRUCTURED PROPOSALS

1. Fill in the “Partner Search” form provided by the SERN secretariat or download it from the SERN website. This document should be longer than one page. The form already contains the most important aspects that are necessary for providing a clear picture of your proposal to partners.

2. Send the Partner search form duly filled to the email address secretariat@sern.eu

3. The form is uploaded in the TEAMS Members’area and it is circulated first of all among the SERN members and, if necessary, outside the network

4. After the partners have been identified and have accepted to participate, the organisation promoting the project proposal is responsible for the next steps.

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PROJECT PROPOSAL
Partner search

Title /Theme | SERN Priority: Services to Vulnerable Groups

PROMOTER :

CONTACT DETAILS:

OTHER SERN PARTNER(S) ALREADY INTERESTED:

EU PROGRAMME/CALL:

PROFILE OF THE PARTNER(S) SEARCHED:

DEADLINE FOR EXPRESSING INTEREST

CONTACT PERSON AT SERN (to be filled in by the Secretariat):

BACKGROUND

OBJECTIVES

General objective:

Specific objectives:

EXPECTED RESULTS

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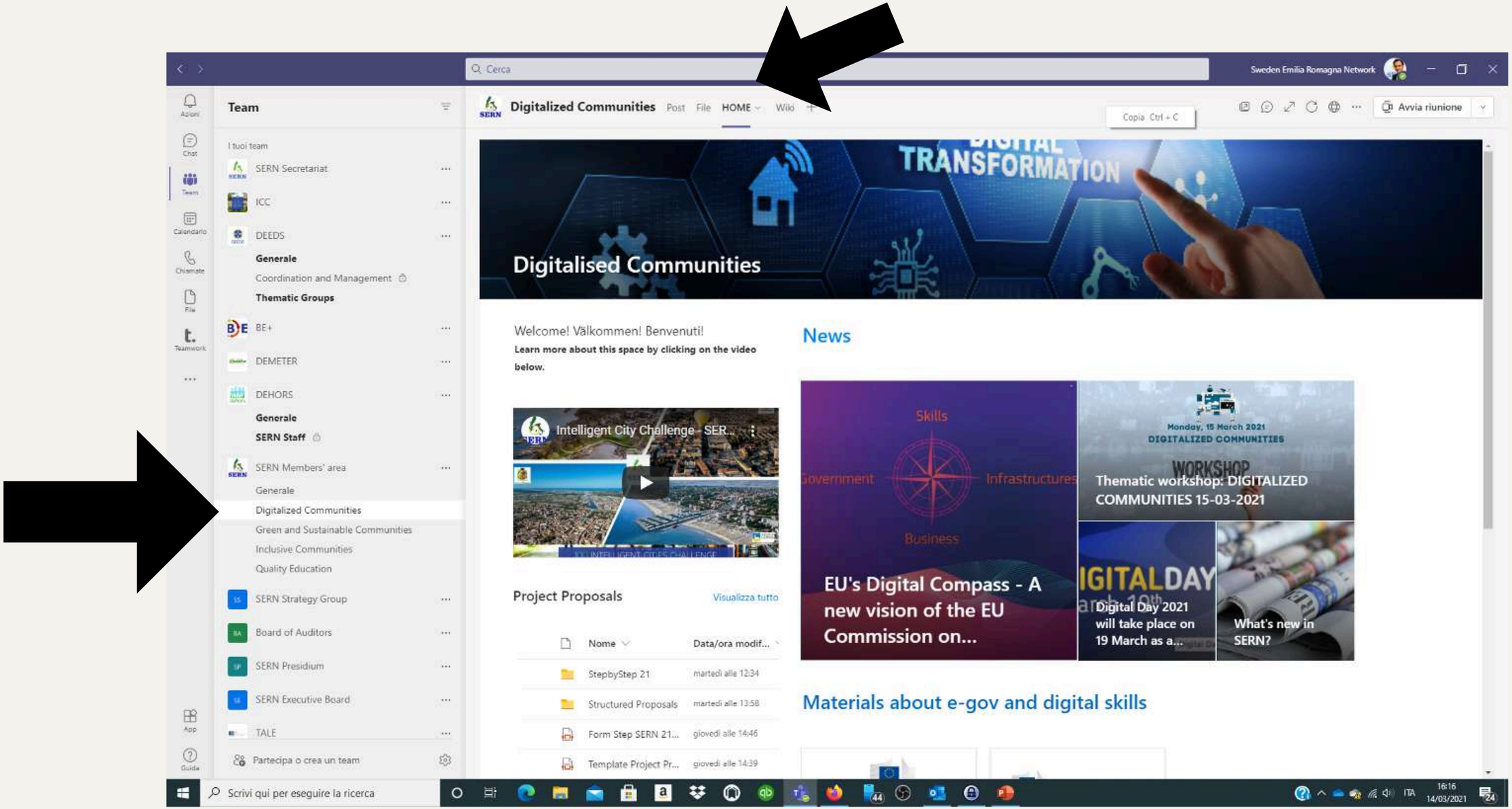
SUGGESTED ACTIVITIES

WHERE TO FIND FORMS AND PROPOSALS



COMMUNICATION AND INFORMATION

SERN offers different communication and information channels with the dual purpose of, on the one hand, keeping members up-to-date on the Network's activities and available opportunities and, on the other hand, making the activities and products developed known to a wider audience.

- **SERN website**
- **Newsletter**
- **Social Media**
- **Members' Area**

SERN WEBSITE

More than 200 pages, available in English, Italian and Swedish with detailed information about SERN activities and members.

SERN MEMBERS' AREA

Online platform through which information is shared and circulated among the members. It is divided in 5 channels:

- the general channel with information about the institutional activities of the Network;
- the thematic channels with news, documents and materials related to the priority areas.

SERN NEWSLETTER

Mailed at least twice at month in different formats. It circulates information about project activities, events, opportunities for funding at EU level... Some issues of the newsletter are dedicated exclusively to members.

SOCIAL MEDIA

Facebook and LinkedIn.

Main tools used to spread information about the activities of the Network and promote the products developed within the Network to a wider public.

https://www.facebook.com/sern2.0

https://www.linkedin.com/company/sern

Go to Menti.com

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SERN THEMATIC WALL

Thematic info sessions

shape and substance to the priorities and activities foreseen by the SERN strategy.

A specific THEME in focus , linked to our strategy, for a set period of time (2/3 months).

Several key objectives

INFORMING ABOUT THE THEME

THEMATIC SEMINAR WITH EXPERTS

SEMINAR ON EUROPEAN PERSPECTIVE

SHOWCASE AND EXCHANGE OF BEST PRACTICES

INSPIRATION LABs

FOSTERING COOPERATION AND PROJECT DEVELOPMENT

WORKING GROUPS

PROJECT DISSEMINATION

ADDITIONAL ACTIVITIES

E.g.: peer reviews, study visits...,

TAILORED CONTENT AND COMMUNICATION

bricks

Wide range of activities

STW YOUTH AND INCLUSION

WHEN: September - December 2024

THREE MAIN OBJECTIVES: inform, promote collaborations across members, individual and collective learning and professional development

ACTIVITIES

Webinars Training Workshops Challenge- based activities

Best Practices showcasing Social media

TARGET: Civil servants, politicalrepresentatives, youth workers, teachers and headmasters

Mid-September	Kickoff Webinar introduction	Webinar: European Opportunities for Youth
Late September	Urban Planning and Youth-Friendly Spaces	
Later October	Prevention of School Dropout Dropout Prevention Hackathon for schools	
Mid-October / MId November		Workshop: Project Ideation for Erasmus+ Youth
Late October	Use of Technology in Youth Work and for Youth Engagement 2-4 Short pre-registered presentations on successful practices from different members, focusing on integration policies and practices. Live Discussion: Follow-up discussions with interested members to deepen the practices showcased.	

Early November	**Youth mental well-being**	**Webinar: European Opportunities for Youth**
Mid-November		**Workshop: Proposal Writing for Erasmus+ Youth Projects**
Mid-December	**Wrap-Up Session: Evaluation and Follow-up**	
Ongoing	**Weekly Social Media Posts**	

PROVINCIA
DI PARMA

Comune di Parma

emiliAmbiente