

## Ecological and sustainable project management

### MAIN INFO

<b>SALTO E&amp;T link:</b>	<a href="https://salto-et.net/AMP/event_single/show_public_overview/LI01_0586_TSS_2023">https://salto-et.net/AMP/event_single/show_public_overview/LI01_0586_TSS_2023</a>		
<b>Organiser NA:</b>	LI01 - Agentur für Internationale Bildungsangelegenheiten AIBA	<b>Public status:</b>	Public for visitors
<b>Reference Number:</b>	LI01_0586_TSS_2023	<b>Venue country:</b>	Liechtenstein
<b>Type of activity:</b>	Training, support and contact seminars of potential Programme participants	<b>Venue city:</b>	Other
<b>Budget Year:</b>	2023	<b>Working language:</b>	English
<b>WP phase:</b>	Accepted by EC	<b>Key Action:</b>	Not applicable
<b>Postponed:</b>	No	<b>E+ Academy:</b>	No
<b>Scope:</b>	Transnational		
<b>Type of presence:</b>	Face-to-Face	<b>Priority:</b>	Increase the quality of programme implementation (2021-27)
<b>Sector:</b>	<span style="background-color: #800080; color: white; padding: 2px;">SE</span> <span style="background-color: #008080; color: white; padding: 2px;">VET</span> <span style="background-color: #FF8C00; color: white; padding: 2px;">HE</span> <span style="background-color: #90EE90; color: white; padding: 2px;">AE</span>	<b>Subtopic:</b>	<span style="background-color: #cccccc; padding: 2px;">newcomers</span> <span style="background-color: #cccccc; padding: 2px;">sustainability</span> <span style="background-color: #cccccc; padding: 2px;">strategic partnership</span> <span style="background-color: #cccccc; padding: 2px;">project management</span>
<b>Start date:</b>	10.06.2024	<b>End date:</b>	12.06.2024

### COST FIELDS

<b>Travel cost paid by Organiser NA:</b>	No	<b>Maximum amount of travel cost (€):</b>	-
<b>Accommodation covered by Organiser NA:</b>	Yes	<b>Maximum amount of accommodation fee (€):</b>	1
<b>Meals covered by Organiser NA:</b>	Yes		
<b>Additional fee paid by Sending NA:</b>	No	<b>Maximum amount of additional fee (€):</b>	-

**Additional fee explanation:** -

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## TCA DOCUMENTS

**TCA documents:**

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## TCA DESCRIPTION

**Themes and goals:** Title: Ecological and Sustainable Project Management in Erasmus+. Additional theme: Training people to successfully manage Erasmus+ projects and to move towards ecological and sustainable project management, as well as supporting the development of cooperation between organisations from Europe to improve the implementation of the Erasmus+ programme in their country. Topics: Erasmus+ project life cycle & project management (PM) cycle, planning PM, project preparation, getting started, preparation of beneficiaries' partner contracts, PM supporting documents and tools, project implementation, transnational project meetings & virtual meetings, monitoring, quality assurance, mid-term evaluation & report, dissemination, multiplier events, project completion, preparation for EUC-checks, final report, project results platform. Format: Workshop / seminar with group work and networking activities. This seminar will cover impulse lessons and group work sessions with presentation. The overall aim of this TCA is to increase the quality in project management for the Erasmus+ programme and ensure that institutions and organisations from Europe actively engage in project management within the SCH, VET, ADU and HED sectors. This contact seminar has a cross-sectoral focus and invites the participation of current and future beneficiaries from School Education (SCH), Vocational Education and Training (VET), Adult Education (ADU) and Higher Education (HED) as well as the private sector. It further aims to promote all activities with a focus on cooperation partnerships, provide support to potential beneficiaries in terms of successful project management and to raise awareness for the implementation of an ecological and sustainable project management approach. The TCA additionally provides a platform from which stakeholders from different educational sectors can connect, share experiences and establish networks within. The TCA is highly recommended for newcomers and less experienced applicants and for people who are interested in developing their project management skills to a top level.

**Expected results:** From the participant's perspective: Participants can learn about project management in Erasmus+ projects from both perspectives: as beneficiary and leading organisation in an Erasmus+ project, as well as participating organisation. They will go through the stages of project life cycle and the project management cycle, learn about tools, methods, documents used and gain awareness for the implementation of an ecological and sustainable project management approach.. At the end of the course, participants will have learnt the key elements required for successful, ecological and sustainable project management within Erasmus+. Further output will be: Increased awareness of environmental and sustainable thinking and behaviour. A deeper understanding of the successful implementation of Erasmus+ projects, in particular with regard to timely planning and implementation of preparatory activities, risk assessment and management, active project control and implementation of quality assurance measures. In addition, the exchange of good practices, documents, methods and tools between participants will be encouraged. Finally, cross-

sectoral cooperation between ADU, SCH, VET and HE should be strengthened in order to potentially develop the basis for further exchange and cooperation. From the organizing NA's perspective: Complete course to cover the topic how to successfully manage an Erasmus+ project .

**Additional information:**

1. Welcome to LIECHTENSTEIN! The seminar will be held in the 3-star superior hotel kommod in Liechtenstein that impresses with its modern design, fine cuisine, central location and excellent service. 2 restaurants and a bar provide for the physical well-being. You will stay at the same location from the afternoon of 10th June until after lunch on 12th June (nights, breakfasts, lunches and dinners will be all included, covered by the NALI01). All participants are expected to arrive on Monday 10th June (morning / noon) for a start of activities on Monday afternoon. The planned activities require the presence of all participants until Wednesday 12th June 2024 (lunchtime). On the evening of 11th February 2024, a city tour and visit to the famous Liechtenstein National Museum and dinner in VADUZ is planned. 2. Travel to Liechtenstein: Arrival by bus (Liemobil): Get in and sit back. Your driver will take you safely to Ruggell: Line /Bus 31 or 36E or 37 (Schaan-Ruggell, Ruggell-Schaan) takes you to Ruggell all year round. All stops along the route are served (except line 36E). Further information: [www.liemobil.li](http://www.liemobil.li) Arrival by train: Zurich – Sargans – Buchs/SG - Schaan (approx. 90 km) St. Gallen - St. Margrethen - Buchs/SG - Schaan (approx. 60 km) Frankfurt/Main - Basel - Zurich - Sargans - Buchs/SG - Schaan (540 km) Munich - Lindau - Bregenz - Feldkirch (approx. 230 km) Vienna - Innsbruck - Feldkirch (approx. 730 km) Innsbruck - Feldkirch (approx. 160 km) Bregenz - Feldkirch - (approx. 50 km) Paris - Basel - Zurich - Sargans - Buchs/SG - Schaan (approx. 720 km) From the railway stations: Buchs/SG / CH (12 km from Ruggell) and Feldkirch / A (9 km from Ruggell) there are good bus connections to all municipalities in the Principality of Liechtenstein. Further information: Travel plan SBB: [www.sbb.ch](http://www.sbb.ch) / Travel plan ÖBB: [www.oebb.at](http://www.oebb.at) / Travel plan DB: [www.bahn.de](http://www.bahn.de) Arrival by car: Zurich - Sargans - Ruggell (approx. 110 km / 1 1/2 hrs.) Geneva - Bern - Zurich - Sargans (N 13) - Ruggell (approx. 400 km / 4 1/2 hrs.) Munich - Bregenz - Feldkirch - Ruggell (approx. 250 km / 3 hrs.) Innsbruck - Feldkirch - Ruggell (approx. 170 km / 3 hrs.) Vienna - Salzburg - Innsbruck - Feldkirch - Ruggell (approx. 670 km / 8-9 hrs.) Milan - Chiasso - Beilinzona - San Bernardino (N 13) - Chur – Sargans - Ruggell (approx. 300 km / 4 1/2 hrs.) Frankfurt a. Main - Basel - Zurich - Sargans - Ruggell (approx. 550 km / 6 1/2 hrs.) Motorway junctions N 13: Balzers, Vaduz, Schaan, Benden. Sanitary constraints: no specific requirements. Meals and accommodation covered by NA LI01: 2 nights in a single room from 10th to 12th June 2024; 2 breakfasts and 2 lunches on 11th and 12th June 2024; 2 dinners on 10th and 11th June 2024 (including city tour). Please note: lunch on Monday 10th June 2024 to be organized and paid for by each participant (not covered by NALI01).

**Important notes:**

The TCA is scheduled from Monday 10th June 2024 (arrival expected on Monday morning / noon) to Wednesday 12th June 2024 (departure expected in the afternoon). Times and final programme to be specified later. The start and end dates of the TCA are fixed and validated. The venue (Ruggell) is also confirmed. NA staff are welcome as facilitator/moderator; NA staff should complete the online application form via SALTO. Total number of expected participants: max. 45 PAX, i.e.: +/- 35 PAX EU, +/- 10 PAX LI01. **BOOKING PLACES:** Date of publication of SALTO sheet: 21st Dec 2023. Booking phase from 21st Dec 2023 to 2nd April 2024. Validation of booked places by LI01 until

15th April 2023. Submission of applications on SALTO starts on 21th Dec 2023 (after validation of NA booked places by LI01)APPLICATIONS: Application phases from 21th Dec 2023 to 12th April 2024 (deadline). Applications will be submitted through SALTO and an online form to be completed (request for additional information and other questions, information, etc.), link sent after receiving the SALTO application. National agencies that prefer to keep their own application material should, after their final selection of participants, ensure that their selected participants complete the registration/application form on SALTO. FOR SENDING NAs: Examination phase of applications and selection of your own participants: between 2nd April 2024 and 12th April 2024. Validation on SALTO of your NA's choices and final list of selected participants, deadline Friday 12th April 2024 (please respect this deadline)NETWORKING PLATFORM: This TCA is a thematic seminar including preparation / homework activities. To this end, an online platform will be opened at the beginning of April 2024 to collect all the participants' information (identity, photo, presentation of their structure, educational sector, project intentions/ideas, networking wishes, etc.). Thus, before their arrival, your participants will be able to consult the other profiles and be put in contact as soon as they arrive. For effective networking, full completion of profiles is required.

## PARTNERS AND PARTICIPANTS

<b>Organiser NA:</b>	LI01 - Agentur für Internationale Bildungsangelegenheiten AIBA
<b>Contact person of Organiser NA:</b>	Jasmine Spalt
<b>Contact email of Organiser NA:</b>	jasmine.spalt@aiba.li
<b>Phone number of Organiser NA:</b>	+423 236 72 24
<b>Website/social media page(s):</b>	
<b>Is this TCA open for co-organising partner applications?:</b>	No
<b>Deadline of co-organising partner application:</b>	-
<b>Deadline of booking places:</b>	02.04.2024
<b>Number of participants:</b>	45
<b>Participants per country:</b>	<b>10 - Liechtenstein</b> <b>35 - Any</b>

<b>Target group:</b>	School leaders, directors   Teachers   Trainers   Professors Volunteers   Education professionals   Experts   Other support staff Students   School authorities   Policy makers   Representatives of non governmental institutions   People with fewer opportunities (see glossary)   Other
<b>Erasmus+ Programme experience level:</b>	Newcomers and Experienced beneficiaries
<b>Profile of participants:</b>	This TCA is highly recommended for newcomers and less experienced applicants, as well as for experienced people who are interested in developing their project management skills to a high level, especially in the field of environmental and sustainable project management and in the context of Erasmus+ projects.
<b>Is NA staff welcome?:</b>	Yes
<b>Contribution of NA staff:</b>	Moderation during group work, organisational support,...
<b>Applied as Co-organising partner(s):</b>	-
<b>Pending Co-organising partner application(s):</b>	-
<b>Accepted Co-organising partner(s):</b>	-
<b>Applied as Sending partner(s) – Booked places:</b>	CY01 - 2   CZ01 - 2   DE02 - 2   DE03 - 3   DK01 - 2   ES01 - 5   LV01 - 3 PL01 - 2   SK01 - 2   TR01 - 3
<b>Pending Sending partner application(s) - Booked places:</b>	CY01 - 2   CZ01 - 2   DE02 - 2   DE03 - 3   DK01 - 2   ES01 - 5   LV01 - 3 PL01 - 2   SK01 - 2   TR01 - 3
<b>Accepted Sending partner(s) – Accepted places:</b>	-
<b>Pending booked places:</b>	26
<b>Accepted places:</b>	0
<b>Free places:</b>	45
<b>Total number of NAs in this TCA:</b>	0

## TCA PARTICIPANT APPLICATION

**Start date of TCA** 21.12.2023  
**Participant Application:**

**Application deadline:** 02.04.2024

**Confirmation deadline for Sending NAs:** 15.04.2024

**Confirmation deadline for Organiser NAs:** 30.04.2024

**i** SALTO cannot be held responsible for information uploaded by the Organiser National Agencies regarding training and cooperation activities (TCAs). Please inform SALTO, whenever you should come upon incorrect data. Always contact the Organiser/Co-organisers of the TCAs themselves for the latest information.