"Capacity Building and Strengthening Institutional Arrangement"

"Capacity Building for EEAA Training Departments"
(Advanced)

Implement Training Program

APAT Experiences

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APAT

Agency for Environmental Protection and Technical Services

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1. The EU Project experiences (PASS 2 and PASS 3)

PASS is the Italian acronym that stands for Public Administrations for the Development of South Regions.

It is a project co-financed by the European Social Found and the Italian Government, aimed to raise the capacity building of the local Administrations of the Southern Regions ("Objective 1" for the European Commission fundings) to have access to the U.E. Structural Founds, by means of training courses, laboratories, organisational and project consultancy.

Particularly, APAT together with the Agencies of the National Environmental Agencies' System, has taken part in two editions of this Project (PASS 2 and PASS 3), for the aspects of environmental protection projects.

1. The EU Project experiences (PASS 2 and PASS 3)

•**PASS 2** finalized to develop professional skills and competences to design (define, elaborate and present) project to access to the European structural funds.

This project is oriented to train environmental protection Agencies Experts/Manager/Responsible and to assist them by means of a centralised training activities, program implementation in order to develop common knowledge, skills and awareness in environmental protection management.

General Index

1. Training activity report (First part)

2. Research report/ Preliminary analysis (Second part)

2.1 Preliminary analysis regarding ANPA/ARPA organization

2.2 Preliminary analysis regarding Project Ideas

3. The project documents

1. The EU Project experiences (PASS 2 and PASS 3)

The training activities planning of <u>**PASS 2**</u> project was concerned of:
<u>Activity A:</u> Introductory seminar for a total of 40 hours subdivided in two phases, hold Rome.

1st phase: 20 hours;
Participants: 40 managers (20 APAT and 20 ARPA/APPA);

Objective: presentation of the project in term of contents, topics, theoretical arguments (Seminaries) and practical activities (Laboratories);

2nd phase: 20 hours;
Objective: Introduction of EU strategies and structural funds; National procedures to access to the co-financing; Roles, tasks and tools of Environmental DG XI; Guide-lines to develop and organize researches and idea-projects.

1. The EU Project experiences (PASS 2 and PASS 3)

PASS 2

Activity B: Two Workshops for a total of 80 hours:

1st Workshop: "Organizational analysis"
40 hours;
Main topics: Organization and financial management of environmental Regional Agencies; Activities of the Minister of the Environment; Competencies System to access to EU funds

2nd Workshop: "Project-Ideas"
40 hours;
Main topics: Project Management, EU Procedures to manage different structural funds and possible scenarios to develop environmental projects.

1. The EU Project experiences (PASS 2 and PASS 3)

PASS 2

<u>Activity C</u>: Itinerant Environmental training

Three laboratory's activities of 24 hours everyone, in the following Italian towns: Naples (Campania), Palermo (Sicily), Matera (Basilicata).

During laboratory's activities the participants have been subdivided in 4 small groups and at the end of the activities, all the works have been presented in plenary sessions.

The 1st laboratory has been oriented to design and plan projects according to EU methodologies (Project Management);

The 2nd laboratory has been finalized to introduce technical contents about financial sources related to idea-projects;

The 3th laboratory has been directed to develop detailed projects defined in the 1st laboratory

1. The EU Project experiences (PASS 2 and PASS 3)

PASS 2

<u>Activity D:</u> Stage to the Directorate General of European Commission – Bruxelles - 1999 - Duration: 5 days
DG X - Directorate-General for information, communication, culture and audiovisual policy;
DG XXII - Directorate-General for scientific affairs, research and development;
DG XIII - Directorate-General Enterprise Policy, Distributive Trades, Tourism & Cooperatives;
DG V - Directorate-General Employment and Social Affairs
DG XVI- Directorate General for Regional Policy;
DG XI – Environment, Nuclear Emergency and Civil protection

<u>Activity E</u>**:** Home work
Individual and assisted activities finalized to collect data, cooperation with other colleagues, inspections work, in order to practice the activities performed during Workshops and Laboratories.

1. The EU Project experiences (PASS 2 and PASS 3)

PASS 3

PASS 3 provided the participants (representatives of the National and Regional Environmental Agencies) with a specialist training on the different phases and activities related to the management, monitoring and assessment of European Union projects, to be included in the National or Regional Development Plans.

Namely, the training activities have been focused to develop competencies and skills required for the respective professional figures in the local Administrations by means of classrooms lessons, working groups, homeworks and project works.

The training activities, in this case and also in PASS 2 case, have been performed by an external specialist firm, that provided participants, divided in several groups, with a teaching and tutoring services and an e-learning services.

1. The EU Project experiences (PASS 2 and PASS 3)

Participants: 30 managers (10 APAT and 20 APPA/ARPA) Maratea (Potenza) enlarged to about 40 experts.

The training activities planning for PASS 3 project have concerned:

Introductory seminar for a total of 40 hours

B) Specialist training as consultant, manager, monitor, assessor of EU level for a total of about 104 hours;

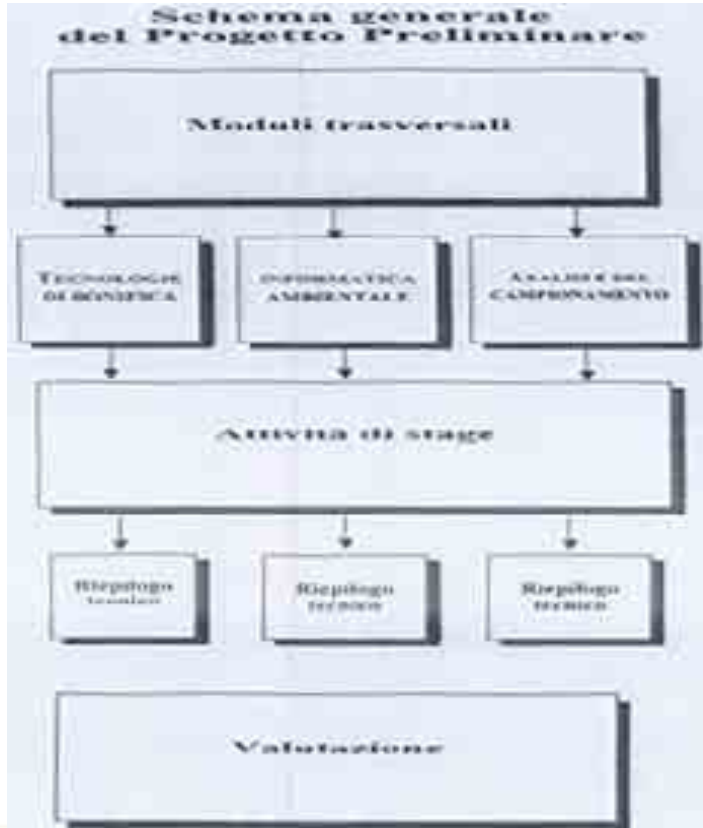C) Working groups for laboratory activities planning;

D) Final National Workshop with a duration of 2 days finalized to share environmental training experiences among participant, with also other experts, observers external.

The project had the support of a web site (FAD) for information activities (30 hours) and learning activities (21 hours) and itinerant tutoring for all the activities of the project.
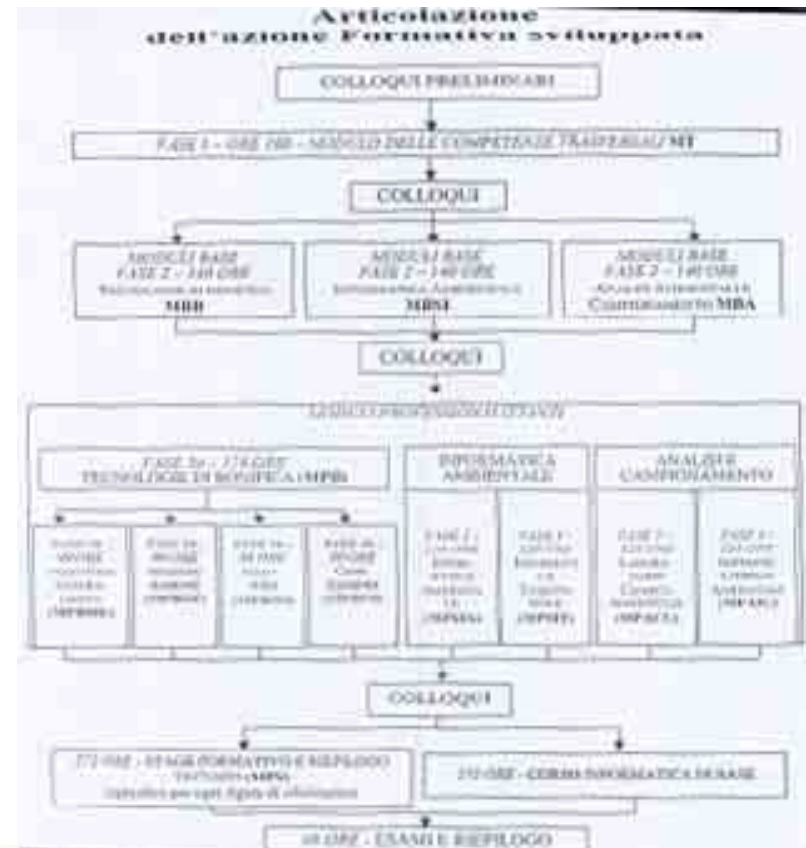
2. ACNA Project (Programmes, Teaching, Tutoring, Documenting)

General Scheme of structures, functions, activities designed for the implementation and management of the project
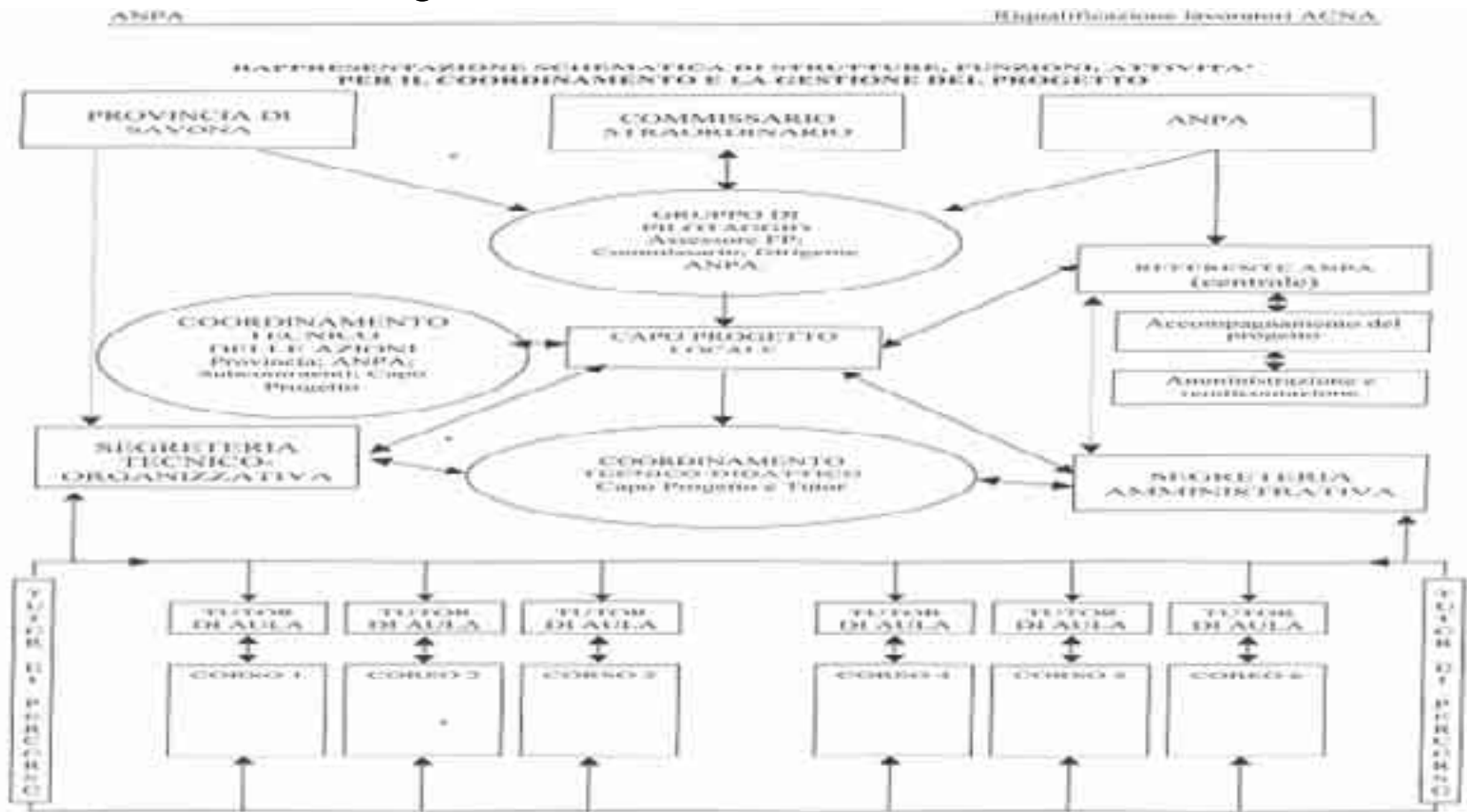
Preliminary project   Executive project

2. ACNA Project (Programmes, Teaching, Tutoring, Documenting)

From an operational point of view, the implementation of the project is described in the following scheme

2. The ACNA Project (Programmes, Teaching, Tutoring, Documenting)

<u>Teaching</u>

In the ACNA Project sometimes teachers were supported by a co-teacher for additional contribution to their responsibilities, as for the following activities:

• Lessons;

• Presentations;

• Didactical materials preparation (texts, manuals, books, etc.);

• Practical exercises;

• Homeworks checks;

• Examination programs;

• Guided and field-visit reports;

• Report of the training activities;

• Test and final examinations.

2. The ACNA Project (Programmes, Teaching, Tutoring, Documenting)

<u>Tutoring</u>

The implementation of ACNA Project includes different professional figures of tutoring, such as:

•Tutors for students;

•Tutors for classrooms management;

•Tutors for job searching and placement;

•Tutors for courses secretariat;

• Coordination Tutors.
Tutors' activities also involve checking of:

• delivery of didactical materials and documentation to participants;

• accident-prevention material to be used during laboratory activities;

•Registration management for all trainees.

The ACNA Projects (Programmes, teaching, tutoring, documenting)

Documenting

All the activities performed have been documented and organized in different folders, containing the following documents:

a) Detailed Executive Project (1 book);

b) Illustrated report with photos (1 book);

c) Report of occupational health aspects, according to Italian Law 626/'94 (3 books);

d) Monitoring report and didactical-pedagogic dossier (7 books);

e) Administrative report (5 books);

f) Texts of the course (5 book);

g) Final report by the Project manager (1 book).

3. APAT environmental training courses procedure

APAT promotes environmental training courses addressed to the development of scientific and technical skills for professional figures of the Italian Environmental Protection Agencies.

The courses are also open to employees of other Public Institutions and Research Centres.

These courses are promoted with the contribute of APAT's Departments' experts/responsible or other high level environmental experts.

In order to guarantee the fulfillment of all the steps needed to perform environmental training courses and perform these activities in quality assurance, a procedure with the main phases' descriptions has been prepared by the Service of "Environmental Education and Capacity Building" of APAT

3. APAT environmental training courses procedures

APAT environmental training courses' procedure is an operative guide with the aim to spread a job's methodology among all experts involved in training courses' planning and implementation phases.

This procedure is useful to be adopted by:

• Promoters and designers of environmental training courses;

• Teachers or experts involved in environmental training   activities;

• Tutors and mentors in charge of trainees management;

The first part describes useful elements to be considered during the planning courses phases, such as definition of environmental training objects, didactical methodologies, teachers and participants' selection, etc.

3. APAT environmental training courses procedures

APAT
Agenzia per la protezione
dell'ambiente e per i servizi tecnici

Service "Environmental Education and Capacity Building"

PROCEDURE FOR TRAINING ACTIVITIES

System to carry out environmental training courses

Rev	Date	Prepared by	Revision and approval by
0	6/7/2005	Dr.ssa Alessandra Casali	Ing. Gaetano Battistella

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3. APAT environmental training courses procedures

The training courses procedure contains also other indications about:

• Definition of different modalities to spread information of the course (web site, mailing lists, brochures, etc)

• The management of the participants list, such as:

participants registration modalities, communication to participants of all information needed during the courses activities, development and management of environmental training networks derived from training courses participations

• Tutoring: trainees' management, working groups, laboratory and environmental training activities, assistance and management, also in outdoor activities, etc.

• Monitoring: collection, analysis and monitoring of participants' feedbacks and final evaluation by means of questionnaires, examinations, etc.

3. APAT environmental training courses procedures

• Recording of all didactical materials and documentation in order to keep them available also after the training activities performance;

• Final report about the courses promotes and the results achieved.

APAT environmental training courses procedure contains also a series of formats in order to facilitate the planning and implementation phases of training courses and activities:

• Didactical Program;

• Registration form;

• Trainees registration;

•Frequency certificate;

•Training need's assessment and evaluation questionnaire;

•Final report