



## NOTICE

**Subject: Call for proposals “Supporting Access to Rights, Employment and Livelihood Enhancement of Refugees and IDPs in Serbia”**

**Publication ref.: EuropeAid/131079/L/ACT/RS**

**Tender no: 09SER01/02/31**

A series of one day information days will be provided for potential applicant municipalities in the period 11<sup>th</sup> – 28<sup>th</sup> April 2011, at a number of selected locations throughout Serbia. These days will focus on the guidelines for applicants, the development of your project and completion of the application form, so it is preferable that those persons who will be most involved with these issues attend the information day.

If your municipality is a potential applicant, please confirm **that your Municipality may participate in this** call for proposals and **nominate a maximum of two persons who will attend** the information day. Please also indicate which location is the most suitable for you to attend.

You can do this by using the attached form at Annex 1 of this letter and sending to:

**Ms. Hristina Georgievski**  
**Fax number: 011 3089273**  
**E-mail: [hgeorgievski@eptisa.com](mailto:hgeorgievski@eptisa.com)**

The events will be organised in the following five locations and addresses:

Location	Date	Time	Address
Nis	12 April 2011	10:00- 16:00	Hotel Aleksandar, Njegoseva 81a ( <a href="http://hotel-aleksandar.com">http://hotel-aleksandar.com</a> )
Vranje	13 April 2011	10:00- 16:00	Hotel Zeleznicar, Kralja Petra I, Vranjska Banja ( <a href="http://www.zelturist.rs">http://www.zelturist.rs</a> )
Kraljevo	14 April 2011	10:00- 16:00	Hotel Crystal, Ibarska 44 ( <a href="http://www.hotelcrystal.rs">http://www.hotelcrystal.rs</a> )
Belgrade	19 April 2011	10:00- 16:00	Hotel Majestic, Obilićev Venac 28 ( <a href="http://www.majestic.rs">http://www.majestic.rs</a> )
Novi Sad	21 April 2011	10:00- 16:00	Hotel Aurora, Beogradski kej br.49b ( <a href="http://hotelaurora.rs">http://hotelaurora.rs</a> )

**Please ensure that you register your interest and nominations no later than 31<sup>st</sup>. of March 2011 using the form at Annex 1**

# Annex 1

For the attention of: Ms. Hristina Georgievski

Fax number: 011 3089273

E-mail: [hgeorgievski@eptisa.com](mailto:hgeorgievski@eptisa.com)

Name of Municipality: \_\_\_\_\_

Name of authorized person: \_\_\_\_\_

Postal address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

I confirm that my municipality may participate in the call for proposals.

I wish to nominate the following persons to attend the sessions in (please insert ✓ in the appropriate box):

Nis

Vranje

Kraljevo

Belgrade

Novi Sad

Person 1

Person 2

Name:

.....

Postal address:

.....

.....

E-mail address:

.....

Telephone  
number:

.....

**Please note that a maximum of two persons should be nominated**

# AGENDA

<b>Time</b>	<b>Topic</b>	<b>Duration / minutes</b>
10:00-10:15	Registration, coffee	15
10:15-11:00	Grant Scheme Program: "Supporting access to rights, employment and livelihood enhancement of refugees and Internally Displaced Persons (IDPs) in Serbia"	45
11:00-12:00	<b>The Process of Project Development and Writing</b> Application form Evaluation grid	60
<b>12:00-13:00</b>	<b>Lunch</b>	<b>60</b>
13:00-14:00	<b>How to define:</b> <ul style="list-style-type: none"> <li>• <b>Objectives</b></li> <li>• <b>Activities</b></li> <li>• <b>Results</b></li> </ul>	60
<b>14:00-14:15</b>	<b>Coffee</b>	<b>15</b>
14:15-15:15	<b>How to do Logical Framework</b>	60
15:15-16:00	<b>How to do the budget</b>	45