

# Interreg Evaluation Practitioners

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**Certified training**

**Total duration 17 September – 24 October 2024**



Hybrid training (online, in-person)

23-24 October 2024

Vienna | Austria





## Interreg Evaluation Practitioners

### Certified training, 17 September – 24 October 2024

#### Overview

In the Practitioners Evaluation Training Programme, participants learn about different types of evaluations: operational/implementation and impact evaluations. This will help them get to know each type of evaluation, and understand when to use them. The training covers the fundamentals of both evaluations, including optimal timing, techniques, approaches, recommendations, practical examples and illustrative case studies. It also teaches participants how to draft Terms of Reference (ToR), emphasising key considerations, insights from past experiences, essential components and practical examples. The training also addresses how to handle evaluation findings.

#### Who is it for?

The training is designed for all Interreg programme officers who are actively involved in the field of evaluation, or have experience in the field of evaluation (advanced).

#### What will I learn?

By the end of the training, participants will be well-versed in fundamental evaluation concepts, and capable of completing evaluation tasks for the 2021-2027 programming period. They will have a better understanding of the legal obligations for impact and operational evaluations during this period, and gain practical knowledge of the evaluation life cycle through hands-on exercises. Participants will develop skills to perform various evaluation tasks, including drafting Terms of Reference (ToR), conducting evaluations, collaborating with internal and external evaluators, engaging in discussions with their Monitoring Committee (MC) about evaluation activities, and effectively using and communicating evaluation findings.

#### How long does the training take?

It typically takes 18 hours (within 1,5 months) to complete all components of the Evaluation Practitioners training. This certified training requires the participant to attend a hybrid event at the end of the training, on 23-24 October. You can either participate in the event in Vienna, or join us online.

#### Assignment as a compulsory element

Just as in the CT Evaluation Foundations, a practical task is assigned to small groups. The meeting on October 23-24 is a useful opportunity to work with colleagues in small groups on the assignments, and finally to discuss and present the results of your work to all participants. Work on the assignments is self-organised by the groups – it might be good to have at least one preparatory meeting before the training meeting.

#### How do I get my certificate?

The certificate is issued when all mandatory components are completed and upon successful completion of a final assignment. Please note that this training involves **a hybrid event on 23-24 October 2024 (online or Vienna/Austria) which you must attend.**



## Interreg Evaluation Practitioners Certified training, 17 September – 24 October 2024

### Training structure

Type of component	Title	Time	Status
Online meeting	Introductory meeting	17 Sep 2024, 09:30 – 12:30 CET	Mandatory
Self-paced learning	Interreg Evaluation Practitioners	17 Sep 2024 – 24 Oct 2024	Mandatory
Online meeting	Bi-weekly tutorials	3 Oct 2024, 10:00 – 11:30 CET 17 Oct 2024, 10:00 – 11:30 CET	Optional
Hybrid training	Final event (online or Vienna, AT)	23 -24 Oct 2024 (lunch to lunch)	Mandatory
Knowledge verification	Group work (assignment)	17 Sep – 24 Oct 2024	Mandatory

**Draft Agenda** (a more detailed agenda, including the online details, will be published by the end of September).

#### Day One

**Wednesday, 23 October 2024**

**13.00 – 14.00**

Registration and Welcome Coffee / Tea

**14.00 – 14.30**

#### **Welcome and introduction**

- Welcoming participants and practicalities
- Introducing the approach of the event and working agreement

**14.30 – 17.00**

#### **Presentation of the assignments**

- Presentation of the group works
- Q&A
- Challenges and lessons learned

**17.00 – 17.15**

Wrap up

#### Day Two

**Thursday, 24 October 2024**

**09.00 – 10.30**

#### **Continuation presentation of the assignments**

- Presentation of the group works



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- Q&A
- Challenges and lessons learned

**10.30 – 11.00**

Coffee/Tea break

**11.00 – 12.30**

### **Open questions related to evaluation and indicators**

- Operational impact evaluations
- Drafting ToRs
- Developing impact pathways
- What to do with the findings
- Status quo of indicators
- AOB

**12.30 – 13.00**

Wrap up and outlook

**13.00 – 14.00**

Lunch

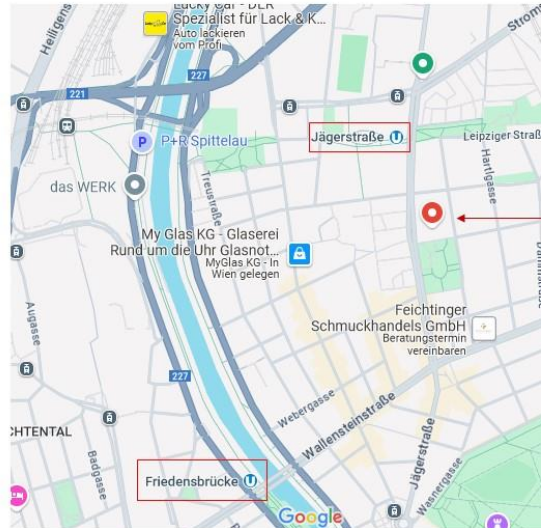


## Interreg Evaluation Practitioners Certified training, 17 September – 24 October 2024

### Practicalities for the hybrid event (Vienna or online)

#### Venue

Bezirksvorstellung des  
20. Wiener Gemeindebezirkes  
Brigittaplatz 10, 2. Stock  
1200 Wien



Bezirksvorstellung des 20.  
Wiener Gemeindebezirkes  
Brigittaplatz 10, 2. Stock,  
1200 Wien,

#### How to reach the venue?

The meeting venue is located

- 5 minutes walking distance from the metro station U6 Jägerstrasse or
- 10 minutes from the U4 Friedensbrücke.

#### Travel

Travel to and from Vienna: The closest airport is Vienna International Airport. Vienna has direct flight connections with most of the European capitals. For more information please visit: [www.viennaairport.at](http://www.viennaairport.at)

Transfers to and from the airport to the city centre

- CAT – City Airport Train: Train between the Airport and Station Landstrasse/Wien-Mitte (16 minutes); Tickets can be purchased in the ticket machines at the station or online at [www.cityairporttrain.com](http://www.cityairporttrain.com).
- Airport Bus: Buses to Westbahnhof (45 minutes) or Morzinplatz/Schwedenplatz (30 minutes); Ticket can be purchased on the bus; [www.postbus.at](http://www.postbus.at).
- S-Bahn (Suburban rail): Train between the Airport and Station Landstrasse/Wien-Mitte (24 minutes); Tickets can be purchased in ticket machines at stations.
- Railjet trains – direct connection from the Airport to the Vienna main train station (Hauptbahnhof). It takes 15-17 minutes, and the ticket costs 4.40 EUR (<https://shop.oebbtickets.at/en/ticket>).
- Taxi (about 35 EUR if pre-ordered): [www.airportdriver.at](http://www.airportdriver.at); [www.ck-airportservice.at](http://www.ck-airportservice.at); and others.

For more details please see: [www.viennaairport.at](http://www.viennaairport.at) and [www.wienerlinien.at](http://www.wienerlinien.at).



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#### **Accommodation**

We are using a meeting space, not a hotel for this event. We were not able to reserve accommodation for our participants. Please use a search engine such as hotels.com, booking.com, etc., to book your accommodation. Vienna has a variety of accommodation, to suit all tastes and budgets.

#### **Online information: ZOOM**

Join Zoom Meeting Wednesday, 23 October 2024

<https://zoom.us/j/98847899797?pwd=ApVucqS20mETqFQVktZL9ayEwS2Elb.1>

Meeting ID: 988 4789 9797, Passcode: Eval

Join Zoom Meeting, Thursday, 24 October 2024

<https://zoom.us/j/92967015142?pwd=i6uRHpG49V7h2JDeXYNxfYvav5jCta.1>

Meeting ID: 929 6701 5142, Passcode: Eval

**We look forward to meeting you online or in Vienna!**