

Training for Peace

Administration and Controlling of CPS-Projects: Know-how and tools for every day peace work

10th – 14th April 2007

Target Group:

Conflict consultants/peace workers preparing for their deployment or currently in projects; Persons with previous knowledge and experience in peace work, development cooperation or civil conflict transformation.

Objectives:

How do I organise the administration of a peace project in a way that it helps me and the project- and not the other way around? The first step to get there is to be aware that administrative work is an integral part of peace work. You may, for example, be in the situation of setting up a new project office from scratch, or your project is a follow-up of a previous project with an inherited administration system you have to adapt to. Furthermore, to balance the interests of the head office and the partner organisation, the different goals and actors, you need- among other things- administrative understanding to meet everybody's needs and requirements. Last but not least, in every project expenses have to be controlled on a regular basis and reports have to be written. With Do no harm principles in mind, administration proves itself to be an area requiring conflict sensitivity.

Experience has shown that focused preparation at the beginning of any project is the way to avoid chaotic administration, misunderstandings, quarrels and sleepless nights – this also applies to the Civil Peace Service. Conflict consultants are additionally confronted with the intercultural challenge of harmonising the demands of German or home office administration with local practice. They have to deal with specific local administrative obstacles, and one of their main strategies is to help build local initiatives for peace, including their administrative structures.

In summary: There is a challenging overlap between administration and the establishment of sustainable local infrastructure and peace work. Though project administration may not seem attractive to many at first, it can be organised in a way that makes it interesting and effective for the goal of creating sustainable structures for local peace work.

Contents:

- Establishment of a project office
- Being someone's boss: hiring and managing local staff
- "A" as in accounting; "B" as in bookkeeping "C" as in Controlling
- Report writing and knowledge management
- Dealing with conflict related challenges, e.g. corruption and lack of security
- Do no harm as a conflict-sensitive instrument for administration and the flow of funds.

Our training approach:

The training is goal- as well as participant-oriented. To make sure that wishes and necessities can be integrated adequately participating methods will be used in the process. Theoretical inputs and case studies will enhance the discussions. Individual study and group work as well as different exercises will help to build an atmosphere in which the participants can apply and test their new professional skills.

Trainer:

Cornelia Brinkmann, educationalist and developer of organisations with long-time professional experience in the field of political education. As member of the board of directors of the Forum Civil Peace Service (*forumZFD*), she has been involved in the development of the civil peace service for many years. As a political education coordinator of the German "Heinrich-Böll-Foundation" and as project coordinator for the "ZIVIK" project at ifa, she has extensive experience in both practical and consultant work with applicants for project funding. She works as a peace policy consultant and has been on missions to Afghanistan in 2005 and 2006.



Working language: English.

Conditions for participation:

Conditions for participation is theoretical and practical knowledge and experiences in civil conflict transformation and/or civil peace service and/or development cooperation.

Certificate:

The training concludes with a Confirmation of Participation listing objectives and contents of the course.

Location:

Arbeitnehmerzentrum Königswinter (AZK), Johannes-Albers-Allee 3, 53639 Königswinter / Germany

Fee: 650 €

Please use the form on the next page to apply for this training!





Application

I herewith apply bindingly for the Training for Peace “**Administration and Controlling of CPS-Projects: Know-how and tools for every day peace work**” from 10th – 14th April 2007.

Mr. / Mrs.
(Name, first name)

Organisation, c/o etc.

Street.

Postal code, town

Phone / Fax.

E-Mail.

Approx. arrival time Tuesday: Approx. departure time Saturday:

Arrival on Monday evening (in this case costs for lodging will be charged in addition and have to be paid directly to the conference center)

Dietary needs (e.g. vegetarian):

The number of places is limited. The place is only binding after we receive the fee of 650 €, which we will confirm in written form.

.....
(Place, date)

.....
(Signature)

To apply, please send this **form** by fax or by post to us, together with your **CV**, some words concerning your **experience in the field of CPS** and an **appraisal of your English knowledge**:

Forum Ziviler Friedensdienst e.V.
Akademie für Konflikttransformation
Wesselstraße 12, 53113 Bonn
Tel.: 00 49 (0) 228 – 9 81 44 73, Fax: 00 49 (0) 228 – 9 81 45 17
akademie@forumzfd.de; www.forumzfd.de

Please transfer the fee on the following account:

Account holder: Forum Ziviler Friedensdienst e.V.
Account no.: 82 40 103
IBAN: DE 80 3702 0500 0008 2401 03
Bank code: 370 205 00
BIC: BFSWDE 33
Bank: Bank für Sozialwirtschaft, Cologne

Note to payee: TfP 4 Administration / Name, first name

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