

Project Management Workshop: „How to collaborate“ – successful partnership management for small scale development oriented organisations, 01-03 July, 2022, Bremerhaven



Weltweit -
Gesellschaft zur Förderung lokaler Initiativen e.V.

This seminar we prepared for students, alumni and practitioners of all disciplines who want to found or have already founded their own organisation. Small and newly founded organisations can massively increase their chances of success by entering into cooperative ventures through which they create synergies and share resources. However, partnerships must be shaped in a meaningful manner right from the beginning, otherwise there is little hope that the organisations achieve their intended goals through them. In relation to SDG 17 "Partnerships to Achieve the Goals", participants will be taught what formalities are given for a successful partnership and what criteria need to be considered. Speakers with formal legal knowledge as well as experience in organisational development will be invited. In a workshop format, participants will put into practice what they have learned by discussing the relevant criteria with each other and jointly drafting a fictitious Memorandum of Understanding.

Who We Are

The workshop is hosted by [WELTWEIT E.V.](#) that supports overseas students to plan and conduct development projects in their home countries together with local initiatives.

Aim of this Workshop

- a) To equip you with principles and mechanisms that can shape a successful partnership
- b) To let you network with founders of organisations from the field of development and sustainability education
- c) To provide an opportunity to exchange ideas and intentions with other students, founders and activists.

Instructors

Esther Philips
BEA e.V., Chairwomen

Edith Otiende-Lawani
GAaNF e.V., Founder

Host

Kajo Stelter
Weltweit e.V., Chairman

Application: We can only grant participation to a limited number of people. Please apply via this link:
<https://forms.gle/xcqPh9ELJ88SwRKPA>

Deadline is 19th of June

Fee: Free for students and alumni of DAAD EPOS study programs; transport to and from Bremerhaven can at least partially be refunded; Food and Accommodation in three-bed rooms is covered.

Venue: [Deutsches Auswandererhaus](#), Bremerhaven

Accommodation: shared rooms at [B&B Hotel](#)

Gefördert vom DAAD aus Mitteln
des Bundesministeriums für wirtschaftliche
Zusammenarbeit und
Entwicklung (BMZ)

Contact:

Weltweit e.V. Gesellschaft zur Förderung lokaler Initiativen
www.welt-weit.org | info@welt-weit.org

Workshop Programme

Day 1

until 19.30

Arrival of the participants and check in at B&B Hotel, Barkhausenstraße 3, 27568 Bremerhaven
Three people will share one room. Single rooms need to be booked extra.

20:00

Dinner with Introduction Round

All participants who have arrived on time will share a dinner starting with a round of introduction and will have the opportunity for self-paced introduction and networking.
Host: Kajo Stelter, Weltweit e.V.

Day 2

9.00 – 10.30

Introduction Round and Mission Statement

Participants introduce themselves, their organization and the objectives of their organization. Each participant states his/her need for collaboration and his/her expectation on the workshop.
Host: Kajo Stelter, Weltweit e.V.

10.45 – 12.15

Coherence and Diversity – the Art of Partnership part A

Failure and success stories of collaborations between small scale developmental organizations; the principles of meaningful partnerships; development of a set of shared vision, goals and code of conduct.

Esther Philips, BEA e.V.

Input lecture by the facilitator followed by group work

12.30 Lunch

14.00 – 15.30

Coherence and Diversity – the Art of Partnership part B

Presentation and synthesis of group work results

Esther Philips, BEA e.V.

Input lecture by the facilitator

15.45 – 17.00

The formalization of partnerships –LoI, MoU, Contracts & Constitutions

Explanation of the different levels of collaborations and the legislative framework; Structures of MoU and partnership contracts

Edith Otiende-Lawani via Zoom , GAanF e.V.

Input lecture with Q&A

17.00 Coffee Break

18.00 – 19.00

Purpose and Structure – drafting a Memorandum of Understanding part A

A hypothetical project will be sketched that reflects the common vision of all participants who will apply content from the previous input lecture and decide for the structure of a multi-partnership MoU.

Kajo Stelter & Esther Philips

Guided discussion round

19.30 Dinner

Day 3

9.00 – 10.30

Structure and Content– drafting a Memorandum of Understanding part B

The elaborated structure of the MoU is filled with specific content that refers to the project and hypothetical contribution of each organization.

Kajo Stelter & Esther Philips

Group work guided by facilitators

10.45 – 12.30

Finalisation of MoU

Participants will present their group work results and all parts from the MoU will be put together, discussed and finalized. The final version will be passed on to the experts for review.

Kajo Stelter & Esther Philips & Edith Otiende-Lawani

Guided discussion round

12.30 Lunch

13:30 – 14:15

Review and Departure

Participants receive feedback from expert review on the MoU draft; Hotel check out and farewell by host.

Edith Otiende-Lawani & Kajo Stelter