



**“Liberal Impact Network” Workshop &  
Training “How to organize and administer and ELF project”**

7-8 February 2019 | Projekt: Polska HQ, Warsaw, Poland

**Workshop “Liberal Impact Network”  
Wednesday 6 February 2019**

ARRIVAL OF PARTICIPANTS FOR THE WORKSHOP. CHECK-IN AT THE HOTEL  
Venue: Hotel MDM (plac Konstytucji 1, 00-647, Warsaw)

**Thursday 7 February 2019**

Venue: Project Polska HQ: “PM na Trawie” Jazdów 3/12, 05-077, Warsaw

- 09:00 Welcome**     **Dr Milosz Hodun**, Board Member, European Liberal Forum  
**Daniel Kaddik**, Executive Director, European Liberal Forum
- 09:15 Training – Entrepreneurial thinking for political organisations**  
**Presenter:**     **Dr Richard Durana**, Director, INESS Institute
- 11:30 Moments of impact: Identifying success factors**  
**Presenters:**     **ELF MO representatives** (TBC)  
**Moderator:**     **Jeroen Dobber**, Strategy & Coordination Manager, European Liberal Forum
- 12:30 LUNCH**
- 13:30 Harnessing the Power of the Network**  
**Presenters:**     **Sven Gerst**, Secretary General, IFLRY & PhD Candidate King’s College  
London
- 16:30 Evaluating your Success: Best practice on quantifying results**  
**Presenters:**     **Tove Hovemyr**, Editor and migration and integration expert, Fores
- 17:45 END OF WORKSHOP**
- 19h30 JOINT DINNER FOR WORKSHOP AND TRAINING PARTICIPANTS**  
Venue: ORZO (plac Konstytucji 5, 00-657 Warsaw)



**Friday 8 February 2019**

**Training provided by ELF secretariat “How to organize and administer and ELF project”**

*Venue: Project Polska HQ: “PM na Trawie” Jazdów 3/12, 05-077, Warsaw*

**09h30 Welcome**

**Daniel Kaddik**, Executive Director, European Liberal Forum

**09h45 On short-term contracts (STC), travel reimbursement forms (TRF), draft budget, use of ELF cloud, guidelines and deadlines - followed by Q&A**

**Trainer: Anastasiia Pravedna**, Project Officer, European Liberal Forum

**10h30 On invoices, reimbursement requests, VAT and finance guidelines - followed by Q&A**

**Trainer: Tariro Nicole Majuru**, Finance and Personnel Administrator, European Liberal Forum

**11h15 Group work on the basis of real life examples**

**12h00 On ELF communication strategy, ELF formats & design - followed by Q&A**

**Trainer: Giorgia Bozzini**, Communications Assistant, European Liberal Forum

**12h45 Working Together in the Future: Feedback by the participants**

**13h45 LUNCH**

**14h30 END OF THE PROGRAMME. DEPARTURE OF PARTICIPANTS**

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