

Social Innovation and Management Programme 2024

Frequently Asked Questions

Programme & Participation

What is the programme all about?

The Social Innovation and Management Programme strengthens organisations through the transfer of knowledge, capacities and leadership skills. The selection of topics in the three modules covers some of the most important knowledge areas of non-governmental and civil society organisations that the ERSTE Foundation and the Vienna University of Economics and Business have identified in recent years. These include fundraising, innovation management, marketing and leadership.

The programme places great emphasis on combining theory and practice to ensure the applicability of all topics to your daily work. In addition to discussions and lectures, we invite all participants to develop their own project over the course of the programme. These individual projects can be ideas that participants have always wanted to implement but have not had the time to explore and are developed over the three modules with input from peers, faculty and a variety of external experts.

Who are the trainers?

The Core Faculty of the Social Innovation and Management Programme 2024 consists of personalities from academia and the social, non-profit and nongovernmental sector. The Core Faculty includes, among others:

- Renate Buber, professor at the Institute for Nonprofit Management at Vienna University of Economics and Business
- Mathias Haas, social media and storytelling expert and lecturer, TEDx curator,
- Ilse Klanner, strategy and innovation consultant in Berlin and former researcher and lecturer in the field of user and open innovation
- Michael Meyer, professor and head of the Institute for Nonprofit Management at the Vienna University of Economics and Business
- Reinhard Millner, researcher and teaching associate at the Competence Center for Nonprofit Organizations and Social Entrepreneurship at Vienna University of Economics and Business
- Cristina Rigman, certified project manager, behaviour consultant in the DISC method and Adaptability Quotient (AQ) Assessor & Coach
- Peter Vandor, researcher and teaching associate at the Competence Center for Nonprofit Organizations and Social Entrepreneurship at Vienna University of Economics and Business
- Eva Varga, independent consultant in social entrepreneurship and social finance

In addition to the Core Faculty, other speakers and experts with diverse backgrounds will join the programme on different occasions, offering new perspectives, insights and feedback to the participants. These speakers and experts include Florian Pomper (Caritas Vienna), Boris Marte (ERSTE Foundation), Lisa Ringhofer (TripleMinds), and many more.

Why should I participate?

Let us answer this question by asking you a question: When was the last time you took some time to reflect on the development of a project idea or the further development of parts of your NGO or social enterprise?

The Social Innovation and Management Programme provides the know-how on relevant topics, the time, the space and lots of feedback from experts and peers to do just that, to efficiently address relevant questions and to explore topics that you usually don't have time for.

It will also help you to

- Build and develop your leadership, project development and implementation skills
- Reflect on and improve your personal effectiveness as a leader in your organisation
- Gain expertise in developing areas such as impact assessment or innovation management
- Learn to think creatively by focusing on your daily routines and work
- Put skills into practice by applying them directly to your individual project
- Expand your network with international experts and peers from the social sector.

Who is participating?

Programme participants are peers working in similar positions (general or programme management) in their NGOs or social enterprises in 14 countries in Central and Eastern Europe. We believe that this peer-level exchange is crucial and valuable, as you will have the opportunity to discuss obstacles and current issues with other practitioners in the field and learn from each other in the process.

What is the working language of the programme?

The working language of the programme is English. Therefore, fluent English skills, both spoken and written, are required. Participants should have level B2 proficiency (self-evaluation), i.e. you should be able to follow and actively take part in the programme to make it a valuable experience for you and your peers.

How many people can participate in the programme?

We place great value on creating a close relationship between participants, the core faculty, experts and speakers. Therefore, we are keeping the group of participants rather small and are happy to offer the programme to 25 participants.

Do I receive a certificate at the end?

Yes. You will receive a certificate upon successful completion of the Social Innovation and Management Programme 2024. In order to successfully complete the programme you are required to:

- Send all required information before the start of the programme (participant and organisation profile, preparation survey, etc.)
- Attend more than 80% of all modules
- Develop an individual project and meet all deadlines for submitting in the relevant documents.
- Prepare class readings in advance, if applicable.

Are there specific requirements with regard to COVID-19?

All modules will be taking place in Vienna. However, we reserve the right to change one or more of the modules to an online format. For physical modules, we may be required to follow local COVID-19 regulations.

Application

Who is eligible to participate?

We invite all NGO Academy Member Organisations and all nominees to apply for participation in the Social Innovation and Management Programme. The programme is aimed at members of the top and middle management of a non-profit organisation or social business, who are in a position to actively influence and change the internal structures and processes of an organisation. Each organisation can nominate one person to apply for the programme.

What we expect from participants:

- Availability to participate in all three modules
- Adherence to the application deadline
- Willingness to organise / book their own trips and preliminarily pay for them
- Arrival as scheduled and punctuality in all sessions
- Adherence to all deadlines regarding the individual project (workload of about 40 hours in between the modules)
- Interest in openly sharing knowledge and discussing the programme contents in the course and within your organisation
- If necessary: application for visas (we will be happy to provide you with an invitation letter)

How to apply?

To apply, please fill out the [online application form](#) and attach the following documents:

- your CV in English
Note: upload as pdf file, filename: SIMPro24_CV_lastname
- a signed version of the Terms of Participation (see attachment)
Note: upload as pdf file, filename: SIMPro24_terms_lastname
- a letter of motivation (300 - 500 words, in English) which shall answer the following questions:
 - What are the main challenges in your professional work?
 - How do they affect your organisation and your day-to-day work?
 - Why and how would you and your organisation benefit from your participation in the Social Innovation and Management Programme?

Note: upload as pdf file, filename: SIMPro24_motivation_lastname

Important: Please make sure to save all uploads with the filenames indicated and upload them as pdf files. Please find the [online application form](#) here.

When to apply?

The application process is open until 6 November, 2023.

When will you inform me about my admission (or rejection)?

Once a decision has been made on your application, you will be notified by email. This may take a few weeks, so please bear with us! If you have not heard from us by the end of December 2023, please contact us.

What happens if more people apply than there are places available?

Each applicant undergoes a selection process based on set criteria such as English language ability, position in the organisation, motivation and need to participate. The potential composition of the group is also taken into account in the selection process. Organisations whose representatives have already participated in a previous edition of the Social Innovation and Management Programme will only be considered if there are no other comparable applications.

Can two people from one organisation apply?

We can take into consideration one application per organisation. Therefore, we kindly ask each organisation to select one person to apply.

Location

Where and when will it take place?

The Social Innovation and Management Programme 2024 consists of three modules taking place in Vienna. The dates are:

Module I	11–15 March 2024 (location: Kardinal König Haus, 1130 Vienna) (Start: 11 March, noon 12 pm, arrival on the same day if possible, Departure possible from 15 March, 4 pm)
Module II	22–26 April 2024 (location: Springer Schössl, 1120 Vienna) (Start: 22 April, noon 12 pm, arrival on the same day if possible, Departure possible from 26 April, 4pm)
Module III	24–28 June 2024 (location: sessions at WU Vienna, 1020 Vienna, accommodation at Motel One Messe Prater, 1020 Vienna) (Start: 24 June, noon 12 pm, arrival on the same day if possible; End: late on 27 June. 28 June is the day of departure)

Costs, Travel, Accommodation & Logistics

What do I receive?

- We are pleased to offer you a high-quality capacity building programme worth more than € 10,000 per person including: tuition fees
- Single room accommodation (incl. breakfast) for each module
- Lunches and dinners during the modules (exception: there will be one evening without organised dinner per module; costs for individual dinners are not covered)
- Field trips
- Partial reimbursement of your travel costs (see details below)

How does the partial reimbursement of the travel costs work?

All participants will receive at least partial reimbursement of their travel expenses (see below) upon successful completion of the Social Innovation and Management Programme. To successfully complete the programme, you must:

- Submit all required information before the start of the programme (participant and organisation profile, preparation survey, etc.)
- attend more than 80% of all modules
- Develop an individual project and meet all deadlines for submitting the relevant documents
- Prepare class readings in advance, if applicable.

Travel expenses will be reimbursed by the Vienna University of Economics and Business on the basis of actual costs, up to a maximum amount. This amount varies by country:

max. reimbursement per trip to Vienna	max. reimbursement for all trips to the three modules in Vienna	valid for the following countries
max. € 120 / journey	max. € 360 for 3 journeys	AT, CZ, HU, SK, SI
max. € 240 / journey	max. € 720 for 3 journeys	BH, HR, MK, RO, RS
max. € 300 / journey	max. € 900 for 3 journeys	XK, MN, AL
max. € 380 / journey	max. € 1,140 for 3 journeys	MD

Please keep all relevant receipts and boarding passes / tickets for the reimbursement of your travel costs. This can include receipts for flight / train / bus tickets – depending on the means of transport you use. We will give you further information on how reimbursement works in organisational terms during the modules of the Social Innovation and Management Programme 2024.

Please note that for environmental reasons **we will not cover flights from any neighbouring countries of Austria and from Zagreb**. Flights from southern Croatia will be discussed individually. We encourage all participants to travel environmentally friendly and to prevent unnecessary flights. Please note that we **will not cover costs for taxis during operating hours of public transport in Vienna**.

Who will book my travel to Vienna?

You are responsible for booking your travel. Please ensure that you book your travel in good time and keep all invoices, boarding passes and tickets for reimbursement.

What kind of accommodation can I expect?

We offer single rooms with breakfast at the locations where the modules of the Social Innovation and Management Programme take place.

- **Module I**
Kardinal-König-Haus
Kardinal König-Platz 3
1130 Vienna
<http://www.kardinal-koenig-haus.at>
- **Module II**
Springer Schloßl
Tivoligasse 73
1120 Vienna
<http://www.springer-schloessl.at/>
- **Module III**
Motel One Wien Prater
Ausstellungsstraße 40
1020 Vienna
<https://www.motel-one.com/de/hotels/wien/hotel-wien-prater/>

Once you have been accepted onto the programme, we will inform you on the details of your accommodation.

I live in Vienna. Can I stay at home/Can I stay at the hotel?

If you live in Vienna and would like to stay at home, we would still ask you to attend the evening social side events. Please let us know in advance. In any case, you are very welcome to stay with the rest of the group and mingle with the other participants in the evenings.

I need a visa to take part in the modules. Can you help?

It is your responsibility to obtain a valid visa for the duration of the programme, so please ensure that you start the process and obtain all the necessary documentation in good time. If necessary, we can assist you with your visa application, for example by providing you with an official invitation letter. Please contact us well in advance.

Are there any consequences if I fail to show up?

Yes, there are. NGO Academy's Social Innovation and Management Programme is a high-quality programme that is free of charge to participants. In return, we expect you to take this offer seriously. Therefore, if you do not inform us in advance of your inability to attend a session, we reserve the right to exclude you and your organisation from all NGO Academy programmes.