



PROGRAMME

Lead Beneficiary Seminar V

27 & 28 September 2011

Park Inn Copenhagen Airport Hotel, Engvej 171, 2300 Copenhagen S, Denmark

Day 1 – 27 September

12.00 Registration

12.30 Lunch

13.30 Welcome and Introduction

13.45 Update on the NSR Programme 2007-2013

14.15 Project Implementation and Reporting – Plenary Session

- Ongoing evaluation of the Programme
- Reporting communications
- Changes to approved projects
- Shared costs
- Monitoring on partner level

15.00 Coffee

15.30 Parallel Information Sessions – choose one:

During these sessions there will be time for questions and discussions

1- Final Reports:

- Requirements
- Documents
- Timeline
- Procedures

2 - Introduction to 6th Call Projects:

- Introduction of Desk Officers
- Introduction to project communications
- The legal basis for running your project
- Finance and activity reporting

3 - Introduction to Cluster Reporting:

- Requirements
- Frequency
- Documents
- Procedures

4 – Open session on project implementation:

- Questions and discussions about implementing projects in our Programme

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Day 1 - continuation

16.30 Individual project meetings with Secretariat, please use the registration form to schedule a meeting

17.30 End of day 1

19.00 Dinner

Day 2 – 28 September

9.00 Interactive Sessions – choose one:

1. *Communications* – social media for projects in practice
2. *Project Development* – the element of innovation in your project: exchange of experience and good practice examples
3. *Finance and Control I* – fighting fraud: introduction and relevance for projects
4. *Finance and Control II* – audit and control in your project: update and lessons learnt

10.30 Coffee

11.00 Interactive Sessions – continued

12.00 Lunch

13.00 End of seminar

More information and registration: www.northsearegion.eu

Venue: <http://www.parkinn.com/hotel-copenhagen>

The Lead Beneficiary seminar has been designed to meet the needs and wishes arising from your project work. Therefore, the content of the seminar is somewhat flexible and you are very welcome to hand in proposals for topics – which might be of general interest to all project representatives – that you would like to discuss during the event. Active participation and feedback are much appreciated.