



# PROGRAMME

## Lead Beneficiary Seminar II

4 & 5 February 2009, Scandic Hotel Lübeck, Germany

### Day 1

11.30 Registration and handout of Lead Beneficiary Handbooks

12.00 Lunch

#### **13.00 Welcome and Introduction**

##### **13.30 Current status of the NSR Programme 2007- 2013**

- Status of the Programme after SC 3
- Status of the Programme in relation to private sector participation
- The Lead Beneficiary Handbook, further guidance

##### **14.30 Managing a Project – Part I**

- The start-up phase – contractual and administrative issues

15.00 Coffee

##### **15.30 Managing a Project – Part II**

- Financial issues
- First and second level control
- Content and indicator related issues
- Publicity and communications
- Monitoring and reporting – online communication

17.00 End of day 1

19.00 Dinner

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## Day 2

### 9.00 **Parallel sessions – Questions and Answers – 1<sup>st</sup> round**

- First Level Control - establishment and confirmation
- Administrative and reporting requirements – Finance
- Administrative and reporting requirements – Content
- Publicity and Communications

10.30 Coffee

### 11.00 **Parallel sessions – Questions and Answers – 2<sup>nd</sup> round**

- First Level Control - establishment and confirmation
- Administrative and reporting requirements – Finance
- Administrative and reporting requirements – Content
- Publicity and Communications

12.45 Lunch