

# Agenda Day 1

## Seminar for approved projects

**Aim:**

This seminar is for **all project partners and lead partners of projects approved in Call 2**. Participants will get to know about main programme requirements for project implementation. Please read the *Programme Manual* carefully prior to the meeting.

<b>10:00 – 10:30</b>	<b>ARRIVAL, SIGN UP AND COFFEE</b>
<b>10:30 – 10:45</b>	<b>I. WELCOME NOTE</b>   <i>Julia Eripret, Project Unit Coordinator</i>
<b>10:45 – 11:00</b>	<b>PROJECTS PRESENT THEIR TOPIC AND RESULT</b> <i>5 projects to present, 3 minutes each.</i>
<b>11:00 – 11:15</b>	<b>II. ROLE OF JOINT SECRETARIAT, PARTNERS AND LEAD PARTNERS</b>   <i>Sabrina Bijlsma, Project Officer</i>
<b>11:15 – 12:15</b>	<b>III. REPORTING</b>   <i>Ji-Hyeon Kim Vanguers, Project Officer</i>
	<b>LUNCH</b>
<b>13:15 – 13:30</b>	<b>PROJECTS PRESENT THEIR TOPIC AND RESULT</b> <i>4 projects to present, 3 minutes each.</i>
<b>13:30 – 14:45</b>	<b>IV. FINANCES AND OTHER PROGRAMME RULES</b>   <i>Isabelle Lecroart, Finance Officer &amp; Johanna März, Audit and Control Officer</i>
	<b>COFFEE BREAK</b>
<b>15:15 -15:45</b>	<b>V. COMMUNICATION</b>   <i>Carmen Perales, Communication Officer</i>
<b>15:45 – 16:15</b>	<b>VI. RISK MANAGEMENT</b>   <i>Maria Domzal, Risk and Evaluation Officer</i>
<b>16:15 – 16:30</b>	<b>WRAPPING UP AND NEXT MILESTONES</b>

## Agenda Day 2

# Introduction to project communication

### **Aim:**

This half-day session is for the **communication managers of projects approved in Call 2**. Participants should get home with a clear understanding of:

- How we can work together: The relation between programme and project communication
- The steps to build a successful communication strategy
- How to use the space dedicated to the project in the Interreg NWE website.

**Please bring your laptop** or tablet for this part of the session.

<b>8:30 – 9:00</b>	<b>ARRIVAL, SIGN UP AND COFFEE</b>
<b>9:00 – 9:15</b>	<b>INTRODUCTION</b>   <i>Interreg NWE Secretariat</i>   <ul style="list-style-type: none"> <li>• Presentation of programme and project activities and what we do together (good idea but what is it exactly?)</li> </ul>
<b>9:15 – 10:45</b>	<b>PROJECT COMMUNICATION STRATEGY</b>   <i>Interreg NWE Secretariat</i>   <ul style="list-style-type: none"> <li>• Programme requirements</li> <li>• The elements of a successful communication strategy</li> </ul>
<b>10:45 – 11:00</b>	<b>COFFEE BREAK</b>
<b>11:00 – 12:30</b>	<b>PROJECT WEB COMMUNICATION</b>   <i>Interreg NWE Secretariat and web developer</i>   <ul style="list-style-type: none"> <li>• The Interreg NWE website: For whom and what for</li> <li>• Your space in the Interreg NWE website</li> <li>• Hands-on activity to learn how to edit your project space in the Interreg NWE website.</li> </ul>
<b>From 12:30</b>	<b>LIGHT LUNCH AND DEPARTURE</b>