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Wrap up quiz

What is the first thing you need to do when you get home tonight?

a. **Sleep**

b. Call your boss to report back from the seminar

c. Hire/appoint an FLC

d. Check my organisation's public procurement rules

By when do you need to send back the signed subsidy contract?

a. There is no deadline

b. As soon as possible

c. By 17 January 2017

d. With the first report

How many copies do you need to send?

a. None
b. One
c. **Two**
d. Five

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And to whom?

a. **Joint Secretariat**

b. Managing Authority

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What is the eMS?

a. European Member States
b. Electronic Monitoring System
c. Express Mail Service

When is your risk management plan due?

a. By the end of the project

b. With the first progress report

c. No plan is needed

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And when do you send us your communication strategy?

a. **4 months after the seminar, 7 April 2017**
b. After we have published the first newsletter

And how did you like the seminar?

a. Excellent!
b. Very good!
c. Perfect!
d. Greatest event ever!

Timeline

Seminar
17 Jan
subsidy contract
7 Apr
comm strategy
30 Sep
1st progress report + risk plan
Appoint PM team
Update eMS contacts / bank details / users
Appoint FLC
Create your reports

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THANK YOU

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