

# Agenda

## 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>09:30 – 10:00</b>	<b>ARRIVAL, SIGN UP AND COFFEE</b>
<b>10:00 – 10:15</b>	<b>I. WELCOME NOTE</b>   <i>Ruut Louwers, Programme Director</i>
<b>10:15 – 10:30</b>	<b>PROJECTS PRESENT THEIR TOPIC AND RESULT</b> <i>4 projects to present, 3 minutes each.</i>
<b>10:30 – 10:45</b>	<b>II. ROLES OF JOINT SECRETARIAT, PARTNERS AND LEAD PARTNERS</b>   <i>Sabrina Bijlsma, Project Officer</i>
<b>10:45 – 12:30</b>	<b>III. FINANCES AND OTHER PROGRAMME RULES</b>   <i>Isabelle Lecroart, Finance Officer &amp; Johanna März, Audit and Control Officer</i>
	<b>LUNCH</b>
<b>13.30 – 13:45</b>	<b>PROJECTS PRESENT THEIR TOPIC AND RESULT</b> <i>4 projects to present, 3 minutes each.</i>
<b>13:45 – 14:30</b>	<b>IV. REPORTING</b>   <i>Ji-Hyeon Kim Vanguers, Project Officer</i>
<b>14:30 – 15:00</b>	<b>V. RISK MANAGEMENT</b>   <i>Maria Domzal, Risk and Evaluation Officer</i>
<b>15:00– 15:15</b>	<b>WRAPPING UP OF PLENARY AND NEXT MILESTONES</b>
	<b>COFFEE BREAK</b>
<b>15:30 – 17:30</b>	<b>COMMUNICATION WORKSHOP</b>   <i>Carmen Perales and Rachel Hollars, Communication Officers</i>    <i>Only for communication managers of projects (max 2 persons per project)</i>
<b>15:30 – 16:30</b>	<b>IN PARALLEL: HELPDESK AND NETWORKING</b>   <i>Finance and Project Officers</i>    <i>Ask your individual questions to the Secretariat</i>