

LP Seminar - 1st Call for “Standard” Projects

FINAL AGENDA 2nd April 2019

**Palazzo della Regione - Sala Polifunzionale (2nd floor)
Cannaregio 23 - 30121 Venice**

Working language: English (the translation service is not foreseen)

Objective of the seminar:

During this seminar, the Programme representatives will present the steps and procedures required for projects implementation and will exchange with the Lead Partners questions & answer to implement successfully and report efficiently their activities and reach the foreseen results.

For Whom?

The target group of the seminar are the Lead Partner organizations of starting projects. Since the number of available places is limited, **priority on the registration and participation is given to projects having established and communicated the Project Management Unit (PMU)*** to the representatives of the Programme. **Maximum 3 persons per selected project** will be accepted for the event attendance.

April, 2 nd (one-day event)	
10:00 - 10:30	Registration and welcome coffee
10:30 - 11:00	<ul style="list-style-type: none"> • Institutional welcome and greetings (Veneto Region) • Objectives of the meeting (Managing Authority Director)
11:00 – 12:00	<p>PROJECT ADMINISTRATIVE SESSION (JS Monitoring & Evaluation Unit)</p> <p>Activity reporting in details:</p> <ul style="list-style-type: none"> • Reporting activities in SIU • LP's role in the reporting activities • Focus on required supporting documentation for activities' reporting (deliverables and outputs) • Project modifications

12:00 – 13:00	<p align="center">FINANCIAL MANAGEMENT SESSION (<i>JS Financial Unit</i>)</p> <p>Use of SIU for reporting: LP/PP/FLC role Financial reporting in details: <ul style="list-style-type: none"> • Focus on required supporting documentation for expenditure • Use of financial templates provided by the Programme • Italian and Croatian FLC National System • Italian FLC validation procedure Lead Partner responsibilities: <ul style="list-style-type: none"> • Guidance to PPs with reference to eligibility of expenditure • Checking/follow-up on partner's FLC documents LP's role in the reporting and FLC process</p>
13:00 – 13:30	Participants' Q&A in relation to the Administrative & Financial sessions
13:30 – 14:30	Light lunch and networking
14:30 – 15:15	<p align="center">MANAGEMENT AND MONITORING SYSTEM – SIU (<i>Managing Authority representatives</i>)</p> <ul style="list-style-type: none"> • Users accreditation • Progress reports management • Advanced payment and AfR management
15:15 – 15:30	Participants' Q&A in relation to the SIU session
15:30 – 16:30	<p align="center">COMMUNICATION SESSION (<i>JS Communication Unit</i>)</p> <ul style="list-style-type: none"> • Communication in Programme and projects • Typologies of communication and how to facilitate it • Which are the elements of (good) communication • Communication tools and good practices examples • New website short insight and projects' role • EU framework for project communication: technicalities, rules, requirements • How to report on communication?
16:30 – 16:45	Participants' Q&A in relation to the Communication session
16:45 – 17:00	Wrap-up and closure (<i>JS Head</i>)

NOTE: Each participant is responsible for their own travel arrangements and accommodation costs.

* Project Management Unit is composed of designated Administrative, Financial and Communication project managers.