



GET STARTED!

Seminar for call 3 project teams

3-4 May 2018 | Munich | Germany

Venue:

Joint secretariat
Alpine Space programme
Bayerisches Landesamt für Umwelt
Heßstraße 128, 80797 Munich

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Agenda

Day 1

09:00 Registration / welcome with a coffee

9:30 - 11:00 Welcome by joint secretariat and managing authority

Project start

Steps ahead, tips for your project start

eMS live demonstration: revising the application form

11:00 - 12:00 Project management

Reporting: how does it work?

eMS live demonstration: how to create a report

12:00 Lunch

13:00 - 14:30 Project management (continued)

How to deal with project changes. A practical exercise.

14:30 Coffee break

15:00 - 15:30 Public procurement

Dos and don'ts in public procurement and how to avoid most common pitfalls

15:30 - 16:00 Open questions session

16:00 Time for networking

16:30 - 18:00 Individual consultations

19:30 Joint dinner (place will be communicated at the seminar)



Day 2

09:00 Start

9:00 - 11:00 Financial management and control

Eligibility rules: what to keep in mind? Staff cost calculation and other questions
Questions and answers session

11:00 Coffee break

11:30 - 12:00 Financial management and control (continued)

Overview on the programme's financial control system
First level control: set up in each your country - Input from national contact points

12:00 Light lunch

13:00 - 14:00 Individual consultations