

# Seminar for approved project partners

## Lille, 17 and 18 of January 2019

### I. Context

The Seminar for approved project partners is a full day event that will clarify all you need to know as a recently approved project partner. There will be detailed explanations about what needs to be done to successfully complete the Initiation stage, how to deliver your project and report upon the achievements, how to communicate on your project and the key principles to take into account regarding risk management and project evaluation. The seminar is not project specific and the purpose is not to go into each of the projects in detail.

All partners from the recently approved projects **FLAVOUR**, **PlastiCity**, **AGE'IN**, **MOTION** and **Hy4Dense** are invited to the Seminar and can attend with a maximum of 2 people. There will be two dates for this seminar and it will be up to each partner to decide which date he wishes to attend. The seminar is not mandatory but partners are strongly advised to attend.

### II. Agenda

Timing	Agenda
9.45 – 10.00	<i><b>Welcome and coffee</b></i>
10:00 – 10.45	<p><b><u>The initiation stage</u></b></p> <p><b>Key components</b></p> <p>Presentation of all documents and obligations that will have to be completed and met during the six-month-initiation stage.</p> <p><b>a) EEP (electronic exchange platform)</b></p> <p>Zoom on the database and on how the documents will be uploaded into the system.</p> <p><b>b) Monitoring plan</b></p> <p>Presentation of the monitoring plan that will be used as a key document during the whole project lifetime.</p>
10.45 – 12:30	<p><b><u>Delivery and reporting</u></b></p> <p><b>a) Programme and project performance</b></p> <p>Zoom on the performance review: why, how and what possible consequences for the project in case the project underperforms.</p> <p><b>b) Preventative monitoring</b></p> <p>Presentation of the main contacts and tools between the Programme and the project to ensure a smooth project implementation and identify any deviations as early as possible.</p> <p><b>c) Reporting</b></p> <p>Presentation of the annual progress report and financial claims that will be submitted each year by the project partners. This session will also present the first level control system.</p>

12.30 - 13.30	<b>LUNCH BREAK</b> (a light lunch will be provided)
13.30 – 14.00	<b><u>Communication</u></b> As communication is a key component of a successful project implementation, the JS will guide you through the main Programme requirements and tools.
14.00 – 15.15	<b><u>Project deviations</u></b> Zoom on what possible deviations are, and explanation on how to identify, assess and appreciate them. Depending on the nature of the deviation, this session will explain the different types of intervention that will be needed to address the deviation.
15.15 - 15.45	<b><u>Closure</u></b> <b>a) Project evaluation</b> Presentation of the key features and benefits for carrying out a project evaluation.  <b>b) Administrative closure</b> Presentation of the partners' responsibilities and obligations when closing a project.  <b>c) Durability</b> Zoom on the importance of durable aspects during project implementation and later.  <b>d) Second Level Audit</b> Target of the Second level audit and tips to ensure good audit results.
15.45 - 16.00	<b><u>C. What's next?</u></b> Information on what happens after the seminar for approved projects

### III. Language

Both seminars will be held **in English**. JS officers can help out occasionally with translation to French or Dutch in case some elements are not clear.

### IV. Registration

Organisations need to register via the online registration platform.

For the first Seminar, organised on **17 January 2019**:

<https://www.interreg2seas.eu/en/event/seminar-approved-projects-1>

For the second Seminar, organised on **18 January 2019**:

<https://www.interreg2seas.eu/en/event/seminar-approved-projects-2>

**Please register as soon as possible and at the latest by Thursday 10/01/2019.** Only one date can be chosen and there is a maximum of 35 places per seminar so registration will be accepted on the **principle of first come first served**. Partners can attend with a maximum of two people, who should each separately register for the event.

### V. Location

The seminar will be held at the Interreg 2 Seas **Joint Secretariat**:  
Les Arcuriales, 45 Rue de Tournai (entrance D), Lille, France