

4th Call Lead Partner Seminar

Monday, 23 January 2012 - Copenhagen, Denmark

AGENDA

- 8:30 Registration and coffee
- 9:00 Introduction
Michael Koch-Larsen, Executive Adviser, Regional Development, Danish Regions, Denmark
- 9:10 Welcome and overview of 4th call
Michel Lamblin, Programme Director
- 9:20 Presentation of subsidy contract
Erwin Siweris, Deputy Programme Director
- 9:45 Model Cooperation Agreement
Erwin Siweris, Deputy Programme Director
- 10:00 Reporting procedures
Petra Geitner, Senior Finance Officer

Q&A

10:15 **COFFEE BREAK**

10:45 Parallel workshops, first session:

Reporting activities			Managing finances		
Group 1	Group 2	Group 3	Group 4	Group 5	Group 6

12:15 **LUNCH**

13:45 Parallel workshops, second session:

Managing finances			Reporting activities		
Group 1	Group 2	Group 3	Group 4	Group 5	Group 6

15:15 **COFFEE BREAK**

- 15:45 Online reporting
Aous Tamimi, IT Officer
- 16:15 Information and publicity guidelines
Irma Astrauskaite, Communication Officer
- 16:45 Conclusions
Erwin Siweris, Deputy Programme Director

Q&A

17:15 **COCKTAIL RECEPTION**

Individual project consultations each project has been allocated a meeting time on either 23rd or 24th January to discuss fulfilment of project conditions.

