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# Get started! seminar Agenda

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24-25 June 2024 | Salzburg

In this seminar, we will give lead partners all the information they need to implement their project in the framework of the [second call for classic projects](#). We will answer your questions, give you tips, provide you with concrete examples and exercises and offer you individual consultations with tailored advices for your project.

- 📄 ***We expect all participants to have carefully read the [programme manual](#) and any other relevant guidance document before the meeting. The seminar will be dedicated to provide clarification on in-depth questions.***

## Venue

JUFA hotel  
Josef Preis Allee 18  
5020 Salzburg



## Agenda

### Monday 24 June 2024

Registration opens at 12:30. A light lunch will be served from 12:45 to 13:45.

#### 14:00 - 14:15    **Opening**

- ✔ Thomas Fleury (Joint Secretariat) and Magdalena Friedwagner-Maislinger (Managing Authority)

#### 14:15 - 15:30    **Essential information to get started - Part 1**

- ✔ Project management responsibilities, tools and available support from the programme. By Aleš Kegl and Matteo Decostanzi, Joint Secretariat.
- ✔ Joint Electronic Monitoring System (Jems) and subsidy contract. By Alexis Truchet, Joint Secretariat.
- ✔ Project reporting and changes: all you need to know. By Nuno Madeira, Joint Secretariat.

#### 15:30 - 16:00    **Coffee break**

#### 16:00 - 17:30    **Essential information to get started - Part 2**

- ✔ Financial management, eligibility rules and staff assignment: what to keep in mind incl. information on national control systems. By Magdalena Friedwagner-Maislinger, Managing Authority.
- ✔ Most common procurement errors and how to avoid them. By Alexis Truchet, Joint Secretariat.
- ✔ Communication activities with a focus on the first kick-off actions. By Denise de Roux, Joint Secretariat.

#### 17:30 - 18:30    **Q&A and next steps**

#### 19:00 - 21:00    **Networking dinner**

Let's meet for dinner at the restaurant ARGE Beisl (Ulrike-Gschwandtner-Straße 5, 5020 Salzburg) to get to know each other better!



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Tuesday 25 June

**09:00 - 09:30 Introduction to the synergies with EUSALP**

- ✔ Introduction and practical information on synergies with EUSALP by Matteo Decostanzi, Joint Secretariat and Federico Rappelli, EUSALP AG1.

**09:30 - 10:30 Project development and networking (part 1)**

- ✔ Project development through thematic scope: Budget, Communication, Project changes, partnership and project management.
- ✔ Sharing experiences and building synergies.

10:30 - 11:00 Coffee break

**11:00 - 12:00 Project development and networking (part 2)**

12:00 - 13:30 Lunch

**13:30 - 16:00 Project consultations**

- ✔ Individual consultation slots (20 min per project) will be provided to applicants according to their availability and that of the project officers and ACPs. Those consultation could also take place online after the seminar.

16:00 End of the seminar