



# Get started! Seminar

## Provisional agenda

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3-4 December 2024 | Salzburg

In this seminar, we will give lead partners all the information they need to implement their project in the framework of the third call for small-scale projects. We will answer your questions, give you tips, provide you with concrete examples 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 Salzburg City  
Josef Preis Allee 18  
A-5020 Salzburg



## Agenda

### Tuesday 3 December 2024

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

Let's meet for dinner at the restaurant [Sternbräu](#) (Griesgasse 23, A-5020 Salzburg) to get to know each other better!

### Wednesday 4 December 2024

Registration opens at 8:30. A light lunch will be served from 13:00 to 14:00.

#### 9:00 - 14:00

#### Essential information to get started

- 📌 Project management responsibilities, tools and available support from the programme.  
*Aleš Kegl and Matteo Decostanzi, Joint Secretariat*
- 📌 Joint Electronic Monitoring System (Jems) and subsidy contract.  
*Alexis Truchet, Joint Secretariat*
- 📌 Project reporting and changes: all you need to know.  
*Nuno Madeira, Joint Secretariat*
- 📌 Financial management, eligibility rules and staff assignment: what to keep in mind incl. information on national control systems.  
*Magdalena Friedwagner-Maislinger, Managing Authority*
- 📌 Most common procurement errors and how to avoid them.  
*Alexis Truchet, Joint Secretariat*

#### Introduction to the synergies with EUSALP and Alpine Convention

- 📌 Introduction and practical information on synergies with EUSALP and the Alpine Convention.  
*Matteo Decostanzi, Joint Secretariat*