



Get started! Seminar for call 4 projects

21–22 October 2019 | Munich

Venue

Bayerisches Landesamt für Umwelt
Joint Secretariat of the Alpine Space programme
Sitzungssaal
Heißstraße 128, 80797 München
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Agenda

Day 1

Registration / light lunch - 12:00

13:00 - 13:30 Welcome by joint secretariat and managing authority

Including the project presentations in 60 seconds.

13:30 - 14:30 Project start

Getting started: steps, tips, things to know.

eMS live demonstration: revising the application form.

14:30 - 15:00 Financial management

Eligibility rules: what to keep in mind

Coffee break

15:30 - 16:45 Financial management

Staff cost calculation – practical exercise

16:45 - 17:15 Financial control

Overview of the programme system and inputs from national contact points.

17:30 - 18:30 Individual consultations

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



Day 2

Start - 09:00

09:00 - 11:00 Project management

Reporting and monitoring: how does it work?

How to deal with project changes. A practical exercise.

11:00 - 11:30 Public procurement

11.30 - 12:00 Ask the LP!

Networking session.

Closure and light lunch - 12:00

13:00 - 14:00 Individual consultations