

SOUTHEAST EUROPE PROGRAMME

LEAD PARTNERS' SEMINAR – 1st Call for proposals

Budapest, 22 February 2011

Danubius Hotel Gellért, Szent Gellért tér 1, H- 1111 Budapest

AGENDA

- 8:30-9:00 *Registration*
- 9:00-9:15 **Welcome and agenda of the day**
- 9:15-9:30 **Overview on the 1st Call projects implementation**
- 9:30-10:30 **Project changes (SEE Implementation Manual v3.1)**
- **Types of project changes, rules, documents to be submitted with the request of change**
- 10:30-10:50 *Q&A Session*
- 10.50-11.10 *Coffee break*
- 11:10-12:10 **Reporting**
- **Progress Report – common mistakes**
 - **Application for reimbursement – typical problems with Declaration on validation of expenditure**
- 12:10-12:30 *Q&A Session*
- 12:30-13:30 *Lunch break*
- 13:30-14:00 **Project closure and audits**
- 14:00-14:30 **Information & Publicity**
- 14:30-14:50 *Q&A Session*
- 14:50-15:20 **IPA related issues**
- 15:20-15:40 *Q&A Session*
- 15:40-17:00 *Coffee and project consultations*

Jointly for our common future