



DRAFT PROGRAMME

REPORTING TRAINING SEMINAR

22 February 2018, Copenhagen, Denmark

Venue: Danish Business Authority, Langelinie Allé 17 (4th floor),
2100 Copenhagen Ø

The training seminar will focus on the reporting process for lead beneficiaries and beneficiaries. Attendance is relevant for lead beneficiaries, beneficiaries, as well as other parties involved in reporting and control of projects from all member states. All relevant aspects for first level controllers will be covered during the First Level Control seminars that are organized by the secretariat on a regular basis. Danish First Level Controllers are welcome to attend the First Level Control Seminar on 21 February 2018, Copenhagen, Denmark.

The costs of seminar participation are eligible project costs.

PROGRAMME

09:00 – 09:30	Coffee and registration
09.30 – 09.45	Welcome and Introduction <i>Danish Business Authority and Joint Secretariat</i>
Session 1 – Getting started: Roles and responsibilities	
09.45 – 10.45	Getting started: How do you prepare for reporting? Who does what? What is the work flow?
10.45 – 11.00	Coffee Break
Session 2 – Reporting in Practice – Activity Report	
11.00 – 12.00	Progress Reporting on Activities: Reporting forms and procedure
12.00 – 13.00	Lunch



Session 2 – Reporting in Practice – Activity Report (continued)

13.00 – 13.25 Progress Reporting on Activities: Reporting forms and procedure

Session 3 – Reporting in Practice – Finance Report

13.25 – 14.50 Progress Reporting on Finances: Reporting forms and procedure

14.50 – 15.10 Coffee Break

15.10 – 16.00 Informal Question & Answers and networking session

The speakers and facilitators will include personnel from the North Sea Region Programme Secretariat. The seminar will be held in English.

Are you a registered user of the Online Monitoring System?

Please make sure that you are registered as a user of the Online Monitoring System prior to the training event. Beneficiaries should receive an invitation to become a user of the Online Monitoring System from the Lead Beneficiary. Please contact your Lead Beneficiary if you have not received an invitation.

General information about the North Sea Region Programme and its rules and procedures: www.northsearegion.eu