Lead Partner Seminar
2nd Call: Thematic Projects

14-15th February 2024 - Online

Agenda

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Objective of the meeting:
to gather the partners of Thematic projects, to introduce the Programme objectives, set-up next steps and the work flow with Governance projects and explain expectations and obligations in terms of implementation, communication, reporting process, administrative and financial rules and procedures.

Working language: English

14th February 2024

10:00 – 10:10	**Welcome from the Managing Authority/Joint Secretariat – Presentation of the JS team**
10:10 – 10:25	**Introduction by the JS** Reminder about the role of thematic projects in the Programme architecture / in the Programme strategy Facts and figures about Thematic projects: stats + summary
10:25 – 11:05	**Presentation of Governance projects per Mission** Sustainable Innovative Economy Natural Heritage Green Living Areas Sustainable Tourism
11:05 – 12:00	**Communication and the different tools available** Presentation of the tools provided by the Programme: websites, Basecamp, dashboard, etc. Branding and guidelines (logos, posters) Communication objectives and activities Communication monitoring
12:00 – 12:30	**Questions and Answers**

15th February 2024

10:00 – 10:05	**Welcome from the MA/JS – Presentation of the JS team**
10:05 – 10:20	**Programme bodies and project management**
	Presentation of the Programme bodies
	Project management roles and principles
10:20 – 10:40	**Implementing my project - Initial steps**
	Precontracting phase
	Contracting process
	Project start-up
	Q&A
10:40 – 11:20	**Reporting process**
	Partner reporting
	Project reporting
	Reporting on outputs, results, and deliverables
	Daily Monitoring
11:20 – 12:30	**Focus on finance**
	Financial flow, general overview
	National control
	Declaration of expenditure and eligibility of costs - key aspects