



# Interreg Europe Project seminars

21-23 January  
Hotel Hungaria City Center  
Budapest, Hungary

## Agenda

Tuesday, 21 January: Seminar on finance reporting	
09:00	Registration
09:30	<p><b>Welcome and introduction</b></p> <p>Group 1: Conference Room I</p>  
	<p>Group 2: Conference Room II</p>  
<b>General Reporting Principles</b>	
09:40	<p><b>The basics: reporting procedures and legal framework</b></p> <p>Group 1: Conference Room I</p>  
	<p>Group 2: Conference Room II</p>  
11:10	Coffee break Wien & Budapest hall
11:40	<p><b>How to find your way in iOLF</b></p> <p>Group 1: Conference Room I</p>  
	<p>Group 2: Conference Room II</p>  
12:10	<p><b>Keeping it simple: phase 2 lump sum</b></p> <p>Group 1: Conference Room I</p>  
	<p>Group 2: Conference Room II</p>  



13:00	<i>Lunch</i> <i>Beatrix restaurant</i>
<b>Focus on Financial Reporting</b>	
14:30	<b>To report or not to report: eligibility of expenditure</b> Group 1: Conference Room I Group 2: Conference Room II    
15:30	<b>Buying in the wild market: public procurement rules</b> Group 1: Conference Room I Group 2: Conference Room II    
16:15	<i>Coffee break</i> <i>Wien &amp; Budapest hall</i>
16:45	<b>Even if money can't buy you happiness: finance reporting in iOLF</b> Group 1: Conference Room I Group 2: Conference Room II    
17:30	<b>Wrap-up and surprise</b> Group 1: Conference Room I Group 2: Conference Room II    
18:00	<i>Networking cocktail</i> <i>Wien &amp; Budapest hall</i>



## Wednesday, 22 January: Seminar on activities and results

### Sharing Experience – Sharing knowledge

09:15	<b>Panel discussion: tips and tricks for timely reporting and quick payment</b> Group 1: Conference Room I  	Group 2: Conference Room II  
10:00	<b>Good practices submission and validation</b> Group 1: Conference Room I  	Group 2: Conference Room II  
10:45	<i>Coffee break</i> <i>Wien &amp; Budapest hall</i>	
11:15	<b>Reporting activities: Programme expectations</b> Group 1: Conference Room I  	Group 2: Conference Room II  
11:45	<b>Practical exercise: submitting a high-quality activity report</b> Group 1: Conference Room I  	Group 2: Conference Room II  
12:45	<i>Lunch</i> <i>Beatrix restaurant</i>	
14:15	<b>Reporting results</b> Group 1: Conference Room I  	Group 2: Conference Room II  
14:45	<b>Practical exercise: quality checking the report on policy instruments</b> Group 1: Conference Room I  	Group 2: Conference Room II  
15:45	<i>Coffee break</i> <i>Wien &amp; Budapest hall</i>	



<b>16:15</b>	<b>Exchange of experience process and action plan development</b> Group 1: Conference Room I   Group 2: Conference Room II  
<b>17:00</b>	<b>Wrap-up Q&amp;A with JS</b> Group 1: Conference Room I   Group 2: Conference Room II  
<b>17:30</b>	<i>Networking cocktail Wien &amp; Budapest hall</i>



Thursday, 23 January: Seminar on project communication

09:00	<i>Registration</i>	
09:30	<b>How to tell stories</b> Conference Room I  	<b>How to work with media</b> Conference Room II  
10:45	<i>Coffee break</i> <i>Wien &amp; Budapest hall</i>	
11:15	<b>How to work with media</b> Conference Room I  	<b>How to tell stories</b> Conference Room II  
12:30	<i>Lunch</i> <i>Beatrix restaurant</i>	
14:00	<b>World Café:</b> <b>Topics suggested by participants</b> Conference Room I  	<b>World Café:</b> <b>Topics suggested by participants</b> Conference Room II  
15:00	<i>Coffee break</i> <i>Wien &amp; Budapest hall</i>	
15:30	<b>World Café:</b> <b>Topics suggested by participants</b> Conference Room I  	<b>World Café:</b> <b>Topics suggested by participants</b> Conference Room II  
16:30	<b>Key tips from World Café</b> Conference Room I    	
17:00	<i>End of the seminar</i>	