

**INFO-DAY ON PROJECT IMPLEMENTATION**

**4th CALL PROJECTS**

**VENUE: ………………., Gjirokaster, Albania**

**DATE: 25/02/2020**

**DRAFT AGENDA**

|  |  |  |
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| 9:00 – 9:30 | Arrival of Participants – Registration |  |
| 9:30 – 9:40 | **Official welcome**  | *Ministry for Europe and Foreign Affairs**Managing Authority Unit B2* |
| 9:40 – 9:50 | **4th Call State of Play** | *Joint Secretariat*  |
|  | **Topics on Project Implementation**  |  |
| 09:50 – 10:10 | * + *Start-up procedures (Milestones, Management team, Procurement Plans, etc.)*
	+ *Programme eligibility rules (Preparation and Management Costs, Activities outside Programme area, Staff and O&A costs: options and restrictions)*
 | *Joint Secretariat*  |
| 10:10 – 10:30 | * + *Lead Partner Principle*
 | *Joint Secretariat*  |
| 10:30 – 10:50 | * + *Project Modification Procedure*
 | *Managing Authority Unit B2* |
| 10:50 – 11:15 | * + *Project Funding for Albanian Beneficiaries*
 | *Joint Secretariat* |
| 11:15 – 11:30 | * + *Information & Publicity / Capitalization*
 | *Joint Secretariat* |
| 11:30 – 12:00 | *Q&A* |  |
| 12:00 – 12:30 | *Coffee Break* |  |
|  | **Management Information System - MIS** |  |
| 12:30 – 13:30 | * + *Modification of Application Form*
	+ *Progress Report*
	+ *Table of Expenditure*
	+ *Funding Requests for Greek Beneficiaries*
 | *Managing Authority Unit D**Managing Authority Unit C* |
|  | **Topics on First Level Control**  |  |
| 13:30 – 14:15 | * Eligibility of expenditure
 | *Managing Authority Unit C* |
|  | * Part A - General guidelines - Procedures
 | *Albanian FLC Office* |
| 14:15 – 14:45 | *Q&A – End of session* |  |
| 15:00 | *Light lunch* |  |