**1st CALL FOR PROPOSALS**

**Seminar for Beneficiaries and Partners**

**on Reporting**

**AGENDA**

**Hotel “Radi un Draugi”**

**Mārstaļu str.1, Riga (Old Town), Latvia**

**14 November 2012**

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| --- | --- |
| 9.30 – 10.00 | REGISTRATION, coffee |
| 10.00 – 10.15 | Welcome and introduction  Ms Unda Ozoliņa, Head of the JTS |
| 10.15 – 12.00 | General provisions on reporting  Ilze Skrebele - Stikāne, Project Manager of the JTS |
| Narrative reporting  Ilze Skrebele - Stikāne, Project Manager of the JTS |
| Sustaining visibility of the project in the report  Vineta Šnore, Information Manager of the JTS |
| Financial reporting  Sergejs Dubcaks, Financial manager of the JTS |
| 12.00 – 13.00 | LUNCH |
| 13.00 – 14.30 | Question and Answer Session  (based on the questions submitted by the project Beneficiaries and Partners beforehand)  JTS Team |
| 14.30 – 15.00 | COFFE BREAK |
| 15.00 – 16.00 | Consultations on reporting issues  JTS staff |

Additional information about the venue - <http://www.hotelradiundraugi.lv/>