**1st CALL FOR PROPOSALS**

**Seminar for Beneficiaries and Partners**

**on Reporting**

**AGENDA**

**Hotel “Dvor Podznoeva” (tbc)**

**Nekrasova str 1B**

**Pskov, Russia**

**22 November 2012**

|  |  |
| --- | --- |
| 9.30 – 10.00 | REGISTRATION, coffee |
| 10.00 – 10.15 | Welcome and introduction  Ms Ekaterina Moskaleva,  Information Manager of the JTS Branch Office in Pskov |
| 10.15 – 12.00 | General provisions on reporting  Elena Makarova, Project Manager of the JTS |
| Narrative reporting  Elena Makarova, Project Manager of the JTS |
| Sustaining visibility of the project in the report  Ekaterina Moskaleva, 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 -