

INVITATION TO THE SEMINAR FOR BENEFICIARIES AND PARTNERS

**23 and 24 April 2013
Hotel "Dvor Podznoeva",
(Pskov, Russia)**

The purpose of the seminar is to introduce 2nd Call project Beneficiaries and partners in detail with Programme requirements in order to ensure smooth launching and proper implementation of the Projects. Three identical seminars will be organized in Estonia, Latvia and Russia and **it is highly recommended**, that the project (all partners) chooses the same dates and place for the seminar. **Project Manager, Financial Manager and Information Manager are strongly advised to participate as minimum per Project.**

The first seminar will be organized **in Pskov, Russia on 23-24 April 2013**. The venue of the seminar is **Hotel "Dvor Podznoeva"**, Nekrasova Street 1b, Pskov, Russia (<http://www.dvorpodznoeva.ru/>)

Follow the **Agenda** of the seminar on page 2.

Please register **all participants from the project** on-line in the Programme's website: http://www.estlatrus.eu/eng/events/all_events/seminar_for_2nd_call_beneficia as soon as possible, but not later than by **19 April 2013**.

! IMPORTANT

- Simultaneous translation will be provided from English into Russian.***
- Transport from St.Petersburg to Pskov on 23 April 2012 and from Pskov to ST.Petersburg on 24 April 2012 will be provided by the Programme.***

Please be informed that the reservation of accommodation is not provided. The reservation is advised to do on one's own.

The recommended list of hotels: <http://tourism.pskov.ru/tripplanning/hotels>

Please ask for more information:

Information Manager Anna Filatova (BO Pskov) - phone: + 7 8112 79 40 54,

Information Manager Vladimir Skorokhodov (BO of Leningrad Oblast), also responsible for transportation from St. Petersburg to Pskov - phone: + 7 812 325 51 84

2nd CALL FOR PROPOSALS

Seminar for Beneficiaries and Partners

AGENDA

23 - 24 April 2013

1ST DAY

11.30 – 12.30	REGISTRATION, welcome coffee
12.30 – 13.00	Welcome and Introduction
	Contractual obligations (General and Special conditions, changes in the Contract)
	Partnership (tasks, responsibilities, joint implementation)
14 :30 – 15:00	Coffee-break
	Communication and Visibility requirements in the Project
	Eligibility of costs
17.00 – 18.00	DINNER
18.00	Individual consultations (JTS staff available)

2ND DAY

9.00	1. Technical Financial Management of the project (planning, accounting system, co-financing, avoiding double financing)
	2. Expenditure verification
	Procurement (rule of nationality and rule of origin)
11:00 – 11:30	Coffee-break
	Reporting (narrative, financial)
13:00 – 14:00	LUNCH
	Project Partner Networking / Departure