

# Interreg Programme management for beginners



**Draft Agenda**  
**24-25 April 2018**  
Budapest, Hungary  
Venue, tbc





## **Interreg Programme management for beginners**

### **24-25 April 2018**

### **Budapest, Hungary**

#### **Outline**

Based on a number of requests from Interreg programmes and in response to the high level of interest at the previous editions, Interact is organising third edition of the "Programme management for beginners" seminar. The seminar will address all phases of the Interreg programmes' cycle, to give participants the most optimal overview of programme procedures, management bodies, regulatory and implementation requirements in 2014-2020 period. In addition, participants will have a chance to discuss the latest trends and requirements related to management of projects with a focus on a project's contribution to the programme's results sought.

#### **Format of the event**

The seminar foresees an active involvement of participants, with mixture of presentations to introduce topics as well as practical work and discussion among programmes.

#### **Who is it for?**

This seminar is targeted at **new staff from Interreg programmes**. Priority will be given to new staff from the Joint Secretariats and Managing Authorities, but should places be available we will welcome staff of other relevant programme bodies who are interested in learning more about programme management.



**Interreg Programme management for beginners**  
**24-25 April 2018**  
**Budapest, Hungary**

**Timetable – Day 1**  
**24 April 2018**

**08.30 – 09.00 Registration**

**09.00 – 09.45 Welcome, introduction to programme management**

- Objectives for the event, working agreement and method
- Introduction of participants
- Programme management in the Interreg context
- Programme bodies
- Stages of the programme cycle

**09.45 – 11.00 Session 1: Preparation of the programme**

- Overview of legal framework
- Operational programme
- Management and Control System
- Designation of authorities

*The objective of the session is to identify stages of a programme preparation and procedures to be set.*

**11.00 – 11.30 Coffee break**

**11.30 – 13.00 Session 2: Starting the programme – setting the rules and planning cash flow**

- Programme implementation documents (Programme Manual)
- Eligibility rules (including simplified costs options)

*The objective of the session is to identify the most important rules necessary to run a programme.*

**13.00 – 14.00 Buffet Lunch**

**14.00 – 15.30 Session 3: Allocation of funds**

- Calls for proposal and types of procedures to achieve the best outcomes for the programme
- Assessment process
- Project selection, decision-making process; complaint procedures
- Contracting projects, Partnership agreement arrangements

*After this session, participants will be able to list stages of funds allocation within a programme from preparation and opening of the call of proposal to the contracting of approved projects.*

**15.30 – 16.00 Coffee break**

**16.00 – 17.00 Session 4: Project implementation**

- Project reporting, project modifications
- Irregularities

*The objective of the session is to identify main aspects of the project's implementation management i.e. how to set reporting procedures, how to deal with projects modifications and irregularities.*



## **Interreg Programme management for beginners**

### **24-25 April 2018**

### **Budapest, Hungary**

#### **Timetable – Day 2**

#### **25 April 2018**

##### **09.00 – 10.30      Session 5: Control and projects reimbursement**

- Management verifications
- Cash flow (programme – projects)
- Controlling bodies (CA and AA)

*The objective of the session is to identify all the stages of the programme and projects verifications and controls, and to understand the roles of the bodies responsible.*

##### **10.30 – 11.00      Coffee break**

##### **11.30 – 13.00      Session 6: Programme implementation – cash flow**

- Pre-financing and claims
- Annual accounts
- Decommitment
- Irregularities on a programme level
- Recoveries and withdrawals on a programme level

*After this session, participants will be able to understand the processes influencing the programme cash flow.*

##### **13.00 – 14.00      Buffet Lunch**

##### **14.00 – 14.30      Session 6: Programme implementation – cash flow**

*Continuation*

##### **14.30 – 15.30      Session 7: Programme implementation – reporting end evaluation**

- Annual Implementation Report
- Performance framework
- Operational and Impact evaluation

*The objective of the session is to list main monitoring and reporting tools of each programme and to understand the need of programme evaluation.*

##### **15.30 – 16.00      Coffee break**

##### **16.00 – 16.30      Session 8: Communication and Capitalisation**

- Communicating Interreg achievements: rules and challenges
- Communication strategy and tools
- Definition of capitalisation

*The objective of the session is to understand the importance of communication in course of programme implementation. The participants will be also able to recognise capitalisation as one the tools to be used by a programme to identify successful results achieved and to spread their use.*

##### **16.30 – 17.00      Closure of the Event**

- Question and Answers