

Network Meeting of Project Officers in Transnational Programmes and INTERREG Europe



Draft Agenda 6-7 June 2018
Porto, Portugal
exact venue tbc

Outline

Reactivation of the network of project officers working in Transnational Programmes and INTERREG Europe. Colleagues participating in the meeting will exchange experiences and discuss current challenges in programme implementation.

Meeting Objectives

- Collect practices regarding simplification measures in project reporting
- Prepare final project reports' content – How to get there? – Identification of necessary steps
- Identify the importance of project officers in capitalization activities
- Agree on how to use the new online-platform for the project officers' network



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Wednesday, 6 June 2018

8.45 – 9.00

Registration and welcome coffee

9.00 – 9.30

Welcome, introduction and meeting overview

9.30 – 11.00

**Round table on programme updates with special focus on
challenges in project monitoring**

- Collection of simplification practices in reporting, while bearing in mind proving the evidence of projects' achievements

At the end of the session, participants will have a set of useful tips on:

- *how to make reporting for beneficiaries simpler*

11.00 – 11.20

Coffee

11.20 – 13.00

Preparing the final project report documentation

- Presentation by the Northern Periphery Programme about the steps made in designing the final project report.

Discussion on final project report "templates"

At the end of the session, participants will have information and a set of useful tips on:

- *how to prepare final project reports*

13.00 – 14.00

Lunch

14.00 – 16.30

Capitalisation of project results

(Coffee break included in the session)

- Presentation on capitalisation and short reference to programme practices analysed last year.

Identification of different roles in capitalization-related activities, and pointing out the importance of project officers

At the end of the session participants will be able to:

- *identify the role of a project officer in capitalization*
- *see potential gaps in the capitalization process of project results*



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16.30 – 16.45 **Summary of discussions**

19.00 – 21.00 **Networking dinner**

Thursday, 7 June 2018

8.45 – 9.00 **Welcome coffee**

9.00 – 9.30 **Post-2020 – state-of-play of preparation for the next period**

Latest news about the post-2020 period's preparation.
Expected changes with special regard to programme content, short reflections from the participants.

9.30 – 11.00 **Introduction of the new collaboration platform**
Launching the Online platform for the Network of TN project officers

'Live' introduction of the online platform, showing all features for users.

11.00 – 11.20 **Coffee break**

11.20 – 12.30 **Agreement on how to use the platform for network activities**

At the end of the session(s) participants will be able to:

- *use the newly-introduced collaboration platform*
- *agree on how the network will keep it 'alive'*
- *agree on what content-related issue(s) should be discussed on the platform first*

12.30 – 13.00 **Summary of discussions and next steps**

13.00 **Lunch, Farewell**