

# Programme management for beginners



**Draft Agenda, 19-20 April 2017**

**Interreg programme management for beginners**

Venue TBC

Stockholm, Sweden





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### Outlines

In response to the high level of interest Interact is organising Interreg Programme management for beginners seminar.

This seminar will address all phases of the Interreg programmes' cycle, to give participants the most optimal overview of management bodies, regulatory and implementation requirements in 2014-2020 period. Also, 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.

Exchange of ideas throughout the event will aid the identification of good practice that can be transferred to the work place.

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.

### Registration

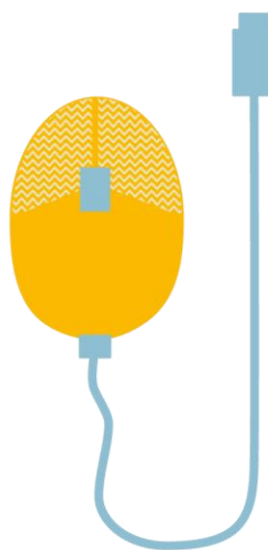
Registration for this seminar is now open, but kindly note that we will not begin accepting participants until beginning of March.

The deadline for registration is on 3 April.

You can register at this link <http://forms.interact-eu.net/interreg-for-beginners>

### Contact

If you have any further questions or would like additional information, please contact Ivana Lazic at [ivana.lazic@interact-eu.net](mailto:ivana.lazic@interact-eu.net)





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### **Day one**

- 08.30 – 09.00** Registration
- 09.00 – 09.30** **Welcome, introductions and expectations**
- 09.30 – 10.00** **Introduction to programme management**
- Programme management in the Interreg context
  - Programme bodies
  - Stages of the programme cycle
- 10.00 – 11.00** **Preparation of programme**
- Operational programme
  - Management and Control System
  - Designation of authorities
- 11.00 – 11.30** Coffee break
- 11.30 – 13.00** **Starting the programme**
- Programme Manual and other documents
  - Eligibility rules
  - Simplified costs options
  - Other programme rules
  - Planning cash flow at programme level
- 13.00 – 14.00** Lunch break
- 14.00 – 15.30** **Allocation of funds**
- Calls for proposals and types of procedures to achieve the best outcomes for the programme
  - Assessment procedures
  - Who is involved in selection, types of decisions; complaint procedures
  - Contracting projects, Partnership agreement arrangements
- 15.30 – 16.00** Coffee break
- 16.00 – 17.00** **Programme implementation – relations with projects**
- Project reporting

Networking dinner hosted by Interact



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**Day two**

- 09.00 – 09.45**    **Control and Cash flow**
- Management verifications
  - Cash flow programme – projects
- 09.45 – 10.30**    **Project implementation challenges**
- Project Modifications
  - Irregularities and recoveries
  - Other challenges
- 10.30 – 10.45**    Coffee break
- 10.45 – 11.15**    **Controlling bodies**
- Certifying Authority
  - Audit Authority
- 11.15 – 13.00**    **Programme implementation - cash flow**
- Pre-financing and claims
  - Annual accounts
  - De-commitment
  - Irregularities on programme level
  - Recoveries and withdrawals on programme level
- 13.00 – 14.00**    Lunch break
- 14.00 – 15.00**    **Programme implementation– reporting and evaluation**
- Annual Implementation Report
  - Performance framework
  - Operational and Impact evaluation
- 15.00 – 16.00**    **Communication and Capitalisation**
- 16.00 – 17.00**    **Other open issues**
- Questions and Answers

End of event