

Lead Applicant seminar & project consultations

Riga, 2-3 December 2009
Venue: Radisson SAS Daugava hotel

Agenda

Wednesday, 2 December 2009

- 9:00 – 10:00 *Registration and coffee*
- 10:00 – 10:10 *Welcome*
- 10:10 – 10:30 *Baltic Sea Region Programme – Status quo of the implementation*
- 10:30 – 10:45 *EU Strategy for the Baltic Sea Region – link to the Programme*
- 10:45 – 11:00 *Main elements of the project application – introduction to the working sessions*

Working sessions

The participants are divided into 3 groups. Each group attends all of the following three working sessions.

- WS 1: Project strategy & Communication
- WS 2: Partnership and work plan
- WS 3: Financial issues

	Group 1	Group 2	Group 3
11:15 – 12:30	WS 1	WS 3	WS 2
12:30 – 13:30	<i>Lunch</i>		
13:30 – 14:45	WS 2	WS 1	WS 3
14:45 – 15:15	<i>Coffee break</i>		
15:15 – 16:30	WS 3	WS 2	WS 1

- 16:40 – 17:00 *From application through assessment to the first payment*
- 17:00 *Closure of the seminar*

Thursday, 3 December

The consultations will take place in Radisson SAS Daugava hotel from 8:30 to 16:00, max. 45 min per consultation. Financial help desk open from 8:30 – 16:00 (please sign up on 2 December).