Interreg
CENTRAL EUROPE
European Union
European Regional
Development Fund

TAKING **COOPERATION** FORWARD

PROJECT IMPLEMENTATION TRAINING

Agenda   21/22 September 2016

DAY	TIME	DESCRIPTION
21 September	13.30	**Registration**
	14.00	**Welcome by Managing Authority**
	14.15	**Introduction to project progress reporting** Plenary presentations and questions and answers, followed by introduction to guided networking and grouping
	16.00	**Coffee break**
	16.30	**Guided networking among projects** Guided networking among projects in small thematic groups
	17.30	**Networking reception**

DAY	TIME	CONTENT AND FINANCE TRACK	COMMUNICATION TRACK
22 September	8.45	Registration	
	9.00	**Introduction to reporting on project management and activities** Presentation by JS, experienced lead partner and hints on reporting	**Introduction to communication strategy planning** Presentation and exercises based on the communication strategy template
	10.45	Coffee break	
	11.00	**Project management and progress report: Activity part** Practical hints and eMS guidance	**Website: Content management system (CMS)** Introduction to the website CMS with exercises
	13.00	Lunch break	
	14.00	**Introduction to reporting on finances - Keeping an audit trail** Practical hints and exercise	**Website: Content management system:** Introduction to the website CMS with exercises
	15.30	Coffee break	
	16.00	**Progress report: Financial part** Practical hints, guidance and exercise	**Introduction to communication content development** Presentation and exercises on audience-focused storytelling
	17.30	End of training	