

18-19 MARCH 2020 RIGA  
Architecture and Media Center H<sub>2</sub>O 6  
Durbes iela 4, Rīga, Latvia

# Project Implementation Seminar



**Interreg**  
Central Baltic



EUROPEAN UNION  
European Regional Development Fund

# Improved internal communication

9:30-10:00 **Registration & coffee**

10:00 **Welcome & warm-up**

10:00-11:00 **Better implementation through improved internal communication**

During the morning session you will learn about the importance of clear communication through a practical approach. We will recognise information needs and sources and see, how you can help the project succeed better through this. Finally, we will formulate keywords and messages about you and your project.

11:00-13:00 **Power lunch activities**

- **Buffet style lunch**
- **Technical communication requirements drop-in clinic**  
If you have a question about using the references (EU emblem, the text, programme logo, project logo...) on websites, brochures or posters, drop in for a (hopefully) quick answer. Bring own material, a photo of it or review it on our laptop.
- **Photo booth**  
During the lunch break, you have the possibility to have a professional photo taken of you. Use it in project-related communication and as your profile picture.
- **Networking**  
Engage with other participants, share knowledge and ideas. If you don't know whom to talk to, use our speed-dating table to find new contacts.

13:00-14:00 **Be excellent in your project**

Regardless of your role in the project, good communication skills are needed for successful implementation. **Communication and interactivity specialist Riitta Koskimies** guides you through steps to improve your dialogue inside the project to achieve this goal. After a short practical exercise, a **panel discussion** takes place on-stage.

14:00-15:00 **Personal project branding**

Join us on a journey through the maze of personal branding. You will learn why it is important and what the relevance is for project implementation now – and in future projects. We will be using the professional knowledge exchange platform LinkedIn.

15:00-15:30 **Coffee & stories**

15:30-16:00 **Conclusion of the day**

18:00-20:30 **Networking dinner**

Park Inn Hotel (Bocca Buona restaurant) Krogus iela 1, Rīga, Latvia

# Improved know-how

8:30 - 9:00 **Registration & coffee**

9:00 - 9:15 **Welcome**

9:15 - 10:35 **Eligibility of costs**

Have you watched the eligibility videos? Let's check what you remember with a quiz (with prizes) about the eligibility rules for budget lines.

We will shortly introduce eligibility rules and requirements. We will also reflect most common challenges related to cuts made by the first level controllers, Managing Authority and decisions by Audit Authority.

Our project will share experience on most common challenges when observing public procurement rules and advise how to avoid them.

10:35 - 11:00 **Coffee break**

11:00 - 11:30 **Eligibility exercise**

Correct and well-prepared financial reporting enables smooth monitoring progress of project implementation and making of payments. During this session we will practise how to make good financial reporting.

11:30-12:00 **Reporting**

We will advise you how to speed up reimbursement of money through efficient reporting. We will explain what the most common challenges in the reporting are and how to overcome those.

12:00-13:00 **Lunch**

13:00 - 14:00 **Project modifications and exercise**

During the session you will learn about different kind of project changes: project modifications, small approvals and using the flexibility rule. Also, an important aspect is to know when to contact the JS about possible changes.

14:00 - 14:30 **Project closure**

During this session you will get tips for smooth project closure. Also, formal requirements related to the project closure will be introduced.

14:30 - 15:00 **Coffee**

15:00 - 16:00 **Project implementation**

Firstly, we will identify and agree what are the most important aspects to successfully implement the project. Then you will have a great possibility to exchange experience on best practices of each identified aspect. JS contact persons will write down the best practices and share with you after the seminar.

16:00 - 16:10 **Closing the day**

Final remarks and glimpse into the future of Central Baltic Programme