

## Lead Applicant Seminar: fourth call

### DRAFT AGENDA

**Thursday, 8 February 2011**  
Hotel Altis, Lisbon, Portugal

8:30-9:00	<b>Registration and coffee</b>
9:00-9:15	Welcome & Introduction
9:15-10:00	<b>Specific features of the fourth call</b> <i>JTS Project Officer/Management</i>
	<b>Q&amp;A</b>
10.00-11.00 <i>(Parallel sessions)</i>	<b>Relevance of proposal &amp; partnership</b> (criteria 1&5) Relevance of theme and approach, Quality of partnership <i>IP Project Advisor</i>
	<b>Coherence &amp; quality of results</b> (criteria 2&3) Coherence of work plan, Relevance of results, Examples of activities <i>IP Project Advisor/JTS Project Officer &amp; IP Communication Advisor</i>
	<b>Quality of management, budget &amp; finance</b> (criteria 4&6) Developing the budget, Management procedures, First level control <i>Finance Officer</i>
11:00-11:30	Coffee break
11:30-12:30 <i>(Parallel sessions)</i>	<b>Relevance of proposal &amp; partnership</b> (criteria 1&5) Relevance of theme and approach, Quality of partnership <i>IP Project Advisor</i>
	<b>Coherence &amp; quality of results</b> (criteria 2&3) Coherence of work plan, Relevance of results, Examples of activities <i>IP Project Advisor/JTS Project Officer &amp; IP Communication Advisor</i>
	<b>Quality of management, budget &amp; finance</b> (criteria 4&6) Developing the budget, Management procedures, First level control <i>Finance Officer</i>
12:30-14:00	Lunch
14:00-15:00 <i>(Parallel sessions)</i>	<b>Relevance of proposal &amp; partnership</b> (criteria 1&5) Relevance of theme and approach, Quality of partnership <i>IP Project Advisor</i>
	<b>Coherence &amp; quality of results</b> (criteria 2&3) Coherence of work plan, Relevance of results, Examples of activities <i>IP Project Advisor/JTS Project Officer &amp; IP Communication Advisor</i>

**Quality of management, budget & finance** (criteria 4&6)  
Developing the budget, Management procedures, First level control  
*Finance Officer*

15:00-15:45      **Experience of an INTERREG IVC Lead Partner**

**Q&A**

15:45-16:00      **Conclusion and final recommendations**  
*IP Project Advisor*

16:00-16:30	Coffee break & networking
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45-minute **individual project consultations** are available for all Lead Applicants on 9 February based on request. If you would like to have a consultation to get feedback on your project idea, please tick the “individual project consultation” box in the registration form. Please note that only one individual consultation can be held for each project idea during the call!