

Interreg Europe project training days

For first call projects

26-28 September 2023

Garage (34 Boulevard Carnot, 59800 Lille, France)

The **Interreg Europe project training days** bring together the lead partners, finance managers, controllers and communication managers from 72 projects approved in the first call on **26-28 September 2023** in **Lille, France**.

Participation is limited to **two representatives per project** per day. In addition, one controller per project can participate in the finance training.

Three days of trainings

26 September: Finance reporting training

The first day focuses on finance reporting. The training is targeted at **lead partners, lead partner finance managers and lead partner's controllers** of Interreg Europe projects. During the training, we will cover information and updates on financial reporting and control procedures and requirements related to the management of Interreg Europe projects.

27 September: Project activities and results reporting training

The second day is dedicated to activities and results. The training is targeted at **lead partners** of Interreg Europe projects. It offers an opportunity to learn more about the programme's expectations related to the reporting of activities, good practices and results, and get useful tips and advice.

28 September: Communication training

The third training day is all about communication. The training is targeted at **lead partners and communication managers** of Interreg Europe projects. Participants will get guidance on the Interreg Europe publicity requirements, as well as tips for making project communication activities as effective and attractive as possible.

Registration:

www.interregeurope.eu/news-and-events/events/project-training-days-for-first-call-projects



Day 1: Financial reporting

Agenda

09:00-09:30	<i>Registrations and welcome</i>		
09:30-11:00	Start Me Up – Basic reporting principles, legal framework and verification of expenditure		
11:00-11:30	<i>Break</i>		
11:30-12:45	Group 1 <i>Ain't No Mountain High Enough</i> Eligibility of expenditure: focus on staff costs, office and administration and travel and accommodation costs	Group 2 <i>Paperback Writer</i> Reporting in the Portal	Group 3 <i>What a wonderful world</i> External expertise and services, equipment, infrastructure and works and public procurement
12:45-14:15	<i>Lunch Break</i>		
14h15-15:30	Group 1 <i>What a wonderful world</i> External expertise and services, equipment, infrastructure and works and public procurement	Group 2 <i>Ain't No Mountain High Enough</i> Eligibility of expenditure: focus on staff costs, office and administration and travel and accommodation costs	Group 3 <i>Paperback Writer</i> Reporting in the Portal
15:30-16:00	<i>Break</i>		
16:00-17:15	Group 1 <i>Paperback Writer</i> Reporting in the Portal	Group 2 <i>What a wonderful world</i> External expertise and services, equipment, infrastructure and works and public procurement	Group 3 <i>Ain't No Mountain High Enough</i> Eligibility of expenditure: focus on staff costs, office and administration and travel and accommodation costs
17:15	<i>End of meeting</i>		
17:30-19:30	<i>Networking cocktail</i>		

Day 2: Reporting activities and results

Agenda

08:30-09:00	<i>Registrations and welcome</i>		
09:00-10:00	<i>Magical mystery tour - Introduction to the reporting process</i>		
10:00-11:15	<p>Group 1</p> <p><i>What You're Doing</i> Sharing good practices</p>	<p>Group 2</p> <p><i>Come together</i> Reporting activities (joint progress report)</p>	<p>Group 3</p> <p><i>Getting better</i> Reporting results (policy report)</p>
11:15-11:45	<i>Break</i>		
11:45-13:00	<p>Group 1</p> <p><i>Getting better</i> Reporting results (policy report)</p>	<p>Group 2</p> <p><i>What You're Doing</i> Sharing good practices</p>	<p>Group 3</p> <p><i>Come together</i> Reporting activities (joint progress report)</p>
13:00-14:30	<i>Lunch Break</i>		
14:30-16:00	<p>Group 1</p> <p><i>Come together</i> Reporting activities (joint progress report) Wrap-up / Q&A</p>	<p>Group 2</p> <p><i>Getting better</i> Reporting results (policy report) Wrap-up / Q&A</p>	<p>Group 3</p> <p><i>What You're Doing</i> Sharing good practices Wrap-up / Q&A</p>
16:00	<i>End of meeting</i>		
16:30-17:30	<i>Walking tour in Lille</i>		
18:00-20:00	<i>Networking cocktail</i>		

Day 3: Project communication

Agenda

08:30-09:00	<i>Registrations and welcome</i>		
09:00-9:30	Introduction to the communication training <i>Networking and getting to know other participants</i>		
9:30-10:45	Group 1 <i>Tools for effective project communication</i> Communication requirements, website and visuals	Group 2 <i>What's your story?</i> Project videos and storytelling	Group 3 <i>Share & learn</i> World café (topics suggested by participants)
10:45-11:15	<i>Break</i>		
11:15-12:30	Group 1 <i>Share & learn</i> World café (topics suggested by participants)	Group 2 <i>Tools for effective project communication</i> Communication requirements, website and visuals	Group 3 <i>What's your story?</i> Project videos and storytelling
12:30-14:00	<i>Lunch Break</i>		
14:00-15:15	Group 1 <i>What's your story?</i> Project videos and storytelling	Group 2 <i>Share & learn</i> World café (topics suggested by participants)	Group 3 <i>Tools for effective project communication</i> Communication requirements, website and visuals
15:15-16:00	Closing and conclusion		
16:00	<i>End of meeting</i>		