



## **NORTH SEA REGION PROGRAMME REPORTING TRAINING SEMINAR**

Venue: Scandic Triangeln, Triangeln 2, 211 43 Malmö

Date: 18.05.2017

### **PROGRAMME**

09:00 – 09:30 Coffee and registration

09.30 – 09.45 Welcome and Introduction  
*Joint Secretariat and Tillväxtverket*

#### **Session 1 – Getting started: Roles and responsibilities**

09.45 – 10.45 Getting started: How do you prepare for reporting? Who does what?  
What is the work flow?  
*Joint Secretariat*

10.45 – 11.00 Pause

#### **Session 2 – Reporting in Practice**

11.00 – 12.00 Progress Reporting on Activities: Reporting forms and procedure  
*Joint Secretariat*

12.00 – 13.00 Lunch

13.00 – 13.15 News from the National Swedish Contact Point (NCP)  
*Andreas Catoni*



## **Session 2 – Reporting in Practice (continued)**

13.15 – 13.35 Progress Reporting on Activities: Reporting forms and procedure  
*Joint Secretariat*

13.35 – 15.00 Progress Reporting on Finances: Reporting forms and procedure  
*Joint Secretariat*

15.00 – 15.30 Coffee Break

15.30 – 17:00 Breakout sessions: National level and project beneficiaries: Training and Tips  
(Split into different sessions: 1. Sweden 2. UK and 3. Other North Sea Region countries)

The speakers and facilitators will be personnel from the National Authorities responsible for Interreg and personnel from the North Sea Region Programme Secretariat. The seminar will be held in English.

Who should attend: Lead beneficiaries and beneficiaries responsible for reporting, first and second level controllers, and other parties involved in reporting and control of projects. Please note that costs for participating in the seminar are eligible project costs.

[Register for the event](#)

### **Are you a registered user of the Online Monitoring System?**

Please make sure that you are registered as a user of the Online Monitoring System prior to the training event. Beneficiaries should receive an invitation to become a user of the online monitoring system from the Lead Beneficiary. Please contact your Lead Beneficiary if you have not received an invitation.

General information about the North Sea Region Programme and its rules and procedures:  
[www.northsearegion.eu](http://www.northsearegion.eu)