



**Cross-Border Cooperation Programme, Co-Financed by
the Instrument for Pre-Accession Assistance
CCI Number 2007CB16IPO007**

TRAINING SESSION AGENDA

Potential Beneficiaries of the First Call for Proposals

Topic: „Preparation of Project Proposals and Completion of the Application Form“

03/11/2009, Blagoevgrad
Ezeretz Hotel, Conference Hall 1
2 Peyo Yavorov Blvd, phone: + 359 73 88 66 11

| Time | Topic |
|---------------|--|
| 09:00 – 09:30 | <i>Participant Registration</i> |
| 09:30 – 10:00 | Presentation of the Programme <i>- objectives, areas of support, management structures; - First Call for Proposals – deadlines, eligibility of applicants, activities, expenses</i> |
| 10:00-10:45 | Project Identification <i>- Main Criteria for Eligibility – project requirements and eligibility check; - Main components – needs, target groups, objectives, cross-border effect; - Project Requirements – assessment of the elements and relevance to the preparation of the project proposal;</i> |
| 10:45 – 11:15 | <i>Coffee Break</i> |
| 11:15 – 12:00 | Project Planning <i>- Main components – activities, results, timetable, indicators, approach for implementation, management team; - Project requirements – evaluation of the elements and relevance to the preparation of the project proposal;</i> |
| 12:00 – 12:30 | Discussion about the Project Planning – Questions and Answers |
| 12:30 – 13:30 | <i>Lunch</i> |



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|---------------|--|
| 13:30 – 14.15 | <p>Project Planning</p> <ul style="list-style-type: none"> - <i>Main components – capacity of the partners, budget;</i> - <i>Project requirements – assessment of the components and relevance to the preparation of the project proposal;</i> |
| 14:15 – 14.30 | Discussion about the Project Planning – Questions and Answers |
| 14:30 – 15:15 | <p>Preparation of Project Proposals</p> <p>Application Form – <i>review of the parts of the application form, instructions for completion, connection with the elements for assessment</i></p> |
| 15:15 – 15:45 | Coffee Break |
| 15:45 – 16:15 | <p>Preparation of Project Proposals</p> <p>Annexes to the Application Form – <i>forms, requirements for the documents</i></p> |
| 16:15 – 16:30 | <p>Preparation of Project Proposals</p> <p>General Requirements for Presentation of the Project Proposal – <i>forms, signatures, translations, complete paper and electronic versions</i></p> |
| 16:30 – 17:00 | Closing Discussion – Questions and Answers |