



**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: Implementation, Administrative and Financial Management of CBC IPA Projects

20/11/2009, Kyustendil
Community Center „Bratstvo“ ,
11 Otets Paisii Str. ,Phone: + 359 78/ 52 63 95

Time	Topic
09:30 – 10:00	<i>Participant`s Registration</i>
10:00 – 10:15	Presentation of the Objectives of the Training Session and Introduction of the Team
10:15-11:15	Project Implementation - <i>Activity Organization;</i> - <i>Timetable for Implementation – Planning, Risks, Documenting Changes;</i> - <i>Information and Publicity;</i>
11:15 – 11:45	<i>Coffee Break</i>
11:45 – 12:30	Administrative and Financial management of the Project - General Review - <i>Documentation of Activities and Monitoring;</i> - <i>Requirements for Good Financial Governance;</i>
12:30 – 14:00	<i>Lunch Break</i>
14:00 – 14:30	Monitoring and Risk Assessment of Projects – General Review
14:30 – 15:30	Planning and Management of Tender Procedures for Selection of Contractors - <i>Applicable Procedures (PRAG);</i> - <i>Main Requirements for Planning and Implementation of the Procedures;</i>
15:30 – 16:00	<i>Coffee Break</i>
16:00 – 16:30	Closing Discussion – Questions and Answers