* + - 1. Black Sea Basin Joint Operational Programme 2007-2013
      2. Komotini 17th May 2011
      3. Agenda
      4. Venue: Hotel Arkadia

| Time | Event/facilitator/ trainer | Objective / Content | |
| --- | --- | --- | --- |
| 10.00 | Greek NA  JMA | * Welcoming remarks | |
| 10.10-10.30 | Session 1  **Introduction to the second Call for Proposals**  Facilitators:   * JMA * Greek NA | Objectives   * To introduce participants to ENPI CBC, the Black Sea Basin Joint Operational Programme and the benefits of working in partnership across borders   Content   * Introduction the second Call for Proposals   Expected outputs/outcomes   * Information on the second Call for Proposals | |
| 10.30-11.00 | Session 2  Introducing the Guidelines for Grant Applicants  Facilitator:  JMA | Objectives   * To introduce the format for the Guidelines for Grant Applicants and what potential applicants/partners need to do to apply for projects under the open Call for Proposals   Content   * Presentation of the format of the Guidelines for Grant Applicants for the second call   Expected outputs/outcomes   * Awareness of the content of the Guidelines for Grant Applicants * An understanding of CBC projects * Clarification of specific issues | |
| 11.00-  11.30 | Coffee break |  | |
| 11.30-  12.00 | Session 3  **The Grant Application Form**  Facilitator:  JMA | Objectives   * To make the participants familiar with the structure and set-up format for the Grant Application Form   Content   * Presentation of the format for the Grant Application Form and the connection to upcoming sessions   Expected outputs/outcomes   * Awareness of the Grant Application Form and understanding of its structure and logic | |
| 12.00-  12.30 | Session 4  Partners and the role of partners and lead partners  Facilitator:  JMA | Objectives:  To increase understanding of the roles and benefits of partners in cross border projects  Content:   * Who can be partners and types of partners * Added value of working with partners to address common regional needs * Key Components of a partnership agreement   Expected outputs/outcomes  An understanding of the benefits of working in partnership with others to solve common problems | |
| 12.30-  13.00 | Questions and Answers | Content  Questions and Answers | |
| 13.00-14.00 | Lunch |  |
| 14.00-15.00 | Session 8  Preparing the project budget  Facilitator:  JMA | Objectives   * To help participants understand what are eligible costs, the required budget lines and their correlation with activities   Content   * The rules for separate budget lines * How to develop a project budget starting from the budget based on activities   Expected outputs/outcomes   * An understanding of:   + the separate budget lines   + how to develop a budget starting from planned activities   + eligible and non-eligible costs |
| 15.00-15.30 | Session 7  Where to from here – Preparing an action plan  Facilitator:  JMA | Objectives   * To plan the further work needed to prepare and submit a project application * To give information on deadlines, procedures and support available   Content   * Tips on completing the Grant Application Form * Information on finding partners and how to build and maintain partnerships * Further steps needed to finalize the project proposal * Support available   Expected outputs/outcomes   * Individual plans for preparing and submitting a project application for the second Call for Proposals * Knowledge about where and how to find support |
| 15.30-16.00 | Conclusion  Facilitators:   * JMA * Greek NA | Content   * Conclusions - Summary of what was covered * Evaluation of the workshop * Closing remarks |