* + - 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 NAJMA | * 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 2Introducing the Guidelines for Grant ApplicantsFacilitator: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 4Partners and the role of partners and lead partnersFacilitator:JMA | Objectives: To increase understanding of the roles and benefits of partners in cross border projectsContent:* 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/outcomesAn understanding of the benefits of working in partnership with others to solve common problems |
| 12.30-13.00 | Questions and Answers | ContentQuestions and Answers |
| 13.00-14.00 | Lunch  |  |
| 14.00-15.00 | Session 8Preparing the project budgetFacilitator: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 7Where to from here – Preparing an action planFacilitator: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 | ConclusionFacilitators:* JMA
* Greek NA
 | Content* Conclusions - Summary of what was covered
* Evaluation of the workshop
* Closing remarks
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