



**Training session on Project Management
Dublin, February 27 2013**

Trainers: Katia Insogna, APRE and John Denari, IRCSET

Venue: Hotel Jury's Inn, Custom House

9:30 – 11:30	<p>NEGOTIATION PHASE</p> <p>How to negotiate the Grant agreement</p> <ul style="list-style-type: none"> • Technical and Financial negotiation • The Negotiation Facility (NEF) • Grant Preparation Forms (GPF) <p>Simulation of an online negotiation (via Participant Portal)</p>
11:30 – 13:30	<p>PROJECT MANAGEMENT: the LEGAL BASIS</p> <p>Understand the Grant agreement</p> <ul style="list-style-type: none"> • The structure: 'Core' and 'Annexes' • Project roles and responsibilities: Coordinator, Beneficiaries, Third Parties • Amendments and Information Letters <p>How to manage the relationship among partners</p> <ul style="list-style-type: none"> • The Consortium agreement • The Project Management Office • Project meetings • The communication strategy
13:30 – 14:30	<p>LUNCH BREAK</p>
14:30 – 17:00	<p>PROJECT MANAGEMENT: REPORTING and PAYMENTS</p> <p>Project reporting</p> <ul style="list-style-type: none"> • Periodic and Final reports • Eligible costs and reimbursement rates • SESAM, FORCE, NEF <p>Payments</p> <ul style="list-style-type: none"> • Pre-financing • Interim payments • Additional financial provisions on payments (CA) • Controls and sanctions <p>Exercises on reporting and on distribution of EC contribution</p>
17:00	<p>END OF THE DAY</p>