



**MEDITERRANEAN SEA BASIN PROGRAMME 2014-2020**  
**Strategic Projects – Online Training for Lead Beneficiaries**  
**Agenda**

**DAY 1 – 23 February 2021**

- 09.00 - 09.15      Access to zoom platform
- 09.15 - 09.30      Introduction and welcome remarks

**Group 1 - Project and Financial managers**

- 09.30 - 09.45      Result based management and monitoring
- 10:30 - 11:15      Introducing the MIS: main features and first steps
- 11:15 – 11:30                      Short break*
- 11:30 - 12:15      How to deal with project adjustments: content and budget changes
- 12:15 - 12:45      Questions & Answers
- 12.45 - 13.00      Conclusions and end of day 1

**Group 2 - Communication managers**

- 09.30 - 09.40      Introduction and objectives of the training
- 09.40 – 10.00      Getting to know each other
- 10.00 - 11.15      Understanding the main provisions of the guidelines for communication and visibility (including questions)
- 11.15 - 11.30                      Short break*
- 11.30 - 13.00      Writing to grab attention
- End of day 1



## DAY 2 – 24 February 2021

### Group 1 - Project and Financial managers

09.00 - 09.10	Access to zoom platform
09.10 – 09.20	Financial management in ENI CBC MED projects
09.20 – 09.50	Understanding the eligible costs
09:50 – 10:10	<i>Questions &amp; Answers</i>
10:10 – 10:35	Reporting to the MA/JTS: how, what and when + tips for a good reporting
10:35 - 10:55	Questions & Answers
10.55 - 11.15	<i>Short Break</i>
11:15 - 12:30	Procurement procedures: main rules Management of state aid (direct and indirect) Expenditure verification. First steps Sub-grants management. First steps
12:30 - 12:45	Questions & Answers
12.45 - 13.00	Conclusions and end of the meeting

### Group 2 - Communication managers

09.30 - 11.10	Use of project websites and tips to enhance impact (including questions)
11.10- 11.15	<i>Short break</i>
11.15 - 12.45	Experience from the COMMON and CROSSDEV projects
12.45 - 13.00	Conclusions and end of the meeting