

3 March 2016

## Lead Partner Seminar

First call projects, priorities 1-3

Date: 9-10 March 2016

Location: Radisson Blu Hotel, Lange Str. 40, 18055 Rostock, Germany

### Agenda

#### Day 1, 12:00 – 18:00

##### Plenary room “Ostseesaal 2”

Moderation: Eeva Rantama (Team leader Project Unit)

- 12:00-13:00** Registration and lunch buffet
- 13:00-13:20** **Welcome and introduction to the seminar**  
Susanne Scherrer (Director of the MA/JS)
- 13:20-14:05** **Project lifecycle**  
Elena Kolosova (Project officer, PO) & Marcin Kaczmarek (Finance officer, FO)
- 14:05-14:35** **Project presentation** (participants are divided into six groups)
- 14:35-15:05** Coffee break
- 15:05-17:05** **Parallel workshops** (participants are divided into groups)
  - WS 1: Project outcomes: outputs and results**  
Vineta Griekere, Marta Ślęzak-Warszycka, Laura Supjeva (POs)  
**groups A<sub>1</sub>, A<sub>2</sub>, A<sub>3</sub>: Plenary room “Ostseesaal 2”**
  - WS 2: Project finances**  
Dana Hennings, Václav Kaplan, Jenő Szécsi, Rostislav Zatloukal (FOs)  
**groups B<sub>1</sub>, B<sub>2</sub>, B<sub>3</sub>: Room “Ostseesaal 1”**
- 17:05-17:20** **Back to the plenary room**
- 17:20-17:50** **Reporting online - guidance to BAMOS**  
Robert Schulz (Information Coordinator)
- 17:50-18:00** **Closing**
- 19:00** **Get-together dinner:** All participants are kindly invited to  
**Rathaus Arkaden, Alter Markt 1, 18055 Rostock**

## Day 2, 9:00 – 14:00

- 9:00-11:00**      **Parallel workshops**
- WS 2: Project finances**  
                    **Groups A<sub>1</sub>, A<sub>2</sub>, A<sub>3</sub>: Plenary room “Ostseesaal 2”**
- WS 1: Project outcomes: outputs and results**  
                    **Groups B<sub>1</sub>, B<sub>2</sub>, B<sub>3</sub>: room “Ostseesaal 1”**
- 11:00-11:30**      **Coffee break & back to Plenary room “Ostseesaal 2”**
- 11:30-12:00**      **Changes in the project**  
                    Zane Bondare (FO)
- 12:00-12:30**      **Communication in projects**  
                    Caroline Jacobsson & Stefanie Maack (COs)
- 12:30-12:45**      **Closure**
- 12:45-13:45**      **Lunch buffet**

### Individual project consultations upon prior confirmation

In the premises of the Managing Authority/Joint Secretariat:  
**Grubenstr. 20, 18055 Rostock**

- Day 1**              **9:30-11:15**
- Day 2**              **14:00-16:45**

MA/JS ... Managing Authority/Joint Secretariat

CO... Communication officer at the MA/JS

FO... Finance officer at the MA/JS

PO... Project officer at the MA/JS