



FIRST LEVEL CONTROL TRAINING SEMINAR

Venue: Übersee-Museum Bremen, Bahnhofsplatz 13, 28195 Bremen

Date: 25.09.2017

DRAFT PROGRAMME

9.00 - 9:30 Coffee and registration

9:30 – 9.45 Welcome and Introduction
Freie Hansestadt Bremen and Joint Secretariat

Session 1 – Rules and Responsibilities

9.45 - 10.15 First Level Control designation process in Germany
Monika von Haaren (National Representative)
Where and when do national rules apply?
Joint Secretariat and Maïke Horn (National Contact Point Germany)

10.15 – 10.45 Financial Reporting and First Level Control: Who does what? How to plan your time?
Joint Secretariat

10.45 – 11.00 Refreshment Break

11.00 – 12.00 Programme Rules /Fact Sheets incl. Question & Answers
Joint Secretariat, National Representative and National Contact Point

12.00 - 13.00 Lunch



Session 2 – Reporting and Control in Practice

13.00 – 13.30 Refresher exercise

Joint Secretariat

13:30 – 14:00 First Level Control report in the Online Monitoring System

Joint Secretariat

14.00 – 15.00 Informal Question & Answer and networking session

Joint Secretariat, National Representative and National Contact Point

Speakers and facilitators will be personnel from the National Authorities responsible for Interreg in Germany and the North Sea Region Programme Secretariat. Presentations will be held in English. Questions can be asked and answered in either German or English.

The seminar is focusing on *programme rules and the linkages to first level control*. Participation is expected from first level controllers, lead beneficiaries and beneficiaries responsible for reporting, as well as other parties involved in reporting and control of projects. The seminar will provide participants with a better understanding of the cooperation needs between the first level controller and the project beneficiaries.

Participants should be from the host country as national rules and regulations will be addressed.

It is highly recommended to attend the seminar to get an overview of the requirements to request reimbursements from the programme.

Costs for participating in the seminar are eligible project costs.

[Register for the event](#)

General information about the programme and rules and procedures:

www.northsearegion.eu