



**Northern  
Periphery  
Programme**

2007–2013

Innovatively investing  
in Europe's Northern  
Periphery for a sustainable  
and prosperous future

## Invitation Lead Partner Seminar

**Date:** 8<sup>th</sup> of September 2010  
*(in connection to the Annual Conference 2010 on 9<sup>th</sup> of September, see separate announcement)*

**Location:** Bunratty Castle Hotel, Bunratty, Co Clare, Ireland

This seminar is organised by the Northern Periphery Programme Secretariat 2007-2013.

### What to Expect?

This Lead Partner seminar will run in two parallel seminars. The two seminars are:

- **Final Report package seminar**, which is especially relevant for those projects due to finish during the second half of 2010 and early 2011. Lead Partners will learn what is expected from them when closing an NPP project and what information should be provided in each of the 3 main templates:
  - Final Project Claim
  - Final Administrative Report
  - Final Content Report
- **Lead Partner Seminar for newly approved projects**, focusing on questions like:
  - How to implement an NPP project?
  - What are the corner stones of running and managing a project within the Northern Periphery Programme 2007-2013?
  - What are the reporting procedures, practicalities concerning budgets and payments as well as responsibilities of partners?

### Participation

The seminar is targeted at Lead Partner and Partner organisations and their project coordinators, who are responsible for the day-to-day management of the project. It is strongly recommended that the finance managers, who are responsible for financial reporting and the project accounts, participate in this seminar.

**It is mandatory for all projects to have attendance.** Projects that have not participated at a Lead Partner seminar for newly approved projects before are expected to participate at this event. Projects that have previously participated at a LP seminar are expected to attend the Final Report package seminar. The Secretariat leaves it open for project partnerships to decide if they wish to have project staff attending both seminar. The maximum number of participants per project is three persons.



European Union  
European Regional Development Fund

## Registration

An online registration form will be available by **early August**. A draft agenda will be distributed at the same time. If you have any questions about the event, please send an e-mail to [secretariat@northernperiphery.eu](mailto:secretariat@northernperiphery.eu). We also advise you to keep yourself updated through the programme website: [www.northernperiphery.eu](http://www.northernperiphery.eu).

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