



Second call Lead Partner Workshop

AGENDA

6 December 2016, Berlin, DE

Scandic hotel Potsdamer Platz

- 08:15 *Registration and coffee*
- 09:00 Welcome & Introduction (overview of the second call projects)
- 09:15 Subsidy contract and partnership agreement
Introduction to the reporting procedures

10:30 *Coffee break*

11:00 *(Parallel sessions)*

Reporting activities	Managing finances	Project communication

12:30 *Lunch*

14:00 *(Parallel sessions)*

Managing finances	Project communication	Reporting activities

15:30 *Coffee break*

16:00 *(Parallel sessions)*

Project communication	Reporting activities	Managing finances

17:30 End of the workshop

18:00 *Networking cocktail*

Meeting room	Projects
Birch/Yew 3rd floor	
Pine 3rd floor	
Stockholm 2nd floor	