

# TRAINING WORKSHOP FOR THE LEAD APPLICANTS AND PARTNERS

*preparing applications for the third call closing on 28 March 2018*

*Training workshops are primarily addressed to the lead applicants having responsibility to sign and submit the project proposal for the round of a call in question. It is recommended that the registration is limited in maximum to two persons per organisation, involving expert of the operational and financial matters. The events' objective is to support to preparation of a good quality applications and to ensure that the lead applicant organisations get acquainted with their responsibilities.*

## DATE AND PLACE

*27 February 2018 at 12.30-16.00 (local time) in Helsinki  
Pääposti, auditorium  
Mannerheiminaukio 1 B, 00100 Helsinki Finland*

## LANGUAGES

*Spoken in English and Finnish  
Material in English*

## PRESENTATIONS AND EVENT SCHEDULE

---

12.30-13.00	<i>Participants' registration desk is open</i>
at 13.00	WELCOME WORDS
13.10-13.30	CALL NO 3 - EVALUATION PROCESS AND TIMETABLE
13.30-14.00	ELIGIBLE PARTNERS AND RELEVANT ACTIONS
14.00-14.30	ELIGIBLE COSTS AND BUDGET BREAKDOWN
14.30-14.45	PROJECT'S FINANCIAL PLAN
14.45-15.15	<i>Break and refreshments</i>
15.15-15.30	HOW TO APPROACH COMMUNICATION REQUIREMENTS
15.30-15.45	HOW TO FILL IN AND SUBMIT APPLICATION IN PROMAS
15.45-16.00	LESSONS LEARNED FROM THE PREVIOUS ROUNDS
at 16.00	CLOSING WORDS AND GOODBYE



CBC 2014-2020  
SOUTH-EAST FINLAND - RUSSIA

*Funded by the European Union, the Russian Federation  
and the Republic of Finland.*