

Lead Applicant Seminar

*Organised for lead applicants from East and West Programme area countries:
Austria, Bulgaria, the Czech Republic, Hungary, Poland, Romania, Slovakia, Slovenia, Belgium, France,
Ireland, Luxembourg, the Netherlands, United Kingdom and Switzerland.*

Places for applicants from other programme area countries are subject to availability.¹

Information Point East and Information Point West in cooperation with the Joint Technical Secretariat and the National Contact Point in the Czech Republic (Ministry of Regional Development, European Territorial Cooperation Department) have the pleasure of inviting potential lead applicants to the **Lead Applicant Seminar** (LAS), which will be held in Prague.

DATE: 20 January 2010

INDIVIDUAL CONSULTATIONS: 21 JANUARY 2010

VENUE: PRESIDENT HOTEL PRAGUE

Nám. Curieových 100, Prague 1, the Czech Republic

Velazquez conference room

WHAT IS IT?

This lead applicant seminar is aimed at preparing potential beneficiaries for the 3rd call for proposals to be launched on 9 December 2009. The objective is to give detailed and structured advice to **lead applicants** in developing their applications.

THE BENEFICIARIES

The 3rd call is limited only to the capitalisation projects. A **Capitalisation project** is an interregional cooperation project which focuses on the **transfer** of good practices, which were previously identified or developed by the partners, into the mainstream Structural Funds programmes in the participating regions. Capitalisation projects are addressed to **Managing Authorities** – or intermediate bodies set up by them – who are aware of existing good practices and seek solutions to more efficient implementation of their own Structural Funds programmes. Each region will develop an '**action plan**', signed by the respective Managing Authority and relevant regional stakeholders. It will describe how the good practices will be implemented in the selected operational programmes.

FORMAT

The seminar will take the form of a plenary session followed by a series of practical workshops dedicated only to the potential applicants with a pre-developed concept of a project proposal. During interactive workshops applicants will practice and learn details of developing crucial parts of the application form such as strategy and partnership; project activities with communication; finances.

INDIVIDUAL CONSULTATIONS

To support the quality of applications, individual consultations on prior registration and confirmed acceptance will be offered after the LAS. Individual consultations will be conducted by JTS and IP project advisers. The most relevant registrants are entitled to 1 face-to-face consultation of 45 minutes duration. However, depending on the demand for consultations, places might be limited.

REGISTRATION and CONFIRMATIONS

In order to register, all those interested are kindly requested to fill in the Registration Form and submit it to the following email address:

akos.szabo@interreg4c.eu (IP West)

¹ The LAS for participants from countries in the South and North Programme area will be held in Barcelona on the 14th January 2010

The closing date for registrations: **18 DECEMBER 2009**

Confirmations of registration will be sent between 4th and 8th January 2010. The agenda will be sent with the confirmation.

- Please note, that registration is limited only to relevant project ideas and lead applicants
- Participation in the LAS and in individual consultation is for free
- Organisers do not cover either transport costs or accommodation
- In case **IP West** has not received the Registration Form or the applicant has not received an official confirmation of acceptance, we will not be able to guarantee particular Applicant's participation
- The IP East will consult solely lead partners from the East area, whereas the IP West will consult partners only from the West area. A consultation lasts 45 minutes. The lead applicant is obliged to deliver a Registration Form by 18th December. Only the most relevant proposals submitted in the forms will be considered for the consultations.

Further information available at the following addresses:

Contact persons: **Mr. Akos Szabo**, tel. +33 (0) 328144 104, Information Point West

Ms. Agnieszka Blasiak, tel. +48 (0) 32 205 32 30, Information Point East