

First day session – 27 of May 2010

Morning session		
9h30	10h00	Registration of the participants
10h00	10h10	Welcome of the participants and organisation of the Seminar
10h10	10h35	Reminder on contractual aspects and budgetary rules
10h35	10h45	Overview on the Platform for Collaborative Communication (PCC)
10h45	11h15	Overview on modification of the projects & the execution report
11h30	12h30	Group 1: Practical session on the management of the Platform for Collaborative Communication (PCC). How to make the PCC a management and a communication tool for the partnership and the project implementation? How to manage your project section? How to allow access to your project section for partners and other users?
12h30	13h30	Group 2: Practical session on the management of the Platform for Collaborative Communication (PCC). How to make the PCC a management and a communication tool for the partnership and the project implementation? How to manage your project section? How to allow access to your project section for partners and other users?
11h30	13h30	In the meanwhile, the Lead Partners who are not attending one of the sessions mentioned above will have the possibility to meet the person in charge of their project. (Approximate duration per meeting 40 minutes)
13h30	14h30	LUNCH Break (Lunch is not provided – see list of restaurants available)
Afternoon session		
14h45	15h45	Group 3: Practical session on the management of the Platform for Collaborative Communication (PCC). How to make the PCC a management and a communication tool for the partnership and the project implementation? How to manage your project section? How to allow access to your project section for partners and other users?
14h45	17h15	Group 4: Practical session on the use of the Access modification form and the Access execution report form. -How to set up a request for revision? -How to build up the advancement claim? -How to set up the execution report and the claim for reimbursement?
15h45	17h00	In the meanwhile, the Lead Partners who are not attending one of the sessions mentioned above will have the possibility to meet the person in charge of their project. (Approximate duration per meeting 40 minutes)



Second day session – 28 of May 2010

9h30	10h30	Group 5: Practical session on the management of the Platform for Collaborative Communication (PCC). How to make the PCC a management and a communication tool for the partnership and the project implementation? How to manage your project section? How to allow access to your project section for partners and other users?
9h30	12h00	Group 6: Practical session on the use of the Access modification form and the Access execution report form. How to set up a request for revision? How to build up the advancement claim? How to set up the execution report and the claim for reimbursement?
10h30	13h00	In the meanwhile, the Lead Partners who are not attending one of the sessions mentioned above will have the possibility to meet the person in charge of their project. (Approximate duration per meeting 40 minutes)
		End of the Training Seminar



Practical information

Location:

Comissão de Coordenação e Desenvolvimento Regional Norte (CCDR-N)
 Rua Rainha D. Estefânia, 251
 4150 - 034 Porto
 Portugal
 [The first session will be held in the **Auditorium** of CCDR-N]

JTS contacts:

Phone: 00351 226 086 300
 Email: atlantico.stc@ccdr-n.pt
 Web: www.coop-atlantico.com





Hotels close to CCDR-N

Ipanema Porto ****

*Rua do Campo Alegre, 156
4150 Porto
Portugal
www.ipanemaporto.com*

Fénix ****

*Rua Gonçalo Sampaio, Nº 282
1269 - 133 Porto
Portugal
www.fenixporto.com*

Tuela Porto ***

*Rua Arq. Marques da Silva, Nº200
4150 Porto
Portugal
www.tuelaporto.com*