FINANCIAL REPORTING AND FIRST LEVEL CONTROL SEMINAR

Venue: Kommunal-og moderniseringsdepartementet, Akersgata 59, Oslo

Date: 23 January 2017

### PROGRAMME

09.30 – 10.00 Coffee and registration

10.00 – 10.15 Welcome and Introduction

####  National Representative and Joint Secretariat

## Session 1 – Rules and Responsibilities

10.15 -10.45 Financial Reporting and First Level Control: Who does what and How Does
 Reporting Affect Your Internal Planning?

 *Joint Secretariat*

10.45 – 11:15 First and Second Level Control: Where and When Do National Rules Apply?

 *National Representative*

11.15 – 11.30 Refreshment Break

11.30 – 12.45 Reporting and First Level Control of Finance and Activities: The Programme
 Rules / Fact Sheets

 *Joint Secretariat*

**12.45 - 13.45 Lunch**

# **Session 2 – Reporting and Control in Practice**

13.45 – 14.15 Financial Reporting and First Level Control: How to Use the Online
 Monitoring System

 *Joint Secretariat*

14.15 – 15.00 Coffee and Networking & Bilateral Consultations on Individual Projects

 Please book a time-slot before the event. Only a limited number of slots
 are available, and we recommend making your booking ahead of time.

The speakers and facilitators will be from the National Authorities responsible for Interreg and the North Sea Region Programme Secretariat. The seminar will be held in English.

Who should attend from the host country: Lead beneficiaries and beneficiaries responsible for reporting, first and second level controllers, and other parties involved in reporting and control of projects. Costs for participating in the seminar are eligible project costs.

It is highly recommended to attend the seminar to get an overview of the requirements to request payments from the programme.

You may register for the event here: <http://kurs.hfk.no/Kurs-og-konferansar/2017/First-Level-Control-Seminar-Norway/>

General information about the programme and rules and procedures: www.northsearegion.eu