



NORTHERN PERIPHERY PROGRAMME

INTERREG III B NORTHERN PERIPHERY

Northern Periphery Programme Lead partner and partner seminar

at the Sky Hotel Ounasvaara, Rovaniemi, Finland

February 2nd - 4th, 2005

PROGRAMME

Wednesday 2nd February

15:00 REGISTRATION

15:30 WELCOME ADDRESS

- Welcome remarks: Ms. Maiju Hyry,
Program Manager, Regional Council of Lapland

15:45-17:30 FIRST SESSION

- What to expect & current programme status
- Networking with brief project presentation around (1 min.)
- Best practice presentations by projects:
ROADIX: "How to promote on-going project"- Richard Evans
SMART: "How to run a project with a complex partnership", Jari Laitakari
PNASTINA "How to set-up a NPP project web site", Olof Forslund

Evening Programme

19:30 DINNER AT THE SKY HOTEL

Thursday 3rd February

09:30 SECOND SESSION

- Auditing requirements
- Public procurement procedures
- Project reporting requirements

10:45 COFFEE & TEA

- 11.00 THIRD SESSION – Two parallel sessions
- Orientation for new project leaders and partners
- Lead partner principle and responsibilities
 - Project payments & financial controls
- Final reporting procedures for project leaders
- Final report information
- 12.30-13:30 LUNCH
- 13:30 FOURTH SESSION - Two parallel sessions
- Orientation for new project leaders and partners
- Financial reporting package
 - How to complete a “Certificate of expenditure”
 - Information and publicity requirements
- Final reporting procedures for project leaders
- Questions & Answers session on final reports
 - Updating & maintaining project web sites
 - SCRI: “How to organise a final conference”
- 15.15 COFFEE & TEA
- 15.30-16:30 CLOSING REMARKS

Evening Programme

- 18.00 BUS TRANSPORTATION TO SANTAMUS FROM THE HOTELS
- 18.30 EVENING WITH LAPPISH EXOTIC
- Lappish programme, activities and dinner
 - Venue: Santamus, Santa Claus Village, Arctic Circle
- 21.30 TRANSPORTATION BACK TO THE HOTELS

Friday 4th February

- 09.00 – 12.00 DROP-IN NPP CLINICS WITH JPS AND PA