



LIETUVOS VERSLO  
KONFEDERACIJA



## Information Seminar on FUNDING PROCEDURES UNDER 10EDF AND OTHER EU EXTERNAL ASSISTANCE INSTRUMENTS

1 – 2 March 2010

*Vilnius, Ministry of Foreign Affairs*

### PROVISIONAL AGENDA

#### **1<sup>st</sup> March 2010, Monday**

*Morning session addressed to all participants, the afternoon session addressed mainly to industrial and commercial entities*

08.30 – 09.00 Arrival and registration

09.00 – 09.15 Opening of the seminar - introduction to the programme, objectives and methodology of the seminar.

09.15 – 10.45 Main actors and basic rules of EU Development Cooperation with particular focus on 10<sup>th</sup> EDF procedures. Where to find information and how to read the published Forecasts and Procurement Notices.

10.45 – 11.00 Questions and Answers

11.00 – 11.15 Coffee break

11.15 – 12. 45 Specific procedures under 10<sup>th</sup> EDF regulation:

- services procedures
- supplies procedures
- works procedures (in short)

12.45 – 13.00 Questions and Answers

13.00 – 14.00 Break for lunch

14.00 – 14.45 A supplies tender case under 10<sup>th</sup> EDF, hands-on participation, tender form etc.

14.45 – 15.30 A services tender case under 10<sup>th</sup> EDF, selection and evaluation criteria, consortium building & agreements, technical offer preparation and writing of necessary Organisation & Methodology, Key-Experts, CVs, Log-frame, indicators, financial offer, etc.

15.30 – 16.00 Questions and Answers

16.00 – 17.00 Bilateral meetings (if requested)

**2<sup>nd</sup> March 2010, Tuesday**

*Mainly addressed to NGO's*

08.30 – 09.00 Arrival and registration

09.00 – 09.30 EU external assistance instruments (ENPI, DCI, IPA., EDF etc) and Annual Action Programmes

09.30 – 10.00 How to read the published Guidelines

10.00 – 10.45 Developing a convincing idea/proposal and a sound concept to apply for funding, partner finding, partnership agreements etc.

10.45 – 11.00 Coffee break

11.00 – 12.00 Internal assessment rules and project implementation methodology, financial rules and mechanism including procurement, financial reporting, archiving, auditing, mandatory visibility and awareness activities

12.00 – 12.30 Questions and Answers

12.30 – 13.30 Break for lunch

13.30 - 15.00 Discussion in groups of a project idea and developing it into an EU funding application (based on an EC Call for Proposals possibly NGO support or Democracy and Human Rights)

15.00 – 15.15 Coffee break

15.15 – 16.15 Presentation of the workshop results and simulation of a EuropeAid evaluation panel activities

16.15 – 17.00 Bilateral meetings (if requested)