

**INTERREG IVC
ONLINE REPORTING SEMINARS
for 1st -3rd Call Lead Partners**

Thursday, 16 February 2012 - Rome, Italy
Tuesday, 21 February 2012 - Paris, France

AGENDA

9:30	Registration and coffee
10:00	Introduction
10:10	Presentation of the Online reporting system
10:40	Access of the online form (and codes distribution) Q&A
11:15	COFFEE BREAK
11:30	Filling the online form (Part I)
12:45	LUNCH
14:00	Filling the online form (Part II)
14:30	User administration
15:15	COFFEE BREAK
15:30	Finalising and sending the Progress report
15:45	Q&A
16:00	End of the seminar

Presenters:

In ROME: *Aous Tamimi, IT Officer; Katja Ecke, Finance Officer; Erika Fulgenzi Project Officer.*

In PARIS: *Aous Tamimi, IT Officer; Marie Lèbre, Finance Officer; Silke Brocks, Project Officer.*