



EUROPEAN  
REGIONAL  
DEVELOPMENT  
FUND

## Lead Applicant Seminar

*Organised for lead applicants from East and West Programme area countries:  
Austria, Bulgaria, the Czech Republic, Hungary, Poland, Romania, Slovakia, Slovenia, Belgium,  
France, Ireland, Luxembourg, the Netherlands, United Kingdom and Switzerland.*

Places for applicants from other programme area countries are subject to availability.<sup>1</sup>

Information Point East and Information Point West in cooperation with the Joint Technical Secretariat and the National Contact Point in the Czech Republic (Ministry of Regional Development, European Territorial Cooperation Department) have the pleasure of inviting potential lead applicants to the **Lead Applicant Seminar** (LAS), which will be held in Prague.

**DATE: 20 January 2010**

**INDIVIDUAL CONSULTATIONS: 21 JANUARY 2010**

**VENUE: PRESIDENT HOTEL PRAGUE**

**Nám. Curieových 100, Prague 1, the Czech Republic  
Velazquez conference room**

### WHAT IS IT?

This lead applicant seminar is aimed at preparing potential beneficiaries for the 3<sup>rd</sup> call for proposals which will last from the 9<sup>th</sup> December 2009 until the 5<sup>th</sup> March 2010. The objective is to give detailed and structured advice to all the interested **applicants** on developing their applications for **Capitalisation projects**.

### THE BENEFICIARIES

The 3<sup>rd</sup> call is limited only to the capitalisation projects. A **Capitalisation project** is an interregional cooperation project which focuses on the **transfer** of good practices, which were previously identified or developed by the partners, into the mainstream Structural Funds programmes in the participating regions. Capitalisation projects are addressed to **Managing Authorities** – or intermediate bodies set up by them – who are aware of existing good practices and seek solutions to more efficient implementation of their own Structural Funds programmes. Each region will develop an '**action plan**', signed by the respective Managing Authority and relevant regional stakeholders. It will describe how the good practices will be implemented in the selected operational programmes.

### FORMAT

The seminar will take the form of a plenary session followed by a series of practical workshops. During interactive workshops applicants will practice and learn details of developing crucial parts of the application form such as strategy and partnership; project activities with communication; finances.

### INDIVIDUAL CONSULTATIONS

To support the quality of applications, individual consultations on prior registration and confirmed acceptance will be offered after the LAS. Individual consultations will be conducted by JTS and IP project advisers. The most relevant registrants are entitled to 1 face-to-face consultation of 45 minutes duration. However, depending on the demand for consultations, places might be limited.

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<sup>1</sup> The LAS for participants from countries in the South and North Programme area will be held in Barcelona on the 14<sup>th</sup> January 2010

## REGISTRATION and CONFIRMATIONS

In order to register, all the interested are kindly requested to fill in the Registration Form and submit it to the following email address:

[akos.szabo@interreg4c.eu](mailto:akos.szabo@interreg4c.eu) (IP West)

The closing date for registrations: **8 January 2010**

Confirmations of registration will be sent between 11<sup>th</sup> and 12<sup>th</sup> January 2010. The agenda will be sent with the confirmation.

- Please note, that registration is limited only to relevant project ideas and lead applicants
- Participation in the LAS and in individual consultation is for free
- Organisers do not cover either transport costs or accommodation
- In case **IP West** has not received the Registration Form or the applicant has not received an official confirmation of acceptance, we will not be able to guarantee particular Applicant's participation
- The IP East will consult solely lead partners from the East area, whereas the IP West will consult partners only from the West area. A consultation lasts 45 minutes. The lead applicant is obliged to deliver a Registration Form by 8<sup>th</sup> January 2010. Only the most relevant proposals submitted in the forms will be considered for the consultations.

Further information available at the following addresses:

Contact persons: **Mr. Akos Szabo**, tel. +33 (0) 328144 104, Information Point West

**Ms. Agnieszka Blasiak**, tel. +48 (0) 32 205 32 30, Information Point East