

eTEN Project co-ordinators' workshop July 14th, 2005.

Agenda

- 09.00 – 09.30** **Registration and welcome**
- 09.30 – 10.15** **1: The eTEN Contract:**
- The contract
 - Amendments
 - Termination
 - Closure
- 10.15 – 11.00** **2: Financial issues:**
- Cost definitions
 - 10 DO's and DONT's for financial statements
- 11.00 – 11.15** **Coffee pause**
- 11.15 – 12.15** **3: Support Actions**
- TENUTA
 - INVESTPROMO
- 12.15 – 13.00** **4: Project Monitoring:**
- Reviews (continue, modify, terminate)
 - Reporting
 - Deliverables
- 13.00 – 14.00** **Lunch-Break** (sandwiches will be provided)
- 14.00 – 14.30** **5: Project management**
- 14.30 – 15.15** **6: Project co-ordinator experience from a project perspective**
- 15.15 – 15.45** **7: Communication requirements and eTEN's assistance**
- Website newsroom and newsletter
 - Project of month and project of year election
 - Requirement for kick-off press release and project description
 - Project's use of eTEN logo
 - eTEN publicity material
- 15.45 – 16.00** **Coffee pause**
- 16.00 – 16.45** **8: Project Mentoring**
- Project Exposure and impact raising
Organisation of Project workshops (mandatory Mid-term and Final)
S.I.G. (Special Interest Group)
Participation in International events/conferences (eChallenges, eHealth, eGov. Conferences, Investment Forum, etc.)
Participation in eTEN activities (eTEN Conference)
Commission mentoring/support activities.
 - Reporting on promotional Activities/Impact assessment
 - Project final Show Cases
- 16.45 – 17.00** **Close**