



Kick-off meeting of projects co-financed by the

Prevention of and Fight against Crime Programme (ISEC) and Drug Prevention and Information Programme

Calls for proposals JUST/2013/ISEC/DRUGS/AG and JUST/2013/DPIP/AG (reserve list projects)

10 February 2015

Directorate-General Migration and Home Affairs

Meeting room of DG JUST - 00/SDR1, Rue Montoyer 59, 1040 Brussels, Belgium

AGENDA

Morning session

- 09:00 – 09:15** **Arrival and registration of participants**
- 09:15 – 09:30** **Welcome and Introduction**
- 09:30 – 10:10** **Best practices for project management I – general rules**
- 10:10 – 10:30** **Best practices for project management II – modifications**
- 10:30 – 11:00* *Coffee break and networking (on Commission's premises, coffee/tea/water provided)*
- 11:00 – 12:30** **Financial issues and financial reporting requirements**
- 12:30 – 13:30* *Lunch break (individual lunch outside Commission's premises)*

Afternoon session

- 13:30 – 13:45* *Coffee served on Commission's premises*
- 13:45 – 14:15** **Wrap-up combined with a questions & answers session**
- 14:15 – 15:45** **Presentation of policy unit HOME.D4, followed by departure of participants**