

INFOPOINT Workshop:
project setting-up under EC budget line '03
(worker representation at company level)

Date: Wednesday 3 – Thursday 4 March 2010

Place: International Trade Union House, 1st floor, room D, 5 Boulevard du roi Albert II, 1210
Brussels

Agenda

Wednesday March 3rd 2010

09h30 – 09:40: Welcoming comments and introduction to the workshop

09h40 – 10:00: "Tour de Table" of Participants (introduction and expectations)

Part I: Setting up 03-Projects

10h00 – 10h45: Introduction to Budget Line 04.03.03.03:

- What is a grant?
- Presentation of VP/2010/003 call for proposals
- expectations from the European Commission

11h00 – 11h15: Coffee Break

11h15 – 12h15: Checklist of what should be included in a project description

12h15 – 12h30: Results of the SDA brainstorming workshop on the future utilisation of the budget line

12h30 – 14h00: lunch

Part II: Discussing individual project ideas

14h00 – 15h30: "Tour de table" of the participants' project intentions – presenting project ideas, feedback and comments from SDA-INFOPOINT, Part I

15h30 – 15h45: Coffee Break

15h45 – 17h00: "Tour de table" of the participants' project intentions – presenting project ideas, feedback and comments from SDA-INFOPOINT, Part II



Thursday, March 04th 2010

Part III: Technical aspects of project applications

09h00 – 10h30: INFOPOINT technical assistance - Working with the “SWIM” online application form

10h30 – 10h45: Coffee Break

10h45 – 13h00: INFOPOINT technical assistance - Specific questions concerning the online application form, the project description and the calculation of a budget estimation

