

Training seminar  
**Financial Management of INTERREG programmes**  
Warsaw, Poland, 10-11 May 2007

**Dear Colleague,**

The new regulations for the 2007 – 2013 funding period set up a number of changes and challenges that future programmes and projects will face. We are offering you now a seminar which will cover the most important changes influencing financial management and control systems.

**The content of the seminar**

The seminar will provide an overview of all the important financial procedures required in the management of INTERREG programmes. Content will start from the basic requirements outlined in the regulations and look at how programmes have developed workable systems based on these and the common problems they have encountered. The seminar will therefore provide a good introduction to the key points of financial management in INTERREG and allow more experienced participants the chance to gain an overview of practices across the three strands.

The seminar takes as its starting point the view that INTERREG financial requirements can be used to promote quality and efficiency and thereby maximise the use of ERDF. The seminar follows the entire programme and project financial lifecycle with start up, running and closure. The content also builds on extensive interviews and analysis of documents from a range of programmes, projects, control bodies and other financial actors. The focus is on what works in experience and good practice. Presentations and case studies allow participants to explore the issues faced in INTERREG, learn about common problems and get ideas of proposed solutions and methods. The seminar will offer the good possibility to discussions and questions.

**The participants**

We welcome all staff working with financial management in INTERREG to the seminar. To ensure the quality and interactive nature of the event we will limit the number of participants to maximum of 30. The seminar presentations and discussions will be held in English. The workshop sessions will operate in two languages and workshop in Polish language will be an alternative for Polish speaking participants.

We look forward to seeing you in Warsaw!

Yours sincerely,

*INTERACT Point Managing Transfer and External Cooperation*

## PRACTICAL INFORMATION

### Conference venue

The seminar will take place in the **InterContinental Warszawa**, ul Emilii Plater 49, 00-125 Warsaw, Poland.

### Participants

All staff working with financial management in INTERREG is invited to attend. Please note that to ensure the quality of the event the number of participants will be limited to a maximum of 30.

### Accommodation

Participants are expected to make the accommodation reservations themselves. There is a block reservation arranged in the seminar venue hotel. For reservations, please contact the hotel directly, quoting INTERACT. We advise you to arrange this as soon as possible to ensure that accommodation is available. The deadline for hotel reservations is April 9, 2007. For reservations after this date, check availability with the hotel directly as the block will not be valid anymore.

#### **InterContinental Warszawa** (seminar venue) \*\*\*\*\*

ul Emilii Plater 49, 00-125 Warsaw, Poland.

E-mail: [warsaw@interconti.com](mailto:warsaw@interconti.com), Tel: +48 22 328 8888, Fax: +48 22 328 8889

<http://www.warsaw.intercontinental.com>

*Price per single/double room per night: €170 incl. breakfast*

In addition we have gathered some other accommodation alternatives in the nearby area. Please note that no reservations have been made for the participants. For reservations, price information and further details please contact the hotel directly.

#### **Novotel Warszawa Centrum** \*\*\*\*

24/26 Nowogrodzka St., 00-511 Warsaw, Poland

E-mail: [rez.nov.warszawa@orbis.pl](mailto:rez.nov.warszawa@orbis.pl), Tel. +48 22 621 02 71, Fax: +48 0 22 625 04 76

[http://www.orbis.pl/en/warszawa/hotels/novotel\\_warszawa\\_centrum](http://www.orbis.pl/en/warszawa/hotels/novotel_warszawa_centrum)

#### **Hotel Grand Warszawa** \*\*\*

Krucza 28, 00-522 Warsaw, Poland

E-mail: [rez.wagrand@orbis.pl](mailto:rez.wagrand@orbis.pl), Tel. +48 22 583 21 00, Fax: +48 22 621 97 24

[www.orbisonline.pl](http://www.orbisonline.pl)

#### **Etap Hotel** (a bit far from the City Center)

ul. Zagórna, 00-441 Warsaw, Poland

E-mail: [H6401@accor.com](mailto:H6401@accor.com), Tel. +48 22 745 36 60, Fax +48 22 622 55 01

[www.orbisonline.pl](http://www.orbisonline.pl), [www.etaphotel.com](http://www.etaphotel.com)

## **Facilitators and content**

The seminar will be run by the INTERACT team supported by external expert.

Please see the attached programme for more information on the seminar content.

## **Language**

The seminar presentations will be held in English. The workshops during the seminar will however operate in two languages: the one will be in English and the other in Polish language.

## **Costs**

The seminar participation is free. All participants will cover their own travel and accommodation costs.

## **Registration**

Please register through the INTERACT on-line registration system. The registration deadline for the training seminar is April 20, 2007. You will receive confirmation within one week. Please note that if you wish to have the accommodation in the hotel at the conference venue, the block reservation is valid till April 9, 2007.

Places will be allocated according to the registration order. 10 places are reserved for Polish participants.

## **Further information**

We are happy to provide you further information. If you have any questions please feel free to contact us:

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