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**MNE-ALB**

IPA CROSS-BORDER COOPERATION PROGRAMME  
MONTENEGRO – ALBANIA 2014–2020

## IPA II Cross-Border Cooperation Programme Montenegro – Albania 2014-2020

### Project clinics

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Date: **10 July 2018**

Venue: Hotel **TBC**, Podgorica, Montenegro

#### Draft Agenda

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|---------------|--|
| 10.00 – 10.30 | <b>Arrival and registration of participants</b>  |
| 10.30 – 11.00 | <b>Introduction</b><br>Getting to know each other<br>Presentation of the expectations, objectives, results and agenda of the workshop  |
| 11.00 – 11.30 | <b>Getting started</b><br>Documents to be completed (Grant Application Form (GAF), Budget, Logical Framework Matrix) – the template and its sections   |
| 11.30 – 12.30 | <b>Part A of GAF – Concept Note</b><br>Description of the action; Design of the action; Relevance of the action; Most common mistakes within these sections and advices on how to overcome mistakes  |
| 12.30 – 13.30 | <b>Part B of GAF –Full Application Form</b><br>Description of the action; Methodology; Action Plan, Most common mistakes within these sections and advices on how to overcome mistakes   |
| 13.30 – 14.30 | <b>Lunch break</b>   |
| 14.30 – 15.30 | <b>Part B of GAF –Full Application Form</b><br>Sustainability of the action; Logical Framework; Budget Form; Most common mistakes within these sections and advices on how to overcome mistakes  |
| 15.30 – 16.30 | <b>Part B of GAF –Full Application Form</b><br>Fulfilment of the technical part of the GAF (experience, capacity of applicants/co-applicants, supporting documents, etc); Most common mistakes within these sections and advices on how to overcome mistakes |
| 16.30 – 17.00 | <b>Evaluation and selection of applications</b><br>Main information and evaluation grids   |