



Welcome Meeting – LIFE22 projects

Horizontal sessions – 3 and 4 October 2023

You are invited to join the LIFE22 Welcome meeting.

On **3 and 4 October 2023**, in two half days sessions, common to all LIFE22 beneficiaries, the CINEA team will guide you through a series of important features that would enable you to kick-start your project implementation. The sessions are open to all members of the Consortium. A draft agenda can be found in annex; a final agenda and the Zoom connection link will be circulated closer to the date.

Project coordinators are invited to participate in the **Thematic sessions** on **5 October** for projects under the **Climate Action** sub-programme, on **10 October** for projects under **Nature and Biodiversity** and on **11 October** for those under **Circular Economy and Quality of Life**.

An additional session dedicated to financial management will be organised on **24 October** and will be open to administrative/financial managers.

Annex:

DAY 1 – 03 October 2023 (all projects)

08:30 – 09:00	Registered participants join the event.
09:00 – 09:05	Moderation: Agenda and structure of the meeting, housekeeping rules <i>Maja Mikosinska</i> , Deputy Head of Unit D2 (CINEA)
09:05 – 09:15	Welcome message by <i>Aneta Willems</i> , Head of Department D (CINEA) The LIFE programme
09:15 – 10:15	Communication and dissemination, contractual obligations and best practices, and Q&A <i>Giulia Carboni</i> , <i>Maria Luisa Sanchez Bellerin</i> , <i>Martin Eibl</i> , LIFE Units (CINEA) tbc

10:15 – 11:30	Model Grant Agreement and Financial issues and Q&A, <i>LIFE</i> Financial Manager (CINEA)
11:30 – 11:45	Break
11:45 – 12:50	LIFE Impact KPIs and Q&A <i>Silvia Donato</i> tbc LIFE Units (CINEA)
12:50 – 13:00	Closing message, Paloma Aba Garrote, Director (CINEA)

DAY 2 – 04 October 2023 (CEQL, NAT & BIO and CLIMA sub-programmes)

08:30 – 09:00	Registered participants join the event.
09:00 – 09:10	Moderation: Agenda and structure of the meeting, housekeeping rules <i>Manuela Osmi</i> , LIFE Units (CINEA)
09:10 – 09:40	The role of the external monitoring team and Q&A, <i>César Seoáñez</i> , LIFE Units (CINEA)
09:40 – 10:00	Reporting and payments: the process and IT tool, LIFE Units (CINEA)
10:00 – 10:10	1 st set of Q&A on the process and IT tool
10:10 – 10:30	Break
10:30 – 10:50	Amendment: the process and IT tool, LIFE Units (CINEA)
10:50 – 11:30	2 nd set of Q&A
11:30 – 11:50	LIFE Close to Market (C2M) Support to beneficiaries and Q&A <i>Milina Schumannova</i> , Project Adviser (CINEA)
11:50_12:00	Closing remarks