

**DRAFT AGENDA****Training on LIFE projects development**

Time	Subject	Speaker
9.00 – 9.30	Registration	
9.30 – 9.45	Opening and general information	Member of NCP team
9.45 – 10.45	Development of a successful LIFE proposal: good examples and advices, preconditions for a successful application, logical structure of the project. Questions and answers	Mikko Tiira (Metsähallitus Finland)
10.45 – 11.15	Coffee break	
11.15 – 12.15	Securing good quality proposal - detailed instructions focusing on different thematic priorities of LIFE: <ul style="list-style-type: none">- Nature and Biodiversity- Climate adaptation	Mikko Tiira (Metsähallitus Finland) Ventzislav Vassilev (LIFE NCP)
12.15 – 12.30	Questions and answers (Quiz or similar form of feedback from the trainees can be added)	
12.30 – 13.30	Lunch	
13.30 – 14.30	Tools and using eProposal - sample concept note and final proposal, what to include in each form. Questions and answers	Mikko Tiira (Metsähallitus Finland)
14.30 – 15.00	Coffee break and splitting into groups	
15.00 – 16.00	Group work – development of a sample concept note.	The groups are assisted by Miiko Tijra, Ventzislav Vassilev and Lilia Georgieva
16.00 – 16.30	Group work reporting	Nominated representatives
16.30 – 17.00	Discussion and conclusions; Closing	Member of NCP team