

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

Date: Tuesday 28 – Wednesday 29 February 2012

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

**Agenda**

**Tuesday February 28<sup>th</sup> 2012**

10h00 – 10:10: Welcoming comments and introduction to the workshop

10h10 – 10:30: “Tour de Table” of Participants (introduction and expectations)

**Part I: Setting-up 03 Projects**

10h30 – 11h15: Introduction to Budget Line 04.03.03.03:

- What is a grant?
- Presentation of VP/2012/003 call for proposals / expectations from the European Commission

11h15 – 12h45: Checklist of what should be included in a project description

12h45 – 14h15: *lunch*

**Part II: Discussing individual project ideas**

14h15 – 15h45: “Tour de table” of the participants' project intentions – presenting project ideas, feedback and comments from INFOPOINT, Part I

15h45 – 16h00: Coffee Break

16h00 – 17h15: “Tour de table” of the participants' project intentions – presenting project ideas, feedback and comments from INFOPOINT, Part II

**Wednesday, February 29<sup>th</sup> 2012**

**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

13h00: end of the workshop

