

**“Coaching Seminar” for promoters of potential Sub-theme Working Groups (SWGs)**  
**12 October 2004 in Düsseldorf**

**Draft Seminar Agenda**

**9.30h**

Welcome by the RFO-Helpdesk

**9.45h-10.30h**

General introduction to the basic principles governing project-based cooperation within the RFO “Change on Borders” (eligibility/selection criteria, application form etc.).

**10.30h-11.30h**

General Discussion: Basic questions from the plenary regarding the elaboration and submission of Sub-theme-Working Groups (SWGs) and answers provided by the RFO-Helpdesk.

**11.30h-12.30h**

Targeted assistance provided to future SWG-proposals / SWG-ideas by the RFO-Helpdesk and by the RFO-Coordinator:

- Individual coaching of SWG-proposals by the RFO-Helpdesk (30 min. maximum per proposal)<sup>1</sup>.
- In parallel, for all delegates of proposals/ideas not assisting individual coaching/advice: Basic information on activity & financial reporting (representatives of the RFO-Coordination Unit).

**12.30h-13.30h**

Buffet Lunch

**13.30h-15.00h**

Targeted assistance provided to future SWG-proposals / SWG-ideas by the RFO-Helpdesk and by the RFO-Coordinator:

- Individual coaching of SWG-proposals by the RFO-Helpdesk (30 min. maximum per proposal).
- In parallel, for all delegates of proposals/ideas not assisting individual coaching/advice: Basic information on activity & financial reporting (representatives of the RFO-Coordination Unit).

**15.00h-15.45h**

Practical recommendations for the elaboration of future Sub-theme-Working Group (SWGs).

**15.45h-16.00h**

Final remarks

---

<sup>1</sup> The precise time of the individual consultations will be communicated to the delegations at a later stage when all participants have registered.