



## **Ireland-Wales Programme 2007 – 2013**

### **Payment and Control Processes Workshop – Round 2 Projects**

Tuesday 20<sup>th</sup> October 2009

Venue Cymru

### **AGENDA**

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|-------|--|
| 09.30 | Registration   |
| 10.00 | Welcome and Introduction<br><br>Simon Baily, Head of Unit, Ireland-Wales Programme   |
| 10.15 | Introduction to the Payment & Control Processes<br>Completing a Statement of Expenditure<br>Good Practice Guide 4<br><br>Cathal Reilly, Senior Finance Officer |
| 11.00 | Tea/Coffee Break   |
| 11.15 | Completing the Payment Claim Form & Progress Report<br><br>Rita McGarvey, Project Officer  |
| 11.40 | Aftercare for Projects – the role of the Development Officers<br><br>Roger Seddon, Development Officer North Wales   |
| 12.00 | Question & Answer Session  |
| 13.00 | Lunch Break  |
| 14.00 | Project meetings – Advice on Payment and Control Processes<br><br>Finance Team   |
| 15.30 | Close of Workshop  |