



Hands on Training and Operational Guideline meeting for the BTSF contracts 2013

Luxembourg , 19th of March 2014

AGENDA

Luxembourg, 14th of March 2014

10:00 – 12:30	Training on " BTSF DATABASE"
10:00 – 10:15	Welcome and presentation of the BTSF Initiative related to the DATA BASE
10:15 – 11:15	Presentation of the BTSF DATABASE
11:15 – 11:30	Coffee break
11:30 – 12:30	Hands-on training
12:30 – 14:00	Lunch
14:00 – 17:00	Meeting on the "OPERATIONAL GUIDELINE (OP) FOR THE IMPLEMENTATION OF BTSF CONTRACTS"
14:00 – 14:10	Welcome
14:10 – 14:30	Changes in the contracts 2013
14:30 – 14:50	Operational guide update
14:50 – 15:10	Reporting for 2013 and use of the CIRCABC
15:10 – 15:30	Invoicing for 2013 deadline
15:30 – 15:40	Coffee break
15:40 – 16:00	PPT for BTSF Trainings new PPT slides and how to use them correctly
16:00 – 16:20	Participants Evaluations - on line tool – data exchange and basic principles of the evaluation
16:20 – 16:40	Invoicing and reporting for 2012 WP contracts
16:40 – 17:00	Q and A

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