**TEMPLATE**

**PROJECT MID TERM agenda**

*(to be adapted according to the event content and the visual identity for each priority axis at*

<https://www.italy-albania-montenegro.eu/index.php/tools/visual-identity>

***Event title***

***Venue, place, date***

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| h……. | **Title, speaker**  “LP Welcome speech” |
| h……. | **Title, speaker -**  “***Introduction of the meeting by the representative of the JS or Programme bodies*** |
| h……. | **Title, speaker - LP**   * Highlights of main project achievements * Overview of the outputs and results achievement * Target involvement measures implemented |
| h……. | **Title, speaker –** WP1 progress status & communication tools  **Title, speaker –** WP2 progress status & communication tools  **Title, speaker –** WP3 progress status & communication tools |
| h……. | **Title, speaker** –  Financial overview and reporting plan |
| h……. | **Discussion on**  Project problems and deviations |
| h……. | **Title, speaker - JS officer**  “Follow up actions and final recommendations” |
| h……. | Closure of the meeting |