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**Jean Monnet Scholarship Programme  
2024 – 2025 Academic Year Pre-Departure Seminar - İstanbul**

**Date: 13 June 2024, Thursday**

**Venue: İKV (Economic Development Foundation) Main Hall**

*(Address: İktisadi Kalkınma Vakfı, Esentepe Mah. Harman Sok. TOBB Plaza No:10 K: 7-8 Şişli/İstanbul)*

**Agenda**

**10:00 – 10:30 Registration / Coffee Break**

**10:30 – 12:30 Opening**

**Programme Approval Process: How to fill PAF, PDS and FIF?**

**F. Yeliz Turan**

*Expert for EU Affairs, Department of Project Implementation  
Ministry of Foreign Affairs, Directorate for EU Affairs*

**12:30 – 13:30 Lunch**

**13:30 – 14:00 Contracting Process: Annexes & Rules**

**Dilay Karaköy**

*Contract Manager, Central Finance and Contracts Unit*

**14:00 – 14:30 Monitoring Process: Which reports should be submitted? When and where?**

**Suna Yüksel Poyraz**

*Expert for EU Affairs, Department of Project Implementation  
Ministry of Foreign Affairs, Directorate for EU Affairs*

**14:30 – 15:00 Coffee Break**

**15:00 – 16:00 Jean Monnet Alumni Experience Sharing**

**Jean Monnet Scholarship Programme**

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