

## Course Agenda

### Managing EU Grants under PRAG rules and procedures

Day 1	Day 2	Day 3
<b>Module 1: The PRAG and its Rules for Grants</b> <ul style="list-style-type: none"> <li>- Introduction to the PRAG</li> <li>- The main rules related to grants</li> </ul>	<b>Module 4: Procurement Rules and Procedures</b> <ul style="list-style-type: none"> <li>- Procurement principles and rules (e.g. EU restrictive measures, rules of nationality and origin)</li> <li>- Procurement planning/implementation</li> </ul>	<b>Module 8: Dealing with Changes</b> <ul style="list-style-type: none"> <li>- Unilateral modifications and request of amendments/addenda: steps to take</li> <li>- Suspension procedure</li> </ul>
<b>Module 2: Signing a Grant Contract with the EU</b> <ul style="list-style-type: none"> <li>- Main actors of the grant contract</li> <li>- The special conditions and the annexes</li> <li>- Key information from the special conditions</li> </ul>	<b>Module 5: Project Monitoring &amp; Evaluation</b> <ul style="list-style-type: none"> <li>- Internal monitoring system results-oriented</li> <li>- External evaluation: when it is required, what it is useful for</li> <li>- EU M&amp;E exercises: EU evaluation and ROM missions</li> <li>- Importance of record keeping</li> </ul>	<b>Module 9: Reporting Rules and Payment Procedures</b> <ul style="list-style-type: none"> <li>- Main reporting rules</li> <li>- Deadlines for submission of reports</li> <li>- Payment procedures</li> <li>- Currency conversion rules</li> <li>- Brief introduction to the interim and final report formats</li> <li>- Annexes to the interim and final reports</li> <li>- Handover of equipment and supplies: main requirements</li> </ul>
<b>Module 3: Key Steps at Project Start-Up</b> <ul style="list-style-type: none"> <li>- Steps and success factors to ensure a good partnership</li> <li>- Activity planning</li> <li>- Setting up monitoring tools</li> </ul>	<b>Module 6: Record-Keeping</b> <ul style="list-style-type: none"> <li>- Main rules regarding record-keeping</li> <li>- Let's prepare a checklist of supporting documents to ensure the eligibility of costs</li> </ul>	
	<b>Module 7: Main Provisions on Communication and Visibility</b> <ul style="list-style-type: none"> <li>- Main contractual obligations</li> <li>- Communication and visibility plan</li> <li>- Tips to implementing communication and visibility activities</li> </ul>	<b>Module 10: Expenditure Verifications or Audits</b> <ul style="list-style-type: none"> <li>- Main objectives of expenditure verifications and other types of audits</li> <li>- Tips to be prepared for expenditure verification</li> </ul>



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