

# AGENDA

## **DAY 1 h 9:30 - 17**

### **THE PRAG AND ITS RULES FOR GRANTS**

- Introduction to the PRAG 2022 and 2025
- The main rules related to grants

### **GRANT CONTRACT: KEY RULES FOR IMPLEMENTING**

- Main actors of the grant contract
- The special conditions and the annexes
- Key information from the special conditions
- The General Conditions and the use of the eCompanion

### **KEY STEPS AT PROJECT START-UP**

- Steps and success factors to ensure a good partnership
- Activity planning
- Setting up monitoring tools
- Ensuring knowledge and application of internal rules (e.g. per diem and travel procedures, code of conduct, procedures against SEA-H)

## ***LUNCH BREAK h 13-14***

### **WORKING WITH CONTRACTORS: PROCUREMENT RULES AND PROCEDURES**

- Procurement principles and rules (e.g. EU restrictive measures, rules of nationality and origin) - Key references: art. 10 GC, annex IV, internal procurement procedures
- Procurement planning/implementation
- Internal procurement procedures: Key aspects to be considered
- Tips on procurement processes

### **MANAGING FINANCIAL SUPPORT TO THIRD PARTIES**

- What is it?
- Selection and award procedures
- Monitoring and reporting of results achieved/expenditure incurred with the financial support

## **DAY 2 h 9:00 - 17**

### **PROJECT MONITORING AND EVALUATION**

- Key rules: M&E from the EC and the Grant beneficiaries
- EU ROM mission
- Internal monitoring: main objectives, mechanisms and tools

- What should be monitored: respect of procedures, progresses, level of expenditure, use of financial support
- Monitoring results: the process – starting from the logframe indicators

## **ENSURING ELIGIBILITY OF PROJECT EXPENDITURE**

- Cost eligibility principles and conditions
- Direct/Indirect costs
- Project office costs
- Simplified Cost Options
- Records keeping

## ***LUNCH BREAK h 13-14***

## **COMMUNICATION AND VISIBILITY**

- Contractual obligations
- Use of the C&V manual
- Main rules for the different types of activities
- Data protection related to project beneficiaries when using photos, videos, names (in meetings), etc.
- Additional tips for better communication activities
- Report on C&V activities/results

## **DEALING WITH CHANGES**

- Minor and major changes: two types of modifications
- Budget modifications: the 25% rule
- Procedure to request minor/major changes
- Suspension procedure

## **DAY 3 h 9:00 – 17:00**

## **REPORTING RULES AND PAYMENT PROCEDURES**

- Main reporting rules
- Deadlines for submission of reports
- Payment procedures
- Currency conversion rules

## **INTERIM AND FINAL REPORTS**

- Narrative interim and final reports: templates to be used, key information to be provided
- How to prepare financial reports
- Annexes to the interim and final reports

## **HANDOVER OF EQUIPMENT AND SUPPLIES**

- Main rules
- Handover of equipment and supplies: main rules

## ***LUNCH BREAK h 13-14***

### **PREPARING FOR EXPENDITURE VERIFICATION AND AUDITS**

- Differences between an expenditure verification and an audit
- The expenditure verification process and ToR
- Documents to be prepared for the expenditure verification