

# 2021 European ONLINE trainings for you

Live Webinars

Full Online lessons

etcp



[www.etcp.fr](http://www.etcp.fr)

# Why to go ONLINE with us?

- Because we create online seminars as we created face-to-face seminars:
  - Small groups (no more than 12/15 participants)
  - Full interaction (open mic, chat and questions)
  - Concrete and specific (direct work on your documents/cases)
- Because we have experience on it
  - More than 300 participants last year in our Webinars
  - Secure webinars and full reporting through our ETCP Platform
- Because we focus on results
  - For each participant a welcome / final Quiz
  - For each participant a final Certificate of Qualification

# How it works?

- Step 1 : Pre-registration on line on <https://etcp.fr/register/>
  - Pre-register to save your seat
  - You can register as individual or register as a group
- Step 2 : you make final registration
  - Final registration to get your invoice
  - Each participant get a voucher to get access to ETCP platform
- Step 3 : you log on ETCP platform
  - For each webinar a specific AREA including all documents
  - A special secure link to ZOOM for live webinars
- Step 4 : you get your certificates
  - A certificate of qualification based on a Quiz
  - A certificate of attendance based on participation
    - *in case of group registration, full reporting about participation to the trainer manager*

## Live Webinars

**Session from 9.15 to 3.15 -  
breaks 12 to 1 and  
minibreaks at 10.45**

Live presentation with lecturer

**Fixed date or date on  
demand if you are a group**

Direct access on ETCP platform  
from home / office

**Certificates at the end of the  
day**

## Full online Lessons

**Two month to complete the  
course**

Permanent access 24/7 online  
to 5 lessons anytime, anywhere  
(computer, tablet, mobile)

**Comprehensive Documents /  
presentations and videos**

You validate each lesson

**Certificate of participation  
and qualification at the end**

## Live Webinars

399€ per participant including:

*1-day live presentation*  
*Chat and questions*  
*Training material to download*  
*Certification of qualification*

### Discounts:

15% early registration (up to 2 months before the event)  
10% for 2 or more participants from the same institution

## Full online Lessons

277€ per participant including:

*5 lessons equivalent to 1-day*  
*Quiz and exercises*  
*Videos and documents*  
*Certification of qualification*

### Discounts:

10% for 2 or more participants from the same institution

# Live Webinars





## **Simplified Cost Options**

**Live Webinar (9 am to 3.15 pm)**

11 March 2021

19 May 2021

9 June 2021

**+On demand for specific groups**

Franck Sottou  
Peter Vlasveld  
Patrick Wamper

# Simplified Cost Options (SCO)

## *Making simple and secure calculation and implementation*

### ■ Learning objective

- Integrating straight from the beginning audit recommendations based on the good and “not-so-good” practices and new recommendations for 2021-2027
- Making programming, contracting, verification and monitoring more simple and secure all together

### ■ Learning points

- Presenting all Simplified Cost Options and their success conditions
- Looking to the most up-dated experiences at EU and Member-State level
- Presenting the specific conditions for ESF+ and ERDF
- Listing simplification actions (quick-wins and long-term success)
- Shifting from simple input-activity based to output-results based approach
- Ensuring the best collection of data for calculations and updates
- Tackling adjustments of the Management & Control System
- Anticipating audit and screening the selection, contracting and reporting phases
- Mitigating the risks: sampling, walk-through testing

### ■ Special points

- Discussions, group work, cases and examples



# Simplified Cost Options (SCO)

*Making simple and secure calculation and implementation*

## 1-day Live Webinar

### Morning

#### **Step 1: Defining requirements for simplification**

##### **Options and new requirements**

- The options in details, identification and calculation methods
- Focus on key and new elements of submitting SCO
- New CPR 2021-2027 template
- The new Single lump sum and draft budgets : making it fair and secure

#### **Step 2: Discussing simplification in case of SCO : unit cost, lump sum & flat rates**

##### **Examples of good and not-so-good practices**

- Lessons learnt: first SCO for ESF/ERDF and overview of options
- The choice of the indicators : from inputs to outputs / results
- The conditions for calculation and up-dates
- The conditions for payments of the operation & reporting arrangements
- The consequences on Public procurement & State Aid
- The possible links with common and core indicators

*Lunch from 12:00am to 1:00pm*

### Afternoon

#### **Step 3: Ensuring a secure calculation and control of SCO**

##### **Practical case studies for ESF+ and ERDF and proposal of concrete solutions**

- Historical, accounting data and draft budgets
- The specific cases of staff costs & indirect costs
- The specific case of infrastructures / equipment and depreciation
- The coverage of all costs / specific costs
- Up-dates and correction of errors and irregularities

**Welcome : 9:00 / End : 3:15**

**Breaks at 10.45am and 12 to 13pm**

# List of potential sectors for case studies

*at your convenience and based on your document (draft OP, calls, projects)*

- Trainings and education
- Support to businesses / start-ups
- Research and development
- Energy efficiency and transport
- Fight against poverty
- Migration and border controls
- Local infrastructures
- ...



## **Preventing, detecting and correcting errors and irregularities**

**Live Webinar (9 am to 3.15 pm)**

13 May 2021

**On demand for specific groups**

Franck Sottou, Inga Moisiejute

# Verification Seminar

## *Preventing, detecting and correcting errors and irregularities*

### ■ Learning objective

- Improving management and control of operations and programmes in a secure and simplified way

### ■ Learning points

- Screening systems of verification of contracts and operations
- Understanding concept & methods of desk-based and on the spot checks
- Improving systems, procedures and tools to prevent, detect and correct errors, irregularities and fraud;
- Making controls more effective and efficient combining desk-based and on the spot checks ;
- Introducing risks management ;
- Getting examples of the most common errors and irregularities ;
- Tackling the question of suspected fraud ;
- Ensuring better professional judgement and correction with beneficiaries

### ■ Special points

- Discussions, group work, cases and examples
- Specific case study about detection and correction of errors

# Verification Seminar

## *Preventing, detecting and correcting errors and irregularities*

### DAY 1

#### Morning session

##### **Step 1: Clear definitions and overview of the new verification framework**

- Errors, irregularities and fraud definitions: examples & case studies
- New Regulations and new Guidance: effects on procedures and tools
- Integration of Auditors and EC reports to improve prevention, detection and correction of errors and irregularities based on concrete examples and reports

##### **Step 2: The role of verification officer and professional judgment**

- Types of checks (desk-based and on the spot)
- Risk consideration and the concept of reasonable assurance
- Minimising excessive checks : through scope or sampling?

*Lunch from 12.00am to 1.00pm*

#### Afternoon session

##### **Step 3: Payment conditions and contract modification**

- Specific focus on most common and frequent errors:
- making clear distinction between errors and irregularities
- making clear decisions about corrections
- introducing risks management ;
- tackling the question of suspected fraud

##### **Step 4: Working on Case Studies**

- Discussion about the case studies
- Decisions about corrections and follow-up

**Welcome : 9:00 / End : 3:15**

**Breaks at 10.45am and 12 to 13pm**



## **Project Management & reporting (new 2021-2027 dimensions)**

**Live Webinar (9 am to 3.15 pm)**

19 April 2021

**On demand for specific groups**

Franck Sottou and Guests

# Project Management & reporting (new 2021-2027 dimensions)

- Learning objective
  - Focusing on the new 2021-2027 rules and strategies
- Learning points
  - Tackling the concrete steps of preparation of new Operational Programmes
  - Ensuring better preparation and implementation of reports and evaluations
  - Including fully the potential Simplified Costs Options and strategic projects
  - Considering the ex-ante evaluation of indicators for 2021-27
  - Anticipating potential mid-term reviews
  - Getting acquainted with EC expectations in monitoring and evaluating of projects and programmes
  - Setting-up the options for impact evaluation
  - Using in a better way Common/Core and Programme-specific indicators
  - Linking selection, contracting and activities with specific objectives
- Special points
  - Discussions, group work, cases and examples
  - Practical examples applied to different sectors and interventions

# Project Management & reporting (new 2021-2027 dimensions)

## DAY 1

### Morning session

#### Step 1: Clear definitions and overview of the new framework

- Presenting distinction between old / new logframes
  - from attribution to contribution
- the results-oriented approach
  - Making clear distinction between outputs, results and impact (new definition)
  - quantitative and qualitative specific results
  - impact assessment

#### Step 2: The financial aspects and simplification of intervention

- Setting-up a clear budget in line with expectations and rules
- risks-based verification (new rules)
- simplified costs options – SCO (new options and requests)

*Lunch from 12.00am to 1.00pm*

### Afternoon session

#### Step 3: Screening strategies, enabling conditions and synergies (New)

- New priorities and new list of core and common indicators
- Public Procurement, State aid
- RescEU and JTF

#### Step 4: Working on Case Studies to prepare new calls

- Looking for efficiency and effectiveness (exercises)

**Welcome : 9:00 / End : 3:15**

**Breaks at 10.45am and 12 to 13pm**





## **Risk Management and Sampling**

**Live Webinar (9 am to 3.15 pm)**

21 May 2021

**On demand for specific groups**

Raili Truup

# Risk Management and Sampling

## *Keeping the control on checks and performance*

- Learning objective
  - Mapping, scoring and mitigating the risks using sampling methods
- Learning points
  - Tackling in concrete the identification of specific risks
  - Setting-up a full action plan of mitigation actions
  - Ensuring selection of operations / expenditures for sampling
  - Proportionating the checks to the level of risks
  - Planning the checks and organizing the visits on-the-spot
  - Making clear distinction between statistical / non statistical sampling
  - Identifying the best practices for scoring and weighting of the risks
  - Defining the qualification of risks managers
  - Drafting an Action plan for design of risk management system
- Special points
  - Discussions, group work, cases and example

# Risk Management and Sampling

## *Keeping the control on checks and performance*

### DAY 1

#### Morning session

##### **Step 1: the Audit Risk Model (categories of risks and risks factors)**

- Introduction to the Audit Risk Model and how to get to assurance
- The concept of Materiality and Tolerable Error Rate (TER)
- The risks in EU Funds: identification, scoring and weighting
- The sampling methods and extrapolation of error rate

##### **Step 2: Initial risk assessment methods**

- Classification of risks
- Specific EU funds risks v. IFAC standards
- Distinction between audit & verification
- The specific risk assessment methodology (examples)
- Sample checks in practice

*Lunch from 12.00am to 1.00pm*

#### Afternoon session

##### **Step 3: Case study**

- Identification and classification of risks
- The specific fraud risk assessment system
- Audit planning : introduction and concrete case work

**Welcome : 9:00 / End : 3:15**

**Breaks at 10.45am and 12 to 13pm**



## **Indicators and better Monitoring**

**Live Webinar (9 am to 3.15 pm)**

8 April 2021

**On demand for specific groups**

Franck Sottou, Colm Dunne

# Indicators and better Monitoring

## *Making indicators and reports more user-friendly*

- Learning objective
  - Making results-oriented calls and reports
- Learning points
  - Improving on-going evaluation and strategic monitoring of funds and new instruments
  - Getting more in-depth knowledge of project monitoring in relation to programme / call management
  - Distinction and linkages outputs / results
  - Evidence-based approach: data, figures and gap management (less binary approach)
  - Clearer vision of results: target group, baseline / target and possible immediate / intermediate change
  - Reports looking to the whole chain of results with clear accountability ceiling (to be defined)
  - Contribution of intervention well defined (from outputs to outcomes)
  - Relevance, Coherence, Efficiency and Effectiveness and Sustainability
  - Specific risks / assumptions and mitigation identified for outputs / outcomes
  - Use of indicators in monitoring financial and physical progress of projects and programmes.
- Special points
  - Discussions, group work, cases and examples
  - Practical examples applied to different sectors and interventions

# Indicators and better Monitoring

## DAY 1

### Morning session

#### **Step 1: Laying the foundations by linking Reporting, Monitoring & Evaluation**

- Traditional and modernised Intervention logic - the rationale for greater results orientation
- How indicators connect projects, programmes and policies
- How to link in an efficient way reporting, monitoring and evaluation

#### **Step 2: Specific work on the programming / call dimension :**

Using in a better way Common/Core and Programme-specific indicators

- Linking selection, contracting and activities with specific objectives
- Shifting from activities / projects to outputs-result / operation
- Discussions, group work, cases and examples
- Practical examples applied to different sectors and interventions

*Lunch from 12:00am to 1:00pm*

### Afternoon session

#### **Step 3: Focusing on ESF+ Approach to Monitoring & Evaluation**

- ESF+/ ERDF/CF specific guiding principles
- Specific thematic focus on :
  - Health
  - Circular economy
  - Digital agenda
  - Energy
  - ...

**Welcome : 9:00 / End : 3:15**

**Breaks at 10.45am and 12 to 13pm**

## Results-Oriented Management (ROM) online full lessons



## Results-Oriented Management (ROM)

You are now entering the e-training dedicated to ROM. We wish you an enjoyable journey through the 5 lessons including practical examples, exercises, case studies.

### 1. Introduction to Results-oriented Management

- ✓ 1. Introduction to Results-oriented Management
- ✓ Welcome Note
- ✓ Glossary, sources & New Logframe
- ✓ Quiz-Comprehension-check

### 2. Outputs/Results in concrete

- ✓ 2. Outputs/Results in concrete
- ✓ Where outputs and results are different ?
- ✓ With specific attention on results

### 3. The old/new EU strategies & common indicators

- ✓ 3. The old/new EU strategies & common indicators
- ✓ Where the old logic is becoming new
- ✓ To make it concrete and specific

### 4. Baseline & Targets ; Milestones

- ✓ 4. Baseline & Targets ; Milestones
- ✓ Where there is a beginning and...an end
- ✓ Making it step by step

### 5. Monitoring efficiency & effectiveness

- ✓ Where monitoring is better
- ✓ The final choice of logic for you
- ✓ The final Quiz

### 6. Bonus : Entering the black box

- ✓ Entering the black box

## Your progress

# Results-oriented Management (ROM)

*for all managers to shift from activity to results-oriented approach*

***At project and programme level : Understanding traditional & new intervention logic (Theory of Change), Managing EU Funds more efficiently & effectively, Improving definition and identification of results targets & indicators, Developing your results monitoring and evaluation skills and tackling concrete situations***

## **Lesson 1: Key Technical Terms & Definitions ; Presentation of the old/new Logframes**

1. Welcome note
2. Presentation of the lecturers
3. Comprehensive description & course agenda
4. Documents to be read: References, glossary, logframe

## **Lesson 2: Outputs in concrete ; Results in concrete**

1. Where outputs and results are different
2. With specific attention on results

## **Lesson 3: The old/new EU strategies & common indicators**

1. Where the old logic is becoming new
2. To make it concrete and specific

## **Lesson 4: Baseline & Targets ; Milestones**

1. Where there is a beginning and...an end
2. Making it step by step

## **Lesson 5: Monitoring efficiency ; Monitoring effectiveness**

1. Where monitoring is better
2. The final choice of logic for you



# Making you Better Project Manager Online

*For project manager to focus on essential elements*

***Tackling all key aspects of project management : partners, objectives, budget, calendar and reporting : presentations and documents illustrating the techniques and best practices to build your project and ensure secure and effective implementation. Insisting on common mistakes and key risks by anticipating the checks and controls. And giving you key tips about communication and reporting in line with donors and programme expectations. This is the point is this e-learning module, accessible anywhere, anytime, based on the 25 years of experience of ETCP.***

## **Lesson 1: Key Technical Terms & Definitions**

1. Welcome note
2. Presentation of the lecturers
3. Comprehensive description & course agenda
4. Documents to be read: References, glossary, logframe

## **Lesson 2: Partners, objectives and working packages**

1. Where outputs and results are important
2. With specific attention on results and delivery timing
3. Partnership agreements : key points and mistakes to avoid

## **Lesson 3: The budget, financial plan and calendars**

1. Where the budget lines and resources must be specified
2. To make the budget completed and simplified (if possible)
3. Timeline for spendings, delivering and reporting

## **Lesson 4: Good monitoring, reporting & communication**

1. Where to collect and aggregate data
2. Making clear and simple communication

## **Lesson 5: Final closure of the project**

1. Where to avoid errors and irregularities
2. The final choices after closure (revenue, durability...)
3. book and data keeping for audit

# Making you Better Verification Officer Online

*for financial officers to prevent, detect and correct errors*

***Tackling all key aspects of verification : errors, irregularities, suspected fraud, desk-based/on the spot checks, corrections and reporting. Full access during 2 months to videos, presentations and documents illustrating the techniques and best practices to ensure efficient and effective verification of projects and programmes. Insisting on common mistakes and key risks by anticipating the audits and certification. And giving you key tips about simplification and responsibilities in line with Auditors and European institutions expectations. This is the point of this e-learning module, accessible anywhere, anytime, based on the 25 years of experience of ETCP.***

## **Lesson 1: Key Technical Terms & Definitions**

1. Welcome note
2. Presentation of the lecturers
3. Comprehensive description & course agenda
4. Documents to be read: References, glossary, logframe

## **Lesson 2: Errors, irregularities and suspected fraud**

1. Where irregularities must be reported
2. With specific attention to justifications for errors
3. What to do in case of suspected fraud

## **Lesson 3: Detection and correction of errors**


1. From most commons errors...
2. ...to specific risks and sampling methods...
3. ... and potential systemic errors

## **Lesson 4: Making checks more efficient and effective**

1. Where to focus on documents : sampling and risks
2. Responsibilities and professional judgement
3. Making specific checks on the spot : checklist and tips

## **Lesson 5: Getting final reasonable assurance**

1. Where to re-inforce risks management
2. The final conclusions and corrections
3. Book and data keeping for audit



***“Just wanted to send you an email as a big thank you for today's session.***

***I truly enjoyed your manner of passing information in a very clear and informative manner, combined with your funny character. It was the first time I actually did not lose focus for staying so long online.***

***You also made something I found so difficult to distinguish between intermediate/immediate outcomes/outputs seem entertaining. 😊 ”***

***A participant***