

2021 European trainings

Live Webinars

www.etcp.fr

*What a year. Lockout, lockdown, open, close again.
And still online possibilities to keep in touch with you.
We thank the 312 participants of 2020 who used our Platform
to gain qualification about new financial perspectives.
Here we stand, still fully dedicated to on-the-job concrete
trainings with full online, live webinars and hopefully face-to-
face again. Take care, see you soon*

Franck SOTTOU, director

Why to use ETCP?

- Because we like to make it concrete:
 - Small groups
 - Full interaction (open floor, chat and questions)
 - Concrete and specific (direct work on your documents/cases)
- Because we have experience on it
 - More than 7000 participants since 2004
 - More than 300 participants last year in our Webinars
 - Secured ETCP Platform for full access to documents and reporting
- 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 Seminar a specific AREA including all invitations, links and documents
- 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 group reporting about participation to the trainer manager*

Special COVID instructions

- **Face-to-face in line with EU and National prescriptions**
 - Participants with EU COVID passport
 - Small groups, distances and masks inside the room
- **No cancellation fees policy**
 - Pre-registration only indicative
 - Late confirmation of trainings and participation (10 days) and payments after the seminar date possible
 - No cancellation fees in case of force majeure (new restrictions)
- **Full online possibilities**
 - All seminars could be organised online recreating as much as possible the conditions of a live, on site and interactive seminar

Online Seminars overview

Online Trainings	Live Webinar	sept	oct	nov	dec
EU Funds : what's new for 2021-2027	2-day	13-14			2-3
SCO Workshop : special ESF+ and ERDF	1-day		7		
ITI and smart cities (NEW) : success conditions	1-day			1	
Indicators and results-oriented Monitoring : better calls	1-day			17	
Errors, Irregularities and suspected fraud : case studies	2-day		14-15		
Risk Management : make sampling	2-day				13-14
Results-Oriented Management (ROM) Online	Anyplace, Anytime : 2-month full access				
Making you Better Project manager (PROJ) Online (NEW)	Anyplace, Anytime : 2-month full access				
Making you Better Verification officer (VERIF) Online (NEW)	Anyplace, Anytime : 2-month full access				

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Live Webinars



EU Funds : what's new for 2021-2027

Live Webinar

13-14 September 2021

2-3 December 2021

+On demand for specific groups

by

Franck Sottou

Colm Dunne

Goran Zakanji

EU Funds : what's new for 2021-2027

New dimensions, instruments and methods

- Learning objective
 - Building your capacities to manage projects and programmes integrating financial and technical aspects in the perspective of the new 2021-2027 generation
- Learning points
 - Integrating fully the new aspects of the 2021-2027 generation with a specific focus on output-result-based approach & Simplified Costs Options
 - Presenting EU Strategies and policies in line with the new intervention logic (results/outputs)
 - Getting key alerts about errors, irregularities and fraud
 - Looking to the key methods for management verification, certification and audits
 - Introducing tools and procedures (checklist, sampling & risks management)
 - Insisting on specific issues such as Public procurement, State aid and Enabling conditionalities
 - Focusing on new Territorial and Financial Instruments
- Methodology
 - Online preparation
 - Live webinar from 9 to 3.15pm
 - Discussions, group work, cases and examples
 - Test and certificate of qualification
- Fees
 - 649€

All taxes & costs included - VAT exemption a. 132 of Directive 2006/112/EC

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

EU Funds : what's new for 2021-2027

New dimensions, instruments and methods

Day 1 Live Webinar

Morning

Step 1: Lessons learnt from 2014-2020

- Absorption, achievements and findings
- Programme, Operation, contract and actions : what's new?
- Key players (beneficiaries, recipients, partners, suppliers and target groups)
- Key instruments : ITI, FI, SCO
- Key alerts about EU Funds (most common errors and risks)
- Example of "good" projects & operations

Break from 12:00 to 1:00pm

Afternoon

Step 2: Making better monitoring and evaluation of interventions

- The new Common and core indicators
- Indicators for ESF+, ERDF/CF and other Programmes
- Indicators and goals of Sustainable Development
- Selection of Project, contract, action or group of projects, operation
- Better on-going monitoring and evaluation of impact of intervention
- Case studies & Exercise on specific 2021-2027 OPs / Action Documents

EU Funds : what's new for 2021-2027

New dimensions, instruments and methods

Day 2 Live Webinar

Morning

Step 3: Tackling new management verification work

- Real and simplified costs options
- Success conditions for Simplified Costs Options and data collection
- Payment conditions and adjustment procedures
- Better on-going verification of the deliverables and results
- Specific attention paid to Community rules (State Aid, Public Procurement, gender, non-discrimination, environment, durability...)

Break from 12:00 to 1:00pm

Afternoon

Step 4: Looking for reasonable assurance Reinforcing sampling at expenditures and operation levels

- Distinction between errors, irregularities and fraud
- Better identification of errors and related risks
- Sampling methodologies
- Better on-the spot verifications and sampling of expenditure items
- Exercise on errors, irregularities and fraud: consequences for sampling

SCO Workshop : special ESF+ and ERDF



Live Webinar
7 October 2021
+On demand for specific groups

by
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

■ Methodology

- Online preparation
- Live webinar from 9 to 3.15pm
- Discussions, group work, cases and examples
- Test and certificate of qualification

■ Fees

- 399€

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Simplified Cost Options (SCO)

Special ESF+ and ERDF

1-day Live Webinar

Morning

Step 1: Defining requirements for simplification

Options and new requirements

- The options in details, identification and calculation methods
- The new Single lump sum and draft budgets : making it fair and secure
- Focus on key and new elements of submitting SCO
- Lessons learnt: first SCO for ESF/ERDF and overview of options

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

Examples of good and not-so-good practices

- 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

Break 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
- Up-dates and correction of errors and irregularities

Welcome : 9:00 / End : 3:15

ITI and smart cities (NEW) : success conditions

Live Webinar

1 November 2021

+On demand for specific groups

by

Richard HARDING,
Franck SOTTOU and Guests

Integrated Territorial development and smart cities

Success conditions

■ Learning objective

- Implementing place-based and spatial instruments for regional development

■ Learning points

- Presenting 2021-2027 Territorial and Regional dimensions of interventions
- Looking for the best practices of programming, selecting, monitoring and facilitating
- Getting key alerts about strategies, governance, indicators and possible irregularities
- Focusing on Territorial Instruments (ITI, CLLD...) and smart cities
- Insisting on Targeted Territories, specific objectives and Territorial / Regional Strategies
- Alerting about potential errors and irregularities related to territorial instruments

■ Methodology

- Online preparation
- Live webinar from 9 to 3.15pm
- Discussions, group work, cases and examples
- Test and certificate of qualification

■ Fees

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Integrated Territorial development and smart cities

Success conditions

1-day Live Webinar

Morning

Step 1: Understanding of the key issues

- Key alerts about Territorial dimensions (territorial cohesion and spatial planning)
- Key issues of the green agenda (strategies and goals)

Step 2: Understanding of the Key Instruments

- Key aspects (governance, objectives, functions)
- Different options for territories : urban, rural and/or thematic development
- 2021-2027 new aspects about territorial instruments (new 5th Policy Objective about Europe closer to citizens, use of a "Lead Fund", economic, social and environmental interlinkages, other tools...)

Break from 12:00am to 1:00pm

Afternoon

Step 3: Insisting on the success conditions

- Selection of the targeted territories and cities
- Definition of strategies and synergies between funds
- Involvement of partners, stakeholders and citizens
- The specific introduction of LAG (pros and cons)
- Case studies & Exercise on specific 2021-2027 elements
- Smart cities in concrete : best strategies

Welcome : 9:00 / End : 3:15



Indicators and results-oriented Monitoring : better calls

Live Webinar

17 November 2021

+On demand for specific groups

by

Franck Sottou, Colm Dunne

Indicators and results-oriented Monitoring

Better calls

- 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.
- Methodology
 - Online preparation
 - Live webinar from 9 to 3.15pm
 - Discussions, group work, cases and examples
 - Test and certificate of qualification
- Fees
 - 399€

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DAY 1	
Morning session	Step 1: Laying the foundations by linking Reporting, Monitoring & Evaluation <ul style="list-style-type: none">• Traditional and modernised Intervention logic - the rationale• 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 <ul style="list-style-type: none">• 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
<i>Lunch from 12:00am to 1:00pm</i>	
Afternoon session	Step 3: Focusing on ESF+ Approach to Monitoring & Evaluation <ul style="list-style-type: none">• ESF+/ ERDF/CF specific guiding principles.• Specific thematic focus on :<ul style="list-style-type: none">– Health, Circular economy, Digital agenda, Energy...• Concrete example of modernised call

Welcome : 9:00 / End : 3:15



Errors, Irregularities and suspected fraud : case studies

Live Webinar

14-15 October 2021

+On demand for specific groups

Franck Sottou
Inga Moisiejute

Errors, Irregularities and Suspected Fraud

Case studies

■ 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 sport 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

■ Methodology

- Online preparation
- Live webinar from 9 to 3.15pm
- Discussions, group work, cases and examples
- Test and certificate of qualification

■ Fees

- 649€

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Errors, Irregularities and Suspected Fraud

Case studies

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

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 decisions about corrections
- Tackling the question of suspected fraud
- Introducing risks management

Step 4: Introduction to the Case Studies

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

Welcome : 9:00 / End : 3:15



Breaks at 10.45am and 12 to 13pm

Errors, Irregularities and Suspected Fraud

Case studies

DAY 2	
Morning session	Step 5: Case studies by budget line (working groups) <ul style="list-style-type: none">• Staff and indirect costs• External services• Equipment and investments
	Step 6: Case studies by key finding (working groups) <ul style="list-style-type: none">• Non eligible costs• Public procurement• State aid• Information and publicity
<i>Lunch from 12.00am to 1.00pm</i>	
Afternoon session	Step 7: case studies on suspected fraud <ul style="list-style-type: none">• Products and services not delivered• Conflict of interest• Over-invoicement
	Step 8: Action plan <ul style="list-style-type: none">• 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



Risks Management : making sampling

Live Webinar

13-14 December 2021

+On demand for specific groups

By

By Franck Sottou, Raili Truup

Risks Management

Making Sampling

- 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
- Methodology
 - Online preparation
 - Live webinar from 9 to 3.15pm
 - Discussions, group work, cases and examples
 - Test and certificate of qualification
- Fees
 - 649€

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Risks Management

Making Sampling

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: Risks identification

- Identification and classification of risks
- The specific fraud risk assessment system
- The specific sampling for audits

Welcome : 9:00 / End : 3:15



Breaks at 10.45am and 12 to 13pm

DAY 2

Morning session

Step 4: Exercises in group : risks & mitigation of actions workshop

Practical cases of identification of risks all throughout the intervention logic :

- Inputs / outputs / results
- Context indicators and expected impacts
- Mitigation actions and modification of the actions
- Thematic illustrations

Step 5: Exercises in group : workshop

Practical cases : selection of operations and expenditures to be verified

- Auditing operations : confirmation of your conclusions about the system
- Methods and exercises about sampling operations
- Identification & weighting of risks
- Corrective action at project and system levels
- Discussion based on case work

Lunch from 12.00am to 1.00pm

Afternoon session

Step 6: Consequences for the Management and control system

- planning : introduction and concrete case work
- Revising the risks and adapting the checks
- The specific function and job of risk manager

Welcome : 9:00 / End : 3:15

Full Online Lessons



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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 (PROJ) 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 (VERIF) 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 of 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 introduce/reinforce risks management
2. The final conclusions and corrections
3. Books and data keeping for audit

Pricing Full Online

+ Discount of 10% for 2 or more participants from the same institution

277 € for each training including:

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

515 € for the Newcomer package

- Full access to VERIF + PROJ

“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