

ETCP Trainings



Face-to-face

The right procedure

- 2-step online registration
 - Pre-registration
 - *Saving your seat*
 - *No cancellation fees*
 - Final registration
 - *Up to 1 month before the Seminar*
 - *E-Invoice*
 - *Venue and final invitation for each participant*
 - *Access to full documents on ETCP platform the day before*
- 1 certificate at the end
 - Ex-ante and final Quiz
 - Certificate of attendance & qualification for each participant

For the right objective at the right place and date

	Seminars	Objectives	Sept	Oct	Nov	Dec	Places
Face-to-face	The New Management from A to Z	Covering EU funds management from A to Z	12-16			5-9	Paris
	Stronger Simplification	Walking through all procedures, tools and costs to make concrete simplifications		17-18			Athens
	The New Financial Control	Making better prevention, detection and correction of errors, irregularities and suspected frauds				12-13	Vienna
	Better indicators for Programming and Verification	Finding the right balance between common, core and specific indicators			21-23		Valencia
	Better risks management	Sampling operations, payment claims and expenditures in a simple and effective way		19-21			Roma
	Public Funds Management (PFM) 2.0	Managing public fund in a more effective, collaborative and digital way : study visit and workshop				14-16	Zagreb
Live Webinar	Better calls and controls		on demand				Live online
	Risks-based checks		on demand				Live online
	Outputs and results-based SCO		on demand				Live online
Full online	Results-Oriented Management (ROM)		Anyplace, Anytime : 2-month full access to ETCP Platform				Online
	Making you Better Project manager (PROJ)						Online
	Making you Better Verification officer (VERIF)						Online
	Newcomer Package (PROJ + VERIF)						Online



The New Management from A to Z

Covering EU Funds management from A to Z

12-16 September 2022
5-9 December 2022

Paris

By Franck SOTTOU
Ivaila ILIEVA
Goran ZAKANJI
Teja FLORJANCIC

The New Management from A to Z

Covering EU Funds management from A to Z

- Learning objective
 - Building your individual and collective capacities to manage projects and programmes integrating all financial, administrative and technical aspects in the perspective of the new 2021-2027 perspectives
- 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 core and common indicators
 - 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 the Territorial Instruments
 - Focusing on specifications for funds (ERDF, ESF+, ETC, BMVI/ISF, Horizon...)
- Special points
 - Ex-ante and ex-post tests (making you a more qualified officer)
 - Certificate of attendance and qualification
 - Lunches every day
 - One cohesion dinner

The New Management from A to Z

Covering EU Funds management from A to Z

DAY 1 : making correct definitions and projects

Morning session
9.00am to 12.30pm

Step 1: Kicking off the seminar **Feed back on initial knowledge and key learning objectives**

- Lessons learnt from 2014-2020
- The new aspects for 2021-2027
- Better accountability at programme & project level
- Key alerts about EU Funds (most common errors and risks)

Lunch from 12.30pm to 2.00pm

Afternoon session
2:00pm to 4.30pm

Step 2: Understanding Key Regulations and Definitions

- Programme, Operation, outputs and results : what's new?
- Key players (beneficiaries, recipients, partners, suppliers and target groups)
- Key functions (programming & planning, preparation & submission, contracting, verification & payments, closure, certification and audit)
- Full understanding of the "new" intervention logic (theory of change)
- Example of "good" projects & operations

The New Management from A to Z

Covering EU Funds management from A to Z

DAY 2 : linking programming, monitoring and reporting

Morning session
9.00am to 12.30pm

Step 3: Giving an Overview of New EU strategies and programmes

- The new targets and instruments including green deal
- EU Strategies and policy objectives : online data
- The specific recommendations for States and Regions
- The New Operational Programmes: TO, specific objectives and indicators
- The Baselines and Targets of priorities and the Performance Framework
- Data to be collected and content of annual reports
- The concrete vision of Operational Programmes (case studies)

Lunch from 12.30pm to 2.00pm

Afternoon session
2:00pm to 4.30pm

Step 4: Making better monitoring and evaluation of interventions

- The new Common and Core indicators
- Specific balance between Common and specific Indicators
- 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

The New Management from A to Z

Covering EU Funds management from A to Z

DAY 3 : ensuring better verification

Morning session
9.00am to 12.30pm

Step 5: 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...)

Lunch from 12.30pm to 2.00pm

Afternoon session
2:00pm to 4.30pm

Step 6: 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 (risks criteria scoring and weighting)
- Better on-the spot verifications and sampling of expenditure items
- Exercises on errors, irregularities and fraud: consequences for sampling

The New Management from A to Z

Covering EU Funds management from A to Z

DAY 4 : closing operations and programmes

Morning session 9.00am to 12.30pm	Step 7: Focusing on the Management Declaration of Assurance (MDA) <ul style="list-style-type: none">• Managing the Error Rate at programme and funds level• Better prevention, detection and correction of errors• Individual and Systemic errors• How to come up with a reliable MDA ?
<i>Lunch from 12.30pm to 2.00pm</i>	
Afternoon session 2:00pm to 4.30pm	Step 8: Taking into account the Audit dimension <ul style="list-style-type: none">• System audit• Audit of annual accounts and audit of operations• Solving irregularities together: improving the AA opinion and pending cases
Evening session 7 pm	Step 9: Sharing experiences and building capacities Dinner in the centre of Paris with all participants and ETCP team

DAY 5 : getting certification and clear vision

Morning session 9.00am to 12.30pm	Step 10: Wrapping up the seminar and final evaluation <ul style="list-style-type: none">• General correction of all questions of the test• Focus on some key point to remember/to improve• Specific assessment of the effect of the seminar and future needs• Certificate ceremony
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Stronger Simplification

Walking through all procedures, tools and costs to make concrete simplifications

17-18 October 2022

Athens

By Franck Sottou

Stronger Simplification

Walking through all procedures, tools and costs to make concrete simplifications

- Learning objective
 - Simplifying programming, contracting, verification and monitoring all together
 - Insisting on the consequences of outputs-based and results-oriented approaches on processes, tools, procedures, documents and checks
- Learning points
 - Looking to the most up-dated experiences of simplification at EU and Member-States level
 - Listing simplification actions (quick-wins and long-term success)
 - Presenting all Simplified Cost Options and their success conditions
 - **Focusing on possibilities to relate checks and calls to sound outputs and results and not inputs**
 - Ensuring the best collection of data, calculations and updates
 - Tackling adjustments of the Management & Control System
 - Focusing on concrete changes of the application forms, contracts and payment claims
 - Using IT tools in a proactive and interactive way (platform)
 - Adjusting calls, appraisal checklist, selection criteria, contract and reports
 - Anticipating audit and screening the selection, contracting and reporting phases
 - Mitigating the risks: sampling, walk-through testing
 - Looking for new responsibilities and skills for the 2021-2027 period
- Special points
 - Discussions, group work, cases and examples

Stronger Simplification

Walking through all procedures, tools and costs to make concrete simplifications

DAY 1 : screening all steps and simplification options

Morning session *
9.30am to 12.30pm

Step 1: Defining requirements for simplification

Success conditions and key topics listed

- Lessons learnt: reduction of administrative burdens?
- Focus on key options and elements of simplification: quick wins

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

Examples of simplification steps

- The options in details, calculation and up-dates methods
- The conditions for payments of the operation & reporting arrangements
- The consequences on Public procurement & State Aid
- The choice of the indicators : from inputs to outputs / results

Lunch from 12.30pm to 2.00pm

Afternoon session
2.00pm to 4.30pm

Step 3: Ensuring a secure selection and control with or without SCOs

Exercises of simplification of the Management & Control system

- Responsibilities and functions (MA/IB)
- Functions and responsibilities in line with Regulations and Audit standards
- Simplification of Steps and Tasks all throughout the Project Cycle Management :
 - Ex-ante checks, selection and contracting ;
 - Verification, payment, monitoring and closure.

Stronger Simplification

Walking through all procedures, tools and costs to make concrete simplifications

DAY 2 : adapting systems and tools to the new risks

Morning session

9.00am to 12.30pm

Step 4: Setting-up a new simplified tools and procedures

Exercises of simplification of the Management & Control

- Checklists and reports and use of IT tool for data
- Call content and indicators
- Selection criteria and committees
- Timesheets and control of staff costs
- Contract & adjustment process
- Sampling of expenditures and operations
- New checks on Public procurement & state aid
- New checks on-the-spot

Lunch from 12.30pm to 2.00pm

Afternoon session

2.00pm to 4.00pm

Step 5: Defining concrete steps of simplification

The consequences on qualification and skills of officers

Full action plan designed with participants

- New Delegated acts (DA) for SCO
- New audit trail as managerial exercise
- Full action plan



Better Risks Management

*Sampling operations, payment claims and expenditures
in a simple and effective way*

19-21 October 2022

Roma

By

Goran Zakanji
Franck Sottou

The New Risks Management

Applying Risks-based checks on Programmes, projects and costs

- Learning objective
 - Understanding of key components and process elements of risk management
 - Example list of EU funds specific risks
 - Practical guidances to evaluate and improve risk management system
- Learning points
 - To create systematic understanding of risk management concept
 - To tackle in concrete the identification of generic / specific risks
 - To ensure the full scoring and weighting of risks factors
 - To make sampling of operations, PC and expenditures (case studies)
 - To set up a full action plan of mitigation actions / corrections
 - To reinforce ex-ante risks management
 - To improve on-the-spot checks
 - To ensure full risks-based strategy for selection of operations / expenditures
- Special points
 - Direct integration of latest guidance from EC
 - Lecture, practical examples
 - Case studies
 - Templates to be used directly after the training

The New Risks Management

Applying Risks-based checks on Programmes, projects and costs

DAY 1 : Making identification of risks and risks factors

Morning session *

9.30am to 12.30pm

Step 1: The new expectations for the 2021-2027 period

- New risks-based administrative and on-the-spot checks
- New application of professional judgement
- New order of verification and specific risks associated

Step 2: The Initial risk assessment definitions and methods

- Classification of risks and risks factors
- Specific EU funds risks v. IFAC standards
- Scoring of likelihood and impact
- The specific risk assessment methodology (examples)

Lunch from 12.30pm to 2.00pm

Afternoon session

2.00pm to 4.30pm

Step 3: Case study

- Identification and classification of risks
- The specific fraud risk assessment system
- Risks-based checks: introduction and concrete case work on the strategy of checking at operation, Payment Claims, expenditures and on-the-spot level

The New Risks Management

Applying Risks-based checks on Programmes, projects and costs

DAY 2 : ensuring sampling of costs, payment claims and operations

Morning session

9.00am to 12.30pm

Exercises in group : workshop

Practical cases : selection of operations and expenditures to be verified

- Screening or risks and sample sizes
- Case 1 : Methods and exercises about sampling operations
 - Identification & weighting of risks
- Case 2 : Sampling of expenditures
 - Discussion based on case work

Lunch from 12.30pm to 2.00pm

Afternoon session

2.00pm to 4.00pm

Step 4: Specific focus on Simplified Costs options

- Options and success conditions
- Specific risks at operation and expenditure levels
- Case study for a single lump sum
- Consequences for the contract and beneficiaries audit trail
- Lessons to be learnt for Managing Authorities / IB and audit authorities

The New Risks Management

Applying Risks-based checks on Programmes, projects and costs

DAY 3 : adapting systems and tools to the new expectations

Morning session

9.00am to 12.30pm

Exercises in group : risks & mitigation of actions workshop

Practical consequences on the Management and Control system (walk-through):

- Risks identification and prevention
- Ex-ante checks / Contracts
- Payment claims and on-the-spot checks
- Risks managers v. verification officers
- Audit trail

Lunch from 12.30pm to 2.00pm

Afternoon session

2.00pm to 4.00pm

Step 5: Full action plan

- Concluding on risks and issuing a clear risks strategy
- Improvement of control systems and cost-effective controls
- Conditions for successful introduction and implementation of SCOs
- Changes for the officers and daily jobs
- Focus on Annual reports & dealing with the Management Declaration of Assurance



Better indicators for Programming and Verification

Finding the right balance between common, core and specific indicators

21-23 November 2022

Valencia

By Franck SOTTOU

Ivaila ILIEVA

Colm DUNNE

and guests (controllers and evaluators)

Verification and Monitoring :

how to make it simple and secure altogether?

- Learning objective
 - Looking for more simple, specific and relevant indicators at all stages
- Learning points
 - Presenting new guidances for monitoring and evaluation
 - **Looking to the best practices for mixing specific and common indicators**
 - Getting key alerts about possible baselines and targets
 - Linking in a better way programming / selection / contracting / verification & closure
 - Linking in a better way monitoring and verification
 - Linking in a better way project and programme management
 - Focusing on data collection at project and programme level
 - Improving financial, technical and administrative reports and checks altogether
 - Insisting on indicators, correction of errors, and dialogue with beneficiaries
- Special points
 - Case studies per thematic
 - Specific recommendations about contracts, reporting templates and checklists
 - Specific attention paid to the quality and consistency of data in IT systems
 - Specific exercises about preparation of calls including indicators
 - Specific propositions about performance management and communication

Indicators and Better Monitoring

Making better data collection

DAY 1

Registration

9.00am to 9.30am

Morning session

9.00am to 12.30pm

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 balance common and specific indicators : feedbacks

Step 2: Anticipating future evaluations in a clever way

- Outputs and efficiency: examples
- Results and effectiveness: examples
- Improving coherence in indicator systems and IT data collection

Lunch from 12:30pm to 2:00pm

Afternoon session

2:00pm to 4.30pm

Step 3: Focusing on common indicators

- Specific-funds common indicators
- The changes and open issues for 2021-2027
- Common/Core output and results indicators, baselines and targets
- Specific reporting conditions about participants and entities

**Registration and welcome coffee: 9:00-9:30*

15-minute breaks at 10.30am and 3.15pm

Simplified Costs Options

Adapting tools, procedures and checks to SCOs'

DAY 2 : focusing on concrete examples of soft and hard actions

Morning session

9.00am to 12.30pm

Exercises in group : thematic workshop

Practical cases and proposal of concrete mix of common and specific indicators

- Trainings and education
- Support to businesses / start-ups
- Research and development
- Digital transformation
- Energy
- Transport
- Fight against poverty
- Migration and border controls

...

Lunch from 12.30pm to 2.00pm

Afternoon session

2.00pm to 4.00pm

Exercises in group : organising better calls

Practical cases and proposal of concrete indicators

- Tackling Indicators in Managing Programmes and calls
- Specific objectives and the results-oriented approach
- Specific outputs and relevant actions
- Indicators for Milestones and deliverables
- Good practices for data collection and control with beneficiaries

Indicators and Better Monitoring

Making better data collection

DAY 3

Morning session

9.00am to 12.30pm

Step 4: Focusing on impact assessment

- The results-oriented approach explored
- The focus on changes at sector level: examples
- Common/Core indicators: examples applied to different sectors and intervention types and first assessment of impact in line with new definitions

Lunch from 12:30pm to 2:00pm

Afternoon session

2:00pm to 4.30pm

Step 5: Dealing with reporting in 2021-2027

- Reporting types and methods: linking the reports from beneficiary to annual reports and sizing-down the text to the point
- Planning for effective communication: examples of graphics / illustrations

Step 6: Full action plan for better identification and reporting

- Balance specific / common
- Baselines and targets
- Functions and responsibilities

*(*15-minute break at 10.30am and 3.15pm)*

The New Financial Control

*Making better prevention, detection and correction of errors,
irregularities and suspected fraud*

12-13 December 2022

Vienna

By Inga MOISIEJUTE

The New Financial Control

Making better prevention, detection and correction of errors, irregularities and suspected fraud

- Learning objective
 - Making more efficient and effective checks
- Learning points
 - Lesson from the past: key irregularities and fraud, key alerts from auditors, key obstacles to closure and where they come from, key steps to ensure full and balance closure (process and planning)
 - Specific problems and discussion of best practices
 - Operations closed? Phasing and functional operations
 - Specific issues about beneficiaries/recipients/outputs and results
 - Identifying the right and important indicators
 - Dealing with bottlenecks for the solution of irregularities: investigations, audits and checks
 - Ensuring sound prevention, detection & corrections
 - Closing specific operations and checks after closure : durability
 - Improving sampling methods
 - Dealing with suspended / corrected operations
 - Adjusting the Management & Control system.
- Special points
 - Discussions, group work, cases and examples

The New Financial Control

Making better prevention, detection and correction of errors, irregularities and suspected fraud

DAY 1: Better definitions and methods

Registration

9.00 to 9.30am

Morning session

9.30am to 12.30

Step 1: Introduction and overview

- Preparation of Management Declaration of Assurance and annual summary
- Sampling of management verifications: risk assessment and criteria
- Methodology for supervision of delegated tasks
- SCOs and simplification specific dimensions
- Financing not linked to costs

Lunch from 12:30pm to 2:00pm

Afternoon session

2.00pm to 4.30pm

Step 2 : Detection and corrections

- Main irregularities in accounting years 2019/2021
- Risks management and sampling
- Reinforcement of ex-ante and on-the-spot checks
- Overview of the new EC guidance

Step 3 : Special risk management of (suspected) frauds

- Fraud indicators and red flags
- Case studies on mitigation actions and residual risks

The New Financial Control

Making better prevention, detection and correction of errors, irregularities and suspected fraud

DAY 2: Better focus and proportionality of checks

Morning session

9.00am to 12.30pm

Step 4: Specific errors and related checks

- Completed and eligible operations, durability
- Staffs costs and timesheets
- Public procurement and state aid
- Information and publicity
- Indicators and deliverables
- Grant contracts and changes

Lunch from 12:30pm to 2:00pm

Afternoon session

2.00pm to 4.30pm

Step 5 : Focus on Simplified Costs Options (SCO)

- Possible options and success conditions
- Calculations and up-dates
- Risks and reporting

Step 6: Looking for better tools and methods

- The crucial role of payment claims : level of control and details
- The checklist and reporting in correlation with logframes
- the follow up of findings and corrections

The New Financial Control

Making better prevention, detection and correction of errors, irregularities and suspected fraud

DAY 3 : Better systems and responsibilities

Morning session

9.00am to 12.30pm

Step 7: Specific alerts and points of control for balanced control

- Checks all throughout the cycle of projects
- Conditions for safe application of professional judgement

Step 8: Prevention of errors

- Working with the beneficiaries (guidelines, FAQ, open days...)
- Safeguards in the management and control system
- Ex-ante checks and internal risks

Lunch from 12:30pm to 2:00pm

Afternoon session

2:00pm to 4.30pm

Step 9: Follow-up of findings and effective corrections

- Treatment of findings: financial corrections at beneficiary & CA level
- Consequences of findings: extension of sampling and a qualitative extension of control
- Management of error risks: analysis of systemic effects and adjustment of control work program

Step 10: Action plan

- Wrap up and completion of the Action Plan

Public Funds Management (PFM) 2.0

Managing public fund in a more effective, collaborative and digital way

14-16 December 2022

Zagreb

by Raili Truup
Franck SOTTOU

Public Funds Management (PFM) 2.0

Managing public fund in a more effective, collaborative and digital way

■ Target Group

- Managers or responsible experts in designing or running some piece in public financial management, for example in:
 - *Budgeting departments*
 - *Strategic planning departments*
 - *Managing Authorities*
 - *Certifying Authorities*
 - *Policy experts designing public grants no matter form foreing or state funds*
 - *Financial reporting departments*
 - *Developing digital solutions supporting PFM processes*

■ Methodology

- Lecture,
- practical examples,
- discussion and practice sharing between participants.

■ Output and immediate results

- Understanding general picture and key components of PFM
- Systematic overview of general budgeting cycle
- Systematic approach to public grants in PFM context
- Practical lists of main questions to consider when planning to improve or reform your PFM system
- Toolkit to work with risks, indicators, IT tools and open data approach
- Suggestions for additional readings and actions

Public Funds Management (PFM) 2.0

Managing public fund in a more effective, collaborative and digital way

DAY 1: Better definitions and methods

Morning session

9.00am to 12.30

Step 1: Introduction and overview

- Initial quiz and expectations
- Definitions and key issues
- Components of PFM
- General Budgeting Process Cycle
- 10 core dimensions of budgeting

Lunch from 12:30pm to 2:00pm

Afternoon session

2.00pm to 4.30pm

Step 2 : Making more effective management

- Designing the systems and value in your work
- Concepts to use in practice in particular Risks management
- Practical workout with one tool
- Leading the officers to gap management

Step 3 : Special focus on management by indicator

- What indicators?
- The right balance between core, common and specific ones

DAY 2: Better focus and proportionality of checks

Morning session

9.00am to 12.30pm

Step 4: Specific management of public grants

- The cycle of project and specific responsibilities
- Foreign funding as piece in state budget
- Differences and accordance in decision - making process
- Key components in designing public grants
- Main tools and use of IT all throughout the process
- Risks with foreign funding as one source of funding in state budget

Lunch from 12:30pm to 2:00pm

Afternoon session

2.00pm to 4.30pm

Step 5 : Focus on digital dimension

- presentation about different digital solutions
- Success conditions at national level
- Examples of platforms and e-services funded by EU (e-health)

Step 6: Looking for better tools and methods

- Designing funding system – practical questions, incl could one central agency for giving grants be the best solution?
- The cost and bureaucracy of giving grants
- Discussion and practice sharing in particular about data management

DAY 3 : Better systems and responsibilities

Morning session

9.00am to 12.30pm

Step 7: Specific alerts about transparency

- Checks all throughout the cycle of projects
- Conditions for safe application of open data process

Step 8: Participation of the people

- Working with the beneficiaries (guidelines, FAQ, open days...)
- User-friendly reporting and feedbacks
- Good communication and participations (examples)

Lunch from 12:30pm to 2:00pm

Afternoon session

2:00pm to 4.30pm

Step 9: Toolkit to be used

- Treatment of risks: scoring and checks
- Management of indicators: data collection and aggregation
- Inclusion of IT tools : options and good practices
- Introduction of open data : options and success conditions

Step 10: Action plan

- Wrap up and completion of the Action Plan

Prices

Days	Total net amount €	Discounts	Including
Face-to-face			
2-day	1109,00	15% early registration (up to 2 months before the event) ; 10% for 2 or more participants from the same institution	Training material; breaks, lunches and 1 dinner for the 4 and 5-day Seminars, full access to ETCP platform and quizzes, certificate of qualification
3-day	1305,00		
4-day	1405,00		
5-day	1480,00		

www.etcpc.fr

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