

# **Project and programme management (Study Visit)**

***Upgrading the full application pack : Calls, Contracts, Claims and Checks***

**Face to Face**

21-24 May 2024

**Dubrovnik**

By Franck SOTTOU and  
Sarunas BRUZGE

# Project and programme management

## *Upgrading the full application pack : Calls, Contracts, Claims and Checks*

- Learning objective
  - Looking for more focused and efficient checks and control
  - Better Analysis and Appraisal of projects
- Learning points
  - Presenting new guidances for Verification and Monitoring
  - Looking to the best practices for risks-based analysis
  - Getting key alerts about possible findings and corrections
  - Linking in a better way ex-ante / ex-post / desk-based / on-the-spot checks
  - Linking in a better way monitoring and verification
  - Focusing on specific risks (PP, state aid, conflict of interest, risks of fraud...)
  - Focusing on CBA and Green Energy Transition
  - Improving financial, technical and administrative reports and checks altogether
  - Insisting on indicators, correction of errors, and dialogue with beneficiaries
- Special points
  - Case studies and visits on-the-spot (walk-through checks)
  - One cohesion dinner and/or specific tour
  - Specific recommendations about checklists et application pack
  - Specific attention paid to the CBA and selection criteria
  - Specific propositions about risks management and prevention of errors

# Project and programme management

## Upgrading the full application pack : Calls, Contracts, Claims and Checks

Selected projects during the visit to insist on Risks and Better reporting :

- “Hard” project: PELJESAK bridge
  - Value and importance to the project
  - Type of outputs and results
  - Unusual items
  - Additional works/activities
  - Different quantities than initially planned
  - Relatively large number of quantities
  - Visual suspicious items
  - Suspicious items in documentation:
    - ❑ *Items not explained in detail construction book and/or*
    - ❑ *suspicious items listed in construction journal, notes, customs declarations, attests, conformity declarations, IPC, irregularity reports, supervision reports*
- “Soft” project : DESA social and training activities
  - Not tangible outputs, deliverables and activities
  - Changes during implementation and final gaps
  - Data collection with participants
  - Potential use of Simplified Costs Options





# Franck Sottou

*Senior International Management and Control Expert*

- Key international Expert
  - Management and control systems
  - Indicators and performance measurement (data collection)
  - Simplification and economic, social and environmental strategies
- Former Head of TA Team
  - Programming, negotiations with EC, management & control systems
- Trainer and Consultant for European Institutions, Managing and Certifying Authorities, IB and Implementing Agencies
- Currently working for Member States for technical assistance
  - Design of logframes and selection of indicators
  - Calculation and implementation of SCOs
  - Recommendations about simplification and efficiency of systems



## Sarunas BRUZGE

*Economist, Infrastructure Project Preparation/Evaluation Expert*

- Economist at the European Investment Bank
- Cost-Benefit Analysis specialist, Co-author of Economic Appraisal Vademecum 2021-2027
- Guest Lecturer at the University of Luxembourg, College of Europe, Natolin (Poland)
- Over 20 years experience working with the EU financial support mechanisms
- More than 15 years experience in preparation of investment projects and Cost-Benefit Analysis
- More than 10 years experience in evaluation of infrastructure projects
- Green Energy Transition and Just Transition specialist, coordinating joint technical assistance instruments (EIB and EC).

# Project and programme management

## Upgrading the full application pack : Calls, Contracts, Claims and Checks

### DAY 1

**Morning session**  
9.00am to 12.30pm

#### **Step 1: kicking off the seminar**

##### **Fine-tuning of expectations and key learning points**

- Full definitions of programme, project, operation and deliverables
- Key alerts about Monitoring, Data collection, Controls and Checks
- Key issue of reporting and checks including IT tools
- Expectations and specific objectives of the seminar

*Lunch from 12.30pm to 2.00pm*

**Afternoon session**  
2:00pm to 4.30pm

#### **Step 2: understanding of the most common errors**

- The potential errors and irregularities : most common alerts
- The corrections to be applied
- The checklist to be used (examples and discussions)
- The planning of checks : planning, process and team
- 2021-2027 new aspects :
  - about checks (electronic data exchange, reporting of irregularities, financial sustainability, risks management, audit trails...
  - About SCOs and simplification

*\*Registration and welcome coffee: 9:00*



*15-minute breaks at 10.30am and 3.15pm*

# Project and programme management

## Upgrading the full application pack : Calls, Contracts, Claims and Checks

### DAY 2

**Morning session**  
9.00am to 12.30pm

#### **Step 3: Screening the full application pack**

- Specific calls
- Making better analysis, appraisal and selection
- Clearer contracts
- Recommendations about the payment claims
- Reporting and consequences of checks
- Specifications in case of SCOs

*Lunch from 12.30pm to 2.00pm*

**Afternoon session**  
2:00pm to 4.30pm

#### **Step 4: Improving the checks and monitoring for hard projects (visit on-the-spot)**

- Specific outputs and results
- Competition rules (PP and state aid)
- Selection of the documents and data to be checked
- The checklist and reporting templates to be used
- The dialogue between authorities, beneficiaries and partners
- The potential corrections and changes

**Evening session**

#### **Step 5: Sharing experiences and building capacities**

Dinner with all participants and ETCP

# Project and programme management

## Upgrading the full application pack : Calls, Contracts, Claims and Checks

### DAY 3

Morning session  
9.00am to 12.30pm

#### Step 6: Checking and monitoring of projects (Visit on-the-spot)

- Specific outputs and results
- Timeline and specific conditions for payment
- Recommendations about the costs and calendars
- Staff and indirect costs
- Accounting and reporting issues

*Lunch from 12.30pm to 2.00pm*

Afternoon session  
2:00pm to 4.30pm

#### Step 7: Improving the closure and audit for projects & risks

- Specific risks (state aid, public procurement, non-functioning project, conflict of interest, risks of fraud...)
- Selection of the documents and data to be checked
- The reports and checklist to be used
- The dialogue with beneficiaries and partners
- The potential corrections
- Case studies & Exercise on specific elements

*\*15-minute break at 10.30am and 3.15pm*



# Project and programme management

## Upgrading the full application pack : Calls, Contracts, Claims and Checks

### DAY 4

#### Morning session

9.00am to 12.30pm

#### Step 8: Tackling the success conditions and open issues

- The synergies between administrative on on-the-spot checks
- The synergies between reporting and communication
- The balance between core/common and specific indicators
- The application of simplified reporting at project level
- The specific recommendations for performance management
- The improvement of systems and responsibilities
- The prevention measures with beneficiaries

*Lunch from 12.30pm to 2.00pm*

#### Afternoon session

2:00pm to 4.30pm

#### Step 9: Drafting Action Plan

- Key learnings points
- Key steps to be taken at IB / MA and AA levels
- Specific assessment of the effects of the seminar and future needs

# Project and programme management

*Upgrading the full application pack : Calls, Contracts, Claims and Checks*

Venue will be at

Theater Lero, Frana  
Supila 8 / Lazareti  
20000 Dubrovnik

Right into the walls of  
Dubrovnik



# Project and programme management

## Upgrading the full application pack : Calls, Contracts, Claims and Checks

Days	Total net amount €	Discounts	Including
<b>Face-to-face</b>			
4-day	1545	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, full access to ETCP platform and quizzes, certificate of qualification
discounted 10%	1390,5		
discounted 15%	1313,25		

VAT Exempt art. 132 of Directive n° 2006/112/EC