



Project and programme management (Study Visit)

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

Face to Face
5-8 November 2024
Dubrovnik

By Franck SOTTOU
And guests

Project and programme management

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

- Learning objective
 - Looking for more focused and efficient appraisal, checks, control and monitoring
 - Shifting from activity-input-based to full Results/Outputs approach
- Learning points
 - Presenting new challenges for Verification and Monitoring
 - Looking to the best practices for risks-based sampling
 - 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 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 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 quality and consistency of data in IT systems
 - Specific propositions about risks management and prevention of errors

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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



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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

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DAY 2

Morning session
9.00am to 12.30pm

Step 3: Screening the full application pack

- Specific calls
- Making better 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

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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

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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
- The communication and visibility of intervention
- The reporting to MA and EC

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



**Venue will be at
Theater Lero, Frana
Supila 8 / Lazareti
20000 Dubrovnik**

**Right into the walls
of Dubrovnik**

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Days	Total net amount €	Discounts	Including
Face-to-face			
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

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