

# **7 ways to improve your Project and Programme management**

*Covering key issues of EU funds management in the context of 2021-27 perspectives*

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**Paris**

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# 7 ways to improve your Project and Programme management

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- 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

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## DAY 1 : Making more logical Project and Programme design

**Morning session**  
9.00am to 12.30pm

### **Step 0: Kicking off the seminar**

#### **Feedback on initial knowledge and key learning objectives**

- The new aspects of the Financial Regulation
- The new aspects for 2021-2027
- Better accountability at programme & project level
- Key definitions (outputs, results and deliverables, impact)
- Key alerts about EU Funds from ECA about performance

*Lunch from 12.30pm to 2.00pm*

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

### **Step 1: Improving project design and selection of operation**

- Programme, Operation, outputs and results : what's the theory of change?
- Key players (beneficiaries, recipients, partners, suppliers and target groups)
- Key functions, conflict of interest and support to beneficiaries
- Content of application form and application pack
- Full understanding of the "new" intervention logics with examples
- Selection criteria and process in line with the objectives
- Example of "good" projects & operations

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## DAY 2 : Making more targeted and integrated management

### Morning session

9.00am to 12.30pm

### Step 2: Making better use of indicators

- The New Operational Programmes: PO, specific objectives and indicators
- The new Common and Core indicators
- Specific balance between Common and specific Indicators
- The Baselines and Targets of priorities and the Performance Framework
- The concrete implementation of Operational Programmes (case studies)
  - Preparing a call
  - Selecting operations

*Lunch from 12.30pm to 2.00pm*

### Afternoon session

2:00pm to 4.30pm

### Step 3: Collecting better data for monitoring, evaluation and reporting

- Data to be collected and content of annual reports
- Linking monitoring and evaluation and IT tools
- Better on-going monitoring and evaluation of impact of intervention
- Case studies & Exercise on specific 2021-2027 OPs / Action Documents
  - Managing the gaps
  - Making changes at project and programme level

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## DAY 3 : Making more focused and risk-based verification

### Morning session

9.00am to 12.30pm

### Step 4: Introducing and managing Simplified Costs Options

- 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 5: Implementing and up-dating Risk-based verification methodology

- Distinction between errors, irregularities and fraud
- Better identification of errors and related risks
- Sampling methodologies (risks criteria scoring and weighting)
- The specific use of random
- Better on-the spot verifications and sampling of expenditure items
- Exercises on errors, irregularities and fraud: consequences for sampling

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## DAY 4 : Closing operations and programmes

**Morning session**  
9.00am to 12.30pm

### **Step 6: Focusing on the Management Declaration of Assurance (MDA)**

- Managing the Error Rate at programme and funds level
- Making annual closure : functioning operations, state aid and Public procurement
- Individual and Systemic errors
- How to come up with a reliable MDA ?

*Lunch from 12.30pm to 2.00pm*

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

### **Step 7: Taking into account the Audit dimension**

- System audit
- Audit of annual accounts and audit of operations
- Solving irregularities together: improving the AA opinion and pending cases

**Evening session**  
7 pm

### **Sharing experiences and building capacities**

Dinner in the centre of Paris with all participants and ETCP team

## DAY 5 : Gaining qualification and changing daily work

**Morning session**  
9.00am to 12.30pm

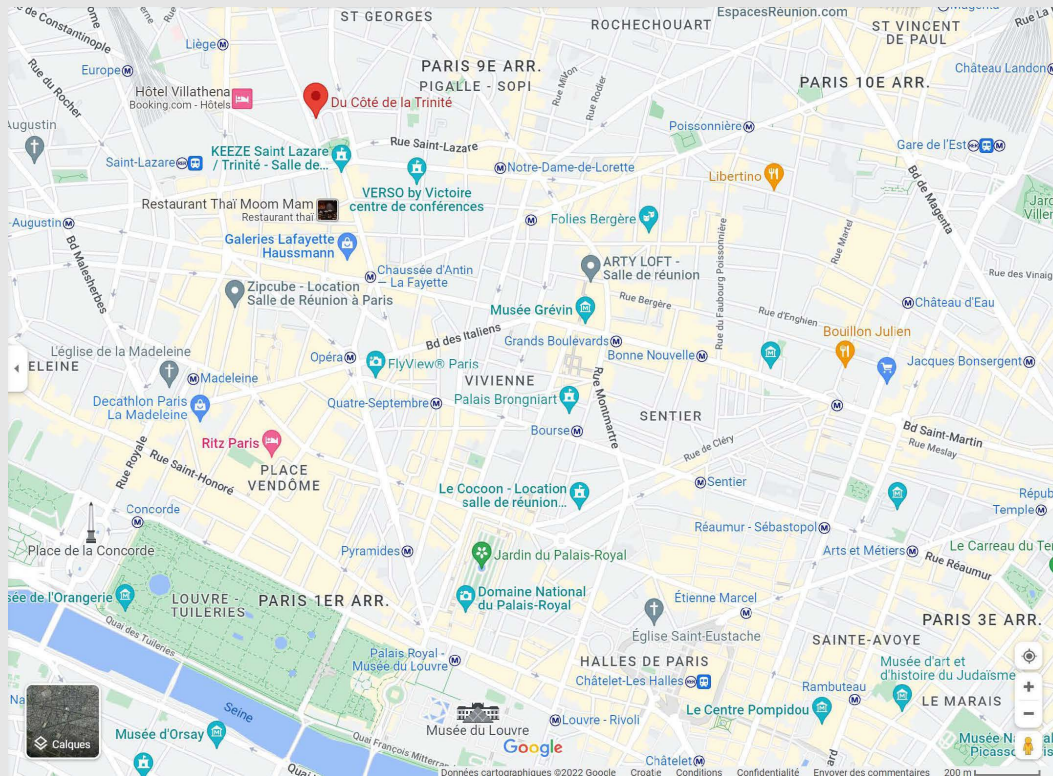
### **Final Step : Wrapping up the seminar and final evaluation**

- 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

# The New Management from A to Z

## Covering EU Funds management from A to Z

The seminar will be held in : Du Côté de La Trinité 8 Rue De Clichy 75009 PARIS  
Enter : 3 Rue de la Trinité 75009 Paris Registration and welcome is at 9:00 am



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Days	Total net amount €	Discounts	Including
<b>Face-to-face</b>			
5-day	1575	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%	1417,5		
discounted 15%	1338,75		

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