

## Training course: “Final reporting”

### General Information

Specific Objective	<b>To improve the participants’ ability to deal with the preparation and presentation of the Final Financial and Narrative Reports of DG ECHO Actions</b>
Expected Results	<ul style="list-style-type: none"> <li>• improved and complete knowledge on contractual and financial procedures inside an agreement concerning the final reporting requirements</li> <li>• ability to find the relevant information/requirements in the supporting documents</li> <li>• experiencing the benefits of the correct use of procedures</li> <li>• acknowledgment of the existence and the potential added-value of the helpdesk service</li> </ul>
Target Group	<p>DG ECHO Partners Staff</p> <p>The course covers both financial and operational sections of the Single Form plus the additional financial information required at final reporting stage.</p> <p>It is therefore more suitable for staff that deals final reporting, mostly financial but also narrative reports.</p>
Prerequisites	This training requires experience in the implementation/management of DG ECHO actions (general knowledge of FPA) since it will focus only on the final reporting requirements (single form, additional financial information, eligibility of costs) and many specific issues related to proposal and implementation stage will not be covered and will be given for granted.
Suggested for:	Suggested for advanced participants, having already a good knowledge and experience of DG ECHO Actions management and implementation.
<u>Not</u> suggested for:	<p>Not suggested for beginners and for staff needing a general overview of all aspects related to DG ECHO actions.</p> <p>Not suggested for staff having limited knowledge on FPA procedure, the course is quite specific.</p>
Contents	<p>The final narrative report, the final financial report with elements of eligibility of costs and winding up of an action, Audit strategy.</p> <p>How to improve the every day work (the helpdesk and website)</p>
Number of participants	20 maximum per session
Duration	15 days
Language	English