

01_Three day FPA training – FPA General introductory course

Course	01_Three day FPA training – FPA General introductory course
Title	Working with DG ECHO
Specific Objective	To improve the quality of humanitarian aid actions by enabling participants to deal more confidently with FPA norms and procedures related to the programming, implementation and conclusion of DG ECHO Actions.
Expected Results	<ol style="list-style-type: none"> 1. a better understanding of how DG ECHO works and main implications of the partnership, roles and responsibilities. General overview of DG ECHO mandate and FPA. 2. a better understanding of the management (proposal, implementation and completion) of DG ECHO Action and governing contractual and financial procedures. 2010 updated and revised guidelines. 3. understanding and experiencing the benefits of the correct use of procedures 4. be able to find the relevant information and/or requirements in the FPA and supporting documents 5. acknowledge of the existence and the potential added value of the Partners' Helpdesk service (training, helpdesk mailbox, website, newsletter, distance learning)
Target Group	<p>DG ECHO Partners Staff, at HQ and field level. Open to UN and IO's staff, if desired.</p> <p>The course is general and covers both financial and operational aspects from the legal and administrative point of view, thus it can be suitable for all staff managing DG ECHO actions.</p>
Prerequisite	This course gives a basic and general overview of all aspects related to DG ECHO actions and is good for structuring the information. All aspects are touched as far as possible, enabling participants to find their way into documents and study in depth some issues also after the training. No specific knowledge of DG ECHO is required.
Continuation	<p>Support from the Helpdesk (mail and website)</p> <p>Distance learning training: "The Single Form", "The Final Reporting", "The eSingle Form: online-HQ", and/or "The eSingle Form: offline-Field" or classical training: "The Single Form", "The Final Reporting", "Procurement in Humanitarian Aid", "The Audit Process", "The eSingle Form: online-HQ", and/or "The eSingle Form: offline-Field"</p>
Suggested for:	Suggested for beginners and for staff needing a general overview of all aspects related to DG ECHO actions.
<u>Not</u> suggested for:	Not suggested for staff having already a good knowledge of DG ECHO, unless they really look for a general refresher course covering all the basic topics.
Contents	<p>General overview and principles about: DG ECHO Mandate, Partnership Instruments, Financing Decisions, Action proposal, Eligibility of costs, Agreement, Procurement, Dealing with change, Reporting, Closing a Humanitarian Action, Final reports, Audits</p> <p>How to improve the every day work (DG ECHO Partners' Helpdesk, Website and available services)</p>
Number of participants	25 maximum per session
Duration	3 days
Languages	English / French / Spanish
Location	Europe or worldwide