

02_One day training – Final Reporting

Course	02_One day training – Final Reporting
Title	Closing an Action: Final Reporting
Specific Objective	To enable participants to deal with the issues related to the closing of an Action and the presentation of the Final Reports
Expected Results	<ol style="list-style-type: none"> 1. complete and update knowledge on contractual and financial procedures at final reporting phase (new guidelines 2010) 2. experience the benefits of the correct use of procedures 3. be able to find the relevant information and/or requirements in the FPA and supporting documents 4. 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. Open to UN and IO's staff, if desired.</p> <p>The course covers both financial and operational sections of the Single form, from the legal and administrative point of view.</p> <p>It pays particular attention to the additional financial information required at final reporting stage. It is therefore more suitable for staff that deals with final reporting, mostly with financial but also operational aspects.</p>
Prerequisite	<p>This training requires experience in the implementation/management of DG ECHO actions and a thorough knowledge of the FPA, since it will focus only on the final reporting requirements (single form, additional financial information, eligibility of costs, end of action).</p> <p>Many specific issues related to proposal and implementation stage will not be covered and will be given for granted.</p> <p>For this reason a good knowledge of DG ECHO funded Actions or the previous attendance of the general training "General FPA course" is strongly suggested.</p>
Continuation	<p>Support from the Helpdesk (mail and website).</p> <p>Classical training: "Procurement in Humanitarian Aid", "The Audit Process"</p>
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>Eligibility of costs, winding up of an action and management of remaining supplies. The final narrative report, The final financial report and its annexes.</p> <p>How to improve the every day work (helpdesk service)</p>
Number of participants	25 maximum per session
Duration	1 day
Languages	English / French / Spanish
Location	Europe or worldwide