

One day FPA/FAFA training course “The Audit Process”

Specific Objective	Partner staff is more capable in dealing with the audit process
Expected Results	<ol style="list-style-type: none"> 1. gain a general overview of the audit as a natural part of the project cycle 2. learn about field audit and HQ audit in detail 3. feel more comfortable about annual partners assessment 4. acknowledgment of the existence and the potential added value of the helpdesk service (training, helpdesk mailbox, website, newsletter, self training, distance learning)
Target Group	<p>DG ECHO Partners Staff, HQ and field level (mainly administrative profiles). Open to UN and IO's staff, if desired.</p> <p>The course focuses on the various steps of the audit process and its working methodology, in order to help partners to afford smoothly the audit process (both at field and HQ level) and recognise its added value for their organisation. The course is therefore more suitable for staff involved in administrative and financial reporting tasks.</p>
Prerequisites	<p>This training requires experience in the implementation/management of DG ECHO actions and a thorough knowledge of FPA, since it will focus only on the audit process.</p> <p>Many specific issues related to proposal and implementation stage (especially regarding procurement) will not be covered and will be given for granted.</p>
Continuation	<p>Support from the Helpdesk mail and website</p> <p>“Procurement in Humanitarian Aid” training</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>General audit overview and definitions, interim field audit, headquarters audit, annual partner assessment, partner procedures.</p> <p>How to improve the every day work (helpdesk service)</p>



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AGENDA

The timing is indicative - It will be confirmed during the training		
09:00 - 10:30	Session 1	Introduction Audit overview
10:30 (nearly)	COFFEE BREAK (15 minutes)	
11:00 – 12:30	Session 2	Interim Field Audit
13:00 (nearly)	LUNCH BREAK (1 hour)	
14:00 – 15:30	Session 3	Headquarters Audit
15:30 (nearly)	COFFEE BREAK (15 minutes)	
15:45 – 16:30	Session 4	Annual Partner assessment
16:30 – 17:00	Session 5	Participants round table Conclusion