# Training on Reporting and visibility under CBC Grant Contracts

## For the Grant Beneficiaries under the IPA II CBC Programme

### AGENDA

**Date:**     26-27 November, 2018, Skopje

**Venue:**     Hotel Karpos

### Day 1

| | |
|---|---|
| 09.30 – 10.00 | **Arrival and registration of participants** |
| 10.00 – 10.30 | **Introduction** |
| | Grant contracts for projects financed by the EU – General and Special Conditions with emphasis on provisions related to the reporting |
| 10.30- 11.15 | CBC regular coordination meeting |
| 11.15 – 11.30 | **Break for a tea/coffee** |
| 11.30 – 12.00 | Continue with contract conditions related to the reporting |
| 12.00 – 13:00 | **Concept of a grant and key aspects of project management** |
| | Monitoring of project activities and budget control |
| 13.00 – 14.00 | **Lunch** |
| 14.00 – 14.30 | Continue with project monitoring activities & budget control |
| 14.30 – 15.00 | **Key aspects of the resources' management** |
| | Supporting documents, audit, horizontal issues |
| 15.00 – 15.30 | **Preparation and contents of the narrative report** |
| | Cover letter, template, chapters, indicators, table of contents, annexes |
| 15.30 – 15.45 | **Break for a tea/coffee** |
| 15.45 – 16.15 | Continue with the preparation and contents of the narrative report |
| 16.15 – 17.00 | **Practical exercise** |
| | Preparation of narrative part of the report |
| 17.00 – 17.30 | **Closing day 1,** Questions/answers & discussions, finishing remarks |

# Day 2

| | |
|---|---|
| 08.30 – 11.00 | **Visibility under CBC projects** |
| | Presentation by EUD |
| | Ensuring compliance with the requirements of Communication and Visibility Manual |
| 11.00 – 11.15 | **Break for a tea/coffee** |
| 11.15 – 12.00 | **Eligibility of costs under CBC grant contracts** |
| | Eligible and ineligible costs and documents for their justification |
| 12.00 – 13.00 | **Detailed monitoring of the budget** |
| | List of expenditures |
| 13.00 – 14.00 | **Lunch** |
| 14.00 – 14.45 | **Practical exercise** |
| | Preparation of the detailed list of expenditures |
| 14.45 – 15.30 | **Financial reporting within the grant contract** |
| | Using the financial report template |
| 15.30 – 15.45 | **Break for a tea/coffee** |
| 15.45 – 16.45 | **Practical exercise** |
| | Preparation of the financial report template |
| 16.45 – 17.15 | **Closing day 2** |
| | Questions/answers & discussions |
| | Closing remarks |