*Ministry for EU Affairs*

*Technical Assistance for IPA II*

*(2014-2020)*

Training Agenda

**Module 1 - Advanced training on Performance Monitoring**

11 - 12 May, 2017

**Module 2 - Advanced training on Irregularities and On the Spot Checks**

**15 – 17 May, 2017**

Ankara,

Trainer: Ivana Varga

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| **Module 1 - Advanced training on Performance Monitoring** | | | | |
| **Day 1 - 11 May, 2017** | | | | |
| **Sessions** | | **Topic** | **Methodology** | |
| 9:30-9:45 | | Welcome  Introduction to the training  Training programme overview  Entry test | Presentation | |
| 9:45-10:30 | | Module overview  Legal provisions concerning monitoring in IPA II  Definition and purpose of performance indicators | Presentation  Discussion | |
| 10:30-11:00 | | Break |  | |
| 11:00-12:30 | | NAO and NIPAC: roles and responsibilities in monitoring  IPA / Sectoral Monitoring Committees: roles and responsibilities | Presentation  Discussion | |
| 12:30-13:30 | | Lunch break |  | |
| 13:30-14:45 | | Different levels of monitoring  Reporting system and monitoring  Overview of evaluation principles: focus on efficiency, effectiveness and sustainability | Presentation  Discussion | |
| 14:45-15:00 | | Coffee Break |  | |
| 15:00-16:15 | | Indicators to monitor performance of management and control systems: reporting lines, authorities and responsibilities; assesment and interpretation of the performance and follow up actions | Demonstration / Simulation excercise | |
| 16:15-16:30 | | Questions&Answers for Day 1 | Discussion | |
| **Day 2 – 12 May, 2017** | | | | |
| **Sessions** | | **Topic** | **Methodology** | |
| 9:30-10:45 | | Welcome  Review of Day 1  Project / programme operational monitoring  Overall sector Strategic Monitoring  Key features of Result-Oriented Monitoring  Link between the objectives and actual achievement (output / result indicators) | Presentation  Exercise (for the review of the Day 1)  Presentation  Demonstration | |
| 10:45-11:00 | | Coffee Break |  | |
| 11:00-12:30 | | Planning and implementation of monitoring activities during project / programme implementation:  physical and financial progress - risk based approach,  preparation of Monitoring Plans,  performing monitoring visits | Presentation  Demonstration / Simulation exercise | |
| 12:30-13:30 | | Lunch |  | |
| 13:30-14:45 | | Planning and implementation of monitoring activities after the end of project / programme implementation:  sustainability and financial viability, efficiency and effectiveness - risk based approach, preparation of Monitoring Plans, performing monitoring visits | Presentation  Demonstration / Simulation exercise | |
| 14:45-15:00 | | Coffee Break |  | |
| 15:00-16:00 | | Monitoring Reports: drafting findings, conclusions and recommendations / corrective measures | Presentation  Discussion / case studies | |
| 16:00-16:15 | | Questions & Answers for Day 2 | Disucssion | |
| 16:15-16:30 | | Exit test  Evaluation of the training by participants  Closure of the training | The review of the training | |
| **Module 2: Advanced training on Irregularities** | | | | |
| **Day 1 - 15 May, 2017** | | | | |
| **Sessions** | | **Topic** | **Methodology** | |
| 9:30-9:45 | | Welcome  Introduction to the training  Training programme overview  Entry test | Presentation | |
| 9:45-10:30 | | Module overview  Legal basis on irregularity management  Definition of irregularity  Roles and responsibilities in irregularity management in IPA II (national and EU institutions) | Presentation  Discussion | |
| 10:30-11:00 | | Break |  | |
| 11:00-12:30 | | Detecting irregularities:  from suspected irregularity to irregularity,  concept of minor (clerical) errors and “real” irregularities,  documenting and reporting suspected irregularities,  Irregularity Management Panels: features, composition and functioning | Presentation  Discussion | |
| 12:30-13:30 | | Lunch break |  | |
| 13:30-14:45 | | Reporting on irregularities:  drafting irregularity reports,  reporting lines | Presentation  Discussion  Demonstration / Case studies | |
| 14:45-15:00 | | Coffee Break |  | |
| 15:00-16:15 | | Implementing corrective measures:  financial corrections to restore legality and regularity of expenditure,  principles for financial corrections application,  overview of EU guidance and practice on calculation of financial corrections,  systemic irregularity and flat-rate corrections,  recovery of unduly paid amounts | Presentation  Discussion  Demonstration / Simulation exercise | |
| 16:15-16:30 | | Questions&Answers for Day 1 | Discussion | |
| **Day 2 -16 May, 2017** | | | | |
| **Sessions** | | **Topic** | **Methodology** | |
| 9:30-10:45 | | Welcome  Review of Day 1  Implementing preventive measures:  design of the preventive measures  tools for preventing irregularities  sharing experience – analysis of the available statistics, expert group network | Presentation  Exercise (for the review of the Day 1)  Presentation  Discussion | |
| 10:45-11:00 | | Coffee Break |  | |
| 11:00-12:30 | | Anti-fraud policy:  state of play on anti-fraud strategies,  fraud risk assessment and management;  identifying and monitoring risky projects and procedures  anti-fraud strategy design, implementation and evaluation | Presentation  Discussion  Demonstration / Simulation exercise | |
| 12:30-13:30 | | Lunch |  | |
| 13:30-14:45 | | Detecting suspected fraud:  definition and features of fraud.  detecting suspected fraud.  from suspected fraud to fraud.  overview of EU practice | Presentation  Demonstration / Simulation exercise | |
| 14:45-15:00 | | Coffee Break |  | |
| 15:00-16:00 | | Preventing fraud and corruption in public procurement:  measures for identifying and reducing fraud risks in public procurement,  corrective measures | Presentation  Discussion  Demonstration | |
| 16:00-16:15 | | Questions & Answers for Day 2 | Disucssion | |
| 16:15-16:30 | | Exit test  Evaluation of the training by participants  Closure of the training | The review of the training | |
| **Practical workshop on On the Spot Checks** | | | | | | |
| **Day 1 – 17 May, 2017** | | | | | | |
| **Sessions** | | **Topic** | | | **Methodology** | |
| 9:30-9:45 | | Welcome  Introduction to the training  Training programme overview  Entry test | | | Presentation | |
| 9:45-10:30 | | Module overview  Types of the on-the-spot checks  Desk preparation for checking management and control systems  Desk preparation for sample checks at project level  Checklists for different types of on-the-spot checks | | | Presentation  Discussion  Group exercise | |
| 10:30-11:00 | | Break | | |  | |
| 11:00-12:30 | | Preparation and use of available tools to verify MCS functioning  Checking effective functioning of internal control systems in performing key implementation processes:   Tendering / project appraisal and selection   Contracting   Verification of expenditure   Payments, accounting and reconciliation  Checking compliance with archiving procedures, continuity of operations, publicity rules  Complementarities between desk and on-the-spot checks | | | Presentation  Discussion  Demonstration / Simulation exercise | |
| 12:30-13:30 | | Lunch break | | |  | |
| 13:30-14:45 | | Preparation and use of available tools to check legality and regularity of expenditure through project-level checks    Performing sample checks (including risk analysis) on payment requests included in the statement of expenditure before submission to the EC  Overview of administrative, financial, technical and physical checks    Complementarities between desk and on-the-spot checks | | | Presentation  Discussion  Demonstration / Case studies | |
| 14:45-15:00 | | Coffee Break | | |  | |
| 15:00-16:15 | | Preparation of on-the-spot check report:  overview of on-the-spot repot template  formulation of evidence-based findings and conclusions.  formulation of recommendations  Follow up actions | | | Presentation  Discussion  Demonstration / Simulation exercise | |
| 16:15-16:30 | | Questions&Answers  Exit test  Evaluation of the training by participants  Closure of the training | | | Discussion  The review of the training | |

