



ECHOES

Newsletter for DG ECHO Partners – December 2014

Classroom training:

Addis Ababa (EN): 2-6 February
 Bogota (ES): 2-6 February
 Dakar (FR): 9-13 February
 London (EN): 16-20 February
 Madrid (ES): 16-20 February
 Milan (IT): 2-6 March
 Brussels (EN): 9-13 March
 Paris (FR): 9-13 March
 Gaziantep (EN): 23-27 March
 Dhaka (EN): 22-26 March
 Bonn (EN): 13-17 April

Distance learning training:

NEW! "The Final Report 2014"
 "A very short introduction to the FPA 2014";
 "The Audit Process 2014";
 "The Single Form PDF 2014".

<http://www.dgecho-partners-helpdesk.eu/dl/start>

Do you have any visibility plan or best practice that you would like to share on visibility website? **Please send them to:**
visibility-helpdesk@echo-visibility.eu



FOLLOW NOW THE NEW FINAL REPORT DISTANCE LEARNING COURSE!

The new Final Report course has just been launched! Registrations are now open in ManTra!

What is the course objective and main issues? The Final Report is an essential document for the proper closure of your Actions. It is important to know how to prepare this document, in order to ease your work and consequently ECHO assessment.

Thanks to this Distance Learning course, Partners will improve their ability in dealing with the preparation and presentation of the **final financial and narrative reports of DG ECHO Actions under the 2014 FPA**. At the end of the course:

- Partners will be more familiar with the main contractual and financial obligations to submit your Final Report in compliance with the **2014 FPA's rules**;
- Partners will know how to prepare the Final report, namely: the final **narrative report** on the basis of the Single Form, **the financial report** on the basis of the financial statement, the general ledgers and other financial documents **and the related annexes**, such as the list of the transferred equipment, goods and so on;
- Partners will know how to easily deal with the technical **workflow between the PDF application** and the online application **APPEL**: creation of the FR online, export and import functions and final submission;
- Finally, the Partners will have an overview about what happens after the submission of the Final Report: the main steps of ECHO assessment and how the **final payment** process works in practice.

Furthermore, at the end of the Distance Learning training, Partners will be fully informed on where to find additional information and further documents.

This course will help participants to speed up the Final Report preparation process and to minimize the request of supplementary information from ECHO.

The content of the course is organised around **6 sessions**: you do not need to follow the given structure and you can go directly to the topic you need. You can watch the video as many times as desired. The system permits fast forward, pause, replay, etc. Furthermore, there are three quiz that you can take at the end of each topic to test your knowledge or to challenge your colleagues!

Participants who complete the course will receive a certificate of attendance by e-mail. During the course the DG ECHO FPA Helpdesk service will be available, and participants who have difficulties or questions regarding the course content can communicate through the e-mail: echo-fpa-partners@dgecho-partners-helpdesk.eu

QUESTION OF THE MONTH

Partner: Are there any limits on the costs for the resources allocated to the preparation of the Final Report in order for them to be eligible?

DG ECHO: Costs related to the preparation of the Final Report can cover salaries of staff, up to a maximum of 1 full time equivalent during Final Report period specified in the Specific Grant Agreement, plus the overheads linked to the work of this staff. We remind you that there are only 4 activities for which the costs can be incurred after the eligibility period, and they are: preparation of the Final Report, post-distribution monitoring, external evaluation and external audits.



DG ECHO website:
<http://ec.europa.eu/echo>

Partners website:
www.dgecho-partners-helpdesk.eu

For additional information or suggestions, please contact ECHO-FINANCE-LEGAL-AFFAIRS@ec.europa.eu