

## Two-day training Implementing an ECHO funded action

### General Information

Specific Objective	To improve participants' knowledge of the FPA 2014 and their skills in implementing an ECHO funded Action
Expected Results	<p>Participants:</p> <ul style="list-style-type: none"> <li>- can better use the provision established by the FPA 2014 to manage the different phases of the ECHO funded action;</li> <li>- can properly manage the flow of communication with ECHO;</li> <li>- can find the relevant information in the FPA and its supporting documents, especially the Partners' Helpdesk service;</li> </ul>
Target Group	<p>NGOs staff involved in the implementation, supervision and reporting of ECHO funded Actions, both at field and HQ level.</p> <p>Basic knowledge of FPA is desirable but not essential.</p>
Number of participants	25 maximum per session
Duration	2 days (from 9.00 a.m. to 5.00 p.m.)

The following overall structure is only indicative. The precise agenda (division of topics and timing) will be provided in class at the beginning of the training.

Day 1	Day 2
<p><b>Introduction</b></p> <ul style="list-style-type: none"> <li>- Presentation of course</li> <li>- Introduction to ECHO: overview of basic principles and working modalities</li> </ul> <p><b>Partnership instruments:</b></p> <ul style="list-style-type: none"> <li>- Presentation of the Legal Framework</li> <li>- The Partnership instruments</li> </ul> <p><b>The Specific Grant Agreement:</b></p> <ul style="list-style-type: none"> <li>- Key issues</li> <li>- ECHO financial management</li> </ul> <p><b>Eligibility of costs:</b></p> <ul style="list-style-type: none"> <li>- Conditions for the eligibility of costs</li> <li>- Exception: costs incurred after eligibility period</li> <li>- Ineligible costs</li> <li>- Eligible supplies</li> <li>- Overview of Anti-Fraud strategy</li> </ul> <p><b>How to manage changes:</b></p> <ul style="list-style-type: none"> <li>- Key elements regarding amendments and suspension</li> <li>- ECHO Information flow</li> </ul>	<p><b>The interim report:</b></p> <ul style="list-style-type: none"> <li>- Reporting on progress</li> </ul> <p><b>Procurement:</b></p> <ul style="list-style-type: none"> <li>- Definitions and principles</li> <li>- Minimum procurement procedures</li> </ul> <p><b>Remaining supplies</b></p> <ul style="list-style-type: none"> <li>- Dealing with remaining equipment</li> <li>- Dealing with remaining goods</li> </ul> <p><b>Final report:</b></p> <ul style="list-style-type: none"> <li>- Timing and general obligations</li> <li>- Final narrative report</li> <li>- Final financial report</li> </ul> <p><b>Closing session</b></p>