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**Training for beneficiaries 2nd Call for proposals
ENI CBC Black Sea Basin Programme 2014-2020
25-26 November 2020
- On-line sessions -**

DAY 1: 25 November 2020 - 10:00 hrs Romania time

Time	Topic
9:45-10:00	Registration & Technical preparation
10:00-10:10	Opening of the meeting Introduction of the agenda for day 1
10:10-10:30	Project management Main rules and Programme documents Q&A
10:30-12:00	Reporting Main types of reporting Responsibilities of the beneficiaries Narrative reporting Steps, content (target group description, quality of deliverables, etc), attachments, lessons learnt (presentation and practical demonstration using eMS) Q&A Financial reporting Steps, content, attachments, how to organise and report the documents in eMS, lessons learnt (presentation and practical exercise) Q&A
12:00-12:15	Virtual break
12:15-13:15	Financial management Management of financial documents (documents required to be available in original for the beneficiary accounting system, preparation of the financial documents for reporting purpose, requirements to be met by the proofing documents,) How to deal with: exchange rate, savings, indirect costs, expenditure outside eligible area, etc. Expenditure verification - general framework Q&A
13:15-13:30	Final questions and remarks Wrap-up and closing the day 1

Common borders. Common solutions.

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DAY 2: 26 November 2020 - 10:00 hrs Romania time

Time	Topic
9:45-10:00	Registration & Technical preparation
10:00-10:10	Introduction: Overview of the second day agenda
10:10-10:45	Public Procurement General rules Q&A
10:45-12:00	Contract modifications General rules - when to use Notification / Addendum Procedure Templates Deadlines Modification in eMS Q&A
12:00-12:30	Wrap-up and closing the event Closing remarks: where to find further information, useful contacts for questions

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