

Training on monitoring of FSTP grant contracts

12 – 13 October, 10:00 – 13:30hrs

Dear respected colleagues,

Thank you for applying to participate in the upcoming Training on monitoring of FSTP grant contracts.

Based on the information presented in your application and the needs assessed for the training, you are selected for participation in the training.

The below agenda for the training is designed in line with the needs of the training group selected and will aim to strengthen the capacities of participants for effective monitoring of the FSTP grant contracts.

The training group is composed of around 25 participants who are expected to attend the training in full capacity during both days of the training. In case you are not capable of fully participating, please inform us at capacitybuilding@tacso.eu. The link for the training will be provided one day before the training.

The training is envisaged as an event including practical examples, exercises and group work. Thus, it is important that your audio and video settings in Zoom are functional. Please, check them to ensure you will be able to actively participate in audio and video format.

The EU TACSO 3 project will provide certificates to the training participants who will be present at least 75% of the training time.

Training agenda

Day 1

10:00 – 10:20	Welcoming and introduction of agenda by Ms Andreja Tonč, EU TACSO 3 Capacity Building Expert Getting Acquainted
10:20 – 11:00	Let's discuss the basics: <i>What do we consider as monitoring?</i> <i>Where is the monitoring of grants placed in the Project Cycle Management process?</i> <i>Monitoring vs. verification control</i>
11:00 – 11:30	Key segments of the monitoring process: <ul style="list-style-type: none"> - Monitoring plan and data collection - Risk assessment - Types of monitoring - Monitoring tools



11:30 – 12:00	Break
12:00 – 13:30	<p>Data collection and indicators</p> <ul style="list-style-type: none"> - Which data are we collecting? - How to interpret data? - Proof documents for narrative and finance reporting <p>Closure of the day</p>

Day 2

10:00 – 11:30	<p>Monitoring site visits</p> <ul style="list-style-type: none"> - Types of site visits - Preparation for site visits - Site visit agenda - Site visit questionnaire and data collection - Key challenges during the site visit - Reporting on site visit conducted and follow-up actions
11:30 – 12:00	Break
12:00 – 13:15	<p>Other open questions regarding monitoring</p> <ul style="list-style-type: none"> - Key issues and challenges - Reporting towards Contracting Authority - Other open questions of the training
13:15 – 13:30	Evaluation and closure of the training