Regional online webinar:
"Reporting on the implementation of EU grant contracts"
DRAFT AGENDA

Thursday, 3 November 2022 - Day 1	
09:45 – 10:00	**Registration of participants** • Online registration • Quality check of technical conditions by participants
10:00 – 10:30	**Introduction** • Welcoming • Webinar objectives and structure • Summary of expectations and ground rules • Grant contract obligations on reporting
10:30 – 12:00	**Narrative reporting** • Presentation of the narrative reporting format and information requested • How to structure the provision of information in a narrative report • Reporting on indicators achieved • Obligatory proof documents in narrative reporting • Review of the examples from narrative reporting practices • Q&A session
12:00 – 13:00	**Break**
13:00 – 15:00	**Narrative reporting - continuation** • Weak components of the narrative reporting (i.e., presentation of the target group, missing proof documents on activities implemented, modest presentation on the visibility and communication activities conducted) • Review of the examples from narrative reporting practices • Q&A session

Friday, 4 November 2022 - Day 2	
09:45 – 10:00	**Registration of participants** • Online registration • Quality check of technical conditions by participants
10:00 – 12:00	**Financial reporting format and procedure** • Presentation of the financial reporting format and information requested (i.e., detailed list of expenses, list of obligatory proof documents) • Q&A session **Key issues in financial reporting per budget headings** • Key issues in financial reporting per budget headings (including also procurement, VAT exemptions, etc.) • Review of examples from practices

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	• Q&A session
12:00 – 13:00	**Break**
13:00 – 15:00	**Key issues in financial reporting - continuation** • Key issues in financial reporting per budget headings – continuation • Key issues in financial reporting on FSTP • Review of examples from practices • Q&A session