|  |  |  |
| --- | --- | --- |
| **Training Agenda** | | |
| **Day 1 - 12 December 2017** | | |
| **Sessions** | **Topic** | **Methodology** |
| 9:30-10:00 | Welcome  Introduction to the training  Training programme overview  Entry test | Presentation |
| 10:00-10:45 | Module overview  Legal provisions concerning monitoring in IPA II  Definition and purpose of result-oriented monitoring (performance indicators) | Presentation  Discussion |
| 10:45-11:00 | Break |  |
| 11:00-12:30 | Roles and responsibilities in monitoring:   * NIPAC * NAO * OSs * BIs * IPA / Sectoral Monitoring Committees | Presentation  Discussion  Exercises |
| 12:30-13:30 | Lunch break |  |
| 13:30-14:45 | Different levels of monitoring – coordination of monitoring  Reporting system and monitoring – principles of data collection and monitoring flows  Activity vs action/programme/sector monitoring | Presentation  Discussion  Exercvises |
| 14:45-15:00 | Coffee Break |  |
| 15:00-16:15 | Different concept of monitoring - desk and on-the-field activity monitoring   * Tools to review beneficiary’s / contractor’s reports * Tools to perform activity visits | Demonstration / Simulation excercise |
| 16:15-16:30 | Questions&Answers for Day 1 | Discussion |

|  |  |  |
| --- | --- | --- |
| **Day 2- 13 December 2017** | | |
| **Sessions** | **Topic** | **Methodology** |
| 9:30-10:45 | Welcome  Review of Day 1  Monitoring of the activity outcomes  Overview of main principles: focus on continuous relevance, efficiency, effectiveness and sustainability  Link between the objectives and actual achievement (output / outcome indicators) | Presentation  Exercise (for the review of the Day 1)  Presentation  Demonstration |
| 10:45-11:00 | Coffee Break |  |
| 11:00-12:30 | Collection and verification of data on monitoring indicators – activity level | Presentation  Demonstration / Simulation exercise |
| 12:30-13:30 | Lunch |  |
| 13:30-14:45 | Analysis, assessment and interpretation of the data on monitoring indicators  Aggregation and contribution of activity level indicators to the monitoring of the efficiency and effectiveness of the actions and programmes | Presentation  Demonstration / Simulation exercise |
| 14:45-15:00 | Coffee Break |  |
| 15:00-16:00 | Summarysing the conclusions on the performance and preparation of the action plan (follow-up actions)  Preparation of Monitoring Reports: focus on state of play, conclusions and corrective measures, if necessary | Presentation  Discussion / case studies |
| 16:15-16:30 | Questions&Answers for Day 2 | Discussion |

|  |  |  |
| --- | --- | --- |
| **Day 3 – 14 December 2017** | | |
| **Sessions** | **Topic** | **Methodology** |
| 9:30-10:45 | Welcome  Review of Day 2  Planning and implementation of monitoring activities during activity implementation   * Verification of the daily activity progress: technical monitoring (outputs) and financial monitoring (expenditure) * Risk management and monitoring of preventive and mitigation measures * Management of contracts: contract amendments, revision of indicators, contractor’s reports | Presentation  Exercise (for the review of the Day 2)  Presentation  Demonstration |
| 10:45-11:00 | Coffee Break |  |
| 11:00-12:30 | * Performing monitoring visits during implementation of activities (desk preparation, visit implementation, use of checklists) * Monitoring specificities for different types of contracts (service, supply, works) | Presentation  Demonstration / Simulation exercise |
| 12:30-13:30 | Lunch |  |
| 13:30-14:45 | Planning and implementation of monitoring activities after the end of activity implementation   * Delivery of outputs * Verification of sustainability and financial viability * Performing monitoring visits (desk preparation, visit implementation, use of checklists) * Monitoring specificities for different types of contracts (service, supply, works) | Presentation  Demonstration / Simulation exercise |
| 14:45-15:00 | Coffee Break |  |
| 15:00-16:00 | Monitoring Reports: drafting findings, conclusions and recommendations / corrective measures  Follow-up actions | Presentation  Discussion / case studies |
| 16:00-16:15 | Questions & Answers for Day 3 | Disucssion |
| 16:15-16:30 | Exit test  Evaluation of the training by participants  Closure of the training | The review of the training |