

Programme monitoring and reporting



Agenda, 7 September 2017
The Courtyard Prague City Hotel
Lucemburska Street 46
Prague, Czech Republic





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Outlines and objectives

Each programme aims at successful implementation of its objectives and indicators, and in order to assess the effectiveness and efficiency of programme implementation and enhance the implementation and achievement of results, constant monitoring as well as detailed and frequent reporting is crucial.

This event will create the space for programme managers to discuss the problems and challenges they face, and to identify solutions in order to improve programme implementation. Thus, the participants would be asked to think before the meeting on such issues in their own programme in order to actively participate in the discussions.

The main target group of this event are Managing Authorities and Heads of Joint Secretariats, those programme representatives responsible for the overall programme management. Participation is limited to 2 persons per programme to ensure participation of a wide range of programmes.

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Timetable

08.30 – 09.00	Morning coffee and registration
09.00 – 09.15	Welcome and introduction Interact
09.15 – 10.00	Overview of the current stage of programme implementation Interact <i>At the end of this session participants will be able to:</i> <ul style="list-style-type: none">• recognise common challenges of current stage of the programmes implementation• understand the need to find common solutions to the problems recognised.
10.00 – 10.30	Examples of challenges faced Presentation(s) by programme(s) <ul style="list-style-type: none">- Liga Lace – CBC LV – LT- David Bujiashvili – ENPI Black Sea <i>At the end of this session participants will be able to:</i> <ul style="list-style-type: none">• to construct baseline data on problems to be addressed• compare own situation with others.
10.30 – 11.00	Coffee break
11.00 – 12.30	Challenges, problems, bottlenecks – your experiences Group work
12.30 – 13.00	Challenges, problems, bottlenecks – reflections Reporting to the plenary <i>At the end of this session participants will be able to:</i> <ul style="list-style-type: none">• list common challenges and obstacles regarding current programmes situation• identify similarities and differences between programmes.
13.00 – 14.00	Lunch break
14.00 – 14.45	Monitoring and reporting – why to bother at all? Prof. Dr Mariusz Czepczynski <i>At the end of this session participants will be able to:</i> <ul style="list-style-type: none">• understand the need of having proper programmes monitoring systems and effective reporting in place• get motivated to improve own performance.



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- 14.45 – 15.45 Finding solutions to problems identified
Group work
- 15.45 – 16.15 Coffee break
- 16.15 – 16.45 Finding solutions to problems identified – reflections and agreements
Reporting to the plenary
At the end of this session participants will be able to:
- *identify solutions already in place, implemented by some programmes*
 - *recognise and define additional solutions found during the group work*
 - *know how to apply proposed solutions for own programme*
 - *agree on further steps to be taken in order to improve overall programmes performance.*
- 16.45 – 17.00 Wrap up and evaluations of the event

The venue

The Courtyard Prague City Hotel, Lucemburska Street 46, 130 00 Prague.