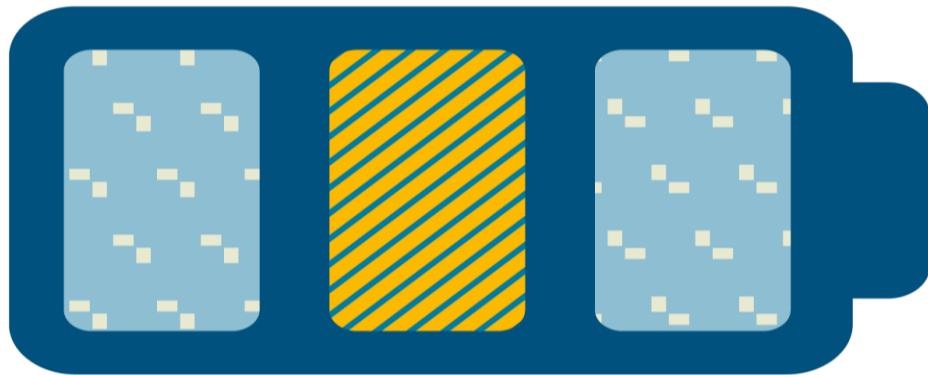


World Café room take aways

**Programme Manual, Evaluation Plan, Management
and Control Systems**



Programme Manual

Issues in discussion

Take it as opportunity to revisit change management

- Often overly complex and extremely time-consuming for MA/JS and beneficiaries – major changes narrowly defined (e.g. partners, key output, significant delay)
- Reduce number of contract changes – check link application & contract
- Watch out for implications of SCOs (lump sums!)

Make it more of a structured collection along a straight-forward concise & crisp basic manual on basic requirements

- A short document combined with more detailed information on specific points in the form of fact sheets, eventually also short video tutorials introducing novelties such as draft budget

Manual for FLCs

- SCOs as game changer – manual supporting the change of control routines, risk-based approach (and mind-set)

Evaluation Plan

Issues in discussion

Template for the Plan

- Useful to have a template including all legal references required as well as the basic structure

Training

- For Interact: Look into specificities of Policy/Specific Objectives in one of the upcoming events

Management and control system

Issues in discussion

Sample based management

- What are the main requirements still needs to be fully developed and clarified
- Interact should involve auditors in the development of the methodology. They should be able to understand the sampling methodology

Accounting function

What needs to be described or clarified in the preparation of the management and control system:

- What tasks does this 'function' need to do? Work flows should be better defined. Work on functionalities in the development of the monitoring system (i.e. Jems) could help define the work flows.
- What are the tasks in detail? dO they need to do more work or less than CA now?
- Some programmes will still separate this function outside of MA.
- Accounting function will be important when things go wrong.

Management and control system

Issues in discussion

Selection of projects

- Court of auditors recommendations should be taken into consideration
- Selection and selection criteria as such are not the problem. The selection process needs to be well established.
- The role of MC and how MCs are set up plays extremely important part in selection of projects (decision-making).
- All the possible risks need to be analyzed in order to approve good quality projects with good results.
- Antenna offices (contact points) play important role in the whole chain of the selection of projects.

Management and control system

Issues in discussion

Anti-fraud measures

- The functions of the Arachne has improved notably.
- It is useful to protect general interest
- Interpretation of data should be completely independent.
- Use of Arachne in CBC programmes is difficult, because of small resources in teams (Programme staff is checking in Arachne).
- Use of Arachne in light of Accounting function might represent some challenges.