



EBU TRAINING LIMITED

Global Training Solutions

RECORD KEEPING IN EU-FUNDED PROJECT

A One Day Course

This course is also available as a bespoke training event

EU Funded projects require probably very intensive and severe record keeping and this is particularly the case for the Structural Funds (ERDF, ESF, Interreg IV) and the Rural Development/Leader Programmes. Not only do projects have to maintain detailed sets of records during delivery to satisfy monitoring and inspection requirements, project applicants have to also ensure that these records are safely retained and stored in perfect condition to demonstrate compliance at a subsequent audit – which may be up to 15 years after the date the project closed.

This **one day** course is a long time favourite of the European Briefing Unit and is designed to provide new and existing staff with the knowledge and understanding of the obligations the applicant organisation is now required to meet. The course is particularly useful for administration staff, who are frequently at the front end of project record keeping. The course has been now been updated to include a discussion of different archiving systems and the different electronic and hard copy formats are likely to remain in a usable form in the year 2025 – such as paper type and electronic format. Course registration is from 9.30 am with the course starting at 10.00 am until 4.30 pm. A full programme will be sent with the joining instructions.

Participants will learn:

- The background to the European Funds and European Commission requirements
- The various types and range of records projects are required to maintain
- How records contribute to the production of eligible claims and successful project management
- How records support inspection and audit visits
- Best practice in record keeping management and archiving

Certificates of attendance will be supplied to all participants completing the course

Who should attend?

- Project administrators, finance officers and part time administrative staff
- Project managers and programme/project co-ordinators
- People from new and existing project teams
- Line managers with organisation responsibility for the delivery of projects
- Programme managers and monitoring officers seeking insight into project delivery

Course Trainer

The course will be delivered by *Margaret Holmstedt*, formerly head of the European Briefing Unit, Bradford University or *Anne Eastwood/Stefan Sykes* of Kalliopi Associates Ltd. Please see their profiles on our web site under “Who are we?”.