

SUMMARY INFORMATION ON THE REALIZED TRAINING	
Name and Surname of the Trainer:	Seher DEMİREL KÜTÜKÇÜ
Institution of the Trainer:	EUID
Topic of the Training:	General Operation Training in Technical Assistance Projects
Duration of the Training:	2 hours
Date of the Training:	10.06.2020
Venue of the Training:	TA&HR Room1015
Training Implementation Plan Period:	First Half 2020

#### Topics of The Training:

1. Structure of a Financial Report and examples of documents approved by Final Beneficiaries and how and why they become part of this report.
2. Manday spreadsheets, why to use them, how to benefit from them, how they look like.
3. Approval Process of Non-Key Experts, its results as part of Financial Report and Technical Assistance and Human Resources Unit's role as Final Beneficiary,
4. Home based approvals, working on the holiday and weekend approvals, how and when to give these approvals, importance of their presence in the Financial Reports
5. Incidental requests, templated used for it, how they should be processed by the Final Beneficiary, what needs to be considered bfore giving non-objection.
6. Incidental expenditure reporting, what should be included in the Financial Report, how they should be organized.
7. Exemption of Tax issue, responsibilities as Final Beneficiary according to the laws and regulations, responsibilities of the Contractor, how the Contractor benefits from this opportunity, how can it be misused, how to control misuse of it?

As an experienced expert in IPA issues and making use of my Financial Management unit background, I have given on-the job training to my units's staff using previous TA contracts' financial reports as training material to have them an understanding of the implementation process of new Technical Assistance project.

Seher Demirel Kütükçü

Chief of Technical Assistance and Human Resources Unit