



Bu proje Avrupa Birliği tarafından finanse edilmektedir.  
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**CIVIL SOCIETY DIALOGUE VI AND CIVIL SOCIETY SUPPORT PROGRAMME III GRANT PROGRAMMES  
FINAL REPORT PREPARATION TRAINING AGENDA, 14-15-16 MARCH 2022**

<b>1st Day</b>		<b>Instructor: Aylin Güneygil (STNKE), Supervisor: H. Uğur DAĞ (KE-2)</b>		<b>14.03.2022</b>	
<b>11:30-19:30</b> (Turkish Time)	<b>11:30 – 11:45</b> • Opening speeches	<b>16:00 – 19:30</b> • Technical (narrative) report and supporting documents (continue) • USB content for digital supporting documents of the technical report	Coffee Break <b>13:00-13:15</b> <b>17:00-17:15</b>	Lunch <b>14:30-16:00</b>	
<b>09:30-17:30</b> (Central European Time (CET))	<b>11:45-13:00</b> • Preliminary training questionnaire • Introduction of the training purpose, targets and agenda • Grant project reporting procedure, reporting tools • General rules on the report preparations <b>13:15 – 14:30</b> • Technical (narrative) report and supporting documents				
<b>2nd Day</b>		<b>Instructor: Aylin Güneygil (STNKE), Supervisor: H. Uğur DAĞ (KE-2)</b>		<b>15.03.2022</b>	
<b>11:30-19:30</b> (Turkish Time)	<b>11:30 – 13:00</b> • Financial report templates • General rules on financial report preparation	<b>16:00 – 19:30</b> • Financial report dossiers and supporting documents • Payment request form • Final report check list • Report package submission procedures • General Reminders	Coffee Break <b>13:00-13:15</b> <b>17:00-17:15</b>	Lunch <b>14:30-16:00</b>	
<b>09:30-17:30</b> (Central European Time (CET))	<b>13:15- 14:30</b> • Financial report preparations and completing the report templates				
<b>3rd Day</b>		<b>Instructors: Aylin Güneygil, Nazlı Dengi (STNKEs), Supervisor: H. Uğur DAĞ (KE-2)</b>		<b>16.03.2022</b>	
<b>11:30 – 14:00</b> (Turkish Time)	<b>11:30 – 14:30</b> • Evaluation of prior sessions • Visibility rules for reporting o Visibility materials that need to be included in the report package o Visibility related supporting documents that need to be included in the USB o Report folder back designs • Question - answer session (with the attendance of CFCU experts)		Coffee Break <b>12:30 – 12:45</b>		
<b>09:30-12:00</b> (Central European Time (CET))					