



Erasmus+



ECORYS



NA STAFF INFORMAL MEETING

Training on primary checks:

Lessons to learn, Exchange of experiences,

Benchmarking tools and methodology

27-29 June 2018

Divani Acropolis Hotel

Athens, Greece

Wednesday June 27th, 2018

19:00 Participants' arrival, Ice-breaking activities

20:00 **Welcoming buffet dinner at Divani Acropolis Hotel**

Thursday June 28th, 2018

Morning Plenary Session

09:00 Registration

09:30 SEMINAR OPENING SPEECHES

Welcoming of the participants

Dr. Irene Ntroutsas, Head of Unit, Hellenic Erasmus+ National Agency, State Scholarships Foundation – IKY

Mark Whitehouse, Head of Compliance, Erasmus+ UK National Agency, British Council

John Thurston, Senior Manager Finance and Compliance, Erasmus+ National Agency, Ecorys UK

10:00 Greta Van-Parijs & Vitalija Kvedaraitė, European Commission

10:20 Andrew Leader, European Commission

10:40 Leonidas Tsonakas Auditor - Chamber 4 Directorate - Regulation of markets and competitive economy, European Court of Auditors: "European Court of Auditors audit approach for ERASMUS +"

11.00 Questions

Preparation of the workshops

11:30-12.00 Coffee break

Parallel sectoral workshops from 12:00-16:00 – case studies and exchange of experiences with focus on standardised checklists

Round 12:00-13:15 Sectoral Division A

- **VET/ADULT/SCHOOL Education sectors, Key Action 1**
Subject: Standardised checklists, on the spot checks, desk checks, system checks, final report checks

- **HIGHER Education Sector, Key Action 1:**
Subject: Standardised checklists, on the spot checks, desk checks, system checks, final report checks

- **YOUTH Education Sector, Key Action 1**
Subject: Standardised checklists , on the spot checks, desk checks, final report checks

13:15-14.30 Buffet Lunch - Coffee

Round 2: 14:30-16:00 Sectoral Division B

- **YOUTH Education Sector, Key Action 2 & Key Action3**
Subject: Standardised checklists, on the spot checks, desk checks, final report checks

- **STRATEGIC PARTNERSHIPS BETWEEN SCHOOLS ONLY**
Subject: Standardised checklists, on the spot checks, desk checks, final report checks

- **VET/ADULT/SCHOOL/HIGHER Education sectors, Key Action 2:**
Subject: Standardised checklists, on the spot checks, desk checks, final report checks

16:00 End of day 1

20:00 Dinner at a restaurant

Friday June 29th, 2018

09:30 Renos Theodorou, Internal Auditor: “Risk Assessment Analysis”

09:50 Keith Puttock, Compliance Audit Manager, Erasmus+ UK National Agency, British Council: “Primary Checks Selection Processes”

10:10 Lida Tzachani, Internal Auditor, Hellenic Erasmus+ National Agency, State Scholarships Foundation – IKY: “Internal Audit Methodology”

10:30 Coffee break

11:00 Presentation of the conclusions of Day 1 workshops

12:00 *Panel Discussion – Plenary round table*

12:45 Conclusions from the Greek and the British National Agency

Dr. Irene Ntroutsas, Head of Unit, Hellenic Erasmus+ National Agency, State Scholarships Foundation - IKY

Mark Whitehouse, Head of Compliance, Erasmus+ UK National Agency, British Council

Claire Owen, Team Leader Finance and Compliance, Erasmus+ National Agency / Ecorys UK

13:00 Light buffet lunch

Cultural part of the Meeting

16:30 Departure from the hotel to Acropolis museum

17:00-18:30 Acropolis museum guided visit

18:30-20:00 Acropolis archaeological site guided tour

20:30 Dinner with music and dancing