## Thursday 8th December 2022

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<thead>
<tr>
<th>Time</th>
<th>Details</th>
<th>Who</th>
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| 12.00-12.15  | Welcome & Introductions  
Brief overview of EDCTP NoEs  
Workshop objectives           | TN  |
| 12.15-12.30  | Understanding the EDCTP2 Grant Agreement  
• Section 2: Rights & Obligations related to Grant Administration  
• Reporting requirements (Article 20)  
• Understanding the reporting cycle  
• Grant agreement amendments | MN  |
| 12.30-13.30  | Anatomy of the periodic report (technical)  
• Explanation of the work carried out/overview of progress  
• Summary for publication  
• Deliverables and milestones  
• Ethical issues  
• Risks and mitigation  
• Scientific publications and open access, acknowledging EDCTP  
• Dissemination and communication  
• Clinical studies  
• Capacity building and training  
• Other sections (IP, open research data, gender)  
• Appendices  
Final reports | MN  |
| 13:35-14:00  |  
• EDCTP review to finalisation  
• Common issues and tips  
• Questions & answers | MN  |
| 14:00-14:10  | Break | |
| 14.10-14.15  | Introduction to financial reporting | NF  |
| 14.15-14.50  | Understanding the EDCTP2 Grant Agreement  
• Chapter 3 (GRANT)  
• Article 5 Grant amount, form of grant, reimbursement rates, forms of costs  
• Article 6 Eligible and ineligible costs | NF  |
| 14.50-15:30  | Anatomy of the periodic report (financial)  
• Report on explanations on the use of resources (UoR)  
• Annex 4  
• Certificate of truth, accuracy and completeness (CTAC),  
• Payment request form  
• Supporting documents  
Final financial reports  
Certificate on the Financial Statement | NF  |
| 15.30-16.20 | EDCTP review to finalisation  
- Common issues and questions  
- Avoiding errors, Tips  
- Signature and payments  
Q&A | NF |
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<td>16:20 – 16:30</td>
<td>Meeting close</td>
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Information pack to be provided after the meeting:
- Slides
- Guide to reporting
- Template report with notes (pdf)
- Annotated Multi-beneficiary MGA
- Financial guidelines
- Acknowledging EDCTP Guide
- Europe PMC – links to guides