



## OFFICE OF THE EUROPEAN COMMISSION IN LIBERIA

Support to the Legislative Assembly in Liberia  
9<sup>th</sup> European Development Fund (EDF)



### Konrad Adenauer Foundation (KAF)

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The KAF in collaboration with the EU is holding a One Day Workshop for Accountants of Local NGOs on June 24, 2005 in the KAF's Conference room beginning at 10:00 AM.

- Objectives:** The Workshop is aimed at giving a general insight on the accounting procedures of the EU, UNICEF and a general overview on Finance Management and reporting.
- Methodology:** The workshop will comprise of 3 presentations on various topics each lasting for period of 45 minutes which will be followed by question and answer sessions.
- Target group/ Results:** The workshop will bring together 24 accountants from local NGOs and is targeted at enhancing the knowledge of accountants on the accounting and reporting procedures of the EU and other UN Agencies.

#### Topics of Presentation:

1. The EU Accounting Procedures
  - i. Tendering requirements and procedures for projects
  - ii. Required accounting documents
  - iii. Reporting formats
2. The UN (UNICEF) Accounting Procedures
  - i. Tendering requirements and procedures for projects
  - ii. Required accounting documents
  - iii. Reporting formats
3. General Finance Management and Reporting

The various topics will be elaborated on by officers from the EU, UNICEF and the KAF respectively.

Program:

09:15 am – 09:50 am	Arrival and seating of Presenters and Participants
10:00 am – 11:00 am	1 <sup>st</sup> Presentation – The EU Accounting Procedures
11:00 am – 11:25 am	COFFEE BREAK
11:30 am – 12:30 pm	2 <sup>nd</sup> Presentation – The UN (UNICEF) Accounting Procedures
12:30 pm – 13:30 pm	LUNCH BREAK
13:45 pm – 14:45 pm	3 <sup>rd</sup> Presentation – General Finance Management and Reporting
15:00 pm	Departure of Presenters and Participants