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Directorate-General for Education and Culture

Youth and Sport  
Youth in Action

15 NOV. 2010

Brussels,  
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**NOTE FOR THE ATTENTION OF THE YIA NA DIRECTORS**

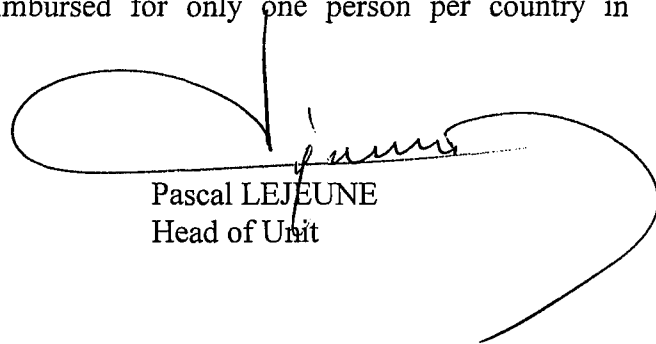
Following the invitation sent on 29 October 2010 (763490), please find enclosed the agenda for the meeting. I would like to stress the importance for the participation of **the persons directly responsible for the financial reporting** in your Agency.

The joint Youth in Action and Lifelong Learning meeting for the NA financial officers on the subject of the 2010 Yearly NA Report will take place on 24 November from 9.30 till 13.00 at the Albert Borschette Conference Centre, Room 0/A, rue Froissart 36, B-1040 Brussels.

As you can see in the draft agenda in Annex 1, the meeting on 24 November aims essentially at drawing lessons from the 2009 Yearly NA Report and at presenting the financial report forms for the 2010 Yearly NA Report.

Bilateral discussions on issues of financial and contractual management have been organised with individual National Agencies on an ad hoc basis. The National Agencies concerned have been informed directly. These bilateral meetings will be held in the DG EAC premises at Madou Tower, Place Madou, B-1040 Brussels.

For YIA, travel expenses will be reimbursed for only one person per country in accordance with the Commission rules.



Pascal LEJEUNE  
Head of Unit

Encl.: Draft agenda

**YIA and LLP NA financial officers' meeting  
Preparation of the 2010 Yearly NA report**

**Draft agenda**

**24 November 2010**

**Venue: Albert Borschette Conference Centre (Room 0/A)**

<b>Time</b>	<b>Topic</b>	<b>Speaker</b>
9.30	Welcome	Luca Dalpozzo/Pascal Lejeune
9.40	Experience and lessons learned from the 2009 Yearly NA Report exercise	Alenka Kampl/Arnaud Dupont
10.15	2010 Yearly NA Report exercise: changes, novelties, planning	Helle Skytte
10.30	2010 financial report forms	Alain De Cock
11.00	Coffee/tea break	
11.15	2010 financial report forms (continued)	Alain De Cock
	2010 reports on primary checks	Michel Depaepe
12.00	Study on cost of controls: preliminary feedback	Michel Depaepe
12.20	Reports on LLP financial agreements: - New LLPLink Reports and functionalities	Carlos Brieva
13.00	End of meeting	