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## **Cordial invitation to a**

### **Workshop on Financial Administration & Risk Management**

**with special emphasis on formats and requirements in the context of projects being co-financed by the Federal Ministry for Economic Cooperation and Development, Germany, BMZ**

**From: Monday 27<sup>th</sup> April to Wednesday 29<sup>th</sup> April, 2026**

**Host: KOLPING INTERNATIONAL / Uganda Kolping Society**

**Venue: Kampala Kolping Hotel**

Plot 132, Bombo Road

Makerere Kavule

Kampala/Uganda

Websites: [www.kolpingug.org](http://www.kolpingug.org)

**Arrival: Sunday, 26<sup>th</sup> April, 2026**

**Departure: Thursday, 30<sup>th</sup> April, 2026**

**The workshop is directed to local, English- and French-speaking partner organizations of German NGOs in Africa and offers an extensive program on the topic of Financial Administration of BMZ-projects.**

Mr. Volker Sowade, semi-retired External Auditor, Federal Ministry for Economic Cooperation and Development, Germany (BMZ), Mrs. Karin Wollgarten, Head of Finance & Administration (KOLPING INTERNATIONAL) and Mr. Ralf Tepel, freelance consultant, will be presenting the requirements regarding the funding guidelines, financial administration and requirements of annual (audit) reports of BMZ projects.

Apart from that, qualitative standards of documents/reports being subject of the annual reports and audits will be communicated. In addition, special emphasis will be laid on the issue of risk management, i.e. the team will sensitise on the relevance and importance of different dimensions of risks, risk assessment and appropriate steps to avoid or minimise risks.

The presentations and discussions shall mainly follow very practical examples as well as representative case studies and best practices from the field of NGO-operations. In working group exercises actual problems will be discussed and practicable solutions will be jointly elaborated.

**To make the workshop most efficient for the participants, they will be requested to send their particular queries and concerns well in advance, so that the same can be appropriately addressed in the workshop.**

**Participants:** Chief functionaries (e.g. Directors, Senior Staff) of NGOs, Project-Accountants and Chartered Accountants of NGOs, Representatives of the German donor agencies (max. 2 participants from African NGOs and 1 representative from German partner organisations)

**Previous Experience:** Knowledge in accounts management  
Knowledge in English or French language

**The workshop language will be English, with simultaneous translation into French.**

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## Registration and organisational details:

**Course Fee:** The cost per person for the workshop is **150 Euro including food and accommodation during the workshop days, shuttle from and to Entebbe airport and training materials.**  
The **course fee** has to be **transferred** after registration (account details see registration form).

**Registration:** Please send the filled registration form (see annex) to [AnnelieMones@kolping.net](mailto:AnnelieMones@kolping.net)  
Your registration will be confirmed by mail soon after it has reached our office. **A maximum of two persons per local NGO will be considered. Number of participants will be 50.**

**Deadline for registration:** **15<sup>th</sup> March, 2026**

**Reimbursement of Travel Expenses:** **Travel expenses have to be covered by own funds.**  
(It might be possible to reimburse the travel expenses and workshop fee from your BMZ-project. Please contact your German counterpart!)

For any clarification, please contact **KOLPING INTERNATIONAL** in Cologne, Germany: Ms. Karin Wollgarten ([KarinWollgarten@kolping.net](mailto:KarinWollgarten@kolping.net)) or Ms. Annelie Mones ([AnnelieMones@kolping.net](mailto:AnnelieMones@kolping.net)).

**Looking forward to welcome you as participants in the workshop in April 2026!**