

## AGENDA

### Financial Management of Horizon 2020 Projects: Theoretical and Practical Approach

#### DAY 1 | EU ENVIRONMENT AND PERSONNEL COSTS

The first day of the course provides the background information about the EU environment, its structure and the way it works. The participants are provided by a solid understanding of the terminology, methods and EU procedures. After the DAY 1, the participants understand the differences of EU grants, funds and tenders, they are provided with the useful information on the personnel costs and overall financial management issues. DAY 1 is divided into theoretical and practical part ended by case studies.

09:00	<b>START OF THE EVENT</b>
09:00 – 09:30	Introduction and short tour de table by participants
09:30 – 10:00	Understanding the background of EU environment <ul style="list-style-type: none"> <li>• EU Structure – How does it work?</li> </ul>
10:00 – 10:30	Grants & EU funds: Background information, funding areas, conditions & eligibility criteria <ul style="list-style-type: none"> <li>• EU Structural Funds, Grants &amp; Tenders</li> <li>• Introduction to H2020 Program</li> </ul>
10:30 – 11:00	<b>COFFEE BREAK</b>
11:00 – 12:30	Eligible and Non-eligible expenditures
12:30 – 13:30	<b>LUNCH</b>
13:30 – 15:00	Personnel costs calculation <ul style="list-style-type: none"> <li>• Actual and unit-based calculations</li> <li>• Productive hours</li> <li>• Hourly Rate</li> <li>• Time Recording Systems</li> </ul>
15:00 – 15:30	<b>COFFEE BREAK</b>
15:30 – 17:00	CASE STUDIES, Q & A: Personnel Costs
17:00	End of the Training DAY1

#### DAY 2 | COST DECLARATION & DIRECT COSTS

On the second day you will learn about specific legal aspects of H2020 legislative framework that could significantly impact project implementation. In the afternoon, we will examine the remaining part of cost categories and will fine tune its understanding through application of the theoretical knowledge into several practical cases from the field.

09:00	<b>START OF THE EVENT</b>
09:00 – 10:00	Coordinator's Rights & Obligations

10:00 – 11:00	H2020 Legal Aspects <ul style="list-style-type: none"> <li>• Legal Aspects</li> <li>• Administrative Management</li> </ul>
10:30 – 11:00	COFFEE BREAK
11:00 – 12:30	Direct Costs <ul style="list-style-type: none"> <li>• Travel costs</li> <li>• Consumables</li> <li>• Subcontracting / purchase of services</li> <li>• Third Parties</li> </ul>
12:30 – 13:30	LUNCH
13:30 – 15:00	Indirect Costs, Durable equipment and other costs <ul style="list-style-type: none"> <li>• Interest</li> <li>• Exchange Rate</li> </ul>
15:00 – 15:30	COFFEE BREAK
15:30 – 17:00 17:00	CASE STUDIES, Q & A: Direct Costs End of the Training DAY2

## DAY 3 | THE AUDIT PROCEDURE

The third day goes deeply into financial audit management. The participants are provided with the in-depth understanding of the audit procedure and non-common aspects of the audit process. The 3rd day training provides answers how to be more prepared for an EU audit, how to eliminate unexpected situations during an audit. Experiences with EC Audits: how to prepare – format, content, overall principles, possible bottlenecks, which information and how should or should not be included.

09:00	START OF THE EVENT
09:00 – 10:30	The DG RTG Audit Unit <ul style="list-style-type: none"> <li>• Organization of the DG RTG</li> <li>• The Error Rate</li> <li>• Internal Influences</li> </ul>
10:30 – 11:00	COFFEE BREAK
11:00 – 12:30	Audit Procedure, Findings & Contestation <ul style="list-style-type: none"> <li>• Nature of Audits</li> <li>• The Audit Workflow</li> <li>• Consequences of Adjustments</li> <li>• Contestation &amp; Challenging the Audit Findings</li> </ul>
12:30 – 13:30	LUNCH
13:30 – 15:00	The Audit Procedure <ul style="list-style-type: none"> <li>• Most Common Errors</li> <li>• Audit Report Review</li> </ul>
15:00 – 15:30	COFFEE BREAK
15:30 – 16:00 16:00 16:00 – 17:00	DISCUSSIONS, Questions & Answers End of the Training DAY3 Extra time for additional questions