

FINANCIAL MANAGEMENT
OF HORIZON 2020 PROJECTS*Theoretical and Practical Approach***DAY 1** EU ENVIRONMENT AND LEGAL FRAMEWORK

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 with a solid understanding of the terminology, methods and EU procedures. All the main aspects of the administrative management of the Grant Agreement are also addressed. After the DAY 1, the participants understand the specific legal aspects of the H2020 legislative framework, the Grant Agreement, and the general issues of financial management, which could have a significant impact on the implementation of the project.

09 : 00 START OF THE TRAINING

09 : 00 – 09 : 30 INTRODUCTION AND SHORT TOUR DE TABLE BY PARTICIPANTS

09 : 30 – 10 : 00 UNDERSTANDING THE BACKGROUND OF EU ENVIRONMENT

- *EU Structure – How does it work?*

10 : 00 – 10 : 45 EU GRANTS

- *H2020 and Other R&I related programmes;*
- *Main novelties of FP9 – Horizon Europe (2021-2027).*

10 : 45 – 11 : 00 COFFEE BREAK

11 : 00 – 12 : 30 LEGAL FRAMEWORK OF A HORIZON 2020 ACTION

- *The Grant Agreement and its annexes;*
- *Third parties: Linked Third Parties In-kind contributors; International Partners;*
- *The Consortium Agreement;*
- *The grant: maximum/ final/ revised;*
- *Consequences of not fulfilling GA obligations*

12 : 30 – 13 : 30 LUNCH

13 : 30 – 15 : 00 LEGAL FRAMEWORK OF A HORIZON 2020 ACTION

- *Coordinator's rights and obligations.*
- *Horizon 2020 legal aspects (IPR, Conflict of interests, Confidentiality) Administrative Management;*
- *Beneficiaries obligations;*
- *Deliverables & Reports;*
- *Adjustments to Financial Statements;*

15 : 00 – 15 : 15 COFFEE BREAK

15 : 15 – 17 : 00

ADMINISTRATIVE MANAGEMENT

- *Budget Transfer & Amendments to the GA;*
- *Receipts;*
- *Recruitment and working conditions.*

ELIGIBLE AND NON-ELIGIBLE EXPENDITURES

17 : 00 END OF TRAINING DAY 1

FINANCIAL MANAGEMENT
OF HORIZON 2020 PROJECTS*Theoretical and Practical Approach***DAY 2** ELIGIBLE / NON-ELIGIBLE EXPENDITURES

On the second day you will learn about general and specific eligibility criteria of all types of cost categories, starting from the most relevant “personnel costs” and subcontracting. 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 START OF THE TRAINING

09 : 00 – 10 : 45

DIRECT COSTS: PERSONNEL COSTS

- *Actual vs. Unit Based Calculations;*
- *Productive Hours;*
- *Time Recording Systems;*
- *Hourly Rate.*

10 : 45 – 11 : 00

COFFEE BREAK

11 : 00 – 12 : 30

OTHER DIRECT COSTS

- *Subcontracting;*
- *Financial support to third parties;*
- *Travel costs.*

12 : 30 – 13 : 30

LUNCH

13 : 30 – 15 : 00

OTHER DIRECT COSTS

- *Equipment;*
- *Goods and Services;*
- *Internally invoiced good and services;*
- *Unit Costs in Marie Curie Actions;*
- *Exchange Rate.*

15 : 00 – 15 : 15

COFFEE BREAK

15 : 15 – 17 : 00

CERTIFICATE ON FINANCIAL STATEMENT – CFS
CERTIFICATE ON THE METHODOLOGY OF UNIT COSTS - CoMUC

17 : 00

END OF TRAINING DAY 2

FINANCIAL MANAGEMENT OF HORIZON 2020 PROJECTS

Theoretical and Practical Approach

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 TRAINING

09 : 00 – 10 : 30

THE DG RTG AUDIT UNIT

- *Organization of the DG RTG;*
- *Internal Factors & Influences;*
- *The Error Rate*
- *Why errors still occur?*

10 : 30 – 11 : 00

COFFEE BREAK

11 : 00 – 12 : 30

AUDIT PROCEDURE, FINDINGS & CONTESTATION

- *The Audit Strategy;*
- *How organisations are selected for Audit?*
- *Nature of Audits;*
- *The Audit Workflow;*
- *Consequences of Adjustments;*
- *Extension of findings;*
- *Contestation & Challenging the Audit Findings.*

12 : 30 – 13 : 30

LUNCH

13 : 30 – 15 : 00

THE AUDIT IN THE EXPERIENCE

- *Most common errors;*
- *Audit Report Review.*

15 : 00 – 15 : 30

COFFEE BREAK

15 : 30 – 16 : 00

DISCUSSIONS: QUESTIONS & ANSWERS

16 : 00

END OF TRAINING DAY 3

16 : 00 – 17 : 00

EXTRA TIME FOR ADDITIONAL QUESTIONS