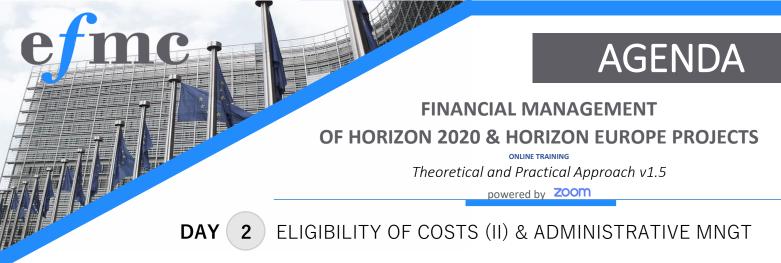


The first day of the course provides the background information about the legal and administrative environment underpinning EU grants management. Considering the novelties introduced by the "corporate approach" adopted by the EC from 2021, the participants are provided with a solid understanding of the terminology, methods and EU procedures. After the DAY 1, the participants understand the specific obligations arising from the Grant Agreement, which could have a significant impact on the implementation of the project. The afternoon is devoted to short bilateral meetings with the trainer to address specific questions or doubts.

09 : 00	START OF THE TRAINING
09 : 00 – 10 : 45	 LEGAL FRAMEWORK OF A HORIZON ACTION Main novelties introduced in Horizon Europe (compared with H2020) The Grant Agreement and its annexes: H2020 vs. Horizon Europe (corporate approach Different (possible) subjects in the project The grant: maximum/ final/ revised Consequences of not fulfilling obligations ELIIGIBILITY CONDITIONS PER FORM OF COST Actual, Unit, Flat Rate, Lump Sum, (NEW) "Financing not linked to costs"
	 Direct costs vs. Indirect costs
10:45-11:00	COFFEE BREAK
11:00-13:00	 DIRECT COSTS: TYPES OF PERSONNEL COSTS Type of personnel Employees Natural Person with a direct contract Seconded personnel, SME Owners, Beneficiaries natural persons Volunteers Calculation of the personnel costs Personnel Cost Calculation in H2020 (hourly rate) Personnel Cost Calculation in Horizon Europe (daily rate) Time Recording
	Lunch Break
13 : 00 - 14 : 00 14 :00 - 17 :00	Afternoon Session Face2Face individual meetings with the trainer to address specific needs of trainees.

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On the second day you will learn about general and specific eligibility criteria of all types of cost categories, starting from the most relevant i.e. personnel costs and subcontracting. In the afternoon, we will examine the remaining cost categories and will fine-tune its understanding through application of the theoretical knowledge into several practical cases from the field. The afternoon is devoted to short bilateral meetings with the trainer to address specific questions or doubts.

09 : 00	START OF THE TRAINING	
09:00-10:4	45 OTHER DI • • • • • • • • • • • • • • • • • • •	RECT COSTS: The new structure of the Form C (Financial Statement) in HEL Eligibility of other costs: Subcontracting Travel (& subsistence) costs Equipment Goods and Services Financial support to third parties Internally invoiced good and services
10:45 -11:00	COFFEE BREAK	
11:00-13:0	• • • • • •	RATIVE MANAGEMENT Coordinator's rights and obligations Beneficiaries obligations The Consortium Agreement Deliverables & Reports Adjustments to financial reports Budget Transfer & Amendments to the GA Receipts / Revenues Legal aspects (IPR, Conflict of interest, Confidentiality) Recruitment and working conditions Exchange Rate
13:00-14:00	LUNCH	

14:00-17:00 Afternoon Session

Up to 20 minutes slots for Face2Face individual meetings with the trainer to address specific needs of trainees.

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AGENDA

FINANCIAL MANAGEMENT OF HORIZON 2020 & HORIZON EUROPE PROJECTS

ONLINE TRAINING

Theoretical and Practical Approach v1.5

powered by **ZOOM**

DAY 3 THE EC AUDITS

The third day goes deeply into the management of a II° level audit (financial audit), also introducing the new EC Control Strategy based on the new SPA audit. The participants are provided with the in-depth understanding of the audit procedure and non-common aspects of the audit process. The training provides answers how to be more prepared for an EU audit and how to face unexpected situations. Experiences with EC Audits: how to prepare – format, content, overall principles, possible bottlenecks, which information and how should or should not be included. The afternoon is devoted to short bilateral meetings with the trainer to address specific questions or doubts.

09 : 00	START OF THE TRAINING	
09 : 00 – 10 : 45	Audits a • •	and EC Control Strategy DG RTG Internal Factors & Influences The Error Rate The EC Audit Strategy Nature of Audits
	AUDIT P •	PROCEDURE, FINDINGS & CONTESTATION The Traditional II° level audit: o Initiation: how auditees are selected o Planning: Audit Input File
10:45 -11:00	COFFEE BREAK	
11:00-13:00		 Preparation: Audit Risk analysis, Letter of Announcement and its 3 annexes Examination: what happens during the visit on the spot, how to get prepared and how to handle it Conclusion: Draft Audit Report (DAR), observation to the DAR, Final Audit Report (FAR) The new System and Procedures Audit (SPA) & cross-reliance Audit "findings": nature and seriousness, consequences of adjustments Contestation & Challenging the Audit Findings: EC level, Ombudsman, Court of Justice H2020 Indicative Audit Programme
13:00-14:00	LUNCH	
14 : 00 – 17 : 00		ace2Face individual meetings with the trainer to address specific needs of trainees.