

AGENDA

FINANCIAL MANAGEMENT OF HORIZON EUROPE PROJECTS

ONLINE TRAINING

Theoretical and Practical Approach v1.6

powered by zoom

DAY 1 LEGAL FRAMEWORK and ELIGIBILITY OF COSTS (I)

The first day, the participants are provided with a solid understanding of the terminology, methods and EU procedures. All the main aspects of the Grant Agreement are addressed. You will learn about the most relevant "personnel costs". After 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

UNDERSTANDING THE BACKGROUND OF EU ENVIRONMENT

- General overview
- EU Budget
- Introduction to Horizon Europe

LEGAL FRAMEWORK OF HORIZON ACTIONS

- Introduction
- The grant amount: maximum / final / revised

INTRODUCTION TO ELIGIBLE (AND INEGLIBLIE) COSTS

- Traditional budget
- Financing not linked to the costs – LUMP SUM
- "Direct" vs "Indirect" costs

10 : 45 – 11 : 00 COFFEE BREAK

11 : 00 – 13 : 00

DIRECT COSTS - PERSONNEL

- Calculation of the personnel costs in Horizon Europe
  - A1. Employees
  - A2. Natural Person not receiving a salary
  - A3. Seconded personnel
  - A4. SME Owners and other natural persons
  - A5. Volunteers

13 : 00 – 14 : 00 LUNCH

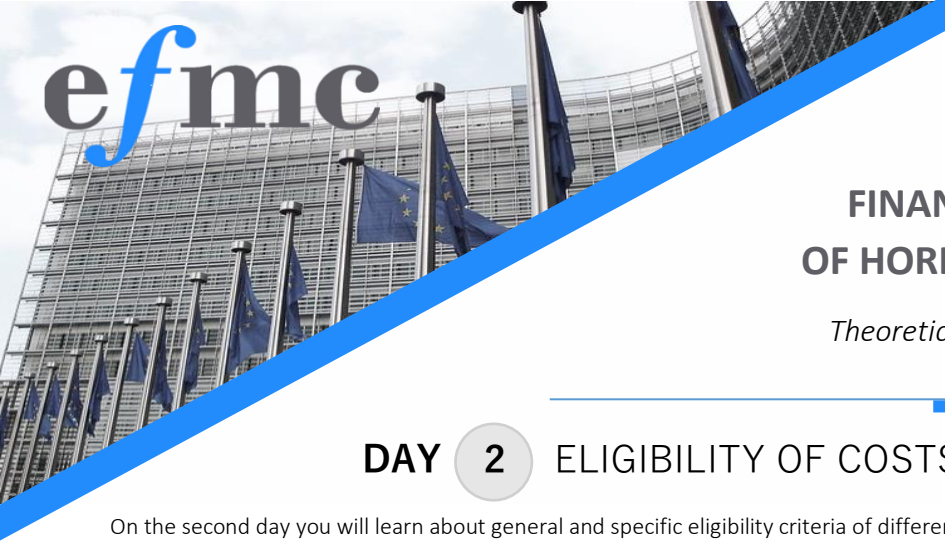
14 :00 – 17 :00 Afternoon Session

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

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DAY 2 ELIGIBILITY OF COSTS (II) & ADMINISTRATIVE MNGT

On the second day you will learn about general and specific eligibility criteria of different types of cost categories, starting from other direct costs and subcontracting All the main aspects of administrative management are also addressed. In the afternoon, we will examine the general issues of financial management, 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

PERSONNEL COSTS

- Time recording system (TRS)

OTHER DIRECT COSTS

- Possible stakeholders in a project
- Affiliated entities
- In-kind contributors
- Associated partners (AP)
- Financial support to third parties (FSTP)
- Subcontracting
- Purchase costs
- Travels

10 : 45 – 11 : 00 COFFEE BREAK

11 : 00 – 13 : 00

OTHER DIRECT COSTS

- Equipment
- Internal invoicing (goods and services)
- Revenues

ADMINISTRATIVE MANAGEMENT

- Coordinator's rights and obligations
- Beneficiary's obligations
- Consortium Agreement

LEGAL ASPECTS

- IPR
- Conflict of interest
- Budget "flexibility" (transfer of budget)
- Exchange Rate
- Adjustments
- Deliverables and reporting

13 : 00 – 14 : 00 LUNCH

Afternoon Session

14 : 00 – 17 : 00 Up to 20 minutes slots for Face2Face individual meetings with the trainer to address specific needs of trainees.



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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

ORIGIN OF THE AUDITS

- DG RI, Internal Factors & Influences, Error rate
- Employees from the EU: Internal Factors & Influences
- The EC Audit Strategy
- The selection of auditees

AUDIT PROCEDURE, FINDINGS & CONTESTATION

- Nature of audits
- Phase 1: The preparation

10 : 45 – 11 : 00 COFFEE BREAK

11 : 00 – 13 : 00

AUDIT PROCEDURE, FINDINGS & CONTESTATION

- Phase 2: The examination (on-the spot)
- Phase 3: The report
- Phase 4: The contestation

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14 : 00 – 17 : 00

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