

H2020 PROJECT MANAGEMENT AND FINANCIAL REPORTING  
23-24 June 2016, Budapest – Hungary

DAY 1

**08:30 – 09:00**      **Registration**

**09:00 – 09:30**      **Event Opening**

**09:30 – 10:30**      **How to Coordinate and Manage your R&I Project?**

Essential project management and coordination tools and tips. Dealing with the partners. Motivation and Controlling tools. Legal and administrative obligations. Possible administrative and technical bottlenecks, legal problems.

(10:30 – 10:45 Coffee Break)

**10:45 – 11:45**      **Getting your Project Started**

Grant Agreement preparation. Online tools. How to prepare for the kick-off meeting. Setting up a communication and decision-making system. Quality assurance, risk management and work progress planning. Consortium Agreement: what and how to include; decision making procedures, obligations and rights, financial issues and managing task and budget reallocations.

(11:45 – 12:00 Technical Break)

**12:00 – 13:00**      **Technical Management and Reporting**

Periodic and final reports – what to and how to report, irregularities and deviation management, internal quality assurance mechanisms, administrative issues, problem solving, tips for effective management and communication. Examples of online reporting tools and technical reports.

(13:00 – 14:00 Lunch)

**14:00 – 17:00**      **FP7 and H2020 Financial Rules in theory and in practice**

Detailed introduction to financial rules for H2020 and FP7 with real-life examples:

- » Basic facts, definition of the budget, importance of the resources;
- » Reimbursement models, forms of costs;
- » Eligible and non-eligible costs with comparison and all exceptions;
- » Direct/Indirect costs;
- » Personnel costs calculation – showing the possible ways;
- » Travel costs, Consumables vs. Overheads;
- » Indirect costs calculation;
- » Funding Rates and EC payments;
- » Guarantee Fund;
- » Certificates on Financial Statements, Certificate on Methodology, Certificate on
- » Average Personnel Costs, etc.

(15:30 – 15:45 Coffee Break)



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DAY 2

**09:00 – 12:00**

**Workshop: Financial Reporting**

Participants prepare financial statements for FP7 and Horizon 2020, based on “dummy” invoices, salary slips, receipts and bills, time records and certificates, which are generated individually for each participant. Submission deadline 12:00.

(10:00 – 10:20 Coffee Break)

(12:00 – 13:00 Lunch)

**13:00 – 14:30**

**Understanding the Financial Reports**

Pragmatic approaches in reporting; Point-by-point assessment of the prepared financial reports: Format, content; overall principles, possible bottlenecks, what should and should not be included.

(14:30 – 14:45 Coffee Break)

**14:45 – 15:30**

**Financial Reporting, EC Reviews and Audits**

Technical and financial audits and reviews – how do they happen? The Beneficiaries’ Perspective: Pragmatic approaches in financial reporting; Experiences with EC Audits: how to prepare – format, content, overall principles, possible bottlenecks, what should and should not be included, project closure and audits.

**15:30 – 15:45**

**Final Q&A and closing of event**

