

# Financial management of IPA CBC



**Agenda**  
**18-19 October 2016**  
Venue tbc  
Belgrade, Serbia





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### **Objectives of the event**

During the event, participants will:

- Discuss all stages of an IPA CBC programme financial management cycle, and identify the most challenging aspects that require programme authorities assistance and guidance.
- Identify ways of addressing the most challenging aspects in programme financial management through a case study exercise.

### **Main target group**

New and junior finance officers at IPA CBC programmes Joint Secretariats, Managing Authorities, National Authorities

### **Methodology**

Financial management of IPA CBC programme is a training seminar composed of eight thematic sessions.

During each session we will work along the following steps:

- Introduce the subject
- Identify concerns and frequently asked questions
- Elaborate on the issue in order to build a common understanding of the challenges

Many sessions will also include case study exercises in order to let participants put the newly accumulated knowledge into practice.



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**Timetable**

**Day One, Tuesday 18 October 2016**

- 13.00 – 13.30 Registration and welcome coffee/tea**
- 13.30 – 14.00 Opening and introduction of participants**
- Welcome
  - Objectives of the event and working method
  - Introduction of participants and facilitators expectations
- 14.00 – 14.30 Introduction to financial management**
- What is financial management
  - Main processes of financial management
  - Timeline and responsibilities in financial management
- 14.30 – 15.00 Programme budget**
- Structure of the budget
  - Technical Assistance (TA) priority
  - Budget implementation flexibility
- 15.00 – 15.30 Afternoon tea/coffee break**
- 15.30 – 17.00 Presentation of the IPA closure guidelines document**
- Hierarchy of rules
  - Budget lines
  - Ineligible expenditures
  - Matrix of costs

**End of Day One**



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**Timetable**

**Day Two, Wednesday 19 October 2016**

- 09.00 – 10.30**    **Simplified costs options**
- Staff costs
  - Standard scale of unit costs
  - Standard hourly rate
  - Timesheets
  - Flat rate
- 10.30 – 11.00**    **Coffee break**
- 11.00 – 13.00**    **IPA CBC public procurement**
- Thresholds and procedures
  - Single tender procedures
- 13.00 – 14.00**    **Lunch**
- 14.00 – 15.00**    **Programme financial flows**
- Initial and annual pre-payments
  - Interim and final payment claims
  - Annual accounts submission
  - Calculation of annual balance
- 15.00 – 15.30**    **Afternoon tea/coffee break**
- 15.30 – 16.00**    **Irregularities**
- Corrections and irregularities
  - Recoveries and withdrawals
- 16.00 – 16.30**    **Other elements of financial management of the programme**
- Reimbursement to beneficiary
  - Revenues
  - 250 EUR threshold
  - De-commitment
- 16.30 – 17.00**    **Closure of the meeting**

**End of Day Two**