

- 08:30 – 09:00**      **Registration**
- 09:00 – 09:30**      **Event Opening**
- 09:30 – 11:00**      **The Hitchhiker's Guide to the Financial Rules of Horizon 2020**  
**Part 1: The Basics**
- Detailed introduction to the financial rules of H2020 with real-life examples:
- » Basic facts
  - » Importance of the budget and of the resources
  - » Cost vs Price principle
  - » Basic financial principles in theory and practice
  - » Form of Grants, Forms of Costs
  - » Eligible and non-eligible costs with comparison and all exceptions
  - » Direct and indirect costs
- (11:00 – 11:30 Coffee Break)
- 11:30 – 12:30**      **The Hitchhiker's Guide to the Financial Rules of Horizon 2020**  
**Part 2: The Practicalities**
- » Introducing the cost categories
  - » Personnel costs calculations – showing the possible ways
  - » Subcontracting and other third parties
  - » Travel costs, Consumables vs. Overheads
  - » Equipment and assets
  - » Internally invoiced items
  - » Indirect costs calculation
- (12:30 – 13:30 Lunch Break)
- 13:30 – 14:30**      **The Hitchhiker's Guide to the Financial Rules of Horizon 2020**  
**Part 2: The Practicalities - CONTINUED**
- 14:30 – 15:15**      **The Hitchhiker's Guide to the Financial Rules of Horizon 2020**  
**Part 3: The Easy stuff**
- » Funding Rates
  - » Receipt calculations
  - » Guarantee Fund
  - » Certificates on Financial Statements, Certificate on Methodology, etc.
  - » Payments and Exchange rates
- (15:15 – 15:30 Coffee Break)
- 15:30 – 17:00**      **Workshop: Financial Reporting – Part 1**
- Introduction** - Participants will prepare a financial statement for a virtual Horizon 2020 project, based on "dummy" invoices, salary slips, receipts and bills, time records and certificates, which are generated individually for each participant. Submission deadline: 15<sup>th</sup> November; 10:30 AM.

**09:00 – 10:30**

**Workshop: Financial Reporting - Part 2**

(10:30 – 10:45 Coffee break)

**10:45 – 12:30**

**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.

(12:30 – 13:30 Lunch Break)

**13:30 – 14:45**

**How to deal with Financial issues in the Periodic Reports**

Step-by-step guide on how to report costs, deal with deviations, and internal allocation issues. Handling the EC requests for clarification, suspension of payments and other issues with hands-on approach.

(14:45 – 15:00 Lunch Break)

**15:00 – 16:00**

**Financial Reporting, EC Reviews and Audits**

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

**16:00**

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

