

DAY 1

Fundamentals of Financial Management

DAY 1 is an introduction to the EU projects environment.

Targeting people who have never before worked on an EU projects and aiming to acquaint them with some basic terminology, methods and procedures.

08:30 – 09:00

Registration

09:00 – 09:30

Welcome and introduction

- Roundtable of each participant

09:30 – 11:00

Understanding the EU environment

- The European Union
- Internal organisation of the European Commission
- Internal influences
- Organisation and structure of the Units
- Relationship between units

11:00 – 11:30

Break

11:30 – 12:30

European Funds & European Projects

- The European funds (Structural funds, Grants, Tenders...)
- European Structural & Investment Funds
- Grants (Erasmus+, Marie Curie Actions, H2020...)
- H2020 project workflow (from call to closure)

12:30 – 13:30

Lunch

13:30 – 15:00

Fundamentals in financing rules / Eligible and non-eligible costs

- Funding types
- Financial liabilities
- Eligible costs
- Ineligible costs

15:00 – 15:30

Break

15:30 – 16:30

Operational aspects

- Setting up internal procedures
- Audit

16:30 – 18:00

Questions and Answers

18:00

End of Training

DAY 2

Preparing a Financial Report

DAY 2 goes into the financial aspects of projects, including the reporting principles applicable to the majority of projects.

This day targets people who are aware of how the EC works but have never participated in the administrative aspects of a project (financial reporting)

08:30 – 09:00

Registration

09:00 – 11:00

Personnel costs

- Productive hours
- Timesheets
- Salaries, pay slips and work contract
- Hourly rate calculation
- SME owners and Marie Curie rates...

11:00 – 11:30

Break

11:30 – 12:30

Direct Costs

- Travels
- Consumables
- Other direct costs

12:30 – 13:30

Lunch

13:30 – 15:00

Indirect costs and other costs

- FP7: Flat rate (20% or 60%), actual costs & simplified method
- H2020: 25% flat rate and main differences with FP 7 declaration
- Exchange rate
- Depreciation, interest...

15:00 – 15:30

Break

15:30 – 16:30

Project coordinator: what to check in the partners' financial reports

- Role and obligations
- Form C: correctness of data,
- Certificates on Financial Statements

16:30 – 18:00

Case studies, Questions & Answers

18:00

End of Training

DAY 3

Mastering the Audit Procedure

DAY 3 will give an in-depth view of the financial aspects, focusing on not-so-common aspects and on the audit procedure.

08:30 – 09:00

Registration

09:00 – 10:00

General administrative aspects

- Summary of differences between FP7 & H2020
- Cost declaration
- Financial reports

10:00– 11:00

The DG RTD Audit Unit

- Organisation of the Unit
- The error rate
- Different kind of audits you may face

11:00 – 11:30

Break

11:30 – 13:00

The Organisation of the audit

- The audit workflow
- The Letter of Announcement (LoA), the Audit on the spot, the Draft Audit Report (DAR), the Final Audit Report (FAR) and the Letter of Conclusion
- Most common issues
- Certificate on the Methodology / on Average personnel costs

13:00 – 14:00

Lunch

14:00 – 15:00

Consequences of an audit

- Adjustments
- Extrapolation
- The Follow up Audit

15:00 – 16:00

Potential remedies

- The contradictory procedure
- How to challenge the audit findings and the adjustments

16:00 – 16:30

Break

16:30 – 18:00

Questions & Answers – Cases studies

18:00

End of Training