

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 – 12:30 **Getting your Project Started**

Grant Agreement preparation. Introduction to the Grant Agreement preparation tool. Consortium Agreement: what and how to include; decision making procedures, obligations and rights, financial issues and managing task and budget reallocations.

(12:30 – 13:30 Lunch break)

13:30 – 15:00 **Technical Management and Reporting**

How to prepare for the kick-off meeting; Setting up a communication and decision-making system, quality assurance, risk management, detailed work plan, project inception. 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. Introduction to the online reporting tools.

(15:00 – 15:20 Coffee Break)

15:20 – 17:00 **H2020 Financial Rules in theory and in practice – Part 1.**

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

- » Basic facts
- » Importance of the budget and of the resources;
- » Cost vs Price principle
- » Reimbursement models, forms of costs;
- » Eligible and non-eligible costs with comparison and all exceptions;

8:30 – 10:00**H2020 Financial Rules in theory and in practice – Part 2.**

- Direct/Indirect costs;
- Personnel costs calculation, including
 - Actual and unit-based calculations
 - Employees, Fiscal-year based and monthly based calculations
 - Productive hours, typical errors
 - Secondments, in-house consultants, and SME-owner rate;
- Subcontracting and Third Party articles
- Other costs:
 - Travel costs,
 - Consumables vs. Overheads;
 - Equipment, Facility charges, Other costs
- Indirect costs calculation;
- Funding Rates, exchange rates and EC payments;
- Guarantee Fund and Certificate on Financial Statements

(10:00 – 10:20 Coffee Break)

10:20 – 13:00**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.

(13:00 – 14:00 Lunch)

14:00 – 15:30**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.

15:30 – 16:00**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.

16:00**Final Q&A and closing of event**