

H2020 Project Management and Financial Reporting

13th and 14th October 2016 - 09:00-16:00

The Research Council of Norway,
Drammensveien 288, Lysaker

DAY 1 – Meeting room ABEL 3

Programme	
09:00-09:30	Introduction and event opening
09:30-10:15	How to Coordinate and Manage your R&I Project? <ul style="list-style-type: none"> ➤ Essential project management and coordination tools and hints ➤ Dealing with the partners ➤ Motivation and Controlling tools ➤ Legal and administrative obligations ➤ Possible administrative and technical bottlenecks, legal problems
10:15-11:15	Getting your Project Started <ul style="list-style-type: none"> ➤ Grant Agreement preparation and getting your project started: How to prepare for the kick-off meeting; ➤ Agenda; Setting up a communication and decision-making system, quality assurance, risk management, detailed work plan – based on real life examples. ➤ The Consortium Agreement: what and how to include, decision making procedures, obligations and rights, financial issues and reallocation management.
11:15-11:45	Coffee Break
11:45-13:00	Technical Management and Reporting <ul style="list-style-type: none"> ➤ Periodic and final reports - what to and how to report, irregularities and deviation management, internal quality assurance mechanisms, administrative issues, problem solving, tricks in management and communication. Online introduction of the reporting tools.
13:00-14:00	Lunch

14:00-17:00	<p>H2020 Financial Rules in theory and in practice</p> <p>Detailed introduction to the financial rules of H2020:</p> <ul style="list-style-type: none"> ➤ 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.
	DAY 2 – Meeting Room FRISCH 1
	Programme
09:00-12:00	<p>Workshop: Financial Reporting</p> <ul style="list-style-type: none"> ➤ Participants prepare financial statements for 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
10:00-10:15 Coffee Break	
12:00-13:00	Lunch
13:-14:30	<p>Understanding the Financial Reports</p> <ul style="list-style-type: none"> ➤ 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	<p>Financial Reporting, EC Reviews and Audits</p> <ul style="list-style-type: none"> ➤ 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
15:30-16:00	Final Q&A and Closing of the event