

### INDICATIVE AGENDA - DAY 1

09:00 - 09:30	<b>Event Opening</b>
09:30 - 10:30	<b>How to Coordinate and Manage your R&amp;I Project?</b> 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 - 12:00	<b>Getting your Project Started</b> Grant Agreement preparation. Introduction to the Grant Agreement preparation tool. Set-up the project management tools - a web platform or a package of word and excel templates? Web-based communication, telcos or f2f events? How many how often? How can you plan your budget spending and monitor it? How do you monitor the development of new knowledge, generation of new IP to be protected?
12:00 - 12:30	<b>Practice: Management Tools/Templates</b> Participants get two scenarios with tools they can choose from to get the problems solved. There will be one exercise related to communication and another one linked to IP administration.  (12:30 - 13:15 Lunch break)
13:15 - 14:30	<b>Legal Agreements in a H2020 project</b> Non-Disclosure Agreements; Letters of Intent; Memoranda of Understanding; Grant Agreement - what are the rights and obligations you committed to? Consortium Agreement: what and how to include; decision making procedures, obligations and rights, financial issues and managing task and budget reallocations. Tips - what to include and how? Amending a Grant Agreement - when and how?  (14:30 - 14:45 Coffee Break)
14:45 - 16:00	<b>Technical Management, Reviews and Reporting</b> Periodic and final reports: what to and how to report, irregularities and deviation management, internal quality assurance mechanisms - how to check deliverables or general quality of your actions, problem solving, tips for effective internal management of your partners and their reporting obligations. How do you follow dissemination or exploitation actions your partners do? Introduction to the official online reporting tools and show-case of a real H2020 report. What happens on a review, how is it organised?

### INDICATIVE AGENDA - DAY 2

9:00 - 10:30

H2020 Financial Rules in theory and in practice

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;
- 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, etc.

(10:30 - 10:45 Coffee Break)

10:45 - 12:30

**Workshop: Budget monitoring and financial reporting**

Participants will have to solve financial challenges. Two exercises will be given that can be solved in groups or individually. The first exercise will refer to a budget monitoring, budget transfer issue. In the second part you will have to finalise a financial statement for a virtual Horizon 2020 project, based on some numbers available and some documents that can give you the remaining numbers (documents will be invoices, salary slips, receipts and bills, time records and certificates).

(12:30 - 13:15 Lunch)

13:15 - 14:45

**Workshop: Management Role-Play - Part 1**

Participants will play a game - entering a project consortium of unknown partners, knowing only their own tasks instead of having a good overview on all activities and results that the project should deliver. From the very start throughout the project duration they must face together certain challenges - legal, management and financial problems. All participants will play different roles - representing partners with different interests. Your trainer will be the Project Officer - helping you most of the time ... let's see.

(14:45 - 15:00 Coffee Break)

15:00 - 16:00

**Workshop: Management Role-Play - Part 2**

Participants will continue the game - additional challenges will be solved related to dissemination, exploitation, partner conflicts - and a partner having serious financial problems. Hopefully you will be able to finalise the project and get all the max. EU contribution set in the Grant Agreement.

16:00

Final questions, evaluation and closure of the course