



European Academy
for Taxes, Economics & Law

**Small Group Exercises
and Training Sessions**

Financial Management for FP7 Projects

Interactive European Workshop
9th – 10th February 2012, Berlin

Brochure



INTERACTIVE EUROPEAN WORKSHOP

Financial Management for FP7 Projects

FINANCIAL MANAGEMENT OF FP7 PROJECTS

– TIME CONSUMING AND COMPLEX

During the next two years you are still able to benefit from the 7th Framework Programme (FP7) before it will be followed by a new Programme. For 2012 and 2013 the European Commission is planning a budget execution of more than ten billion Euros per year. Therefore, take the opportunity and submit your project proposal under FP7. However, FP7 projects – especially the financial management of these projects – are considered as time consuming and complex. Prepare yourself for the financial management of your FP7 project and avoid common pitfalls.

EU COMMISSION CAN FREEZE GRANTS OR DEMAND REIMBURSEMENT

Beneficiaries of FP7 projects have to commit themselves to the requirements of budgetary management regulations. In case of not following these rules not only the coordinators but all participants put their project at great risk. The EU Commission can decide on freezing your grant or even on demanding complete reimbursement.

It is crucial that projects both meet the overall strategic objectives of the funding scheme and also meet the detailed financial rules. Precise records must be kept which will satisfy inflexible reporting requirements as well as financial audits. Complex eligibility criteria and rules have to be followed and – above all – strict deadlines have to be met. Therefore, such projects must be well-planned and an in-depth knowledge of the financial management procedures and requirements has to be guaranteed.

HORIZON 2020

The European Commission is currently working on the legislative proposal for Horizon 2020 – the future Framework Programme for Research and Innovation. Post-2013, Horizon 2020 will be introduced. According to the European Commission, investment in research and innovation will be significantly increased in the next seven years. However, what are new implications for future beneficiaries? What are differences and common aspects of FP7 and Horizon 2020 (FP8)?

TARGET GROUP

Beneficiaries of the 7th Framework Programme implementing research projects

Public organisations and associations applying for funding by FP7

From institutions like

- Ministries of Education & Research
- Further Ministries engaged in R&D activities such as research and innovation projects
- Universities and research institutes
- Research and Technology Centres
- National Contact Points for Research Programmes of the EU
- Agencies for Regional Development
- Institutions and agencies for innovation & research
- Institutions for support of clusters
- City councils and communities
- Companies and industry working in research, development and innovation
- Companies and associations for business development

From departments such as

- European and International Research Programmes
- Project Management Research Services
- International Cooperation in Research and Development
- Financing
- Financial Revision
- Accountancy
- Audit Management and Implementation
- Legal Affairs
- SMEs Support
- Business Support
- City Development
- Regional or Rural Development

Specialised consultancies and law firms, certified public accountants and public auditors working within the 7th Framework Programme



European Academy
for Taxes, Economics & Law

WHAT DO YOU LEARN AT THIS SEMINAR?

- How to comply with financial requirements and duties of FP7 projects successfully?
- What are possible differences and common aspects of FP7 and Horizon 2020 (FP8)?
- What is eligibility and which costs can be considered as eligible?
- How to define direct and indirect costs?
- How to use financial planning and financial spreadsheets most effectively?
- How to work with external auditors?
- What to expect from financial audits in FP7?
- What is the Commission's audit strategy for FP7?
- How should a publishable financial report look like?

Please note that participants are requested to bring working examples to the seminar, e.g. financial planning or spreadsheets, time sheets for personnel, reports or project descriptions. Those documents will serve as working drafts for discussions.

YOUR BENEFIT

- Small group work with step-by-step exercises guarantees your training success
- Be up-to-date – become familiar with Horizon 2020
- Realise your granted project
- Protect your budget – avoid reimbursements
- Be pro-active – prepare for on-the-spot checks and controls
- Gain control throughout the whole project life cycle
- Be prepared for EC audits



“Particularly the lectures on auditing are very helpful. They prepared me entirely for an audit in my institution!”
Controlling, Institute of Advanced Studies, Austria

PROGRAMME DAY 1 – 9th FEBRUARY 2012

Financial Management for FP7 Projects

8.30-9.00

Registration and Hand-out of Seminar Material

9.00-9.05

Opening Remarks from the European Academy for Taxes, Economics & Law

9.05-9.15

Welcome Note from the Chair and Introduction Round

Lenka Chvojkova, Technology Center ASCR, Czech Republic

9.15-9.45

EU Financial Contribution and Eligibility Criteria for FP7 projects

- Calculation of FP7 EU financial contribution
- Aspects influencing its maximum amount (e.g. funding scheme, activity in the project and status of the organisation)
- Introduction of different forms of grants
- Form of reimbursement based on eligible costs
- What is eligibility and which costs can be considered as eligible and which as non-eligible?
- Special eligibility criteria for FP7 projects and main differences to FP6

Lenka Chvojkova, Technology Center ASCR, Czech Republic

9.45-10.00

Discussion Round

10.00-10.30

Coffee Break

10.30-11.00

Eligible Costs – Direct and Indirect Costs

- Definition of direct and indirect costs and differences between the two
- Personnel costs (including details about productive hours, timesheets, bonus payments, overtime etc.)
- Travel and subsistence costs
- Consumables
- Durable equipment
- Other direct costs
- Costs not directly charged to the project but incurred in relations with the direct costs of the project (e.g. heating, electricity, administrative costs, paper, and use of photocopy machine or third party costs)

Lenka Chvojkova, Technology Center ASCR, Czech Republic

11.00-11.15

Discussion Round

11.15-11.45

Multiple Choice Questions on Financial Rules and Principles in FP7

- Exercises based on former presentations
- Discussions and multiple choice questions
- All exercises will be reviewed and sample solutions will be given

Lenka Chvojkova, Technology Center ASCR, Czech Republic

11.45-12.00

Discussion Round

12.00-13.15

Lunch Break



LENKA CHVOJKOVA
Technology Center ASCR,
Czech Republic

Lenka Chvojková works at the Technology Centre ASCR as a Czech National Contact Point for legal and financial matters of FP7. She is responsible for financial and administrative management of project proposal preparations, implementations and audits. Furthermore, she has extensive experiences in giving presentations and authoring publications on these issues. In 2008 she worked for one year in the Czech Liaison Office for Research and Development in Brussels, where she was responsible for financial and legal management of FP7 projects, the specific programme People (Marie Curie) and social-economic sciences. Prior to this she gained professional experience in the European Union Section at the Ministry of Foreign Affairs of the Czech Republic and in the Europe Department of the Chamber of Commerce and Industry in Bayreuth, Germany. Lenka Chvojkova obtained her Diploma at the University of Economics in Prague.

*“The lectures are perfect. The speakers understand our problems and provide useful advice!
A very good and practical seminar.”
Scientific Research Department,
Sofia University „St. Kl. Ohridski“, Bulgaria*

**Group
Work**



Group
Work

13.15-14.30

Direct Costs, Indirect Costs and EU Financial Contribution

- Real examples of direct and indirect costs and their reporting
- Practical exercises on concrete costs (eligible or not, direct or indirect and to which activity in the project can they be related to)
- Filling in financial statement of a fictive project
- Personnel costs and planning of person-months
- Using different kind of timesheets
- Exercises based on presentation
- All exercises will be reviewed and sample solutions will be given

Lenka Chvojkova, Technology Center ASCR, Czech Republic

14.30-14.45

Discussion Round

14.45-15.15

Coffee Break

15.15-16.15

Life Cycle of FP7 Projects and Financial Issues

- Whole project life cycle of FP7 projects
- Financial issues of the FP7 projects
- How to control your financial planning and personell budgeting professionally
- Understand how to use financial planning as well financial spreadsheets most effectively

Lenka Chvojkova, Technology Center ASCR, Czech Republic

16.15-16.45

Plenary Session and Final Discussion Round

Participants will have the opportunity to raise individual questions and discuss them with our experts and the audience.

16.45

End of Day One

With
Practical
Exercises

Open
Discussion
Round

**"I am very satisfied with the seminar. The speakers are excellent!
Useful knowledge for my daily work."**

Finance Department, REC - Regional Environmental Center, Hungary

Financial Management for FP7 Projects

9.00-9.05

Welcome Note from the Speaker

Theresa Twickler, Senior Project Manager and EU Funding Advisor at Delft University of Technology and Director of PEPM, the Netherlands

9.05-10.00

Prospects of Challenges of Horizon 2020 (FP8)

- Overview – What to expect from Horizon 2020?
- What are the implications for the financial management of projects?
- Rules of participation and financial regulations
- Differences between FP7 and Horizon 2020 in terms of financial rules
- Tips and guidelines how to avoid common pitfalls

Theresa Twickler, Senior Project Manager and EU Funding Advisor at Delft University of Technology and Director of PEPM, the Netherlands

10.00-10.30

Budget Exercise on Horizon 2020

Theresa Twickler, Senior Project Manager and EU Funding Advisor at Delft University of Technology and Director of PEPM, the Netherlands



10.30-10.45

Discussion Round

10.45-11.15

Coffee Break

11.15-11.45

The Certification of Costs under FP7 – Working with External Auditors

- Background to the certification process
- Basic rules on the certification of costs under FP7
- Choosing the right external audit company
- Establishing the contractual documents
- What do auditors sample and check (new Form D template)
- The audit report
- Working strategically with outside auditors

John Stringer, General Manager, Berkley Associates, Belgium

11.45-12.00

Discussion Round



THERESIA TWICKLER
Senior Project Manager and EU Funding Advisor at Delft University of Technology and Director of PEPM, the Netherlands

Theresa Twickler has over 20 years of experiences with EU funding, particularly with the Framework Programmes, DevCo and INTERREG. She is a specialist in supporting organisations to submit, negotiate and implement EU funded projects. Theresa Twickler provides hands-on experience in EU project management, mainly regarding financial, legal and managerial aspects. Furthermore, she is an advisor for public organisations on how to build successful and professional support structures to acquire and implement EU funding.

Theresa Twickler works for more than 20 years as an EU funding advisor and senior project manager for the Delft University of Technology in the Netherlands. Since May 2010 she is also director of PEPM.



JOHN STRINGER
General Manager, Berkley Associates, Belgium

John Stringer is a UK Barrister and is the General Manager of Berkley Associates, a Brussels-based consultancy specialising in the management of EU funded projects particularly under the R&D (FP6 and FP7) and Education and Training (Lifelong Learning) Framework Programmes. He has over 20 years of experience of responding to audits by the EU Commission and regularly advises clients on how to prepare for and manage audits of FP6 and FP7 projects. He is currently providing internal audit services to a non-profit organisation in Brussels which is managing over 35 EU projects including two large scale FP7 Integrated Projects. In addition to providing advice on audit related matters, Mr Stringer also carries out compliance reviews of organisations which are heavily involved in EU funding. Moreover, he is very experienced in conducting training courses on FP7 project and financial management. Along with his colleague, Simon Walker, he was the management reviewer for 4 flagship Networks of Excellence under FP6.



12.00-12.30

Financial Reporting

- Overview of the compulsory and optional content of financial reports
- Timing and approval of the reports
- How should a publishable report look like
- Examples of good and not so good financial reports
- Exercises in small groups: Put theory into practice

**Lenka Chvojkova, Technology Center ASCR,
Czech Republic**



12.30-12.45

Discussion Round

12.45-14.00

Lunch Break

14.00-15.00

Example: Fictive FP7 Project

- A fictive FP7 collaborative project with real numbers demonstrating all financial aspects of project preparation and implementation
- Budget preparation
- Cost reporting
- Distribution of money between partners

**Lenka Chvojkova, Technology Center ASCR,
Czech Republic**

**Theresa Twickler, Senior Project Manager and EU Funding
Advisor at Delft University of Technology and Director of
PEPM, the Netherlands**

15.00-15.15

Discussion Round

15.15-15.45

Coffee Break

15.45-16.30

Audit of FP7 Projects by the Commission Services

- Background to the Commission's audit strategy for FP7
- Who carries out the audits?
- The methods for selecting projects for audit
- The audit process
- Preparing for the audit visit
- What do the auditors concentrate on?
- Responding to the draft audit report
- Penalties (liquidated damages, extrapolation)
- Appeals against the final decision

**John Stringer, General Manager, Berkley Associates,
Belgium**

16.30-16.45

Discussion Round

16.45

End of seminar and hand-out of certificates

“Up-to-date knowledge and enough possibilities to ask questions”

*Projects Administration Department,
Institute for Bioorganic Chemistry, PAN – PSNC, Poland*

ORGANISATIONAL MATTERS

Financial Management for FP7 Projects

Date of Event

9th - 10th February 2012

Booking Number

S-410

Event Language

The event language will be English.

Event Price

for Public Administration

1289,- Euro, excl. German VAT (19%)

Event Price

for Others

1489,- Euro, excl. German VAT (19%)

The above price covers the following:

- Admission to the seminar
- Hand-out documents
- Soft drinks and coffee/tea on both event days
- Lunch on both event days

Booking Modalities

It is recommended to book soon as seats are limited. For organisational matters, we kindly ask you to complete the booking form in capital letters.



BOOKING

Fax: +49 (0)30 80 20 80 250

E-mail: booking@euroacad.eu

Phone: +49 (0)30 80 20 80 230

For online booking please visit our website: www.euroacad.eu

Contact

European Academy for Taxes, Economics & Law
Hausvogteiplatz 13, 10117 Berlin, Germany

Phone: +49 (0)30 80 20 80 230

Fax: +49 (0)30 80 20 80 250

E-Mail: info@euroacad.eu

Internet: www.euroacad.eu

Your contact persons for the programme:

Regina Lüning, M. Sc. econ.

Head of Marketing and Sales

Phone: +49 (0)30 80 20 80 246

Fax: +49 (0)30 80 20 80 259

E-mail: regina.luening@euroacad.eu

Katharina Neumann

Junior Conference Manager

Phone: +49 (0)30 80 20 80 239

Fax: +49 (0)30 80 20 80 259

E-mail: katharina.neumann@euroacad.eu

(Programme is subject to alterations)

Event Location

Maritim Hotel Berlin

Stauffenbergstraße 26

10785 Berlin, Germany

Phone: +49 (0)30 2033 4410

Fax: +49 (0)30 2033 4092

E-Mail: info.ber@maritim.de

Internet: www.maritim.de

Please contact the hotel directly and refer to the "European Academy for Taxes, Economics & Law" in order to benefit from a limited room contingent at a special price. Please book as soon as possible. Of course you can always look for an alternative hotel accommodation.



NOTE

Please note, you can register as many delegates as you wish (except, the seminar is fully booked). You only need to copy this formular for as many persons you wish.



European Academy
for Taxes, Economics & Law

European Academy for Taxes, Economics & Law
Brauner Klingenberg GmbH
Hausvogteiplatz 13
10117 Berlin / Germany

Phone.: +49 (0)30 802080-230
Fax: +49 (0)30 802080-250
E-mail: info@euroacad.eu
www.euroacad.eu

BOOKING

BOOKING NUMBER: S-410(DM)

9th - 10th FEBRUARY 2012

Herewith we register the following persons for the Seminar: "Financial Management for FP7 Projects"

Delegate 1
 Ms. Mr.

First name _____ Last name _____ Phone _____
 Department _____ Fax _____
 Job position _____ E-mail _____
 Your organisation _____
 Street _____
 Postcode / City _____
 Country _____

Delegate 2
 Ms. Mr.

First name _____ Last name _____ Phone _____
 Department _____ Fax _____
 Job position _____ E-mail _____
 Your organisation _____
 Street _____
 Postcode / City _____
 Country _____

Delegate 3
 Ms. Mr.

First name _____ Last name _____ Phone _____
 Department _____ Fax _____
 Job position _____ E-mail _____
 Your organisation _____
 Street _____
 Postcode / City _____
 Country _____

Invoice organisation

To the attention of _____
 Street _____ Phone _____
 Postcode / City _____ Fax _____
 Country _____ E-mail _____

In case of registration of more than one delegate - do you prefer: single invoice? collective invoice?

With my signature I confirm my registration and accept the General Terms and Conditions as legally binding.

I herewith agree to receive further information from the European Academy for Taxes, Economics & Law

Place, Date

Authorised Signature and Stamp



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2. Registration / Confirmation of Application

A registration can be made via internet, mail, fax, or email. The registration is considered granted and legally binding if not rejected by the European Academy for Taxes, Economics & Law in writing within seven (7) days after receipt of registration. The registration will be supplemented by a booking confirmation via email. Partial bookings are only valid for seminars designed in modules.

3. Service

The course fee covers the fee per participant and course in € net, subject to current German VAT. It includes training course documents as per course description, a lunch meal/ snack and refreshments during breaks, as well as, a participation certificate.

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- 30 days or more prior to commencement of the course: service charge of 80,00 € net, subject to current German VAT, payable immediately, course fee will be reimbursed,
- two (2) weeks to 30 days prior to commencement of the course: 50% of course fee net, subject to current German VAT, payable immediately,
- non-attendance or cancellation less than two (2) weeks prior to commencement of the course: 100% of course fee net, subject to current Germany VAT, payable immediately

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