

# HORIZON 2020 FINANCIAL MANAGEMENT AND ADMINISTRATION

## Final Agenda

Day 1

- 09:00 - 09:30**      **Event opening**
- 09:30 - 11:00**      **Hitchhiker's Guide to the Financial Rules of Horizon 2020**  
**Part 1: The Basics**  
Detailed introduction to the financial rules of H2020 with real-life examples:  
    Basic facts  
    Importance of the budget and of the resources  
    Cost vs Price principle  
    Basic financial principles in theory and practice  
    Form of Grants, Forms of Costs  
    Eligible and non-eligible costs with comparison and all exceptions  
    Direct and indirect costs
- (11:00 - 11:30 Coffee break)
- 11:30 - 12:30**      **Hitchhiker's Guide to the Financial Rules of Horizon 2020**  
**Part 2: The Practicalities**  
    Introducing the cost categories  
    Personnel costs calculations - showing the possible ways  
    Subcontracting and other third parties  
    Travel costs, Consumables vs. Overheads  
    Equipment and assets  
    Internally invoiced items  
    Indirect costs calculation
- (12:30 - 13:30 Lunch)
- 13:30 - 14:30**      **The Hitchhiker's Guide to the Financial Rules of Horizon 2020**  
**Part 2: The Practicalities - CONTINUED**
- 14:30 - 15:15**      **The Hitchhiker's Guide to the Financial Rules of Horizon 2020**  
**Part 3: The Easy stuff**  
    Funding Rates  
    Receipt calculations  
    Guarantee Fund  
    Certificates on Financial Statements, Certificate on Methodology, etc.  
    Payments and Exchange rates
- (15:15 - 15:30 Coffee break)
- 15:30 - 17:00**      **Workshop: Financial Reporting - Part 1**  
**Introduction** - Participants will prepare a financial statement for a virtual Horizon 2020 project, based on "dummy" invoices, salary slips, receipts and bills, time records and certificates, which are generated individually for each participant.

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DAY 2

- 09:00 - 10:30**      **Workshop: Financial Reporting - Part 2**
- (10:30 - 10:45 Coffee break)
- 10:45 - 12:00**      **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.
- (12:00 - 13:00 Lunch)
- 13:00 - 14:15**      **How to deal with Financial issues in the Periodic Reports**
- Step-by-step guide on how to report costs, deal with deviations, and internal allocation issues. Handling the EC requests for clarification, suspension of payments and other issues with hands-on approach.
- 14:15 - 15:00**      **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.
- 15:00**              **Final Q&A and closing of event**