

# **HORIZON 2020 Financial Management and Administration**

## **Report of Contributions**

Contribution ID: 1

Type: **not specified**

## **Welcome at the Main Reception bldg 33**

*Tuesday 5 June 2018 08:00 (1 hour)*

Contribution ID: 2

Type: **not specified**

## Event opening

*Tuesday 5 June 2018 09:00 (30 minutes)*

Contribution ID: 3

Type: **not specified**

## **Hitchhiker's Guide to the Financial Rules of Horizon 2020**

*Tuesday 5 June 2018 09:30 (1h 30m)*

### 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

Contribution ID: 4

Type: **not specified**

## **Hitchhiker's Guide to the Financial Rules of Horizon 2020**

*Tuesday 5 June 2018 11:30 (1 hour)*

### 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

Contribution ID: 5

Type: **not specified**

# Lunch

Contribution ID: 6

Type: **not specified**

## **The Hitchhiker's Guide to the Financial Rules of Horizon 2020**

*Tuesday 5 June 2018 13:30 (1 hour)*

Part 2: The Practicalities - CONTINUED

Contribution ID: 7

Type: **not specified**

## **The Hitchhiker's Guide to the Financial Rules of Horizon 2020**

*Tuesday 5 June 2018 14:30 (45 minutes)*

Part 3: The Easy stuff

- Funding Rates
- Receipt calculations
- Guarantee Fund
- Certificates on Financial Statements, Certificate on Methodology, etc.
- Payments and Exchange rates



Contribution ID: **8**

Type: **not specified**

## **Workshop: Financial Reporting –Part 1**

*Tuesday 5 June 2018 15:30 (1h 30m)*

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.

Contribution ID: 9

Type: **not specified**

## **Workshop: Financial Reporting –Part 2**

*Wednesday 6 June 2018 09:00 (1h 30m)*

Contribution ID: **10**

Type: **not specified**

## Understanding the Financial Reports

*Wednesday 6 June 2018 10:45 (1h 45m)*

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.

Contribution ID: **11**

Type: **not specified**

## **How to deal with Financial issues in the Periodic Reports**

*Wednesday 6 June 2018 13:30 (45 minutes)*

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.

Contribution ID: 12

Type: **not specified**

## EC Reviews and Audits

*Wednesday 6 June 2018 14:15 (45 minutes)*

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.

Contribution ID: 13

Type: **not specified**

## **Final Q&A and closing of event**

*Wednesday 6 June 2018 15:00 (1h 30m)*