

Bestpractice for ESIF (EDRF) 0 & 1st level controls

Seventh Meeting of the WG 2 Finance
COST Targeted Network TN1302: BESTPRAC

Author

Jaco de Graaf, Leiden University Medical Center

Outline

- Project preparation/ budget
- Persuasion of internal stakeholders
- The project
- Get ready for the audit
- The big day
- The day after
- Do's and dont's

Project preparation/ budget

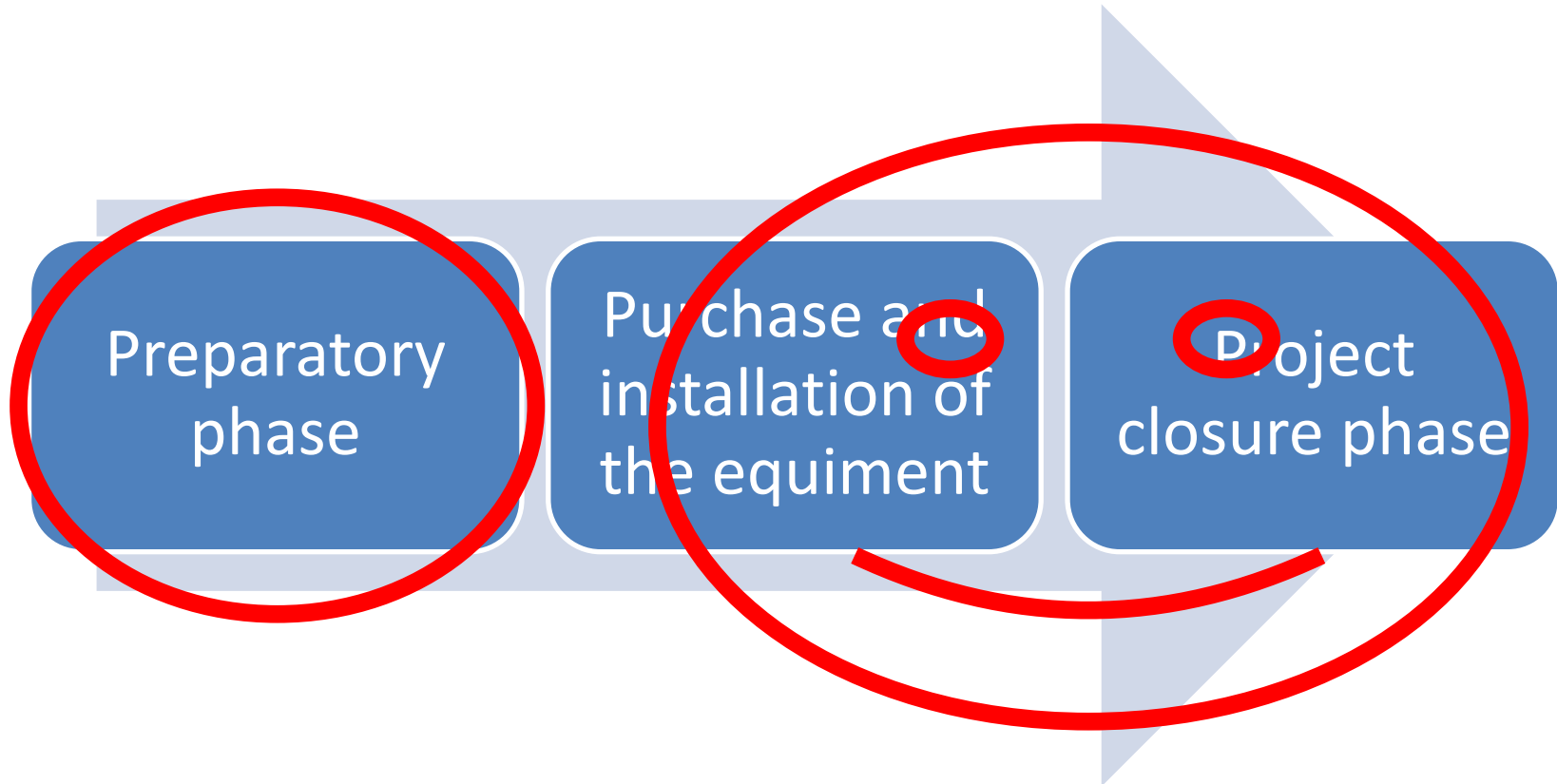
- Be involved from day 1
- Prepare the budget yourself

Persuasion of internal stakeholders

In my case the following colleagues needs to be persuade to follow the ESIF rules...

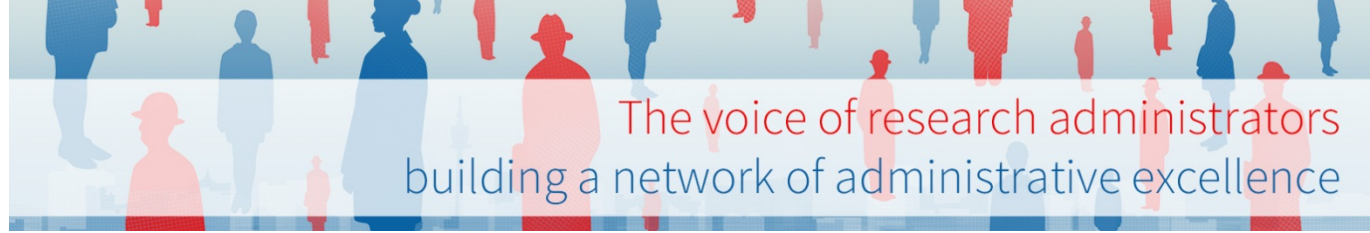
- Projectleader
- Purchasing department
- Manager of the department
- Construction department
- Personnel working on the project
- Colleagues and ... myself 😊

The project



Get ready for the audit

- Preparation of files.
- Complete files: purchase of equipment, duly signed timesheets by employee and manager
- Hardcopy(?) and digital(?)
- Location of the auditing venue
- Presentation of the project by researcher
- If possible: physical visit to the location



The big day

The big day

- Arrange kick-off meeting with agenda.
- First: Presentation of the project by researcher
- Second: Physical visit to the location
- Third: Leave them alone
- After some hours: flash visit of the project leader
- Closing meeting. Confirm open issues, timeline of delivery

The day after

- Plan delivery of open issues
- Get back to normal work again

Do's and dont's

- **BE POLITE**
- Keep physical distance
- Be interested in the auditor
- Invite stakeholders



Thank you!

Questions?