

BESTPRAC Training School “How to manage key financial tasks for H2020 European research and innovation projects: Finance for Beginners”

June 2018

Belgrade

Objectives

This training school is designed for administrative staffs who have been assigned to these tasks, and who:

- are not familiar with the financial rules of H2020 (in the role of partner and/or coordinator), and/or:
- have little or no practical experience or training in how to perform and solve these tasks.

What can you get out of this?

First and foremost, this training school is primarily about practical solutions:

- We will focus on practical examples and exercises.
- Ample time will be set aside for Q&A sessions and discussions.
- We will explain some key financial rules, but the goal is not to present a detailed review of all financial rules of these framework programmes.
- Our goal is to provide you with practical skills for your toolbox, and a step-by-step overview of suggested best practices for the most important financial tasks. The number of participants will be limited to 20 with reimbursement + 20 from Serbia and regional countries without reimbursement. This will allow for active engagement by all participants and one-on-one dialogue during the sessions. Participants have to have basic theoretical or practical background in finance.

All participants are requested to bring their own laptops.

Trainers

Per Inge Andresen, NTNU – Norwegian University of Science and Technology

Wolfram Rieneck, Medical University Innsbruck

Géraldine Léonard, Université d'Orléans

Francesca Tomasi, University of Trento

Darina Zaimova, Trakia University

PROGRAMME

Day 1

4th Jun 2018

12:30 – 12:45 – Registration and coffee

Introduction to H2020

Session will be moderate by Marija Sola Spasić

12:45 - 13:00 - Welcome speech from host institution

13:00 - 13:15 - Bestprac on Serbian

13:15 – 14:00 - Financial management of cross-border, European research projects: What are the practitioner's needs? - Per Inge Andresen

14:00 – 14:30 - Brief presentation of H2020 and relevant documents -

Géraldine Léonard

- Website
- Different type of action
- Reference Documents (e.g. the Grant Agreement)
- Consortium agreements

14:30 - 14:45 - Coffee break

BUDGETING at the proposal stage

Session will be moderated by Mag. Dr. Wolfram Rieneck

14:45 – 15:45 - Budgeting at the proposal stage in H2020 - Wolfram Rieneck

Eligible and non-eligible costs

Cost categories

- Personnel
- Other goods and services
- Subcontracting
- Other third party arrangements

15:45 – 16:30 - Budgeting at the proposal stage in H2020 - Wolfram Rieneck

Budgeting at the proposal stage in H2020 as project partners

Calculate a budget for your own organization - for Research and Innovation Actions (RIA) and Innovation Actions (IA)

Particular considerations for European Research Council (ERC) proposals

Particular considerations for Marie Skłodowska-Curie Action (MSCA) proposals

Budgeting at the proposal stage in H2020 as project coordinator

Calculate the budget for a consortium when your own organization is the coordinator for Research and Innovation Actions (RIA) and Innovation Actions (IA)

Particular considerations for Marie Skłodowska-Curie Action (MSCA) proposals

16:30 - 16:45 - Coffee break

16:45 – 18:00 – Budget preparation exercises - Wolfram Rieneck

Social event:

20:00 - Dinner at Mihailo Restaurant, Obilicev venac 16, Belgrade

Day 2

5th Jun 2018

FINANCIAL MANAGEMENT of cross-border EU projects

Session will be moderate by Per Inge Andresen

9:00 – 10:00 – From Proposal to project in H2020 - Mag. Dr. Wolfram Rieneck

The Grant Agreement preparation

Consortium Agreements

- Research and Innovation Actions (RIA) and Innovation Actions (IA)
- Marie Skłodowska-Curie Action (MSCA)

10:00 – 11:30 The management of a H2020 projects - Per Inge Andresen

Pre-financing and interim payments

Justification of costs incurred, supporting documents (time recording, sound management etc.)

Monitoring the incurred costs against the budget

Monitoring and follow-up of costs vs. budget for the consortium when your own organization is the coordinator

The interaction between the monitoring of project progress and financial monitoring

11:30 - 11:45 - Coffee break

11:45– 13:00 - The management of a H2020 projects - Per Inge Andresen

An example of Best practice/Tips and Tricks

13:00 – 14:00 – Lunch

14:00 - 14:30 - Practical exercise Eligible-non eligible - Géraldine Léonard

FINANCIAL REPORTING

Session will be moderate by Darina Zaimova

14:30 – 15:30 - The financial reporting - Darina Zaimova

Financial reports:

- RIA and IA
- European Research Council
- Marie Skłodowska-Curie

15:30 – 16:30 - Certificate on Financial Statements - Per Inge Andresen

Learn how to deal with Certificate on Financial Statements

- The Grant Agreement requirements
- The Auditors
- The Check lists

Learn how to report costs for a consortium for a project (as coordinator)

16:30 – 16:45 - Coffee break**16:45 – 18:00 – Practical exercise on financial reporting - Darina Zaimova****Social event:****19:30 - 20:30 - Free City walk through Belgrade****20:45 - Dinner at Restaurant on the river (walking together after the City Tour)****Day 3****6th Jun 2018****AUDIT PROCEDURE**

Session will be moderate by Francesca Tomasi

9:00 – 09:45 – The audit carried out by the EC, one of its Agencies, or auditors appointed by them - Francesca Tomasi

The Audit procedure according to MGA

How to be prepared for an H2020 Audit (based on UniTrento experience)

H2020 CHECK LIST of eligibility criteria

BESTPRAC relevant documents

09:45 - 10:30 - Practical audit experience - Per Inge Andresen**10:30 – 12:00 - "Be an auditor yourself"– practical exercise - Francesca Tomasi****12:00 – 12:30 - What it means to be a H2020 coordinator - Wolfram Rieneck****12.30 – 13.00 CONCLUDING Q&A SESSION****13:00 – 14:00 LIGHT LUNCH****Host organisation****Centre for promotional of science****Contact details****Local organizer:** Marina Matovic, Mail: mmatovic@cpn.rs

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