

Horizon Europe/ H2020 Master of Finance and EC Audits

**21-23 February 2023
Lisbon, Portugal**

AGENDA**DAY1****21st February**

- 08:45 – 09:00** **Registration and Welcome**
- 09:00 – 09:30** **Event Opening**
- 09:30 – 10:30** **Hitchhiker's Guide to the Financial Rules Part 1: Warming Up**
- Detailed introduction to the financial rules of Horizon Europe and H2020 with real-life examples:**
- Basic facts – funding schemes: cost reporting vs lump-sum funding
 - Importance of the budget and of the resources considering reporting
 - 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
- (10:30 – 11:00 Coffee Break)*
- 11:00 – 12:45** **Hitchhiker's Guide to the Financial Rules Part 2: Direct Personnel Costs**
- Introducing the cost categories
 - Changes of cost categories in Horizon Europe
 - Personnel costs calculations – showing ALL the possible ways:
 - Employees and other employment contracts
 - Financial year-based vs monthly calculation vs daily rate calculation
 - Number of productive hours to consider
 - Measuring days (HE) and hours (H2020) – how to handle?
 - Transforming hours into days?
 - And many more....
- (12:45 – 14:00 Lunch Break)*
- 14:00 – 15:15** **Hitchhiker's Guide to the Financial Rules Part 3: Direct Personnel Costs**
- Personnel cost calculation showcase for employees – how to maximise costs?
 - Additional and project-based remuneration
 - Bonuses, fringe-benefits, and other complements
 - Unit-based personnel costs calculation
 - Missing resources in personnel? - In-house consultants and seconded employees
 - SME-owner rates
 -
- (15:15 – 15:30 Coffee break)*

- 15:30 – 16:15** **Hitchhiker's Guide to the Financial Rules Part 4: Subcontracting and Purchase costs, Research facility costs**
- Subcontracting and other third parties – what is what?; Special third-party protocols;
 - Purchase costs vs. Other direct costs – what's the difference?
 - Travel costs – what to consider?
 - Consumables and small services;
 - Equipment and assets – calculating the costs of the research infrastructure;
 - Internally invoiced items
- 16:15 – 17:00** **Hitchhiker's Guide to the Financial Rules Part 5**
- Indirect costs – does it need to be proved?
 - Funding Rates and Receipt calculations;
 - Certificates on Financial Statements, Certificate on Methodology, etc. System and Process Audits;
 - Guarantee Fund vs Mutual Insurance Mechanism; Payments and the exchange rates.
- 17:00 –** **Extended Q&A session**

AGENDA - DAY2

22nd February

- 09:00 – 12:00** **Workshop – Financial Reporting of Horizon projects**
- Introduction** - Participants will prepare a financial statement for a virtual Horizon Europe project, based on "mock-up" invoices, salary slips, receipts and bills, time records and certificates, which are generated individually for each participant.
- (12:00 – 13:00 Lunch Break)*
- 13:00 – 14:15** **Understanding the Financial Reports – Part I.**
- 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.
- (14:15 – 14:45 Coffee Break)*
- 14:45 – 15:30** **Understanding the Financial Reports – Part II.**
- Showing the effect of different calculation protocols on personnel costs (employees), pros and cons of the different approaches
- How to report "tricky" costs? Unforeseen subcontracting, exceeding expenses, reallocation of costs during reporting
- 15:30 – 16:30** **How to submit the perfect Cost statement?**
- 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.
- 16:30** **Extended Q&A session**

AGENDA**DAY 3****23rd February****09:00 – 09:15****Workshop: The EC Audit – Kick-off Meeting: Briefing of the "Auditors"**

The Participants (now as Auditors) are briefed about the Workshop – introducing the audited company, its accounting and management principles, and the project that is being checked. Defining the scope of the Workshop **competition!** 😊

09:15 – 12:30**Workshop: The EC Audit**

Participants become EC Auditors – all participants in small group of 4-5 each receive a tailor-made HE/H2020 project documentation, including Financial Statements (Form Cs), full financial background documentation, a project periodic report and other supporting documentation for a virtual H2020/HE project.

The primary objective is to identify the mistakes and/or miscalculations in favour of both the EC and the Beneficiary, and to summarise them in a Draft Audit Report.

(10:30 – 10:45 Coffee break) / (12:30 – 14:00 Lunch break)

14:00 – 15:30**Analysis of the Workshop**

Discussing the findings of the audit process, finalising the Draft Audit Report. Possible consequences and outcomes of the EC Audits. Announcing the winner group of the workshop

15:30 – 16:00**EC Financial Audits in theory and in practice**

Learn how to avoid errors in the financial administration and reporting of your H2020/HE project; and about the typical mistakes and systematic errors in personnel costs that may lead to significant losses. Understand the processes before, during and after of EC financial audits; and get an insight to the on-site audit process and to managing it successfully!

16:00**End of the course**