

PROJECT MANAGEMENT AND REPORTING IN HORIZON 2020 AND HORIZON EUROPE

All you need to know about management and reporting

Online live course

9 June 2020

Online from 09:00 till 16:30

AGENDA - DAY 1

08:30 - 09:00 Accessing Zoom Online Meeting Room

09:00 - 09:15 Event Opening

Krisztina Tóth, Managing Director, Europa Media Innovations

Setting up the Project Management mindset: Brief introduction to the course, the trainers, and a bit of insight about us coordinating various projects in the last years.

09:15 - 10:00 The good Consortium Agreement - the project management perspective

Krisztina Tóth, Managing Director, Europa Media Innovations

This presentation will introduce each section of the Consortium Agreement from the project management perspective. Through our real-life examples, we will explain what and how needs to be included in a good CA that can help to avoid or smoothly manage the problems that arise during the implementation of your project.

10:00 - 10:30 Essential tools and “weapons” of a top-notch coordinator

Frosina Ilievska, Senior Project Manager, Europa Media

Having a good management system supported by clear and practical tools will enable you to efficiently develop your project results. We will show you the most essential tools that we crafted based on our extensive experience with managing projects and various consortiums: Internal technical and financial report; Budget monitoring; IP management, Data management, assessing the D&C activities of the partners.

(10:30- 10:45 Break for a coffee, late breakfast or other)

10:45 - 11:15 Communication and Dissemination: Things you wish you had known before the first periodic report.

Francesca Monaco, Communication Strategist, EMG Group Plc.

What does a communication manager need to effectively support the project activities? How can we set up a good communication plan & make the partners part of it from the beginning? At proposal stage, learn to select the right KPIs and stick to them along the way (unless reviewers change their mind!). Agree with partners how to collect their C&D numbers across the project and avoid last-minute confusion. Let's look at how to fill out the Dissemination table on the EU portal. Be ready for tweaks and changes in the Communication strategy and learn to anticipate reviewers' suggestions.

11:15 - 12:30 Essentials of the financial rules in Horizon 2020 and Horizon Europe

Gabor Kitley, Founder and CEO of Europa Media Group Plc.

Brief introduction to the essentials of the financial rules in Horizon 2020 and Horizon Europe: to make sure you get things right from the very beginning: How to harmonise national accounting protocols with the H2020/HEU Grant Agreement articles. Budgeting and planning: Why it is the most crucial part? What is a cost reimbursement? What is lump sum financing? Actual costs and unit costs? Which one should I choose? What makes any cost eligible? How to make them eligible? Linking a cost to the project? What makes them direct costs? Can I report indirect costs? If not, why not?

(12:30 - 13:30 Break for actual lunch)

13:30 - 15:00

Reporting obligations: Continuous reporting, Periodic Report, Final Report, Review meeting and some hints about reporting in Horizon Europe I.

Krisztina Tóth, Managing Director, Europa Media Innovations

Let's connect the dots. Good CA, effective monitoring tools, well planned D&C and a good basic knowledge of your partners in finances is essential for a smooth reporting. In this session we will introduce the main steps and the responsibilities of the partners in the continuous reporting. We will discuss when and how the internal reporting should be completed to be able to identify "problems". We will introduce the how to prepare the periodic technical and financial reports: what to and how to report, irregularities and deviation management, internal quality assurance, tips for effective internal management of your partners and their reporting obligations.

EU assessment of the periodic report: typical mistakes in the periodic report. Showcase of a real H2020 periodic report, suspension of the payment letters. In this presentation we will give you tips on how to be prepared for the review meeting. We close the presentation by sharing some information with you about the reporting obligations in Horizon Europe.

(15:00 - 15:15 Break for another coffee, you will need it)

15:15 - 16:00

Reporting obligations: Continuous reporting, Periodic Report, Final Report, Review meeting and some hints about reporting in Horizon Europe I.

16:00 - 16:30

Q&A