

Horizon Europe Project Management and Financial Reporting

**13-14 December 2022
Budapest, Hungary**

AGENDA

Day 1

13th December

08:30 – 09:00

Arrival of participants

09:00 – 09:30

Event Opening and introduction to the course

09:30 – 11:00

The legal obligations – from the GA to the CA

Understanding your obligations coming from the Grant Agreement and the Consortium Agreement is essential. This presentation will introduce those articles of the GA and sections of the CA from the project management perspective that need to be considered the most during the implementation of your projects: such as financial clauses, budget distribution and management, dealing with defaulting parties, ownership of the results, access rights, IPR issues etc.

(11:00 – 11:15 Coffee Break)

11:15 – 12:30

Innovation management in Horizon Europe: IP and Exploitation

Introduction to the innovation management activities in Horizon Europe projects including best practices to make the most out of your project results. How to follow IP development, capture and manage results? Assess novelty element and innovation deployment potential. Exploitation routes – what suits the best? How to protect your IP? Deep dive into the EC services to boost your exploitation efforts.

(12:30 – 13:30 Lunch break)

13:30 – 15:30

Introduction to the financial rules of Horizon Europe and H2020

Basic facts

- Funding schemes: cost reporting vs lump-sum funding; Eligible and non-eligible costs with comparison and all exceptions; Direct and indirect costs; Cost categories - Changes in cost categories in Horizon Europe

Personnel costs calculations

- Employees and other employment contracts; Financial-year based/monthly based calculation vs the HE daily-rate calculations; Number of productive hours to consider; Measuring days (HE) and hours (H2020); Transforming hours into days? Personnel cost calculation showcase for employees; Additional and project-based remuneration; Bonuses, fringe-benefits, and other complements; Unit-based personnel costs calculation; In-house consultants and seconded employees; SME-owner rates

Subcontracting and Purchase costs, Research facility costs

- Subcontracting and other third parties; Purchase costs vs. Other direct costs; Travel costs; Consumables and small services; Equipment and assets; Internally invoiced items.

Other to consider

- Indirect costs; Funding Rates and Receipt calculations; Certificates on Financial Statements, Certificate on Methodology, etc. System and Process Audits; Payments and Exchange rates

(14:30– 14:45 Short break)

End of Day 1

AGENDA**DAY 2****14st December****9:00 – 10:00****Reporting from A to Z: Continuous reporting**

In this session, we will introduce the responsibilities of the partners and the coordinator in the Horizon Europe Continuous Reporting. Powerful templates and tools for coordinators to collect the necessary data for the Continuous reporting. Detailed step-by-step introduction to the Continuous reporting function of the Funding and Tenders Portal.

10:00 – 10:45**Reporting from A to Z: Internal reporting**

Internal reporting: What is internal reporting? How to make the internal reporting mandatory? When and how the internal reporting should be completed to be able to identify "problems".

Workshop I.: Typical mistakes in the financial report

Participants will analyse an internal financial report to find typical errors and calculation mistakes.

(10:45-11:00 Coffee Break)

11:00 – 12:30**Reporting from A to Z: Periodic Report: Technical and financial report**

Detailed introduction on how to prepare the H2020 periodic technical and financial reports: what to and how to report, irregularities and deviation management, internal quality assurance, tips and tools for effective internal management of your partners and their reporting obligations. [Introduction to novelties of Horizon Europe Periodic Reporting](#).

EU assessment of the periodic report: typical mistakes in the periodic report. Showcase of a real periodic, suspension of the payment deadline letters.

(12:30 – 13:30 Lunch Break)

13:30 – 14:30**Reporting from A to Z: Last Periodic Report, Project Closure, and the Review Meeting**

What we have to do differently in the last reporting period? How shall we distribute the balance payment and the amount from the Guarantee Fund / Mutual Insurance Mechanics? How to get prepared for the Review meeting?

(14:30 – 14:45 Coffee break)

14:45 – 16:00**Project Management case studies and scenarios**

Let's see how we can put into practice what we have learned over the past two days. In the last part of the training, we will go through various project management cases that have happened in our own projects. Together we will go through the scenarios and discuss how to deal with such situation and what tools we have at our disposal as a partner or as a coordinator. Get ready for advanced scenarios!

End of Day 2