

Horizon Europe Project Management and Financial Reporting

Face-to-Face

27-29 September, 2022
Brussels

Horizon Europe Project Management and Financial Reporting

AGENDA Day 1

27th Sept

08:30 – 09:00

Arrival of participants

09:00 – 09:30

Event Opening and introduction to the course

09:30 – 10:30

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.

(10:30 – 10:45 Coffee Break)

10:45 – 12:00

Data management plan, PEDR and Open science

This presentation provides a comprehensive overview of the two key deliverables of the first phase of the project: Data Management Plan (DMP) and the Plan for Dissemination Exploitation of the Results including Communication (PEDR). We will present the EC rules for preparing the data management plan and give examples of good practices for the preparation of the PEDR. During the session, we will also discuss in detail the Open Science: obligations and the open science practices. Research Data Management practices. EU support for Open Access. Brief introduction to OpenAIRE, Open Research Europe, European Open Science Cloud.

(12:00– 12:15 Short break)

12:15 – 13:00

Novelties in innovation management in Horizon Europe

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.

(13:00 – 14:00 Lunch break)

14:00 – 16:00**Reporting from A to Z: Continuous reporting**

In this session, we will introduce the main steps and the responsibilities of the partners and the coordinator in the Horizon Europe Continuous Reporting. Powerful templates and tools for coordinators. Internal reporting: when and how the internal reporting should be completed to be able to identify "problems".

(15:15– 15:30 Break for a coffee)

Workshop I.: Typical mistakes in the financial report

Participants will analyse several financial reports to find typical errors and calculation mistakes.

End of Day 1**AGENDA****DAY 2****28th Sept****9:00 – 10:15****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.

(10:15 – 10:30 Coffee break)

10:30 – 11:00**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?

(11:00 – 11:15 Technical break)

11:15 – 12:30**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
- Cost categories - Changes in cost categories in Horizon Europe

(12:30 – 13:30 Lunch Break)

13:30 – 16:00

Hitchhiker's Guide to the Financial Rules Part 2: Direct Personnel Costs

Personnel costs calculations – showing the possible ways

- 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) – how to handle?
- Transforming hours into days?
- 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

(14:45 – 15:00 Coffee Break)

End of Day 2

AGENDA

DAY 3
29th Sept

9:00 – 10:00

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

(10:00 – 10:15 coffee break)

10:15 – 11:00

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 Exchange rates

11:05 – 12:30

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. The full package will be downloadable or sent to the participants on Day1 and shall be solved individually as homework.

(12:30 – 13:30 Lunch Break)

13:30 – 14:45

Understanding the Financial Reports

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.

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

(14:45 – 15:00 One last coffee to survive...)

15:00 – 16:00

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.

End of Course