

Project Management and Reporting in Horizon 2020 & Horizon Europe

*How to manage your actual cost and lump
sum projects?*

27-28 April 2023
Charles University, Prague, Czech Republic

AGENDA

DAY 1

08:30 – 09:00

Arrival of participants

09:00 – 09:15

Event Opening and introduction

09:15 – 10:45

The legal obligations – from GA to CA*Iasmina Cioroianu, Project Manager, Europa Media*

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: financial clauses, budget distribution and management, dealing with defaulting parties, ownership of the results, access rights, IPR issues, etc.

(10:45 – 11:00 Break for a coffee)

11:00 – 12:15

IP, Exploitation and Innovation management in running projects.*Krisztina Toth, Managing Director, Europa Media Innovations*

Introduction to the **innovation management** activities in Horizon Europe projects including best practices to make the most out of your project results. During this presentation we will discuss how innovation management is linked to the daily management and the reporting activities; how to follow IP development, **capture and manage results**; how to assess novelty elements and how to **decide on the best exploitation route**. Our trainers will also show you several examples from their own projects and will deep dive into the **EC services to boost your dissemination and exploitation efforts**.

(12:15 – 13:00 Lunch break)

13:00 – 13:45

Plan for Exploitation and Dissemination of Results inc. Communication (PEDR)*Iasmina Cioroianu, Project Manager, Europa Media*

One of the **first deliverables you need to prepare by M6** the latest for your new Horizon Europe project is the **PEDR** based on the draft version included in the proposal. It is a strategic, live document, introducing all the key dissemination, exploitation and communication activities and measure planned to support the achievement of the expected outcome and the long term impact of the project. In this presentation, **our trainers give you a number of practice-based tips on how to build your PEDR, what exactly to include and in what format**. Our trainers will also show you several examples from their own projects.

(13:45 – 14:00 Break for a coffee)

14:00 – 15:15

Basic financial rules of Horizon Europe and H2020

Krisztina Toth, Managing Director, Europa Media Innovations

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?

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

15:15- 15:30

Remaining questions

15:30

End of Day 1

9:00 – 10:30**Reporting from A to Z: Continuous Reporting***Iasmina Cioroianu*

In this session, we will introduce all the tabs of **Horizon Europe Continuous Reporting tool** and discuss what has changed compared to H2020. Our trainers will introduce the responsibilities of the partners and the coordinator in the Continuous Reporting and showcase powerful **templates and tools for coordinators**. **Internal reporting**: when and how the internal reporting should be completed to be able to identify “problems”.

(10:30 – 10:45 Break for a coffee)

10:30 – 11:15**Workshop: Typical mistakes in the internal financial report in Horizon Europe***Krisztina Toth*

Participants will look for typical errors and calculation mistakes in an internal financial report.

(11:15 – 11:30 Short break)

11:30 – 12:30**Project management and reporting of lump sum projects***Krisztina Toth*

- Grant preparation of your lump sum projects – good to know!
- Tips to specify lump sum features in your Consortium Agreement;
- Changes in your lumps sum project implementation – How to **amend your lump sum grant**?
- How to **report your lump sum project**? Detailed introduction to the periodic reporting.
- How to deal with **partially completed work packages**? How to report deviations of your lump sum projects?
- Keeping records – list of docs you need, and you don't need to keep;
- **Payment schedule** – Partial payment.

(12:30 – 13:30 Lunch break)

13:30 – 15:30

Reporting from A to Z: Periodic Reporting and Review meeting

Krisztina Toth

Detailed introduction on how to prepare the **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. Detailed comparison of H2020 vs 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.

(14:30 – 14:45 Break for a coffee)

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 payment of the balance and the amount from the Guarantee Fund / Mutual Insurance Mechanism? How to get prepared for the Review meeting?

15:30

Remaining questions, end of course.