

Horizon 2020

Financial Rules and Reporting

8-9 April 2019

Brussels, Belgium

Horizon 2020 Financial Rules and Reporting

AGENDA

DAY 1

- 10:30 – 10:45 Registration and Welcome
- 10:45 – 11:00 Event opening
- 11:00 – 12:30 Hitchhiker's Guide to the Financial Rules of Horizon 2020 Part 1: The Basics
Gabor Kitley, CEO, EMG Group
- Detailed introduction to the financial rules of H2020 with real-life examples:
- Basic facts
 - Importance of the budget and of the resources
 - Cost vs Price principle
 - 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
- (12:30 – 13:15 Lunch break)
- 13:15 – 14:45 Hitchhiker's Guide to the Financial Rules of Horizon 2020 Part 2/1: The Practicalities
Gabor Kitley, CEO, EMG Group
- Introducing the cost categories
- Personnel costs calculations – showing the possible ways:
 - Employees and other employment contracts
 - Financial-year based vs monthly-based calculation
 - Number of productive hours to consider
 - Additional remuneration
 - Bonuses, fringe-benefits and other complements
 - Unit-based personnel costs calculation
 - In-house consultants and seconded employees
 - SME-owner rates
- (14:45 – 15:00 Coffee break)
- 15:00 – 16:00 The Hitchhiker's Guide to the Financial Rules of Horizon 2020 Part 2/2: The Practicalities
- Subcontracting and other third parties
 - Travel costs, Consumables vs. Overheads
 - Equipment and assets
 - Internally invoiced items
 - Indirect costs calculation
- 16:00 – 16:30 The Hitchhiker's Guide to the Financial Rules of Horizon 2020 Part 3: The Easy stuff
- Funding Rates
 - Receipt calculations
 - Guarantee Fund
 - Certificates on Financial Statements, Certificate on Methodology, etc.
 - Payments and Exchange rates
- 16:30 – 17:00 Individual consultancies, Q&A session

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DAY 2

09:00 – 11:30

Workshop: Financial Reporting

Introduction - Participants will prepare a financial statement for a virtual Horizon 2020 project, based on “dummy” invoices, salary slips, receipts and bills, time records and certificates, which are generated individually for each participant.

(10:15 – 10:30 Coffee break)

11:30 – 13:00

Understanding the Financial Reports

Gabor Kitley, CEO, EMG Group

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.

(13:00 – 13:45 Lunch)

13:45 – 15:00

How to deal with Financial issues in the Periodic Reports -

Gabor Kitley, CEO, EMG Group

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.

15:00–16:00

Final Q&A session