TRAININGS

Typical mistakes in the periodic financial report

23 February 2026
Webinar

AGENDA

08:45 – 09:00 **Accessing the ZOOM Online Meeting Room**

09:00 – 09:15 **Event opening and introduction to the course**

09:15 – 10:00 **Overview of the Periodic reporting progress**

In this presentation we will briefly introduce the Periodic Reporting process and the roles and responsibilities of the partners and the coordinator. We will discuss who is responsible for what.

(10:00 – 10:15 Coffee Break)

10:15 – 11:00 **How to get your partners prepared for periodic reporting**

Preparing the periodic report in 60 days is a great challenge for the consortium. We need to write an excellent report in 60 days, covering all the activities carried out, where the costs reported in the financial report are in perfect alignment with the technical report,

After making an introduction to key financial rules – such as daily rate calculation, we will go in depth and discuss how to prepare partners for the financial report and how to explain to them the connection between the financial and technical report, what should be considered as a deviation and why it is important to explain it properly – also in terms of tasks as well as finances.

In this presentation, we will share our own tools and templates to make your work easier and more efficient. Our experts will share tips on how to check your Partner's financial report and identify deviation.

(11:00 – 11:15 Coffee Break)

11:15 – 11:45 **Typical mistakes in the periodic financial report**

This will be a very hands-on session with examples from Suspension of the payment deadline letters of our own projects. Through the examples we will show what are the real typical mistakes in periodic financial reports and how they could be avoided.

11:45 – 12:00 **Final Q&A and close of event**