



## ESPON 2013 Programme

# 7<sup>th</sup> Financial Managers Seminar

3 May 2012  
8h30 – 17h00  
Bern, Switzerland

### Venue

Natural History Museum  
Bernastrasse 15  
CH-3005 Bern  
Bern, Switzerland

### Preliminary Agenda

Version 22 February 2012

## Overview

The Financial Managers Seminar aims at informing about e.g. eligibility rules, contracting, reporting and monitoring procedures, as well as administrative, legal and practical matters concerning project coordination and management of approved projects.

## Audience

Invitees are all Financial Managers of the Lead Partners and Project Partners as well as the First Level Controllers of centralized control systems, representatives of Central Approval Bodies and designated Controllers of decentralized control systems.

## Agenda

### Thursday 3 May 2012 – Room “Vortragssaal”

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| 08:30 - 09:00 | Registration and welcome coffee  |
| 09:00 - 09:10 | <b>Welcome of the participants, presentation of the agenda</b><br><i>Sara Ferrara, Cluster Coordinator Programme, Finance and Budget - ESPON CU</i>  |
| 09:10 - 09:30 | <b>Introduction:</b> Legal framework, eligibility period, reporting procedure, flow<br><i>Sara Ferrara, Cluster Coordinator Programme, Finance and Budget - ESPON CU</i>                                 |
| 09:30 - 10:30 | <b>Financial progress reports (1st part):</b> Reporting expenditure, eligibility, audit trail<br><i>Jozsef Szarka, Financial Expert - ESPON CU</i><br><i>Mélanie Donjon, Financial Expert - ESPON CU</i> |
| 10:30 - 11:00 | Coffee break   |
| 11:00 - 12:00 | <b>Financial progress reports (2nd part):</b> Reporting expenditure, eligibility, audit trail<br><i>Jozsef Szarka, Financial Expert - ESPON CU</i><br><i>Mélanie Donjon, Financial Expert - ESPON CU</i> |
| 12:00 - 12:30 | <b>First level control documents</b><br><i>Sara Ferrara, Cluster Coordinator Programme, Finance and Budget - ESPON CU</i>  |
| 12:30 - 12:45 | <b>Second Level Audit and other controls</b><br><i>Mélanie Donjon, Financial Expert - ESPON CU</i>   |
| 12:45 - 13:00 | <b>Guidance on the implementation of EC publicity requirements</b><br><i>Sara Ferrara, Cluster Coordinator Programme, Finance and Budget - ESPON CU</i>  |
| 13:00 - 14:00 | Networking lunch   |

### Parallel sessions

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| 14:00 - 16:00 | <b>Session A. Room “Kursraum”;</b> Target group: Projects Financial Managers<br>Common errors and main reasons for rejection of progress reports. Q&A<br><i>Jozsef Szarka, Financial Expert - ESPON CU</i>  |
| 14:00 - 16:00 | <b>Session B. Room “Konferenzraum”;</b> Target Group: First Level Controllers<br>How to do the control of documents. Q&A<br><i>Sara Ferrara, Cluster Coordinator Programme, Finance and Budget - ESPON CU</i><br><i>Mélanie Donjon, Financial Expert - ESPON CU</i> |
| 16:00 – 17:00 | Networking and exchange of experience   |