

# Workshop on Horizon Europe Project Management and Financial Reporting

4 - 6 December 2024

Location: Kmetijski inštitut Slovenije, Hacquetova ul. 17, 1000 Ljubljana

This workshop is designed for researchers and project management office staff to learn how to manage projects Horizon Europe, prepare financial reports and look at financial audits in theory and practice. The workshop will be led by renowned trainers, Krisztina Tóth and Gábor Kitley from Europa Media Trainings Ltd. (part of EMG Group) from Budapest, Hungary.

## Programme:

Day 1		4 December 2024
08:40- 09:00	<b>Registration</b>	
09:00 – 09:15	<b>Event Opening and introduction to the course</b>	
09:15 – 10:15	<b>The legal obligations – from the GA and CA</b>	
10:15 – 10:30	Coffee break	
10:30 – 11:00	<b>Introduction to lump sum funding – I wish I had known at proposal stage</b>	
11:00-12:00	<b>Project management and reporting of lump sum projects</b>	
12:00 – 12:45	Lunch break	
12:45 – 13:45	<b>HE actual cost grant reporting from A-Z: Continuous reporting, Periodic Report, Final Report, and the Review meeting</b>	
13:45 – 14:00	Coffee break	
14:00 – 15:30	<b>Hitchhiker's Guide to the Financial Rules Part 1: Warming Up</b>	
Day 2		5 December 2024
19:00 – 10:30	<b>Hitchhiker's Guide to the Financial Rules Part 2: Direct Personnel Costs</b>	
10:30 – 11:00	Coffee break	
11:00 – 12:45	<b>Hitchhiker's Guide to the Financial Rules Part 3: Direct Personnel Costs</b>	
12:45 – 13:30	Lunch break	
13:30 – 14:15	<b>Hitchhiker's Guide to the Financial Rules Part 4: Subcontracting and Purchase costs, Research facility costs</b>	
14:15 – 14:45	<b>Hitchhiker's Guide to the Financial Rules Part 5</b>	
14:45 – 15:00	Coffee break	
	<b>Workshop – Financial Reporting of Horizon projects</b>	
15:00 – 17:00	<b>Introduction</b> - 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.	

<b>Day 3</b>		<b>6 December 2024</b>	
9:00 – 10:30		<b>Understanding the Financial Reports – Part I.</b>	
10:30 – 10:45		Coffee break	
10:45 – 11:30		<b>Understanding the Financial Reports – Part II.</b>	
11:30 – 12:10		Lunch break	
		<b>Workshop – The EC Audit</b>	
12:15 – 14:15		<p>Participants become EC Auditors – all participants in small groups of 4-5 each receive a tailor-made HE/H2020 project documentation, including Financial Statements (Form Cs), full financial background documentation, a project periodic report and other supporting documentation for a virtual H2020/HE project. The primary objective is to identify the mistakes and/or miscalculations in favour of both the EC and the Beneficiary and to summarise them in a Draft Audit Report.</p>	
14:15 – 14:30		<b>Coffee break</b>	
14:30 – 16:00		<b>Analysis of the Workshop &amp; end of course</b>	