

The Agricultural Institute of Slovenia is inviting you to the workshop

# 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. The event will be held in English and is free to attend.

## 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> Understanding your obligations coming from the Grant Agreement and the Consortium Agreement is the essential first step before your project starts. This presentation will introduce those articles of the GA and sections of the CA that need to be considered the most during the implementation of your projects: financial clauses, budget distribution and management. Defining Background, Results and IPR issues.
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> Work package distribution and timing of the work packages considering the payment system. What to do with horizontal work packages? Dependences between work packages? Showcasing a proposal that will be problematic during implementation. Extracts from lump sum ESRs.
11:00-12:00	<b>Project management and reporting of lump sum projects</b> Grant preparation of your lump sum projects – things 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 periodic reporting. How to deal with partially completed work packages? How to report deviations in your lump sum projects? Keeping records – list of docs you need, and you don't need to keep. Payment schedule – Partial payment.
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> When the implementation of our project starts, we should pay attention to the reporting obligations. In this session we will go through the steps necessary for a smooth reporting. We will introduce the main steps and the responsibilities of the partners in the Continuous Reporting, support tools offered by the European Commission, followed by a detailed introduction on how to prepare the periodic technical and touching upon financial reports. Throughout the presentation, we will also introduce the Horizon Europe novelties when it comes to reporting.
13:45 – 14:00	Coffee break
14:00 – 15:30	<b>Hitchhiker's Guide to the Financial Rules Part 1: Warming Up</b> Detailed introduction to the financial rules of Horizon Europe and H2020 with real-life examples (Basic facts – funding schemes: cost reporting vs lump-sum funding; Importance of the budget and of the resources considering reporting; 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).

Sodelovanje za krepitev uspešnosti projektnih pisarn



Day 2		5 December 2024	
9:00 – 10:30		<b>Hitchhiker's Guide to the Financial Rules Part 2: Direct Personnel Costs</b> <ul style="list-style-type: none"> <li>Introducing the cost categories</li> <li>Changes of cost categories in Horizon Europe</li> <li>Personnel costs calculations – showing ALL the possible ways:</li> <li>Employees and other employment contracts</li> <li>Financial year-based vs monthly calculation vs daily rate calculation</li> <li>Number of productive hours to consider</li> <li>Measuring days (HE) and hours (H2020) – how to handle?</li> <li>Transforming hours into days?</li> </ul>	
10:30 – 11:00		Coffee break	
11:00 – 12:45		<b>Hitchhiker's Guide to the Financial Rules Part 3: Direct Personnel Costs</b> <ul style="list-style-type: none"> <li>Personnel cost calculation showcase for employees – how to maximise costs?</li> <li>Additional and project-based remuneration</li> <li>Bonuses, fringe-benefits, and other complements</li> <li>Unit-based personnel costs calculation</li> <li>Missing resources in personnel? - In-house consultants and seconded employees</li> <li>SME-owner rates</li> </ul>	
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> <ul style="list-style-type: none"> <li>Subcontracting and other third parties – what is what? Special third-party protocols</li> <li>Purchase costs vs. Other direct costs – what's the difference?</li> <li>Travel costs – what to consider?</li> <li>Consumables and small services</li> <li>Equipment and assets – calculating the costs of the research infrastructure</li> <li>Internally invoiced items</li> </ul>	
14:15 – 14:45		<b>Hitchhiker's Guide to the Financial Rules Part 5</b> <ul style="list-style-type: none"> <li>Indirect costs – does it need to be proved?</li> <li>Funding Rates and Receipt calculations</li> <li>Certificates on Financial Statements, Certificate on Methodology, etc. System and Process Audits</li> <li>Guarantee Fund vs Mutual Insurance Mechanism; Payments and the exchange rates</li> </ul>	
14:45 – 15:00		Coffee break	
15:00 – 17:00		<b>Workshop – Financial Reporting of Horizon projects</b> <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.	
Day 3		6 December 2024	
9:00 – 10:30		<b>Understanding the Financial Reports – Part I.</b> 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.	
10:30 – 10:45		Coffee break	
10:45 – 11:30		<b>Understanding the Financial Reports – Part II.</b> Showing the effect of different calculation protocols on personnel costs (employees), pros and cons of the different approaches. How to report "tricky" costs? Unforeseen subcontracting, exceeding expenses, reallocation of costs during reporting.	
11:30 – 12:10		Lunch break	
12:15 – 14:15		<b>Workshop – The EC Audit</b> 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.	
14:15 – 14:30		Coffee break	
14:30 – 16:00		<b>Analysis of the Workshop &amp; end of course</b>	

The event will be photographed and / or filmed for the purpose of promotion or reporting on the event. By participating in the event, you agree to the defined conditions. The processing of personal data takes place in accordance with the applicable National Personal Data Protection Act (NPDPA) and Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data. Directive 95/46 /EC. Photos and recordings of the event will be published on the website or social networks of the Agricultural Institute of Slovenia and project partners, in electronic news, on portals and channels of media houses that will show interest, and in publications and other promotional activities of KIS. Photos will refer to the event as a whole and not to individual attendees. PERSONAL DATA MANAGER: Agricultural Institute of Slovenia, 17 Hacquetova Str., 1000 Ljubljana. STORAGE OF PHOTOGRAPHS AND RECORDINGS: The Agricultural Institute of Slovenia keeps photographs and recordings permanently or until cancellation.