



ESPON 2013 Programme

9th Financial Managers Seminar

19 July 2013
09h00 – 17h00
London, UK

Venue

**Department for Communities and
Local Government**

Eland House
Bressenden Place
London SW1E 5DU

Final Agenda

Version 14 June 2013

Overview

The ESPON Coordination Unit in cooperation with the Central Approbation Body of the United Kingdom, Department for Communities and Local Government, organises the 9th ESPON Financial Managers Seminar.

The special, targeted Financial Managers Seminar aims at supporting Lead and Project Partners with the finalization of their delayed project progress report in order to avoid the risks of financial de-commitment. The seminar gives practical support to Lead and Project Partners by problem solving, pre-checking existing reporting documents and finalization of delayed progress reports.

Audience

Invitees are all Financial Managers of the Lead and Project Partners who are behind schedule and facing delays with the financial reporting.

Important: Due to the particularity of the seminar, having mainly bilateral discussions between the ESPON CU and the Lead/Project Partners, the seminar is organized around 4 main blocks. Please indicate in the registration form in which period of the day you would like to have your consultation to take place. Nonetheless, you are welcome to be present during the entire day and to make use of the coffee and lunch breaks for networking with your partners.

Agenda

London, Friday 19 July 2013 – Press Conference Room

- 08:30 - 09:00 Registration and welcome coffee
- 09:00 - 09:15 **Introduction:** Objectives and scope of the seminar
Sara Ferrara, Cluster Coordinator Programme, Finance and Budget - ESPON CU
- 09:15 - 10:30 **Bilateral consultations between Lead/Project Partners and ESPON CU, pre-checking of reporting documents (BLOCK 1)**
Sara Ferrara, Cluster Coordinator Programme, Finance and Budget - ESPON CU
Melanie Donjon, Financial Expert - ESPON CU
Jozsef Szarka, Financial Expert - ESPON CU
- 10:30 - 11:00 Coffee break
- 11:00 - 13:00 **Bilateral consultations between Lead/Project Partners and ESPON CU, pre-checking of reporting documents (BLOCK 2)**
Sara Ferrara, Cluster Coordinator Programme, Finance and Budget - ESPON CU
Melanie Donjon, Financial Expert - ESPON CU
Jozsef Szarka, Financial Expert - ESPON CU
- 13:00 - 14:00 Lunch (consultation can also continue during lunch break)
- 14:00 - 15:30 **Bilateral consultations between Lead/Project Partners and ESPON CU, pre-checking of reporting documents (BLOCK 3)**
Sara Ferrara, Cluster Coordinator Programme, Finance and Budget - ESPON CU
Melanie Donjon, Financial Expert - ESPON CU
Jozsef Szarka, Financial Expert - ESPON CU
- 15:30 - 16:00 Coffee break
- 16:00 - 17:00 **Bilateral consultations between Lead/Project Partners and ESPON CU, pre-checking of reporting documents (BLOCK 4)**
Sara Ferrara, Cluster Coordinator Programme, Finance and Budget - ESPON CU
Melanie Donjon, Financial Expert - ESPON CU
Jozsef Szarka, Financial Expert - ESPON CU