



ESPON 2013 Programme

6th Financial Managers Seminar

16 – 17 November 2011
Oslo, Norway

Venue

Ministry of Local Government and
Regional Development

Akersgaten 59.
(building R5)
Oslo, Norway

Final Agenda

Version 5 October 2011



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 Approbation Bodies and designated Controllers of decentralized control systems.

Agenda

Wednesday 16 November 2011 – Room “Auditorium”

- 13:00 - 13:30 Registration and welcome coffee
- 13:30 - 13:40 **Welcome of the participants, presentation of the agenda**
Sara Ferrara, Cluster Coordinator Programme, Finance and Budget - ESPON CU
- 13:40 - 14:00 **Introduction:** Legal framework, eligibility period, reporting procedure, flow
Sara Ferrara, Cluster Coordinator Programme, Finance and Budget - ESPON CU
- 14:00 - 15:30 **Financial progress reports (1st part):** Reporting expenditure, eligibility, audit trail
Jozsef Szarka, Financial Expert - ESPON CU
Mélanie Donjon, Financial Expert - ESPON CU
- 15:30 - 16:00 Coffee break
- 16:00 - 17:00 **Financial progress reports (2nd part):** Reporting expenditure, eligibility, audit trail
Jozsef Szarka, Financial Expert - ESPON CU
Mélanie Donjon, Financial Expert - ESPON CU
- 17:00 - 17:30 **First level control documents**
Sara Ferrara, Cluster Coordinator Programme, Finance and Budget - ESPON CU
- 17:30 - 17:45 **Second Level Audit and other controls**
Mélanie Donjon, Financial Expert - ESPON CU
- 17:45 - 18:00 **Guidance on the implementation of EC publicity requirements**
Sara Ferrara, Cluster Coordinator Programme, Finance and Budget - ESPON CU
- 18:00 **Networking**

Thursday 17 November 2011

Parallel sessions

- 08:30 - 09:00 Welcome coffee
- 09:00 - 11:00 **Session A. Room “Auditorium”; Target group: Projects Financial Managers**
Common errors and main reasons for rejection of progress reports. Q&A
Jozsef Szarka, Financial Expert - ESPON CU
- 09:00 - 11:00 **Session B. Room “D2230”; Target Group: First Level Controllers**
How to do the control of documents. Q&A
Sara Ferrara, Cluster Coordinator Programme, Finance and Budget - ESPON CU
Mélanie Donjon, Financial Expert - ESPON CU
- 11:00 - 12:00 Coffee break, Networking and Q&A
- 12:00 Networking lunch