



ESPON 2013 Programme

8th Financial Managers Seminar

7 March 2013
8h30 – 17h00
Athens, Greece

Venue

Electra Palace Hotel Athens
18-20, N. Nikodimou street
10557 Athens
Greece

Final Agenda

Version 15 February 2013

Overview

The ESPON Coordination Unit in cooperation with the Greek ESPON Contact Point, Panteion University of Social and Political Sciences of Athens, organises the 8th ESPON Financial Managers Seminar.

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. The seminar will give special attention to the procedures in relation to project financial closure and winding-up.

Audience

Invitees are all Financial Managers of the Lead 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

Athens, Thursday 7 March 2013 – Room: Ballroom 1

- 08:30 - 09:00 Registration and welcome coffee
- 09:00 - 09:10 **Welcome**
Stella-Sofia Kyvelou-Chiotini, Panteion University of Social and Political Sciences of Athens
- 09:10 - 09:30 **Introduction:** Legal framework, eligibility period, reporting procedure, flow
Sara Ferrara, Cluster Coordinator Programme, Finance and Budget - ESPON CU
- 09:30 - 10:30 **Financial progress reports (1st part):** Reporting expenditure, eligibility, audit trail
Jozsef Szarka, Financial Expert - ESPON CU
- 10:30 - 11:00 Coffee break
- 11:00 - 12:00 **Financial progress reports (2nd part):** Reporting expenditure, eligibility, audit trail
Jozsef Szarka, Financial Expert - ESPON CU
- 12:00 - 12:30 **First level control documents**
Sara Ferrara, Cluster Coordinator Programme, Finance and Budget - ESPON CU
- 12:30 - 12:45 **Second Level Audit and other controls**
Sara Ferrara, Cluster Coordinator Programme, Finance and Budget - ESPON CU
- 12:45 - 13:00 **Guidance on the implementation of EC publicity requirements**
Sara Ferrara, Cluster Coordinator Programme, Finance and Budget - ESPON CU
- 13:00 - 14:00 Networking lunch

Parallel sessions

- 14:00 - 16:00 **Session A. – Room: Ballroom 1; Target group: Projects Financial Managers**
Common errors and main reasons for rejection of progress reports; procedures in relation to project financial closure and winding-up .Q&A
Jozsef Szarka, Financial Expert - ESPON CU
- 14:00 - 16:00 **Session B. – Room Alkyoni; Target Group: First Level Controllers**
How to do the control of documents; procedures in relation to project financial closure and winding-up Q&A
Sara Ferrara, Cluster Coordinator Programme, Finance and Budget - ESPON CU
- 16:00 – 17:00 Networking and exchange of experience