



**ESPON 2013 Programme
Seminar**

3rd Financial Managers Seminar

**19 May 2010
Brussels – Belgium**

Venue

Square Conference Centre
Coudenberg Entrance
The Arc Auditorium
2 Coudenberg
B-1000 Brussels
Belgium

Final Agenda

Version 26-04-2010

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 under the ESPON calls launched in September 2009.

Audience

Invitees are all Financial Managers of the Lead Partners, Project Partners as well as the First Level Controllers of centralized control systems and designated Controllers of decentralized control systems.

Wednesday 19 May 2010

- 09:00 - 09:15 Registration
- 09:15 - 09:20 **Welcome of the participants, presentation of the agenda**
Sara Ferrara, Cluster Coordinator Programme, Finance and Budget - ESPON CU
- 09:20 - 09:30 **Legal framework**
Sara Ferrara, Cluster Coordinator Programme, Finance and Budget - ESPON CU
- 09:30 - 10:00 **Eligibility period and reporting eligible expenditure**
Ann-Gritt Neuse, Financial Assistant - ESPON CU
- 10:00 - 10:45 **Financial progress reports - Financial reporting procedure, reporting forms (1st part)**
Jozsef Szarka, Financial Expert - ESPON CU
- 10:45 - 11:15 Coffee break
- 11:15 - 12:30 **Financial progress reports - Financial reporting procedure, reporting forms (2nd part)**
Jozsef Szarka, Financial Expert - ESPON CU
Sara Ferrara, Cluster Coordinator Programme, Finance and Budget - ESPON CU
- 12:30 - 13:30 Buffet lunch
- 13:30 - 14:00 **Guidance on the implementation of EC publicity requirements**
Sara Ferrara, Cluster Coordinator Programme, Finance and Budget - ESPON CU
- 14:00 - 14:30 **Audit trail, Second Level Financial Control**
Mélanie Donjon, Financial Expert - ESPON CU
- 14:30 - 15:00 Coffee break

Parallel sessions

- 15:00 - 16:00 **Session A. Target Group: First Level Financial Controller**
Controlling the financial and activity reports
Mélanie Donjon, Financial Expert - ESPON CU
Sara Ferrara, Cluster Coordinator Programme, Finance and Budget - ESPON CU
- 15:00 - 16:00 **Session B. Target Group: LP Financial Managers**
First Level Financial Control, Financial flow
Jozsef Szarka, Financial Expert - ESPON CU
Ann-Gritt Neuse, Financial Assistant - ESPON CU
- 16:00 - 16:15 **Conclusions**