



## ESPON 2013 Programme

# 4<sup>th</sup> Financial Managers Seminar

18-19 October 2010  
Leiden – The Netherlands

### Venue

#### Monday 18 October

Leiden University  
Academy building  
Rapenburg 67-73  
Leiden  
The Netherlands

#### Tuesday 19 October

Leiden University  
Kamerling Ohnes building  
Steenschuur 25  
Leiden  
The Netherlands

### Final Agenda

Version 18 October 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 and May 2010.

## Audience

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

## Agenda

### Monday 18 October

- 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 - 17:30 **Financial progress reports (2nd part):** Reporting expenditure, eligibility, audit trail  
*Jozsef Szarka, Financial Expert - ESPON CU*  
*Mélanie Donjon, Financial Expert - 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*

### Tuesday 19 October

#### Parallel sessions

- 08:30 - 09:00 Welcome coffee
- 09:00 - 11:00 **Session A. Classroom A002. Target group: Projects Financial Managers**  
Common errors and main reasons for rejection of progress reports. Q&A  
*Jozsef Szarka, Financial Expert - ESPON CU*  
*Elpida Kotsifaki, Trainee – ESPON CU*
- 09:00 - 11:00 **Session B. Classroom B0031. Target Group: First Level Financial 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 - 11:30 Coffee break
- 11:30 - 12:30 **Networking and Q&A**
- 12:30 Networking lunch