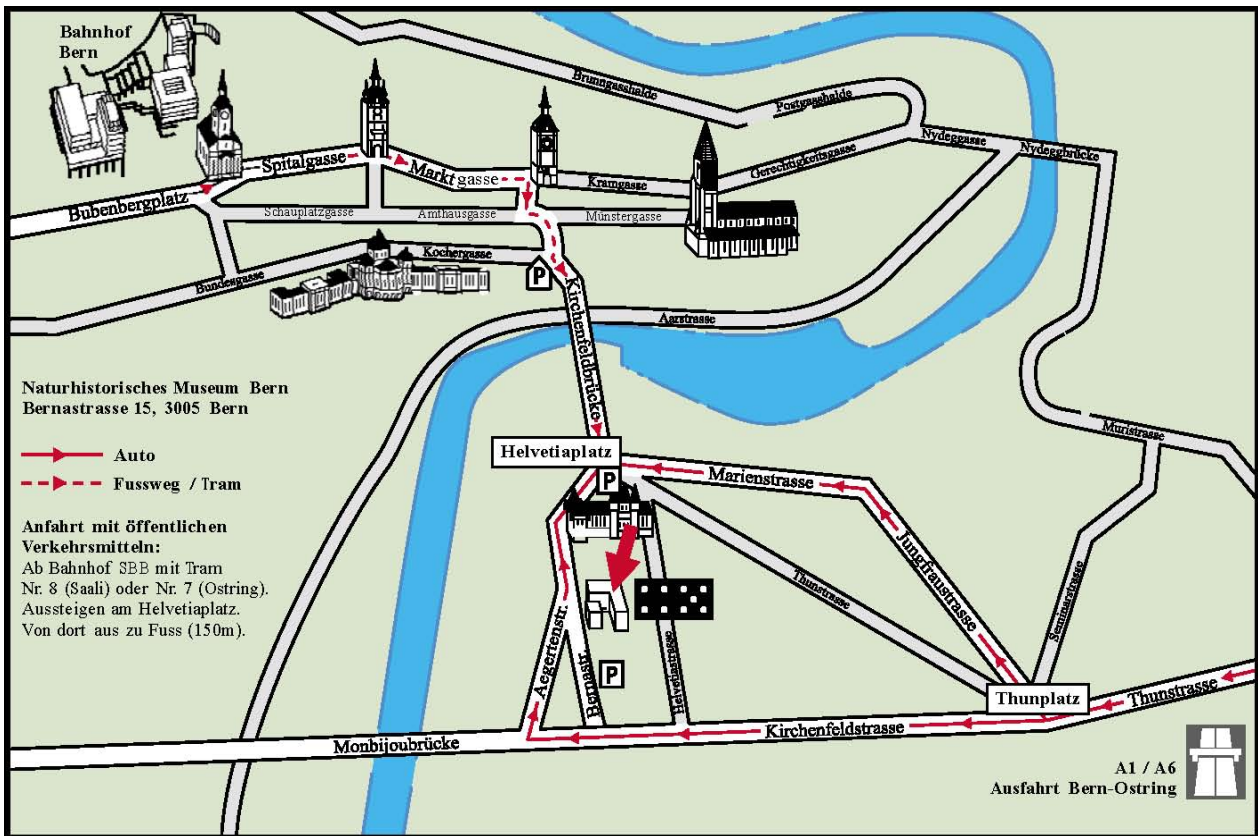


7<sup>th</sup> Financial Managers Seminar  
3 May 2012 in Bern, Switzerland

*VENUE: Natural History Museum,  
Switzerland - Bern, Bernastrasse 15*



**Venue Thursday, 3 May 2012:**

Natural History Museum  
Room "Vortragssaal"



- 08:30 - 09:00 Registration and welcome coffee
- 09:00 - 09:10 **Welcome of the participants, presentation of the agenda**  
*Sara Ferrara, Cluster Coordinator Programme, Finance and Budget - ESPON CU*
- 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*  
*Mélanie Donjon, 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*  
*Mélanie Donjon, 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**  
*Mélanie Donjon, Financial Expert - 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

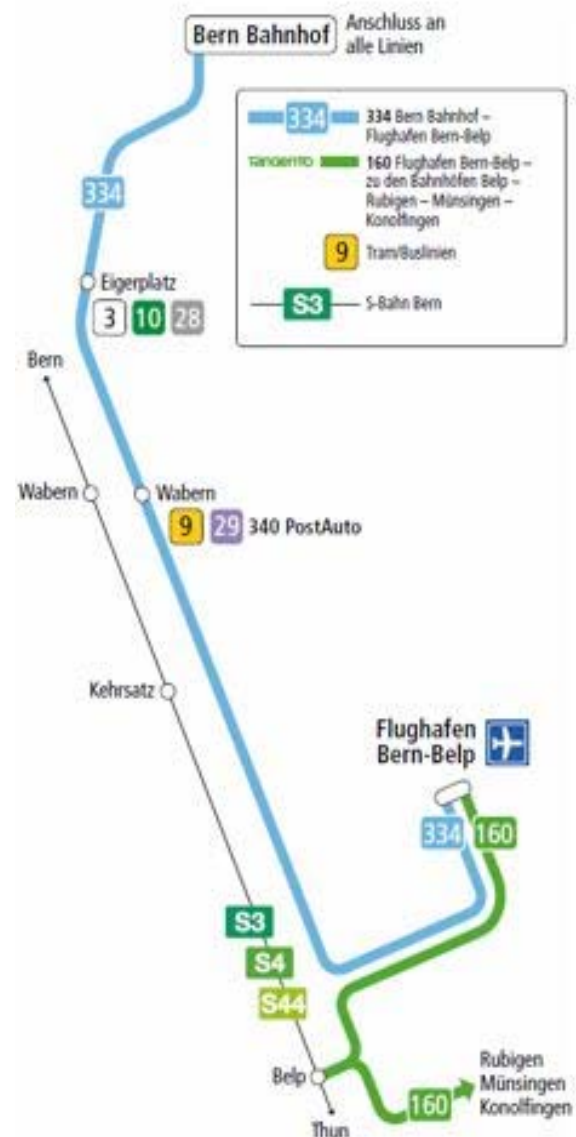
**Parallel sessions**

- 14:00 - 16:00 **Session A. Room "Kursraum"; Target group: Projects Financial Managers**  
Common errors and main reasons for rejection of progress reports. Q&A  
*Jozsef Szarka, Financial Expert - ESPON CU*
- 14:00 - 16:00 **Session B. Room "Konferenzraum"; 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*
- 16:00 - 17:00 Networking and exchange of experience

## HOW TO GET THERE:

Please note that there are direct flights to Bern with SKYWORK: <http://www.flyskywork.com/>  
There are several possibilities to get from the airport to the venue, distance is cca 15 km. You can find additional information on the following links:

### 1. Airport Bern-Belp <http://www.flughafenbern.ch/>



### 2. Transport from the airport

#### A. by Airport bus (line 334): [www.bernmobil.ch](http://www.bernmobil.ch)

The Airport Bus (to Bern Central Station) connects the airport Belp to the **public transport network**:

- Map of public transport lines:  
<http://www.bernmobil.ch/Seiten/fahrplan/Liniennetz/?oid=1724&lang=de>
- On-line transport time planning:  
<http://fahrplan.sbb.ch/bin/query.exe/dn>

#### B. by taxi: to Bern city centre (CHF 40-60/ 20

mins.) Tel +41 31 333 5555. There is a taxi office in the house opposite the terminal. **Nova Taxi** 0313 313 313 or free on 0800 879 879. **Airport Taxi Blaser & Co** 079 651 7070. **Bären Taxi** 0800 55 42 32. **Flughafen Taxi Lazo** 079 702 8977. **Taxi Limousinenservice Dolder** 079 214 8050. **Taxi Mano** 078 743 1654. **Taxi Samuel Jungen** 079 415 5546.



## **HOTEL SUGGESTIONS:**

For your information the hotels indicated below are situated in close distance from the venue. There are however some other hotels in different price categories close by.

### **HOTEL NATIONAL BERN**

Is a reasonably priced hotel in the city center and near from the meeting venue (20 min. walking distance).

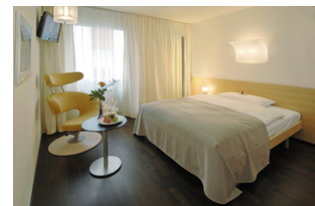
Address: Hirschengraben 24, 3011 Bern  
Telephone: +41(31)381 19 88  
Fax: +41(31)381 68 78  
eMail: [info@nationalbern.ch](mailto:info@nationalbern.ch)  
Link: <http://www.nationalbern.ch>



### **HOTEL BERN**

Is a hotel cca 800 meters from the meeting venue.

Address: Zeughausgasse 9, 3011 Bern  
Telephone: +41 (0)31 329 22 22  
Fax: +41 (0)31 329 22 99  
Link: <http://www.hotelbern.ch>



### **HOTEL NYDECK**

Is a reasonably priced hotel in vicinity to the meeting venue.

Address: Gerechtigkeitsgasse 1, 3011 Bern  
Telephone: + 41 (0)31 311 86 86  
Fax: + 41 (0)31 312 20 54  
Link: <http://www.hotelnydeck.ch/pages/de.php>



### **GOLDENER SCHLUSSEL**

Is a reasonably priced hotel in vicinity to the meeting venue.

Address: Rathausgasse 72, 3011, BERN  
Telephone: +41 031 311 02 16  
Fax.: +41 031 311 56 88  
Link: <http://www.goldener-schluessel.ch/>



### **IBIS HOTEL**

Is a reasonably priced hotel.

Address: Am Guisanplatz 4, 3014 BERN  
Telephone: +41 031/3351200  
Fax.: +41 031/3351210  
Link: <http://www.ibishotel.com/gb/hotel-5007-ibis-bern-expo/index.shtml>  
or: <http://www.accorhotels.com/de/booking/hotels-list.shtml>



Or you can find other hotels and additional information on the following links: <http://www.booking.com> and <http://www.tripadvisor.com/>