



**Financial Manager Seminar**  
(Financial managers of projects from call 21/01-22/03/2008)

**3 October 2008**  
9.30h – 15.45h

**Venue:**  
European Commission  
Jean Monnet building (room M4)  
Rue A. Wehrer  
Luxembourg - Kirchberg

- 9.00-9.30 *Registration of Participants*  
**Welcome of the Participants, presentation of the Agenda**  
Chair: Sara Ferrara, Cluster Coordinator Programme, Finance and Budget – ESPON Coordination Unit
- 9.30-9.45 **Legal framework**  
Sara Ferrara, Cluster Coordinator Programme, Finance and Budget – ESPON Coordination Unit
- 9.45-10.45 **Eligibility period, eligibility of expenditure**  
Ann-Gritt Neuse, Junior Expert - ESPON Coordination Unit  
Jozsef Szarka, Financial Expert - ESPON Coordination Unit
- 10.45-11.00 **Guidance on the implementation of EC publicity requirements**  
Piera Petruzzi, Project Expert Communication and Capitalisation – ESPON Coordination Unit
- 11.00-11.30 *Coffee break*



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11.30-12.30 **Financial progress reports - financial reporting procedure, reporting forms (1<sup>st</sup> part)**

Jozsef Szarka, Financial Expert - ESPON Coordination Unit

12.30-13.30 *Buffet Lunch*

13.30-14.00 **Financial progress reports - financial reporting procedure, reporting forms (2<sup>nd</sup> part)**

Jozsef Szarka, Financial Expert - ESPON Coordination Unit

14.00-14.30 **First Level Financial Control, Financial flow**

Sara Ferrara, Cluster Coordinator Programme, Finance and Budget –  
ESPON Coordination Unit

14.30-15.00 *Coffee break*

15.00-15.30 **Audit trail, Second Level Financial Control**

Concetta Collarile, Financial Expert - ESPON Coordination Unit

15.30-15.45 **Conclusions**

