



BUDAPEST, HUNGARY  
23-24 September 2010

## FP7 – FINANCIAL & PROJECT MANAGEMENT

2-day intensive management training

**PRACTICAL PERSONAL PROFESSIONAL**

*“Getting funded is only the beginning...”*



## Do you know how to...

- » Prepare the financial reports according to the new rules and regulations?
- » Draft the CA in order to protect all partner's interests?
- » Avoid financial mismanagement?
- » Get partners to deliver on time and within budget?
- » Be a decision-maker rather than a laborer in the consortium?
- » Survive an EC project audit?

## Facts of FP7...

- » There are fewer reporting periods but stricter guidelines
- » Success of your EC project depends entirely on the quality of your staff
- » The main sources of errors in costs claimed by beneficiaries relate to personnel and indirect costs



## Our solution...

FP7 - Financial & Project Management  
2-day intensive management training

### INSIGHT

- » Tips and tactics
- » Practical knowledge from experienced lecturers
- » Grant Agreement negotiations
- » Financial reporting and cost allocation
- » Working with your project officer

### INTERACTIVE

- » One-on-One interaction with Europe's leading project managers
- » Personal consultation on the issues that matter to you
- » Workshops on financial rules and reporting



### In the Spotlight:

Grant Agreement  
Negotiation procedures  
Certificate on Financial Statements (CFS)  
Certification on Methodology  
Audits & Financial rules  
Technical reporting  
Risk Sharing Finance Facility  
Foreground  
Background  
Introduction of successful projects  
Lessons learnt from the first two years  
of FP7 calls & projects

The FP7 Financial and Project Management training is designed to provide project managers, administrators and financial personnel with the skills needed to successfully implement EC projects. The participants will be guided through all the procedures of project implementation, from Grant Agreement negotiations to financial reporting to project reporting, including audits and other "touchy" issues. Experienced FP7 project managers will facilitate and moderate practical workshops, providing all aspects of the FP7 project management spectrum.



## Why Europa Media?

Europa Media is Europe's leading training provider, having organised more than 100 trainings with over 5000 participants. EU funding experts and senior project managers of Europa Media have an outstanding track record of initiating, managing and implementing EC projects, and will be supported by guest international professionals from leading European organisations, with dozens of years of experience in real project management. The multinational composition and the profound knowledge of the training lecturers combined with a focus on practical issues and your personal needs make the FP7-Financial and Project Management training the answer to successful project implementation.

We practice what we preach...



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### FP7-FINANCIAL AND PROJECT MANAGEMENT

Date: 23-24 September 2010  
Location: Budapest, Hungary  
Hotel Novotel Budapest Danube\*\*\*\*  
Price: Standard Rate: 1490 EUR + VAT\*

Rates include the official training material (electronic+hard copy), plus coffee breaks, lunches for two days, a common dinner, and a sightseeing tour. Accommodation is not included in the course price. Information on accommodation will be sent upon registration.

Click here to apply now, or visit our website at [www.eutrainingsite.com](http://www.eutrainingsite.com).

\* The VAT is 25%.

### PROJECT REFERENCE LIST OF THE ORGANISERS

EUINEC (FP7) Budget: EUR 500 000 Role: Coordinator Website: [www.euinec.org](http://www.euinec.org) - INDIAGATE (FP7) Budget: EUR 500 000 Role: Scientific coordinator - CEUBIOM (FP7) Budget: EUR 1 340 827 Role: Coordinator Website: [www.ceubiom.org](http://www.ceubiom.org) - GEOCOM (FP7) Budget: EUR 11 541 696 Role: Coordinator - IMPACTMIN (FP7) Budget: EUR 3 313 473 Role: Coordinator - SECURENV (FP7) Budget: EUR 850 596 Role: Coordinator Website: [www.securenv.eu](http://www.securenv.eu) - DIBANET (FP7) Budget: EUR 4 853 158 Role: Partner Website: [www.dibanet.org](http://www.dibanet.org) - EASIE (FP7) Budget: EUR 2 948 396 Role: Partner Website: [www.easie.eu](http://www.easie.eu) - RES BOAT (FP6) Budget: EUR 288 733 Role: Coordinator Website: [www.res-boat.org](http://www.res-boat.org) - SME ENVIRONMENT (FP6) Budget: EUR 300 000 Role: Coordinator Website: [www.sme-environment.org](http://www.sme-environment.org) - AQUASTRESS (FP6) Budget: EUR 9 825 000 Role: Partner Website: [www.aquastress.net](http://www.aquastress.net) - TRAINASA (FP6) Budget: EUR 136 000 Role: Partner Website: [www.trainasa.org](http://www.trainasa.org) - e-Consulting (FP6-INCO) Budget: EUR 100 000 Role: Partner Website: [www.sme-consulting.net](http://www.sme-consulting.net) - ECO-PCCM (FP6-STREP) Budget: EUR 1 690 000 Role: Partner Website: [elchem.ihtm.bg.ac.yu/ECO-PCCM/](http://elchem.ihtm.bg.ac.yu/ECO-PCCM/) - ASTECH (FP6) Budget: EUR 1 324 520 Role: Partner - Concerto AL Piano (FP6) Budget: EUR 8 528 620 Role: Partner - OMENTIN (FP5) Budget: EUR 297 000 Role: Coordinator Website: [www.omentin.org](http://www.omentin.org) - Iron Curtain (FP5) Budget: EUR 3 377 180 Role: Partner Website: [www.ironcurtainproject.com](http://www.ironcurtainproject.com) - Tisza River Project (FP5) Budget: EUR 2 587 741 Role: Partner Website: [www.tiszariver.com](http://www.tiszariver.com) - Energy Forest (FP5-INCO) Budget: EUR 238 688 Role: Partner Website: [www.energyforest.com](http://www.energyforest.com) - Geothermal Power (IEE-Altener II) Budget: EUR 634 760 Role: Coordinator Website: [www.geothermalpower.net](http://www.geothermalpower.net) - PELLETSATLAS (IEE-Altener II) Budget: EUR 1 527 003 Role: Partner Website: [www.pellet-satlas.info](http://www.pellet-satlas.info) - Repromo (IEE-Altener II) Budget: EUR 611 077 Role: Partner Website: [www.repromo.org](http://www.repromo.org) - ENERGY 4 COHESION (IEE-Altener II) Budget: EUR 1 196 407 Role: Partner - FLEAT (IEE-SAVE II) Budget: EUR 1 322 215 Role: Partner Website: [www.fleat-eu.org](http://www.fleat-eu.org) - Enefmun (IEE-SAVE II) Budget: EUR 452 782 Role: Partner Website: [www.enefmun.net](http://www.enefmun.net) - Balaton Project (LIFE-III) Budget: EUR 1 492 000 Role: Partner Website: [www.balatonproject.hu](http://www.balatonproject.hu) - IT-Recycling (LIFE-III) Budget: EUR 1 517 758 Role: Partner Website: [www.itrecycling.hu](http://www.itrecycling.hu) - Szigetköz Project (LIFE-III) Budget: EUR 2 168 000 Role: Partner Website: [www.szigetkoz.info](http://www.szigetkoz.info) - PROUD (LLP) Budget: EUR 346 470 Role: Partner Website: [www.proudcities.gr](http://www.proudcities.gr) - EUBUSINESS for IT SMEs (LLP) Budget: EUR 498 000 Role: Partner Website: [www.eubusiness-project.eu](http://www.eubusiness-project.eu)

# FP7 - FINANCIAL & PROJECT MANAGEMENT



## APPLICATION FORM

Please use block English capitals.

Title (Dr., Mr., Ms., etc.):.....

Surname:..... First name:.....

Name of Institution or Company:.....

Field of activity of Institution or Company: .....

My organisation's partner code (PC): .....

Organisations registered in the Europa Media partner programme can benefit from a special 5% discount opportunity. Organisations sending more than 5 applicants in the calendar year of 2010 can receive further discounts as well. How to get a PC? Don't know if your organization has a PC? Further information: [http://www.eustrainingsite.com/partner\\_program.php](http://www.eustrainingsite.com/partner_program.php)

Invoicing name (max. 45 character):.....

Address(street name, number, etc.):.....

City:..... Postal code:..... Country: .....

Other details required (VAT No, etc.): .....

Postal Address (if different from above):.....

City:..... Postal code:..... Country: .....

E-mail:.....

Telephone (including country code):.....

Fax (including country code):.....

Other comments:.....

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I have carefully read the terms and conditions mentioned in the Disclaimer at [www.eustrainingsite.com](http://www.eustrainingsite.com) and by sending this registration form to Europa Media hereby agree to be bound by the terms and conditions outlined therein.

**Please fill in and forward the application form to [info@eustrainingsite.com](mailto:info@eustrainingsite.com) or fax number: +36 1 436 9038**

Upon registration applicants will receive an electronic pro-forma invoice created automatically and a confirmation letter via e-mail. (The electronic invoice will be sent once payment for the course has been received.) All accounting details will be provided on the invoice. Cancellation Policy: Should you be unable to attend, a substitute delegate is always welcome. Alternatively, should you need to cancel, we will refund the registration fee less a 15% service charge provided you notify us by e-mail or fax at least 15 business days prior to the seminar. Additional penalty fees will apply if cancellation is made less than 15 business days prior to the start of the seminar, see cancellation policy. Further information: [www.eustrainingsite.com](http://www.eustrainingsite.com)