

AGENDA

Day 1

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| 9:00 – 9:30 | REGISTRATION |
| 9:30 – 10:00 | EVENT OPENING |
| 10:00 – 10:30 | INTRODUCTION TO PROJECT COORDINATION

Coordinator's perspective about project development and implementation; Roles, skills and toolset for successful project management |
| 10:30 – 11:15 | CONTRACT NEGOTIATION IN FP7

Grant Agreement Negotiation in practice, differences in FP7, Checklists, Validation, NEF and GPFs, Negotiation with the EC officer, DoW, content changes (Technical annex) |
| 11:15 – 11:30 | COFFEE BREAK |
| 11:30 – 12:30 | FP7 FINANCIAL RULES - PART 1

The new financial rules for FP7 project management; Cost models, direct costs and indirect costs – knowing where to report what; EC payments, the financial Guarantee funds, audit requirements and experiences |
| 12:30 - 13:30 | LUNCH |
| 13:30 – 14:30 | FP7 FINANCIAL RULES - PART 2 |
| 14:30 – 16:00 | WORKSHOP: FINANCIAL REPORTING

Participants prepare a financial report for FP7, based on “dummy” invoices and time records generated for each participants |
| 16.00 – 16:15 | COFFEE BREAK |
| 16:15– 17:00 | UNDERSTANDING THE FINANCIAL REPORTING |
| | SIGHTSEEING DINNER TOUR ALONG THE DANUBE (OPTIONAL) |

9:30 – 11:00

EC GRANT AGREEMENT AND CONSORTIUM AGREEMENT FP7 LEGAL ISSUES & IPR

Existing Consortium Agreement models, what to include into the CA. Legal framework, general conditions and annexes of the Grant Agreement
Background, foreground, protecting your interests, Consortium Agreement - what to include

11:00 – 11:15

COFFEE BREAK

11:15 – 11:45

REPORTING AND TECHNICAL REVIEWS

Periodic and final reports, how to work efficiently with your partners and Project Officer; How to prepare yourself for the reviews

11:45 – 12:30

EC AUDITS

The proposer's perspective; Pragmatic approaches in reporting, final reporting; Experiences with EC audits; how to prepare, format, content, overall principles, possible bottlenecks, what should and should not be included

12:30 – 13:30

LUNCH

13:30 – 15:00

WORKSHOP: LEGAL & FINANCIAL CASE STUDIES

Participants are divided into three groups to solve real life cases

15:00 – 16:00

UNDERSTANDING THE RESULTS