

Financial Management of Structural Funds (project level)

Metis Autumn Term Training 2010: Module A

Aim:

Sound financial management at project level is one of the building blocks for an efficient programme implementation. Financial management of projects touches all aspects of the project life cycle. It starts with the call and guidance for applicants (shaped by the eligibility rules), highlights the role of assessment and covers also contracting, templates for reporting and payment claims as well as financial control.

Method:

The seminar presents key points for sound project life cycle management in the framework of Structural Funds Programmes. Practical examples will be used to illustrate the key aspects. At the same time ample room for discussion and an interactive approach allow to reflect specific challenges related to the day-to-day work of the participants as well as to jointly develop new perspectives and approaches.

Target groups:

Programme and financial managers from Managing Authorities, Intermediary Bodies and Implementing Agencies in EU member states and candidate countries working with Structural Funds

Date: 13/14 September 2010

Venue: Vienna, Austria

Deadline for Registration: 20 August 2010

Your trainers

Bernhard Schausberger **Programme Manager, Joint Technical** **Secretariat ETC Slovakia-Austria 2007-2013**

From 1998 to 2007 Bernhard Schausberger has been working as a senior expert for metis GmbH. His key fields of expertise cover programming, evaluation and implementation of Structural Funds Programmes, training activities in former and recent accession countries and cross-border cooperation in the framework of Interreg IIIA. Currently he is working as programme manager in the Joint Technical Secretariat for the ETC programme Slovakia-Austria 2007-2013.



Csaba Harsányi **Senior expert, metis GmbH**

Csaba Harsányi has been working as a senior EU expert since 2003 on technical assistance projects financed from Phare and IPA as well as Structural Funds. Between 1999 and 2003 he acted as the Brussels Representative of the Hungarian Development Bank, the public bank responsible for infrastructure and SME development in Hungary. During this period he was the main liaison between the Bank and the EU Commission, the EU partner-banks, partner-institutions and the relevant associations. Before stationed to Brussels Mr Harsanyi was leading the EU integration department in the Budapest headquarters of the Bank.



Programme

Day 1

08.45 *Registration*

09.00 Welcome and Introduction

09.15 Financial management at project level – the project life cycle from the perspective of programme management:

- Cornerstones for a systematic approach in financial management

10.15 *Coffee break*

10.30 Eligibility rules related to different types of calls

- Calls for highly standardised projects vs. calls for rather experimental projects
- Handling of tricky cost items, key criteria to focus the scope and contents of applications

12.30 *LUNCH*

13.30 Project assessment – formal and qualitative assessment:

- Elements of an efficient assessment procedure
- Assessment of project budgets

14.45 *Coffee break*

15.0 Assessment of the adequacy of cost

- Tools to establish cost benchmarks in order to strengthen the principle of economy and efficiency

16.30 Conclusion and feedback rounds

17.00 *End of seminar day 1*

Programme

Day 2

09.00 Contracting – important elements of contracts for different types of projects

09.45 Coffee break

10.0 Project reporting and progress monitoring

- Key features of templates and risk analysis,
- Links to monitoring and the use of indicators

11.30 Examples of working tools for financial control of projects

- Guidance to optimise the work of financial control,
- Check and reporting templates

12.30 LUNCH

13.30 Wrap up

- Cornerstones of a systematic approach towards financial management at project level: proposals and steps to optimise procedures and to develop and/or integrate new tools

15.00 Coffee break

15.15 Feedback round

16.00 End of the seminar

General information

Seminar venue

The seminar takes place in the seminar room of metis GmbH, Donau-City-Straße 6 (20th floor), 1220 Vienna.

Working language

All metis training modules will be held in English.

Fee

The participation fee for a 2-days seminar is 1020 EUR (incl. 20 % Austrian VAT) and includes participation in the seminar, documentation, a certificate of attendance, 2 lunches, coffee breaks and refreshments.

The participation fee for a 1-day seminar is 588 EUR (incl. 20 % Austrian VAT) and includes participation in the seminar, documentation, a certificate of attendance, 1 lunch, coffee breaks and refreshments.

Minimum number of participants

The minimum number of participants is 12, the maximum is 20.

Deadlines for registration:

For Modules A and B the registration deadline is the 20th of August 2010

For Module C the registration deadline is the 27th of August 2010

Accommodation

Accommodation is to be booked individually. The following hotel is in immediate walking distance of the venue: ****- Arcotel Kaiserwasser, Vienna, www.arcotel.cc/

Registration

BY FAX - please fill in the attached registration form and send it by fax to +43 1 997 1570 - 66

ONLINE - please fill in the registration form and submit it online as indicated on the form.

Payment

The fee is due on metis' account before the start of the seminar. Pre-payment is a condition for participation.

Cancellation

Cancellation of participation shall be received in writing. For cancellation four weeks prior to the seminar an administrative fee of 50 EUR will be charged. From 4 weeks to max 1 week before the seminars 50% will be charged. Less than 1 week or in case of no-show the total amount has to be paid.

Metis reserves the right to cancel the seminar up to 2 weeks prior to the starting date. A full refund of course fees will be allowed but metis bears no responsibility for any other costs incurred (travel costs, hotel etc.) in case of cancellation.

Contact: training@metis-vienna.eu

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Modules

Please tick module(s) as appropriate



- Module A**
Financial Management of Structural Funds (project level) 13/14 September 2010
- Module B**
**Monitoring and Evaluation –
Optimising the Implementation of Structural Funds Programmes** 16/17 September 2010
- Module C**
Publicity and Visibility in EU-Programmes 20 September 2010

Enrolment Fee

EUR 1020 (inkl. 20% Austrian VAT) for a 2-days seminar

EUR 588 (inkl. 20% Austrian VAT) for a 1-day seminar

Personal details

Surname _____

First name _____

Current position _____

Institution/Company _____

Department _____

Work address _____

Postal code and town _____ Country _____

E-mail _____

Payment details

Method of payment: Please transfer the enrolment fee to metis account at the
Bank für Tirol und Vorarlberg (BTV) Teggetthoffstraße 7, 1010 Vienna, Austria

Account holder: Metis GmbH
Full account number including codes: 130118925
BIC: BTVAAT22 IBAN: AT751630000130118925

Please include your name and institution and “fee for module(s) A, B, ...”

Please continue on page 2 

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Invoice Address

Company/institution _____

VAT _____

Address (if different from address above) _____

Contact name _____

E-mail _____

Phone _____

Fax _____

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Registration method

Please choose one of the following registration methods:

- 1) Complete this registration form, print it and return it by fax to **+43 1 997 1570 - 66**.
A confirmation of registration will be sent to your e-mail address mentioned above.
- 2) Fill in the online registration form www.metis-vienna.eu/training

Date

Signature

Your name and address will be part of metis'/ETI's databases for our mailing purposes only.

