

Financial Management of EU Funded Projects & External Auditing

Course leader:

NIKOLAOS FLORATOS



European Commission Expert in Project Management of EU Projects and e-Accessibility services, Cyberall Access Ltd. Mr. Floratos mainly delivers courses on Successful Planning and Management of European Funded Projects as well as Effective Dissemination and Exploitation of European funded projects. He has also been engaged as expert from the European Commission on evaluating proposals requesting EC funding as well as reviewing EU projects since 2003 and he has managed so far more than seventy EU projects since 1997. He presents the most suitable mix as an EC expert and project manager with teaching experience. He has worked in six European countries and has cooperated and trained hundreds of individuals and organizations in successful proposal writing as well as project management of European funded projects.

Day 1

Master financial Management of European Projects

09:00 - 10:30

- Fundamentals in Financing Rules: Funding types, Financial Liabilities, EC payments and auditing periods
- How to specify / distribute the budget during the application process

10:30 - 11:00

Coffe Break

11:00 - 12:30

- Eligible Costs/ Eligibility Check (ERA rule)
- Ineligible costs / Conditions for ineligibility
- Contribution in cash VS contribution in kind
- Direct Costs

12:30 - 13:30

Lunch Break

13:30 - 15:00

- Direct Costs (cont.)
- Indirect Costs (Overheads)
- Budget Reallocation between categories and partners

15:00 - 15:30

Coffe Break

15:30 - 17:00

- Understanding the financial reporting
 - What should and should not be included
 - How to monitor and control your partners' financial reports
 - How to be a project manager and think as an accountant and vice versa
 - Errors and common mistakes in financial reporting
- Individual support on completing the financial report of your project : Apply the mastered financial management practices in any European Funding Programme

Day 2

Understanding how a financial audit from the European Commission works and avoiding pitfalls

09:00 - 10:30

- Fundamentals on EC Auditing: Audit types, Contractual Provisions, EC audit outcomes and process
- Preparing for the EC Audit
- Pitfalls to avoid in EC audits

10:30 - 11:00

Coffee Break

11:00 - 12:30

- Preparing for the EC Audit (cont.)
- Conduction of the field audit: what to be prepared for?
- EC Audit Outcome

12:30 - 13:30

Lunch Break

13:30 - 15:00

- Practical Session. Working on your own financial reporting

15:00 - 15:30

Coffee Break

15:30 - 17:00

- Practical Session: Working on your own financial reporting

Venue: Science14 Atrium, Rue de La Science 14b (Brussels)



for education and social research

European Academy for Education and social research

The European Academy for Education and Social Research is an institution addressed at developing a better Europe through the knowledge sharing and a research based use of the Information and Communication Technologies. The European Academy for education and social research achieves its education aim through the European Projects Academy. The social research, instead, is conducted through the My Europa platform that is based on the results of a research project of the European Projects Association. The European Projects Academy is an educational programme created by the European Academy for Education and Social Research in collaboration with the European Projects Association. The courses are tailored to provide a collaborative and stimulating environment for learning through in-class lectures, case studies and workshops led by professors, project managers, consultants and European affair advisors. Each course also includes individual work on My Europa platform (www.my-europa.eu), that is a web-based lifelong eLearning platform designed to develop European projects. The My Europa platform fosters the use of the Information and Communication Technologies in order to create a new generation of professionals able to use the European funds more efficiently, enhancing the absorption capacity of the involved stakeholders and lowering the overall costs of the entire life-cycle of European projects.

European Projects Association (EPA) is



a politically independent nonprofit organization focused on research and development, innovation and internationalization of good practices in European Projects. The use of innovative information and communication technologies is a distinctive characteristic of this leading cooperation network dedicated to the European projects stakeholders. EPA supports the goals of organizations, experts and individuals with a complete set of ICT tools on My Europa platform and services that foster development, effective implementation and efficient dissemination of EU projects. EPA is a recognized innovative actor at the European level as a point in which knowledge and experience meet to create an ideal multimedia environment for the development of European projects.



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