

Financial Seminar

for
financial managers and first level controllers of lead partners

18-19 January 2012

Radisson Blu Hotel, Hamburg Airport, Flughafenstrasse 1-3
D-22335 Hamburg

Agenda

DAY 1

12:30 – 13:30	Registration / Lunch
13:30 – 13:55	Welcome & Aims of the seminar
13:55 – 14:40	1. Project reporting system and form
14:40 - 15:00	2. First level control & Second level audit
15:00 – 15:30	Coffee break
15:30 – 16:00	3. Role and documents of the controller
16:00 – 16:40	4. Lessons learned – guest speakers
16:40 – 17:00	5. Budget changes
17:00 - 17:30	6. Cost sharing
17:30	Closure of day 1
19:00	Get together dinner

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DAY 2

8:30	Opening of day 2
8:30 – 9:20	7. Case study 1: Cost sharing
9:20 – 10:15	8. Eligibility of expenditure – Budget lines
10:15 – 10:35	Coffee break
10:35 – 11:20	9. Eligibility of expenditure – Horizontal rules
11:20 – 12:10	10. Case study 2: Progress report and eligibility
12:10 – 12:30	11. Final question and answer session
	Closure of the seminar
12:30	Lunch

