

# **Financial Seminar**

for  
financial managers and first level controllers of lead partners

**3-4 May 2011**  
Courtyard by Marriott / Hamburg Airport Hotel  
Flughafenstrasse 47  
D-22415 Hamburg

## **Agenda**

### **DAY 1**

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

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### **DAY 2**

<b>8:30</b>	<b>Opening of day 2</b>
<b>8:30 – 9:20</b>	<b>7. Case study 1: Cost sharing</b>
<b>9:20 – 10:15</b>	<b>8. Eligibility of expenditure – Budget lines</b>
<b>10:15 – 11:00</b>	<b>9. Eligibility of expenditure – Horizontal rules</b>
11:00 – 11:20	Coffee break
<b>11:20 – 12:10</b>	<b>10. Case study 2: Progress report and eligibility</b>
<b>12:10 – 12:30</b>	<b>11. Final question and answer session</b>
	<b>Closure of the seminar</b>
<b>12:30</b>	<b>Lunch</b>