

# **Financial Seminar**

for  
financial managers and first level controllers of lead partners

**8-9 May 2012**

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

## **Agenda**

### **DAY 1**

<b>12:00 – 13:00</b>	<b>Registration / Lunch</b>
<b>13:00 – 13:25</b>	<b>Welcome &amp; Aims of the seminar</b>
<b>13:25 – 14:10</b>	<b>1. Project reporting system and form</b>
<b>14:10 - 14:30</b>	<b>2. First level control &amp; Second level audit</b>
14:30 – 15:00	Coffee break
<b>15:00 – 15:30</b>	<b>3. Role and documents of the controller</b>
<b>15:30 – 16:00</b>	<b>4. Budget changes</b>
<b>16:00 - 16:30</b>	<b>5. Cost sharing</b>
<b>16:30</b>	<b>Closure of the 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>6. Case study 1: Cost sharing</b>
<b>9:20 – 10:15</b>	<b>7. Eligibility of expenditure – Budget lines</b>
10:15 – 10:35	Coffee break
<b>10:35 – 11:20</b>	<b>8. Eligibility of expenditure – Horizontal rules</b>
<b>11:20 – 12:10</b>	<b>9. Case study 2: Progress report and eligibility</b>
<b>12:10 – 12:30</b>	<b>10. Final question and answer session</b>
	<b>Closure of the seminar</b>
<b>12:30</b>	<b>Lunch</b>