



2nd Financial Manager Seminar
(Financial Managers of approved projects under the ESPON 2013 Programme)

which takes place on

31 March 2009
9.30h – 15.45h

Venue:
Hotel Bedford Conference Centre
Conference room Marco Polo
135-137, Rue de Midi
1000 Brussels

Final Agenda

- 9.00-9.30 *Registration of Participants*
- Welcome of the Participants, presentation of the Agenda**
Sara Ferrara, Cluster Coordinator Programme, Finance and Budget – ESPON CU
- 9.30-9.45 **Legal framework**
Sara Ferrara, Cluster Coordinator Programme, Finance and Budget – ESPON CU
- 9.45-10.15 **Eligibility period and reporting eligible expenditure**
Caroline Clause, Financial Assistant - ESPON CU
Jozsef Szarka, Financial Expert - ESPON CU
- 10.15-10.30 **Guidance on the implementation of EC publicity requirements**
Caroline Clause, Financial Assistant - ESPON CU
- 10.30-11.00 *Coffee break*



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- 11.00-12.30 **Financial progress reports - financial reporting procedure, reporting forms (1st part)**
Jozsef Szarka, Financial Expert - ESPON CU
- 12.30-13.30 *Buffet Lunch*
- 13.30-14.00 **Financial progress reports - financial reporting procedure, reporting forms (2nd part)**
Jozsef Szarka, Financial Expert - ESPON CU
- 14.00-14.30 **First Level Financial Control, Financial flow**
Sara Ferrara, Cluster Coordinator Programme, Finance and Budget – ESPON CU
Jozsef Szarka, Financial Expert - ESPON CU
- 14.30-15.00 *Coffee break*
- 15.00-15.30 **Audit trail, Second Level Financial Control**
Sara Ferrara, Cluster Coordinator Programme, Finance and Budget – ESPON CU
- 15.30-15.45 **Questions and Conclusions**