

## EC Communication Campaign: Horizon 2020 Financial rules

28 April 2015, Prague

The communication campaign of the European Commission aims to summarize financial rules applicable to Horizon 2020 Programme and to share good practices on the financial management of Horizon 2020 projects. The campaign is primarily intended for project managers and the support staff involved in the project administration.

Venue: Technology Centre AS CR, Ve Struhách 27, Prague 6; the event will be **web streamed**

Language: **English** (Translation will not be provided)

### AGENDA

09:30 – 10:00	Registration
10:00 – 10:15	Welcome and Introduction by TC AS CR
10:15 – 10:40	EC Introduction, Purpose of Communication Campaign
10:40 – 11:15	<b>A. Types of workforce contracts</b> <ul style="list-style-type: none"><li>• <i>Employees VS other staff</i></li><li>• <i>What contract under what budget category</i></li></ul>
11:15 – 11:30	COFFEE BREAK
11:30 – 12:30	<b>B. Personnel costs calculation</b> <ul style="list-style-type: none"><li>• <i>Actual personnel cost vs unit costs</i></li><li>• <i>How to calculate actual personnel costs: formula</i></li><li>• <i>Periodicity: financial year</i></li><li>• <i>Time-recording requirements</i></li><li>• <i>Options for annual productive hours</i></li></ul>
12:30– 13:15	<b>C. Additional remuneration</b> <ul style="list-style-type: none"><li>• <i>Definition</i></li><li>• <i>Basic remuneration vs additional remuneration</i></li><li>• <i>Decisional tree</i></li><li>• <i>Additional remuneration ceiling</i></li></ul>
13:15 – 14:00	Q/A Session
14:00 – 14:30	LUNCH

14:30 – 15:00

**D. Direct costs**

- *Identification and measurement*
- *Eligibility Conditions*

15:00 – 15:30

**E. Subcontracting**

- *Subcontracts Vs Contracts*
- *Characteristics and eligibility conditions*

15:30 – 15:45

COFFEE-BREAK

15:45 – 16:15

**F. Third Parties**

- *Types of third parties*
- *Obligation for Disclosure*

16:15 – 16:30

**G. Synergies with other grants**

- *Basic principles*
- *Objectives*
- *Benefits*

16:30 – 17:00

Q/A Session

17:00 – 17:15

FINAL NOTES AND CLOSURE OF THE EVENT