

# EUROFUNDING TRAINING COURSE



## MANAGING THE BUDGET OF A EU FUNDED PROJECT

PLANNING, FOLLOW UP AND FINANCIAL REPORTING RULES

19 FEBRUARY 2009 AT HOTEL REGENT ESPLANADE ZAGREB, CROATIA

PRESENTED BY WELCOME EUROPE

### ABOUT THE COURSE

The aim of this training course is to assist potential project managers and project partners with the development of good European project budgets under Community action programmes and the Instrument for pre-accession assistance (IPA).

Participants will obtain a unique understanding of effective project budgeting, thus optimizing the award of a maximum amount of the grant and complying with a set of European Commission rules and procedures.

The method, followed is interactive and practical, combining empirical knowledge and a learning-by-doing approach through simulations and exercises. The course will be taught in English language.

### ABOUT WELCOME EUROPE

Welcome Europe is a leading consultancy specialized in knowledge transfer on EU Funding and Public Affairs. Welcome Europe's service lines are combined in three platforms: customized training sessions, advisory services and Eurofunding monitoring information services.

Monitoring is carried out on a regular basis for clients and incorporates an online alert system concerning directives, news and events, EU procurement, budgetary lines etc. Since 2000, Welcome Europe has trained over 2400 professionals around the world; 3500 organizations are using the Eurofunding guides in more than 30 European countries.

### WHO SHOULD ATTEND?

This intensive one day training course is designed for companies, public officials, regional development agencies; educational and training establishments, and other partners, including NGO-s and community associations in Croatia and the wider region.

All training participants will be offered a three-month online subscription to the Eurofunding database and the funding alerts.

### COURSE VENUE

The training course will be hosted in the Regent Esplanade Hotel, a truly magnificent venue offering excellent facilities and natural daylight. To ensure personal attention and a strongly participative approach, the number of attendees will be limited, therefore booking in advance is highly recommended.

### WAYS TO REGISTER

For more information and an online registration pack, please visit [www.undp.hr](http://www.undp.hr) or mail [knowledge@undp.hr](mailto:knowledge@undp.hr). Closing date for registrations is Monday, 16 February 2009.



## COURSE PROGRAMME

- 9.00** **Welcome and presentation of the programme**
- 9.15** **Main rules for an eligible budget applying for EC funds**  
Main principles: budget balance, compliance with the call conditions, analytical accounting system etc.  
Community rules  
Illustration: budget component in a call for proposals
- Budget heading «Expenses»**  
Direct and indirect eligible costs  
Non eligible costs
- Budget heading «Receipts»**  
Revenues generated by the project and non profit rule  
Treatments of receipts
- 10.45** **Morning coffee**
- 11.15** **Rules for an eligible budget applying for IPA projects**  
Common provision and main principles  
Eligibility of expenditure  
Derogations and specificities per component  
Revenue-generating projects and treatment of receipts  
Community financing and national contributions  
Illustrations of aid intensities and rate of Community contribution
- 13.00** **Lunch break**
- 14.00** **Group exercise: project budgeting relying upon specific documents**  
Budget breakdown per partner or per work package  
Calculation modes  
Consolidation of the budgetary elements in the budget form  
Collaborative analysis on budgets and exchanges between participants on problems resolution
- 15.45** **Refreshment break**
- 16.00** **Financial management and reporting to the European Commission**  
Pre-financing, payments and repayment  
Reports' templates and formats, proofs and justifications  
Rules of conversion of the amounts incurred in national currency into Euro  
Retention of documents, proofs and justifications
- 17.00** **Course summary**  
Presentation of the Eurofunding database (3-month subscription offered to each participant)