



Training for Implementing Horizon Europe Projects

Agenda

Dates: from 13 to 16 June 2023

Venue: Rectorate of the University of Montenegro, computer room

Address: Cetinjska 2, 81000 Podgorica, Montenegro

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Day 1: Tuesday, 13 June 2023

1 day main topic: Financial Rules under Horizon Europe

Lecturer: Professor Marija Sola Spasic

9:30 - 10:00	Registration of participants
10:00 - 10:30	Grant Agreement - Legal and Financial provisions
10:30 - 11:05	Horizon Europe - Financial provisions - Funding rates and Type of Costs
11:05 - 11:45	Horizon Europe - Financial provisions - Budget category (Part I)
11:45 - 12:00	Coffee break
12:00 - 12:30	Workshop - HE Personnel costs calculation
12:30 - 13:00	Horizon Europe - Financial provisions - Budget category (Part II)
13:00 - 14:00	Lunch break
14:00 - 14:15	Workshop - HE budget calculation
14:15 - 14:45	Project application form
14:45 - 15:00	H2020 vs Horizon Europe
15:00 - 15:30	Lump Sum basic rules
15:30 - 16:00	Discussion, Q&A

Day 2: Wednesday, 14 June 2023

II day main topic: Financial implementation of the EU-funded R&I projects

Lecturer: Professor Marija Sola Spasic

9:30 - 10:00	Registration of participants
10:00 - 10:30	Financial and project management of EU-funded research and innovation (R&I) projects
10:30 - 11:15	Financial implementation of EU projects - EU financial rules VS. national legislation (Part I)
11:15 - 11:45	Workshop: Time recording on Horizon Europe projects
11:45 - 12:00	Coffee break
12:00 - 13:00	Financial implementation of EU projects - EU financial rules VS. national legislation (Part II)
13:00 - 14:00	Lunch break
14:00 - 14:30	Lump sum - Budget table and implementation issues
14:30 - 15:00	Horizon Europe projects - The financial reporting
15:00 - 15:30	Horizon Europe projects - Controls and audits - General overview
15:30 - 16:00	Discussion, Q&A

Day 3: Thursday, 15 June 2023

III day main topic: Successful implementation of Horizon Europe project

Lecturer: Professor Goran Stojanovic

9:30 - 10:00	Registration of participants
10:00 - 10:45	Preparation of Grant agreement and Consortium agreement
10:45 - 11:45	Continuous reporting tool
11:45 - 12:00	Coffee break
12:00 - 12:30	Creation of the visual identity of the project, Organization of Kick-off meeting
12:30 - 13:00	Monitoring of project activities, corrective measures
13:00 - 14:00	Lunch break
14:00 - 14:30	Project reporting (Organization of Mid-term review meeting, Periodic reports - technical)
14:30 - 15:00	Financial reporting, Auditing of financial aspects of the project
15:00 - 15:30	What after the formal project ending
15:30 - 16:00	Discussion, Q&A

Day 4: Friday, 16 June 2023

IV day main topic: Communication on the project, Creating reports and keeping documents

Lecturer: Professor Goran Stojanovic

9:30 - 10:00	Registration of participants
10:00 - 10:45	Communication on the project - example of Trello platform
10:45 - 11:45	Example of periodic reports and final report
11:45 - 12:00	Coffee break
12:00 - 13:00	How to take care of the project budget, keeping financial document, financial auditing, Examples of financial reports
13:00 - 14:00	Lunch break
14:00 - 14:30	Examples how to write some project Deliverables and submit them
14:30 - 15:30	How to fulfill all tabs in the Continuous reporting tool
15:30 - 16:00	Discussion, Q&A
16:00 - 16:30	Closing event - awarding of certificates