



FINANCE IN FP7

ONE DAY WORKSHOP – TUESDAY 16 FEBRUARY 2010

TRINITY CENTRE, CAMBRIDGE, UK

The Workshop

Framework Seven (FP7) brings with it extensive financial rules, which cover everything from eligible costs to interest earned on advance payments, from payment terms to penalties, from subcontracting to social costs. This workshop addresses the financial rules and practices of the Cooperation and Capacities Programmes of FP7. Through lectures and exercises, it will give you a practical interpretation of the EU financial rules and guidelines drawing on real experience. The workshop will also bring out the differences and similarities between FP6 and FP7.

This workshop is essential for finance and administration staff involved in EU research projects, whether as a coordinator or partner. It is also suitable for project managers and professional advisors working on these projects. It will be limited to 24 participants, to allow high levels of interaction and plenty of time for questions.

Workshop leader

The Workshop will be led by ***Paul Drath of Singleimage***. Paul has extensive experience of EU research programmes gained over the last nineteen years, as proposal evaluator, project reviewer and participant or coordinator in more than ten EU funded projects. He has lectured on EU research to audiences from every EU Member State and Associated country, and from Russia, Belarus and the Ukraine. He is frequently invited to speak at events relating to EU research funding organized by FP7 National Contact Points, associations and foundations, as well as individual universities and institutes.

Singleimage workshops have been held more than 90 times in twenty different countries over the last two years with audiences from every EU Member State. Over 1800 research managers and administrators have attended the intensive one- and two-day courses of lectures and practical exercises. Participants include:

- *large companies, such as: ABB, AgustaWestland, Aker, Astrium, Avande, BAE Systems, BT, Fiat, Intel, Intracom, Philips, Proctor & Gamble, Schlumberger, Selex, Thales, Volvo, Zarlink*
- *leading universities, including: Bristol, VU Brussels, Charles, Copenhagen, Trinity College Dublin, EPFL, ETHZ, Helsinki, KU Leuven, Lodz, Pisa, King's College London, Karolinska Institutet, LSE, Lunds, Nottingham, UMEA*
- *research organisations, for example: British Antarctic Survey, Cancer Research UK, CERN, DLR, ESA, EMBL, IMEC, FZK Karlsruhe, Max Planck Institute, VTT*

Trinity Centre, Cambridge Science Park

The Trinity Centre is located in the Cambridge Science Park, and is about three kilometres north of the centre of Cambridge. London Stansted is the nearest large airport.



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Draft Agenda

<p>9:00 Registration and coffee</p> <p><u>BASICS OF EC RESEARCH FUNDING</u></p> <p>9:30 Main contract types and activities, indirect cost methods, funding rates, project receipts, management costs, Coordination and Support Actions, Research Infrastructures, the SME scheme</p> <p>11:00 Coffee break</p> <p><u>PRODUCTIVE DAYS; OVERHEADS</u></p> <p>11:15 Productive days; timesheet recording; overhead allocation; actual and simplified overheads; choosing the right overhead method</p> <p>12:30 Lunch</p>	<p><u>ELIGIBLE COSTS; FINANCIAL REPORTING</u></p> <p>13:30 Eligible costs: personnel, indirect taxes, interest, provisions, notional costs, subcontract and third parties, State Aid rules</p> <p>14:15 Financial reporting: direct and indirect costs, interest, receipts, timing and cash flow; guarantee payments, viability checks</p> <p>15:00 Coffee break</p> <p><u>FINANCIAL CERTIFICATES AND AUDIT</u></p> <p>15:15 Certificate on financial statements; certificate on the methodology; EC audit: process, common errors</p> <p>16:30 End of formal workshop</p>
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Booking form

Please book one place at the "Finance in FP7" workshop on Tuesday 16 February 2010, price £360.00 + VAT @ 15% up to 31 Dec 2009 = Total £414.00, or @ 17.5% from Jan 1 2010 = Total £423.00, in Cambridge, UK. The Workshop price includes attendance at the workshop, copy of Workshop materials, lunch and refreshments.

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We can also accept bank transfers, but only if we first receive a purchase order. **Please advise your bank to use STP (Straight Through Processing), to include the delegate's family name and workshop code 160210 in the transfer instructions and provide confirmation.** Bank transfers (*net of charges*) should be made to Bank of Scotland, Bath Street, Glasgow, UK account number 00106985, sort code 12-24-82, account name Singleimage Limited, SWIFT (BIC): BOFSGBS1BBB, IBAN: GB67 BOFS 1224 8200 1069 85

Signature

Cancellations: a refund of 80% of the fee will be made if you cancel in writing two weeks prior to the event. After that date, the whole fee will be forfeited. **Substitutions** are welcome at any time but must be confirmed by email or fax before the event. Singleimage reserves the right to cancel the workshop if necessary, in which case the fees will be refunded. For **accommodation**, please see our web site: www.singleimage.co.uk.