

Financial management of IPA CBC



Agenda
18-19 October 2016
Venue tbc
Belgrade, Serbia





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Objectives of the event

During the event, participants will:

- Discuss all stages of an IPA CBC programme financial management cycle, and identify the most challenging aspects that require programme authorities assistance and guidance.
- Identify ways of addressing the most challenging aspects in programme financial management through a case study exercise.

Main target group

New and junior finance officers at IPA CBC programmes Joint Secretariats, Managing Authorities, National Authorities

Methodology

Financial management of IPA CBC programme is a training seminar composed of eight thematic sessions.

During each session we will work along the following steps:

- Introduce the subject
- Identify concerns and frequently asked questions
- Elaborate on the issue in order to build a common understanding of the challenges

Many sessions will also include case study exercises in order to let participants put the newly accumulated knowledge into practice.



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Timetable

Day One, Tuesday 18 October 2016

13.00 – 13.30 Registration and welcome coffee/tea

13.30 – 14.00 Opening and introduction of participants

- Welcome
- Objectives of the event and working method
- Introduction of participants and facilitators expectations

14.00 – 14.30 Introduction to financial management

- What is financial management
- Main processes of financial management
- Timeline and responsibilities in financial management

14.30 – 15.00 Programme budget

- Structure of the budget
- Technical Assistance (TA) priority
- Budget implementation flexibility

15.00 – 15.30 Afternoon tea/coffee break

15.30 – 17.00 Eligibility of costs and simplified costs option

- Hierarchy of rules
- Budget lines
- Ineligible expenditures
- Matrix of costs

End of Day One



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Timetable

Day Two, Wednesday 19 October 2016

- 09.00 – 10.30 Simplified costs options**
- Staff costs
 - Standard scale of unit costs
 - Standard hourly rate
 - Timesheets
 - Flat rate
- 10.30 – 11.00 Coffee break**
- 11.00 – 13.00 IPA CBC public procurement**
- Thresholds and procedures
 - Single tender procedures
- 13.00 – 14.00 Lunch**
- 14.00 – 15.00 Programme financial flows**
- Initial and annual pre-payments
 - Interim and final payment claims
 - Annual accounts submission
 - Calculation of annual balance
- 15.00 – 15.30 Afternoon tea/coffee break**
- 15.30 – 16.00 Irregularities**
- Corrections and irregularities
 - Recoveries and withdrawals
- 16.00 – 16.30 Other elements of financial management of the programme**
- Reimbursement to beneficiary
 - Revenues
 - 250 EUR threshold
 - De-commitment
- 16.30 – 17.00 Closure of the meeting**

End of Day Two