

Interreg Finance Management Camp



08-11 November 2016
Seville, Spain





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Outline

Following the success of the Project Management Camps held in the last three years and in response to the high level of interest for similar event, but dedicated to financial side of the project life cycle, the Interact would like to offer a Finance Management Camp (FMC) in the context of Interreg Programmes. The training will address different financial management aspects, providing participants with an understanding of the financial requirements of the project implementation in the context of the 2014-2020 programmes. The discussions about challenges in project financial management and ways of addressing these challenges will be based on a case study. Furthermore, participants will have opportunity to work on developing their Plain Language and Presentation skills.

Objectives

During the event participants will:

- Discuss all stages of an Interreg project financial management cycle, and identify the most challenging aspects that require programme officers' assistance and guidance.
- Identify ways of addressing the most challenging aspects in project financial management through a case study exercises.
- Practice their Plain Language and presentation skills to improve communication with project applicants and beneficiaries.

Target group

This event is targeted towards work at project level and not at programme level. The focus of the event is to allow Programme (Finance) Managers to better understand the challenges of the project financial implementation and thus being able to provide higher quality support to the projects. It will not be dedicated to programme-level financial procedures and how to set them. Priority will therefore be given to the beginners and junior officers or staff new to finance, from the Joint Secretariats and Managing Authorities.



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Timetable

Day 1: Tuesday 08 Nov 2016

08.30 – 09.00 Registration and welcome coffee

09.00 – 10.00 Welcome and Introduction

- Welcome and introduction to the Finance Management Camp
- Objectives for the event, working agreement and method
- Introduction of participants

10.00 – 10.30 Introduction to Project Management

- Interreg project characteristics
- Project life cycle
- Legal framework

At the end of this session participants will be able to:

- *List specifics of Interreg projects.*
- *Identify the main stages of the project management cycle.*

10.30 – 11.00 Coffee break

11.00 – 12.00 Project Idea Generation

- Partnership set-up and lead partner principle
- Introduction of the case study

At the end of this session participants will be able to:

- *Describe obligations and responsibilities of the partners in the project (LPs and PPs).*
- *Identify (financial) challenges of involving different types of partners in the project.*

12.00 – 12.30 Project Development – Eligibility of Expenditure

- Hierarchy of rules
- Simplified cost options
- Eligibility rules per budget line

At the end of the session participants will be able to:

- *Explain the main rules and requirements that define the eligibility of costs included in a project budget.*
- *List simplified cost options and explain the difference between them.*

12.30 – 13.30 Lunch

13.30 – 15.00 Project Development – Eligibility of Expenditure (continuation)



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15.00 – 15.30 Coffee break

15.30 – 17.00 Plain Language

- The importance of using Plain Language
- Guidelines for writing in Plain Language
- Practical work

At the end of the session participants will be able to:

- Describe the differences between non reader-friendly writing and Plain Language writing.
- Recognise the elements of Plain Language that they can use to produce reader-friendly text.
- Use these elements to edit a more complicated text and make it a Plain Language text.

19:30 Networking dinner

Day 2: Wednesday 09 Nov 2016

08.45 – 09.00 Recalling the main learning points from day 1

09.00 – 10.30 Project Development – Budget Planning

- How to plan a project budget
- Sources of financing (co-financing, partner contribution)
- Budget planning tips

At the end of the session participants will be able to:

- Plan a project budget following the planning steps.
- Point out important matters to take into account when developing a project budget.

10.30 – 11.00 Coffee break

11.00 – 12.30 Contracting and Start-up

- Project selection process overview
- Assessment of project budget
- Project selection decisions and budget clarifications

At the end of the session participants will be able to:

- List the main stages of project selection process.
- Summarize the main tips for assessing financial feasibility of the project.
- Give examples of how a project can address conditions connected to project approval set by the programme.



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12.30 – 13.30 Lunch

13.30 – 15.30 Presentation Skills

- The gist of good presentations and the role of the presenter (speaker)
- Definition of target group and objectives as the basis for preparation
- Selecting and focussing content on key messages
- Structuring presentations
- Techniques/methods of delivering information
- The use of and tips for visuals and media (PowerPoint, flipchart, handouts etc.)

At the end of the session participants will have a set of hands-on methods to:

- *prepare and deliver informative presentations professionally so as to capture and hold their audiences' attention.*
- *convey complex financial information effectively and efficiently with a focus on their target groups.*

15.30 – 16.00 Coffee break

16.00 – 17.30 Presentation Skills (continuation)

Day 3: Thursday 10 Nov 2016

08.45 – 09.00 Recalling the main learning points from day 2

09.00 – 10.30 Project Implementation - Financial Management

- Financial management of the project
 - how to do it and who does what
 - who reports to whom
 - common mistakes made
- Project implementation and reality – revising the work plan
 - delays in spending
 - project budget modifications

At the end of the session participants will be able to:

- *Identify the main stages of financial flows and the roles of different actors*
- *Recognise the signs of poor financial project performance which could influence the programme spending and know methods how to prevent them*
- *List different types of pitfalls in connection to project modifications.*



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10.30 – 11.00 **Coffee break**

11.00 – 12.30 **Project Implementation - Financial Management (continuation)**

12.30 – 13.30 **Lunch**

13.30 – 15.00 **Project Implementation – Finance Reporting and Eligibility of Expenditure**

- Expenditure rules
- Verification of expenditure, including simplified cost options
- Examples of expenditure (Matrix of costs)

At the end of the session participants will be able to:

- *Give examples of expenditure eligible under different budget lines and be able to differentiate between expenditure of a similar nature.*
- *List supporting documents for different expenditure items needed for the audit trail.*

15.00 – 15.30 **Coffee break**

15.30 – 17.00 **Project Implementation – Management Verifications**

- Focus of controls, what is controlled, risky areas
- Management verification systems
- On-the-spot checks

At the end of the session participants will be able to: revise

- *Explain the need for a good cooperation between the controller and the project.*
- *Tell the difference between administrative check and on the spot check.*
- *Give advice to projects on what the controllers look at.*



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Day 4: Friday 11 Nov 2016

08.45 – 09.00 Recalling the main learning points from day 3

09.00 – 09.45 Project Implementation – Audit and Financial Corrections

- Errors and financial corrections
- Audit Authority, Group of Auditors, Audits by EC
- Recoveries and withdrawals

At the end of the session participants will be able to:

- *Explain what is the purpose and impact of audit.*
- *State the main difference between an error and a financial irregularity.*
- *Describe the impact of recoveries and withdrawals on the project partnership.*

09.45 – 10.30 Project Closure

- Project closure – steps to be taken
- Time and resources needed
- Obligations after the project closure

At the end of the session participants will be able to:

- *List obligations related to project closure.*
- *Name few good examples based on projects already closed.*

10.30 – 11.00 Closure of the Event

11.00 – 12.00 Farewell Brunch