



Budapest, Hungary  
25-26 February 2010

# FP7 – FINANCIAL & PROJECT MANAGEMENT



2-day intensive management training

PRACTICAL PERSONAL PROFESSIONAL

*“Getting funded is only the beginning...”*

# For Managers by Managers

## Do you know how to...

- » Prepare the financial reports according to the new rules and regulations?
- » Draft the CA in order to protect all partner's interests?
- » Avoid financial mismanagement?
- » Get partners to deliver on time and within budget?
- » Be a decision-maker rather than a laborer in the consortium?
- » Survive an EC project audit?

## Facts of FP7...

- » There are fewer reporting periods but stricter guidelines
- » Success of your EC project depends entirely on the quality of your staff
- » The main sources of errors in costs claimed by beneficiaries relate to personnel and indirect costs



for project managers, financial personnel and for all potential beneficiaries...

## Our solution...

FP7 - Financial & Project Management  
2-day intensive management training



### In the Spotlight:

- Grant Agreement
- Negotiation procedures
- Certificate on Financial Statements (CFS)
- Certification on Methodology
- Audits & Financial rules
- Technical reporting
- Risk Sharing Finance Facility
- Foreground
- Background
- Introduction of successful projects
- Lessons learnt from the first two years of FP7 calls & projects

### Insight

- » Tips and tactics
- » Practical knowledge from experienced lecturers
- » Grant Agreement negotiations
- » Financial reporting and cost allocation
- » Working with your project officer

### Interactive

- » One-on-One interaction with Europe's leading project managers
- » Personal consultation on the issues that matter to you
- » Workshops on financial rules and reporting

The FP7 Financial and Project Management training is designed to provide project managers, administrators and financial personnel with the skills needed to successfully implement EC projects. The participants will be guided through all the procedures of project implementation, from Grant Agreement negotiations to financial reporting to project reporting, including audits and other "touchy" issues. Experienced FP7 project managers will facilitate and moderate practical workshops, providing all aspects of the FP7 project management spectrum.

**Free e-learning** Participants are given 2-weeks unlimited access to e-learning to provide them with all background and theoretical knowledge of FP7 project management. The e-learning is highly recommended as the information complements the Management training workshop.



## Why Europa Media? We practice what we preach...

Europa Media PSC is Europe's leading training provider, having organised more than 100 trainings with over 5000 participants. EU funding experts and senior project managers of Europa Media have an outstanding track record of initiating, managing and implementing EC projects, and will be supported by guest international professionals from leading European organisations, with dozens of years of experience in real project management. The multinational composition and the profound knowledge of the training lecturers combined with a focus on practical issues and your personal needs make the FP7-Financial and Project Management training the answer to successful project implementation.

### Details

DATE: 25-26 February 2010  
LOCATION: Hotel Novotel Budapest Danube\*\*\*\*  
Budapest, Hungary  
PRICE: **Early Bird Rate: 990\* EUR + VAT\*\***  
Standard Rate: 1490 EUR + VAT\*\*

Rates include the official training material (electronic+hard copy), plus coffee breaks, lunches for two days, a common dinner, and a sightseeing tour. Accommodation is not included in the course price. Information on accommodation will be sent upon registration.

**Click here to apply now** or visit  
**[www.eutrainingsite.com](http://www.eutrainingsite.com)** for more  
information.

\* If payment is made on or  
before **31 December 2009**.

\*\* The VAT is 25%.

Europa Media PSC

■ **Acronym: EUINEC**

Programme: **Seventh Framework Programme  
(FP7)**

Grant Agreement no.: 222787

Total budget: EUR 500.000

Role: *COORDINATOR - Mr. Gabor Kitley*

Summary: EUINEC is coordinated by Europa Media and is an *international cooperation* project to enhance research cooperation between the EU and India. Through practical workshops and advanced technology, Indian and EU researchers alike will be able to identify new areas of cooperation and further advance in their research capabilities.

Europa Media PSC

■ **Acronym: EASIE**

Programme: **Seventh Framework Programme  
(FP7)**

Grant Agreement no.: CP-TP 213302-2

Total budget: EUR 2.948.396

Role: *Partner - Mr. Gabor Kitley*

Summary: The aim of this project is to answer the current major questions in sandwich panel construction and to develop technical guidelines ready for implementation. To implement the new information in practice will be carried out through seminars and practical guidelines.

Invited: Geonardo Ltd.

■ **Acronym: CEUBIOM**

Programme: **Seventh Framework Programme  
(FP7)**

Grant Agreement no.: D2007 K3/540133

Total Budget: EUR 1.341.153

Website: [www.ceubiom.org](http://www.ceubiom.org)

Role: *COORDINATOR - Mr. Balazs Bodo*

Summary: The project intends to develop a common methodology for gathering information on biomass potential using *terrestrial and earth observations*. This objective will be achieved by the implementation of a systematic assessment work plan and will result in the establishment of a harmonised approach and an e-training tool for dissemination.

# FP7 - FINANCIAL & PROJECT MANAGEMENT



## APPLICATION FORM

Please use block English capitals.

Title (Dr., Mr., Ms., etc.):.....

Surname:..... First name:.....

Name of Institution or Company:.....

Field of activity of Institution or Company: .....

Invoicing name (max. 45 character):.....

Address(street name, number, etc.):.....

City:..... Postalcode:..... Country: .....

Other details required (VAT No, etc.): .....

Postal Address (if different from above):.....

City:..... Postalcode:..... Country: .....

E-mail:.....

Telephone (including country code):.....

Fax (including country code):.....

Other comments:.....

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*I have carefully read the terms and conditions mentioned in the [Disclaimer](#) at [www.eutrainingsite.com](http://www.eutrainingsite.com) and by sending this registration form to Europa Media hereby agree to be bound by the terms and conditions outlined therein.*

**Please fill in and forward the application form to [info@eutrainingsite.com](mailto:info@eutrainingsite.com) or fax number: +36 1 436 9038**

Upon registration applicants will receive an electronic invoice created automatically and then a confirmation letter via e-mail. (The original invoice will be sent via regular mail once payment for the course has been received.) All accounting details will be provided on the invoice. Cancellation Policy: Should you be unable to attend, a substitute delegate is always welcome. Alternatively, should you need to cancel, we will refund the registration fee less a 15% service charge provided you notify us by e-mail or fax at least 15 business days prior to the seminar. Additional penalty fees will apply if cancellation is made less than 15 business days prior to the start of the seminar, [see cancellation policy](#). Further information: [www.eutrainingsite.com](http://www.eutrainingsite.com)