

**Venue:**  
Hotel Montblanc  
Via Layetana 61  
Barcelona



## FINANCIAL MANAGEMENT OF TERRITORIAL COOPERATION PROGRAMMES AND PROJECTS

Barcelona: 12-13 November 2007  
Day 1: 09.00 – 18.00    Day 2: 08.30 – 15.00

### **Session A – Morning** **Programme start up and financial structures**

1. Financial structures, responsibilities and liabilities
2. What frameworks do programmes need to establish?
  - a) Financial management
  - b) Forecasting and reporting for projects
  - c) Payment claims
  - d) Certification by first level controllers
3. What programme administration tools are most effective?
4. What programme documentation should be in place?

### **Session B – Afternoon** **Avoiding de-commitment, Project start up and Reporting**

1. What are the ways of avoiding de-commitment?
2. How can realistic project budgets be secured?
  - a) Essential information for the application
  - b) Assessing project budgets
3. How can Reporting systems help projects spend to plan and management of programme funds?

### **Session C – Morning** **Project and programme implementation and control**

1. What is the aim of Art 4 and Art 10 control? What is needed to ensure that standards are met?
2. Some basic points about eligibility of expenditure
3. How can we help projects spend according to plan?
4. How to deal with irregularities and errors

### **Session D – Afternoon** **Project and programme closure**

1. How to achieve swift and effective closure of projects and programmes:
  - a) How do projects claim final payments and what information needs to be retained
  - b) Responsibilities: who does what and when
  - c) The programme closing procedure

In addition, the seminar participants will have a chance to

- Discuss 3 Case Studies on:
  - o Potential traps in the INTERREG project budgets
  - o Eligibility of expenditure in INTERREG
  - o Irregularities
- Learn about the European Commission's latest position on financial management issues in the new programmes