

SEMINAR **INTERACT TRAINING SEMINAR: FINANCIAL MANAGEMENT OF EUROPEAN TERRITORIAL COOPERATION PROGRAMMES**

VENUE BUCHAREST

DATE 15-16 MAY 2008

Outline

Objective

This is a repeat of a number of 2-day intensive training seminars organised by INTERACT Point Viborg across Europe. It will provide an overview of all the important financial procedures required in the management of European Territorial Cooperation programmes.

Content will start from the basic requirements outlined in the regulations and look at how programmes have developed workable systems based on these and the common problems they have encountered. The seminar will therefore provide a good introduction to the key points of financial management in European Territorial Cooperation programmes and allow more experienced participants the chance to gain an overview of practices across the three strands.

The seminar takes as its starting point the view that European Territorial Cooperation financial requirements can be used to promote quality and efficiency and thereby maximise the use of ERDF. The seminar follows the entire programme and project financial lifecycle with start up, running and closure. The content also builds on extensive interviews and analysis of documents from a range of INTERREG programmes, projects, control bodies and other financial actors. The focus is on what works in experience and good practice. Presentations and case studies allow participants to explore the issues faced in INTERREG, learn about common problems and get ideas of proposed solutions and methods.

The new regulations for the 2007-13 funding period set up a number of changes and challenges that future programmes and projects will face. The seminar material has been tailored accordingly so that the most important changes influencing financial management and control systems are discussed.

Specific focus: First Level Control: presentation of requirements and procedures, discussion and clarifications.

Throughout the seminar there will be time for discussion and questions.

Target groups

Priority will be given to programme level staff from all European Territorial Cooperation strands (cross-border, transnational, interregional), who are involved in the financial management of programmes.

To ensure the quality of the seminar, the number of participants will be limited to a maximum of 30, with a maximum of 2 participants per programme.

Further information on the programme and practicalities for the seminar will be sent with the confirmation of participation.

Contact: If you have further questions on the content, please contact:

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Registration

Please register until 2 May 2008 at <http://www.interact-eu.net/227138/987893/0/904>

Draft Agenda

15 May 2008

Registration starts at 8.30

9.00-13.00: Session A: Programme start up and financial structures *(incl. Coffee break)*

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?

13.00-14.00: *Networking Lunch*

14.00-17.30: Session B: Avoiding de-commitment, Project start up and Reporting *(incl. Coffee break)*

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 help in management of programme funds?

16 May 2008

Registration starts at 8.30

9.00-12.30: Session C: Project and programme implementation and control *(incl. Coffee break)*

1. What is the aim of First and Second Level 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

12.30-13.30: *Networking Lunch*

13.30-15.00: Session D: Project and programme closure

How to achieve swift and effective closure of projects and programmes:

1. How do projects claim final payments and what information needs to be retained
2. Responsibilities: who does what and when
3. The programme closing procedure