



## INTERACT Point Viborg Training seminar on "Financial management in Territorial Cooperation programmes and projects"

17-18 March 2010 | London, UK

### Day 1: 10.00 - 17.30

#### 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 manage the programme funds?
4. Some basic points about eligibility of expenditure

### Day 2: 09.00 - 15.00

#### Session C - Morning Project and programme implementation and control

1. What is the aim of First and Second Level control?
2. What is needed to ensure that control standards are met?
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 Territorial Cooperation project budgets
  - o Eligibility of expenditure in Territorial Cooperation programmes and projects
  - o Irregularities
- Learn about the European Commission's latest position on financial management in Territorial Cooperation programmes