



## AGENDA

### Information Day on Legal and Financial aspects of H2020

Thursday 21 September 2017  
Rue Philippe Le Bon, 3  
1000 Brussels/Belgium  
Room PLB3 1.4

09:30 – 10:00	Registration
10:00 – 10:15	Welcome and introduction by <b>Ms Anna Panagopoulou</b> , <i>Director of the Common Support Centre</i>
10:15 – 11:00	<b>Session 1 – The audit process – by the Common Audit Service</b> <ul style="list-style-type: none"><li>• <i>We will provide an overview of the Common Audit Service, explain why audits are initiated and how they are selected, and discuss the difference between In-House and Outsourced audits.</i></li><li>• <i>We will outline the key milestones from the announcement of the audit to the issuance of the final audit report.</i></li></ul>
11:00 – 11:15	COFFEE BREAK
11:15– 13:00	<b>Session 2 – Personnel Costs – by the Common Legal Support Service and the Common Audit Service</b> <ul style="list-style-type: none"><li>• <i>Personnel Costs are the most significant component of H2020 costs claims, so we need to have a shared understanding of what is required.</i></li><li>• <i>We will share our experience of how best to maintain timesheets that comply with H2020 rules and give a clear and reliable picture of the work performed.</i></li><li>• <i>We will explain what is meant by productive hours and review the different options for calculating annual productive hours with practical examples.</i></li><li>• <i>We will give an overview of the different methods for calculating hourly rates and describe some of the pitfalls to be avoided.</i></li><li>• <i>We will briefly discuss some exceptional elements that can arise in the area of personnel costs including different kinds of contract, and we will explain the meaning of, and rules governing, 'additional remuneration'.</i></li></ul>
13:00 – 14:00	LUNCH BREAK



14:00 – 15:00

**Session 3 – Other Costs – by the Common Legal Support Service and the Common Audit Service**

- *We will provide an overview of the main categories of direct costs, other than personnel cost.*
- *We will discuss the rules regarding Subcontracting and give some tips on how to comply with H2020 rules.*
- *We will provide examples on how to ensure a transparent and documented process for the procuring of goods and services claimed to H2020 actions.*
- *We will briefly discuss other recurring themes under Other Costs, including rules regarding VAT, depreciation, document retention and travel claims.*

15:00 – 15:15

COFFEE BREAK

15:15 – 16:15

**Session 4 - MSC and ERC actions – by REA and ERCEA Executive Agencies**

- *Given their specificities, we will provide an overview of key elements in relation to Marie Skłodowska-Curie actions (MSCA) and to ERC grants.*

16:15 – 16:45

**How to ensure your audit is a success – by the Common Audit Service**

- *We will provide you with basic suggestions on how to prepare for an audit.*
- *We will share with you what you can expect when the auditors are on site. This will help you to ensure that the audit work can be completed efficiently and with minimal disturbance to your operations.*

16:45 – 17:15

**Wrap up and conclusions**

**All Sessions will be interactive. Attendees will have time to raise questions regarding what has been presented and will participate in quick online feedback activities.**