



Friday 20 Mai 2016

9.00 am – 1.00 pm

Place Rogier 16, Brussels, B-1210

Auditorium COVE A2 4/121

Agenda

Welcome			
9.00-9.30	Registration		
Training			
1. 9.30-9.40	General introduction		Angelo D'Agostino & Marco Ferraro, MSCA NCP, Italy
3. 9.40-10.55	Administration and Finances	<ol style="list-style-type: none"> 1. EU contribution 2. Concept of unit-cost 3. Cost categories 4. Parental and maternity leave; sick leave 5. Partner organizations 6. Payments – prefinancing, interim and final. 7. Audit – documents to keep 	Louise Byrne, Head of Sector, REA A.4.003 - Administration and Finance
10.55-11.10	Questions and Answers		
11.10-11.40	Coffee break		
3. 11.40-12.00	Project lifecycle	How and When to report	Giuliana Donini, Research Programme Officer, REA A.1.001 - Project Management
12.00-12.10	Questions and Answers		
4. 12.10-12.50	Exercises		
5. 12.50-13.00	Evaluation and Closure of the Day	Angelo D'Agostino & Marco Ferraro, MSCA NCP, Italy	