

EC Communication Campaign on H2020 Financial Rules

Personnel costs including project based remuneration Audits of personnel costs

The EC Communication Campaign aims to provide detailed explanations of the existing H2020 financial rules and present the best practices for the implementation of the projects. The event will focus on the general model grant agreement for the RIA and IA projects. The intended target groups are **auditors**, experienced **grant managers**, **people supporting researchers** in the implementation of the projects and **people from administrative units** interested in project-based remuneration.

Due to limited seats in the room, organizers will prefer representatives from different institutions with ongoing H2020 project(s) and reserve the right to reject your registration. You will be informed about the acceptance/rejection of your registration **one week before the event at the latest**.

The event will be **web streamed**. The link for the web streaming will be distributed **ONE** day before the event. The Interactive session will not be web streamed.

[Registration](#) for the event in our premises

[Registration](#) for the web streaming

Date: **25 June 2019**
Venue: **CVTI SR, Lamačská cesta 8/A, 811 04 Bratislava, room # 235 (2nd floor)**
Language: **English** (without translation)

Speakers:
Mr. David Mejuto Gayoso, Common Legal Service
Ms. Dana Greceanu, Common Audit Service

Programme with tentative time slots

09:00 – 09:30 *Registration*

09:30 – 09:35 **Opening**

09:35 – 11:35 **Personnel costs including project-based remuneration**
(David)

- Employees vs. other staff
- What contract under what budget category
- Supplementary contracts
- How to calculate actual personnel costs: annual vs monthly rates
- Options for the annual productive hours
- Concept of project-based remuneration

Most common errors in general and in the country (Dana)

11:35 – 11:50 *Coffee break*

11:50 – 12:50 **Interactive session** – preparation of internal directives for project-based remuneration (Peter, David and Dana)

12:50 – 13:50 *Lunch*

13:50 – 14:15 Audit process – what to expect during 2nd level audit (Dana)

14:15 – 15:15 Indicative Audit Programme (Dana)

- review of the key audit procedures for personnel costs

15:15 – 15:30 *Coffee break*

15:30 – 16:30 **Summary and Wrap Up, including final Q&A session**

Contact:

Centrum vedecko-technických informácií SR
Lamačská cesta 8/A, 811 04 Bratislava,
h2020.cvtisr.sk, campaign@cvtisr.sk