



**European Academy**  
for Taxes, Economics & Law

# Management of EU funded projects

-European requirements  
Sharing excellence-

European Seminar:  
20<sup>th</sup> and 21<sup>st</sup> October 2008, Berlin, Germany

Brochure



## CONFERENCE

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### TOPIC

Management of EU funded projects has become an essential tool in implementing innovative ideas on the national and regional level. The new architecture of Structural Funds and direct grants offers more funding opportunities. However, the variety of programmes requires new strategies from the project managers.

Although numerous programmes and initiatives show special features, the implementation of projects in practice follows some common rules. Similar project development procedures and difficulties in financial management allow the exchange of experiences and the sharing of best practices.

The European Commission especially fosters international projects with many partners. These projects demand a special approach and additional skills. As lead partners the managers have to meet new financial obligations towards the European Commission, national authorities and other partners within the consortium. For public bodies and regional development agencies it is therefore crucial to handle the management of EU funded projects.

This seminar provides knowledge on project management with a focus on EU funded projects. The aim of the course is to learn how to plan and implement projects according to the EU funds regulations and how to improve the project strategies to ensure a better implementation performance. It shows the legal and financial responsibilities of the lead partner and other partners. It focuses also on challenges of work in the international environment.

### YOUR BENEFIT

- You familiarise yourself with the latest project management methods
- You learn from experts' views on latest aspects and problems regarding EU Fund subsidies
- You gain the ability to implement the new regulations right after the seminar
- You learn how to avoid the threat of funding recovery
- You work on case studies
- You increase the efficiency of your work by implementing the latest trends

### TEACHING METHODS

- Lectures and case studies
- Discussions and Q&A Sessions
- Best practice reports
- Small group tasks and role plays
- Rich course material and handouts

### TARGET GROUP

Project managers implementing EU funded projects in following areas:

- Regional development
- Infrastructure
- Transnational cooperation
- Social affairs and education
- Agriculture
- Research

The course addresses employees of institutions and companies with little or no experience in management of EU funded projects.



## SPEAKERTEAM

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### **HARALD KREBS**

#### **Chief Manager of EUREGIO e.V, Germany**

Since 1998 Harald Krebs is the Chief Manager of EUREGIO e.V.- a German-Dutch Organisation of 130 municipalities. Main activities of this organisation are the implementation of the INTERREG-A programme and development of social and cultural cooperation. The EUREGIO is the oldest organisation of its art in the whole Europe and thus gained huge experience in the successful implementation of international projects. Harald Krebs began his career as an independent lawyer. He contributed as the first deputy of the city council of Wülfrath in Germany and as tutor of the Public Government School Nordrhein-Westfalen in Wuppertal. As a mayor of Nordhorn city, he was awarded in 1998 the Innovation price of the German School of Government in Speyer. Additionally, Harald Krebs is active in the field of the local policy. He is also representative of the board of directors of the public utility company.

### **DR. ANDRE SCHLOCHTERMEIER**

#### **Head of Office for the European Research Programme in the Federal Ministry of Education and Research (BMBF), Germany**

Dr. Andre Schlochtermeyer is Head of Office for the European Research Programme in the Federal Ministry of Education and Research (BMBF). Additionally, he coordinates German contact points and acts as the national expert in numerous programme councils for the Seventh Framework Programme. After his promotion in the microbiology and a post doc work at the Albert-Ludwigs-University in Freiburg and at the Ludwig-Maximilians-University in Munich, he changed to German Aerospace (DLR) in Bonn in 1994. At first he contributed there as the European

programme contact point and was in charge of the international cooperation. His work focuses on the preparation and implementation of the research programmes, tenders consultancy and project management advisory as well as the European research field.

### **JOHN STEWART STRINGER**

#### **Manager, Berkley Associates sprl, Brussels**

Since 1987 John Stewart Stringer is manager in Berkley Associates sprl., an independent consultancy specialising principally in the management and development of EU funded projects across a broad range of disciplines. John Stringer co-authored a major strategic study for the EU Commission on the management of Big Projects in the ICT area. This study was used by the Commission as a guide to the development of policy towards the management of large scale projects in the 6th Framework Programme (Research and Development). He assisted many teams working on tenders for public authorities and NGO's enabling them to win contracts up to 9 million Euros

From 1978 to 1985 he Headed the Legal Department, Blue Bell Europe In.

John Stringer set up a cooperation arrangement with the Shanghai Municipality and organized training sessions in Shanghai for Chinese universities on the opportunities for China under the EU's Research and Development Framework Programmes. In years 1988-1995 he was head of Administration of the Bureau Lingua aisbl, where he established an audit programme for projects funded under the programme and helped train the audit team.

John Stringer also contributed as Head of Internal Audit at the Socrates, Leonardo &

Youth Technical Assistance Office ("TAO"). He managed a team whose responsibilities were to ensure the TAO complied with EU procedures relating to the management of projects funded under the three programmes- Mr. Stringer has a great experience as a trainer, he created a series of public seminars to train project managers of EU funded R&D projects in project and financial management techniques and regularly gives lecture all over Europe.



## PROGRAMME

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# DAY 1

08:00–09:00

Accreditation

09:00–09:05

Introduction by the European Academy for Taxes, Economics & Law

09:05–09:30

### Introduction to EU funded programmes

- Types of programmes
- Advantages and disadvantages of programmes

*John Stewart Stringer, Manager, Berkley Associates sprl, Brussels*

09:30–11:00

### Application processes

#### Introduction to EU funded programmes

- Legal issues and requirements related to the prospective project framework
- Role and duties of the lead partner during the whole application processes

*John Stewart Stringer, Manager, Berkley Associates sprl, Brussels*

11:00–11:30

Refreshment break

11:30–12:45

### Management of the EU funded projects

- Expectation of the European Commission
- Good and bad practice

*John Stewart Stringer, Manager, Berkley Associates sprl, Brussels*

12:45–14:00

Lunch

14:00–15:00

### Project development

- Project development before application-how to ensure the quality of project implementation?
- Situation analysis, global objectives and concrete results
- Project description
- Optimal and logical framework
- Approach and feasibility of projects
- Final contribution and formal application
- State aid review

*Harald Krebs, Chief Manager of EUREGIO e.V, Germany*

15:00–15:30

Refreshment break

15:30–16:20

### Project partnerships

- General principles and organisation of work
- Partnerships in implementing, carrying and phasing out

*John Stewart Stringer, Manager, Berkley Associates sprl, Brussels*

16:20–17:30

### Partnerships in project framework

Carrying-out the project

- General principles and organisation of work
- Partnerships in implementing, carrying and phasing out
- Duties of each partner
- Working packages
- Good contracts are managers' best friends

*Harald Krebs, Chief Manager of EUREGIO e.V, Germany*

17:30–18:00

Discussion and Q&A session

18:00

End of the first seminar day



## PROGRAMME

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# DAY 2

09:00–09:45

### Project management – Steering the project

- Features to the leadership
- Lead partner duties
- internal communication “Problems are usually there, but they must be solved”-
- external communication needs

*Harald Krebs, Chief Manager of EUREGIO e.V, Germany*

09:45–10:30

### Financial Management

- Responsibility of the lead partner for financial reporting versus Partnership
- Duties and obligations
- No contribution for not in time realized parts of the project
- No formal irregularities but mistakes

*Harald Krebs, Chief Manager of EUREGIO e.V, Germany*

10:30–11:00

Refreshment break

11:00–11:30

### Financial planning of major projects especially for involved enterprises

*Dr. Andre Schlochtermeyer, Head of Office, European Research Programme, Federal Ministry of Education and Research, Germany*

11:30–12:30

### Special features of high-tech projects

- Aim, structure and topics of 7th Research Framework Programme
- Funding instruments of the 7th Research Framework Programme
- Application procedure: call for proposals and call for tender
- Proposal evaluation, evaluation criteria and project selection
- Intellectual properties - who is the owner of the project results

*Dr. Andre Schlochtermeyer, Head of Office, European Research Programme, Federal Ministry of Education and Research, Germany*

12:30–13:30

Lunch break

13:30–14:15

### Project Management I: Financial Rules

- Project Funding
- Financial Management
- Grant Negotiation with the Commission
- Grant Agreement and Consortium Agreement

*Dr. Andre Schlochtermeyer, Head of Office, European Research Programme, Federal Ministry of Education and Research, Germany*

14:15–15:00

### Project Management II: Project Preparation

- EU with a strategy
- Screening of funds
- Partner Search
- How to prepare a successful project proposal
- Lobbying for the own project
- Professional assistance for applications

*Dr. Andre Schlochtermeyer, Head of Office, European Research Programme, Federal Ministry of Education and Research, Germany*

15:00–15:30

Refreshment break

15:30–16:15

### Project Management II: Financial responsibility

- Project Monitoring
- Reporting incl. financial reporting
- Audits
- Facing the Irregularities

*Dr. Andre Schlochtermeyer, Head of Office, European Research Programme, Federal Ministry of Education and Research, Germany*

16:15

Handing out of certificates  
End of the seminar



## ORGANISATIONAL MATTERS

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### BOOKING NUMBER

S-99

### DATES OF EVENT

20<sup>th</sup> October 2008 and 21<sup>st</sup> October 2008

### EVENT LOCATIONS

Hotel Berlin, Berlin

Lützowplatz 17

10785 Berlin, Germany

Phone: +49 (0)30 2605-0

Fax: +49 (0)30 2605-2716

E-mail: [info@hotel-berlin.de](mailto:info@hotel-berlin.de)

### EVENT LANGUAGE

The event language will be English.

### EVENT PRICE

**Early booking contingent until the 27<sup>th</sup> of June 2008:**

**749,- Euro, excl. German VAT (19%)**

Normal price from the 28<sup>th</sup> of June 2008:

799,- Euro, excl. German VAT (19%)

The above price covers the following:

- Entrance for both event days
- Hand-out documents
- Soft drinks and coffee/tea on both days
- Lunch on both days

### HOTEL RESERVATION SERVICE

For this event we offer a hotel reservation service for you. Attendees may profit from special prices of our limited room contingent: The price for a single room at the conference venue hotel incl. buffet breakfast is 107,- Euro per night. For a double room 126,- Euro per night.

If you want us to arrange a hotel reservation for you, please indicate on the booking form. Any alterations concerning the hotel reservation shall be in writing. Please note that hotel costs will be paid by delegates themselves at the hotel.

Of course, you can always look for alternative hotel accommodation matching your preferences.

### BOOKING

Fax: +49 (0)30 802080-250

Online: [www.euroacad.eu](http://www.euroacad.eu)

### YOUR CONTACT PERSON:

Annerose Muyombano, Dipl.-Kffr.

Phone: +49 (0)30 802080-237

E-mail: [booking@euroacad.eu](mailto:booking@euroacad.eu)

### CONTACT

European Academy for Taxes,

Economics & Law

Hausvogteiplatz 13, 10117 Berlin

Germany

Phone: +49 (0)30 802080-230

Fax: +49 (0)30 802080-250

E-Mail: [info@euroacad.eu](mailto:info@euroacad.eu)

Internet: [www.euroacad.eu](http://www.euroacad.eu)

### YOUR CONTACT PERSON FOR THE PROGRAMME:

Regina Lüning, M. Sc. econ.

Manager Marketing and Sales

Phone: +49 (0)30 802080-246

Fax: +49 (0)30 802080-250

E-mail: [regina.luning@euroacad.eu](mailto:regina.luning@euroacad.eu)

### CANCELLATION TERMS

Pre-payment of the fee is a condition for participation. The time of booking does not affect the cancellation regulations. Cancellations shall be in writing. For cancellations received four weeks prior to the event or earlier: a € 80,00 (+ German VAT) administrative fee will be charged. The event fee will be reimbursed in full. For cancellations two to four weeks prior to the event the fee will be reimbursed at 50%, up to two weeks prior to the event or no-show: event fee will not be reimbursed. We reserve the right to change or cancel the event. In the event that the European Academy for Taxes, Economics & Law has to cancel or postpone an event, payments received will be reimbursed in full. We herewith inform you that we exclude the liability for any damages in connection with the event. Personal data provided by attendees (name, company/organisation) will be used during the organisation of the event and distributed to other attendees. With your signature, you agree that we can contact you by fax, email or telephone and that we can use and distribute the provided data in professional terms. If you do not agree, please delete the respective part(s) of the sentence(s) or contact us. You can withdraw your agreement at any point in time. This agreement shall be governed by German law, the courts of Berlin shall have exclusive jurisdiction.

**NOTE**

Please note, you can register as many delegates as you wish (except, the symposium is fully booked). You only need to copy this form for as many persons you wish.

European Academy for Taxes, Economics & Law  
Brauner Klingenberg GmbH  
Hausvogteiplatz 13  
10117 Berlin / Germany



**European Academy**  
for Taxes, Economics & Law

Phone.: +49 (0)30 802080-234  
Fax: +49 (0)30 802080-250  
E-mail: info@euroacad.eu  
www.euroacad.eu

**BOOKING**

BOOKING NUMBER: S-99(PR)

DATE: 20<sup>TH</sup> - 21<sup>ST</sup> OCTOBER 2008

Herewith we register the following persons for the European Seminar: "Management of EU funded projects - European requirements Sharing excellence"

**Delegate 1**  Mr.  Ms.  academic title \_\_\_\_\_ Phone \_\_\_\_\_  
**First name** \_\_\_\_\_ **Last name** \_\_\_\_\_ Fax \_\_\_\_\_  
**Department** \_\_\_\_\_ **E-mail** \_\_\_\_\_  
**Job position** \_\_\_\_\_  
**Your organisation** \_\_\_\_\_ **Binding hotel reservation**  
 Street \_\_\_\_\_ from (arrival) \_\_\_\_\_  
 Postcode / City \_\_\_\_\_ until (departure) \_\_\_\_\_  
 Country \_\_\_\_\_  single room  double room

**Delegate 2**  Mr.  Ms.  academic title \_\_\_\_\_ Phone \_\_\_\_\_  
**First name** \_\_\_\_\_ **Last name** \_\_\_\_\_ Fax \_\_\_\_\_  
**Department** \_\_\_\_\_ **E-mail** \_\_\_\_\_  
**Job position** \_\_\_\_\_  
**Your organisation** \_\_\_\_\_ **Binding hotel reservation**  
 Street \_\_\_\_\_ from (arrival) \_\_\_\_\_  
 Postcode / City \_\_\_\_\_ until (departure) \_\_\_\_\_  
 Country \_\_\_\_\_  single room  double room

**Delegate 3**  Mr.  Ms.  academic title \_\_\_\_\_ Phone \_\_\_\_\_  
**First name** \_\_\_\_\_ **Last name** \_\_\_\_\_ Fax \_\_\_\_\_  
**Department** \_\_\_\_\_ **E-mail** \_\_\_\_\_  
**Job position** \_\_\_\_\_  
**Your organisation** \_\_\_\_\_ **Binding hotel reservation**  
 Street \_\_\_\_\_ from (arrival) \_\_\_\_\_  
 Postcode / City \_\_\_\_\_ until (departure) \_\_\_\_\_  
 Country \_\_\_\_\_  single room  double room

**Invoice organisation**  
 To the attention of \_\_\_\_\_ Phone \_\_\_\_\_  
 Street \_\_\_\_\_ Fax \_\_\_\_\_  
 Postcode / City \_\_\_\_\_ **E-mail** \_\_\_\_\_  
 Country \_\_\_\_\_

In case of registration of more than one delegate - do you prefer:  single invoice?  collective invoice?

Herewith, we grant authorisation for the reservation of hotel rooms. Any alterations concerning the hotel reservation shall be in writing.  
Please note that hotel costs will be paid by delegates themselves at the hotel.

Place, Date

Authorised Signature / Stamp

Pre-payment of the fee is a condition for participation. The time of booking does not affect the cancellation regulations. Cancellations shall be in writing. For cancellations received four weeks prior to the event or earlier: a € 80,00 (+ German VAT) administrative fee will be charged. The event fee will be reimbursed in full. For cancellations two to four weeks prior to the event the fee will be reimbursed at 50%, up to two weeks prior to the event or no-show: event fee will not be reimbursed. We reserve the right to change or cancel the event. In the event that the European Academy for Taxes, Economics & Law has to cancel or postpone an event, payments received will be reimbursed in full. We herewith inform you that we exclude the liability for any damages in connection with the event. Personal data provided by attendees (name, company/organisation) will be used during the organisation of the event and distributed to other attendees. With your signature, you agree that we can contact you by fax, email or telephone and that we can use and distribute the provided data in professional terms. If you do not agree, please delete the respective part(s) of the sentence(s) or contact us. You can withdraw your agreement at any point in time. This agreement shall be governed by German law, the courts of Berlin shall have exclusive jurisdiction.