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**EC Communication Campaign:**

**Horizon 2020 Financial rules**

**28 November 2017, Warsaw**

**Venue:** Dawny budynek biblioteki (Stary BUW)

Uniwersytet Warszawski

Ul. Krakowskie Przedmieście 26/28

00-927 Warszawa

**Speakers:** Mr David Mejuto, RTD.J1 Common Legal Support Service, European Commission

Mr Marcin Jagielski,  RTD.J2  Common Audit Service, European Commission

**Language:** **English** (Translation will not be provided)

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| |  |  | | --- | --- | | 09.00 – 09.30 | Registration | | 09.30 – 09.40 | **Welcome and introduction**  Dr Zygmunt Krasiński, Dyrektor Krajowego Punktu Kontaktowego Programów Badawczych Unii Europejskiej | | 09.40 – 10.00 | **Introduction by EC representative** | | 10.00 – 10.15 | **H2020 model Grant Agreements – Introduction**   * *Structure* * *Forms of costs* * *Budget transfers* | | 10.15 – 10.45 | **Types of staff contracts**   * *Employees VS other staff* * *What contract under what budget category* | | 10.45 – 11.30 | **Personnel cost calculation**   * *Time-recording requirements* * *Actual personnel cost vs unit costs* * *How to calculate actual personnel costs: annual vs monthly rates* * *Options for annual productive hours* | | 11.30 – 11.50 | COFFEE BREAK | | 11.50 – 12.35 | **Personnel cost calculation - continuation**   * *Time-recording requirements* * *Actual personnel cost vs unit costs* * *How to calculate actual personnel costs: annual vs monthly rates*   *Options for annual productive hours* | | 12.35 – 13.20 | **Additional remuneration**   * *Definition* * *Basic remuneration vs additional remuneration* * *Decisional tree* * *Additional remuneration ceiling* | | 13.20 – 14.20 | LUNCH | | 14.20 – 14.50 | **Direct costs**   * *Identification and measurement* * *Eligibility Conditions* | | 14.50 – 15.20 | **Third parties**   * *Types of third parties: classification and characteristics* | | 15.20 – 15.50 | **Subcontracting**   * *Subcontracts Vs Contracts* * *Characteristics and eligibility conditions* * *Conflict of interests and best value for money* | | 15.50 – 16.05 | **Synergies with other grants**   * *Basic principles* * *Concept of "cost item"* | | 16.05 – 16.40 | **Final questions** | |  |