

SAVE THE DATE

FinMan Conference

21 September 2012 from 10.00 - 15.30
at Castle Retzhof in Leibnitz/Graz

FinMan invites you to...

...participate

At the final conference on “Financial Management In European Projects”!

Where? Castle Retzhof, Leibnitz, Austria (AT)

When? Friday, 21 September 2012
10.00-15.30h

The aim of the FinMan project is to improve the effectiveness and efficiency of the project management of LLOs (Lifelong Learning Organisations), providing administrators and financial staff with skills needed to successfully implement those projects.

The conference will present to participants the efficient and effective financial guide for the management of the entire cycle of EU projects in lifelong learning: from the end of the project planning to the submitting of final report to the European Commission as well as all further outcomes developed within the 2-years transnational cooperation.

The target group of the conference are organisations and persons working in the field of adult education and the Lifelong Learning Programme and those who would like to get involved in this area.

- Management staff in institution/organisation involved in EU funded projects
- Financial manager, administrative/accountant staff

... to exchange and network

The conference aims at promoting the discussion on the topic of financial management in EU projects as well as exchanging experiences, good practices and establishing new contacts.

Participants are very welcome to display project promotion material (flyers, brochures, leaflets...) and products (handbooks, DVDs, manuals, strategy papers, guidelines etc.), to exchange and to discuss this material with other conference participants. For this purpose there will be tables available in the conference rooms.

...to experience

The conference will consist of key note speeches and workshops referring to relevant aspects of the financial management in EU projects. Thereby, the focus will be given to centralised actions within the Lifelong Learning Programme.

The participants will discuss with experts in the field and receive tips and recommendations related to examples from actual practice. Furthermore, the workshops will present selected elements and exercises of the training programme, which can be tested by the participants.

- **Workshop I** - The role of financial management in the project cycle
- **Workshop II** - Financial reporting in EU projects

Deadline for Registration: 10 September 2012

Registration forms should be sent by email or fax to Petra Kampf. Registration forms are available for download at www.fin-man.eu and www.enter-network.eu

For further information about the conference in **general or detailed information about travel and accommodation**, as well as displaying of material please contact the conference promoter:

Conference Promotor:

Petra Kampf - E.N.T.E.R.

Geidorfplatz 2. 8020 Graz . Austria

Tel: ++43 (0)316 329005 . Fax ++43 (0) 316 329006

Email: petra.kampf@enter-network.eu

Conference programme at a glance

Programme (Draft) at a glance	
Time	Topic
09.30 - 10.00	Registration
10.00 - 10.15	Official address of welcome
10.15 - 10.45	<p>“The very start: Budget planning and the proposal writing phase”</p> <p><i>Ursula Pretterhofer - Business consultant, External evaluator for EACEA, AT</i></p>
10.45 - 11.00	<p>“The role of the LLP national agencies in the application procedure of Grundtvig and other centralised projects”</p> <p><i>Karin Hirschmüller - OeAD National Agency Lifelong Learning (Grundtvig, Euroguidance), AT</i></p>
11.00 - 11.30	Coffee break and networking
11.30 - 12.00	<p>“The final showdown: Analysis of final financial reports by the funding body”</p> <p><i>Georg Müllner - E.N.T.E.R., External evaluator for the Austrian National Agency, AT</i></p>
12.00 - 12.30	<p>“FinMan Project and workshop introduction”</p> <p><i>Caterina Boschi - Project Coordinator, TK Formazione Srl, IT</i></p>
12.30 - 14.00	Networking buffet lunch
14.00 - 15.00	<p>Workshop I - The role of financial management in the project cycle</p> <p>Workshop II - Financial reporting in EU projects</p>
15.00 - 15.30	Summary and Conclusions

Moderation: Petra Kampf - E.N.T.E.R., AT

The FinMan project team is looking forward to welcoming you soon at the FinMan Conference!

Visit us at:

www.fin-man.eu

or

www.facebook.com/Finmanproject



Partnership

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AT A GLANCE:

Hosted by

E.N.T.E.R. on behalf of the FinMan Project Consortium

Venue

Castle Retzhof - Dorfstrasse 17, 8430 Leitring/Leibnitz (approx. 36km from Graz), Austria.



Promoted by: DER RETZHOFF

For further information please visit: <http://www.retzhof.at>

Travel and Accommodation

Graz is the second largest city in Austria and can be reached easily by air, rail and road. Then the venue can be reached by train from Graz airport or central station. Accommodation is available directly at the castle or in the close neighborhood. For further information related to travel, accommodation options and reservations please contact petra.kampf@enter-network.eu.

Deadline for Registration

10 September 2012

Contact

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Workshops

Workshop "The role of financial management in the project cycle"
Focus on:

- What is "Project Cycle Management" (PCM)
- Overview on the EU programmes
- Financial management in EU projects

Workshop "Financial reporting in EU Projects"

Focus on:

- Purpose of reporting
- Internal Reporting system
- Common templates
- Tools for costs calculation
- Numbering system of the financial documents

Networking

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Further information and updates can be found at:

<http://www.fin-man.eu> and <http://www.enter-network.eu>

