

Dear All,

An ERCEA H2020 Grant Management event aimed at financial/project administrators in Host Institutions will be organised by the European Research Council Executive Agency (ERCEA) in cooperation with the National Contact Point for Research Programmes of the UE based at the Institute of Fundamental Technological Research Polish Academy of Sciences the Regional Contact Point "Centrum" and the University of Warsaw on: **23 October 2017, 09:00-18:00**.

The event will take place on the premises of the University of Warsaw

Address: University of Warsaw, Kazimierz Palace, Krakowskie Przedmieście 26/28, Warsaw, Poland.

The event will focus on providing guidance and training on grant management including ERCEA specificities and the main H2020 cost eligibility categories. The programme will consist of H2020 interactive presentations on:

- Granting Process
- Amendments Process

and

two H2020 workshops/case studies centred on the following themes:

- Financial Management Process
- Audit Process/Personnel Costs

Where possible, FP7 best practice examples and common errors also relevant to H2020 will be provided too.

Please find attached the draft agenda. As the case study sessions will be held on a rotational basis you will be able to attend both. A more detailed agenda will be sent to you after the registration closure.

Throughout the day you will also have plenty of opportunities to ask questions related to the presented topics and exchange best practice ideas with other beneficiaries. **We strongly encourage you to send us any questions you may have in advance in order to help us in our preparation and make the workshop as useful for you as possible.**

Please leave your questions to ERCEA upon registration and **confirm your participation by 22<sup>th</sup> September 2017 through the online registration system:**

<http://bob.strony.uw.edu.pl/23-02-2016/>

Password (hasło): 202020

Registrations can be accepted up to 80 participants. We are expecting participation from 1-2 people per organisation; nevertheless in larger organisations with a significant number of ERCEA grants, higher participation will be accepted. The reservations will be made on a first come first served basis.

We highly recommend you invest the time and effort to attend this event as we strongly believe it will considerably help in the management and reporting of your ERCEA H2020 projects and ultimately help to reduce any errors. This workshop is ideally aimed at all financial/project administrators of H2020 projects. If this invitation is not addressed to the appropriate person, please forward it to the right people in your organisation who are dealing with ERCEA grant management.

Please note that no reimbursement will be made for travel or accommodation expenses.

For additional questions concerning ERCEA, please contact [rahma.el-idrissi@ec.europa.eu](mailto:rahma.el-idrissi@ec.europa.eu)  
Should you have any trouble with the registration, please contact [Magdalena.Chomicka@kpk.gov.pl](mailto:Magdalena.Chomicka@kpk.gov.pl)

We would like to thank the University of Warsaw for kindly providing the venue for this event.

Best regards,

**European Research Council Executive Agency**

**National Contact Point for Research Programmes of the UE based at the Institute of Fundamental Technological Research**

**Polish Academy of Sciences the Regional Contact Point "Centrum"**

**University of Warsaw**