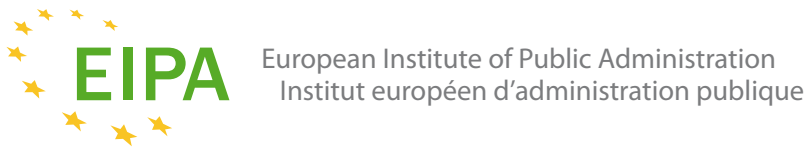


How to prepare a budget A technical guide

Maastricht (NL), 28-29 October 2010



Introduction

Target Group

This seminar is designed for public officials, staff of international organisations, universities, Member States' agencies, international financing institutions, NGO's and interested parties involved in EU programmes and direct funded projects.

Description

Specific rules and principles have to be followed to prepare a budget for EU projects. The seminar intends to present the general rules that have to be followed for tenders and grants. The course will explain as well the EU financial regulation and the Practical guide (PRAG) to contract procedures for external actions.

Objectives

This seminar is a technical guide aimed to:

- explain how to plan the project's activities
- present how to prepare a budget explaining the resource and cost schedule
- analyse possibilities and limits of action within the EU financial regulation.

Method

A combination of presentations, lectures, analysis of budgets from projects approved by the EU Commission, case studies and working groups.

Programme

THURSDAY 28 OCTOBER 2010

09.30hrs

EIPA presentation and Introduction to the seminar
Cristiana Turchetti, National Seconded Expert of Italy,
EIPA, Maastricht (NL), Project Leader

09.45hrs

How to plan the project's activities
Cristiana Turchetti

10.45hrs

Working Group – Practical Exercises

11.15hrs

Coffee break

11.30hrs

**From the Activity Schedule to the resource and cost schedule:
preparing a budget**
NN, European Commission

13.00hrs

Lunch

14.30hrs

Working Group – Practical Exercises

16.00hrs

Coffee break

16.30hrs

Report and comment of the working group

17.30hrs

End of day one

FRIDAY 29 OCTOBER 2010

9.30hrs

**Practical Guide to Contract procedures (PRAG):
basic rules and procedures**

Marcello Repici, Procurement Officer, European Delegation, Tirana

11.00hrs

Coffee break

11.30hrs

**Practical Guide to Contract procedures (PRAG):
basic rules and procedures**

Marcello Repici

13.00hrs

Lunch

14.30hrs

Working Group – Practical Exercises

15.45hrs

Coffee break

16.00hrs

Report of the working groups results in plenary session

17.00hrs

Q&A - End of the seminar



General Information

Programme

The programme will commence on Thursday 28 October at 09.00 hrs and finish on Friday 29 October at 16.00 hrs.

Seminar venue

The seminar will take place in the Blue Conference Room (0.18) at the European Institute of Public Administration, O.L. Vrouweplein 22, NL-6211 HE Maastricht, tel.: +31(0)43 32 96 222, fax: +31(0)43 32 96 296.

Working language

The seminar will be conducted in English.

Fee

The participation fee is € 800 and includes documentation, 2 lunches, 1 dinner and refreshments. Accommodation and travel costs are at the expense of the participants or their administration. EIPA offers its members a reduction of 10% of the registration fee. This reduction is available to all civil servants working for one of EIPA's member countries (i.e. AT, BE, BG, CY, CZ, DK, EE, FI, FR, DE, GR, HU, IE, IT, LT, LU, MT, NL, PL, PT, ES, SE, UK).

Officials of EU Institutions, bodies and Agencies which have signed a framework contract under LOT 8 are entitled to a 20% discount. This applies to officials coming from the following EU Institutions: European Commission, European Parliament, Committee of the Regions, Council of the European Union, European Economic and Social Committee; and European Agencies: Translation Centre (CDT), European Centre for the Development of Vocational Training (Cedefop), Education, Audiovisual and Culture Executive Agency (EACEA), European Agency for Reconstruction (EAR), European Environment Agency (EEA), European Food Safety Agency (EFSA), European Monitoring Centre for Drugs and Drug Addiction (EMCDDA), European Medicines Agency (EMA), European Railway Agency (ERA), European Training Foundation (ETF), European Union Agency for Fundamental Rights (FRA), Executive Agency for Competitiveness and Innovation (EACI), European Agency for Safety and Health at Work (OSHA). Other EU agencies not listed above may benefit from this discount through DG ADMIN, European Commission.

If you are eligible for a discount, please tick the box in the registration form. Please note that reductions cannot be accumulated. For more information, please visit EIPA's website: www.eipa.eu (FAQ-special discounts).

Hotel reservations

The European Institute of Public Administration will be pleased to make reservations for you at a hotel in Maastricht. We have made a block booking at Hotel Beaumont**** (www.beaumont.nl), at a rate of € 102 p.p.n. (incl. breakfast and tourist tax). Should you wish to make use of this possibility, please indicate the name of the hotel and the dates of arrival and departure on the registration form. Payment is to be made directly and personally to the hotel on checking out. Please note that if you register after the closing date, hotel reservations cannot be guaranteed.

Meals

The lunches will be served at the Institute's restaurant and dinner in the evening will be at a restaurant in town. Should you require a special menu (e.g. vegetarian, diabetic), please inform the Programme Organiser so that this can be arranged.

Registration

Kindly complete the registration form and return it before 11 October 2010 to Ms Eveline Hermens, Programme Organiser, European Institute of Public Administration, P.O. Box 1229, NL-6201 BE Maastricht, tel.: +31(0)43 32 96 259, fax: +31(0)43 32 96 296, e-mail: e.hermens@eipa.eu. You can also submit the online registration form which can be found on EIPA's website: www.eipa.eu (training).

Your name and address will be part of EIPA's database for our mailing purpose only. If you do not want to be included in our mailing database, please tick the box in the registration form.

Confirmation

Confirmation of registration will be forwarded to participants on receipt of the completed registration form.

Payment

Prior payment is a condition for participation. Please indicate the method of payment on the registration form. In any case, the participant or his/her administration will receive an invoice for the payment of the registration fee. For cancellations received after the date indicated on the registration form we will have to charge an administration fee of € 150 unless a replacement participant is found.

Cancellation policy

EIPA reserves the right to cancel the seminar up to 2 weeks before the starting date. EIPA accepts no responsibility for any costs incurred (travel, hotel, etc.). For EIPA's cancellation policy, please visit our website www.eipa.eu (legal notice)

Registration Form

How to prepare a budget – A technical guide Maastricht (NL), 28-29 October 2010

Surname: Title: M/F
First name:
Current position:
Organisation:
Department:
Work address:
Postal code & town: Country:
Tel. no: Fax no:
E-mail address:

Payment – 1024401

The participation fee includes participation in the seminar, documentation, 2 lunches, 1 dinner and beverages

€ 800

discount of 10% (Please check first the conditions at www.eipa.eu (FAQ – special discounts))

Method of payment

Bank transfer

The participants or their administration will receive an invoice for the payment of the registration fee.

Invoice address (if different from the abovementioned address):
.....
E-mail:

Credit card

American Express Card Eurocard/Mastercard Visa Card

Card no.: Expiry date: /

Name Card holder: (in case this differs from above)

Address Card holder: (in case this differs from above)

Postal code: Country: (in case this differs from above)

Card Validation Code: (the last three digits on the BACK of your card)

(Exempt from VAT by virtue of Article 11, para. 1 (o), subpara. 2 of the Dutch Law on VAT of 1968)

Hotel reservation

Please reserve hotel accommodation for me at Hotel Beaumont

Date of arrival: Date of departure: No. of nights:

No hotel reservation required

Meals

Lunch day 1: will attend will not attend

Dinner day 2: will attend will not attend

Lunch day 2: will attend will not attend

Vegetarian: yes no Fish allowed: yes no Other dietary requirements:

As the number of places is limited, please return the completed registration form before 11 October 2010 to:

Ms Eveline Hermens, European Institute of Public Administration, P.O. Box 1229, NL-6201 BE Maastricht,

tel.: +31(0)43 32 96 259, fax: +31(0)43 32 96 296, e-mail: e.hermens@eipa.eu



Your name and address will be part of EIPA's database for our mailing purpose only.
Please tick if you do not want to be included in our mailing database.