



European Academy
for Taxes, Economics & Law

INTERACTIVE WORKSHOPS
Send in YOUR questions and
indicate which parts of the agenda
are particularly important for you!

Advanced Workshop for Technical Assistance Experts

Technical Assistance for European Structural Funds

Eligibility of Costs • Performance Indicators • Audit of TA • Evaluation and Closure

22nd - 23rd April 2013, Berlin

Brochure

ADVANCED WORKSHOP FOR TECHNICAL ASSISTANCE EXPERTS

Technical Assistance for European Structural Funds

Technical Assistance (TA) for European Structural Funds has been in use for several years now. Yet, there are still many practical problems and uncertainties which TA experts face in their day-to-day work:

- Which costs are eligible and which are not?
- What practical issues have to be taken into account when preparing a contract agreement with the beneficiary?
- How can indicators be used to measure performance? How to collect, measure, analyse and monitor indicators in the best way?
- What changes can be expected in regard to TA in the next programming period 2014-2020?
- How to prepare for these changes?
- What is important when implementing and monitoring TA in practice?
- How to prepare yourself for TA audits?
- What are the possibilities to improve the use of TA in one's institution?
- How can the absorption rate of available funds for TA be increased?
- What has to be taken into consideration when closing the OP?
- In which way can one benefit from an evaluation strategy?

TAILOR-MADE WORKSHOP FOR ADVANCED TECHNICAL ASSISTANCE EXPERTS!

Your participation is essential! You will only be able to fully benefit from this interactive workshop if you provide your individual issues for discussion!

We encourage you to send in your particular questions and indicate which parts of the agenda are especially important to you!

Please, send your questions to:
coordination@euroacad.eu

Who is this workshop for?

This tailor-made Advanced Workshop is designed especially for Technical Assistance Experts such as:

- Heads of Unit
- Directors
- TA Experts, Specialists and Coordinators
- Expert Advisors
- Programme Managers
- Project Managers
- Financial Officers
- Auditors, Controllers, Evaluators

from Technical Assistance Departments or other departments in

- Managing Authorities
- Intermediate Bodies
- Beneficiaries
- Certifying Authorities
- Audit Authorities

and other bodies working with Technical Assistance for European Structural Funds.

“Very informational and useful seminar which covers different TA areas. It is great!”

Chief Specialist, Ministry of Finance, Lithuania





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for Taxes, Economics & Law

What will you learn at this workshop?

This workshop provides you with specific knowledge and practical expertise in TA. You will deepen and extend your essential programme management skills. From planning and budgeting, including factors for eligibility of assistance to the contract agreement with beneficiaries, as well as indicators, controls and audit of TA, all topics relevant for a successful management will be covered by our experts. As a participant, you will learn how to structure your TA and how to effectively monitor and evaluate the delivery of TA in your region and Member State by various indicators. This workshop will allow you to broaden and advance your knowledge of TA and have fruitful discussions regarding your individual questions and concerns. Our experts will work with you on practical examples in small group sessions which will give you time for exchanging experience and best practice with European colleagues.

The seminar will also discuss planning for closure of operational programmes and examine changes in the use of TA for the new Programming Period 2014 - 2020.

“The seminar is very useful for TA managers”

**Peter Taverniers, Coordinator Payments, Activation / ESF / EIF,
Federal Public Service For Social Integration, Belgium**

Optional Course for the „Master of Management in EU Funds“

This European Seminar is also an Optional Course for the „Master of Management in EU Funds“

For further Information, **please click here.**

Your benefits

- Profit from case-related presentations and work in small groups
- Benefit from best practice reports on how eligible and non-eligible costs are dealt with in various Member States
- Understand how TA issues are handled in other Member States
- Exchange experience with delegates from other European countries working with TA
- Acquire knowledge on how to plan and budget TA under the Structural Funds
- Obtain an understanding of how to implement an efficient evaluation strategy
- Become aware of common mistakes in the contract agreement
- Apprehend how TA is monitored and how indicators can be used to measure performance



PROGRAMME DAY 1

Technical Assistance for European Structural Funds

8.30-9.00

Registration and Hand-out of Seminar Material

9.00-9.05

Opening Remarks from the European Academy for Taxes, Economics & Law

9.05-9.45

Welcome Note from the Chair, Round of Introductions and Discussion on Objectives of the Workshop

Andrew Luff, Structural Funds Expert Adviser and former Head of European Structural Fund Programmes, East of England Development Agency (EEDA), United Kingdom

Workshop I

Planning – Budgeting – Eligibility of Costs

9.45-10.15

Planning for Technical Assistance beyond 2013

- Use of TA leading up to programme closure
- Examination of changes in the use of TA for the new programming period
- New elements included and reporting arrangements
- Lessons learned – making best use of TA

Sonja Maurus, Programme Executive, Southern Eastern Regional Assembly, Ireland

10.15-10.45

Eligibility of Costs – Field Report – Financial Questions for TA Managers

- EC regulations and guidelines
- National rules vs. EC requirements – where is the fit?
- Implementation of guidelines and rules

Andrew Luff, Structural Funds Expert Adviser and former Head of European Structural Fund Programmes, East of England Development Agency (EEDA), United Kingdom

10.45-11.15

Coffee Break and Networking Opportunity

11.15-12.00

Eligibility of Costs – Practical Issues

- Division of the participants into small groups
- Interactive session: eligibility issues in different EU Member States

Andrew Luff, Structural Funds Expert Adviser and former Head of European Structural Fund Programmes, East of England Development Agency (EEDA), United Kingdom

12.00-12.45

Results of Session I and Discussion Round

Please bring your questions you want to have discussed in this discussion round

12.45-14.00

Lunch Break and Networking Opportunity



ANDREW LUFF

Structural Funds Expert Adviser and former Head of European Structural Fund Programmes, East of England Development Agency (EEDA), United Kingdom

Andrew Luff has over ten years of experience of managing European Structural Funds programmes starting with management of the closure of the East of England Structural Fund programmes for the period 1994-1999. He was then appointed as Head of European Regional Development Fund (ERDF) programmes for the East of England based at the Government Office for the East of England (GO-East) managing the East of England ERDF Objective 2 programme from 2001 to 2007 together with the Peterborough URBANII Community Initiative programme and the LEADER+ Community Initiative programme in the region. Andrew Luff was appointed as EEDA's Head of European Structural Fund programmes in October 2007 and had responsibility for the delivery of the region's ERDF Competitiveness Programme for the 2007-2013 period and has also had responsibility for delivery of EEDA's European Social Fund (ESF) Co-Financing Plan. He has also worked with the England ERDF Managing Authority (Department for Communities and Local Government) on the transition of programme management arrangements following the UK Government's decision to abolish Regional Development Agencies. Recently, he has been working to support two of the region's universities developing ERDF projects and longer term EU funding strategies.



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Workshop II

Contract Agreement with the Beneficiaries

14.00-14.15

Beneficiaries of Technical Assistance in the ESF and ERDF

- Different types of beneficiaries
- Best practice examples
- Expert recommendations

Andrew Luff, Structural Funds Expert Adviser and former Head of European Structural Fund Programmes, East of England Development Agency (EEDA), United Kingdom

14.15-14.45

How Best to Manage the Approval Process and Prepare and Conclude a Contract Agreement with the Beneficiary?

- Regulatory requirements that need to be considered
- Project selection criteria
- Bodies involved and processes used to approve grant applications
- Core components of a contract
- Important issues which need to be considered when preparing a contract
- Lessons learned to date

Sonja Maurus, Programme Executive, Southern Eastern Regional Assembly, Ireland

14.45-15.00

Results of Session II and Discussion Round

Please bring your questions you want to have discussed in this discussion round

15.00-15.30

Coffee Break and Networking Opportunity

Workshop III

Performance Indicators

15.30-16.00

How Can Indicators be Used to Measure Performance and Cross-Cutting Themes in Technical Assistance?

- Indicators to measure the delivery of TA in Regions and Member States
- Approach taken to cross-cutting themes

Sonja Maurus, Programme Executive, Southern Eastern Regional Assembly, Ireland

16.00-16.45

Performance Indicators and Cross-Cutting Themes in Technical Assistance

- Interactive session: work on case study/quiz on good/bad indicator examples

Sonja Maurus, Programme Executive, Southern Eastern Regional Assembly, Ireland

Andrew Luff, Structural Funds Expert Adviser and former Head of European Structural Fund Programmes, East of England Development Agency (EEDA), United Kingdom

16.45-17.00

Results of Session III and Discussion Round

Please bring your questions you want to have discussed in this discussion round

17.00

End of Day One



SONJA MAURUS

**Programme Executive,
Southern Eastern Regional
Assembly, Ireland**

Sonja Maurus has over ten years experience of managing European Structural Funds programmes, starting as Finance Officer in the Joint Technical Secretariat of the INTERREG IIIB North West Europe Programme in January 2002. In May 2006, she commenced as Programme Support Manager and Financial Controller in the ESF funded Accel programme in Ireland. In May 2008, she was appointed to the role of Programme Executive of the Southern Eastern Regional Operational Programmes 2006-2008 and 2007-2013, with responsibility for financial management, financial control and monitoring of different sections of the programmes. Sonja Maurus also has responsibility for aspects of the Assembly's involvement in Territorial Cooperation Objective Programmes. From July 2011, she has additionally taken on the role as Interim Contact Point for Ireland of the INTERREG IVB North West Europe Programme.

PROGRAMME DAY 2

Technical Assistance for European Structural Funds

9.00-9.15

Welcome Note and Brief Review of Day 1

Andrew Luff, Structural Funds Expert Adviser and former Head of European Structural Fund Programmes, East of England Development Agency (EEDA), United Kingdom

Workshop IV

Monitoring and Audit of Technical Assistance

9.15-9.30

How to monitor TA in ESF and ERDF

- Requirements for the monitoring of TA
- How is TA monitored?
- Is the monitoring of TA funded through TA? What are the Implications?
- Revenue generating projects in TA
- Durability of operations
- Does TA have to be monitored in detail?
- Best practice and expert opinion

Sonja Maurus, Programme Executive, Southern Eastern Regional Assembly, Ireland

9.30-9.45

Audit of Technical Assistance

- What is the approach to TA audits?
- What are the evidence requirements?
- What are the areas which provide potential issues?
- What lessons have been learned to date?

Andrew Luff, Structural Funds Expert Adviser and former Head of European Structural Fund Programmes, East of England Development Agency (EEDA), United Kingdom

9.45-10.15

Monitoring and Audit of Technical Assistance – Practical Issues

- Division of the participants into small groups
- Interactive session: identifying issues that arise in their own administrations in respect of TA monitoring and audit

Andrew Luff, Structural Funds Expert Adviser and former Head of European Structural Fund Programmes, East of England Development Agency (EEDA), United Kingdom

10.15-10.30

Results of Session IV and Discussion Round

Please bring your questions you want to have discussed in this discussion round

10.30-11.00

Coffee Break and Networking Opportunity



ANDREW LUFF

Structural Funds Expert Adviser and former Head of European Structural Fund Programmes, East of England Development Agency (EEDA), United Kingdom

Andrew Luff has over ten years of experience of managing European Structural Funds programmes starting with management of the closure of the East of England Structural Fund programmes for the period 1994-1999. He was then appointed as Head of European Regional Development Fund (ERDF) programmes for the East of England based at the Government Office for the East of England (GO-East) managing the East of England ERDF Objective 2 programme from 2001 to 2007 together with the Peterborough URBANII Community Initiative programme and the LEADER+ Community Initiative programme in the region. Andrew Luff was appointed as EEDA's Head of European Structural Fund programmes in October 2007 and had responsibility for the delivery of the region's ERDF Competitiveness Programme for the 2007-2013 period and has also had responsibility for delivery of EEDA's European Social Fund (ESF) Co-Financing Plan. He has also worked with the England ERDF Managing Authority (Department for Communities and Local Government) on the transition of programme management arrangements following the UK Government's decision to abolish Regional Development Agencies. Recently, he has been working to support two of the region's universities developing ERDF projects and longer term EU funding strategies.

"Absolutely comprehensive information"

Beáta Stančíková, Project Manager, Technical Assistance Department of OP ED, Ministry of Education, Youth and Sport, Czech Republic



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Workshop V

Evaluation and Closure

11.00-11.30

Planning for Closure of Operational Programmes

- Brief run through of closure requirements
- Developing a closure plan
- Achieving full spend
- Considering resources for closure
- Learning the lessons from closure 2000-2006

Andrew Luff, Structural Funds Expert Adviser and former Head of European Structural Fund Programmes, East of England Development Agency (EEDA), United Kingdom

11.30-11.45

How to Achieve Added Value from an Evaluation Strategy

- How to ensure an efficient linkage between your evaluation strategy and your TA strategy?
- How to review your TA plan?
- Lessons learned

Andrew Luff, Structural Funds Expert Adviser and former Head of European Structural Fund Programmes, East of England Development Agency (EEDA), United Kingdom

11.45-12.00

Results of Session V and Discussion Round

Please bring your questions you want to have discussed in this discussion round

12.00-12.30

Summary of the Advanced Workshop and Final Discussion Round

- Review of the workshop objectives and initial feedback

Sonja Maurus, Programme Executive, Southern Eastern Regional Assembly, Ireland

12.30-13.30

Lunch Break and Networking Opportunity

13.30

End of Seminar and Hand out of Certificates



SONJA MAURUS

**Programme Executive,
Southern Eastern Regional
Assembly, Ireland**

Sonja Maurus has over ten years experience of managing European Structural Funds programmes, starting as Finance Officer in the Joint Technical Secretariat of the INTERREG IIIB North West Europe Programme in January 2002. In May 2006, she commenced as Programme Support Manager and Financial Controller in the ESF funded Accel programme in Ireland. In May 2008, she was appointed to the role of Programme Executive of the Southern Eastern Regional Operational Programmes 2006-2008 and 2007-2013, with responsibility for financial management, financial control and monitoring of different sections of the programmes. Sonja Maurus also has responsibility for aspects of the Assembly's involvement in Territorial Cooperation Objective Programmes. From July 2011, she has additionally taken on the role as Interim Contact Point for Ireland of the INTERREG IVB North West Europe Programme.

“It was very useful because I have received a lot of information which is necessary for my daily work, and I will share this „fresh knowledge“ with my colleagues. Thanks!”

Dora Horvat, Financial Controller, National Environmental Protection and Energy Centre, Hungary

ORGANISATIONAL MATTERS

Technical Assistance for European Structural Funds

Date of Event

22nd - 23rd April 2013

Booking Number

S-563 MC

Event Language

The event language is English.

Event Price

1289,- Euro, excl. German VAT (19%)

The above price covers the following:

- Admission to the seminar
- Hand-out documents
- Seminar certificate, if seminar fully attended
- Soft drinks and coffee/tea on both event days
- Lunch on both event days

Booking Modalities

It is recommended to book soon as seats are limited. For organisational matters, we kindly ask you to complete the booking form in capital letters.



BOOKING

Fax: +49 (0)30 802080-250

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Phone: +49 (0)30 802080-230

For online booking please visit our website: www.euroacad.eu

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(Programme is subject to alterations)

Event Location

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10117 Berlin, Germany

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Fax: +49 (0)30-800 928-1000

E-mail: reservations.berlin@marriotthotels.com

Internet: www.marriott.de

Please contact the hotel directly and refer to the "European Academy for Taxes, Economics & Law" in order to benefit from a limited room contingent at a special price. Please book as soon as possible. Of course you can always look for an alternative hotel accommodation.



NOTE

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



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BOOKING

BOOKING NUMBER: S-563 MC (PR)

22nd - 23rd APRIL 2013, BERLIN

Herewith we register the following persons for the Workshop: "Technical Assistance for European Structural Funds"

Delegate 1

☐ Ms. ☐ Mr.

First name _____ Last name _____ Phone _____
Department _____ Fax _____
Job position _____ E-mail _____
Your organisation _____
Street _____
Postcode / City _____
Country _____

Delegate 2

☐ Ms. ☐ Mr.

First name _____ Last name _____ Phone _____
Department _____ Fax _____
Job position _____ E-mail _____
Your organisation _____
Street _____
Postcode / City _____
Country _____

Delegate 3

☐ Ms. ☐ Mr.

First name _____ Last name _____ Phone _____
Department _____ Fax _____
Job position _____ E-mail _____
Your organisation _____
Street _____
Postcode / City _____
Country _____

Invoice organisation

To the attention of _____
Street _____ Phone _____
Postcode / City _____ Fax _____
Country _____ E-mail _____

In case of registration of more than one delegate - do you prefer:

☐ single invoice?

☐ collective invoice?

With my signature I confirm my registration and accept the
General Terms and Conditions as legally binding.

☐ I herewith agree to receive further information from the
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NOTE

Only Valid with Signature and Stamp

Place, Date

Authorised Signature and Stamp



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1. Area of Application

The following terms and conditions settle the contractual relationship between conference participants and the European Academy for Taxes, Economics & Law Brauner Klingenberg GmbH [referred to as "European Academy for Taxes, Economics & Law" in the following]. Differing terms and conditions, as well as, other settlements and/or regulations have no validity.

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A registration can be made via internet, mail, fax, or email. The registration is considered granted and legally binding if not rejected by the European Academy for Taxes, Economics & Law in writing within seven (7) days after receipt of registration. The registration will be supplemented by a booking confirmation via email. Partial bookings are only valid for seminars designed in modules.

3. Service

The course fee covers the fee per participant and course in € net, subject to current German VAT. It includes training course documents as per course description, a lunch meal/snack and refreshments during breaks, as well as, a participation certificate.

The European Academy for Taxes, Economics & Law has the right to change speakers/instructors and to modify the course program if and where necessary while maintaining the overall nature of the course. All registered participants will be notified in case of a course cancellation due to force majeure, due to speakers' preventions, due to troubles at the chosen location or due to a low registration rate. Course cancellation notification due to a low registration rate is issued no later than two (2) weeks before the course date. Course fees are reimbursed in the cases listed above; however, reimbursement for travel expenses or work absenteeism is only granted in cases of intention or gross negligence by the European Academy for Taxes, Economics & Law. Any reimbursement of travel expenses are to be considered as an exceptional goodwill gesture and form no future general obligation. In case of disturbances and/or interruptions, the European Academy for Taxes, Economics & Law commits itself to solve or limit any problems that might occur in order to maintain and continue the course as planned.

4. Payment Date and Payment, Default of Payment

Payment of the course fee is payable immediately upon receipt of invoice. Where payment is not received or lacking clear assignment to a participant prior to commencement of the course, the European Academy for Taxes, Economics & Law may refuse the relevant participant's participation in that course. The course fee, however, is still due immediately and can be claimed as part of a dunning procedure or legal action. In accordance with BGB §247 (1), in case of default of payment within the stipulated time period, default interest on arrears of at least 5% above the ECB base rate is due and payable. The European Academy for Taxes, Economics & Law can claim higher damage for delay if and where proven. Equally, the participant may prove that a damage has not occurred or has had less effect than estimated by the European Academy for Taxes, Economics & Law.

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Cancellations need to be issued in writing. Cancellation by the participant will be subject to cancellation charges as follows:

- 30 days or more prior to commencement of the course: service charge of 80,00 € net, subject to current German VAT, payable immediately, course fee will be reimbursed,
- two (2) weeks to 30 days prior to commencement of the course: 50% of course fee net, subject to current German VAT, payable immediately,
- non-attendance or cancellation less than two (2) weeks prior to commencement of the course: 100% of course fee net, subject to current Germany VAT, payable immediately

The European Academy for Taxes, Economics & Law gladly accepts without additional costs a substitute participant nominated in case of a cancellation if the substitute participant is registered at least three (3) days prior to the commencement of the course. Neither cancellation of a specific module/part of the course or substitution per module/per day is possible.

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7. Liability

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8. Applicable Law, Place of Jurisdiction, Place of Performance

All cases shall be governed and construed in accordance with German law to the exclusion of the UN Sales Convention. As far as legally admissible, place of performance and place of exclusive jurisdiction shall be Berlin, Germany.

9. Data Protection

The European Academy for Taxes, Economics & Law protects personal data by taking appropriate protection measures. For the purpose of optimization of the product and service portfolio and according to the regulations of the data privacy laws, it stores and processes person-specific data on the training participants. Hence, all European Academy for Taxes, Economics & Law website hits are registered. All personal data will, in accordance with the law, be used for documentation requests, placed orders or other enquiries in order to send information out by post.

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