

TRAINING TITLE	FINANCIAL MANAGEMENT OF CBHE PROJECT	DATES	12-02-2019
TRAINERS	MARKO STOJANOVIĆ, JELENA NASTIĆ (WEBIN) GERALDINE LEE TREEWEK (BCU)	PLACE	VISOKA ŠKOLA STRUKOVNIH STUDIJA ZA OBRAZOVANJE VASPITAČA NOVI SAD

OBJECTIVES:

1. To better understand some basic financial rules
2. To get aware of our (institutions) finance-related obligations
3. To think about financial management procedures and practices that we will exercise in managing our part of the grant
4. To encourage mutual understanding and trust among the partners

TIME & DURATION	SESSION TITLE & STRUCTURE	LEARNING OUTCOMES	METHODS	MEANS & TOOLS	RESOURCES	LEAD. TRAINER
12.00-13.30 (90')	<p>SESIJA POSLE RUČKA</p> <ul style="list-style-type: none"> • Introduction of participants, sharing experiences on financial management of past projects • Link between financial management and partnership agreements • Real costs and unit costs - differences • Categories of costs 	Participants understood contractual provisions, spending rules and which supporting documents to keep	<ul style="list-style-type: none"> - Input - Presentation - Individual work/work in pairs - Discussion 	<ul style="list-style-type: none"> -Projektor -Laptop -<u>ppt-1</u> -<u>Project budget</u> -<u>Joint Declaration</u> -<u>Time sheet</u> 		MS, JNS, GLT
13.30-14.30 (60')			-			
14.30-16.30 (120')	<ul style="list-style-type: none"> • Real costs and unit costs - differences • Categories of costs • Equipment costs • Other costs - subcontracting • Staff costs (EACEA regulation VS local regulation) • Costs related to mobility (EACEA regulation VS local regulation) • Grant monitoring • Financial reporting • Audit • Creation of a team of financial officers <p>Agreement about common (template) formulations in the forms, about internal reporting and sharing of supporting documentation, other</p>	Participants understood the spending rules and which supporting documents to keep, and created the team of financial officers and agreed	<ul style="list-style-type: none"> - Input - Presentation - Individual work/work in pairs - Discussion 	<ul style="list-style-type: none"> -Projektor -Laptop -<u>ppt-1</u> -<u>Project budget</u> -<u>Reporting form</u> 		MS, JNS, GLT