



European Academy  
for Taxes, Economics & Law

# Masterclass Management in EU Funds

Masterclass  
Berlin, Germany

Masterclass Brochure

## **“Masterclass Management in EU Funds” – a unique professional training tailor-made for your needs**

We are proud to announce the “Masterclass Management in EU Funds”, a unique professional training on EU funds management. This Masterclass represents the first Europe-wide intensive professional preparation for all EU funds specialists.

Have you gathered first experience or are you about to start working in this very complex field of EU funding? Then you comply with the key admission requirement for the “Masterclass Management in EU Funds”. Join many successful graduates and ensure high qualification for your career.

### **EU Funds Management – A complex professional field**

Every year, billions of Euro in EU funding are granted to implement innovative projects on national, regional and local level in Europe. The preparations for the new programming period 2014-2020 have already begun and become more and more intensified. There is a broad spectrum of EU funding possibilities available for projects. It is the task of the competent authorities to implement the programmes. They have to select from thousands of projects those ones that fit the requirements, and monitor, control and evaluate them. Furthermore, they have to ensure a smooth cooperation with all stakeholders involved.

The fulfilment of these tasks by responsible authorities requires a thorough knowledge of all applicable legislation including the EU regulations concerning EU Funds. If you fail to comply with these rules, the consequences can be substantial. Therefore, all authorities charged with obligations regarding the management and control of EU Funds need to be certain how to proceed in complicated cases. Moreover, the constant monitoring and implementation of the newest changes in the EU funding policy as well as the exchange of knowledge with colleagues and experts are essential in the professional field of EU funds management.

This unique Masterclass provides you with in-depth expertise on management and control of EU funds. It aims to prepare you thoroughly for your everyday work. Benefit from the wide choice of topics highly relevant to your professional field as well as from the intensive knowledge exchange with experienced practitioners. Use this unique advanced professional training to broaden your knowledge and acquire excellent competence for your work.

## “Masterclass Management in EU Funds” – Your benefits

- Boost your career through this unique Europe-wide qualification in management in EU funds
- Benefit from a wide choice of topics tailored to your professional needs
- Ensure a high qualification of staff members in your EU funding unit by investing in competence building through specialised trainings
- Acquaint yourself with the applicable rules on EU funds
- Build up your expert knowledge on the current and next programming period 2014-2020
- Learn how to use financial control and audit tools
- Benefit from a wide range of interactive teaching methods and extensive course materials
- Check your expertise in Knowledge Checks
- Plan your courses flexibly
- Receive documentation of your successfully attended Masterclass seminars
- Enjoy the European character of the courses, improve your professional English and network with peers and colleagues from all across Europe

## Admission Requirements

- Relevant work experience or just about to start in the field of EU Funds
- Specialists in EU Funds Management working in
  - Managing Authorities
  - Certifying Authorities
  - Audit Authorities
  - Intermediate Bodies
  - Courts of Auditors
  - All other authorities involved in the management and control of EU Funds e.g. Ministries, Regional Development Agencies, National and private banks, Associations and non-profit organisations
  - Certified public accountants and public auditors responsible for conducting and reporting on audits performed according to the regulations (EC) No. 1828/2006, 1083/2006, 1080/2006
  - Public and private beneficiaries of EU funding
  - Consultancies specialised in EU funding

***“Excellent Masterclass, the missing piece for vocational training on EU Funds in Europe”***



## Masterclass Elements

### Masterclass Choice

In order to be awarded the “Masterclass Management in EU Funds” Diploma you need to successfully complete 3 compulsory Masterclass seminars. Additionally, you need to successfully complete 4 optional Masterclass seminars of your choice.

Each course consists of a maximum of two training days.

You need to successfully pass the Knowledge Check at the end of each Masterclass seminar in order to receive the “Masterclass Management in EU Funds” Diploma.

### Teaching Methods

- Presentations and case studies
- Interactive exercises and workshops
- Small group tasks
- Best practice reports
- Discussions and Q&A Sessions
- Rich course material and hand-outs
- Knowledge Checks at the end of each Masterclass seminar

### Masterclass Time Schedule

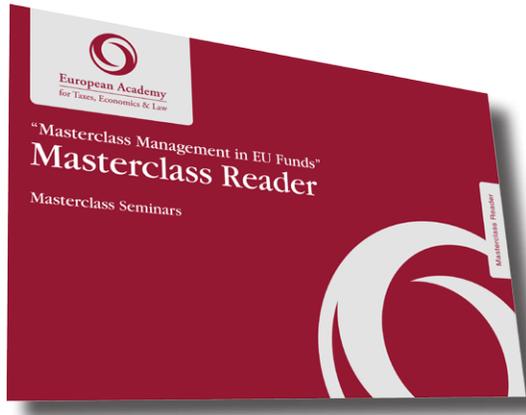
You can start at any time you wish. The Masterclass programme starts with the date of the first Masterclass seminar you are attending. It is recommended to successfully pass 6 further Masterclass seminars within 12 months in order to be awarded the “Masterclass Management in EU Funds” Diploma.

### Language

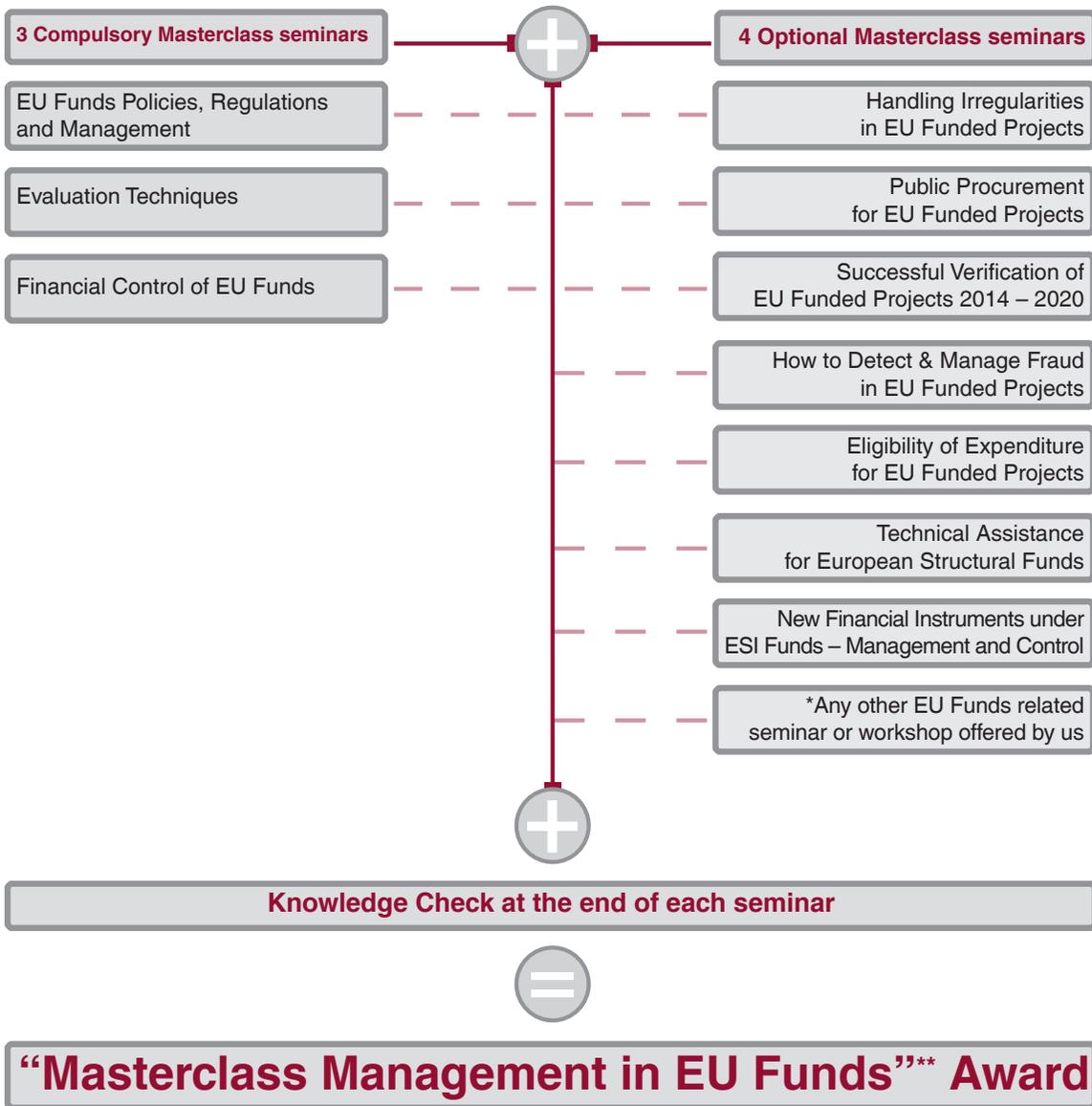
The compulsory Masterclass seminars are conducted in English.

The optional Masterclass seminars are held either in English or in German, depending on your seminar choice.

# Masterclass Modules



Always updated Course Programme online at  
**[www.euroacad.eu](http://www.euroacad.eu)**



\* Symposia, Conferences and Summer Academies not included  
\*\* ECTS-Points not included



European Academy

for Taxes, Economics & Law

“Masterclass Management in EU Funds”  
**Masterclass Reader**

Masterclass Seminars

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**Always updated Course Programme online at [www.euroacad.eu](http://www.euroacad.eu)**  
or call your Customer Relationship Manager under **+49 (30) 80 20 802 22500**

## The following highly qualified and experienced speakers provided their expertise at previous events:

**Loretta Dormal Marino**

*Deputy Director General, DG AGRI, European Commission*

**Nicholas Martyn**

*Deputy Director General for Policy, Performance and Compliance, DG REGIO, European Commission*

**Michel-Eric Dufeil**

*Head of Unit REGIO F1 Germany and the Netherlands, DG REGIO, European Commission*

**Caroline Callens**

*Head of Unit, Audit II, DG REGIO, European Commission*

**Paolo Cesarini**

*Head of Unit, State Aid Policy: R&D, Innovation and Risk Capital, DG COMP, European Commission*

**Isabelle Jegouzo**

*Head of Fraud Prevention Unit, European Anti-Fraud Office (OLAF), European Commission (ex)*

**Johan Khouw**

*Head of Unit Hercule, Pericles and EURO Protection, European Anti-Fraud Office (OLAF), European Commission*

**Thomas Bender**

*Head of Unit, External Relations, Neighbourhood Policy, Enlargement, IPA, DG EMPL, European Commission*

**Josefine Loriz-Hoffmann**

*Head of Unit, Consistency of Rural Development, DG AGRI, European Commission*

**Leif Högnäs**

*External Auditor, Coordination, relations with the Court of Auditors and OLAF, DG REGIO, European Commission*

**Franz-Peter Veits**

*Programme Manager for EU Policies and Team Leader Closure ESF Programmes, DG EMPL, European Commission*

**Laurent Sens**

*Policy Officer, ESF Policy and Legislation, DG EMPL, European Commission*

**Prof. Dr. Hendrik Fehr**

*Director and Liaison Officer, European Court of Auditors (ex)*

**Martin Weber**

*Head of Audit Unit ERDF/CF, Transport and Energy, European Court of Auditors*

**Roland Randefelt**

*Senior Engineer, Programme Lending Division, Projects Directorate, European Investment Bank*

**Hubert Cottogni**

*Deputy Director, Regional Business Development, European Investment Fund*

**Louis Vervloet**

*General Director, ESF Agency Flanders, Belgium*

**Daniel Jansen**

*Deputy Head of the Managing Authority (ESF), Ministry of Labour, Health and Social Affairs in Northrhine-Westfalia, Germany*

**Jo Kremers**

*Senior Audit Manager, Audit Authority EU Funds, Central Audit Services, Ministry of Finance, the Netherlands*

**Gerard Finn**

*Director, Border, Midland and Western Regional Assembly, Ireland*

**Konrad Knedler**

*Internal Audit Director, Polish Agency of Enterprise Development, Poland*

**Bénédict Wauters**

*Deputy Director Strategy and Organisational Development, ESF Agency Flanders, Belgium*

**Nataša Prah**

*Director, Budget Supervision Office, Ministry of Finance, Slovenia*

**Balázs Dencső**

*Director General, Directorate General for Audit of European Funds, EU Funds Audit Authority, Ministry of National Economy, Hungary*

**Andrew Luff**

*Head of European Structural Funds Programmes, East of England Development Agency, United Kingdom (ex)*

**Jana Jirku**

*Head of Unit for Social Integration and Transnational Cooperation, ESF Department, Ministry of Labour and Social Affairs, Czech Republic*

**Barry North**

*Head of Compliance, ERDF Closure Division, Department for Communities and Local Government, United Kingdom*

**Phil McVey**

*Director of European Policy and Programmes, South West of England Regional Development Agency, United Kingdom (ex)*

**Grzegorz Orawiec**

*Director, Department of Regional Policy, Marshal's Office of the Swietokrzyskie Regional Government, Poland*

**Declan Wylde**

*Finance Director, Railway Procurement Agency, Ireland*

**Kaur Siruli**

*Head of Financial Control Department, Ministry of Finance, Estonia*

**Ignaz Knöbl**

*Head of Unit Coordination of Rural Development, Federal Ministry of Agriculture, Forestry, Environment and Water Management, Austria*

**Dr. Andre Schlochtermeyer**

*Head of Office, European Research Programme, Federal Ministry of Education and Research (BMBF), Germany*

**Eeva-Liisa Koivuneva**

*Senior Government Advisor, Head of the Structural Funds Administration, Regional Development Unit, Ministry of Employment and the Economy, Finland*

**Edith Templeton**

*Assistant Director, State Aid Branch, Department of Business, Enterprise and Regulatory, United Kingdom*

# Organisational Matters

## Masterclass modules

You need to attend 7 Masterclass seminars in total. In particular, you need to attend **3 compulsory Masterclass seminars**. Additionally, you have to attend **4 optional Masterclass seminars**. Each course consists of a maximum of 2 days.

You need to successfully pass the Knowledge Check, which will take place at the end of each Masterclass seminar in order to receive the “Masterclass Management in EU Funds” Diploma. You need to achieve at least 60% of the correct answers in order to successfully pass the Knowledge Check.

## Masterclass time schedule

You can start at any time you wish and finish your “Masterclass Management in EU Funds” at your preferred time schedule. However, it is appropriate and recommended to pass all 7 Masterclass seminars within 12 months time.

## Masterclass language

All Masterclass seminars are conducted in English.

## Masterclass Seminar Location

All Masterclass seminars will take place in ★★★★★ venues in Berlin, Germany

## Inscription fee for public administration

6900,- Euro excl. German VAT(19%)

## Inscription fee for participants from other sectors

8900,- Euro excl. German VAT(19%)

## The above price covers the following:

- Participation in 3 compulsory Masterclass seminars\*
- Participation in 4 optional Masterclass seminars\*
- “Masterclass Management in EU Funds” Diploma\*\*
- Masterclass Presentations, digital version
- Lunch on all Masterclass training days
- Refreshments on all Masterclass training days

\* Symposia, Conferences and Summer Academies not included

\*\* ECTS-Credits not included

## Check and choose your Masterclass seminars

The “Masterclass Reader” guides you through all Masterclass seminars available and provides you with all information on the detailed programme, the dates and the location of each event. Should the date and the location of a Masterclass seminar not be announced yet, the European Academy for Taxes, Economics & Law will keep you updated regularly. Make a choice of your preferred Masterclass Seminars as soon as possible as the number of participants is limited. Masterclass Seminar programmes are subject to alterations.



# Continuously updated Course Programme online at [www.euroacad.eu](http://www.euroacad.eu)

## Changing of single Masterclass seminars

You can change single Masterclass seminars no later than 14 days prior to the event. Later changes will not be accepted and attendance of the event is compulsory. In case of non-attendance the participant will be excluded from the Masterclass programme. Please note that the changing of Masterclass seminars needs to be issued in writing. You have the possibility to change the courses within the one-year-period in consideration of the Terms & Conditions.

Herewith I register the following persons to the „Masterclass Management in EU Funds“

**Delegate 1**  Ms.  Mr.

First name \_\_\_\_\_ Last name \_\_\_\_\_

Your organisation \_\_\_\_\_

Department \_\_\_\_\_

Unit \_\_\_\_\_

Job position \_\_\_\_\_

Street \_\_\_\_\_

Postcode / City \_\_\_\_\_

Country \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

E-mail \_\_\_\_\_

**Delegate 2**  Ms.  Mr.

First name \_\_\_\_\_ Last name \_\_\_\_\_

Your organisation \_\_\_\_\_

Department \_\_\_\_\_

Unit \_\_\_\_\_

Job position \_\_\_\_\_

Street \_\_\_\_\_

Postcode / City \_\_\_\_\_

Country \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

E-mail \_\_\_\_\_

**Invoice Organisation**  Ms.  Mr.

First name \_\_\_\_\_ Last name \_\_\_\_\_

Your Organisation \_\_\_\_\_

Department \_\_\_\_\_

Unit \_\_\_\_\_

Job Position \_\_\_\_\_

E-mail \_\_\_\_\_

Street \_\_\_\_\_

Postcode / City \_\_\_\_\_

Country \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

**For further information and inscription procedure please contact:**

**Your Customer Relationship Manager**

**Tatjana Ivanova** | Phone: +49 (0)30 80 20 802 2500 | E-mail: [tatjana.ivanova@euroacad.eu](mailto:tatjana.ivanova@euroacad.eu)

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 European Academy for Taxes, Economics & Law

Place, Date

Authorised Signature / Stamp



**European Academy**  
for Taxes, Economics & Law

European Academy for Taxes, Economics & Law  
at Potsdamer Platz  
Entrance: Leipziger Platz 9  
10117 Berlin / Germany

## BOOKING

E-mail: [booking@euroacad.eu](mailto:booking@euroacad.eu)

Phone: +49 (0)30 80 20 802-0

Fax: +49 (0)30 80 20 802-2250

For online booking please visit  
our website: [www.euroacad.eu](http://www.euroacad.eu)

# TERMS & CONDITIONS FOR THE “MASTERCLASS MANAGEMENT IN EU FUNDS”

## 1. Area of Application

The following terms and conditions settle the contractual relationship between Masterclass participants and the European Academy for Taxes, Economics & Law EuroAcad 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. Seminars and Workshops are part of the Masterclass programme. Symposia, Conferences and Summer Academies are not included.

## 2. Registration / Confirmation of Application

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 Masterclass 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 certificate of attendance of the individual Masterclass seminars, a Duty Record Book and a final Certificate “Masterclass Management in EU Funds”. In case of online participation in a Masterclass seminar is possible, the course fee covers training course documents as per course description and a certificate of attendance of the individual Masterclass seminar. The European Academy for Taxes, Economics & Law has the right to change speakers/instructors and to modify the course programme 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.

### \*3.1 Certificate Requirements “Masterclass Management in EU Funds”

In order to be awarded the Certificate “Masterclass Management in EU Funds” Masterclass participants need to attend seven (7) Masterclass seminars in total within a one-year-period. In particular, Masterclass participants need to attend three (3) compulsory Masterclass seminars. Additionally, Masterclass participants have to attend four (4) optional Masterclass seminars. Each Masterclass seminar consists of a maximum of two (2) days. Masterclass participants need to successfully pass the Knowledge Check, which will take place at the end of each Masterclass seminar. The Masterclass starts with the date of the first Masterclass seminar participants are attending.

## 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. As regards online participation of Masterclass seminars, access and log-in data will be provided by e-mail after the European Academy for Taxes, Economics & Law has received payment of the course fee.

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.

Payment shall be made by cashless bank transfer; cash or cheques will not be accepted. The European Academy for Taxes, Economics & Law is not liable for any loss of means of payment. The participant may only offset such claims against the European Academy for Taxes, Economics & Law’s as are undisputed, legally recognised or recognised in writing by the European Academy for Taxes, Economics & Law. The right of retention is only acceptable in accordance with a counterclaim based on the same contract.

## 5. Cancellation

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

- up to 14 days after booking of Masterclass and not having attended a Masterclass seminar yet: service charge of 80,00€ net, subject to current German VAT, payable immediately, Masterclass fee will be reimbursed.
- 15 days to 30 days after booking of Masterclass and not having attended a Masterclass seminar yet: 50% of Masterclass fee net, subject to current German VAT, payable immediately.
- Non-attendance or cancellation 30 days and more after booking of Masterclass and not having attended a Masterclass seminar yet: 100% of course fee net, subject to current German VAT, payable immediately.

Neither cancellation of a specific module/part of the Masterclass nor substitution per module/per day is possible.

## 6. Changing of Courses

Changing of individual courses need to be issued in writing. Changes by the participant have to be issued in writing latest 14 days prior to the event. The same applies for online participation of Masterclass seminars. Later changes will not be accepted and attendance to the event is compulsory. In case of non-attendance the participant will be excluded from the Masterclass programme.

## 7. Copyright

Course documents as well as online seminars are protected by property rights and may not be duplicated, processed, amended, circulated or published in any other way without the written consent of the European Academy for Taxes, Economics & Law. The European Academy for Taxes, Economics & Law reserves all rights. With regard to online participation of Masterclass seminars, only the registered Masterclass participant is allowed to follow the online seminar. In case of noncompliance, the European Academy for Taxes, Economics & Law reserves the right to take legal steps. The European Academy for Taxes, Economics & Law is not responsible for any violations caused by the participants.

## 8. Liability

All seminars and courses are prepared and presented by qualified speakers and instructors. The European Academy for Taxes, Economics & Law accepts no liability for the up-to-dateness, correctness and completeness of the seminar documentation as well as presentations of the seminar. With regard to online participation in Masterclass seminars the European Academy for Taxes, Economics & Law does not assume liability concerning the technical requirements needed by the participants.

## 9. 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.

## 10. 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. The European Academy for Taxes, Economics & Law will, in accordance with the law, inform participants by email about special offers that resemble previously booked seminars. If and where personal data needs to be transferred to countries lacking appropriate data protection schemes, the European Academy for Taxes, Economics & Law shall grant alternative adequate protection. Furthermore, the European Academy for Taxes, Economics & Law will use personal data as far as participants have granted respective permission. When collecting personal data, the European Academy for Taxes, Economics & Law will always ask for permission regarding email information about offers. The participant may, at any time, express their objection to data collection for the purpose of advertisement or address via email or fax. Any data provided to the European Academy for Taxes, Economics & Law will be processed for reservations and bookings as well as for information about other seminars. Names and company names will be published in a participants’ list and forwarded to the mailing company. The European Academy for Taxes, Economics & Law reserves the right to stream its seminars online in real-time.