



European Academy
for Taxes, Economics & Law

**Bring cases of irregularities
that cause you problems and
discuss them with our experts!**

European Seminar

Handling Irregularities in EU Funded Projects

26th – 27th February 2015, Berlin

With Experts from:

- Department for Communities and Local Government, United Kingdom
- Higher Education Authority, Ireland
- Marshal's Office of the Świętokrzyskie Regional Government, Poland
- OLAF Coordination Bureau, National Tax and Customs Administration, Hungary

Brochure

EUROPEAN SEMINAR

Handling Irregularities in EU Funded Projects

The European Commission is still not entirely satisfied with the handling of irregularities

The correct handling of irregularities in EU funded projects is still a very difficult issue for all bodies involved in the management and control systems of EU funds. As the number of irregularities reported remains very high, the European Commission stresses that Member States need to continue their efforts in order to minimise the rate of irregularities. Thus, the topic of irregularities has to remain a priority for Member States as well.

Huge financial costs are at stake for EU Member States

If an irregularity results in an undue payment to a beneficiary, the payment needs to be recovered. However, if the money cannot be obtained from the beneficiary and if this loss was caused by a mistake or negligence of a Member State, then this Member State is obligated to reimburse the amounts lost to the general budget of the EU. Hence, there are huge financial costs at stake for the Member States if irregularities are not handled correctly.

Correct handling of irregularities is crucial

In order to spend EU funding in compliance with applicable laws and regulations, the EU Member States need to take actions to prevent, detect and correct irregularities in the use of EU funds. They have to report irregularities, monitor procedures used and recover amounts unduly paid. Furthermore, Regulation (EC) 1083/2006 obligates Member States to notify irregularities to the European Commission (EC) and to keep the EC informed of the progress of administrative and legal proceedings.

In order to minimise the financial risk of repayments of funds, Managing Authorities, Intermediate Bodies as well as Certifying and Audit Authorities of EU funds in all Member States must gain absolute certainty on the correct handling of irregularities.

Who is this seminar for?

- Directors, Heads of Units, Experts, Managers, Auditors, Controllers, Officers, Lawyers and other members of staff dealing with irregularities in EU funded projects from:
 - Managing Authorities
 - Intermediate Bodies and other Authorising Bodies (e.g. Ministries, Public Banks)
 - Certifying Authorities
 - Audit Authorities
- Public and private Beneficiaries of EU funds
- Other bodies responsible for EU funded projects or other multilateral and bilateral projects

“A remarkable experience with a perfect balance of the theory and exchange of practical knowledge from different EU member states”

Jevgenija Kucuna, Ministry of Finance, Republic of Latvia





European Academy
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What will you learn at this seminar?

- How to identify irregularities and distinguish them from clerical and technical errors
- How to distinguish irregularities from fraud cases
- What are possible measures to prevent irregularities in the first place
- How to manage financial risks of irregularities
- How to exactly conduct corrections
- How to deal with irregularities in the procurement process
- When and how to notify the European Commission and OLAF of irregularities
- What are the consequences for a Member State when not complying with its obligations in regard to handling irregularities

Your benefits

- Gain certainty about legal and practical issues of a correct handling of irregularities and the implications of them
- Avoid cancellation or repayment of funds due to incorrect dealing with irregularities
- Save time and money by receiving practical hints on how to prevent irregularities in the first place
- Exercise detecting, following-up and reporting of irregularities in practice by working on case studies as well as on your own practical examples in interactive case studies and workshops
- Discuss your individual questions and problems on irregularities with our experts
- Network and exchange experiences with European colleagues who deal with the same issues of irregularities in other regions and EU Member States

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.**



PROGRAMME DAY 1

Handling Irregularities in EU Funded Projects

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

9.05-9.15

Welcome Note from the Chair and Round of Introductions

Stewart Roche, Management Accountant, Higher Education Authority, Ireland

9.15-10.00

Introduction: What Constitutes an Irregularity?

- Definition
- Types of irregularities
- Distinction between irregularities, errors, suspected frauds and frauds
- Areas where most irregularities occur and reasons

Dávid Szeverényi, Head of AFCOS Hungary, OLAF Coordination Bureau, National Tax and Customs Administration, Hungary

10.00-10.15

Discussion Round

10.15-10.45

Coffee Break and Networking Opportunity

10.45-11.30

Differentiating Fraud from Irregularities

- Detecting and reporting suspicion of fraud
- European Commission's criteria for irregularities and fraud
- Differences in managing fraud cases
- Effective fraud prevention measures
- Interactive case study: Irregularity or fraud?

Dávid Szeverényi, Head of AFCOS Hungary, OLAF Coordination Bureau, National Tax and Customs Administration, Hungary

11.30-11.45

Discussion Round

11.45-12.30

Challenges in the Identification and Closure of Irregularities

- The role and obligations of Managing Authorities and Intermediate Bodies in the identification of irregularities
- Implementing the control environment – Effective and efficient management and control systems
- How to identify irregularities through primary controls
- Quantifying and closing irregularities

Simon Hannah, ERDF Finance and Compliance Manager, European Policy & Programmes Division, East of England Programme, Department for Communities and Local Government, United Kingdom

12.30-12.45

Discussion Round

12.45-13.45

Lunch Break and Networking Opportunity



STEWART ROCHE

Management Accountant, Higher Education Authority, Ireland

Stewart Roche has been Management Accountant in the Higher Education Authority (HEA) since 1998. The HEA is the statutory planning and development body for higher education and research as well as the funding authority for universities, institutes of technology and a number of designated higher education institutions in Ireland. It manages and disburses funds from the ESF as well as ERDF co-financed programmes and acts as the National Agency for the EU Lifelong Learning Programme. Stewart Roche has qualified as a chartered accountant in 1974 and holds a Master in Corporate Leadership (MBS) since 2008.



DÁVID SZEVERÉNYI

Head of AFCOS Hungary, OLAF Coordination Bureau, National Tax and Customs Administration, Hungary

Dávid Szeverényi has been Head of AFCOS Hungary, OLAF Coordination Bureau, since 2009. His responsibilities involve the management of the contacts between OLAF and Hungarian institutions in various fields and the support for national institutions in the development of irregularity management systems. Prior to his work in the National Tax and Customs Administration, Dávid Szeverényi worked in the National Development Agency. He was responsible for irregularity and financial related tasks and became the Head of the Horizontal Unit of the Managing Authority in 2008. Dávid Szeverényi started his career in the Ministry of Finance, National Authorising Officer's Office, where he dealt with financial issues of Phare, SAPARD and ISPA.





European Academy
for Taxes, Economics & Law

13.45-14.15

Successful Solutions for the Identification of Irregularities

- Verifications – On the spot checks
- Sampling methods
- Use of checklists – Practical example of verification checklists
- Follow up and resolution of findings – Setting an action plan
- Lesson learnt – Managing programme risks

Simon Hannah, ERDF Finance and Compliance Manager, European Policy & Programmes Division, East of England Programme, Department for Communities and Local Government, United Kingdom

14.15-14.30

Discussion Round

14.30-15.15

Present and Future of OLAF's Investigations

- The scope of rights vested in OLAF by the Commission in case of investigations
- Introduction of the new OLAF Regulation and the main modifications compared to Reg. 1073/1999/EC
- Cooperation with OLAF during external investigations, and obligations set to Member states
- Best practices and experiences

Dávid Szeverényi, Head of AFCOS Hungary, OLAF Coordination Bureau, National Tax and Customs Administration, Hungary

15.15-15.30

Discussion Round

15.30-16.00

Coffee Break and Networking Opportunity

16.00-16.30

How to Prevent Irregularities?

- Effective practical steps
- Record keeping checklist
- Project management checklist

Grzegorz Orawiec, Director, Department of Regional Policy, Marshal's Office of the Świętokrzyskie Regional Government, Poland

16.30-16.45

Discussion Round

16.45-17.45

How to Successfully Identify and Handle Irregularities in Public Procurement?

- The first problem – How to choose the right procedure for EU funded investment
- Irregularities below EU thresholds
- Checking the ability and technical capacity of tenderers – Risk of appeals
- One way to avoid problems – Framework agreements
- Contract award criteria – A “paradise” for irregularities
- Serious irregularities due to additional works and services in EU funded projects
- Savings after contract award – Why can't they be re-used?
- Consequences of irregularities – Calculation of financial lines: comparative and indicator methods

Grzegorz Orawiec, Director, Department of Regional Policy, Marshal's Office of the Świętokrzyskie Regional Government, Poland

17.45-18.00

Final Discussion Round

18.00

End of Day One

Case Study



SIMON HANNAH

ERDF Finance and Compliance Manager, European Policy & Programmes Division - East of England Programme, Department for Communities and Local Government, United Kingdom

Simon Hannah is responsible for the financial management and programme compliance of the East of England's 2007-2013 ERDF programme. Since 2007, his main responsibilities have been the development and operation of the East of England's management and control systems and processes covering contract management, grant payments, irregularity handling, project monitoring and verification functions. He has over eight years experience in ERDF policy, programme development and delivery both at Managing Authority and Intermediate Body levels, and actively contributes to the English ERDF programmes national policies and in the establishment and review of national procedures and controls. Prior to the current round of programmes Simon Hannah had been involved in the 2000-2006 programmes for the Government Office since 2003, conducting on-the-spot verifications and desk based checks on EU funded projects, identifying and coordinating irregularity management information and reports.



GRZEGORZ ORAWIEC

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

Since 2012, Grzegorz Orawiec has been Director of the Department of Regional Policy in the Marshal's Office of the Świętokrzyskie Regional Government. Before, he was President of the Board of the Regional Centre for Innovation and Technology Transfer in Kielce, Poland. He has been working on preparation, supervision and verification of EU funded projects in various regional institutions in Poland for more than 10 years. In 2007/2008, Grzegorz Orawiec was appointed Contract Agent in the Public Procurement Unit of the Delegation of the European Commission in Skopje, Macedonia, where he prepared and checked IPA funded projects. In addition, he has been a lecturer at universities in Poland and Germany on topics concerning the Regional Development in Europe. Since 2004, Grzegorz Orawiec has been co-operating as an expert with TAIEX, DG Enlargement of the European Commission and regularly holds lectures in the field of public procurement, audit and internal control.

Workshop

PROGRAMME DAY 2

Handling Irregularities in EU Funded Projects

9.00-9.10

Welcome Note from the Chair
Stewart Roche, Management Accountant,
Higher Education Authority, Ireland

9.10-10.15

Practical Examples of Corrective Actions

- Establishing the value of the corrections
- Recovery of grant
- Remedial actions – Project and programme level
- Continual programme improvements – Improving the control environment

Simon Hannah, ERDF Finance and Compliance Manager, European Policy & Programmes Division, East of England Programme, Department for Communities and Local Government, United Kingdom

10.15-10.30

Discussion Round

10.30-11.00

Coffee Break and Networking Opportunity

11.00-11.45

Financial Corrections of Irregularities

- Financial corrections by Member States and the Commission
- Managing responsibilities and expectations of stakeholders
- Flat rate corrections for non-financial irregularities
- Recovery of sums unduly paid
- Write off procedures for irrecoverable irregularities

Simon Hannah, ERDF Finance and Compliance Manager, European Policy & Programmes Division, East of England Programme, Department for Communities and Local Government, United Kingdom

11.45-12.00

Discussion Round



SIMON HANNAH

ERDF Finance and Compliance Manager, European Policy & Programmes Division - East of England Programme, Department for Communities and Local Government, United Kingdom

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"Excellent and very usefull!"

Mihaela Ionescu, Ministry of Environment and Climate Change, Romania



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12.00-12.45

Managing Financial Risks of Irregularities

- The effects of financial corrections on programme budgets
- Financial risks for Member States in regard to irregularities
- Error rates
- Risk mitigation – Practical solutions to reducing financial risks
- Budget management

Simon Hannah, ERDF Finance and Compliance Manager, European Policy & Programmes Division, East of England Programme, Department for Communities and Local Government, United Kingdom

12.45-13.00

Discussion Round

13.00-14.15

Lunch Break and Networking Opportunity

14.15-15.15

HIGH RISK ISSUE: Irregularities in Public Procurements

- EU Public Procurement Law
- Common types of irregularities in public procurement and measures to avoid them
- Irregularities in work contracts
- Irregularities in service contracts

Stewart Roche, Management Accountant, Higher Education Authority, Ireland



15.15-15.30

Final Discussion Round

15.30

End of Seminar and Hand-out of Certificates



STEWART ROCHE

**Management Accountant,
Higher Education Authority,
Ireland**

Stewart Roche has been Management Accountant in the Higher Education Authority (HEA) since 1998. The HEA is the statutory planning and development

body for higher education and research as well as the funding authority for universities, institutes of technology and a number of designated higher education institutions in Ireland. It manages and disburses funds from the ESF as well as ERDF co-financed programmes and acts as the National Agency for the EU Lifelong Learning Programme. Stewart Roche has qualified as a chartered accountant in 1974 and holds a Master in Corporate Leadership (MBS) since 2008.

“Handling of fraud from public authority perspective”

ORGANISATIONAL MATTERS

Handling Irregularities in EU Funded Projects



European Academy
for Taxes, Economics & Law

Date of Event

26th – 27th February 2015

Booking Number

S-893 MC

Event Language

The event language will be English.

Event Price

1.289,- 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

Upon request you can receive a **digital version** of the seminar documents after the event for **60,- Euro excl. German VAT (19%)** in addition to the seminar.

BOOKING

E-mail: booking@euroacad.eu

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Phone: +49 (0)30 80 20 80 230

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our website: www.euroacad.eu

Contact

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

Phone: +49 (0)30 80 20 80 230

Fax: +49 (0)30 80 20 80 250

E-mail: info@euroacad.eu

Internet: www.euroacad.eu

Your contact persons for the programme:

Regina Lüning, M. Sc. econ.

Head of Marketing and Sales

Phone: +49 (0)30 80 20 80 246

Fax: +49 (0)30 80 20 80 259

E-mail: regina.luning@euroacad.eu

Pascal Dumont du Voitel

Conference Manager

Phone: +49 (0)30 80 20 80 249

Fax: +49 (0)30 80 20 80 259

E-mail: pascal.dumont@euroacad.eu

(Programme is subject to alterations)

Event Location

RAMADA Hotel Berlin-Alexanderplatz

Karl Liebknecht Strasse 32

10178 Berlin, Germany

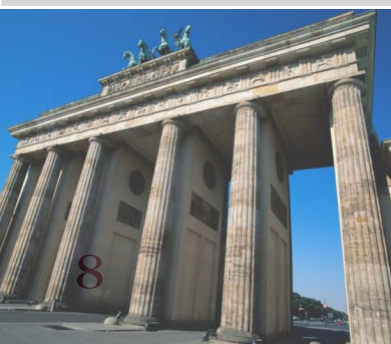
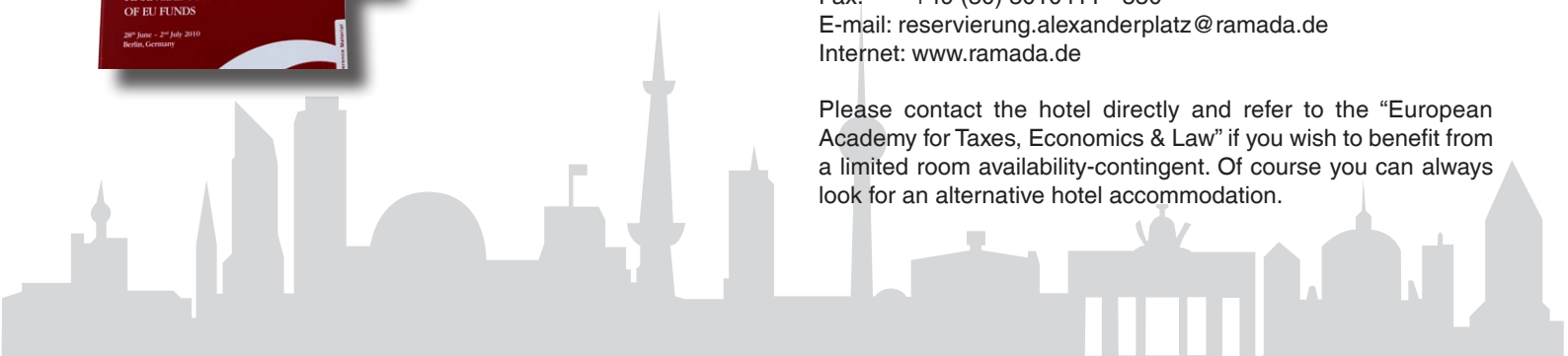
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at Potsdamer Platz
Entrance: Leipziger Platz 9
10117 Berlin / Germany

BOOKING

BOOKING NUMBER: S-893 MC (DM)

26th – 27th FEBRUARY 2015, BERLIN

Herewith we register the following persons for the European Seminar: "Handling Irregularities in EU Funded Projects".

Delegate 1

☐ Ms. ☐ Mr.

First name _____ Last name _____

Your organisation _____

Department _____

Unit _____

Job position _____

Street _____

Postcode / City _____

Country _____

Phone _____

Fax _____

E-mail _____

☐ I hereby order the digital version of the seminar documents (fee required) in addition to the seminar.

Delegate 2

☐ Ms. ☐ Mr.

First name _____ Last name _____

Your organisation _____

Department _____

Unit _____

Job position _____

Street _____

Postcode / City _____

Country _____

Phone _____

Fax _____

E-mail _____

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Delegate 3

☐ Ms. ☐ Mr.

First name _____ Last name _____

Your organisation _____

Department _____

Unit _____

Job position _____

Street _____

Postcode / City _____

Country _____

Phone _____

Fax _____

E-mail _____

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Invoice Organisation

☐ Ms. ☐ Mr.

First name _____ Last name _____

Your Organisation _____

Department _____

Unit _____

Job Position _____

E-mail _____

Street _____

Postcode / City _____

Country _____

Phone _____

Fax _____

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

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

☐ single invoice? ☐ collective invoice?

NOTE

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Place, Date

Authorised Signature and Stamp



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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.

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- two (2) weeks to 30 days prior to commencement of the course: 50% of course fee net, subject to current German VAT, payable immediately,
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