



EUROPEAN COMMISSION
DIRECTORATE-GENERAL FOR RESEARCH & INNOVATION

Directorate J - Common Support Centre
J.3 - Common service for business processes

CANCELLED

H2020 COORDINATORS' DAY:
Amendments / Reporting and Payments

26 November 2015

European Commission
Charlemagne building – Room: Gasperi
Rue de la Loi 170
1040 Brussels, Belgium

Online webcast of the event will be available through a live stream (link available [here](#)).

08:30 - Registration

09:30 - Welcome, agenda and logistics

09:45 - AMENDMENTS, the Legal Basis

10:15 - AMENDMENTS, the Business Process

10:50 - Coffee break

11:30 - AMENDMENTS, the IT Tool

12:30 - Sandwich lunch

14:00 - REPORTING AND PAYMENTS, the Legal Basis

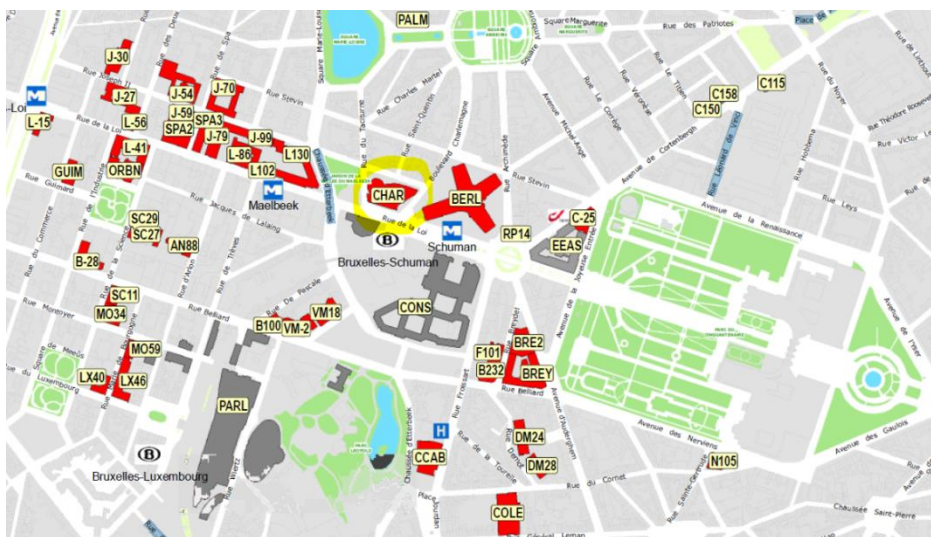
14:30 - REPORTING AND PAYMENTS, the Business Process

15:00 - REPORTING AND PAYMENTS, the IT Tool

16:00 - End of the meeting

H2020 Coordinators' Day – 26 November 2015 – 8.30 to 17.00

Venue: European Commission
Building: Charlemagne (CHAR) **Room: Gasperi**
Rue de la Loi, 170
1040 – Bruxelles



How to get there:

From Airport: Brussels Airport Zaventem

- **Transfer by Bus:** There is a convenient shuttle bus (Line 12) from the airport to the City, get off at Schuman (approx. 30 minutes). From the Schuman stop, walk along Rue de la Loi (Wetstraat). The Charlemagne building is on the right-hand side.
- **Transfer by Taxi:** A taxi from the Airport takes about 20 minutes.
- **Transfer by Train:** Take the shuttle from the airport to the Centre of Brussels to Central Station (Gare Centrale). The trains leave in intervals of approx. 15 minutes. Then follow the instructions from the Train Station, via the Metro to Schuman.

From Train Station:

- Central Station (**Gare Centrale**) via Metro to Schuman At the Gare Centrale take the underground (Metro) in the direction of Stockel or Herrmann-Debroux. 5 stops on, leave the metro at Schuman. From Schuman, walk along Rue de la Loi (Wetstraat). The Charlemagne building is on the right-hand side.
- South Station (**Gare du Midi**) via Metro to Schuman. At the Gare du Midi take the underground (Metro 2 or 6) in the direction of Simonis (Elisabeth) and change at Arts-Loi (Kunst Wet), take the underground (Metro 1 or 5) in the direction of Stockel or Herrmann-Debroux. Two stops on, leave the metro at Schuman. From Schuman, walk along Rue de la Loi (Wetstraat). The Charlemagne building is on the right-hand side.

Online live stream:

- To allow maximum participation of a wide audience, this meeting will be webcast through a [live stream](#), which will be published on the day of the event. Registration is not necessary in order to follow the live stream.

The event will be web-streamed, recorded and posted on the internet. The H2020 Coordinators' Day is mainly invitation-only event, for coordinators of proposals who were invited to prepare a grant agreement. Registration is required for access to the venue. Other participants may be accepted subject to the availability of seats.