



EUROPEAN COMMISSION
DIRECTORATE-GENERAL FOR RESEARCH & INNOVATION

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

H2020 COORDINATORS' DAY: **Amendments / Reporting and Payments**

24 February 2016
European Commission
Charlemagne building – Room: Gasperi
Rue de la Loi 170
1040 Brussels, Belgium

Online webcast and recording of the event will be available [here](#).

08:30 - Registration

09:30 - Welcome, Agenda and Logistics ([presentation](#))

09:40 - AMENDMENTS, Legal Basis ([presentation](#))

10:10 - AMENDMENTS, the Business Process and IT Tool ([presentation](#))

11:00 - Coffee break

11:45 - Participant's Guarantee Fund ([presentation](#))

12:30 - Sandwich lunch

14:00 - REPORTING AND PAYMENTS, Legal Basis ([presentation](#))

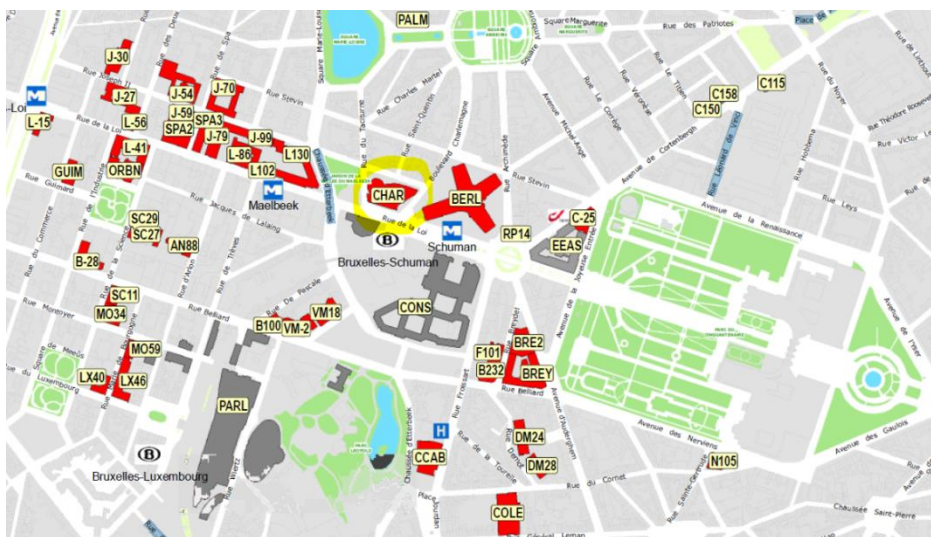
14:30 - REPORTING AND PAYMENTS, the Business Process and IT Tool ([presentation](#))

15:15 - Model Grant Agreement / Financial Issues: Avoiding Common Errors ([presentation](#))

16:15 - End of the meeting

H2020 Coordinators' Day – 24 February 2015 – 9.30 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.