



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**

20 November 2017
European Commission
Charlemagne building – Room: Gasperi
Rue de la Loi/Wetstraat 170
1040 Bruxelles/Brussel

Agenda, recording and presentations of the event will be available under
http://ec.europa.eu/research/participants/data/ref/h2020/other/events/2017-11-20/h2020-coordinators-day-agenda_en.pdf
Live web stream (no need to register) and recording available under
<https://webcast.ec.europa.eu/horizon-2020-coordinators-day-amendments-and-reporting>

08:30 – Registration

09:30 - Welcome by Anna Panagopoulou, Director of the H2020 Common Support Centre
([presentation](#))

09:45 - Agenda and Logistics ([presentation](#))

09:50 - AMENDMENTS, the Legal Basis ([presentation](#))

10:15 - AMENDMENTS, the Business Process and IT Tool ([presentation](#))

11:00 - Coffee break

11:45 - PARTICIPANTS' GUARANTEE FUND ([presentation](#))

12:30 - Sandwich lunch

(13:00 - Live presentation of the Participant Portal Dashboard)

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

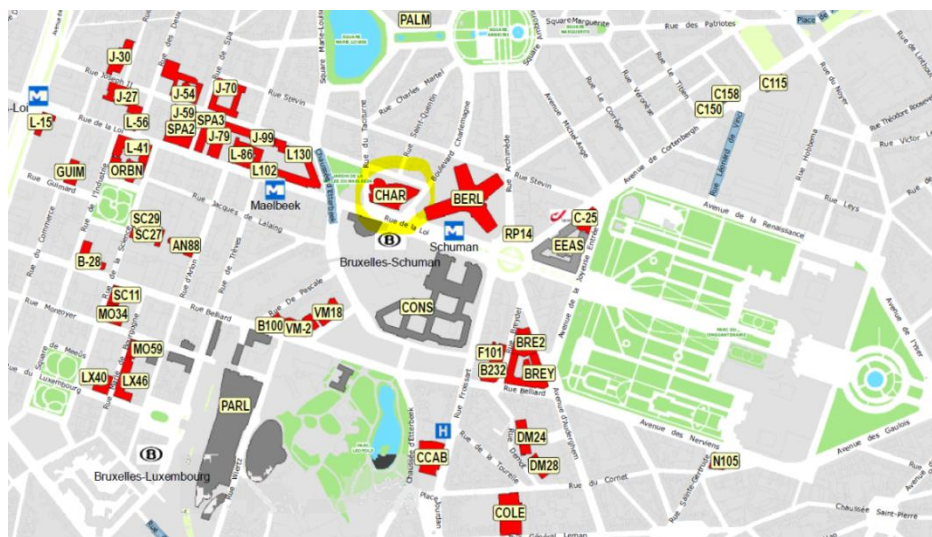
14:30 - REPORTING AND PAYMENTS, the Business Process and IT Tool ([presentation](#))

15:15 - MODEL GRANT AGREEMENT/FINANCIAL ISSUES: Avoiding Common Errors
([presentation](#))

16:15 - End of the meeting

H2020 Coordinators' Day – 20 November 2017 – 8.30 to 17.00

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



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 Schuman Station. The trains leave in intervals of approx. 30 minutes. From the Schuman stop, walk along Rue de la Loi (Wetstraat). The Charlemagne building is on the right-hand side.

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.

Live web 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 web stream. The event will also be recorded and posted on the internet, under the same address as the web stream.

The H2020 Coordinators' Day is an invitation-only event, mainly for coordinators of proposals who have signed a grant agreement. Registration is required for accessing the venue. Other participants may be accepted subject to the availability of seats.