



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

**Focus on Horizon 2020**

Interactive Seminar

# Financial Accounting and Audit in European Research & Development Funding

18<sup>th</sup> – 19<sup>th</sup> May 2015, Berlin

With experts from:

- European Commission, DG Research and Innovation, Common Audit Service
- European Organization for Nuclear Research (CERN), Resources Planning and Control
- Utrecht University, Finance & Control, Faculty of Science, the Netherlands
- National Contact Point for Legal and Financial Issues in Horizon 2020, EU Research and Innovation Programmes Unit, Tekes, Finland
- National Contact Point for Legal and Financial Issues in Horizon 2020, Danish Ministry of Higher Education and Science

Brochure

# INTERACTIVE SEMINAR

## Financial Accounting and Audit in European Research & Development Funding

### Financial Accounting and Reporting for EU-Funded Research Projects – time consuming and complex

The European Union provides various funds and instruments to support stakeholders such as universities, research centres and companies in the fields of research and development as well as the commercialisation of research results. However, financial accounting and reporting of EU-funded projects are considered very time consuming and complex. Beneficiaries of EU-funded research projects have to commit themselves to the strict requirements of budgetary management regulations. By not following these rules the projects can be at great risk. The European Commission can decide to freeze grants or even demand complete reimbursement. Therefore, it is important to prepare properly for the financial management of your EU-funded projects.

### Different Funds – Different Rules

As of January 2014, Horizon 2020 (H2020) – the new Framework Programme for Research and Innovation has started. First grant agreements for Horizon 2020 projects have already been negotiated and signed. To benefit from its funding, strict rules need to be respected. But what changes in financial accounting does Horizon 2020 entail?

Since Horizon 2020 is now running, the stakeholders have to handle both the rise of new instruments and regulations as well as the continuation of old projects under the former rules of FP7 and CIP. Therefore, it still is crucial that projects meet both the overall strategic objectives of the funding scheme and the detailed financial requirements. Precise records must be kept which have to follow inflexible reporting rules and withstand financial audits. Be aware: In the past years, the European Commission has significantly increased the number of audits in the field of research and commercialisation. Special attention needs to be given by beneficiaries of the Marie Skłodowska-Curie and European Research Council (ERC) grants. Project accounting differs from collaborative FP7 and Horizon 2020 programmes respectively. Complex eligibility criteria and rules have to be followed and – above all – strict deadlines have to be met. Failure to follow these rules can result in hard financial consequences for the beneficiary.

Regardless of the source of funding, projects must be well-planned and an in-depth knowledge of the financial management procedures and requirements for EU-funded projects must be guaranteed. Learn at this Interactive Seminar about current eligibility rules, financial reporting and audits and gain insights to changes in financial management of EU research projects.

***“Very practical for all staff involved in EU Project administration.”***

Veronica Cunningham, Funding Office Administrator,  
Marine Institute, Ireland

### Who is this seminar for?

**Directors, Heads of Departments or Units, Financial Officers, Accountants, Financial Controllers, Research Managers and other members of staff responsible for handling finances in EU-funded research or commercialisation projects as Beneficiaries or Applicants for**

- Horizon 2020 (incl. ERC, Marie Skłodowska-Curie Grants), FP7
- COSME, CIP and other EU Funds for research or commercialisation projects

### from institutions and organisations such as

- Higher Education Institutions and Research Institutes
- Technology centres and clusters
- Companies and industry working in R&D&I
- Municipalities and city councils

### from departments such as

- Finance
- Project Management Services
- Funding / Grants Office
- (Research) Accounting
- European and International Research Programmes
- Research Support Services
- International Cooperation in Research and Development
- Technology Transfer Office
- Financial Audit
- Audit Management and Implementation
- (Financial) Administration

### as well as

- Ministries responsible for co-ordination in the field of R&D&I
- Regional Development and Innovation Agencies
- Funding bodies

Specialised consultancies and law firms, Certified Public Accountants and Public Auditors working within Horizon 2020 (incl. ERC and Marie Skłodowska-Curie Grants)





**European Academy**  
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## What will you learn at this seminar?

- What are the challenges in financial requirements for EU research funding in 2014-2020 such as Horizon 2020 and what are differences and common aspects of FP7 and Horizon 2020?
- How can you successfully comply with financial requirements and duties of research funding?
- What are eligible costs under Horizon 2020?
- Which costs can be considered eligible in the different funding programmes?
- How to define direct and indirect costs
- How to prepare for a Commission audit and how to avoid typical errors
- How to handle different types of Marie Skłodowska-Curie actions
- How can you use financial planning and financial spreadsheets most effectively?
- What should you include into your financial report?
- Which are the special requirements for financial reporting of Marie Skłodowska-Curie Innovative Training Networks (ITN)?
- How to handle the budget when using flat rates in ITNs
- What does the coordinator need to consider when filling in the cost statement (form C)?

**Participants are asked to bring working examples to the seminar, e.g. financial planning or spreadsheets, time sheets for personnel, reports or project descriptions. Those documents will serve as working drafts for discussions.**

***“Everything I expected was covered.”***

Dorota Libiszowska, Foreign Grants Manager,  
International Institute of Molecular and Cell Biology, Poland

***“The seminar will be of good, practical use in H2020.”***

Anne Marie Brask Eilertsen, Senior Executive Officer,  
University of Stavanger, Norway

## Your benefits

- Be prepared – Become familiar with new funding programmes such as Horizon 2020
- Ensure success right from the start – Learn how to plan EU-funded budgets
- Prepare for on-the-spot checks and controls
- Learn how to deal with accounting details such as timesheets and bonus payments
- Protect your budget – Avoid reimbursements
- Work in small groups on interactive step-by-step exercises within your particular field of work
- Receive first-hand advice from the European Commission as well as experienced practitioners on how to avoid most common errors in financial accounting
- Network and exchange experiences on handling finances of EU-funded research projects with peers from all across Europe



# PROGRAMME DAY 1

## Financial Accounting and Audit in European Research & Development Funding

8.30-9.00

Registration and Handout of Seminar Documents

9.00-9.05

Opening Remarks from the European Academy for Taxes, Economics & Law

9.05-9.30

### Welcome Note from the Chair and Round of Introductions

**Pieter Thijssen, Senior Project Controller and Grant Officer, Faculty of Science, Utrecht University, the Netherlands**

9.30-10.15

### Horizon 2020 Projects: Eligibility Criteria, Grants and Reimbursement

- What's new in Horizon 2020
- Eligibility criteria for participation
- Types of grants
- Forms of costs: Actual, unit costs, lump sums, flat rates
- Financial Rules
- Commission reimbursement rates
- Calculation of H2020 EU financial contribution
- Receipts

**Outi Kauppinen, Senior Adviser and National Contact Point for Legal and Financial Issues in Horizon 2020, EU Research and Innovation Programmes Unit, Tekes, Finland**

10.15-10.30

Discussion Round

10.30-11.00

Coffee Break and Networking Opportunity

11.00-11.45

### Eligibility of Direct and Indirect Costs in Horizon 2020

- Costs under research & innovation actions, innovation actions and SME instrument
- General conditions for eligibility of costs
- Direct costs: Personnel costs, subcontracting, travel costs and related subsistence allowances, equipment, other goods and services, large research infrastructures
- Indirect costs

**Melanie Büscher, Senior Advisor and National Contact Point for Legal and Financial Issues in Horizon 2020, EuroCenter, Danish Ministry of Higher Education and Science**

11.45-12.00

Discussion Round



### OUTI KAUPPINEN

**Senior Adviser and National Contact Point for Legal and Financial Issues in Horizon 2020, EU Research and Innovation Programmes Unit, Tekes, Finland**

Outi Kauppinen has been working as a Senior Adviser at the EU Research and Innovation Programmes Unit at the Finnish funding agency for innovation Tekes for the past five years. She is the Financial National Contact Point for Horizon 2020 as well as an expert member of the Strategic Configuration. Prior to working at Tekes, she was a Financial Officer at VTT Technical Research Centre of Finland which is a globally networked multi-technological applied research organisation. Her duties included taking care of the financial and administrative side of VTT's FP7 projects, in particular those that VTT coordinated.

## Workshop

12.00-13.00

### Eligibility Criteria, Grants and Reimbursement

*In this interactive workshop session the participants answer questions that reinforce the theory presented on eligibility, grants and reimbursement.*

**Which consortia are eligible?**

**How are proposals sent to Brussels and who evaluates them?**

**How would an SME budget its indirect costs (overheads)?**

*The participants will be given a task to work on in small groups. The different groups then present their results. In case of any questions our expert is ready to give advice.*

**Outi Kauppinen, Senior Adviser and National Contact Point for Legal and Financial Issues in Horizon 2020, EU Research and Innovation Programmes Unit, Tekes, Finland**

13.00-14.15

Lunch Break and Networking Opportunity



14.15-15.00

### **Financial Reporting of Horizon 2020 Projects**

- Overview of the compulsory and optional content of financial statements
- Electronic submission of financial statements
- Expectations concerning the declaration of the use of resources
- Lessons learnt from FP7 financial reporting

**Melanie Büscher, Senior Advisor and National Contact Point for Legal and Financial Issues in Horizon 2020, EuroCenter, Danish Ministry of Higher Education and Science**

15.00-15.15

Discussion Round

15.15-15.45

Coffee Break and Networking Opportunity

## **Case Study**

15.45-17.00

### **Financial Reporting**

*Correct financial reporting is relevant throughout a project and crucial for its success. In this case study participants put theory into practice and have to find the mistakes in reporting.*

**Administrative systems used by the EU, complying with H2020 requirements**

**Administrative Systems used at Utrecht University**

**Gathering financial and personnel data**

**Gathering data from the local scientific responsible of the project**

**Knowing cost categories of specific interest to the EU**

**Producing the combined use of resources table and Form C**

*In this interactive case study session you will be given a practical exercise to work on in small groups. The different groups then present their results. In case of any questions our expert is ready to give advice.*

**Pieter Thijssen, Senior Project Controller and Grant Officer, Finance & Control, Faculty of Science, Utrecht University, the Netherlands**

17.00

End of Day One



### **MELANIE BÜSCHER**

**Senior Advisor and National Contact Point for Legal and Financial Issues in Horizon 2020, EuroCenter, Danish Ministry of Higher Education and Science**

Since 2007, Melanie Büscher has been working as a National Contact Point for the EU's framework programmes on research and innovation in the Danish Ministry of Higher Education and Science and has also been involved in the political negotiations on Horizon 2020. She mainly works with Legal and Financial issues and is in close contact with Danish universities, research institutions, private enterprises and others interested in FP7 and Horizon 2020. Previously, Melanie Büscher has worked in Brussels as a lobbyist and as the Personal Assistant for the Committee Chair on Economic and Monetary Affairs at the European Parliament.



### **PIETER THIJSSSEN**

**Senior Project Controller and Grant Officer, Finance & Control, Faculty of Science, Utrecht University, the Netherlands**

Pieter Thijssen is Senior Project Controller and Grant Officer in the Faculty of Science at the Utrecht University. In this position, he supports scientists of the Faculty of Science in grant application processes and the financial and contractual management of grants as part of a team of project controllers and grant officers. The Faculty of Science has a yearly turnover of 50 Million Euro of external funding of which 10 Million Euro is EU-funding. From 1984 to 2006 he was Head of Finance of the Physics Department which included responsibilities for the financial management of externally funded projects and management of projects coordinated by the Department of Physics.

***"Everyone who works with H2020 should attend this seminar."***

***"I learned a lot and feel a lot more confident in my job as a project manager."***

## PROGRAMME DAY 2

# Financial Accounting and Audit in European Research & Development Funding

9.00-9.05

### Welcome Note from the Chair

**Pieter Thijssen, Senior Project Controller and Grant Officer, Faculty of Science, Utrecht University, the Netherlands**

9.05-09.50

### European Research Council Funding – Differences in Accounting and Reporting

- Financial report including the breakdown of cost and follow up tables
- Form C
- Cost categories in the ERC breakdown of cost tables
- Overhead calculation
- Additional financial data requested in the financial report
- Reporting on project management
- Transfers of grants – Financial reporting requirements
- Changes in Horizon 2020

**Pieter Thijssen, Senior Project Controller and Grant Officer, Finance & Control, Faculty of Science, Utrecht University, the Netherlands**

9.50-10.00

Discussion Round

10.00-10.30

Coffee Break and Networking Opportunity

10.30-11.30

### Accounting and Reporting for Marie Skłodowska-Curie Grants under Horizon 2020

- Introduction: Different types of MSC actions
- EU contribution and cost categories
- Recruitment and eligibility of researchers
- Financial reporting
- Pre-financing, interim and final payments
- Specific cases: COFUND and IRSES
- EC's audit requirements

**Grégory Cavallo, Financial Controller for European Union Projects, Department Planning Officer of the Director General Unit, Resources Planning and Control, European Organization for Nuclear Research (CERN)**

11.30-11.45

Discussion Round



### GRÉGORY CAVALLO

**Financial Controller for European Union Projects, Department Planning Officer of the Director General Unit, Resources Planning and Control, European Organization for Nuclear Research (CERN)**

Since 2006, Grégory Cavallo is Financial Analyst in the Resources Planning and Control group of the Director-General Unit at CERN and Head of the EU-Fin Section in charge of the financial management of EU-funded projects. During the last seven years, his team has handled the financial and budget administration of over a hundred projects under the FP6 and FP7. Before that, he was Financial Analyst at the Administrative and Finance Division of a large semiconductor company.

*“Very interesting and relevant, all desired topics were covered.”*

Renate Mundheim, Project Controller,  
NOVA – Norwegian Social Research, Norway

*“An intense in-depth training with excellent presentations.”*

Maija Hartikainen, Project Manager, University of Eastern Finland



## Case Study

11.15-12.15

### Marie Skłodowska-Curie Innovative Training Networks (ITN)

*In this practical session participants will study a real project. They deal with a case study on the costs of MSC Innovative Training Networks. They can directly apply their newly obtained knowledge on accounting and reporting for MSC grants.*

#### Cost reporting

#### Comply with Horizon 2020 requirements

#### Prepare for an audit

*Participants work in small groups. The groups then present their results to each other. In case of any questions our expert is ready to give advice.*

**Grégory Cavallo, Financial Controller for European Union Projects, Department Planning Officer of the Director General Unit, Resources Planning and Control, European Organization for Nuclear Research (CERN)**

12.45-13.00

Discussion Round

13.00-14.00

Lunch Break and Networking Opportunity

14.00-14.45

### European Commission Audits of FP7 Projects – Most Common Errors in FP7 and How to Avoid Them

- General financial principles in FP7
- Audit cycle in FP7
- Error rate in FP7
- Most common errors in FP7 and how to avoid them
- Case studies

**Dinos Alevizopoulos, Head of Sector, Outsourced Audits, Common Audit Service, DG Research and Innovation, European Commission**

14.45-15.00

Discussion Round

15.00-15.45

### From FP7 to Horizon 2020: Prospects of Challenges under the new Framework Programme

- Lessons learnt from FP7
- Differences in financial reporting between FP7 & H 2020

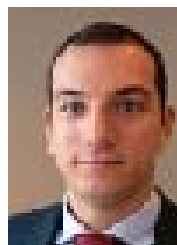
**Dinos Alevizopoulos, Head of Sector, Outsourced Audits, Common Audit Service, DG Research and Innovation, European Commission**

15.45-16.00

Discussion Round

16.00

End of Seminar and Handout of Certificates



### DINOS ALEVIZOPOULOS Head of Sector, Outsourced Audits, Common Audit Service, DG Research and Innovation, European Commission

Dinos Alevizopoulos is a Chartered Certified Accountant. He is the Head of Sector of Outsourced Audits in the Common Audit Service of DG

Research and Innovation at the European Commission. All the audit reports performed by the DG's own resources are signed and approved by him (approximately 100 per year). Before this position, he was Internal Auditor in DG Budget at the European Commission where he also served as an Acting Head of Unit. Before that, he was working as Management Accounting Manager at large international business, responsible for the financial consolidation of the end-markets of Greece, Malta and Cyprus.

*“It’s a great opportunity to see how other institutions deal with projects.”*

*“Extremely beneficial and informative. Great speakers and handouts.”*

# ORGANISATIONAL MATTERS

## Financial Accounting and Audit in European Research & Development Funding

### Date of Event

18<sup>th</sup> – 19<sup>th</sup> May 2015

### Booking Number

S-988

### Event Language

The event language will be English.

### Event Price

**Early booking price valid until the 13<sup>th</sup> of March 2015:**

**1.189,- Euro excl. German VAT (19%)**

Normal price from the 14<sup>th</sup> of March 2015:

1.389,- 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](mailto:booking@euroacad.eu)

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

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

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

### Contact

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Conference Manager

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(Programme is subject to alterations)

### Event Location

abba Berlin Hotel

Lietzenburger Straße 89

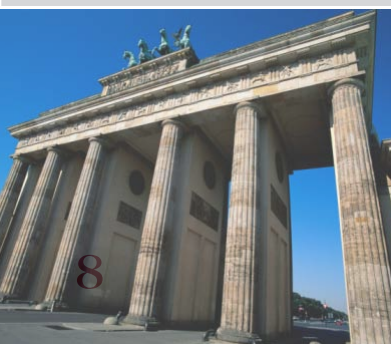
10719 Berlin, Germany

Phone: +49 (0)30 88 71 860

E-mail: [berlin@abbahoteles.com](mailto:berlin@abbahoteles.com)

Internet: <http://www.abbaberlinhotel.com/en/index.html>

Please contact the hotel directly and refer to the “European Academy for Taxes, Economics & Law” if you wish to benefit from a limited room availability-contingent. Of course you can always look for an alternative hotel accommodation.





**BOOKING**

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 our website: www.euroacad.eu



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

**BOOKING**

BOOKING NUMBER: S-988 (KB)

18<sup>th</sup> - 19<sup>th</sup> MAY 2015, BERLIN

Herewith we register the following persons for the Interactive Seminar: "Financial Accounting and Audit in European Research & Development Funding".

**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 \_\_\_\_\_

 I hereby order the digital version of the seminar documents (fee required) in addition to the seminar.
**Delegate 3**
 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.
**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**

Only Valid with Signature and Stamp.

Place, Date \_\_\_\_\_

Authorized Signature and Stamp \_\_\_\_\_



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## 1. Area of Application

The following terms and conditions settle the contractual relationship between conference participants and the European Academy for Taxes, Economics & Law Brauner Klinenberg 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.

## 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 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.

The European Academy for Taxes, Economics & Law has the right to change speakers/instructors and to modify the course program 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.

## 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. 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 recognized or recognized 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:

- 30 days or more prior to commencement of the course: service charge of 80,00 € net, subject to current German VAT, payable immediately, course fee will be reimbursed,
- two (2) weeks to 30 days prior to commencement of the course: 50% of course fee net, subject to current German VAT, payable immediately,
- non-attendance or cancellation less than two (2) weeks prior to commencement of the course: 100% of course fee net, subject to current Germany VAT, payable immediately

The European Academy for Taxes, Economics & Law gladly accepts without additional costs a substitute participant nominated in case of a cancellation if the substitute participant is registered at least three (3) days prior to the commencement of the course. Neither cancellation of a specific module/part of the course or substitution per module/per day is possible.

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## 7. 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, presentation of the seminar.

## 8. 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.

## 9. 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.