3rd UNICA Meeting for EU Research Liaison Officers

University of Cyprus, New University Campus,
Senate Room
A.G. Leventis Building, Room 115, 1st floor

20th - 21st November, 2008

Chair Dr. Gregory Makrides

Wednesday 19th November

20.00-21.30  Welcome and Reception drink (*Hilton Hotel: room Ahera*)

Thursday 20th November

Chair: Dr. Mikael Gröning, Stockholm University

8.40  ***Bus departs from Hilton Hotel***

9.00-9.30  Registration

9.30-10.00  Welcome and Introduction by the Rector of the University of Cyprus and President of UNICA, Prof. Stavros A. Zenios

10.00-11.30  Exchange of good practices
Subject: Examples of Good Research Support Mechanisms

Presentations by:
- Stockholm University: *A National Swedish Full-Cost Model - Implementation at Stockholm University*
- University of Cyprus: *Administration Support for Proposals Preparation*
- European Office of Cyprus: *Funding Information Mechanism*

11.30-12.30  Discussion

12.30-14.00  Lunch break

14.00-15.45  Yellow Research: Financial aspects (Part I)

- **Costing Principles**
- Legal and accounting rules
- Eligible Direct and Indirect Costs
- **Building Blocks for a Full Cost Model**
- Development of a solid time recording system
- Identifying Indirect Costs through fiscal year reports, including a quick scan
- Group Task and analysis
15.45-16.15 Coffee break

16.15-18.00 Yellow Research: Financial aspects (Part II)
   - **More on Building Blocks**
   - Dividing indirect costs based upon their cost drivers
   - Categorising cost pools. Allocating the indirect cost to the organisation’s main activities
   - Tools for analysing fiscal year reports
   - Road map to a Full Cost Model
   - Summary and Conclusion Part IV

18.10 Bus departs from the University Campus to return to Hilton hotel

20.30 Dinner offered by the University of Cyprus (Plaka restaurant)
   ***Bus departs at 20.15 from Hilton Hotel***

23.30 ***Bus departs from Plaka restaurant to return to Hilton hotel***

Friday 21st November
Chair: Dr. Lucas Zinner, University of Vienna

8.40 ***Bus departs from Hilton Hotel***

9.00-10.00 University Tour

10.00-11.45 Yellow Research: Financial aspects (Part III)
   - **Project Budgeting**
   - Budgeting A3 and justification
   - Activities, work packages, tasks
   - Group task and analysis
   - Cash Flow: how to maintain a positive cash flow
   - Pre-financing
   - Interim payments
   - Consortium payment schedules (DESCA)

11.45-12.15 Coffee Break

12.15-14.00 Yellow Research: Financial aspects (Part IV)
   - Financial Statements and Audits
   - Role and responsibilities of coordinator and beneficiaries
   - Summary
   - Questions and Answers

14.00-15.00 Lunch break

15.00-16.00 Discussion
<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>16.00-17.00</td>
<td>Evaluation and Conclusions (coffee offered within session)</td>
</tr>
<tr>
<td>17.10</td>
<td>Bus departs from University Campus to return to Hilton hotel</td>
</tr>
<tr>
<td>21.00</td>
<td>Optional Activity: Dinner and Dance at Greek Music Tavern “Hordes”</td>
</tr>
<tr>
<td>01.00</td>
<td><em><strong>Bus departs from Hordes Tavern to return to Hilton hotel</strong></em></td>
</tr>
</tbody>
</table>

**Saturday 22\textsuperscript{nd} November**

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.00-13.00</td>
<td>Visit to the Cyprus Archaeological Museum, Nicosia (optional)</td>
</tr>
<tr>
<td></td>
<td>(free entrance)</td>
</tr>
<tr>
<td></td>
<td><em><strong>Bus departs at 10.00 from Hilton Hotel</strong></em></td>
</tr>
</tbody>
</table>

*(FOR EMERGENCY CALL XENIA AT +357-99344634 OR GREGORY AT +357-99641843)*