



European Academy  
for Taxes, Economics & Law

# Master of Management in EU Funds

Master Course 2012  
Berlin, Germany

Master Course Brochure

## “Master of Management in EU Funds” – a unique professional training course

We are proud to announce the “Master of Management in EU Funds”, a unique professional training on EU Funds Management. This Master Course represents the first intensive professional preparation for all EU Funds Specialists Europe-wide.

Do you already have first experience or are you about to start working in this very complex field of EU funding? Then you accomplish the key requirement for gaining admission to this “Master of Management in EU Funds”.

## EU Funds Management – a complex field of professional activity

Every year the European Commission grants 75 billion Euro to public, private and non-profit organizations to implement innovative ideas on national and regional level. Furthermore, the new architecture of Structural Funds and direct grants offers more funding opportunities. It is the task of Member States and their regions to implement the programmes, i.e. by selecting the thousands of projects, and to monitor and assess them.

European regulations require an in-depth knowledge and expertise on all programming levels. The responsible authorities on the one side and the final beneficiaries on the other side need to ensure successful implementation. Therefore responsible authorities have to ensure to be up to date with current changes on regulations regarding EU funding policies. Additionally, they are responsible for sound monitoring, evaluation and auditing of programmes and for organizing trouble-free cooperation with the Monitoring Committee as well as the Certifying Authority.

This unique Master Course provides detailed knowledge on EU Funds Management and aims at bringing perfection to your day-to-day workflow.

*Excellent Master Course, the missing piece for vocational training on EU Funds in Europe*

## “Master of Management in EU Funds” – your benefits

- Receive documentation of your successfully attended Master Course seminars
- Boost your career by means of the Europe-wide unique qualification in Management in EU Funds
- Make sure to have high qualified staff members in your EU funding unit
- Become familiar with the latest rules and current EU guidelines within this funding period
- Receive an exclusive preview of EU 2020
- Improve communication procedures regarding EU Funds
- Learn how to cope with the workload of developing programme strategies
- Benefit from a wide range of topics tailored according to your professional and personal needs
- Find out how to make the most out of the financial and auditing control tools
- Enjoy the European character of the course networking with peers and colleagues from all over Europe

## Admission Requirements

- Relevant work experience or just about to start in the field of EU Funds
- Specialists in EU Funds Management working in
  - Managing Authorities
  - Certifying Authorities
  - Audit Authorities
  - Intermediate Bodies
  - Ministries of
    - Economy
    - Labour
    - Social Affairs
    - Regional Development
    - Finance
    - Transport
    - Agriculture, Fisheries and Food
    - Environment
    - Education & Culture
    - Health
    - Interior
    - Technology and Science
- Regional Development Agencies
- Associations and non-profit organizations
- National and private banks
- Courts of Auditors
- Specialised audit consultancies
- Certified public accountants and public auditors responsible for conducting and reporting on audits performed according to the regulations (EC) No. 1828/2006, 1083/2006, 1080/2006
- Consultancies specialised in EU funding

# Master Course Elements

## Modules

In order to gain the “Master of Management in EU Funds” you have to successfully complete 3 compulsory Master Courses which are obligatory. Additionally, you have to successfully complete 4 optional Master Courses at your choice.

Each course consists of a maximum of two training days.

You need to successfully pass the Knowledge Check, which will take place at the end of each Master Course in order to gain the “Master of Management in EU Funds”.

## Teaching Methods

- Lectures and case studies
- Discussions and Q&A Sessions
- Best practice reports
- Interactive exercises
- Small group tasks
- Rich course material and hand-outs
- Knowledge checks at the end of each Master Course

## Master Course Time Schedule

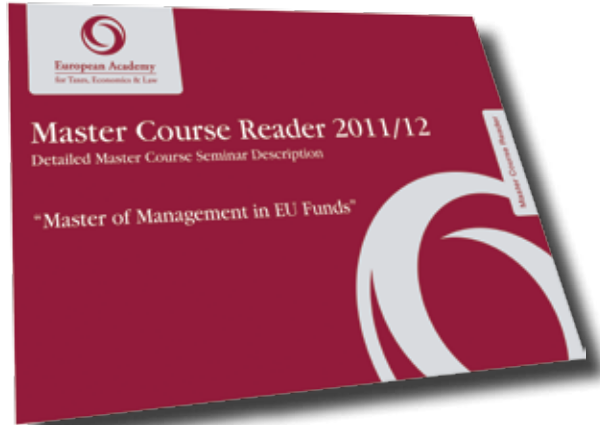
The Master Course is flexible to your time schedule. You can start at any time you wish. The Master Course programme starts with the date of the first Master Course you are attending. Within the following 12 month you need to successfully pass 6 further Master Courses.

## Language

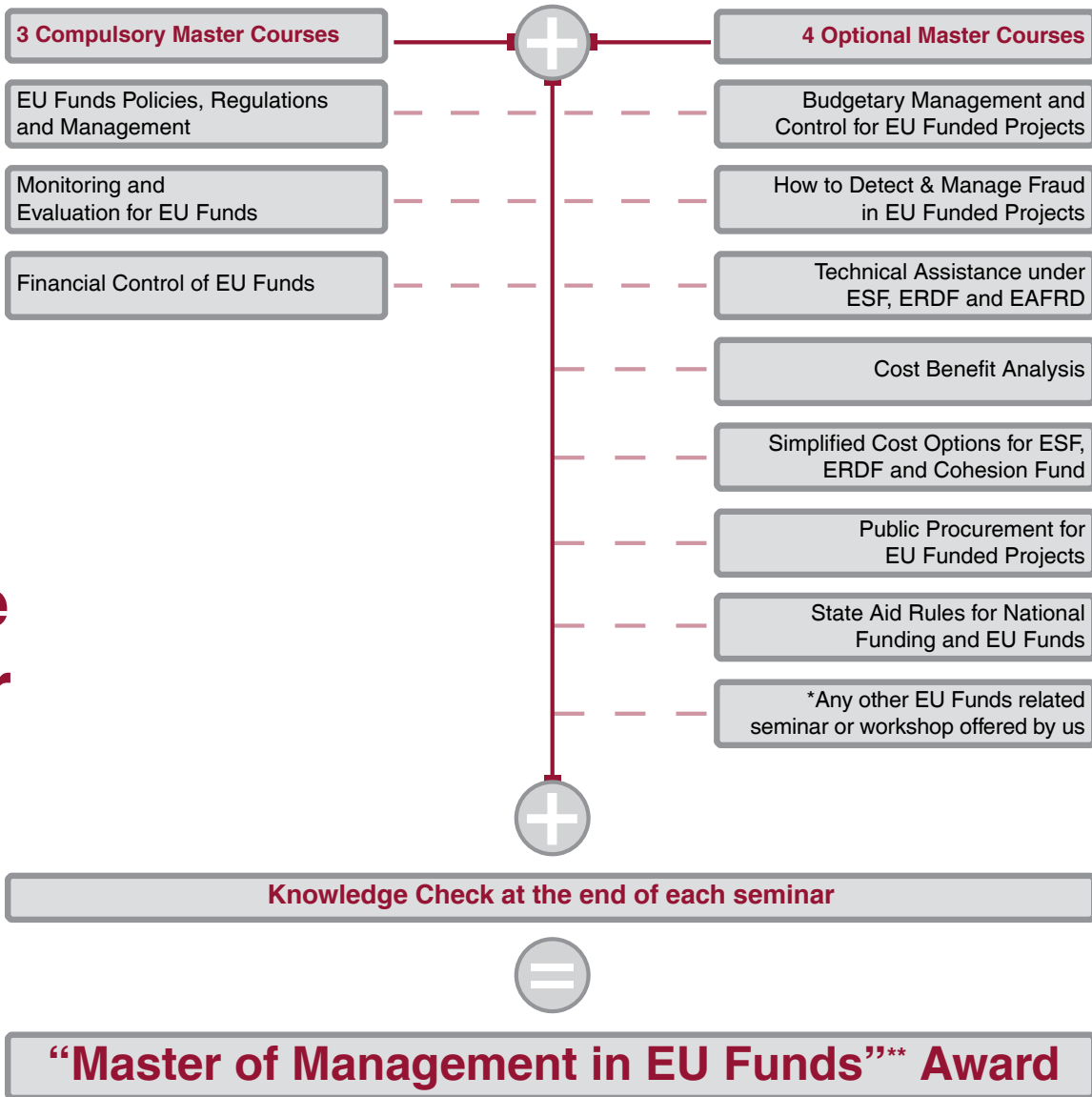
The compulsory courses will be conducted in English.

The optional courses will be held either in English or in German, depending on the seminar choice you may make.

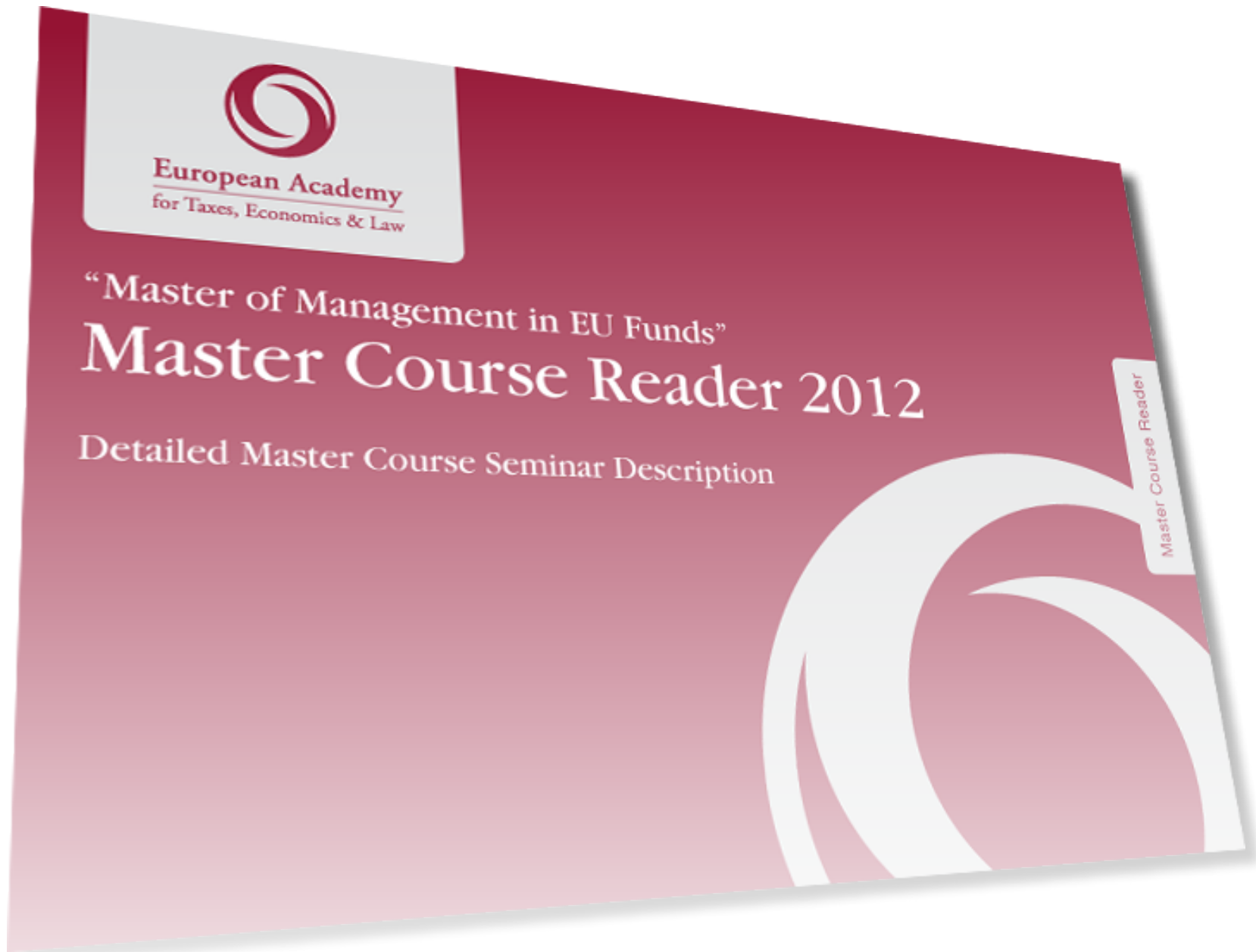
# Master Course Modules



**Click here to access the Master Course Reader**



\* Symposia, Conferences and Summer Academies not included  
\*\* ECTS-Points not included



**Click here to access the Master Course Reader**  
or call your Customer Relationship Manager under **++49 (30) 80 20 80 236**

## The following highly qualified and experienced speakers provided their expertise at related previous events:

**Loretta Dormal Marino**

*Deputy Director General, DG AGRI, European Commission*

**Thomas Bender**

*Acting Director, DG EMPL, European Commission*

**Nicholas Martyn**

*Director, Directorate General for Regional Policy, European Commission*

**Slawomir Tokarski**

*Head of Unit, Structural Policy and Economic Analysis, DG MARE, European Commission*

**Peter Wehrheim**

*Horizontal Coordinator, Consistency of Rural Development, DG AGRI, European Commission*

**Josefine Loriz-Hoffmann**

*Head of Unit, Consistency of Rural Development, DG AGRI, European Commission*

**Caroline Callens**

*Deputy Head of Unit, Coordination of Audit, Relations with the Court of Auditors and OLAF, DG REGIO, European Commission*

**Peter Berkowitz**

*Head of Unit Conception, Forward Studies, Impact Assessment, DG REGIO, European Commission*

**Christophe Derzelle**

*Policy Officer, European Network and Monitoring of Rural Development Policy, DG AGRI, European Commission*

**Laurent Sens**

*Policy Officer, ESF Coordination Unit, DG EMPL, European Commission*

**Prof. Dr. Hendrik Fehr**

*Director for the „Liaison Office“ at the Presidency of the European Court of Auditors, Luxembourg*

**Roland Randefelt**

*Senior Engineer, Programme Lending Division, Projects Directorate, European Investment Bank*

**Dr. Robert Markus**

*Principal Administrator, European Court of Auditors*

**Léon Kirsch**

*Head of Division, Structural Funds- Financial Audit, European Court of Auditors (off duty since 2010)*

**José Antonio Zamora**

*Director General EU Funds, Ministry of Economics and Finance, Spain*

**Prof. Dr. Erhun Kula**

*Bahcesehir University of Istanbul, Turkey and Tutor at the Centre for Financial and Management Studies at the University of London, United Kingdom*

**Bert Boone**

*General Director, ESF Agency Flanders, Belgium*

**Dr. David Potts**

*Senior Lecturer, University of Bradford, United Kingdom*

**Daniel Jansen**

*Deputy Head of the Managing Authority (ESF), Ministry of Labour, Health and Social Affairs in Northrhine-Westfalia, Germany*

**Jo Kremers**

*Senior Audit Manager in the Audit Director a the of the Ministry of Finance of the Netherlands*

**Konrad Knedler**

*Internal Audit Director, Polish Agency of Enterprise Development, Poland*

**Andrew Luff**

*Head of European Structural Funds Programmes, East of England Development Agency, United Kingdom*

**Jana Jirku**

*Head of Unit for Social Integration and Transnational Cooperation, ESF Department, Ministry of Labour and Social Affairs, Czech Republic*

**Luis Pereira Dos Santos**

*Chief Auditor Executive of Operational Program of Territory Improvement (2007-2013 ERDF/CF), Portugal*

**Nataša Prah**

*Director of Budget Supervision Office of the Republic of Slovenia*

**Lorraine Bertrand**

*Responsible for Leader+/FEADER, Team Regional Development and European Politics, DIACT, France*

**Declan Wylde**

*Finance Director, Railway Procurement Agency, Ireland*

**Çiğdem İpek**

*Network Coordinator, ESF Learning Network IMPART – Increasing the Participation of Migrants and Ethnic Minorities in Employment, The Office of the Commissioner for Integration and Migration of the Berlin Senate, Germany*

**Ignaz Knöbl**

*Head of Unit coordination of rural development, Federal Ministry of Agriculture, Forestry, Environment and Water Management, Austria*

**Dr. Andre Schlochtermeier**

*Head of Office for the European Research Programme in the Federal Ministry of Education and Research (BMBF), Germany*

**Eeva-Liisa Koivuneva**

*Senior Government Advisor, Head of the Structural Funds Administration, Regional Development Unit, Ministry of Employment and the Economy, Finland*

**Edith Templeton**

*Assistant Director, State Aid Branch, Department of Business, Enterprise and Regulatory, United Kingdom*

**Joël Grimaud**

*Senior Manager on European programmes, RACINE, France*

**Péter Staviczky**

*Head of Unit, State Aid Monitoring Office, Ministry of Finance, Hungary*

**Robert Krč**

*Lawyer, Office for the Protection of the Competition, Czech Republic*

**Harald Krebs**

*Chief Manager of EUREGIO e.V., Germany*

# Organisational Matters

## Master Course modules

You need to attend 7 Master Courses in total.  
In particular, you need to attend **3 compulsory Master Courses**.  
Additionally, you have to attend **4 optional Master Courses**.  
Each course consists of a maximum of 2 days.

You need to successfully pass the Knowledge Check, which will take place at the end of each Master Course in order to gain the “Master of Management in EU Funds”.

## Master Course time schedule

The Master Course is flexible to your time schedule.  
You can start at any time you wish and finish your “Master of Management in EU Funds” at your preferred time schedule. However, it is appropriate and recommended to pass all 7 Master Courses within 12 month time.

## Master Course languages

The compulsory Master Courses will be conducted in English.  
The optional Master Courses will be held either in English or in German, depending on the Master Course Seminar choice you may make.

## Master Course Seminar Location

All Master Courses will take place in ★★★★★ venues in Berlin.

## Inscription fee for public administration

6900,- Euro excl. German VAT(19%)

## Inscription fee for participants from other sectors

8900,- Euro excl. German VAT(19%)

## The above price covers the following:

- Participation in 3 compulsory Master Courses
- Participation in 4 optional Master Courses\*
- “Master of Management in EU Funds” Certificate\*\*
- Master Course Study Books, printed version
- Master Course Study Books, digital version
- Lunch on all Master Course training days
- Refreshments on all Master Course training days

\* Symposia, Conferences and Summer Academies not included

\*\* ECTS-Points not included

## Check and choose your Master Course Seminars

The “Master Course Reader” guides you through all Master Course Seminars available and provides you with all information on the detailed programme, the dates and the location of each event. If the date and the location of a Master Course should not be announced yet, the European Academy for Taxes, Economics & Law will keep you updated regularly. Make a choice of your preferred Master Course Seminars as soon as possible as the number of participants is limited. Master Course Seminar programmes are subject to alterations



# Click here to access the Master Course Reader

## Changing of single Master Courses

You can change single Master Courses latest 14 days prior to the event. Later changes will not be accepted and attendance to the event is compulsory. In case of non-attendance the participant will be excluded from the Master Course programme. Please note that the changing of Master Courses needs to be issued in writing. You have the possibility to change the courses within the one-year-period in consideration of the Terms & Conditions.

Herewith I register the following person to the „Master of Management in EU Funds“

## „Master of Management in EU Funds“ Participant

Ms.  Mr.

First name \_\_\_\_\_

Last name \_\_\_\_\_

Department \_\_\_\_\_

Job position \_\_\_\_\_

Your organisation \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

E-mail \_\_\_\_\_

### Your organisation's address:

Street \_\_\_\_\_

Postcode / City \_\_\_\_\_

Country \_\_\_\_\_

## Booking

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

E-mail: [booking@euroacad.eu](mailto:booking@euroacad.eu)

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

Invoice organisation \_\_\_\_\_

Street \_\_\_\_\_

Postcode / City \_\_\_\_\_

Country \_\_\_\_\_

To the attention of \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

E-Mail \_\_\_\_\_

## For further information and inscription procedure please contact:

**Your Customer Relationship Manager**

**Bianca Craciun** | Phone: +49 (0)30 80 20 80 236 | E-Mail: [bianca.craciun@euroacad.eu](mailto:bianca.craciun@euroacad.eu)

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

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

\_\_\_\_\_  
Authorised Signature / Stamp



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

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Taxes, Economics & Law  
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Hausvogteiplatz 13  
10117 Berlin / Germany

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Fax: +49 (0)30 802080-250  
E-mail: [info@euroacad.eu](mailto:info@euroacad.eu)  
[www.euroacad.eu](http://www.euroacad.eu)

## Note

Please note, you can register as many delegates as you wish (except, the „Master of Management in EU Funds“ is fully booked). You only need to copy this formular for as many persons as you wish.

# TERMS & CONDITIONS FOR THE “MASTER OF MANAGEMENT IN EU FUNDS”

## 1. Area of Application

The following terms and conditions settle the contractual relationship between Master Course participants and the European Academy for Taxes, Economics & Law Brauner Klingenberg 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. Seminars and Workshops are part of the Master Course programme. Symposia, Conferences and Summer Academies are not included.

## 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 certificate of attendance of the individual Master Course seminars, a Duty Record Book and a final Certificate “Master of Management in EU Funds”.\* In case online participation in a Master Course seminar is possible, the course fee covers training course documents as per course description and a certificate of attendance of the individual Master Course seminar. The European Academy for Taxes, Economics & Law has the right to change speakers/instructors and to modify the course programme 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.

### \*3.1 Certificate Requirements “Master of Management in EU Funds”

In order to be awarded the Certificate “Master of Management in EU Funds” Master Course participants need to attend seven (7) Master Course seminars in total within a one-year-period. In particular, Master Course participants need to attend three (3) compulsory Master Course seminars. Additionally, Master Course participants have to attend four (4) optional Master Course seminars. Each Master Course seminar consists of a maximum of two (2) days. Master Course participants need to successfully pass the Knowledge Check, which will take place at the end of each Master Course seminar. The Master Course starts with the date of the first Master Course seminar participants are attending.

## 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. As regards online participation of Master Course seminars, access and log-in data will be provided by e-mail after the European Academy for Taxes, Economics & Law has received payment of the course fee.

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 recognised or recognised 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:

- up to 14 days after booking of Master Course and not having attended Master Course seminar yet: service charge of 80,00€ net, subject to current German VAT, payable immediately, course fee will be reimbursed.
- 15 days to 30 days after booking of Master Course and not having attended Master Course seminar yet: 50% of Master Course fee net, subject to current German VAT, payable immediately.
- Non-attendance or cancellation 30 days and more after booking of Master Course and not having attended Master Course seminar yet: 100% of course fee net, subject to current German VAT, payable immediately.

Neither cancellation of a specific module/part of the Master Course nor substitution per module/per day is possible.

## 6. Changing of Courses

Changing of individual courses need to be issued in writing. Changes by the participant have to be issued in writing latest 14 days prior to the event. The same applies for online participation of Master Courses. Later changes will not be accepted and attendance to the event is compulsory. In case of non-attendance the participant will be excluded from the Master Course programme.

## 7. Copyright

Course documents as well as online seminars are protected by property rights and may not be duplicated, processed, amended, circulated or published in any other way without the written consent of the European Academy for Taxes, Economics & Law. The European Academy for Taxes, Economics & Law reserves all rights. With regard to online participation of Master Courses, only the registered Master Course participant is allowed to follow the online seminar. In case of noncompliance, the European Academy for Taxes, Economics & Law reserves the right to take legal steps. The European Academy for Taxes, Economics & Law is not responsible for any violations caused by the participants.

## 8. 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 presentations of the seminar. With regard to online participation in Master Courses the European Academy for Taxes, Economics & Law does not assume liability concerning the technical requirements needed by the participants.

## 9. 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.

## 10. 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. The European Academy for Taxes, Economics & Law reserves the right to stream its seminars online in real-time.