



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**

**29 November 2018**

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/2018-11-29/h2020-coordinators-day-agenda\\_en.pdf](http://ec.europa.eu/research/participants/data/ref/h2020/other/events/2018-11-29/h2020-coordinators-day-agenda_en.pdf)

Live web stream (no need to register) and recording available under

<https://webcast.ec.europa.eu/h2020-coordinators-day-amendments-and-reporting-29-11-2018>

*08:30 – Registration*

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

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

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

*11:00 - Coffee break*

11:45 - MODEL GRANT AGREEMENT/FINANCIAL ISSUES: Avoiding Common Errors  
([presentation](#))

*12:45 - Sandwich lunch*

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

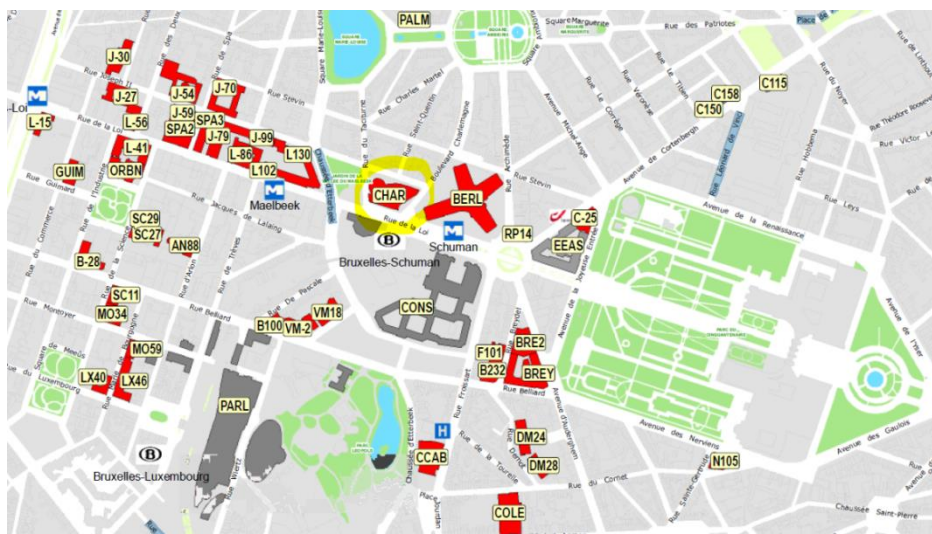
14:30 - REPORTING AND PAYMENTS, the Business Process and IT Tool ([presentation](#))

*15:15 - End of the meeting*

The session on PARTICIPANTS' GUARANTEE FUND was cancelled. The slideshow is nevertheless available. ([presentation](#))

## H2020 Coordinators' Day – 29 November 2018 – 09.30 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.