



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

**With option to  
book EBF Special**

5<sup>th</sup> European SOLID Programme Seminar

# **General SOLID Programme – Successful Financial Control and Audit**

• Commission's Audits • Certification • Monitoring & Control of Projects

1<sup>st</sup> June 2012, Berlin

General Programme “Solidarity and Management of Migration Flows”

- European Refugee Fund (ERF)
- European Fund for the Integration of Third-Country Nationals (EIF)
- European Return Fund (RF)
- External Borders Fund (EBF)

**With the contribution of**

**The European Commission, DG Home & DG Justice,  
Unit - Budget, Control and Ex-Post Audits**

**Brochure**

In cooperation  
with the  
European Commission



# 5<sup>th</sup> EUROPEAN SOLID PROGRAMME SEMINAR

## General SOLID Programme – Successful Financial Control and Audit

### Assuring Successful Financial Control is Increasingly Important

Although the General Programme “Solidarity and Management of Migration Flows” (SOLID) has been into force for several years, particularly the financial control duties of the programme are still challenging the designated authorities. These duties are ever more relevant now that the end of the current funding period is approaching.

### Designated Authorities Need to be Prepared for Audit Visits

All designated authorities – Responsible Authority, Delegated Authority, Audit Authority and Certifying Authority – have to meet specific requirements in the audit and financial control of the SOLID Funds. Responsible and Delegated Authorities need to implement monitoring visits and on-the-spot checks. On the other hand they are audited themselves – by the audit authority as well as the European Commission and the European Court of Auditors. Moreover, it is increasingly important to cope with the high workload more efficiently. Therefore, it is essential to gain certainty on the various challenges of financial control such as Commission’s audits, certification, monitoring and control of projects and, in addition, to improve procedures in a sustainable way.

### Receive Practical Advice to Design Your Financial Control Procedures More Efficiently

This advanced seminar will address the specific needs of responsible public officials already dealing and having practical experience with financial control and audit of the SOLID funds. Furthermore, it offers you the great chance to have a direct dialogue with the European Commission on their audit visits to Member States. By participating in this practical and interactively designed seminar on the most difficult areas and topics, you will receive not only a unique opportunity to learn intensively, but also to review and exercise your capabilities of financial control and auditing of EU SOLID Funds.

### Who is this seminar for?

- **Public officials and responsible staff dealing with audit and financial control under the General SOLID Programme from Responsible, Certifying, Audit and Delegated Authorities of the four Funds (EIF, ERF, RF and EBF) working in institutions such as:**

#### Ministries such as:

- Ministry of Interior
- Ministry of Migration
- Ministry of Refugees, Immigration & Integration Affairs
- Ministry of Justice
- Ministry of Foreign Affairs
- Ministry of Finance
- Ministry of Labour and Social Affairs

#### Police authorities such as:

- Border Control Agencies
- Border Police/Border Guards
- National Police Forces

### Especially from the following Departments:

- Solidarity Funds
- EU Funding and EU Aid Management
- International and EU Co-Operation/European Affairs
- Migration and Border Policy
- Schengen Issues
- Audit
- Finance/Budget

- **Beneficiaries of the SOLID Funds (EIF, ERF, RF and EBF)**

- **Other Organisations** actively involved in migration and integration projects such as:
  - Immigration Agencies and Migration Offices
  - Specialised Consultancies
  - Certified Public Accountants and Public Auditors

### Seminar special:

**Receive answers to your individual questions!**

**Inform the European Commission and our experts beforehand about key aspects you are especially interested in!**

Send us your specific questions and concerns by e-mail up to two weeks before the event.

Email: [coordination@euroacad.eu](mailto:coordination@euroacad.eu)



### What will you learn at this seminar?

- What is the European Commission's audit strategy and how does the Commission audit SOLID funding during its audit visits at the designated authorities?
- Which information do the auditors of the European Commission require and how can you prepare for their audit visits?
- How can the co-operation between Member States and the Commission be arranged in the best way?
- What are lessons learnt regarding Commission's audit visits from the Responsible Authority's perspective?
- What are well-proven methods for monitoring and controlling projects and how can you conduct on-the-spot checks more efficiently?
- Which challenges do Responsible Authorities have to face in controlling eligibility of expenditure and compliance with EU and national law?
- What are common mistakes in verification, recording and documentation?
- How can you make best use of templates and checklists in the context of financial control and audit?
- What are well-proven strategies to deal with difficulties in monitoring visits?
- What are the responsibilities of a Certifying Authority and why is its role often incorrectly interpreted?
- How can a Certifying Authority support the work of the other designated authorities?
- What are common difficulties in certification and how can you address those successfully?
- Which requirements do Audit Authorities have to meet with respect to working documentation and the follow-up of audit findings?
- How can you avoid most frequent pitfalls in the Audit Authority's practice?
- How can the authorities' collaboration regarding financial control be improved?

### With option to book EBF Special in addition!

#### Are you also dealing with Public Procurement under the External Borders Fund?

#### Benefit from our 5<sup>th</sup> European EBF Seminar on „How to Meet Public Procurement Obligations“.

This seminar takes place in the same venue the day before, on 31<sup>st</sup> May 2012.

For further information please click [here](#).

### Your benefits

- Benefit from truly interactive sessions – guarantee your training success
- Take the unique opportunity to raise your individual questions with regard to EC audits and to discuss the requests you sent in beforehand
- Receive concrete practical advice for your daily work – deepen your knowledge regarding requirements for financial control
- Be pro-active and prepare properly for on-the-spot checks, controls and audits – both for being audited and for implementing audits yourself
- Avoid structural failures and arrange your workload more efficiently
- Get appropriate recommendations for common pitfalls
- Secure your multi-annual SOLID projects and raise the amount funded by the EU
- Take the chance to exchange on common challenges of SOLID funding with colleagues from different authorities and Member States



# PROGRAMME

## General SOLID Programme – Successful Financial Control and Audit

8.30-9.00

Registration and Hand-out of Seminar Material

9.00-9.05

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

9.05-9.15

### Welcome Note from the Chair

**Laurence Deglain, Head of the European Refugee Fund Section, Asylum Department, Responsible Authority for ERF and EIF, Ministry of Immigration, Integration, National Identity and Solidarity Development, France (t.b.c.)**

### Preparing for the European Commission's Audit Visits

9.15-10.00

### Preparing for Commission's Audit Visits – Recommendations from the European Commission

- Commission's audits – purpose and process
- Audit strategy of DG Home Affairs
- System audits vs. ex-post audits
- Information required by the auditors
- Co-operation between the Member States and the Commission
- Questions from the Member States – opportunity to raise your specific questions with regard to EC audits and to discuss the issues you sent in beforehand!

**Paulina Bartoszezwska, Auditor, Unit SRD.01 – Budget, Control and Ex-Post Audits, Shared Resource Directorate, DG Home & DG Justice, European Commission**

10.00-10.15

Discussion Round

10.15-10.45

Coffee Break and Networking Opportunity

10.45-11.15

### Preparing for Commission's Audit Visits – A Member State's Experience

- Experiences from the European Commission's audit visits to the French Responsible Authority
  - Necessary preparations for a European Commission's audit
  - Challenges
  - Lessons learnt and recommendations for future audits
- Process after the audit visit
  - Practical experiences and problems

**Laurence Deglain, Head of the European Refugee Fund Section, Asylum Department, Responsible Authority for ERF and EIF, Ministry of Immigration, Integration, National Identity and Solidarity Development, France (t.b.c.)**

11.15-11.30

Discussion Round

### Certification and the Certifying Authority's Role in Financial Control

11.30-12.15

### The Role of the Certifying Authority (CA) – Room for Interpretation?!

- Work and responsibilities of Certifying Authorities in the SOLID Programme
  - CA's role and embedding in the overall management and control system
  - Important interfaces with RA, AA and DA and how a CA can support their work
  - Room for interpretation?! – What does a CA have to do and what can it do?
  - Why is the role of the CA often incorrectly interpreted?
- Requirements and demands to CAs from RAs, AAs and DAs as well as the European Commission
- Practices in Member States

**Paulina Bartoszezwska, Auditor, Unit SRD.01 – Budget, Control and Ex-Post Audits, Shared Resource Directorate, DG Home & DG Justice, European Commission**

**Tiina Ranta-Lassila, Senior Specialist SOLID Funds, Finance Unit, Certifying Authority for SOLID Funds, Ministry of the Interior, Finland**

**Laurence Deglain, Head of the European Refugee Fund Section, Asylum Department, Responsible Authority for ERF and EIF, Ministry of Immigration, Integration, National Identity and Solidarity Development, France (t.b.c.)**

**Artsi Alanne, Financial Coordinator SOLID Funds, International Affairs Unit, Responsible Authority for SOLID Funds, Ministry of the Interior, Finland**

**Gabriela Malejčíková, Auditor, Department of International Funds, Section Audit and Control, Audit Authority of the SOLID Programme, Ministry of Finance, Slovak Republic**

12.15-13.15

Lunch Break and Networking Opportunity

13.15-14.00

### Well-proven Strategies for Certification

- Certification as a process
- Methods, instruments and facilities needed
- Challenges and benefits in certification
- Best practice examples

**Tiina Ranta-Lassila, Senior Specialist SOLID Funds, Finance Unit, Certifying Authority for SOLID Funds, Ministry of the Interior, Finland**

14.00-14.15

Discussion Round





## How to Monitor, Control and Audit Projects

14.15-15.00

### Practical Advice for the Responsible Authority's Monitoring Visits

- On-the-spot checks and monitoring visits
  - Timing
  - Controlling eligibility of expenditure and compliance with EU, national and co-funding rules
  - Verification
  - Recording and documentation
  - How to make best use of templates and checklists in the context of monitoring visits to projects
- How to deal with financial corrections and irregularities

**Artsi Alanne, Financial Coordinator SOLID Funds, International Affairs Unit, Responsible Authority for SOLID Funds, Ministry of the Interior, Finland**

15.00-15.15

Discussion Round

15.15-15.45

Coffee Break and Networking Opportunity

15.45-16.30

### The Audit Authority's Practical Challenges in Financial Control and Audit

- Audit visits at final beneficiaries
- Auditor's working documentation
- Follow-up of audit findings
- Approach to system audits
- Common pitfalls and appropriate recommendations

**Gabriela Malejčíková, Auditor, Department of International Funds, Section Audit and Control, Audit Authority of the SOLID Programme, Ministry of Finance, Slovak Republic**

16.30-16.45

Discussion Round

16.45-17.45

## Interactive Workshop Session

### How to Cope with Difficulties with On-the-Spot Checks and Monitoring During On-Site Visits in the Best Way

- Interactive group work
  - Review of workshop findings and exchange round
- Bring in your experiences and discuss individual problems from your practical work!**

**Artsi Alanne, Financial Coordinator SOLID Funds, International Affairs Unit, Responsible Authority for SOLID Funds, Ministry of the Interior, Finland**

17.45-18.00

Review of the Seminar and Final Discussion Round

18.00

End of Seminar and Hand-Out of Certificates

## SPEAKERS

### General SOLID Programme – Successful Financial Control and Audit

#### **Paulina Bartoszezwska**

**Auditor, Unit SRD.01 – Budget, Control and Ex-Post Audits, Shared Resource Directorate, DG Home & DG Justice, European Commission**

Paulina Bartoszezwska has been working as Auditor at the European Commission in Brussels, Directorates-General Home Affairs and Justice, since February 2010. With regard to shared management she is responsible for the on-the-spot system and ex-post audits. Moreover, she prepares audit opinions on the Funds' management and control system descriptions and audit strategies as well as analysis of the annual audit reports and audit plans. Currently, she is Desk Officer for Germany, Austria, Sweden and Denmark.

#### **Laurence Deglain**

**Head of the European Refugee Fund Section, Asylum Department, Secretariat General for Immigration and Integration, Ministry of Interior, Overseas France, Local Authorities and Immigration, Responsible Authority for ERF, France**

Laurence Deglain works as Head of Section in the French Secretariat General for Immigration and Integration within the Ministry of Interior. She has been responsible for ERF matters in the Asylum Department since 2009. She also works on refugee integration aspects. During the French EU Presidency she joined the Communications Department of the Ministry with a specific focus on European Affairs. Prior to her career in the ministerial service, Laurence Deglain worked as Project Assistant for the Brussels-based think-tank Friends of Europe. Furthermore, she gained working experiences at NATO Headquarters in Brussels.

#### **Tiina Ranta-Lassila**

**Senior Specialist SOLID Funds, Finance Unit, Certifying Authority for SOLID Funds, Ministry of the Interior, Finland**

Tiina Ranta-Lassila works at the Finance Unit of the Ministry of the Interior which is a discrete unit within the Ministry and operates directly under the Permanent Secretary. The Finance Unit is designated as the Certifying Authority for all the four SOLID funds in Finland (since the beginning of 2008). Between 2004 and 2006 Tiina Ranta-Lassila was working with Structural Funds and performed Management Authority tasks under the regional Objective 1 and 2 programs, particularly in coordinating control and auditing tasks. In 2007, she was responsible for Paying/Certifying Authority tasks for the ERDF. From the beginning of 2008 she started her work in the Certifying Authority for the SOLID funds.

#### **Artsi Alanne**

**Financial Coordinator SOLID Funds, International Affairs Unit, Responsible Authority for SOLID Funds, Ministry of the Interior, Finland**

Artsi Alanne works for the International Affairs Unit of the Finnish Ministry of the Interior as a Financial Coordinator. Currently, he is engaged with SOLID Funds Responsible Authority duties, including monitoring project budgets, preparing payment decisions, financial counselling as well as advising potential and final beneficiaries. Prior to working at the Ministry of the Interior, he was the Project Coordinator for a Return Fund project at the Helsinki Police Department.

#### **Gabriela Malejčíková**

**Auditor, Department of International Funds, Section Audit and Control, Audit Authority of the SOLID Programme, Ministry of Finance, Slovak Republic**

Gabriela Malejčíková has been working as an Auditor of EU Funds at the Ministry of Finance of the Slovak Republic since 2004. She has gained experience in audit of Structural Funds and Cohesion Fund and since 2007 she has specialised on the four funds of the General Programme "Solidarity and Management of Migration Flows". Before joining state administration, she worked in one of the big four audit firms as Auditor of the private sector.



**Europäische Akademie**  
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# ORGANISATIONAL MATTERS

## General SOLID Programme

### – Successful Financial Control and Audit

#### Date of Event

1<sup>st</sup> June 2012, Berlin

#### Booking Number

S-470

#### Event Language

The event language will be English.

#### Event Price

**Early booking contingent until the 5<sup>th</sup> of April 2012:**

**1289,- Euro, excl. German VAT (19%)**

Normal price as of the 6<sup>th</sup> of April 2012:

1489,- Euro, excl. German VAT (19%)

The above price covers the following:

- Admission to the seminar
- Hand-out documents
- Soft drinks and coffee/tea on event day
- Lunch on event day

#### Price to book EBF Special in addition to this seminar (S-470)

5<sup>th</sup> European EBF Seminar  
„External Borders Fund  
– How to Meet Public Procurement Obligations“  
(S-447)

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

This seminar takes place in the same venue the day before,  
on 31<sup>st</sup> May 2012.

For detailed brochure information please [click here](#).

#### Booking Modalities

It is recommended to book soon as seats are limited. For organisational matters, we kindly ask you to complete the booking form in capital letters.

#### 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

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

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

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

Email: [info@euroacad.eu](mailto:info@euroacad.eu)

Internet: [www.euroacad.eu](http://www.euroacad.eu)

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Junior Conference Manager

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Fax: +49 (0)30 80 20 80 259

Email: [luise.otto@euroacad.eu](mailto:luise.otto@euroacad.eu)

(Programme is subject to alterations)

#### Event Location

NH Berlin Friedrichstraße

Friedrichstrasse 96

10117 Berlin, Germany

Phone: +49 1805 0037 83

Fax: +49 1805 0037 84

Email: [reservierungen@nh-hotels.com](mailto:reservierungen@nh-hotels.com)

Internet: <http://www.nh-hotels.de/>

Please contact the hotel directly and refer to the “European Academy for Taxes, Economics & Law” in order to benefit from a limited room contingent at a special price. Please book as soon as possible. Of course you can always look for an alternative hotel accommodation.



**NOTE**

Please note, you can register as many delegates as you wish (except, the seminar is fully booked). You only need to copy this formular for as many persons you wish.



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for Taxes, Economics & Law

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# BOOKING

BOOKING NUMBER: S-470(DM)

1<sup>st</sup> JUNE 2012, BERLIN

Herewith we register the following persons for the Seminar: "General SOLID Programme – Successful Financial Control and Audit"

**Delegate 1**
 Ms.  Mr.

First name \_\_\_\_\_ Last name \_\_\_\_\_ Phone \_\_\_\_\_  
 Department \_\_\_\_\_ Fax \_\_\_\_\_  
 Job position \_\_\_\_\_ E-mail \_\_\_\_\_  
 Your organisation \_\_\_\_\_  
 Street \_\_\_\_\_  
 Postcode / City \_\_\_\_\_  
 Country \_\_\_\_\_

**Delegate 2**
 Ms.  Mr.

First name \_\_\_\_\_ Last name \_\_\_\_\_ Phone \_\_\_\_\_  
 Department \_\_\_\_\_ Fax \_\_\_\_\_  
 Job position \_\_\_\_\_ E-mail \_\_\_\_\_  
 Your organisation \_\_\_\_\_  
 Street \_\_\_\_\_  
 Postcode / City \_\_\_\_\_  
 Country \_\_\_\_\_

 **Herewith I book the EBF Special in addition to this seminar (S-470)**

5<sup>th</sup> European EBF Seminar „External Borders Fund – How to Meet Public Procurement Obligations“. (S-447)

This seminar takes place in the same venue the day before, on 31<sup>st</sup> May 2012.

**Invoice organisation**

To the attention of \_\_\_\_\_  
 Street \_\_\_\_\_ Phone \_\_\_\_\_  
 Postcode / City \_\_\_\_\_ Fax \_\_\_\_\_  
 Country \_\_\_\_\_ E-mail \_\_\_\_\_

In case of registration of more than one delegate - do you prefer:  single invoice?  collective invoice?

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

**NOTE**

Only Valid with Signature and Stamp.

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

\_\_\_\_\_  
Authorised 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.

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## 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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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.

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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.