



# Lead Partner and Communication seminar 2019

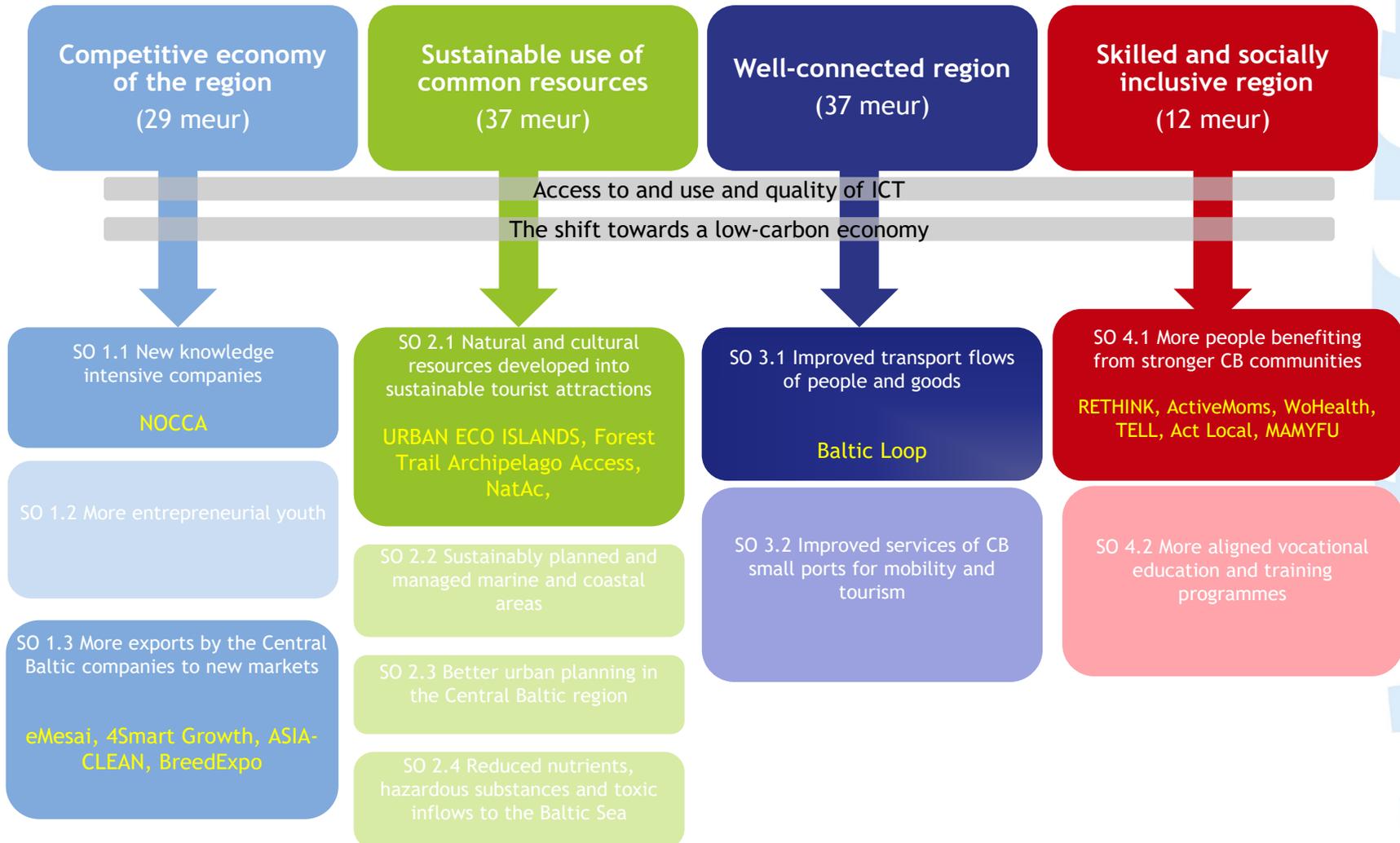
4.-5.06.2019, *Helsinki*

# Lead Partner's role in the project implementation

*Pille Laaksonen*



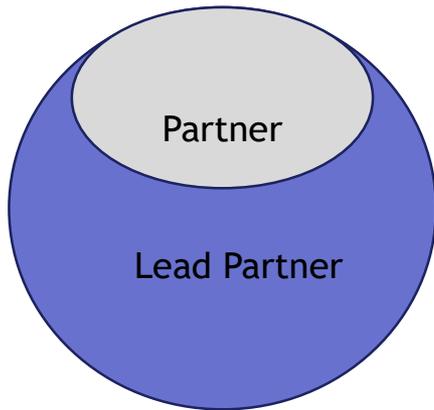
# CB programme's intervention logic and 4th call portfolio



## Lead partners' role

- Ensuring joint implementation of project
- Keeping the trust and motivation in partnership
- Being proactive and informed about all aspects of project implementation
- Providing information:
  - ✓ From JS to project partners
  - ✓ From project partners to JS

# Lead Partner role's origins

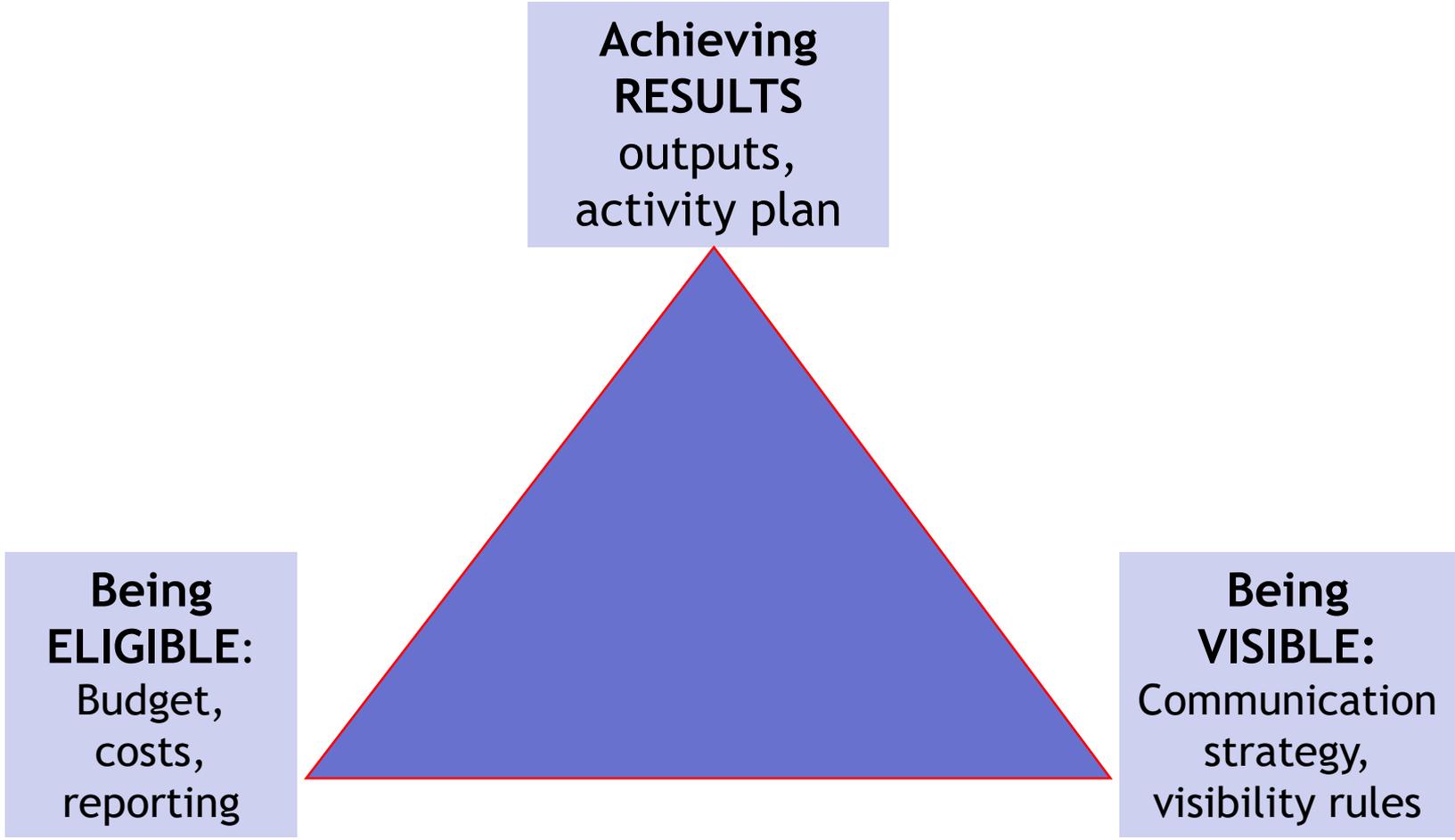


- Lead partner is also a project partner
- Lead partner responsibilities originate from:
  - Project activity plan (application)
  - Programme manual
  - Guide for Project Implementation
  - Subsidy Contract
- Lead Partner delegates the tasks and obligations to the partners via Partnership Agreement(s)

## Lead partner first tasks

- Co-ordinate fulfilment of the conditions (deadline 10.06.2019)
- Check and sign Subsidy Contract
- Prepare and sign Partnership Agreements
- Fill the necessary information in eMS
- Appoint project management
- Form Steering Group and organise meetings

# „Happy Project World“



**Achieving  
RESULTS**  
outputs,  
activity plan

**Being  
ELIGIBLE:**  
Budget,  
costs,  
reporting

**Being  
VISIBLE:**  
Communication  
strategy,  
visibility rules

# Project main results

Project description > Workplan > Project budget > Project budget overview > Attachments >

Objective of the programme 1.1. New companies

Does it link to the programme's objective?

The programme's objective is to create 10 new joint cross-border companies and thus contributing in creating a more competitive Baltic Sea region's position as a globally competitive gaming industry region. CB gaming industry companies and co-operation between companies in the region will be supported through joint businesses creation and acceleration program for the region. The companies from the gaming industry are the ones with the high potential for the Baltic Sea region (incl. isolated island Gotland) development.

Result indicator of the specific objective

Programme result indicator  R1.1. Number of new joint or co-operating knowledge intensive enterprises

Project main result

What are the project's main results and how do they link to the programme result indicator? (chosen from dropdown menu)

At least 10 new cross-border companies will be created during and after the four Game Camps events which will directly affect the programme result indicator (number of new joint or co-operating knowledge intensive enterprises).

- Always keep in mind results the project is targeting
- If necessary for achieving the results, propose the change in activity plan, propose reallocation of the resources,...

# Outputs

## Project outputs

### Project output O.T1.1

Title

Estonian, Latvian and Finnish children from low-income families who were were involved in the activities

151 Characters remaining

Description

The children from low income families are the main target group of the project and all activities aim to empower them to be able to take the healthy decisions on their own. A set of activities will involve children from low-income families in the project, one of them being the workshops and interviews with WellWe-based tool and then also the

Programme output indicator of chosen specific objective

Number of participating people

Date

December

2017

Target value

100,00 Number

- Programme outputs - reported cumulatively and numerically
- Project outputs - based on application
- If necessary for achieving the outputs, propose the change in activity plan, propose reallocation of the resources,...

# Project implementation is a joint effort of all project partners

- Make sure that all partners understand their role and responsibility:
  - ✓ Implementing activities
  - ✓ Using the budget
  - ✓ Disseminating and communicating
- Organise meetings and support the partnership
- Make sure all partners know where to get information about programme rules

# Keeping the project on track

- Be aware, follow sequence of activities, project timeline, using the budgets
- Be informed, involved proactively in all activities - be on top of the project!
- **If problem occur** (partner(s) underperform, certain activities not efficient, target group's not reached, delays, budget over- or underspending etc.), **take initiative:**
  - talk to partners
  - analyse the situation
  - work out solution
  - contact JS

## Co-ordinating reporting

- Make sure that partners know where to get information about reporting and eligibility
- Keep the deadlines for partner reports and project report
- Remind project partners about deadlines
- If needed, set inner deadlines
- If partner report is not sufficiently filled in, revert the report and explain how to correct

# Using Budget resources

Total project budget

Partner data			Programme co-financing		
Partner data	Partner abbreviation	Country	ERDF	ERDF co-financing (%)	Percentage of total ERDF
1 - Turun yliopisto	UTU	SUOMI / FINLAND	€ 497.097,45	75,00 %	29,90 %
2 - Satakunnan ammattikorkeakoulu	SAMK	SUOMI / FINLAND	€ 339.637,38	75,00 %	20,43 %
3 - Kungliga Tekniska Högskolan	KTH	SVERIGE	€ 242.879,96	75,00 %	14,61 %
4 - Uppsala Universitet	UU	SVERIGE	€ 326.704,42	75,00 %	19,65 %
5 - Viljandimaa Arenduskeskus	VCDC	EESTI	€ 54.576,80	85,00 %	3,28 %
6 - Eesti Puitmajaliit	EWHA	EESTI	€ 201.511,20	85,00 %	12,12 %
Sub-total for partners inside programme area			€ 1.662.407,21	--	100,00 %
Sub-total for partners outside programme area			€ 0,00	--	0,00 %
Total			€ 1.662.407,21	--	100,00%

- Make sure all reported costs are relevant/linked to activities in work plan
- Manage, coordinate proactively changes and modifications
- Follow the flexibility rule
- Timely committing: spending situation after period 3

# Project modifications

- Plan well ahead
- Involve all project partners into modification discussions
- Communicate to JS contact person



## Mid-term progress meeting

- Halfway through the project implementation participate in the mid-term progress meeting with JS contact person
- Prepare to discuss the project progress
  - Reaching objectives, results, outputs
  - Implementing activities
  - Using budget
  - Cooperation between project partners

# Reporting the implementation and the use of resources

## Project reports

Report	Report start	Report end	State	Date Of Project Report Submission	Date Of Project Report First Submission	Total Expenditure Submitted Js
<b>Period 0 01.09.2015 - 01.09.2015</b>						
Report 0.1	01.09.2015	01.09.2015	Report in progress	In progress	In progress	€ 0
<b>Period 1 01.09.2015 - 29.02.2016</b>						
Report 1.1	01.09.2015	29.02.2016	Report submitted to C A	20.06.2016	20.06.2016	€ 237.124
<b>Period 2 01.03.2016 - 31.08.2016</b>						
Report 2.1	01.03.2016	31.08.2016	Report submitted to C A	09.02.2017	09.02.2017	€ 289.787
<b>Period 3 01.09.2016 - 28.02.2017</b>						
Report 3.1	01.09.2016	28.02.2017	Report submitted to C A	29.08.2017	29.08.2017	€ 327.325
<b>Period 4 01.03.2017 - 31.08.2017</b>						
<b>Period 5 01.09.2017 - 28.02.2018</b>						
<b>Period 6 01.03.2018 - 31.08.2018</b>						

- Report is based on project work plan
- Do not copy-paste from partner reports - generalise, integrate, choose relevant evidence...
- Inform about deviations, needs for change
- Money will not arrive after partner reports are certified => Project report

# Final report

- Compile Final Report
- Arrange project Steering Group approval of the Final Report
- Submit the Final Report together with the last Project Report latest five months after the end of the last reporting period
- Compile all project outputs in eMS

# Lead partner responsibilities after project ends

- Sustaining project results and/or outputs
- Fulfilling legal obligations related to maintaining documents and materials of the project
- Providing information to JS, MA and auditors upon their request
- LP can not disappear after project ends!

## Support to lead partner

- Programme manual
- Guide for project implementation
- Guide for project communication
- Subsidy Contract
- [www.centralbaltic.eu](http://www.centralbaltic.eu)
- Central Baltic programme events
- JS contact person



# Project communication

*Ari Brozinski*  
*Elisa Bertieri*

# Content

- **Rules of thumb** and highlights from **technical requirements**
- **Social media channels**
- **Exercise:** Creating a communication strategy for your project with focus on target groups (using the template provided by the Central Baltic programme)

## Rules of thumb 1 / 3

- All projects are obliged to disseminate information about the project proceedings
- Communication is a common responsibility → **exercise**
- **All projects have a joint communication message:** the benefit of the funding received from the European Union through the European Regional Development Fund (ERDF) = tell boldly what change you are initiating in your project area!

## Rules of thumb 2/3

- Public availability of results is to be guaranteed also after the project closure, preferably for at least 5 years
- All information and communication measures of the project must display the EU flag together with textual reference “**European Union**” and “**European Regional Development Fund**” (exception: when space is limited the reference to the ERDF can be left out)

## Rules of thumb 3/3

- All project partner organizations must display in their premises at least one information poster (minimum size A3) informing about the project and the received EU funding. The poster is to be placed in a place where it is well visible for the public such as an entrance area of a building.
- Template can be downloaded from [www.centralbaltic.eu](http://www.centralbaltic.eu)

# VALUE FOR MONEY!

In these premises you can find an EU-financed project in action.

And not just any project, but a good and interesting one.

Today's EU projects want you to know what they are all about, so please read on!



## The project XXX aims at:

Write here what is the main situation to be improved by the project. Max three lines of text.

So that the reader gets interested, nothing less is required.

They can come and ask you more. **Max 280 characters with spaces.**

## The project XXX will result in:

Write here the very concrete results that will be the outcome of your project.

Something that everyone can understand and remember if asked the next day.

This is what adds up the value of your work in the eyes of others. **Max 280 characters with spaces.**

## The project is a joint cooperation venture of:

Organisation X, Country | Organisation Y, Country | Organisation Z, Country | Organisation Å, Country |

Organisation Ä, Country | Organisation Ö, Country

This is done with xxxxxx euros from the European Regional Development Fund.

Find out more:

Project Manager xx xx (e-mail) | [www.projectwebsite.eu](http://www.projectwebsite.eu)



EUROPEAN UNION  
European Regional  
Development Fund



# Highlights from tech requirements



# Where do rules come from?

- Legal requirements on publicity and communication for the projects are laid down in
  - Regulation (EC) No 1303/2013 (especially articles 115, 116 and 117) and its Annex XII
  - Subsidy Contract §7
  - [Programme Manual](#)

# How to use the logos

- The needed references are the following:
  - The flag of the European Union together with the textual reference “European Union”
  - Textual reference “European Regional Development Fund”
  - The logo of the Central Baltic Programme 2014-2020
- For small materials such as pens, where space for printing is limited, the following references have to be used:
  - The flag of the European Union with the textual reference “European Union” AND
  - EITHER the Central Baltic Programme 2014-2020 logo OR
  - The project’s own logo



# Logo files fulfilling the technical requirements

CMYK  
RGB

.ai  
.pdf  
.jpg

ENG  
EST  
FIN  
LAT  
SVE

vertical  
horizontal  
small items



EUROPEAN UNION  
European Regional  
Development Fund



EUROOPAN UNIONI  
Euroopan  
aluekehitysrahasto



EUROPEISKA UNIONEN  
Europeiska regionala  
utvecklingsfonden



EIROPAS SAVIENĪBA  
Eiropas Reģionālās attīstības fonds



EUROOPA LIIT

## Logos continued

- If there are other logos displayed in addition to the EU flag, the flag is to have at least the same size as the biggest of the other logos, measured in height or width.
- The placement of these references is to be well visible but can otherwise be freely decided.

## Project websites

The LP and each PP are obliged to ensure that: at least basic information about the project description of activities is available on the internet during project implementation phase.

### Basic information:

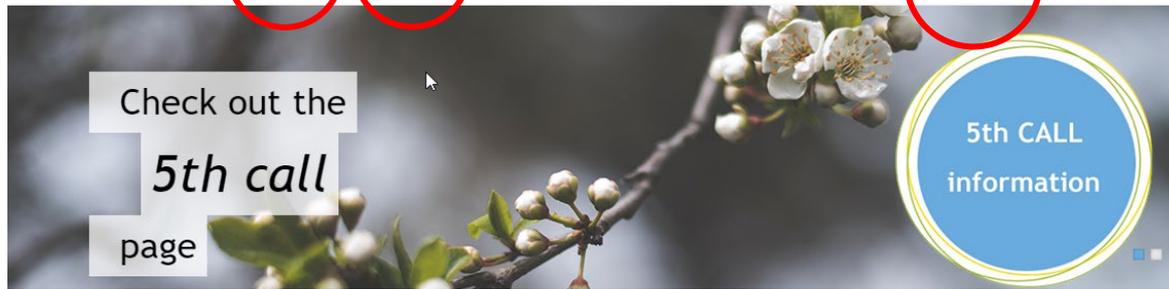
- Aims, partners, amount of funding and its source and description of activities
- Once the project has ended this information must include the main results and outputs available for dissemination.
- NB separate project websites

# Billboards

Infrastructure investment for projects exceeding 500.000 euros of ERDF

- Billboard;
- Permanent explanatory plaque (latest three months after completion);
- Billboard and plaque have to reference the EU and the Central Baltic Programme 2014-2020.

# Website



>> News categories

## Register to the Project Applicant Seminar

Monday, May 20, 2019 - 09:06

Less than a month ago, the **5th call** has been launched. The Central Baltic programme is supporting potential applicants in many different ways and you can read more about them [here](#).

The first step to take for potential applicants interested in applying for the 5th call, is to fill in the [Project Idea Form](#) and to participate to the [Project Applicant Seminar](#). Please find the [registration link here](#).



## Upcoming events

>> Event calendar

- 4 Jun, 2019, Lead Partner and Communication Seminar [programme](#)
- 11 Jun, 2019, Project Applicant Seminar [programme](#)
- 12 Sep, 2019, PortMate Final Conference in Rauma, Finland [project](#)

## Tweets by @CentralBaltic

-  **Central Baltic** @CentralBaltic  
The opening of the new part of #European cultural route of St Olav, @olavinreitti, the first pilgrimaae route on sea - is celebrated today in



*The Central Baltic 2014-2020 Programme finances result orientated cross-border cooperation projects in Estonia, Finland (incl Åland), Latvia and Sweden*

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Events

Our projects

eMS

Intra

## FOR PROJECTS

PROJECT DOCUMENTS (LINK)

FAQ

FIRST LEVEL CONTROL (FLC) BODIES

PARTNER SEARCH NOTICE BOARD

APPLYING FOR FUNDING

▶ PROJECT COMMUNICATION

WHY COMMUNICATE?

WHY COMMUNICATION MATTERS IN EU PROJECTS?

CREATING SUCCESSFUL COMMUNICATION

WHEN AND WHERE TO USE THE EU

## Project communication

### One place for all information

In this section you will find current information related to project communication. Special focus is set on the person/partner responsible for project communication but the content (especially social media) is useful for the whole project.

Information found in this section is largely based on the Guide for project communication. The guide will not be updated in the future; relevant information is found in these pages.

### We are here for you

The programme staff is very keen on project activities and results (e.g. many of us follow the [Project Communication Network](#)). In addition, we at communication ([Ari](#), [Elisa](#)) and also our [national Contact Points](#) want to stay especially informed on project activity on web and social media, as well as approach projects communication-wise to attend their events and interview them. The collected material is used e.g. in [newsletters](#) and linked to our projects in the [project database](#).

Should you have a communication related question, you can always approach us!

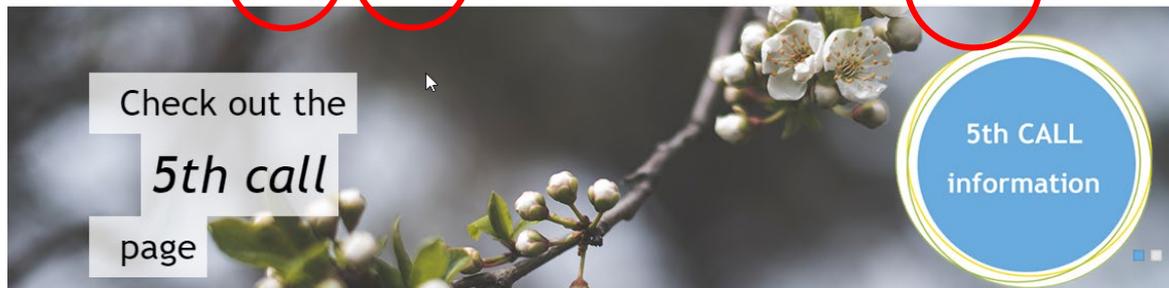
# Guidance table from Guide for project communication

Methods and measures	Emblem (flag) of the European Union	Text “European Union”	Reference to the European Regional Development Fund	Programme logo	Additional
<b>INFORMATION / PROMOTION MATERIALS (examples)</b>	x	x	x	x	<b>NB! The size of the item defines the requirements</b>
<b>Materials where space allows</b> (e.g. brochures, leaflets, books, t-shirts, bags, folders, videos, CDs, DVDs)	x	x	x	x	
<b>Materials where space limits printing</b> (e.g. pens, USB sticks, business cards)	x	x		x (or project logo)	
<b>Examples</b>					
<i>Project website or section in a project partner’s website</i>	x	x	x	x	On a separate project website, the EU flag must be visible <u>on the front page without having to scroll down.</u>
<i>Newsletters and other electronic materials</i>	x	x	x	x	
<i>Press releases</i>	x	x	x	x	If a third party (e.g. a newspaper) publishes an article about the project for free, we cannot demand them to display the flag and logo in the article.
<i>Presentations (Powerpoint or other)</i>	x	x	x	x	It is enough if a presentation has the EU references and programme logo in the beginning and end. They don’t need to be on each slide.
<b>INFRASTRUCTURE INVESTMENTS</b>	x	x	x	x	A permanent plaque displaying these has to be erected at the infrastructure site when the investment exceeds 500.000 euros ERDF. (see Programme Manual)
<b>EQUIPMENT</b>	x	x		x	To be attached to the equipment as a sticker or similar (stickers are not provided by the programme and can be printed by the project e.g. with a regular office printer)

## Examples from FAQ

- What logos do I need to put on my website?
- Can I use monochrome logos on my project website?
- I want to create products in my project that look like Central Baltic Programme 2014-2020 products and documents. Can I get the graphic manual of the programme?
- Information about temporary billboards

# Website



>> News categories

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# Project Database

- Projects**
- Results
- Statistical overview
- Stories and interviews
- List of Operations
- Info and FAQ



**Central Baltic Programme  
2014-2020 project database**

**Current status**  
**97 contracted projects**  
**623 partners**  
**€105 836 378 ERDF allocated**  
**€39 625 113 paid to projects**

**Filter projects**

**PRIORITY**

**SPECIFIC OBJECTIVE**

**SUBPROGRAMME**

**PROJECT NAME OR ACRONYM**

**TOTAL BUDGET BETWEEN**



**30MILES - Small port every 30 miles apart - Development of services for lively water tourism in the Eastern Gulf of Finland**

The project 30MILES aims at improving the overall service level and safety in small ports and waterfront.

**Active Age - Equal access of long-term unemployed seniors to labour market in rural areas**

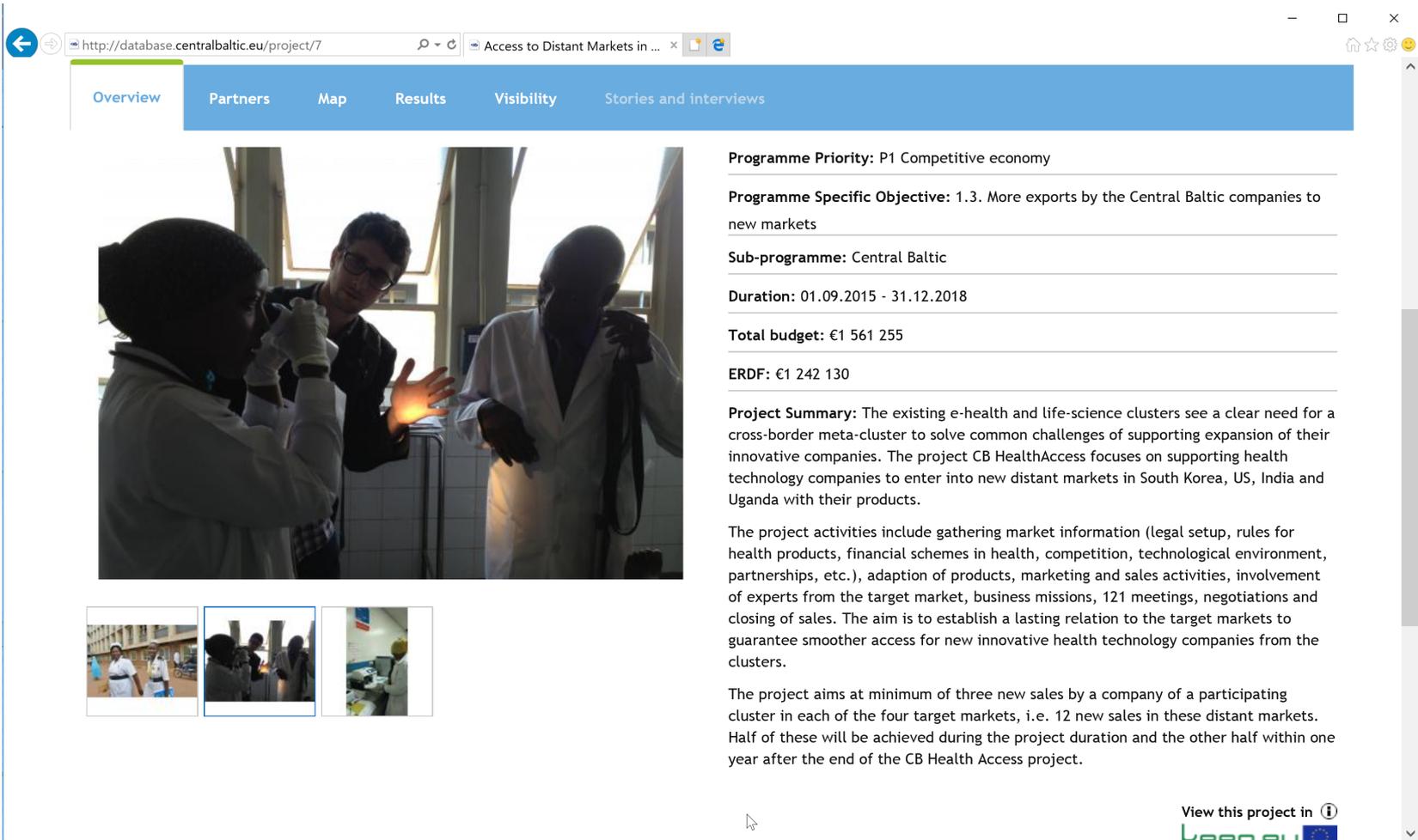
**ENDED**\_The common challenge of the Setomaa region in Estonia and the Engure and Ape regions in Latvia is to improve the social well-being of long-term unemployed local seniors.



**ACUCARE - Acute Team in Youth Psychiatric Services Targeted to the Residential Child Care**

**ENDED**\_ACUCARE's objective is to develop vocational e-course trainings for nursing-, social work and social educator students to create more aligned joint VET programs among partner countries.

[Print project compilation as pdf](#)



The screenshot shows a web browser window with the URL <http://database.centralbaltic.eu/project/7>. The page has a blue navigation bar with tabs for Overview, Partners, Map, Results, Visibility, and Stories and interviews. The main content area features a large image of three people in white lab coats examining a device. Below this are three smaller thumbnail images. To the right of the main image is a list of project details: Programme Priority, Programme Specific Objective, Sub-programme, Duration, Total budget, and ERDF. A Project Summary follows, describing the project's focus on supporting health technology companies. Below the summary is a paragraph detailing project activities and another paragraph stating the project's aims. At the bottom right, there is a button that says 'View this project in' followed by the 'Keep.eu' logo and the European Union flag.

http://database.centralbaltic.eu/project/7

Access to Distant Markets in ...

Overview Partners Map Results Visibility Stories and interviews



**Programme Priority:** P1 Competitive economy

**Programme Specific Objective:** 1.3. More exports by the Central Baltic companies to new markets

**Sub-programme:** Central Baltic

**Duration:** 01.09.2015 - 31.12.2018

**Total budget:** €1 561 255

**ERDF:** €1 242 130

**Project Summary:** The existing e-health and life-science clusters see a clear need for a cross-border meta-cluster to solve common challenges of supporting expansion of their innovative companies. The project CB HealthAccess focuses on supporting health technology companies to enter into new distant markets in South Korea, US, India and Uganda with their products.

The project activities include gathering market information (legal setup, rules for health products, financial schemes in health, competition, technological environment, partnerships, etc.), adaption of products, marketing and sales activities, involvement of experts from the target market, business missions, 121 meetings, negotiations and closing of sales. The aim is to establish a lasting relation to the target markets to guarantee smoother access for new innovative health technology companies from the clusters.

The project aims at minimum of three new sales by a company of a participating cluster in each of the four target markets, i.e. 12 new sales in these distant markets. Half of these will be achieved during the project duration and the other half within one year after the end of the CB Health Access project.

View this project in  

# Where to go for communication support?

- [Programme Manual](#)
- [Centralbaltic.eu](#)
  - [Logo files](#)
  - [Guide for communication](#)
  - [FAQ](#)
- [Communication staff](#)



If you have **communication-related** questions or comments, you can always reach out to Ari and Elisa at the Central Baltic Info Team.

# Social media channels

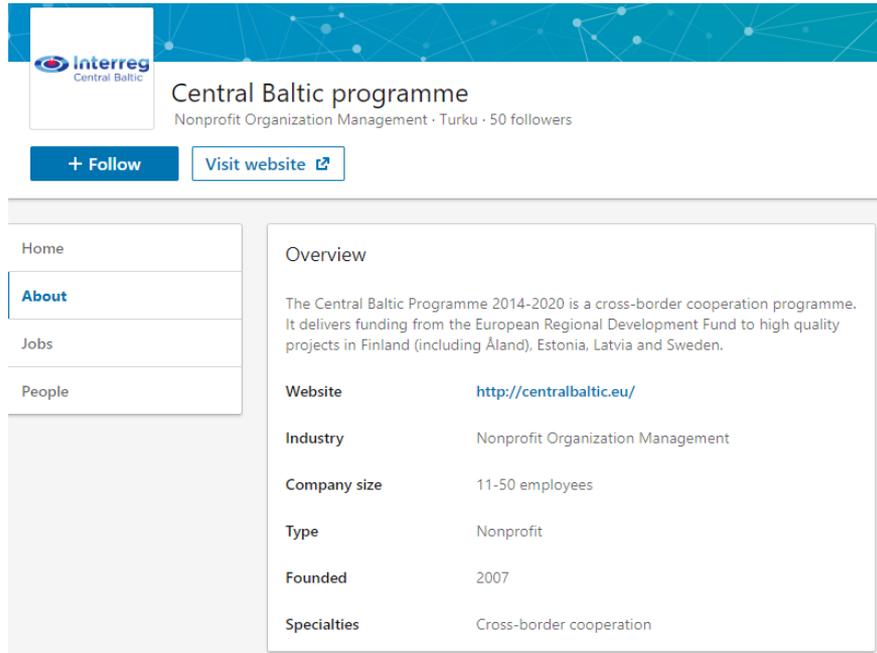


## Our social media channels in overview

- Facebook page
  - Official programme news, time-to-time shares of project visibility, funding information
- Central Baltic Communication Network for projects
  - Channel to support synergies among projects. Projects post about their activities, results and media visibility
- Twitter
  - Channel to endorse the programme and its projects

# Other Communication Channels

- [LinkedIn](#)
  - Official LinkedIn page for affiliation



The screenshot shows the LinkedIn profile for the Central Baltic programme. The profile header includes the Interreg Central Baltic logo, the name 'Central Baltic programme', and the industry 'Nonprofit Organization Management' with 'Turku · 50 followers'. Below the header are buttons for '+ Follow' and 'Visit website'. The main content area is divided into a left sidebar with navigation links (Home, About, Jobs, People) and a right section titled 'Overview'. The 'Overview' section contains a description of the programme and a list of key information:

<b>Website</b>	<a href="http://centralbaltic.eu/">http://centralbaltic.eu/</a>
<b>Industry</b>	Nonprofit Organization Management
<b>Company size</b>	11-50 employees
<b>Type</b>	Nonprofit
<b>Founded</b>	2007
<b>Specialties</b>	Cross-border cooperation

# How to engage with the programme channels

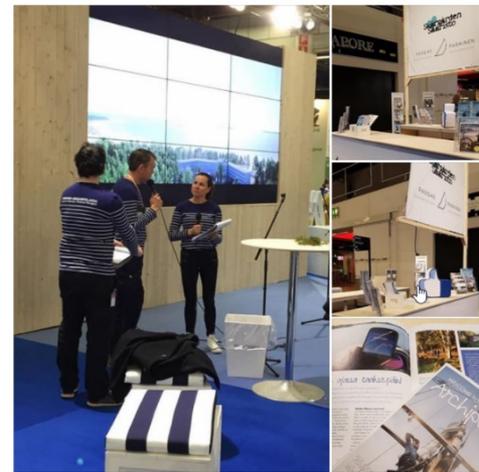
- CB Communication network for projects
  - Post about projects news
  - Follow the channel for information about other projects to find synergies

- **Twitter**

- #Cbresults
- #Cbsynergies
- @CentralBaltic
- #CentralBaltic



All the imagery for the city of Pargas / Parainen at Matka18 is from St Olav Waterway project this year. Already plenty of interviews on the first day so look out for us in the media.



Facebook interface for the Central Baltic Programme page. The page features a navigation menu on the left, a main content area with a video post, and a right-hand sidebar with engagement statistics and community information.

**Page Header:** Central Baltic Programme

**Navigation:** Page, Notifications 99, Insights, Publishing T..., Ad Centre, Page quality, Settings, Help

**Left Sidebar:**

- Central Baltic Programme (@centralbaltic)
- Home
- About
- Photos
- Events
- Mailing lists
- Videos
- Posts
- Services
- Shop
- Groups
- Notes
- Offers
- Jobs
- Community
- Promote
- Manage promotions

**Main Content:**

- Like, Follow, Share, ...
- Visit group
- The 5th call for application has been officially launched... (Video)
- Annual Event 2018 is finally... (Video)
- Behind the scenes of the pro... (Video)
- See all
- Posts
- Central Baltic Programme** (Published by Central Baltic Programme 2014-2020 [?] · 22 February 2018 ·)
- We have great people working with great projects to solve common challenges together! Read for yourself from our Stories and interviews section in the project database: <http://database.centralbaltic.eu/stories-and-interviews> To get an overview of published content, you can head over to our webpage: <http://centralbaltic.eu/.../stories-about-cross-border-cooper...>

**Right Sidebar:**

- 809 likes +1 this week (Ester Miros and 39 other friends)
- 889 follows
- See Pages Feed
- 985 post reach this week
- 6 video views this week
- 809 people like this and 889 people follow this (Ester Miros and 39 other friends)
- Community (Lena Zinchuk and 39 other friends like this)
- Invite Friends
- 809 people like this
- 889 people follow this
- About (http://www.centralba... Promote Website)
- Community
- Suggest Edits



The screenshot shows a Facebook group interface. On the left is a navigation menu with options like 'About', 'Discussion', 'Members', 'Videos', 'Photos', 'Files', 'Group insights', 'Moderate group', and 'Group quality'. The main content area features a header with the European Union logo and the text 'EUROPEAN UNION European Regional Development Fund' and 'Central Baltic network'. Below the header is a large graphic with the text 'share your events, visibility and other media'. A post by 'Nina Savela' is highlighted, showing a photo of a group of people holding a banner that says 'BUSINESS TOGETHER!'. The post text reads: 'Project SME Aisle organized its second business delegation trip in April 2019 to Namibia, South Africa and Zambia in April 2019.' Below the photo is the text 'SAMKFI SMEs on their way to business in Southern Africa: towards new results with company coaching - SAMK'. The post has interaction buttons for 'Like', 'Comment', and 'Share', and a 'Post a sticker' button.

Content can be any language

Project relation has to be clear

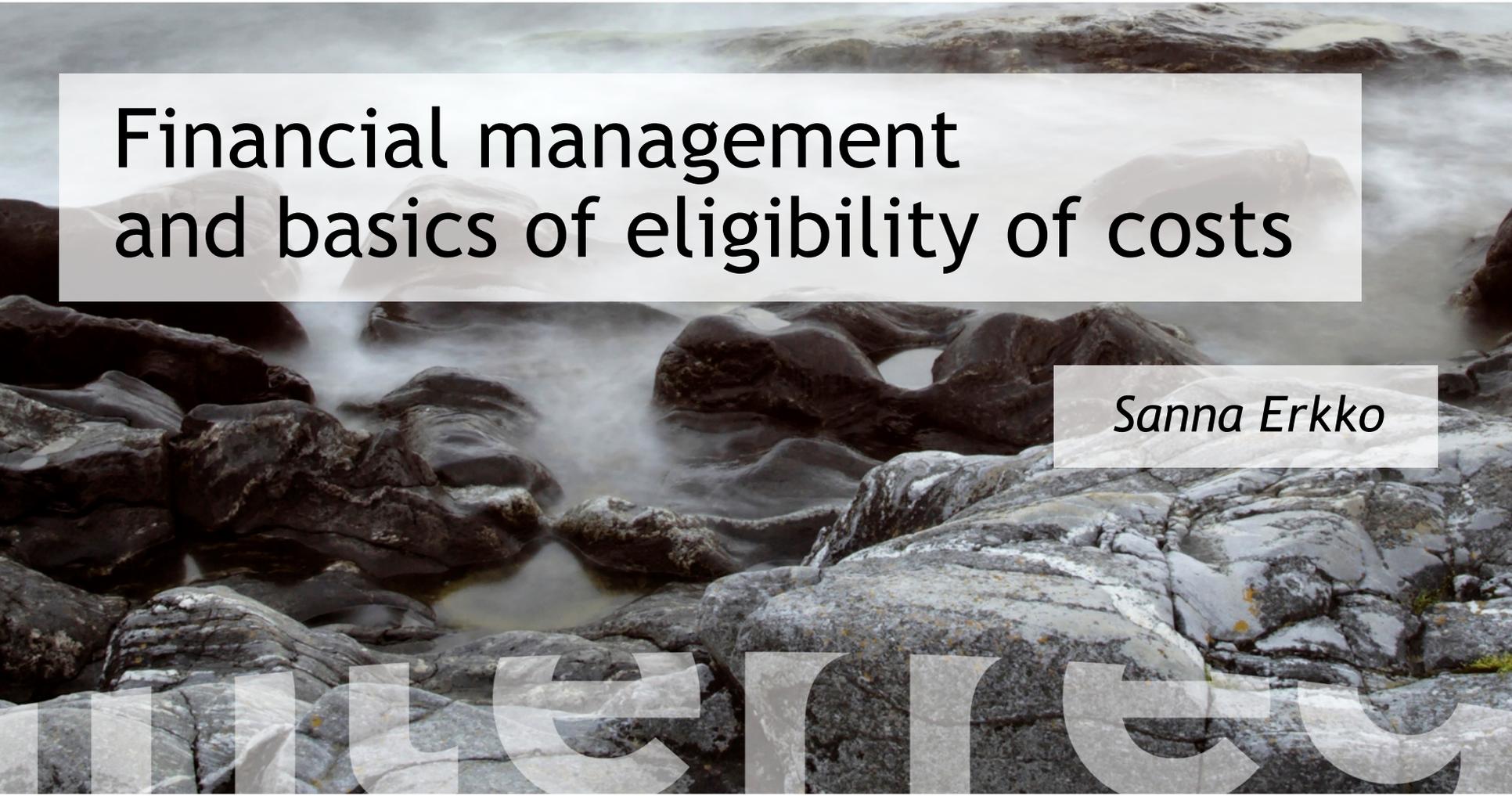
<https://www.facebook.com/groups/cb.communication.network>



The screenshot shows the Twitter profile for Central Baltic (@CentralBaltic). The profile picture is the Interreg Central Baltic logo. The bio states: "Central Baltic Programme 2014-2020 delivers EU funding to cross-border projects in the central Baltic Sea region." It also lists the website "centralbaltic.eu" and the date "Joined October 2014". There are 611 photos and videos in the media gallery.

The main tweet is from Central Baltic (@CentralBaltic) dated May 24. The text of the tweet is: "The opening of the new part of #European cultural route of St Olav, @olavinreitti, the first pilgrimage route on sea - is celebrated today in #turku. 'You have done excellent work', says @riittakaivosoja from #Finnish ministry of Education and Culture. #cp\_ax @RegioInterreg". The tweet includes a video showing a woman in a light blue shirt standing in front of a screen that displays "Olav WATERWAY". The video has 3 likes and 0 replies.

Tweets	Following	Followers	Likes	Lists	Moments
1,471	244	1,038	1,333	20	0



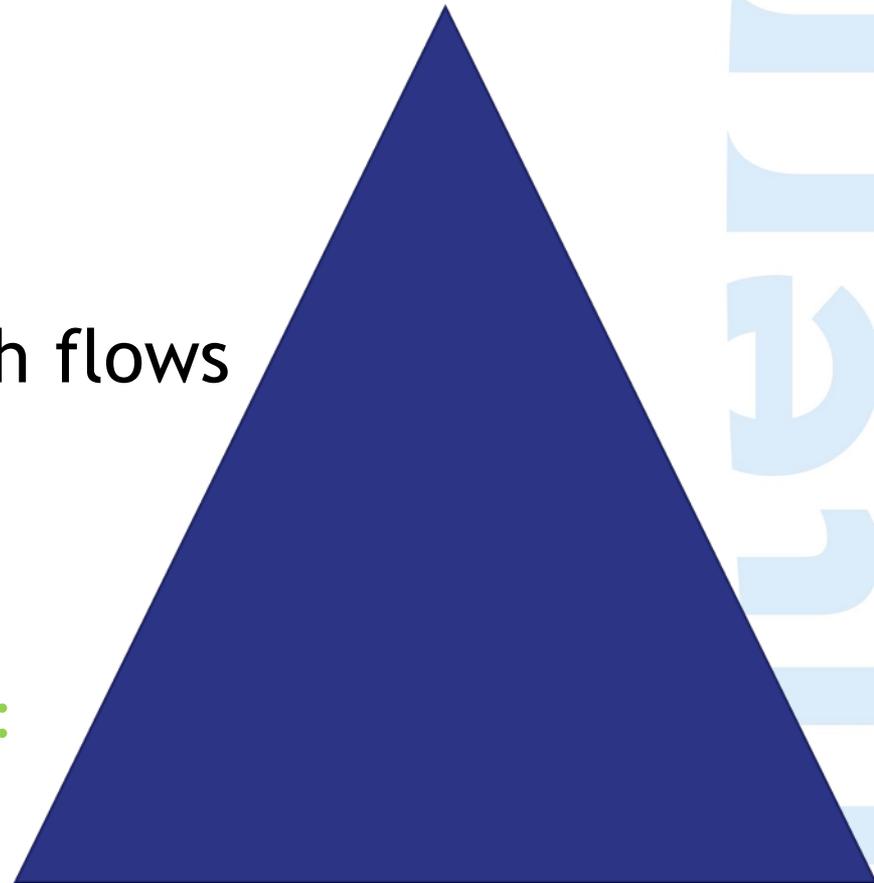
# Financial management and basics of eligibility of costs

*Sanna Erkkö*

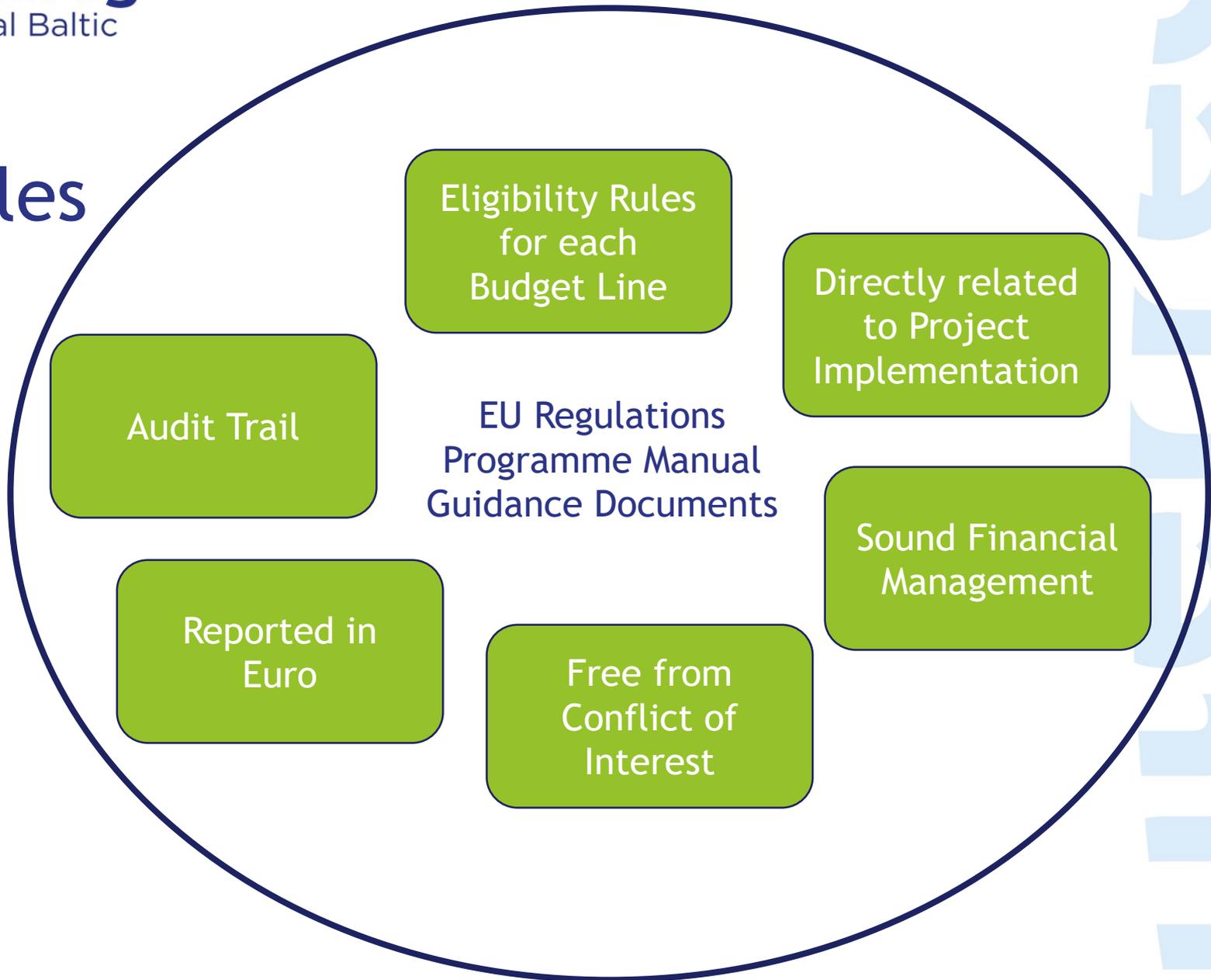
# Contents

- Basic rules for eligibility
- Budget lines
- Public procurement
- Reporting, controls & cash flows
  - Reporting flow
  - Layers of controls
  - Cash flow

**Being Eligible:**  
Budget, costs,  
reporting



# Basic Principles

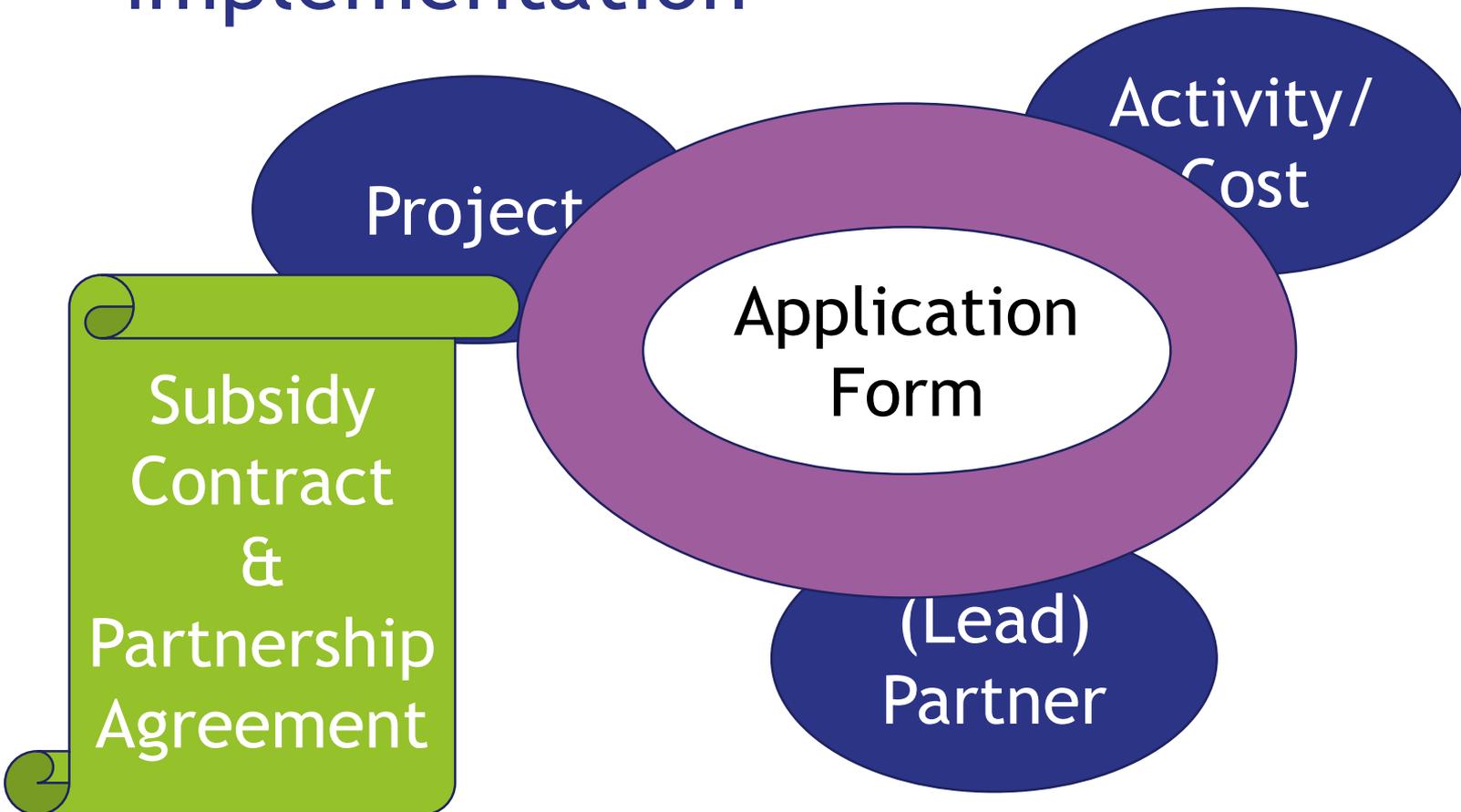


## Audit trail

**a chronological set of accounting records providing documentary evidence on sequence of steps undertaken by project to implement a project**

- Usually 4 years after final payment
- With de minimis state aid 10 years after project closure

# Directly related to project implementation



# Criteria for eligibility of costs

**What**

Activity and/or expenditure is relevant, approved in AF

**Who**

Incurred, paid by project partner

**When**

During project duration

# Eligibility of costs: budget lines



Staff costs



Office and administration



Travel and accommodation



External expertise and services



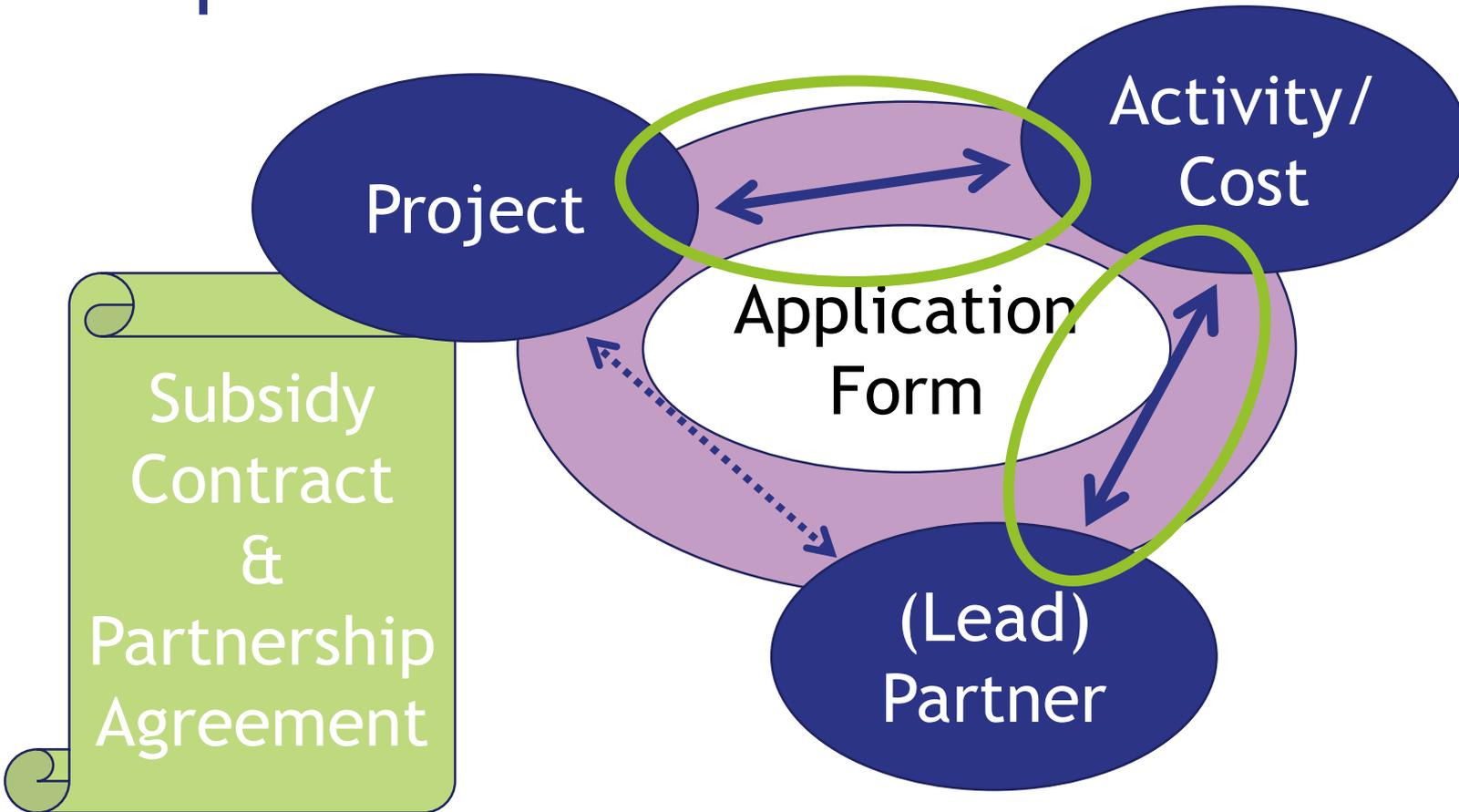
Equipment



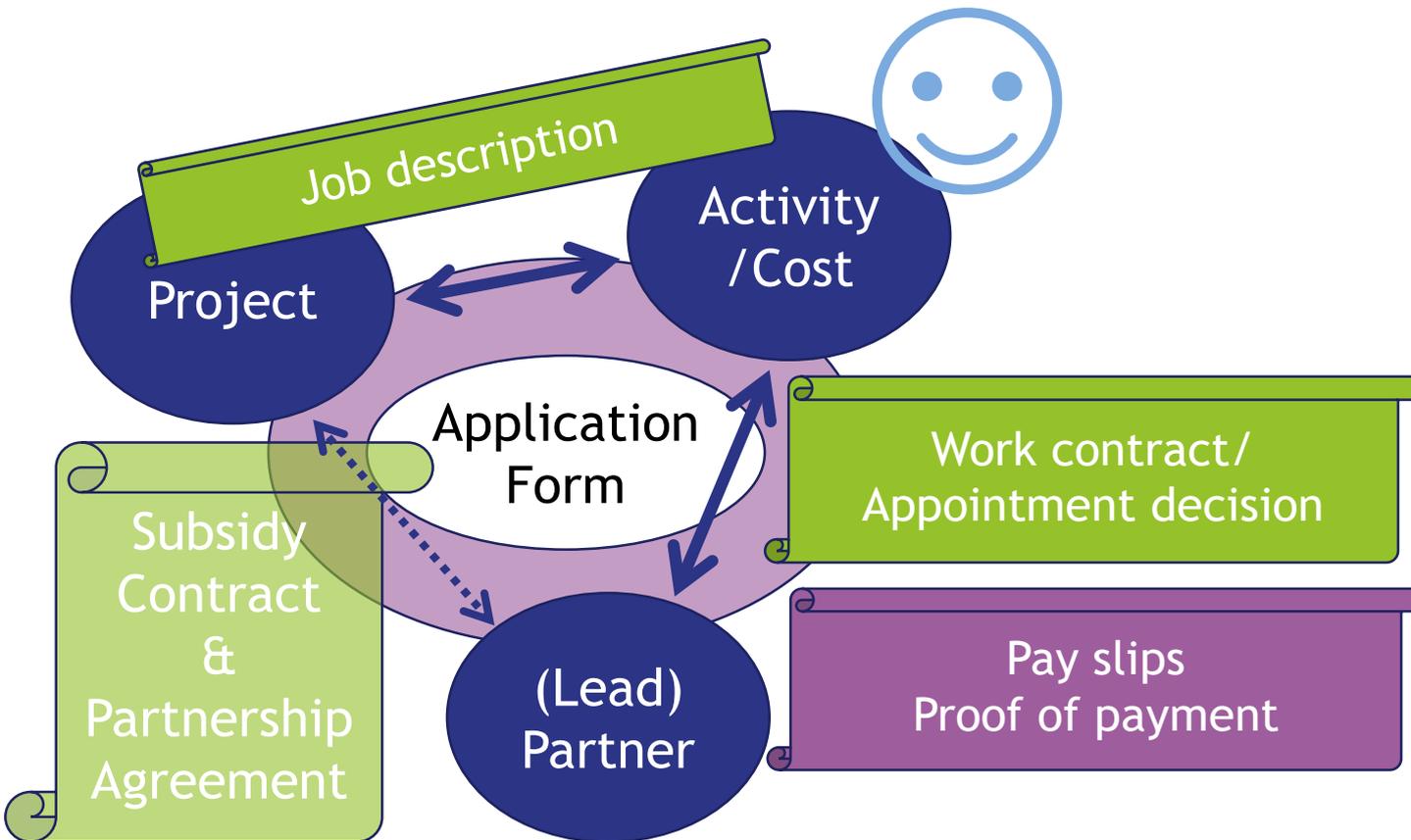
Infrastructure and works

**Budget  
flexibility**

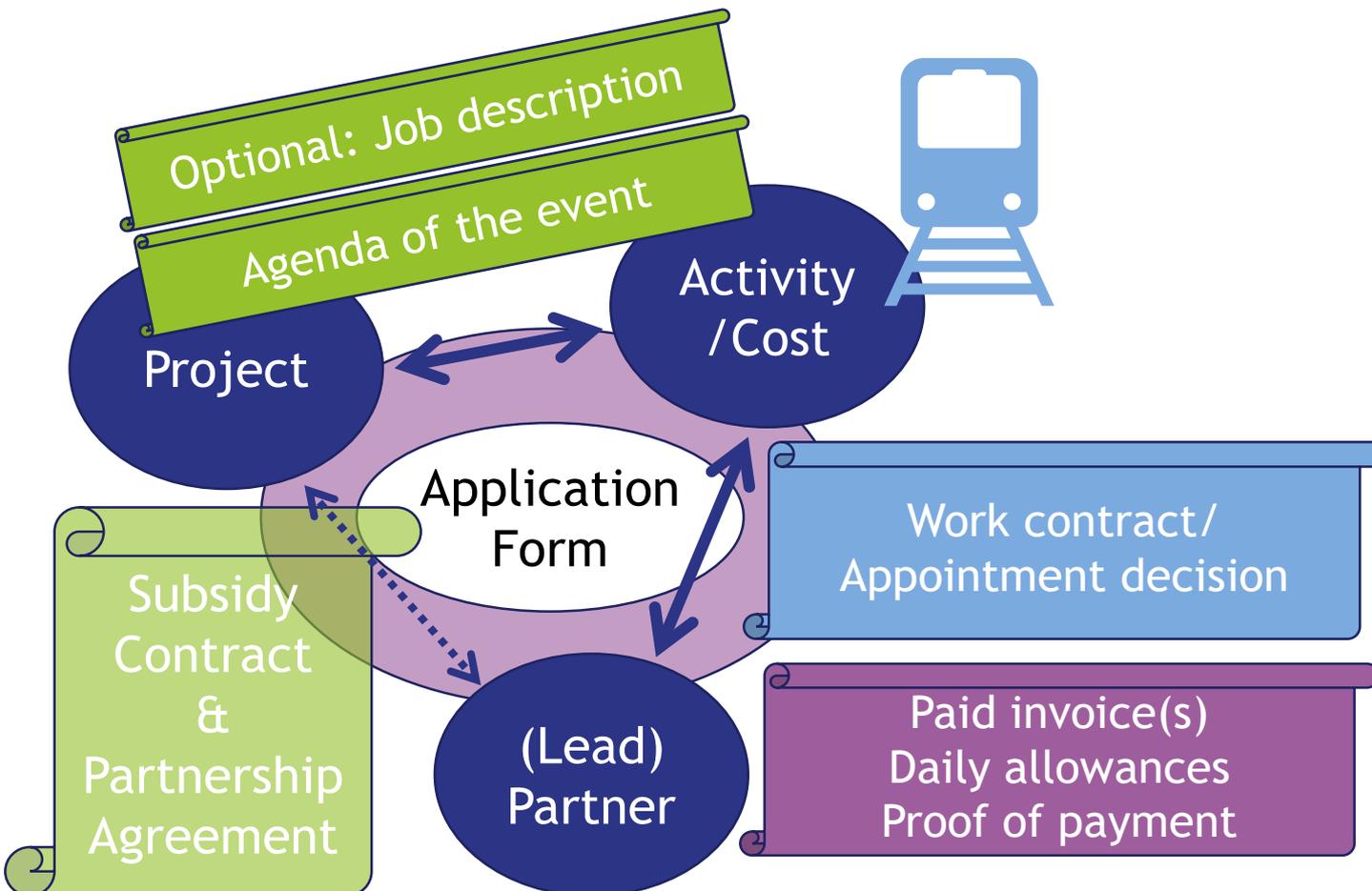
# Directly related to project implementation



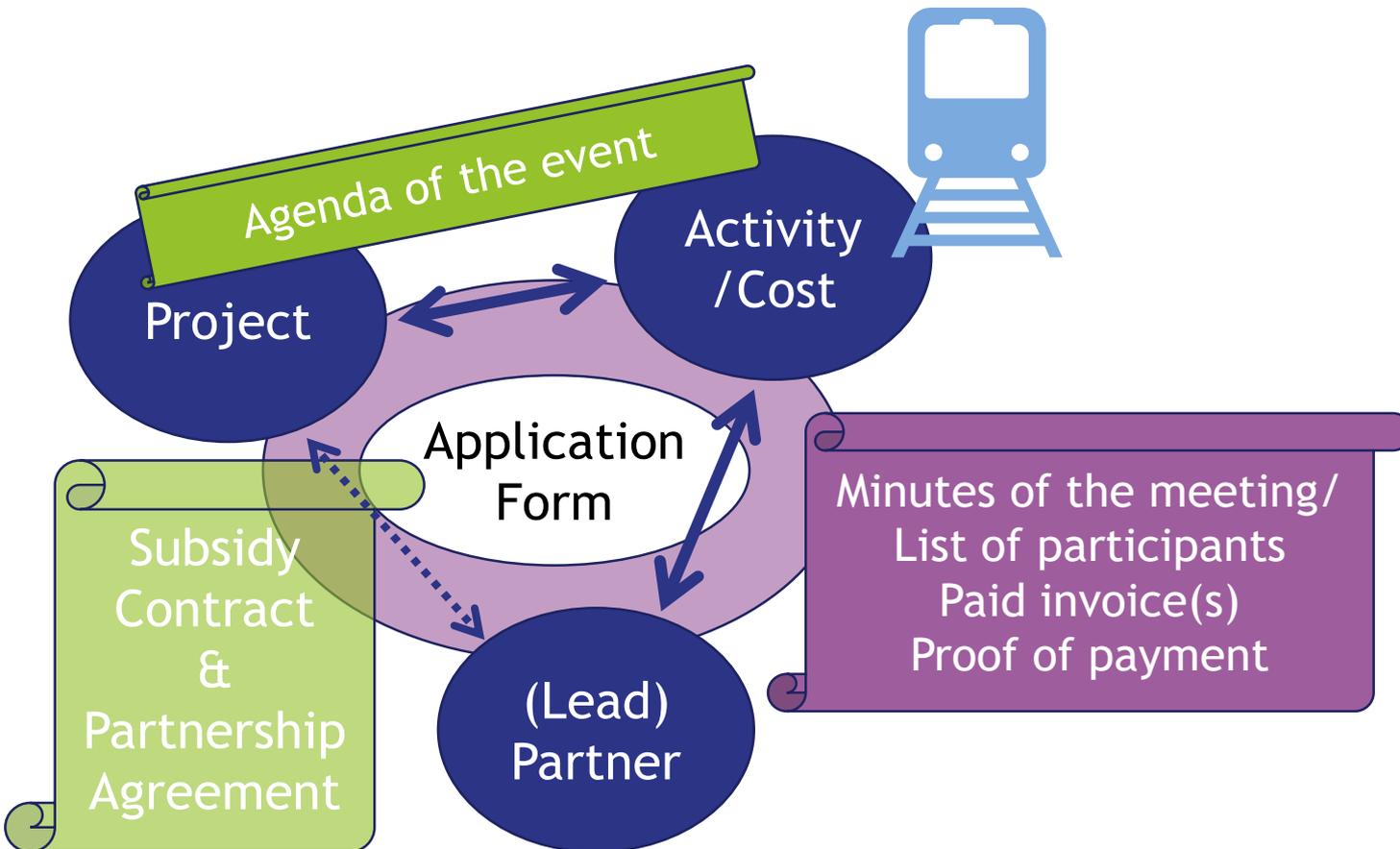
# Linking Activity/Cost with Partner and Project: Staff Costs



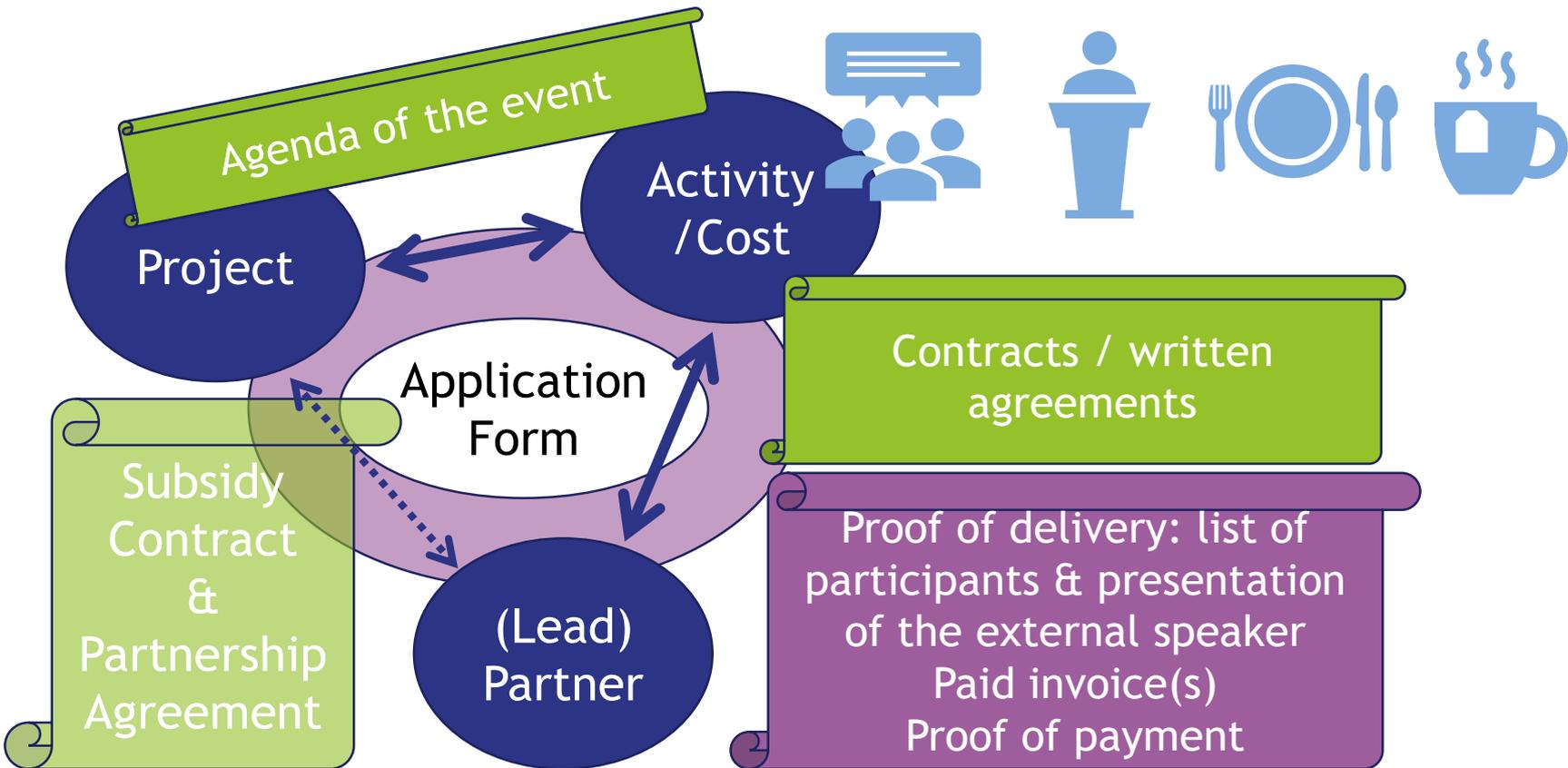
# Linking Activity/Cost with Partner and Project: Travel to project meeting



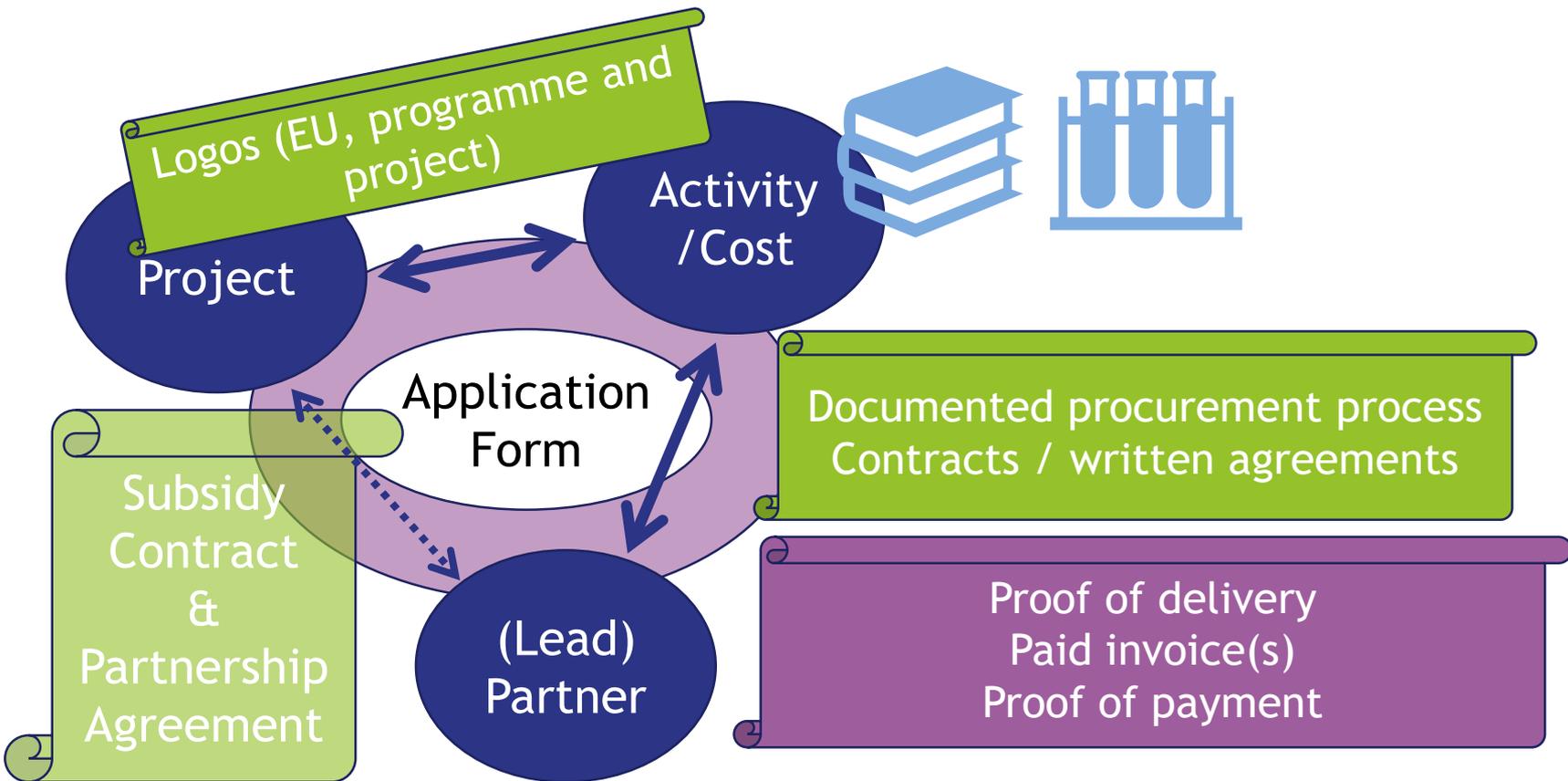
# Linking Activity/Cost with Partner and Project: Travel for SG members and target group



# Linking Activity/Cost with Partner and Project: External expertise and service - Kick off meeting



# Linking Activity/Cost with Partner and Project: External expertise and service - Project studies and publications



## Public Procurement in general

**“Public procurement refers to the purchase by governments and state-owned enterprises of goods, services and works. As public procurement accounts for a substantial portion of the taxpayers’ money, governments are expected to carry it out efficiently and with high standards of conduct in order to ensure high quality of service delivery and safeguard the public interest.”**

**Source: OECD**

## Public Procurement in your project

Within your project public procurement refers to the purchase of goods, services and works by public and private project partners with ERDF co-financing.

As ERDF co-financing is taxpayers' money, project partners are expected to carry it out efficiently and with high standards of conduct in order to ensure high quality of service delivery and safeguard the public interest.

# Public Procurement Requirements of the Programme

- Applies to **all** partners
- No artificial splitting of purchases
  - cumulative amounts count
  - type of the service crucial
- Framework contracts applicable
- Joint procurements



## VAT

- An eligible cost only if the partner has no means to recover it
- Any changes in VAT status - notify JS contact person and report to FLC
- Will be checked by the FLC with the first partner report

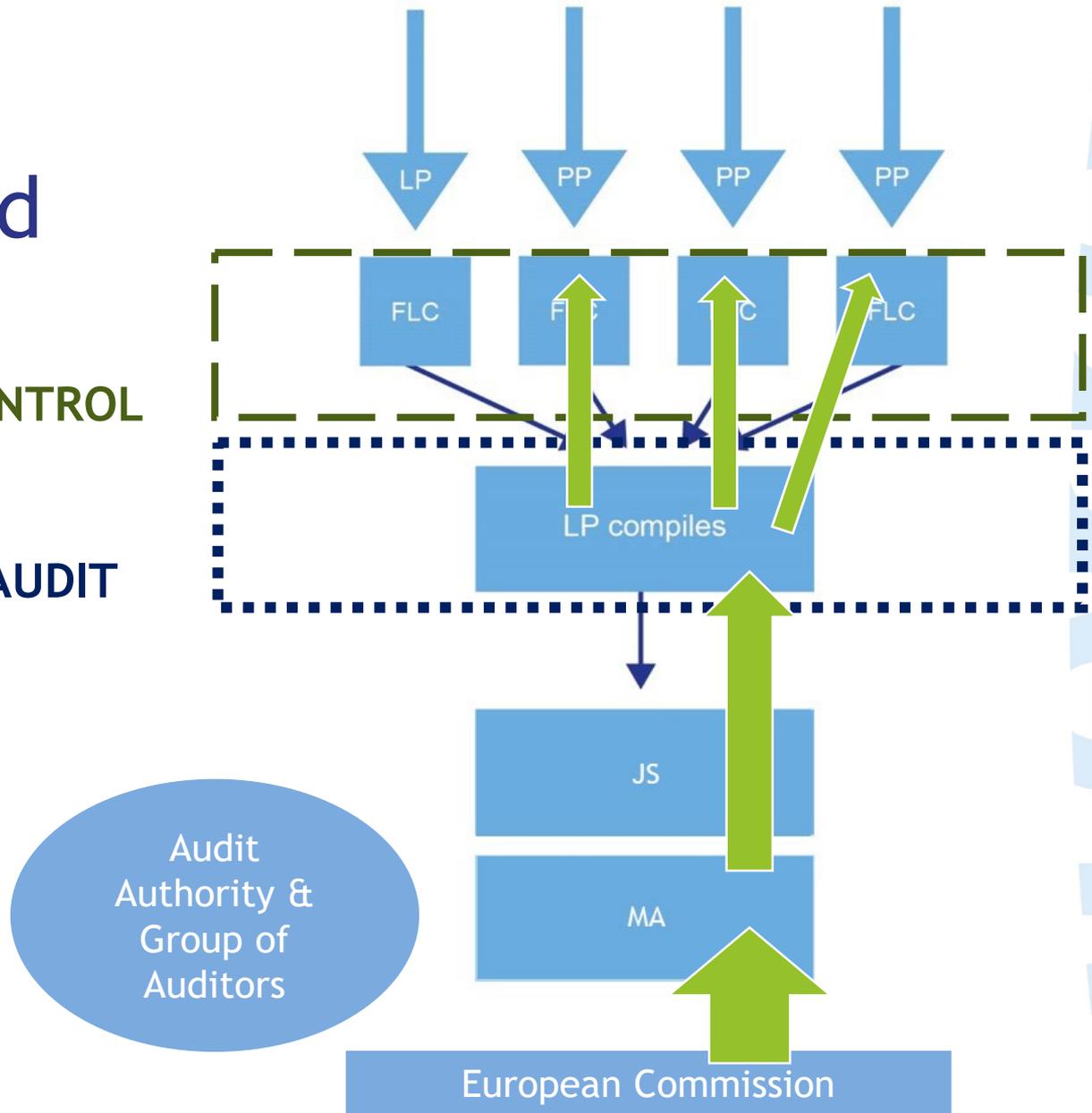
# Public Procurement Requirements of the Programme

Value of the Purchase	Process described in	Bear in Mind
below 5.000 €	Programme Manual	Sound Financial Management Justified selection process
above 5.000 € but below National Rules	Programme Manual	3 Comparable Offers Documentation
above National Rules but below EU Thresholds	National Rules for Public Procurement	Time & planning Documentation
above EU Thresholds	EU Rules on Public Procurement	Complexity increases Documentation

# Reporting, payments and controls

FIRST LEVEL CONTROL

SECOND LEVEL AUDIT



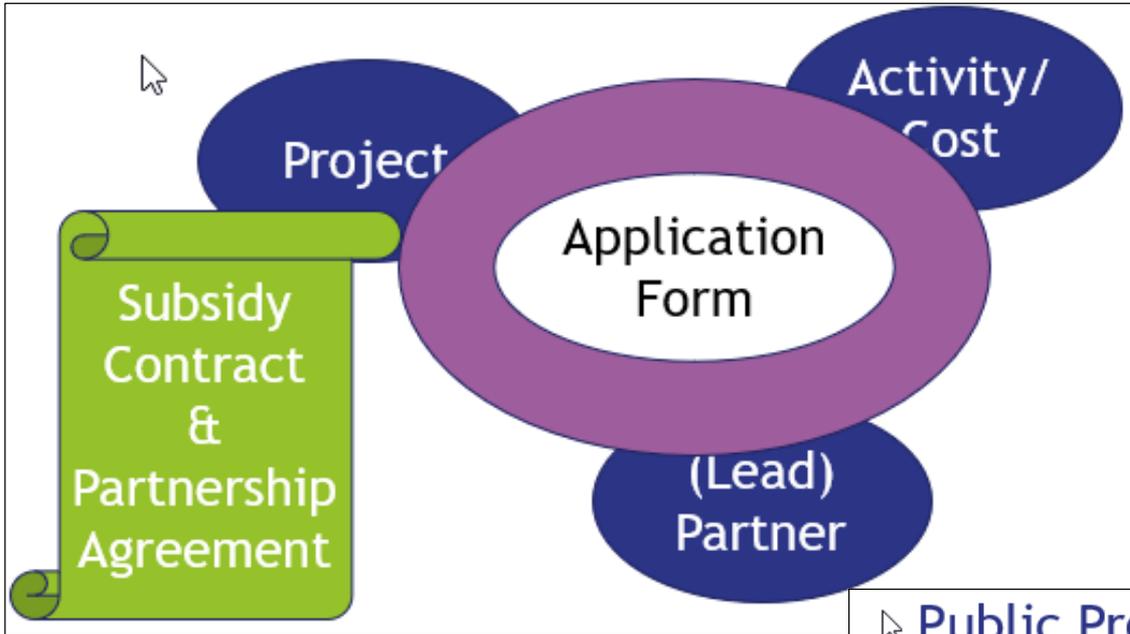
# Financial management

## Lead partner

- Guarantee the sound financial management of the project
- Follow up project spending and budget line spending
- Transfer ERDF amounts to partners immediately
- FLC checks on own costs

## Project partner

- Manage its own budget according to sound financial management
- Assume responsibility for own costs and repay costs if needed
- FLC checks on own costs



## Public Procurement Requirements of the Programme

Value of the Purchase	Process described in	Bear in Mind
below 5.000 €	Programme Manual	Sound Financial Management Justified selection process
above 5.000 € but below National Rules	Programme Manual	3 Comparable Offers Documentation
above National Rules but below EU Thresholds	National Rules for Public Procurement	Time & planning Documentation
above EU Thresholds	EU Rules on Public Procurement	Complexity increases Documentation

Sound Financial Management

Audit Trail

# Project reporting and eMS

*Tiina Keinänen*



# Content

- Partner report

Partner Report > List of expenditure > Contribution and forecast > Attachments > Personal data attachments

- List of expenditure

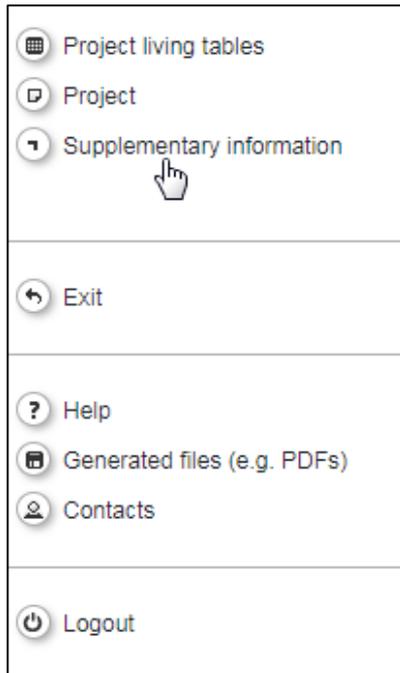
- Project report

Report > Work packages > Certificates > Project report overview > Attachments

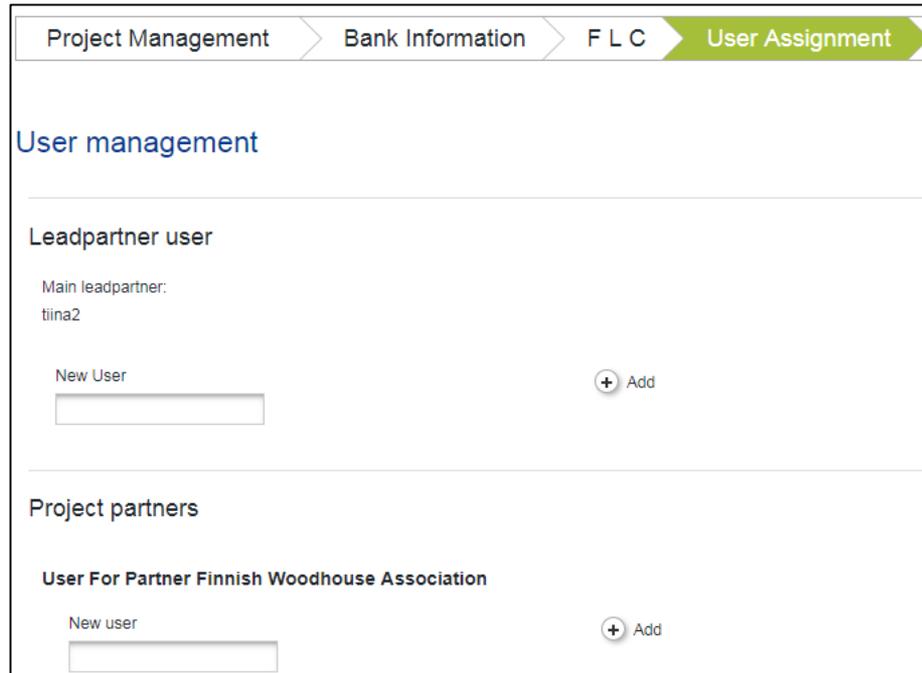
- Activities/ deliverable
- Project outputs / Programme output indicators

# Entering in eMS

- Each partner must register in the eMS as an user
- User assignment by lead partner → add username



Project living tables  
Project  
Supplementary information  
Exit  
Help  
Generated files (e.g. PDFs)  
Contacts  
Logout



Project Management > Bank Information > F L C > User Assignment

### User management

**Leadpartner user**

Main leadpartner:  
tiina2

New User

**Project partners**

**User For Partner Finnish Woodhouse Association**

New user

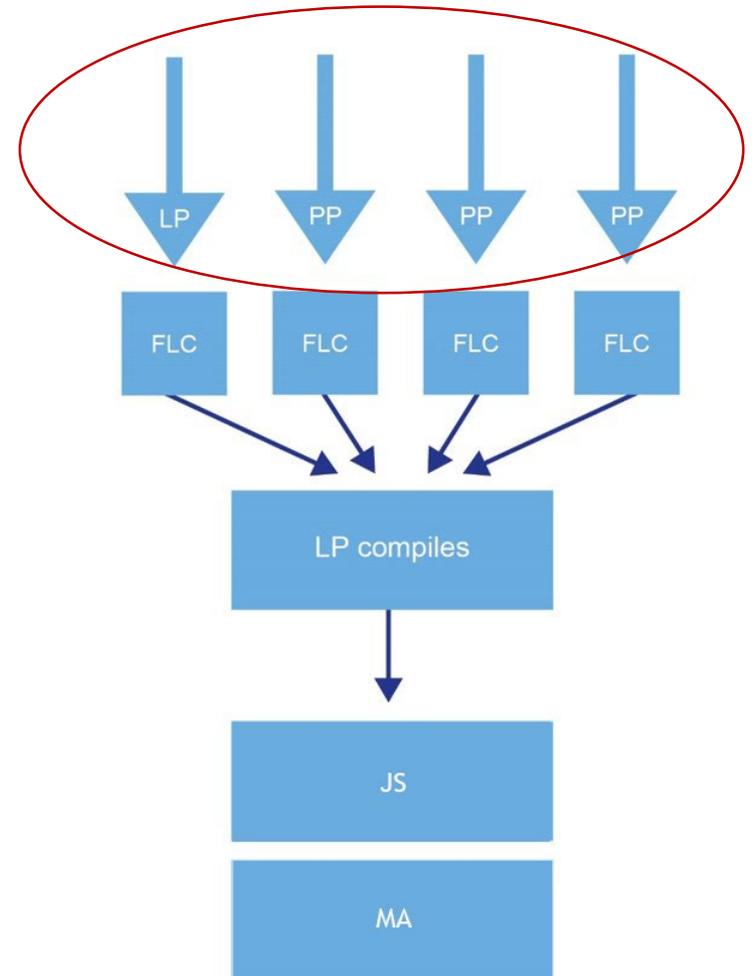
## Reporting tips

- Make it interesting and informative
- Provide information that your audience needs
- Limit it to the requested period
- Compare actual performance with respect to the plan in the application form
- Remember to attach evidence to outputs, deliverables and costs

➤ *Guide for Project Implementation*

# Partner report

- Reporting of activities implemented by partner during the period



## List of expenditure

Edit expenditure  
Partner Report 1 SPS Period 1 List of expenditures

PP	Budget line	Travel and accomodation	Description 1
	Work package	M Management	TallinkSilja
	Procurement	---	Description 2
	Internal reference number	002	Project team meeting 15.-16.9.2017, Tallinn, Anna Smith, ferry <u>HKI-TLN</u>
	Invoice number	2344445	Partner comment
	Invoice date	20.09.2017	
	Date of payment	28.09.2017	
	Currency	EUR - EURO	
	Conversion rate	(1)	
	Total value of item In original currency	45,00	
	VAT	0,00	
	Declared amount In the original currency	45,00	
	Declared amount in Eur	45,00	
	Expenditure outside ( the EU part of) the programme area?	<input type="checkbox"/>	

**Fill in in English**

**Add payment date**

**Link to reported activities**

**Attach evidences**

+ Upload

Uploaded

[meeting\\_expencc\\_claim\\_170915.pdf \(tiina2\\_06.03.2018\)](#)

[meeting\\_agenda\\_170915.pdf \(tiina2\\_06.03.2018\)](#)

[tallink\\_invoice\\_170915.pdf \(tiina2\\_06.03.2018\)](#)

[Download all attachments](#)

## List of Expenditure

- Costs are reported in currency incurred
  - eMS converts the costs automatically to euros
  - the final conversion rate is calculated when the partner report is submitted to the FLC
- Lump sums are always reported in euros

## Submitting Partner Report

- Check that Partner Report, List of expenditure, Forecast and contributions and Attachments are filled in
  - *Check Saved Report*
  - *Submit Report*

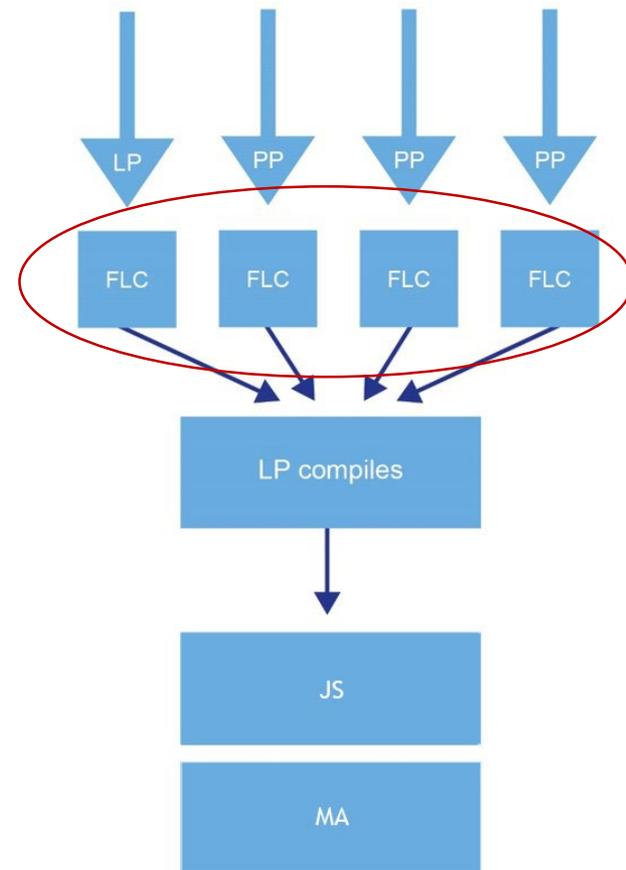
# First Level Control

- **Centralised**

- Estonia -The Ministry of Finance
- Latvia -Ministry of Environmental Protection and Regional Development of the Republic of Latvia
- Sweden -Swedish Agency for Economic and Regional Growth
- Åland -Åland Government, Department of Trade and Industry

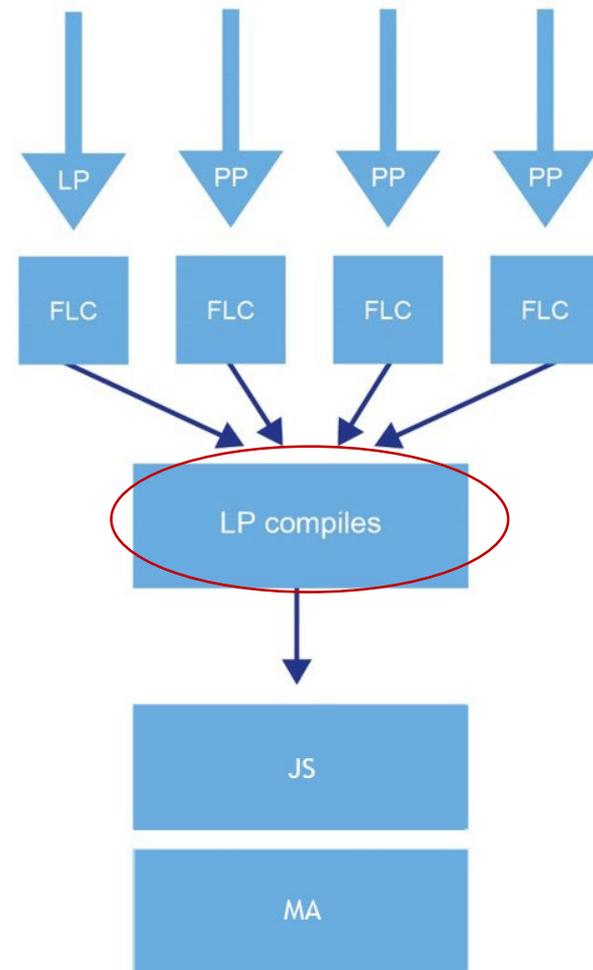
- **De-centralized**

- Finland - designation from the Ministry of Economic Affairs and Employment, carried out by independent auditors
- Finnish partners have to procure and apply the designation for their own FLC



# Project Report

- Lead partner has a right to demand good quality in reporting
- If information is missing in Partner Report the lead partner has a right to revert the report back for the partner (via the FLC)
  - evidences on reported outputs or deliverables are missing
  - evidences on reported cost are missing
  - the report is not completely filled in



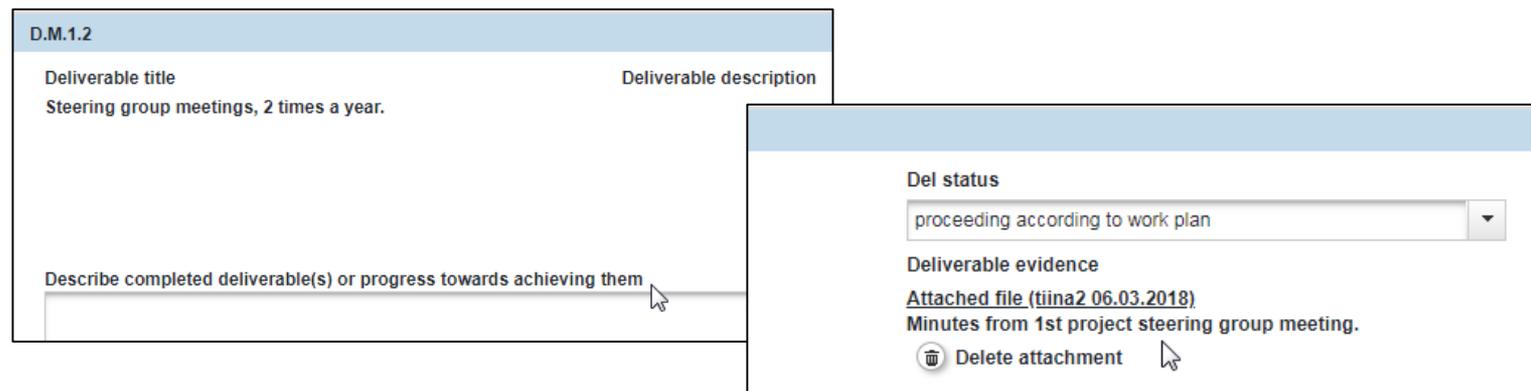
# List of partners' FLC certificates

- Lead partner has right to deduct the cost if
  - flexibility rule is not followed by partner
  - not related to the project
  - justification must be given

FLC	Verified by FLC	<input checked="" type="checkbox"/>		Comment Flc (pp,flc,js,ma,ca,aa)
	Difference FLC		€ 0,00	
	Amount certified FLC		€ 3.452,00	
	Flc Correction Type	-		
LP	Difference LP		€ 0,00	Comment LP
	Amount certified LP		€ 3.452,00	

# Activities and deliverables

- Fill in each section “Describe completed deliverable(s) or progress towards achieving them” with relevant explanation
- If the activity/deliverable was already completed in previous reports it should be mentioned: “Completed and reported in period X”
- For each reported deliverable upload deliverable evidence



The screenshot shows a web interface for managing deliverables. It is divided into two main sections. The left section, titled 'D.M.1.2', contains a table with two columns: 'Deliverable title' and 'Deliverable description'. The 'Deliverable title' column contains the text 'Steering group meetings, 2 times a year.' Below the table is a text input field with the placeholder text 'Describe completed deliverable(s) or progress towards achieving them'. The right section contains a 'Del status' dropdown menu with the selected value 'proceeding according to work plan'. Below this is a 'Deliverable evidence' section with an attached file named 'tiina2 06.03.2018' and a description 'Minutes from 1st project steering group meeting.' A 'Delete attachment' button is located at the bottom of the evidence section.

Deliverable title	Deliverable description
Steering group meetings, 2 times a year.	

Describe completed deliverable(s) or progress towards achieving them

Del status  
proceeding according to work plan

Deliverable evidence  
[Attached file \(tiina2 06.03.2018\)](#)  
Minutes from 1st project steering group meeting.  
Delete attachment

# Reporting project outputs

- Project outputs are reported as level of achievement and evidence related to the reported project outputs is attached

Project Main Outputs	Project Main Output Description	Programme Output Indicator	Achieved In This Report	Level Of Achievement	Attachment
T1.1 International student teams	this will be done...	Number of participating young people	<input type="text"/>	not started	Upload
T1.2 eToolbox for entrepreneurial education in high schools	we will...	Number of participating young people	<input type="text"/>	not started	Upload

kesäkuuta.2017

# Reporting programme output indicators

- Programme output indicators which are linked to the project outputs are reported in column Achieved in this report
- Achievement values are only reported for those indicators which quantification target is more than 0

Programme Output Indicator	Planned Delivery Month	Main Output Quantification Target	Achieved So Far( Not Including This Reporting Period)	Achieved In This Report
Number of participating young people	heinäkuuta.2017	300,00		
Number of participating young people	kesäkuuta.2017	0,00		
T1.1 International student teams				
T1.2 eToolbox for entrepreneurial education in high schools				

# Submitting Project Report

- Remember ***Confirmation Letter***
- Check that Report and Work packages filled in
- Check that FLC Certificates are included and relevant Attachments upload
  - *Check Saved Report*
  - *Submit Report*

## More information

- Guide for Project Implementation
- Project contact persons at the JS
- eMS support ([ems@centralbaltic.eu](mailto:ems@centralbaltic.eu))
  - Technical errors and problems



Thank you!