



European Union
European Regional
Development Fund



Welcome to the Lead Partner and Communication seminar 2020!

10.6.2020

We start at 10:00 Finnish time

Before we start

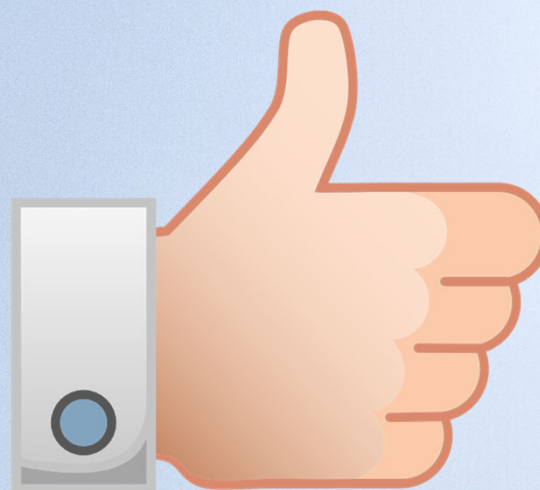
- Mute mics when not speaking.
- Questions - write them into the chat window. Q & A right after the talks.
- You can also ask questions directly during the Q & A but please raise your hand first.
- Tech support: +358453457740/
elisa.bertieri@centralbaltic.eu



Baltic Explorers
INTROSERU
Central Baltic programme
EPIG
Change Makers & Teaming UP
Rural Lifestyle
B. Green NBS
CBS Small Ports
iSEE
SuFi
INTECTRANSO
Sustainable biogas
Become More Competitive
FinLat-Logic
Arc Gate
Clean Storm Water
MOL
BE the future
Girl Power
Sustainable STEM

Goals for today

- Basic overview what it means to implement a project with us
- Show where to find more information



Meet the speakers



Samu Numminen
Project Manager

What it means to be a Lead Partner?



Ivo Volt
Project Manager

Financial management



Annika Põldma
Financial Controller

Basic eligibility rules



Ari Brozinski
Communication Manager

Communication requirements



Elisa Bertieri
Communication Officer

Engaging with our community



Monika Balode
Project Coordinator

Reporting and eMS



Today's agenda

10.15 LP's general tasks/Partners relations management +Q & A

BREAK ACTIVITY

11.10 Financial management + Q & A

12.00 - 13.00 LUNCH BREAK

13.00 Basic eligibility rules + Q & A

13.40 Communication requirements and digital channels + Q & A

BREAK - SHORT

14.20 Reporting and eMS + Q & A

14:55 Closing the seminar

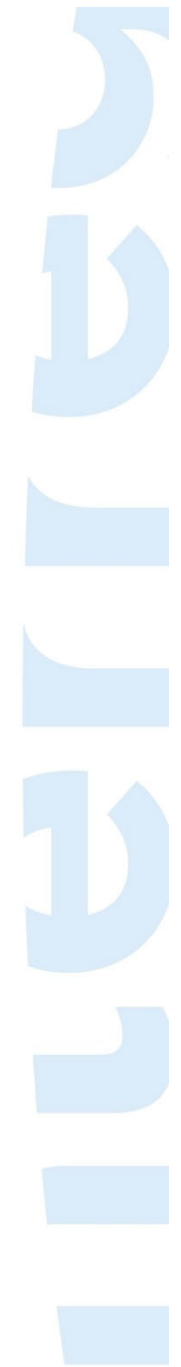
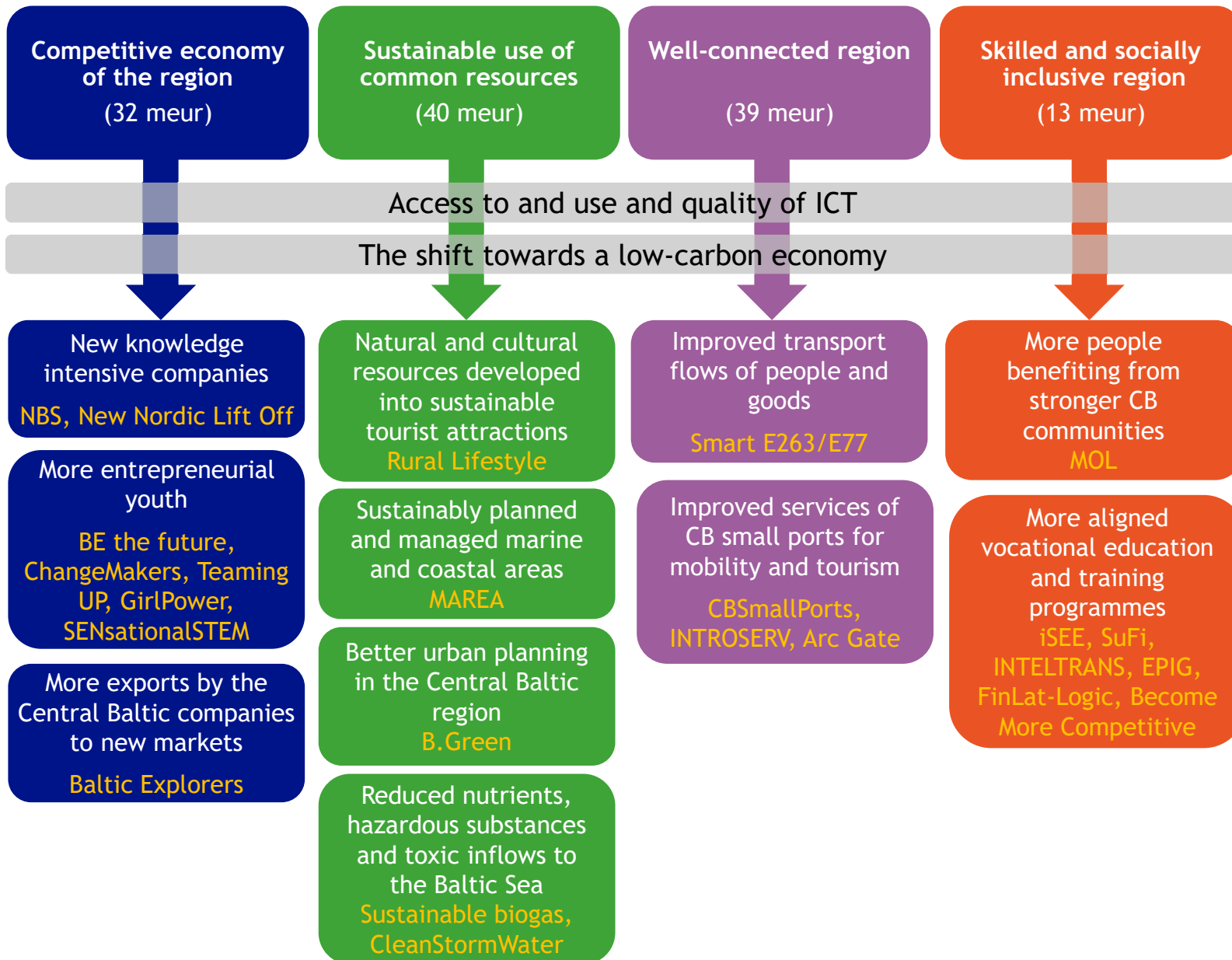




Lead Partner's role in project implementation

Samu Numminen





Lead partner's role



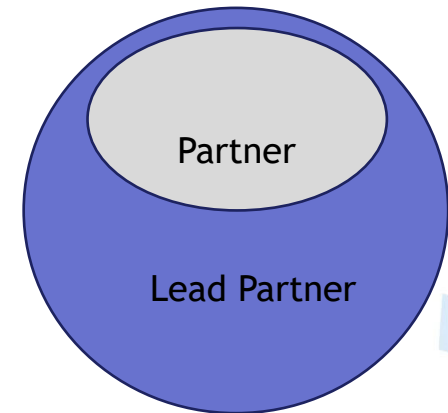
Lead
partner
principle!

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



Origins of the lead partner role

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



First tasks of the lead partner

- Co-ordinate fulfilment of the conditions (deadline 29.05.2020)
- Check and sign Subsidy Contract
- Prepare and sign Partnership Agreements
- Fill the necessary information in eMS
- Appoint project management
- Form Steering Group and organise first meeting



A happy project world ☺

Achieving RESULTS

- Outputs
- activity plan

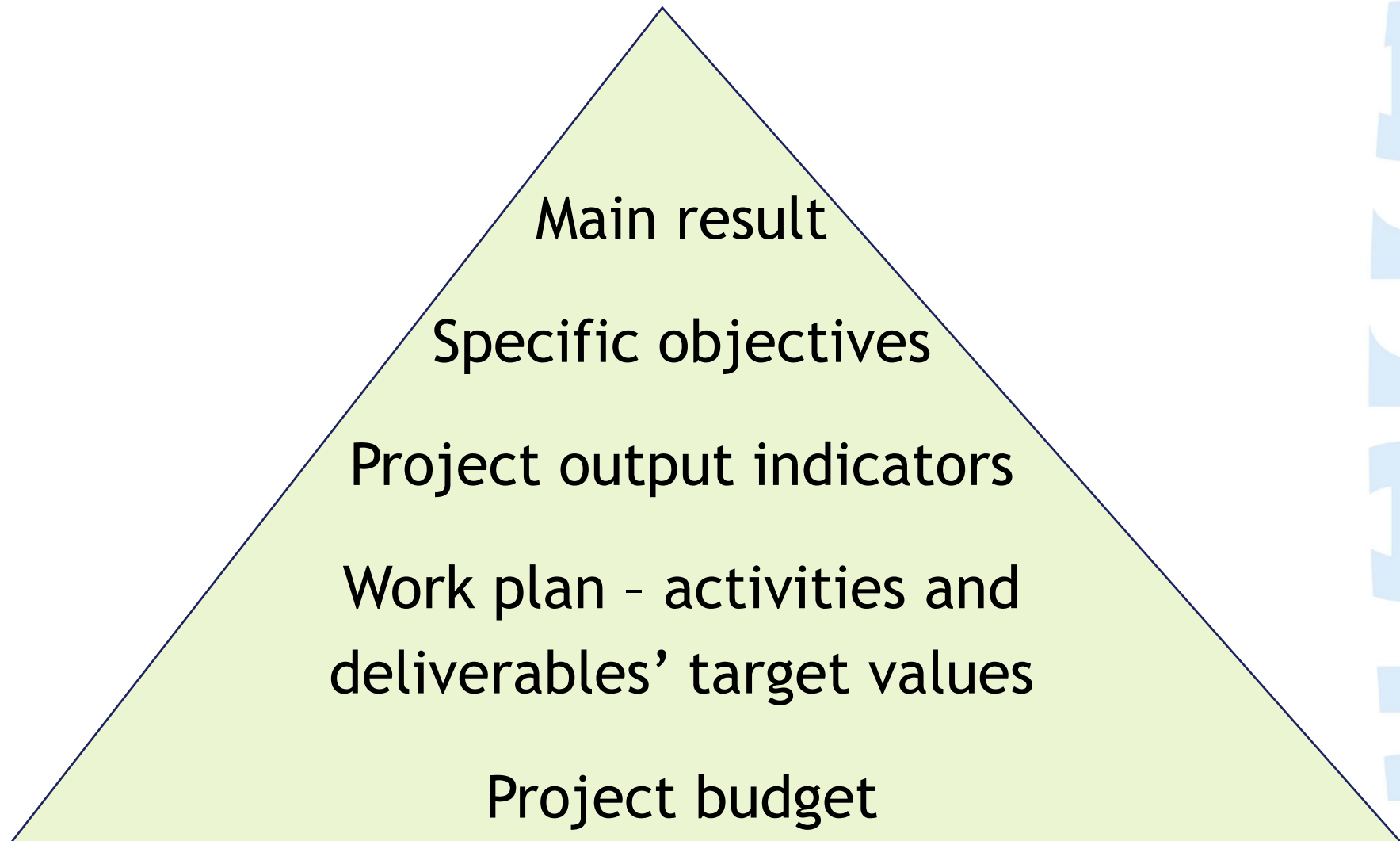
Being ELIGIBLE:

- 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 create joint businesses creation and acceleration program for the Baltic Sea region. From the gaming industry are the ones with the high potential for development in 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 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
- To achieve the results, propose a change in the activity plan, reallocation of resources etc. if necessary



Outputs

Project outputs

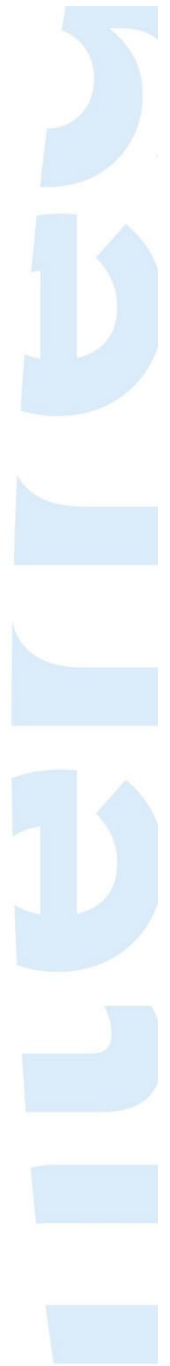
Project output O.T1.1

Title	Description	Programme output indicator of chosen specific objective	Date	Target value
Estonian, Latvian and Finnish children from low-income families who were were involved in the activities <small>151 Characters remaining</small>	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	Number of participating people	December 2017	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,...

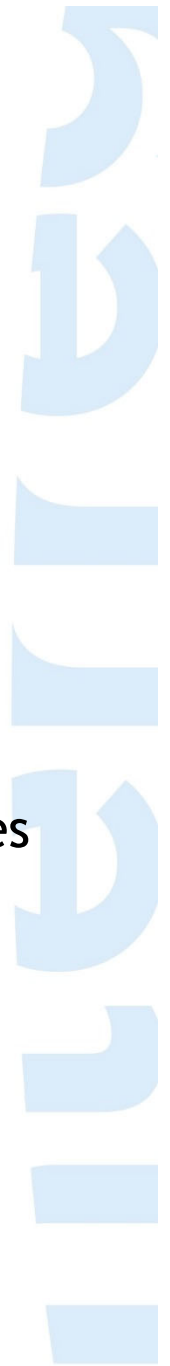
Implementing a project is a joint effort of all project partners

- 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



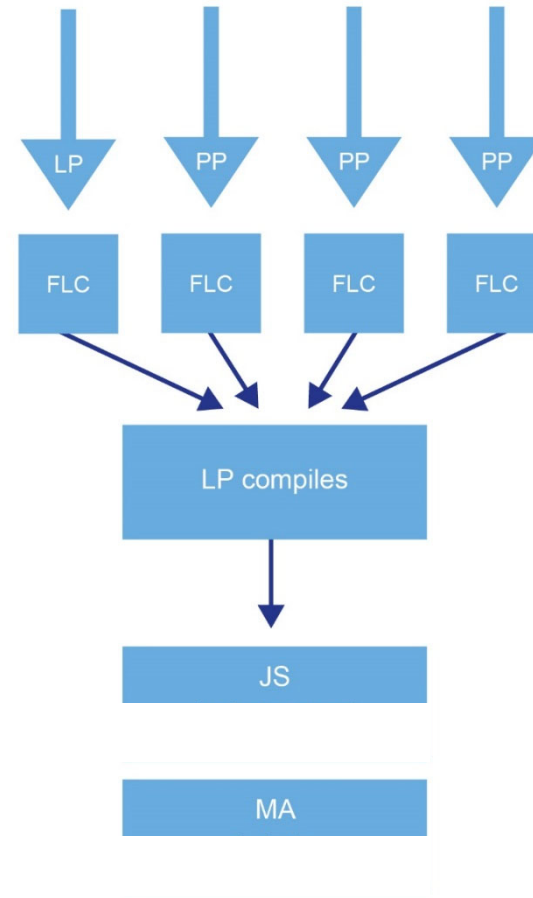
Keeping the project on track

- Be aware follow the sequence of activities, the project timeline and using of the budgets
- Be informed and proactively involved in all activities - be on top of the project!
- **If problems occur** (partner(s) underperform(s), some activities are not efficient, target groups are not reached, delays occur, over- or underspending takes place etc.), **take initiative:**
 - talk to your partners
 - analyse the situation
 - work out a solution
 - contact the JS



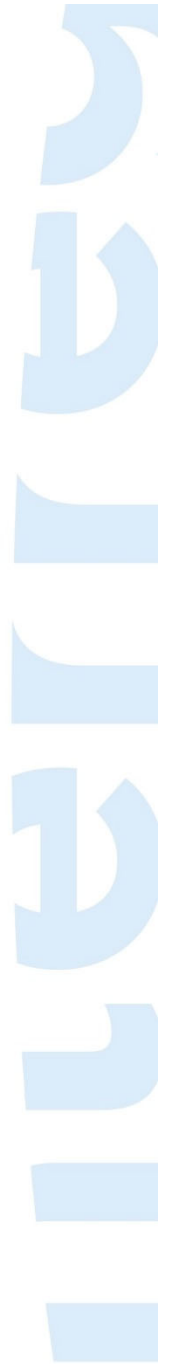
Reporting process

- **Partner report**
- FLC checks
- **Project report**
- JS checks
- MA pays



Coordinating the reporting

- Remind of deadlines and set internal ones
- Make sure that partners know where to get information about reporting and eligibility
- If partner report is not sufficiently filled in, revert the report and explain how to correct



Budget spending

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%

- All reported costs must be relevant and linked to activities in the work plan
- Manage and coordinate modifications proactively
- Follow the use of the flexibility rule
- Timely use of funds



Mid-term progress meeting

- With your JS contact person about halfway through the project implementation
- Prepare to discuss:
 - Reaching the objectives, results, outputs
 - Implementation of activities
 - Budget spending
 - Cooperation between project partners



Final reporting

Video
guidance
for project
closure is
available!

- Compile the final report
- Get Steering Group approval for it
- Submit the final report together with the last project report, five months after the end of the last reporting period at the latest
- Compile all project outputs into eMS



Lead partner responsibilities after the project ends

- Sustaining project results and/or outputs
- Fulfilling legal obligations related to maintaining documents and materials about the project
- Providing information to JS, MA and auditors upon request



Support to lead partner

- Programme manual
- Guide for project implementation
- Guide for project communication
- Subsidy Contract
- Video guidance on eligibility of cost and project closure
- www.centralbaltic.eu
- Central Baltic programme events
- JS contact person

Check
the
FAQ!



A photograph of a rocky coastline with waves crashing against the rocks. The water is white and frothy, and the rocks are dark and jagged.

Thank you!





Financial and activity management

Ivo Volt



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
- Plan the needed modifications

Project partner

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

Something changed - what to do?

- What is the change about?
- What is affected by the change? Objectives, results, outputs, partnership, budget...?
- Different types of modifications
- Always start with informing JS Contact Person
- Not all modifications may be approved



No impact to the Subsidy Contract

Minor adjustments of the project activities and/or technical modifications

If minor adjustments do not have an impact to the project deliverables, results and/or indicators, modification can be done without a formal procedure, but should be communicated to the JS (Contact Person).



No impact to the Subsidy Contract

FLEXIBILITY RULE

- Simple way to adjust the budget to changed circumstances
- Projects are allowed to overspend max. **20% of individual budget lines (Staff costs and Lump sums excluded)** on project level
- Nature of the equipment pieces can not be changed
- JS follows the project budget based on the **total costs per budget line totals**
- **Total budget (incl. partner's budget)** cannot be exceeded
- No switching money **between partners**
- **Lead Partner has responsibility** to follow up the budget: all cuts needed can be done by the LP



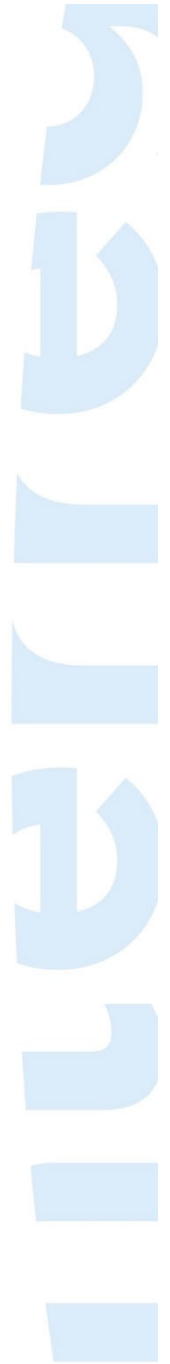
Modification having an impact to the Subsidy Contract

- A modification in project activities having an **impact to the project results and/or indicators**
- **Budget modifications** that do not fall within the scope of the flexibility rule
- **Partner modifications:** if the partnership is modified
- **End date extension** can only be approved in exceptional cases and usually not for more than 3 months.



Project modification

- Plan well ahead
- Involve all project partners into modification discussions
- Communicate to JS contact person
- Not more than 2 times during project implementation
- The request must be submitted no later than 6 months before the end date of the project



Spending schedule

- Programme will follow the project spending after each reporting period
- Slight deviations from the planned budget and spending schedule can be accepted
- If project is behind with spending more than 20% after the 3rd period, the Programme may request the budget decrease



A photograph of a rocky coastline with waves crashing against the rocks. The water is white and frothy, and the rocks are dark and jagged.

Thank you!



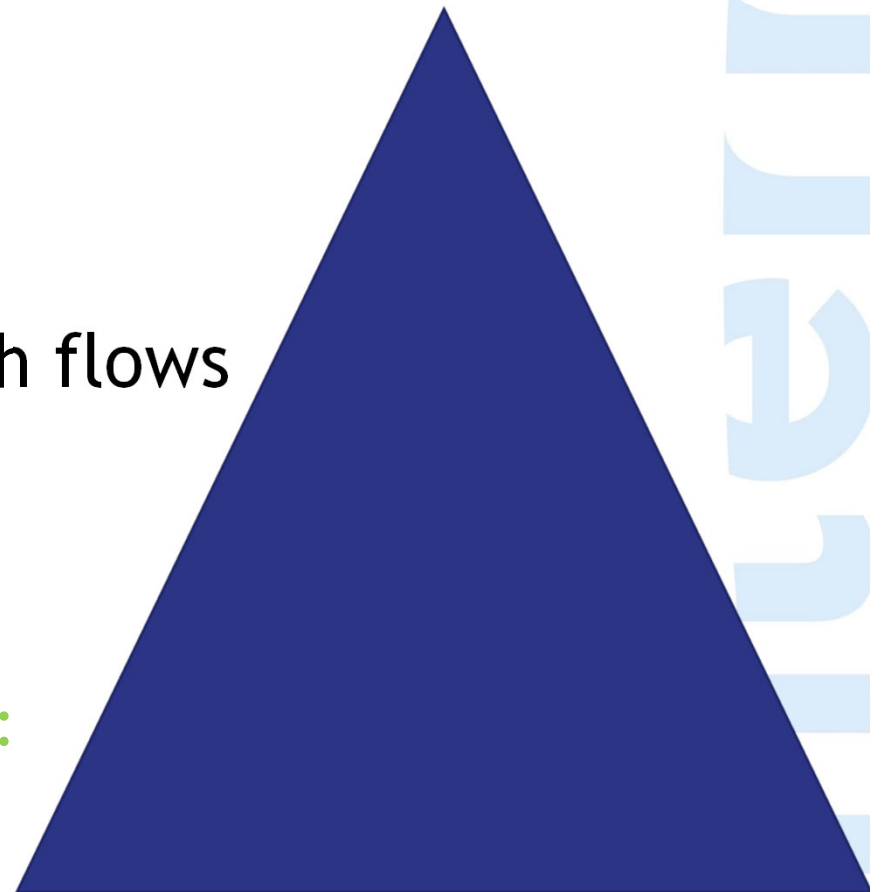
Basics of eligibility rules

Annika Põldma

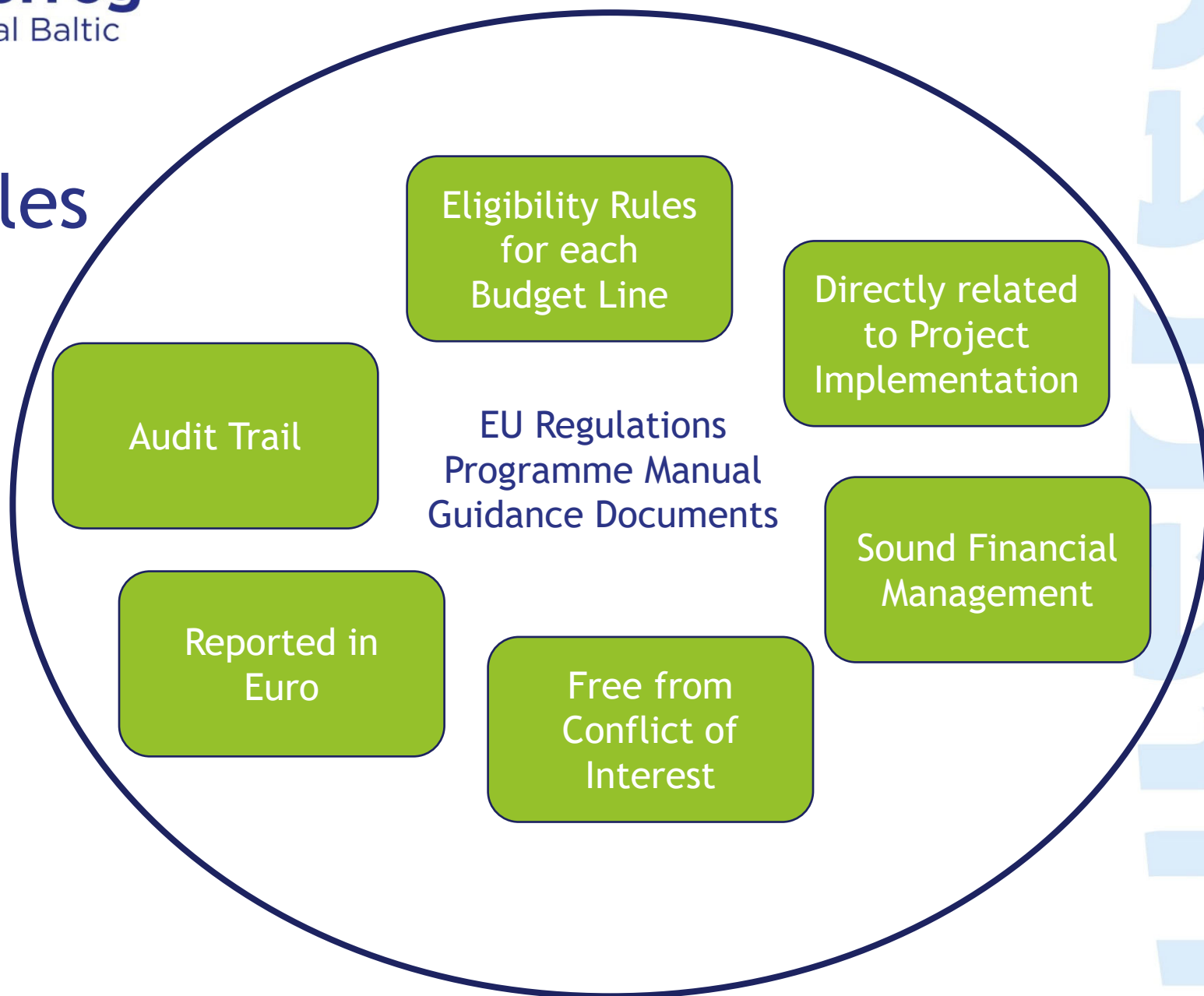
Contents

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

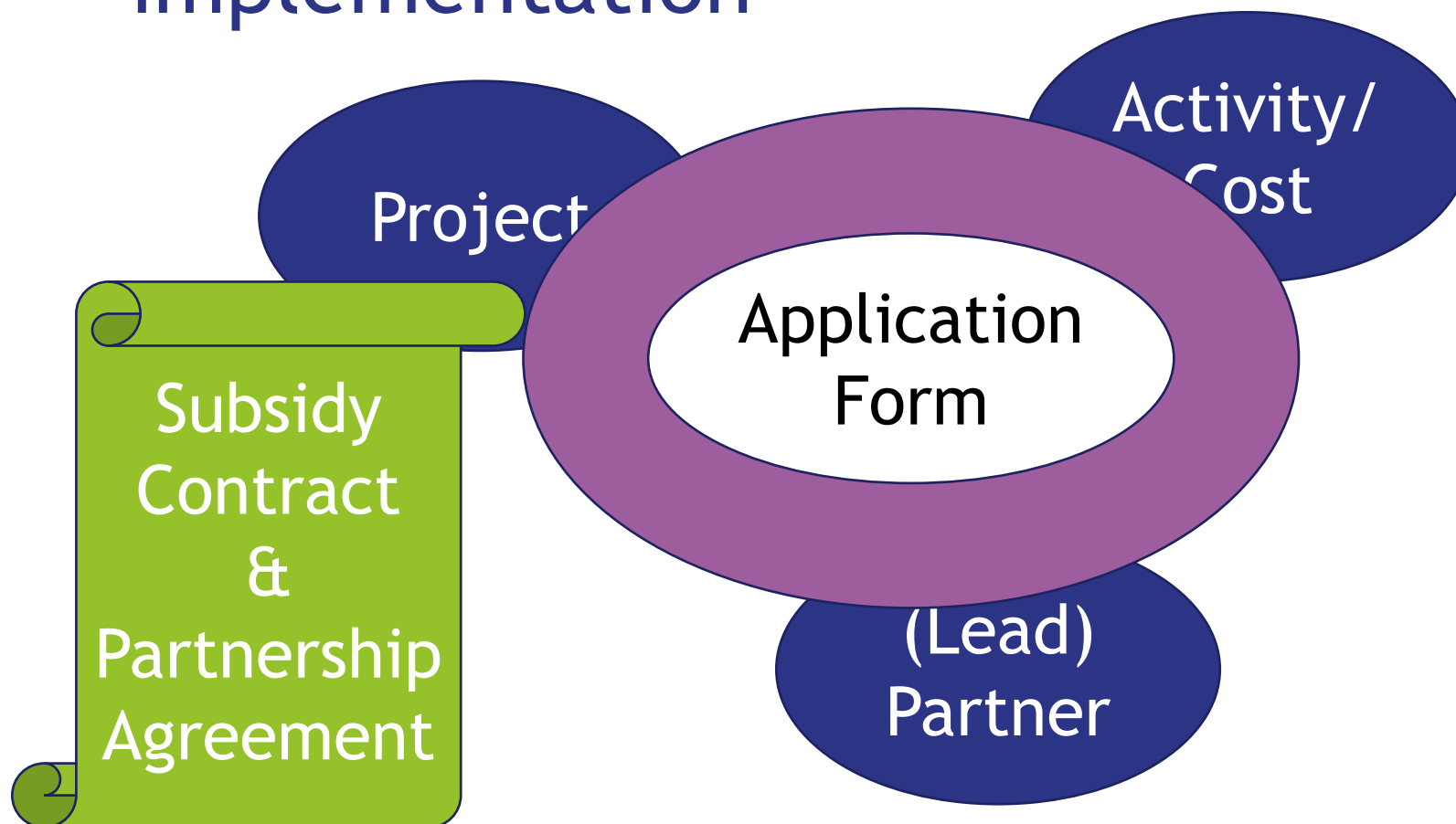
Being Eligible:
Budget, costs,
reporting



Basic Principles



Directly related to project implementation



Eligibility of costs: budget lines



Staff costs



Office and administration



Travel and accommodation



External expertise and services



Equipment

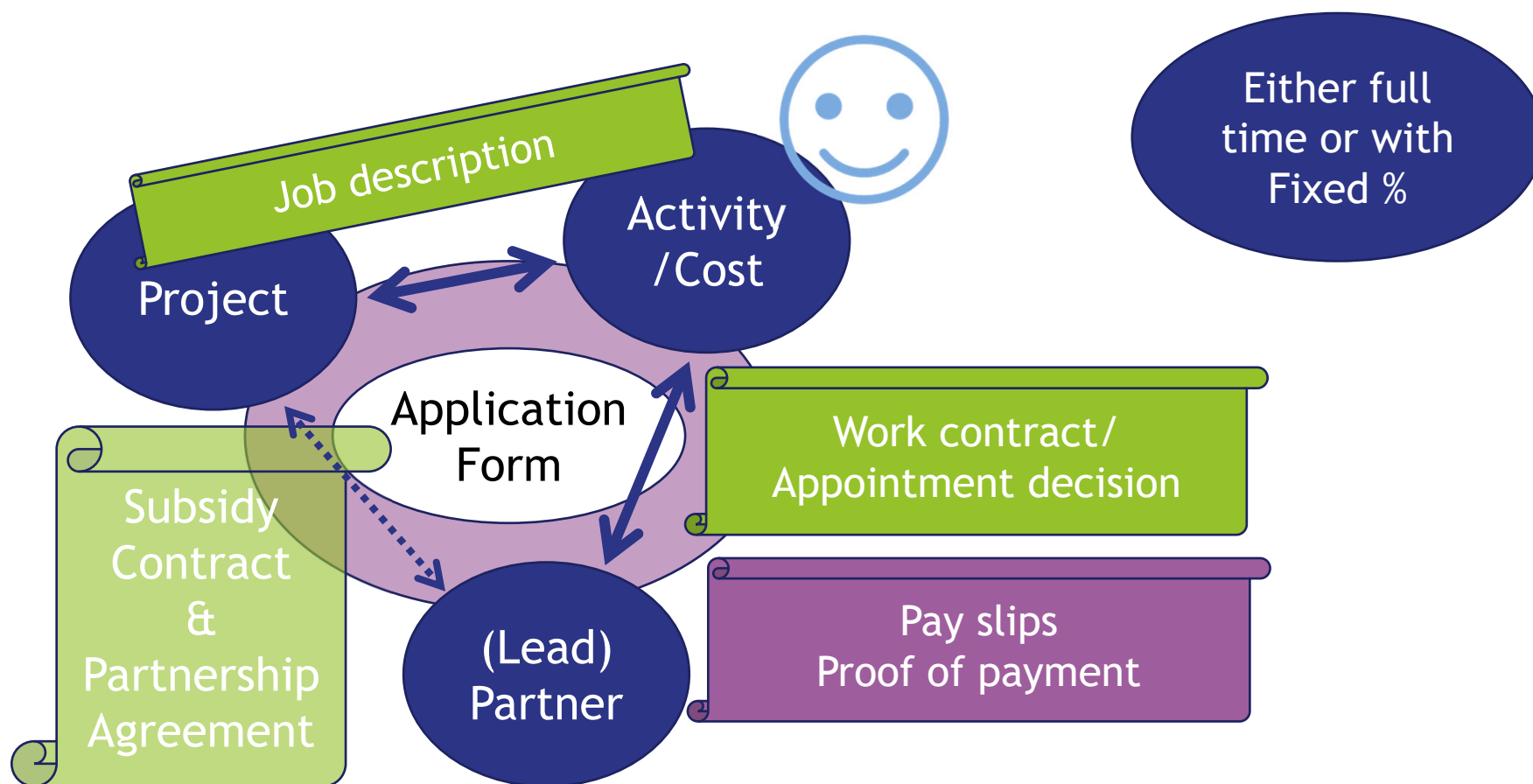


Infrastructure and works

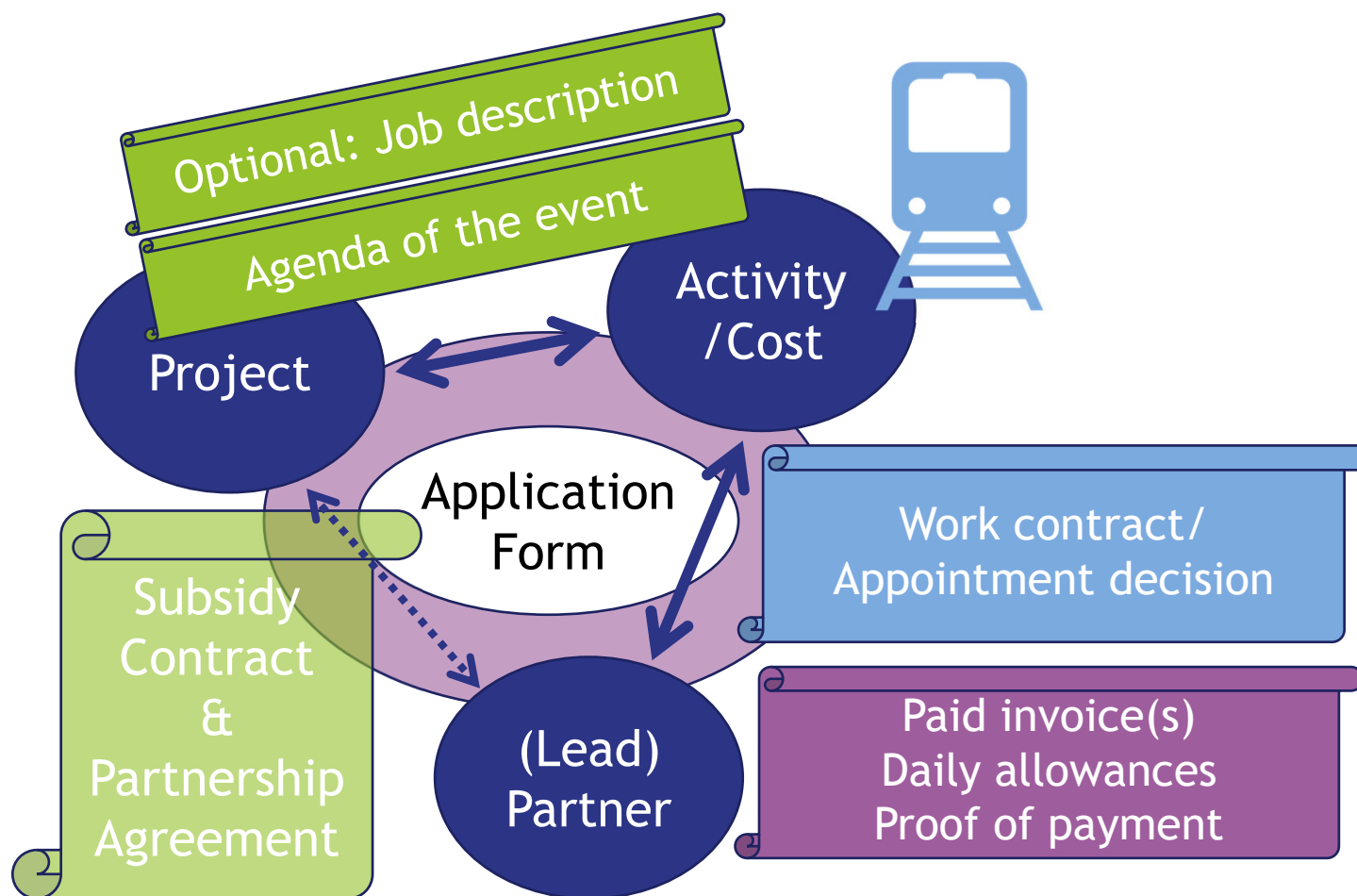
**Budget
flexibility**



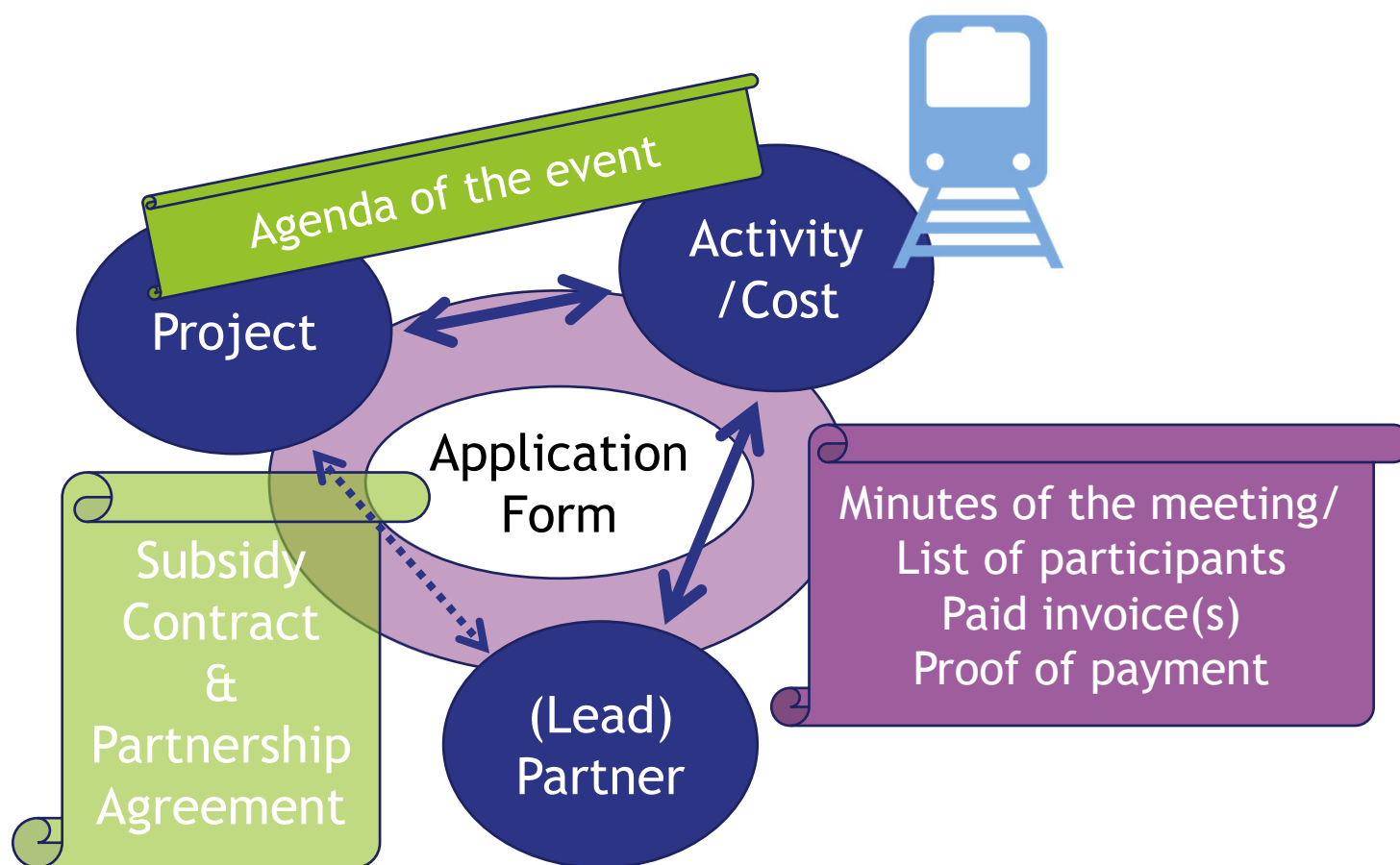
Linking Activity/Cost with Partner and Project: Staff Costs



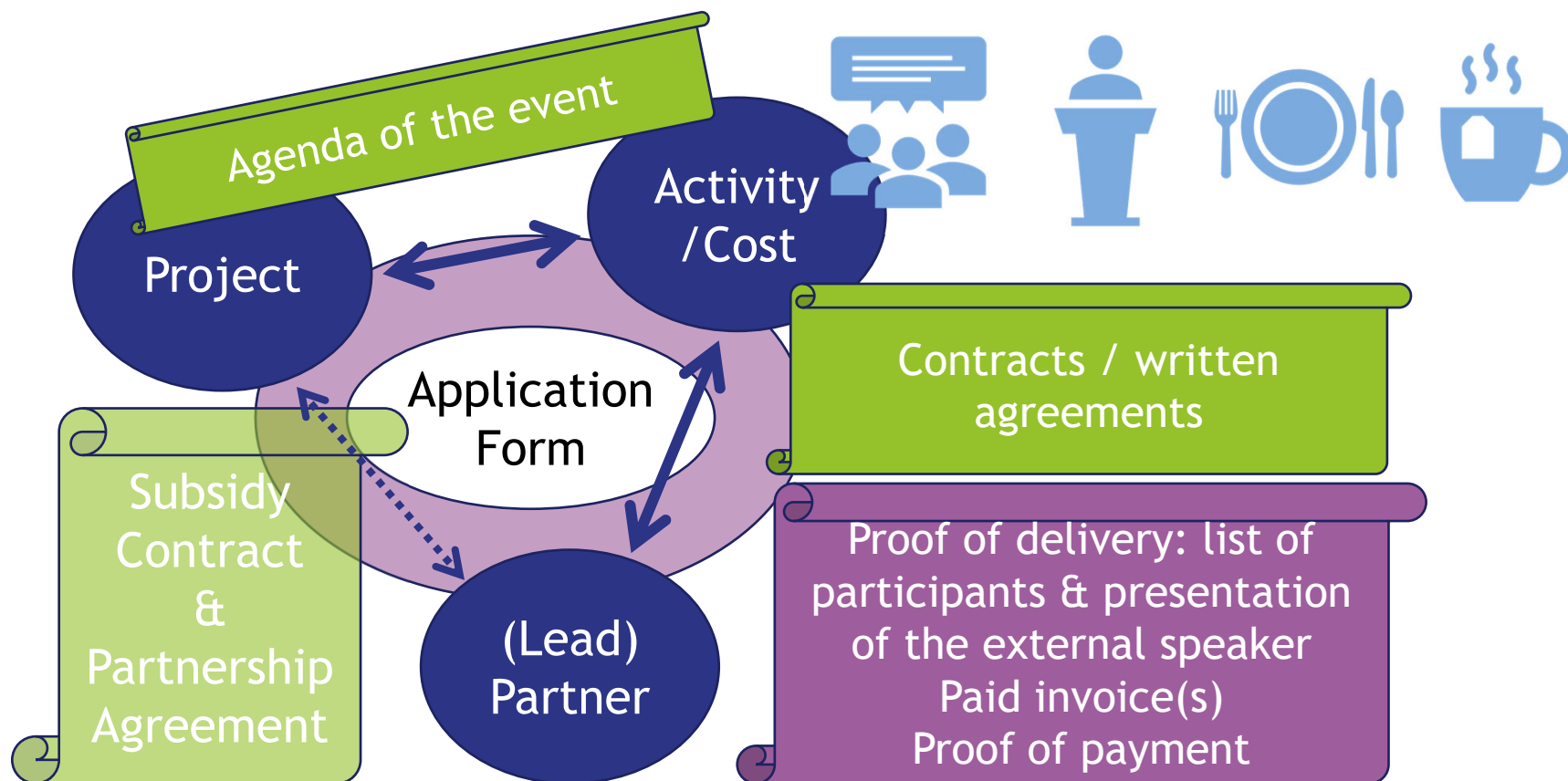
Linking Activity/Cost with Partner and Project: Travel to project meeting



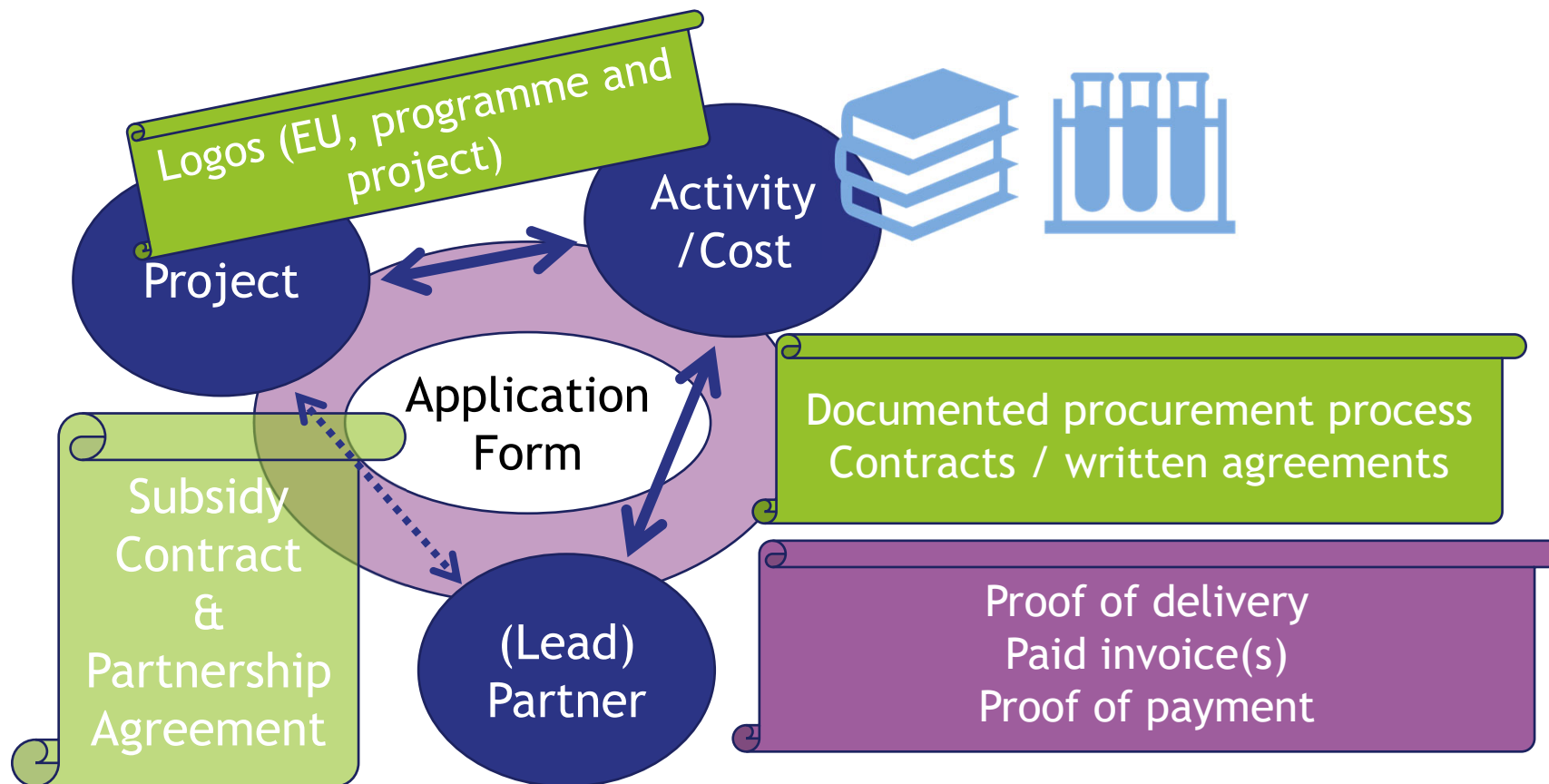
Linking Activity/Cost with Partner and Project: Travel for SG members and target group



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 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

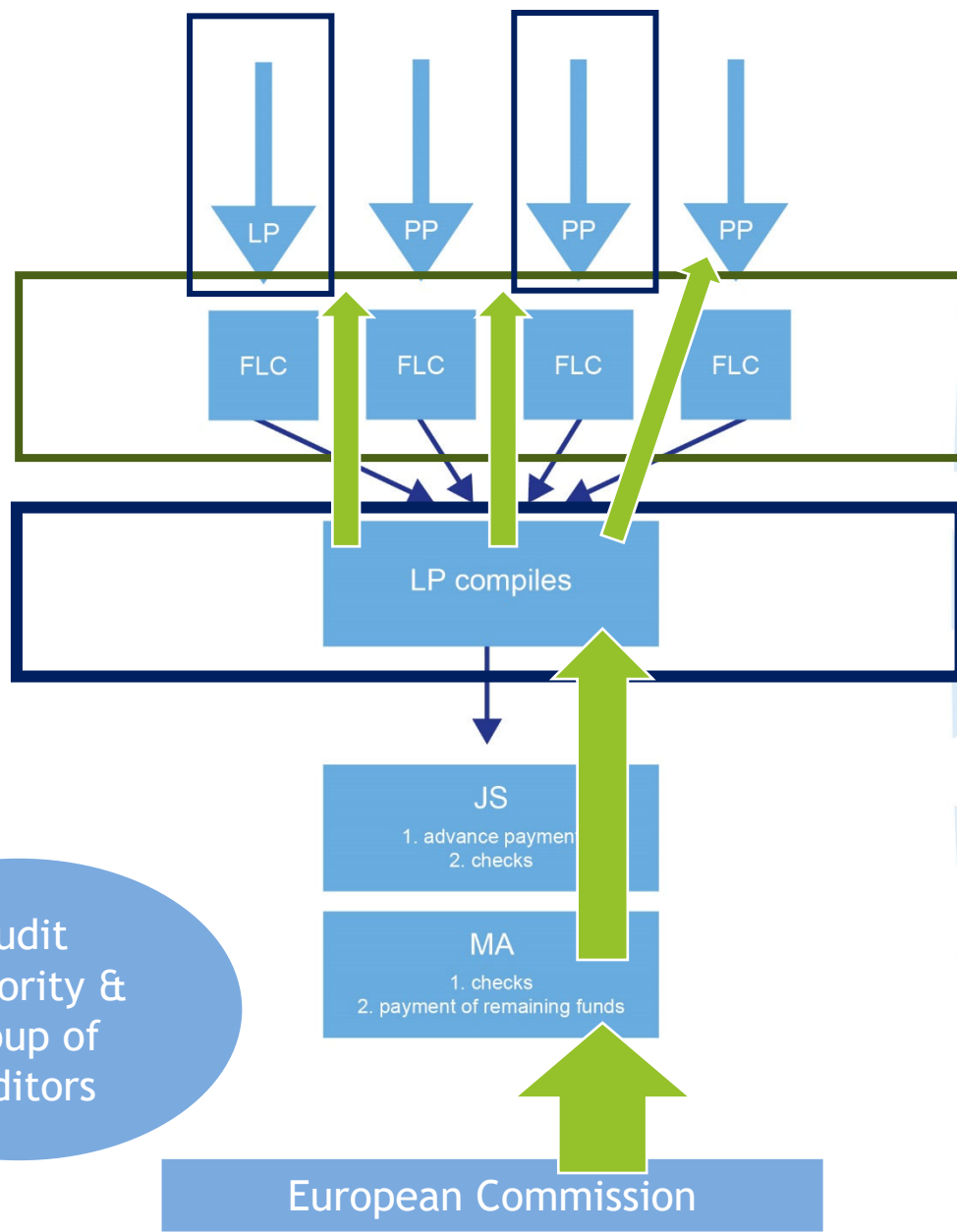


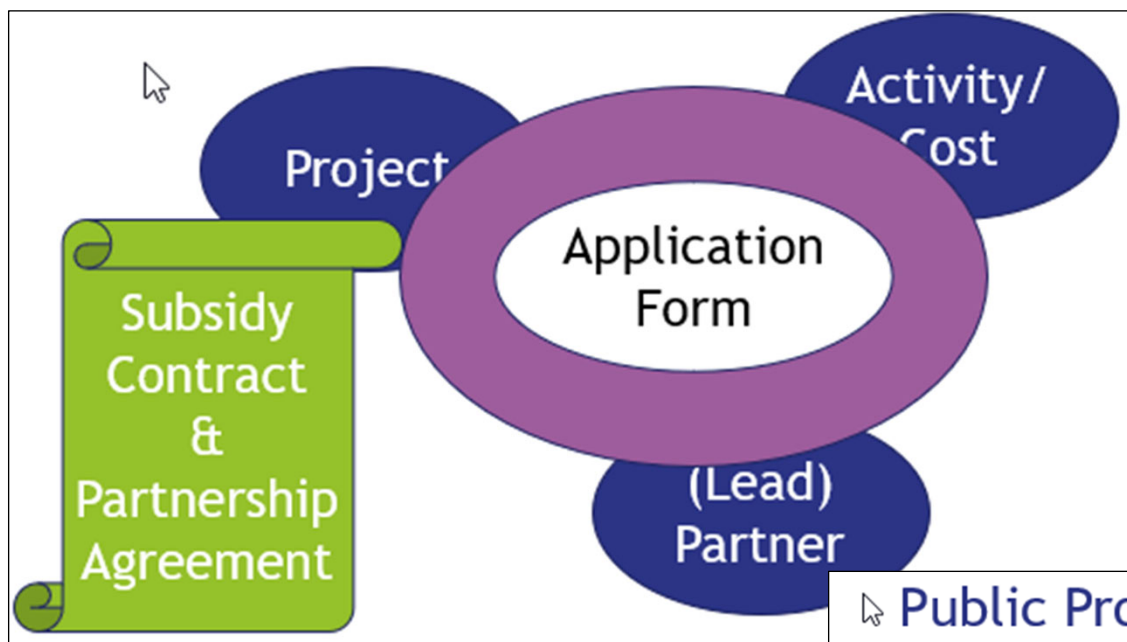
Reporting, payments and controls

FIRST LEVEL CONTROL

SECOND LEVEL AUDIT

Audit
Authority &
Group of
Auditors





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



Thank you!

Please look eligibility videos on our website:
<http://centralbaltic.eu/content/video-guidance-0>



Communication requirements & beyond

Ari Brozinski, 10 June 2020



Who is programme comms?



Communication requirements & beyond

- Rules of thumb - don't leave without these!
- Where to find information?
- Engaging in our project community



Rules of thumb



Rules of thumb

- **Tell about your project**
 - All projects are obliged to disseminate information about the project proceedings
- **Don't forget us!**
 - 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

- **Use the (correct) references!**
 - EU Flag
 - Text “European Union” + “European Regional Development Fund”
 - Programme logo
- **Exception for small items**
- **Additional requirements of different organisations**
- **Sizing of the flag**



No scroll!



STORMWATERS: FROM WASTE TO RESOURCE!

Managing stormwater run-off is a growing challenge for many municipalities around the Baltic Sea region due to stormwater pollution, flooding and other effects imposing serious impacts on water quality, public health and local environments. At the same time, urban areas are densifying and land is more covered with sealed surfaces. These pressures are forcing planners and storm water specialists to develop cost-effective and holistic strategies dealing with greater volume and velocity of storm water.



THE IWATER PROJECT IN A NUTSHELL

The iWater project designed stormwater planning tools and approaches and developed Integrated Stormwater Management concept that supports sustainable urban planning and create higher quality and more resilient urban environments in the Baltic Sea region.

HOME

ABOUT

NEWS

PARTNERS

CONTACT

MORE ▾



Photos: Olof Åström (birdwatchers above), Karin Åström (orchids), Niclas Ahlberg (bir



WELCOME TO



EUROPEAN UNION
European Regional
Development Fund



EUROOPAN UNIONI
Euroopan
aluekehitysrahasto



EUROPEISKA UNIONEN
Europeiska regionala
utvecklingsfonden



EIROPAS SAVIENĪBA
Eiropas Reģionālās attīstības fonds



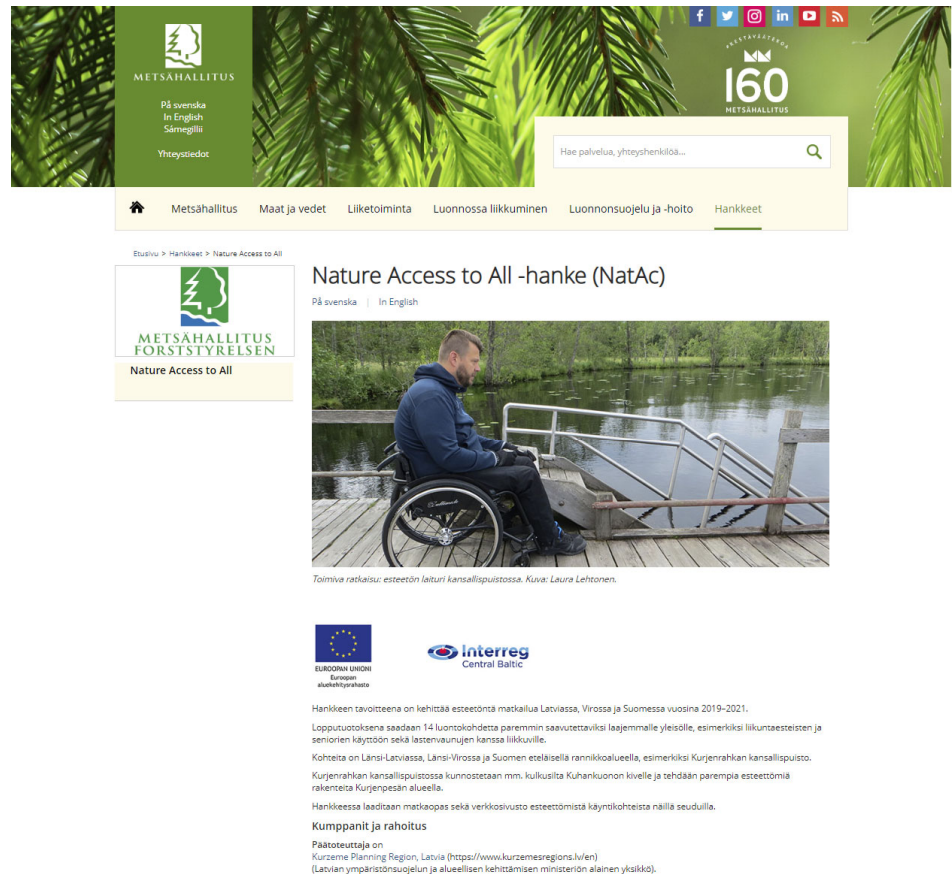
EUROOPA LIIT





Rules of thumb

- On your LP/PP website
 - Aims, partners, amount of funding and its source and description of activities
 - When ended, information about the achievements



The screenshot shows the website of Metsähallitus (Forest Management) with a focus on the 'Nature Access to All' (NatAc) project. The page features a navigation menu, a search bar, and a main content area with a photo of a person in a wheelchair on a wooden platform overlooking a lake. The text on the page describes the project's goals, funding, and implementation details.

METSÄHALLITUS
På svenska
In English
Sámegielli
Yhteyshenkilöt

160
METSÄHALLITUS

Hae palvelua, yhteysthenkijää...


Metsähallitus Maat ja vedet Liiketoiminta Luonnossa liikkuminen Luonnonsuojelu ja -hoito Hankkeet


Etusivu > Hankkeet > Nature Access to All

METSÄHALLITUS FORSTSTYRELSEN
Nature Access to All

Nature Access to All -hanke (NatAc)
På svenska | In English

Toimiva ratkaisu: esteetön laiturit kansallispuistossa. Kuva: Laura Lehtonen.

 **EUROOPAN LIITTO**
European
Unionin ohjelma

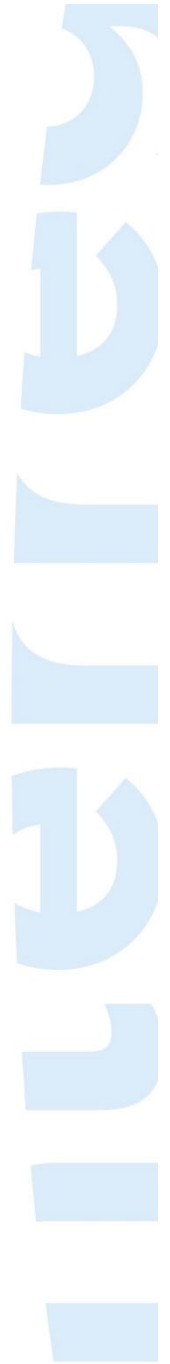
 **Interreg**
Central Baltic

Hankkeen tavoitteena on kehittää esteetöntä matkailua Latviassa, Virossa ja Suomessa vuosina 2019–2021. Loppuutootuksena saadaan 14 luontokohdetta paremmin saavutettaviksi laajemmalle yleisölle, esimerkiksi liikuntaesteisten ja seniorien käyttöön sekä lastenvaunujen kanssa liikkuville. Kohteita on Länsi-Latviassa, Länsi-Virossa ja Suomen eteläisellä rannikkoalueella, esimerkiksi Kurjenrahkan kansallispuisto. Kurjenrahkan kansallispuistossa kunnostetaan mm. kulkusilta Kuhankuonon kivelle ja tehdään parempia esteettömiä rakenteita Kurjenesän alueella. Hankkeessa laaditaan matkapaas sekä verkostovisto esteettömistä käyntikohteista näillä seuduilla.

Kumppanit ja rahoitus
Päätoteuttaja on Kurzeme Planning Region, Latvia (<https://www.kurzemesregions.lv/en>) (Latvian ympäristönsuojelun ja alueellisen kehittämisen ministeriön alainen yksikkö).

Rules of thumb

- **Setup an information poster**
 - All project partner organisations must display in their premises at least one information poster (minimum size A3)
 - About the project and the received EU funding.
 - Well visible for the public such as an entrance area of a building.
- **Template available on 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



VALUE FOR MONEY

Rules of thumb

- **Keep results available**
 - Public availability of results is to be guaranteed also after the project closure, preferably for at least 5 years

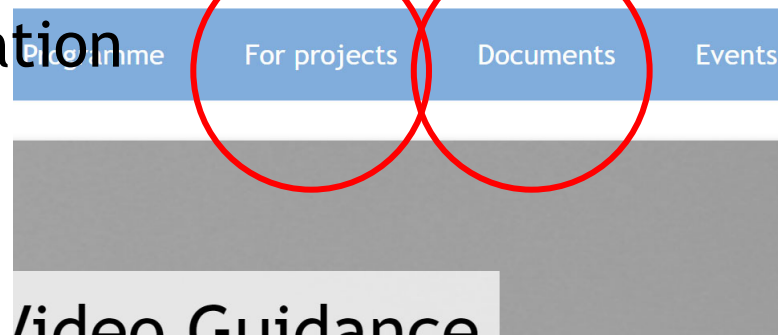


Where to find information?



Website

- FAQ
- Project communication
 - Video guidance!
 - Tips & tricks
 - Template for communication plan
- Programme Manual
- Guides and templates
- Logo files



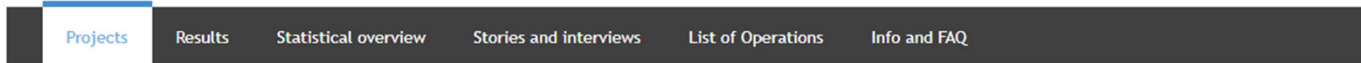
Programme Facebook



The screenshot shows the Facebook profile page for 'Central Baltic Programme'. The profile picture is the Interreg Central Baltic logo. The cover photo features the Interreg logo, the European Union flag, and the text '30 years together'. The page includes a navigation menu on the left with options like Home, About, Photos, Events, and Groups. The main content area has a 'Create' section with buttons for Live, Event, Offer, and Job, followed by a 'Create post' section with a text input field and options for COVID-19 updates, photos/videos, and feelings/activities. A 'Suggested Groups' section on the right lists groups like 'Hiking and kayaking along St...', 'Urban Institute, Riga', and 'Rakennusliiton ulkomaalaise...'. The page also features a 'Visit group' button and interaction buttons like Like, Follow, and Share.



Project Database



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

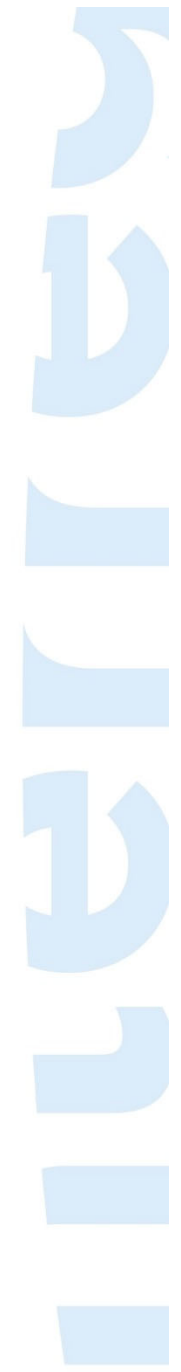
ENDED_The common challenge of the Setomaa region in Estonia and the Engure and Ape regions in Latvia is to improve the social well-being of long-term unemployed local seniors.



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.

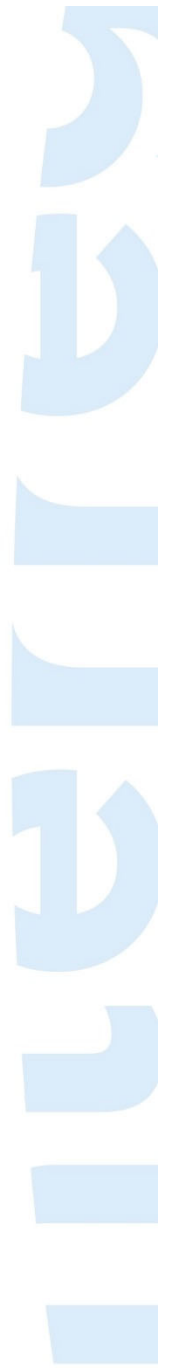
[Print project compilation as pdf](#)



Comms webcast/AMA on 25.6.

- Where is the file?
- I really want to wave the EU flag!
- Is this OK?
- Follow webpage and event calendar!

COMMS 25.6.
WEBCAST





Thank you!



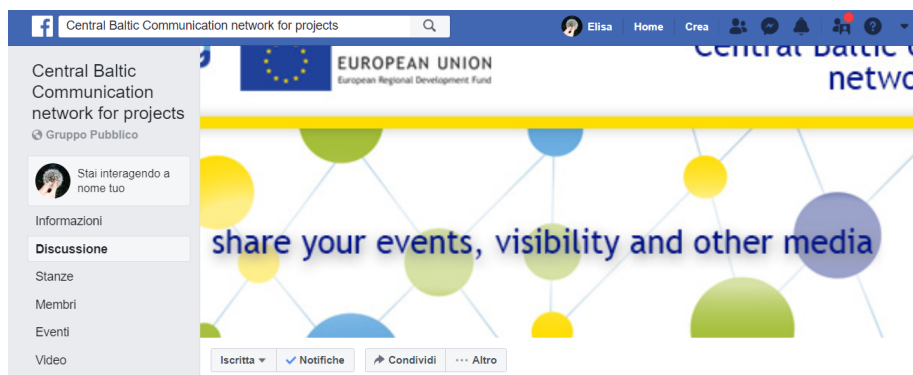


Engaging with Central Baltic online communities

Elisa Bertieri



Central Baltic online communities

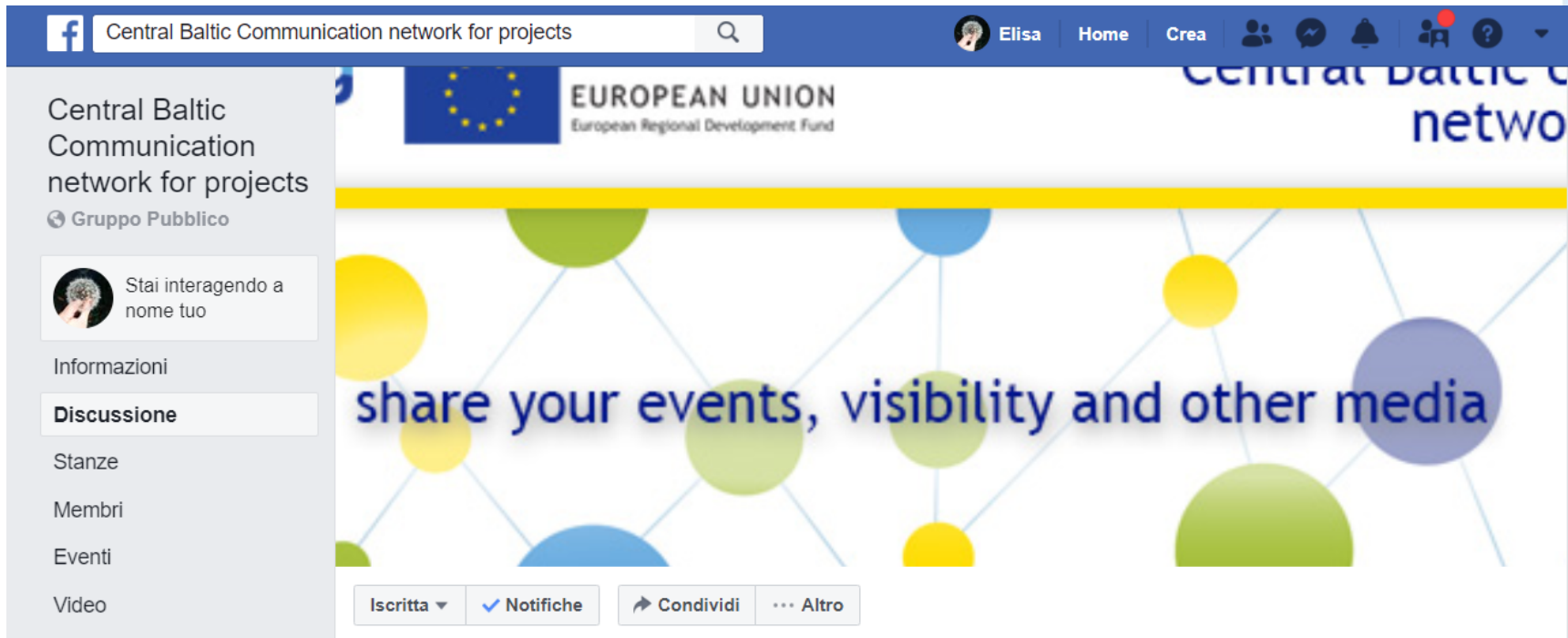


Central Baltic
Communication
Network for
Projects

Twitter



The Central Baltic Communication Network for projects



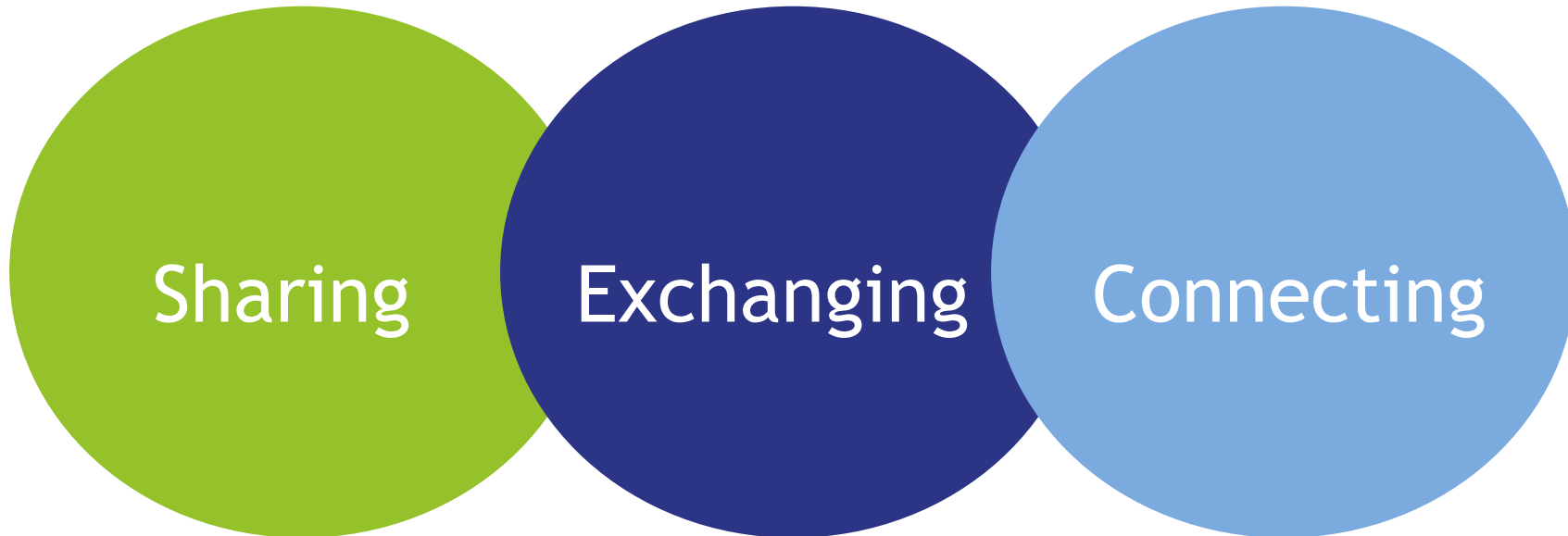
The screenshot shows a Facebook group page. At the top, the search bar contains 'Central Baltic Communication network for projects'. The user profile 'Elisa' is visible in the top right corner. The group name 'Central Baltic Communication network for projects' is displayed on the left side, along with the label 'Gruppo Pubblico'. Below the group name, there is a section for 'Stai interagendo a nome tuo' with a profile picture. A navigation menu on the left includes 'Informazioni', 'Discussione' (highlighted), 'Stanze', 'Membri', 'Eventi', and 'Video'. The main content area features a banner with the European Union flag and the text 'EUROPEAN UNION European Regional Development Fund'. Below the banner is a network diagram with colorful nodes and the text 'share your events, visibility and other media'. At the bottom of the banner, there are buttons for 'Iscritta', 'Notifiche', 'Condividi', and 'Altro'.

What is it?

A community of
Central Baltic projects

- Across calls
- (Across period)

What is it for?



Sharing




Anders Johansson

23 h


Have a great summer! Welcome to Öregrund guest harbour.... improved service and security and extended number of guest spots by 35. Project Smart Marina, EU Central Baltic & Östhammar kommun.



 Ester Laurell, Merike Niitepõld e altri 5

 Mi piace

 Commenta

 Condividi



What are
projects up to?



Exchanging



Augmented Urbans

15 aprile · Communication tips fr...



Hi all CB friends! As this forum is also used for sharing tips and practices, we thought we might make a post about our experiences with Medium platform for our project blog.

To start on a positive note, there is not much to complain about Medium: it is a simple, easy-to-use, reliable and (mostly) a free platform. We have been happy with our editorial board about how Medium can be used collaboratively as you can leave private notes on a draft text and have many writers. When the posts are published, you can find separate statistics on the number of views and reads of each post. Beyond Medium, having an editorial board has also been a good practice to improve quality and readability of our posts.

The possibilities for designing the visual layout of your Medium blog are limited but, on the other hand, it also looks good and appealing without any coding or design input. This said, Medium is an existing community/platform, so it can help reach new audiences, find relevant content for your project and interact with others. We have gained some viewers/readers through Medium's channels, which probably would not have happened if the project blog was only on our own website.

A downside of Medium is that there is a monthly limit to how many Medium posts a viewer can read for free. However, as a publisher of the blog, you can share a special "friend link" that does not decrease the viewer's quota of free articles to read.

Overall, we have good experiences with Medium and can recommend it as a platform for project blogs 😊 Which (blog) platforms are you using in your projects?

Tu, Ester Laurell, Merike Niitepõld e altri 4

Commenti: 2

Mi piace

Commenta

Condividi



Connecting



Ester Laurell ha condiviso una foto.

🏠 **Avvia spesso conversazioni** · 22 novembre 2017 · Mariehamn, Isole Åland

A new Bachelor Thesis (the first during this programming period?) provides a manual for entrepreneurs in the archipelago about hiking and the new pilgrimage tourism thanks to CB project [St Olav Waterway / Pyhän Olavin merireitti](#). The focus areas are customer satisfaction, customer expectations, customer needs and customer disappointment. Thank you, Mathilda Engström, Yrkeshögskolan Novia!

Please, read more in Swedish! #cp_ax



St Olav Waterway / Pyhän Olavin merireitti
20 novembre 2017

👍 **Mi piace**



Through joint discussions



Nina Luostarinen There has been already 4 thesis done for Lights on! and at least one more to come. Three of them available in Theseus for public use.

Mi piace · Rispondi · 2 a · Modificato



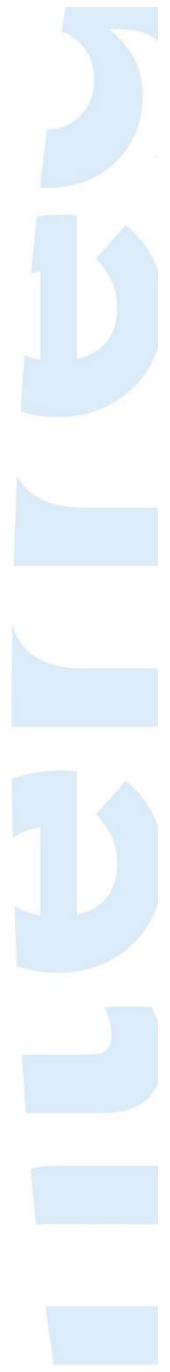
James Simpson ha risposto · 1 risposta

Mi piace · Rispondi · 2 a

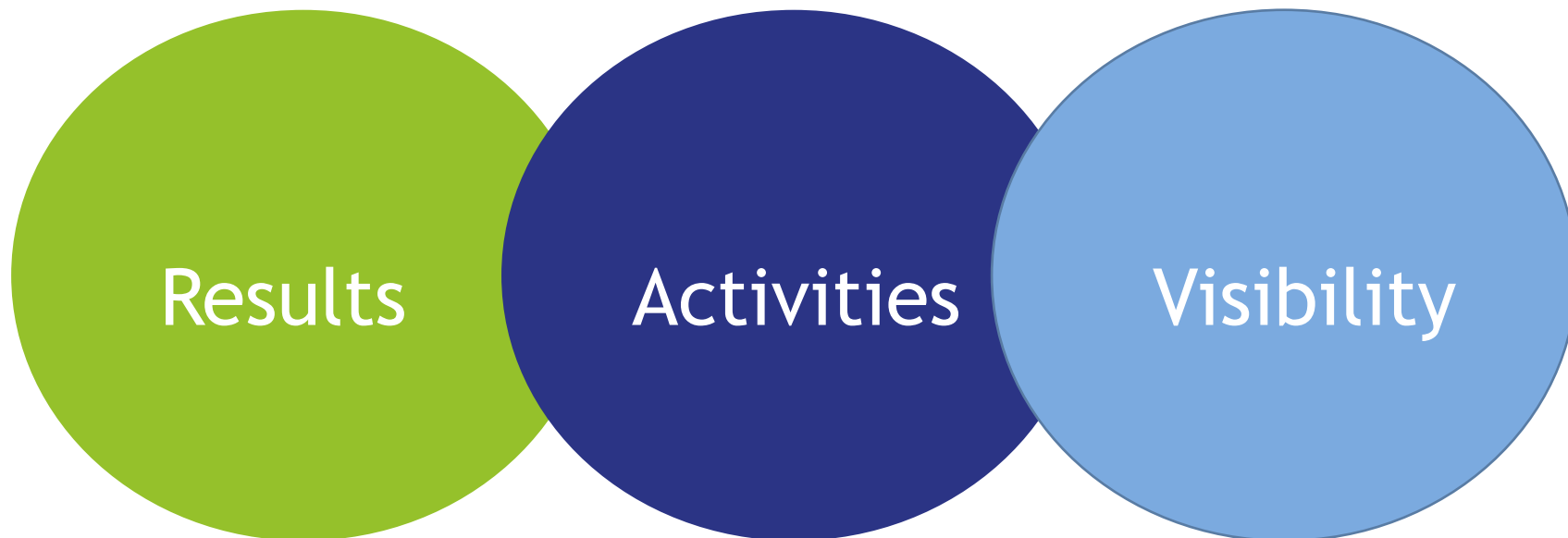


Minna Keinänen-Toivola In WATERCHAIN there also is one Bachelor thesis done 😊.

Mi piace · Rispondi · 2 a




Sharing



Results



Sanna-Mari Renfors si trova qui: SAMK - Satakunta University of Applied Sciences. 

27 aprile 2018 · Pori, Satakunta

We were proud to present the project BOOSTED today in the International Tourism Education & Expertise Week. The Portuguese, Spanish, French, Russian, German, Hungarian, Austrian and Belgian higher education institutions learned about the needed skills and knowledge in tourism business development in the CB Area. #samk #Boosted #CBResults



Example from
BOOSTED



Activities



Sanna-Kaisa Juvonen

3 giugno alle ore 10:03



INVITATION TO AN ONLINE WEBINAR OF THE SUSTAINABLE GATEWAYS PROJECT

Date and time: 4th of June 2020, 13.00-15.00 Swedish time and 14.00-16.00 Finnish time

Warm welcome to participate in the webinar of the Sustainable Gateways project!

Join our online Webinar to hear how the project has worked on infrastructure development in seven different small boat ports in Sweden and Finland, and how the project has worked with port entrepreneurs. The project is funded by the EU Interreg Cen...

Altro...



Tu, Ester Laurell, Merike Niitepõld e altri 8

Commenti: 6



Mi piace



Commenta



Condividi



Example from
Sustainable Gateways



Visibility

 **Augmented Urbans** 😊 emozionato/a. ...
28 maggio alle ore 13:58

Augmented Urbans is proud to be nominated in this year's REGIOSTARS Awards in the category of Urban development & Citizens engagement for cohesive European cities! ✨

Give your vote here 👉 <https://regiostarsawards.eu/>

About: "The REGIOSTARS Awards are a yearly competition, organised by the European Commission's Directorate General for Regional and Urban Policy. It aims at identifying good practices in regional development and highlighting innovative, EU-funded projects, which ... Altro..."

 **Augmented Urbans** 2 ❤️

Augmented Urbans explores the nexus of sustainable urban development, participatory planning approaches to involve citizens and extended reality (XR) technologies by combining insights and practical experiences from seven urban areas around the Baltic Sea: Helsinki, Tallinn, Gävle, Cesis, Viimsi, Stockholm and Riga. Resulting in five integrated urban plans and proof-of-concept examples, the project facilitates extending space for constructive dialogues within the urban planning processes.

  Tu, Ester Laurell, Merike Niitepõld e altri 5 Commenti: 3

 **Mi piace**  **Commenta**  **Condividi** 

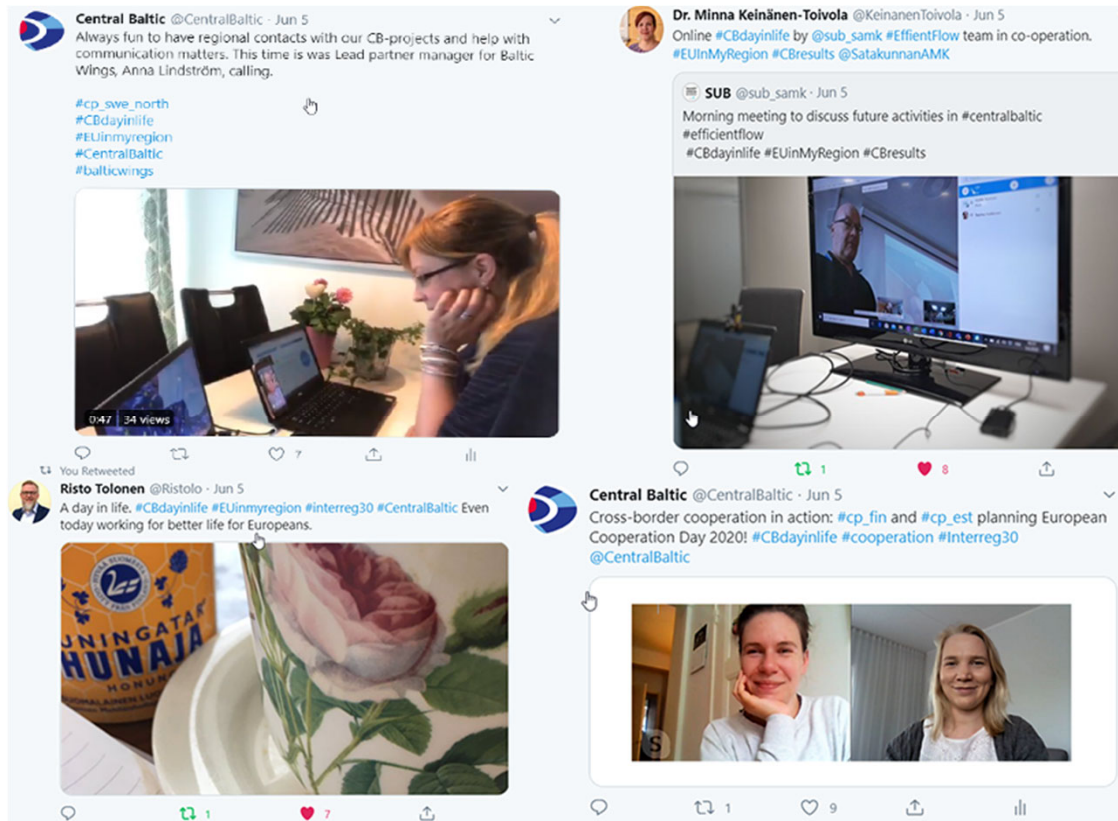
Example from
Augmented Urbans



Twitter



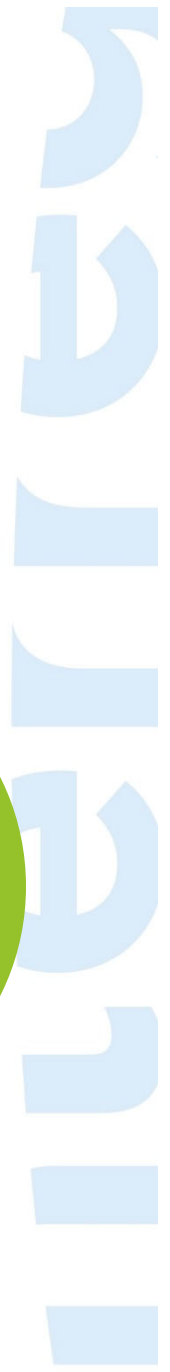
Using hashtags for community building



[#CBdayinlife](#)



Using hashtags for community building



Join the communities!

Twitter:

<https://twitter.com/CentralBaltic>

**Central Baltic Communication
Network for projects:**

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





www.centralbaltic.eu 

CentralBaltic 

Central Baltic Programme 

A photograph of a rocky coastline with waves crashing against the rocks, creating white foam. The scene is captured in a long-exposure style, giving the water a soft, ethereal appearance.

Thank you!



Project reporting

Monika Balode

Interreg

- Planning and management of reporting

- Tips and tricks



- **Guide for Project Implementation**

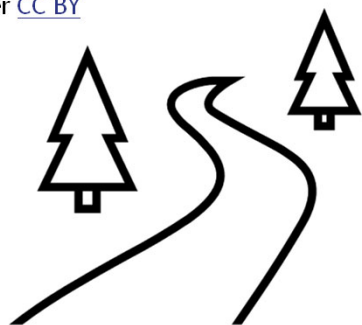


[This Photo](#) by Unknown Author is licensed under [CC BY-NC-ND](#)

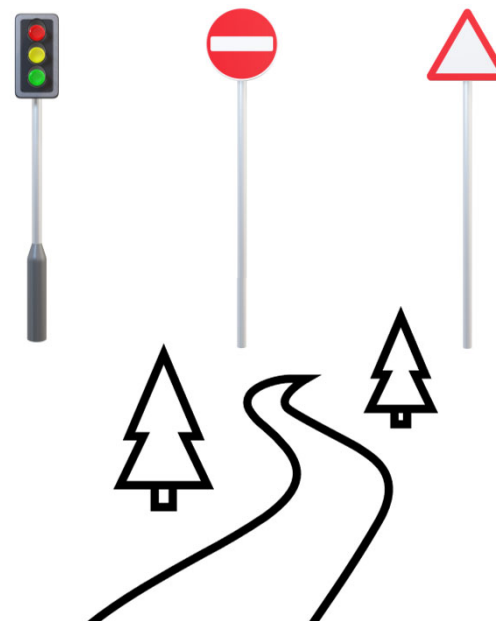
Objective of the reporting



This Photo by Unknown Author is licensed under [CC BY](#)

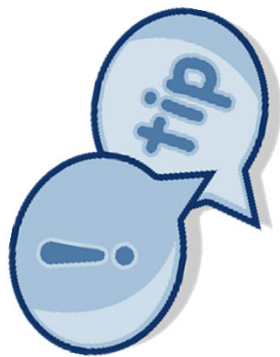


AF

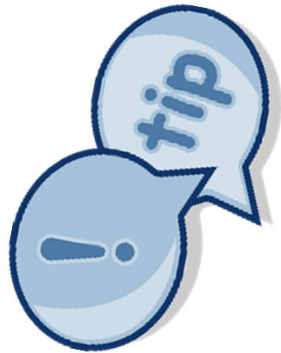


**Eligibility
rules**

Management: reflection of what is implemented

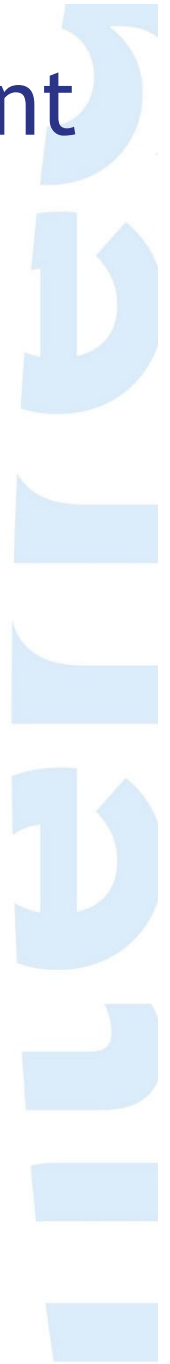


1. Good implementation - bases for good reporting
2. Reflect overall picture of the project achievements, use common terminology



3. Agree on internal deadlines

4. Follow the deadlines and start filling in well in advance

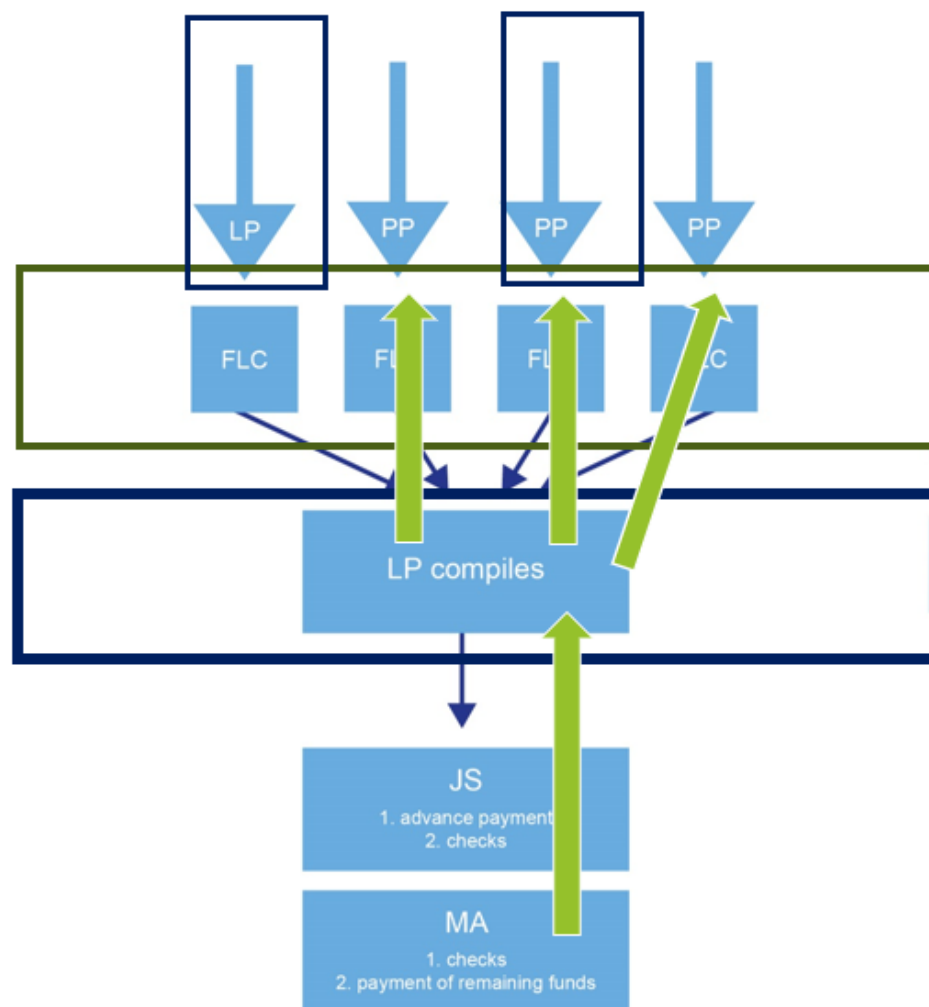


Reporting procedure

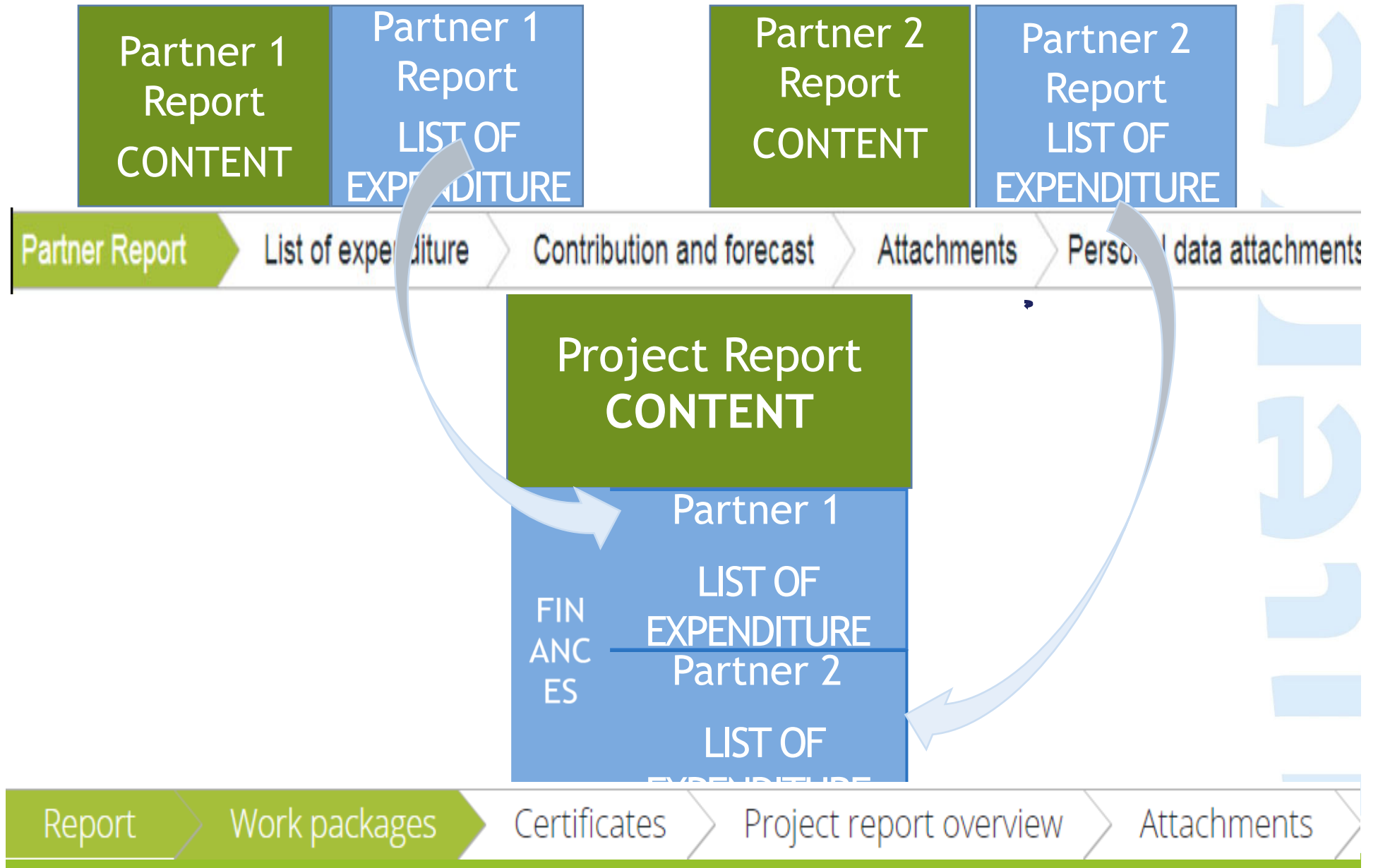
**PARTNER
REPORT**

**FIRST LEVEL
CONTROL**

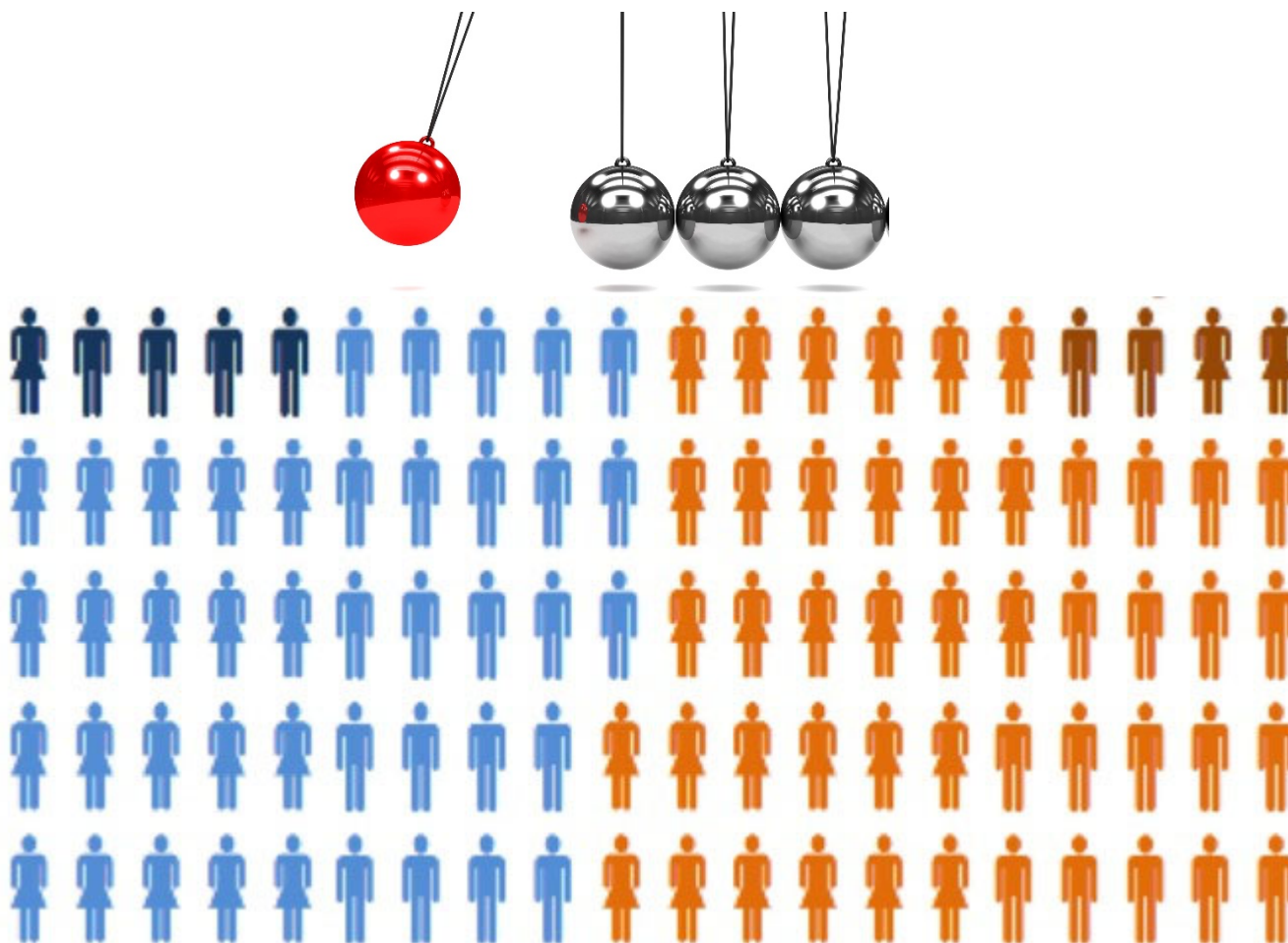
**PROJECT
REPORT**



Reporting



Why quality matters?



This Photo by Unknown Author is licensed under [CC BY](#)

Faster payments!

Saving resources!



TAKE WITH ME



Other tips?



Links of PPs websites: 1st Project Report

Report

Work packages

Certificates

Project report overview

Attachments

Highlights of main achievements

Describe the progress of the project activities and progress towards the project main results. Add a brief description of 3 main achievements during the reporting period. Insert here also direct links of each partner's website where the information about the project can be seen. Give a link to project webpage if the project has a separate one.



Include **direct** links of partners websites' where information about project is published



Reporting programme output indicators

Report

Work packages

Certificates

Project report overview

Attachments

Values for PROGRAMME OUTPUT INDICATORS 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				



Target groups reached

Report

Work packages

Certificates

Project report overview

Attachments

Target groups	Target value	Target groups reached previous periods	Target groups reached so far percentage
other	200,00	4.164,00	2.114,50 %
education/training centre and school	500,00	2.010,00	402,00 %
General public	250.000,00	354.292,00	143,25 %
local public authority	4,00	3.073,00	77.450,00 %
regional public authority	2,00	605,00	32.750,00 %
interest groups including NGOs	3,00	4.050,00	136.000,00 %
SME	20,00	7.330,00	39.200,00 %



Target groups reached

The same methodology of calculation as in the AF

- Reporting based on the common agreement in the partnership
- Do not report twice the same participants





Activities and deliverables

Report

Work packages

Certificates

Project report overview

Attachments

Description \neq statement

~~Del Description~~

~~Spring 2019 seminar was organised in Finland by PP2~~

Del Description

2 workshops: one in Helsinki in School X (10-14 October) and another one in Riga X school organised. Altogether 75 participants from 5th and 6th grade in Helsinki and 86 participants in Riga from the same grade. As a result of the workshops students selected eight business ideas to be further developed. List of participants, programme of the workshops and feedback summary can be found as attached evidence.



Activities and deliverables: description

Example of deliverable reporting -
Guide for Project Implementation / Annex No 7


Event:

- who
- when
- where
- outcome

Report:

- who
- aim of document
- main conclusions
- for whom

D.M.1.2	Deliverable description
Deliverable title 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 <u>Attached file (tiina2.06.03.2018)</u> Minutes from 1st project steering group meeting.
 Delete attachment



Activities and deliverables

Proofs!

- attach!
- correct/informative TITLE in English
- attachment in national language - summary



Partner Report - List of expenditure (LoE)

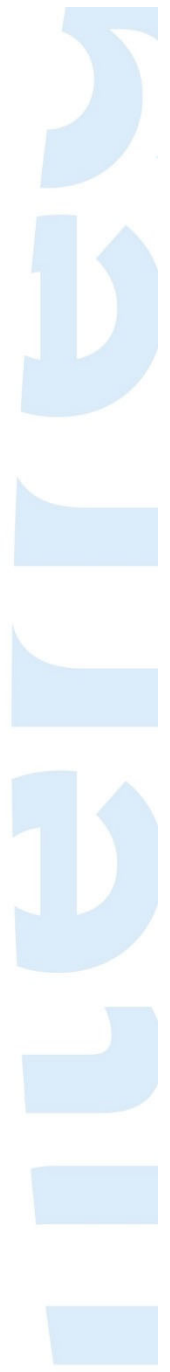
PP	Budgetline	---	Description1
	Workpackage	---	
	Procurement	---	Description2
	Internal Reference Number		
	Invoice Number		
	Invoice Date		
	Date Of Payment		
	Currency		EUR - EURO
	Conversion rate		(1)
	Total Value Of Item In Original Currency		
	Vat		
	Declared Amount In The Original Currency		
	Declared amount in Eur		
	Expenditure Outside (The Union Part Of) The Programme Area?		<input type="checkbox"/>
			Partner Comment

+ Upload

Uploaded

No records found

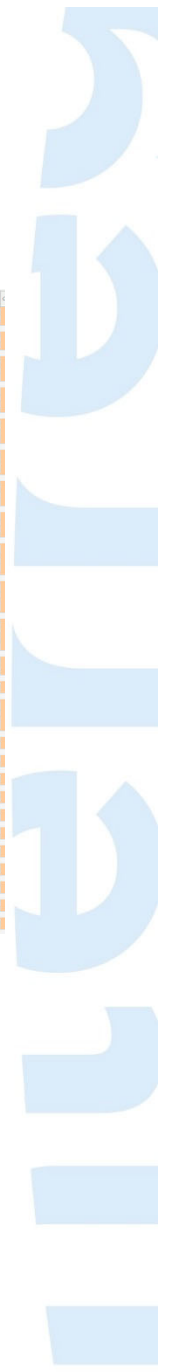
+ Add



Partner Report - List of expenditure (LoE)

Report number	Item Id	Budget line	WP	Start date	Description 1	Description 2	Partner acronym	Contract	Total cost (EUR)	SA	Internal and external contract	Implementation	Contracted on date	Internal project ID	Exp. number	Internal	Internal	Date of certificate	Verified by TIC	SAI amount to original contract	Reference ID
1040.01	1.1	Staff costs	M Management	28.02.2018	1040.01.01.01 Staff costs	Internal reference number: 1000011011000	EUR	0.000	10.402,00	0,00	10.402,00				4	10.402,00		01.09.2018			4.000
1040.01	1.2	Staff costs	M Management	28.02.2018	1040.01.01.02 Staff costs	Internal reference number: 1000011011000	EUR	0.000	3.048,00	0,00	3.048,00				4	3.048,00		01.09.2018			4.000
1040.01	1.3	Staff costs	C Communication	28.02.2018	1040.01.01.03 Staff costs	Internal reference number: 1000011011000	EUR	0.000	1.621,14	0,00	1.621,14				4	1.621,14		01.09.2018			4.000
1040.01	1.4	Staff costs	F1 Developing sustainable heritage attractions with high experience value	28.02.2018	1040.01.01.04 Staff costs	Internal reference number: 1000011011000	EUR	0.000	898,26	0,00	898,26				4	898,26		01.09.2018			4.000
1040.01	1.5	Staff costs	F2 Creating and Piloting Digital Content	28.02.2018	1040.01.01.05 Staff costs	Internal reference number: 1000011011000	EUR	0.000	1.126,34	0,00	1.126,34				4	1.126,34		01.09.2018			4.000
1040.01	1.6	Staff costs	F1 Developing sustainable heritage attractions with high experience value	28.02.2018	1040.01.01.06 Staff costs	Internal reference number: 1000011011000	EUR	0.000	1.227,00	0,00	1.227,00				4	1.227,00		01.09.2018			4.000
1040.01	1.7	Staff costs	F1 Developing sustainable heritage attractions with high experience value	28.02.2018	1040.01.01.07 Staff costs	Internal reference number: 1000011011000	EUR	0.000	1.400,40	0,00	1.400,40				4	1.400,40		01.09.2018			4.000
1040.01	1.8	Staff costs	F2 Creating and Piloting Digital Content	28.02.2018	1040.01.01.08 Staff costs	Internal reference number: 1000011011000	EUR	0.000	10.168,00	0,00	10.168,00				4	10.168,00		01.09.2018			4.000
1040.01	1.9	Staff costs	F1 Piloting new infrastructural solutions in OIA	28.02.2018	1040.01.01.09 Staff costs	Internal reference number: 1000011011000	EUR	0.000	1.265,89	0,00	1.265,89				4	1.265,89		01.09.2018			4.000
1040.01	1.10	Staff costs	F1 Developing sustainable heritage attractions with high experience value	28.02.2018	1040.01.01.10 Staff costs	Internal reference number: 1000011011000	EUR	0.000	610,64	0,00	610,64				4	610,64		01.09.2018			4.000
1040.01	1.11	Staff costs	F1 Developing sustainable heritage attractions with high experience value	28.02.2018	1040.01.01.11 Staff costs	Internal reference number: 1000011011000	EUR	0.000	4.141,00	0,00	4.141,00				4	4.141,00		01.09.2018			4.000
1040.01	1.12	Staff costs	C Communication	28.02.2018	1040.01.01.12 Staff costs	Internal reference number: 1000011011000	EUR	0.000	168,36	0,00	168,36				4	168,36		01.09.2018			4.000
1040.01	1.13	Staff costs	C Communication	28.02.2018	1040.01.01.13 Staff costs	Internal reference number: 1000011011000	EUR	0.000	1.285,30	0,00	1.285,30				4	1.285,30		01.09.2018			4.000
1040.01	1.14	Staff costs	F1 Developing sustainable heritage attractions with high experience value	28.02.2018	1040.01.01.14 Staff costs	Internal reference number: 1000011011000	EUR	0.000	638,19	0,00	638,19				4	638,19		01.09.2018			4.000
1040.01	2.1	Office and administration	M Management	N/A	1040.01.02.01 Office and administration		EUR	0.000	3.176,34	0,00	3.176,34				4	3.176,34		01.09.2018			4.000
1040.01	2.2	Office and administration	C Communication	N/A	1040.01.02.02 Office and administration		EUR	0.000	460,00	0,00	460,00				4	460,00		01.09.2018			4.000
1040.01	2.3	Office and administration	F1 Developing sustainable heritage attractions with high experience value	N/A	1040.01.02.03 Office and administration		EUR	0.000	1.438,19	0,00	1.438,19				4	1.438,19		01.09.2018			4.000
1040.01	2.4	Office and administration	F2 Creating and Piloting Digital Content	N/A	1040.01.02.04 Office and administration		EUR	0.000	2.138,00	0,00	2.138,00				4	2.138,00		01.09.2018			4.000
1040.01	2.5	Office and administration	F1 Piloting new infrastructural solutions in OIA	N/A	1040.01.02.05 Office and administration		EUR	0.000	189,86	0,00	189,86				4	189,86		01.09.2018			4.000
1040.01	3.1	Travel and accommodation	M Management	11.09.2017	1040.01.03.01 Travel and accommodation	Partner training visit costs	EUR	0.000	177,00	0,00	177,00				4	177,00		01.09.2018			4.000
1040.01	3.2	Travel and accommodation	M Management	11.09.2017	1040.01.03.02 Travel and accommodation	Partner training visit costs	EUR	0.000	301,00	26,40	301,00				4	301,00		01.09.2018			4.000
1040.01	3.3	Travel and accommodation	F1 Developing sustainable heritage attractions with high experience value	28.02.2018	1040.01.03.03 Travel and accommodation	Travel costs (daily allowance for allowance)	EUR	0.000	160,50	0,00	160,50				4	160,50		01.09.2018			4.000
1040.01	3.4	Travel and accommodation	M Management	28.11.2017	1040.01.03.04 Travel and accommodation	Travel costs (daily allowance for allowance)	EUR	0.000	10,00	0,00	10,00				4	10,00		01.09.2018			4.000
1040.01	3.5	Travel and accommodation	F2 Creating and Piloting Digital Content	02.10.2017	1040.01.03.05 Travel and accommodation	Travel costs (daily allowance for allowance)	EUR	0.000	136,76	0,00	136,76				4	136,76		01.09.2018			4.000
1040.01	3.6	Travel and accommodation	F2 Creating and Piloting Digital Content	01.10.2017	1040.01.03.06 Travel and accommodation	Travel costs (daily allowance for allowance)	EUR	0.000	41,00	0,00	41,00				4	41,00		01.09.2018			4.000

Report number
 Item Id
 Budget line
 WP
 Int Ref No
 Inv No
 Invoice date



Partner Report - SCO

List of expenditure (LoE)

- Projects having simplified costs in the budget - report only budget line Staff cost.
- Follow strictly the method of the calculation of staff cost according to the programme guidance.



List of expenditure (LoE)



1. English!
2. Payment date
3. Report in currency paid
4. *Description 2* field - link cost to activity plan
5. Add attachments

Edit expenditure
Partner John Nurmisen Säätiö - Project report 1 - Period 3 4.6

PP	Budget line *	External expertise and services	Description 1
	Work package *	M Management	
	Internal reference number	EL 613	Description 2
	Invoice number	30004103	4
	Invoice date	15.07.2019	
	Date of payment		Partner comment
	Currency *	EUR - EURO	
	Conversion rate	(1)	
	Total value of item in original currency *	403,00	
	VAT	0,00	
Declared amount in the original currency *	403,00		
Declared amount in Eur	403,00		
Expenditure outside (the EU part of) the programme area?	<input type="checkbox"/>		
FLC	Verified by FLC	<input checked="" type="checkbox"/>	Comment FLC (pp,flc,js,ma,ca,aa)
	Difference FLC	€ 0,00	
	Amount certified FLC	403,00	
	Transaction Type		

2

5



Annex 3: Example of filling in the List of Expenditure

Budget Line	Wp	Int Ref No	Inv No	Inv Date	Paym Date	Description1	Description2	Partner Comment	Currency	Total Val Item	Vat	Declared Amount Org Currency	Declared Amount Euro
Staff costs	M Management				29.04.2016	Anna Smith	Project Manager salary including social cost, April 2016	Fixed 40% working time	EUR	2050,00	0,00	2050,00	2050,00
Staff costs	M Management				10.05.2016	Anna Smith	Project Manager vacation payment including social cost, April 2016	Fixed 40% working time	EUR	130,00	0,00	130,00	130,00
Staff costs	M Management				29.05.2017	Anna Smith	Project Manager salary including social cost, May 2016	Fixed 40% working time	EUR	2050,00	0,00	2050,00	2050,00
Office and administration	M Management		FR	N/ AFR	N/ AFR				EUR	634,50		634,50	634,50
Travel and accomodation	M Management	012	60546	10.05.2016	25.05.2016	Tallink Group AS	Project team meeting 2.-3.5.2016, Tallinn, Anna Smith, ferry Helsinki-Tallinn		EUR	45,00	0,00	45,00	45,00
Travel and accomodation	M Management	002	13488	18.04.2016	26.04.2016	VR	Project team meeting 2.-3.5.2016, Tallinn, Anna Smith, train Lahti-Helsinki		EUR	24,00	2,40	21,60	21,60
Travel and accomodation	M Management	045	23478	15.02.2016	24.02.2016	SAS	Central Baltic LP seminar 10.2.2016, Anna Smith, flight Helsinki - Stockholm		EUR	345,00	0,00	345,00	345,00
Travel and accomodation	M Management	056	2666789	10.02.2016	10.02.2016	Hotel Cozy Stockholm	Central Baltic LP seminar 10.2.2016, Anna Smith, accommodation		SEK	1225,00	0,00	1225,00	125,70
External expertise and services	T1 Sport activation	005	335699	08.03.2016	17.03.2016	Sweet House Oy	Catering for Sport Innovations workshop 3.3.2016	15 participants	EUR	240,00	19,20	220,80	220,80
External expertise and services	M Management	087	334568	14.06.2016	30.06.2016	Auditor Oy	FLC cost, 1.1.-30.6.2016		EUR	800,00	192,00	608,00	608,00
Equipment	M Management	083	990075	04.01.2016	12.01.2016	Expert Oy	Laptop for Project Manager, Anna Smith, 40%	Total value of laptop 769 euro, declared amount 40% (excluding VAT)	EUR	769,00	184,56	233,78	233,78

List of expenditure (LoE)



1. English!
2. Payment date
3. Report in currency paid
4. *Description 2* field - link cost to activity plan
5. Add attachments

Edit expenditure
Partner John Nurmisen Säätiö - Project report 1 - Period 3 4.6

PP	Budget line *	External expertise and services	Description 1
	Work package *	M Management	
	Internal reference number	EL 613	Description 2
	Invoice number	30004103	4
	Invoice date	15.07.2019	
	Date of payment	2	Partner comment
	Currency *	EUR - EURO	
	Conversion rate	(1)	
	Total value of item in original currency *	403,00	
	VAT	0,00	
Declared amount in the original currency *	403,00		
Declared amount in Eur	403,00		
Expenditure outside (the EU part of) the programme area?	<input type="checkbox"/>		
FLC	Verified by FLC	<input checked="" type="checkbox"/>	Comment FLC (pp,flc,js,ma,ca,aa)
	Difference FLC	€ 0,00	
	Amount certified FLC	403,00	
	Transaction Type		



Guide for Project Implementation: List of evidences for reporting

External expertise and services cost

External expertise and services cover costs paid on the basis of contracts or written agreements and against invoices or requests for reimbursement to external experts and service providers that are acquired to carry out certain tasks or activities, linked to the delivery of the project. Sub-contracting between project partners is not allowed.

When purchasing external expertise or services, tendering and procurement rules applies both for public and private partners. In some cases, also existing framework contracts can be used when purchasing external expertise and services.

Indicative list of evidence:

- Evidence of the selection process, in line with national or the EU public procurement rules depending on the amount contracted.
- A contract or a written agreement laying down the services to be provided with a clear reference to the project. For experts paid on the basis of a daily fee, the daily rate together with the number of days contracted and the total amount of the contract must be provided. Any changes to the contract must comply with the public procurement rules and must be documented.
- An invoice or a request for reimbursement providing all relevant information in line with the applicable accountancy rules.
- Outputs of the work of external experts or service deliverables
- Proof of payment



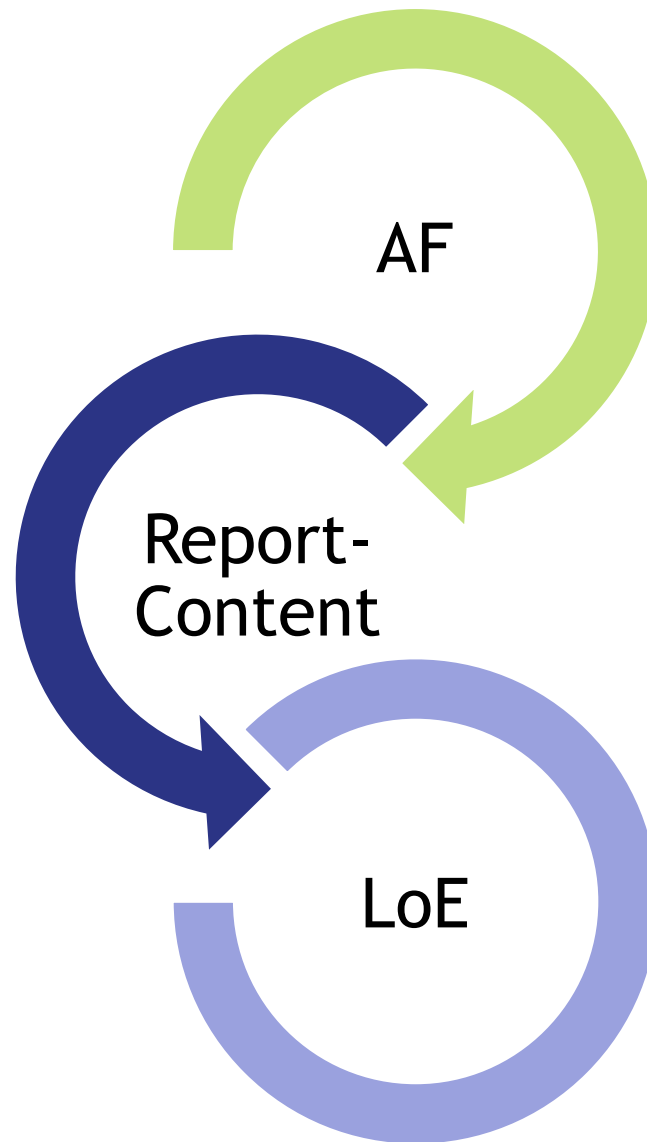


Guide for Project Implementation: Annex No 1 List of evidences for reporting

Annex 1: Evidences for reporting

Partner Report / List of expenditure (financial reporting)	Partner Report/ Partner Report (content reporting)	Partner Report/ Attachments (general attachments)	Project Report/ Work packages (content reporting)	Project Report/ Attachments (general attachments)
List of expenditure	Partner Report	Attachments	Work packages	Attachments
Staff cost <ul style="list-style-type: none"> - Work contract (when reporting for the first time) - Staff cost tool (for employee working with flexible number of hours) - Time sheet (for employee working on an hourly basis; and if time sheet of Staff cost tool is not used) - Salary slip or equivalent document i.e. organisation's payroll summary by employee - Proof of payment if not available from above mentioned payroll accounting documents 	Output or deliverable evidences can be following: <ul style="list-style-type: none"> - List of participants - Steering group meeting minutes - Meeting agenda - Meeting minutes - Presentation given at the event - Press release - Article in publication, magazine or newspaper - Publication - Technical drawing - Permit document - Photos illustrating events - Photos illustrating investments - Survey report 	<ul style="list-style-type: none"> - Partnership Agreement (when reporting for the first time) - VAT document (when reporting for the first time or if the VAT status changes) - Book-keeping list/ General ledger - De minimis document when relevant <p>Following documents must be identified with clear reference to the cost item in the <i>List of expenditure</i>:</p> <ul style="list-style-type: none"> - Evidence about cost which are not attached to the List 	Output or deliverable evidences can be following: <ul style="list-style-type: none"> - List of participants - Steering group meeting minutes - Meeting agenda - Meeting minutes - Presentation given at the event - Press release - Article in publication, magazine or newspaper - Publication - Technical drawing - Permit document - Photos illustrating events - Photos illustrating investments - Survey report 	<ul style="list-style-type: none"> - Signed Confirmation Letter - If signee is new, documentation about signature rights - Partnership Agreement (when reporting for the first time) - De minimis document when relevant <p>Documents related to the <i>outputs</i> or deliverables which cannot be attached in Report section, but are attached in Attachment section must be identified</p>
Travel and accommodation <ul style="list-style-type: none"> - Agenda and/or invitation for the event - Travel expense claim of the employee - Invoices and receipts - Proof of payment 				
External expertise and services				

Coherence



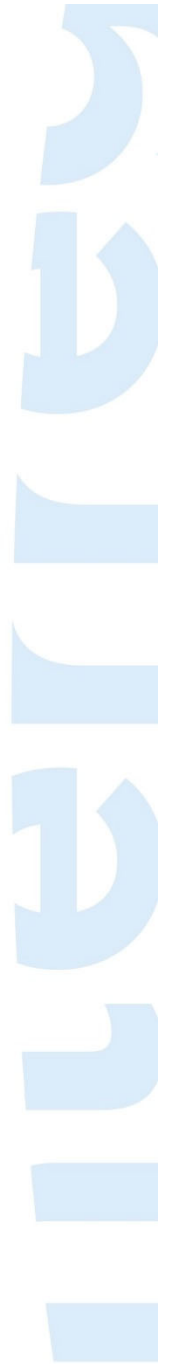
Submitting Project Report

**Remember to attach the
*CONFIRMATION LETTER!***



Support

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



A photograph of a rocky coastline with waves crashing against the rocks. The water is white and frothy, and the rocks are dark and jagged.

Thank you!

