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Varsinais-Suomen liitto
Egentliga Finlands förbund
Regional Council of Southwest Finland

European Union
European Regional Development Fund

Project Implementation

Project Implementation Seminar

Monika Balode, Project Coordinator

September 2018 Tallinn & Stockholm

Contents

- Result orientation
- Guidance documents
- Lead partner principle
- Cooperation
- Revenue generation
- State aid

Pillars of project implementation

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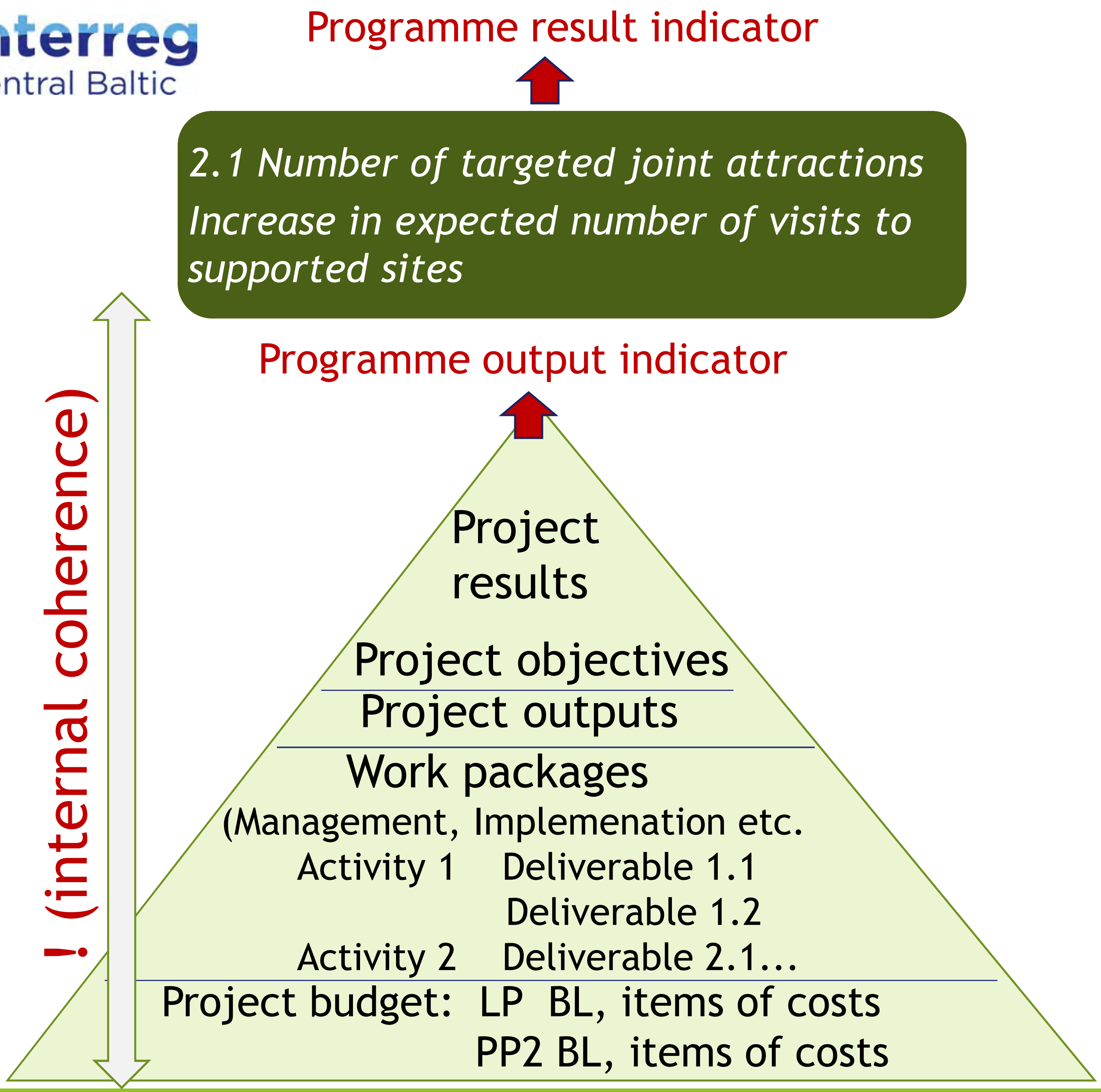
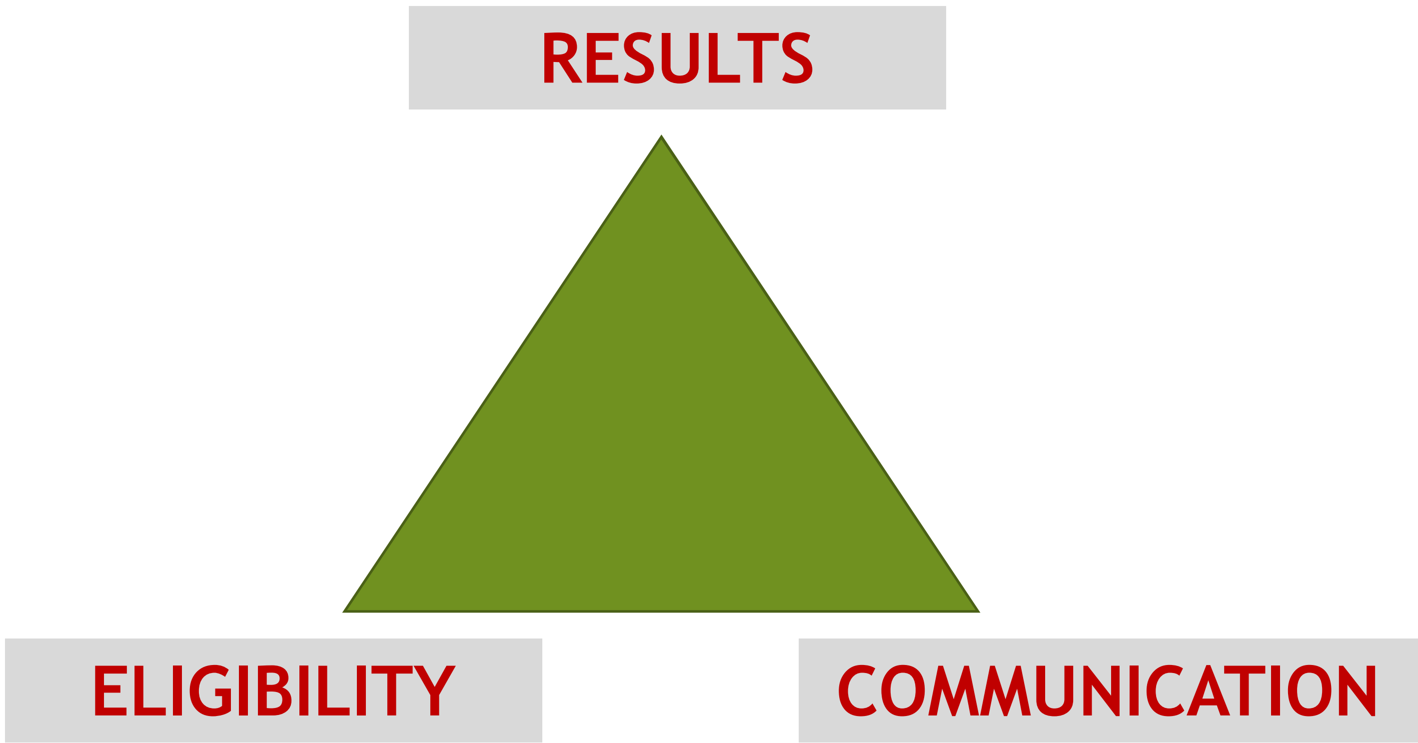


3 pillars of project implementation



Support in project implementation

- **Events:** LP seminar, Project Implementation Seminar
- **People:** in LP/JS/MA, FLC-s, national Contact Points
- **Written guidelines:** Programme Manual, Guide for Project Implementation, etc.

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Documents

- **Programme Manual**
- **Guide for Project Implementation**
- **Application Form**
- **Subsidy Contract**
- **Partnership Agreement**

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Programme Manual

Main rules for project implementation and reporting, modifications, eligibility and publicity requirements

- ⚠ Description of your specific objective (11-31 p.)
- ⚠ 3rd chapter : project start up, modifications, eligibility rules and reporting, communication, etc. (62-102 p.)
- ⚠ Cooperation (7-9 p.)
- ⚠ Investments (9 p.)
- ⚠ Sustainable development (31 p.)
- ⚠ Partnership (43-46 p.)

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Guide for Project Implementation

- How to start using eMS
- How to fill in Partner Report and Project Report
- How to fill in List of expenditure
- How to implement project modifications

Guidance documents

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

Home | Programme | For projects | Documents | Events | GDPR | Our projects | eMS | Intra

DOCUMENTS

- NEWSLETTERS
- PROGRAMME DOCUMENTS
- PROJECT DOCUMENTS
  - APPLICATION PHASE
  - IMPLEMENTATION PHASE
- LOGOS AND MAPS
- BROCHURES
- EVENT MATERIALS
- PROGRAMME STATISTICS
- FLC MATERIALS AVAILABLE IN INTRANET

Project documents / Implementation phase

Implementation phase

Guide for Project Implementation

This guide contains practical information related to project implementation procedures. This guide should be read together with the valid version of the Programme Manual. The Programme Manual defines the programme rules and procedures whereas this guide explains how these are implemented in practice.

Kindly note, this is an updated version 4.0 (February 2018)

Download: Guide_for_project_implementation 4_0_180223.pdf (pdf, 1.66 MB)
Date added: Wednesday, 23 March, 2016
Date modified: Thursday, 22 February, 2018

Confirmation Letter to the Project Report

The Confirmation Letter must be submitted with each Project Report and be signed by a person holding the right to sign documents on behalf of the organisation. If the signee is new, documentation must be sent to show that the person/position signing the letter holds the right to sign the document (an extract of the organisation's statutes or similar) (updated 06.2017).

Download: Confirmation Letter to the Project Report 12 2016.docx (docx, 112.73 KB)
Date added: Monday, 29 February, 2016
Date modified: Thursday, 15 December, 2016

Staff cost tool

For reporting the staff costs for project employee working part time with flexible number of hours, it is required to use the *Staff cost tool* when hourly rate for reporting is calculated. The tool also includes a timesheet application which is linked with the hourly rate calculation function.

PLEASE SAVE THE FORM ON YOUR DESKTOP AND USE ADOBE READER 10.0 OR HIGHER TO FILL IN THE FORM

Download: Staff costs tool_v1.1_2018.25.1..pdf (pdf, 263.43 KB)
Date added: Thursday, 8 June, 2017
Date modified: Friday, 26 January, 2018

Guide for Project Communication

The Guide for project communication is made by the Joint Secretariat of the Central Baltic Programme 2014-2020 to provide instructions and guidelines for the communication activities of your project.

29.11.2016: In the table of Annex I, the row regarding equipment has been updated

Download: Guide for project communication_291116.pdf (pdf, 275.95 KB)
Date added: Friday, 13 May, 2016
Date modified: Tuesday, 29 November, 2016

Template for A3 Poster to be Displayed by All Project Partners

All project partner organizations are to 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.

This poster template is a model that the project can freely adjust to its own needs. It can e.g. be translated to local language.

Download: CB A3 poster template.doc (doc, 218.5 KB)
Date added: Friday, 11 December, 2015
Date modified: Friday, 11 December, 2015

Model of the Subsidy Contract

The model to be used as a Subsidy Contract for small and regular projects once the project has been approved for funding. The Subsidy Contract defines the rights and obligations of the project and will be signed between the Lead Partner and the Managing Authority. The final and actual Subsidy Contract will be generated from the eMonitoring System.

Download: Subsidy Contract 12 2016.pdf (pdf, 155.33 KB)
Date added: Wednesday, 17 December, 2014
Date modified: Thursday, 15 December, 2016

Media visibility template

This Excel file helps projects keep track of their (traditional) media visibility. It is also used annually by the JS to follow the media coverage our projects have received.

Download: Media_visibility_template_170103.xlsx (xlsx, 44.88 KB)
Date added: Wednesday, 3 January, 2018
Date modified: Wednesday, 3 January, 2018

MA guidance note on project modification procedures

With this document the MA clarifies its official standpoint on project modification procedures

Download: MA guidance note on project modification procedures.pdf (pdf, 47.52 KB)
Date added: Tuesday, 6 February, 2018
Date modified: Tuesday, 6 February, 2018

MA guidance note on communicating staff changes

Download: MA guidance note on communicating staff changes.pdf (pdf, 50.84 KB)
Date added: Tuesday, 6 February, 2018
Date modified: Tuesday, 6 February, 2018

De minimis declaration

De minimis declaration is to be used by small projects or 2nd step project applications if relevant, meaning if the project partners' activity is foreseen to fall under state aid (updated

Download: De Minimis Declaration_12.16.docx (docx, 112.2 KB)

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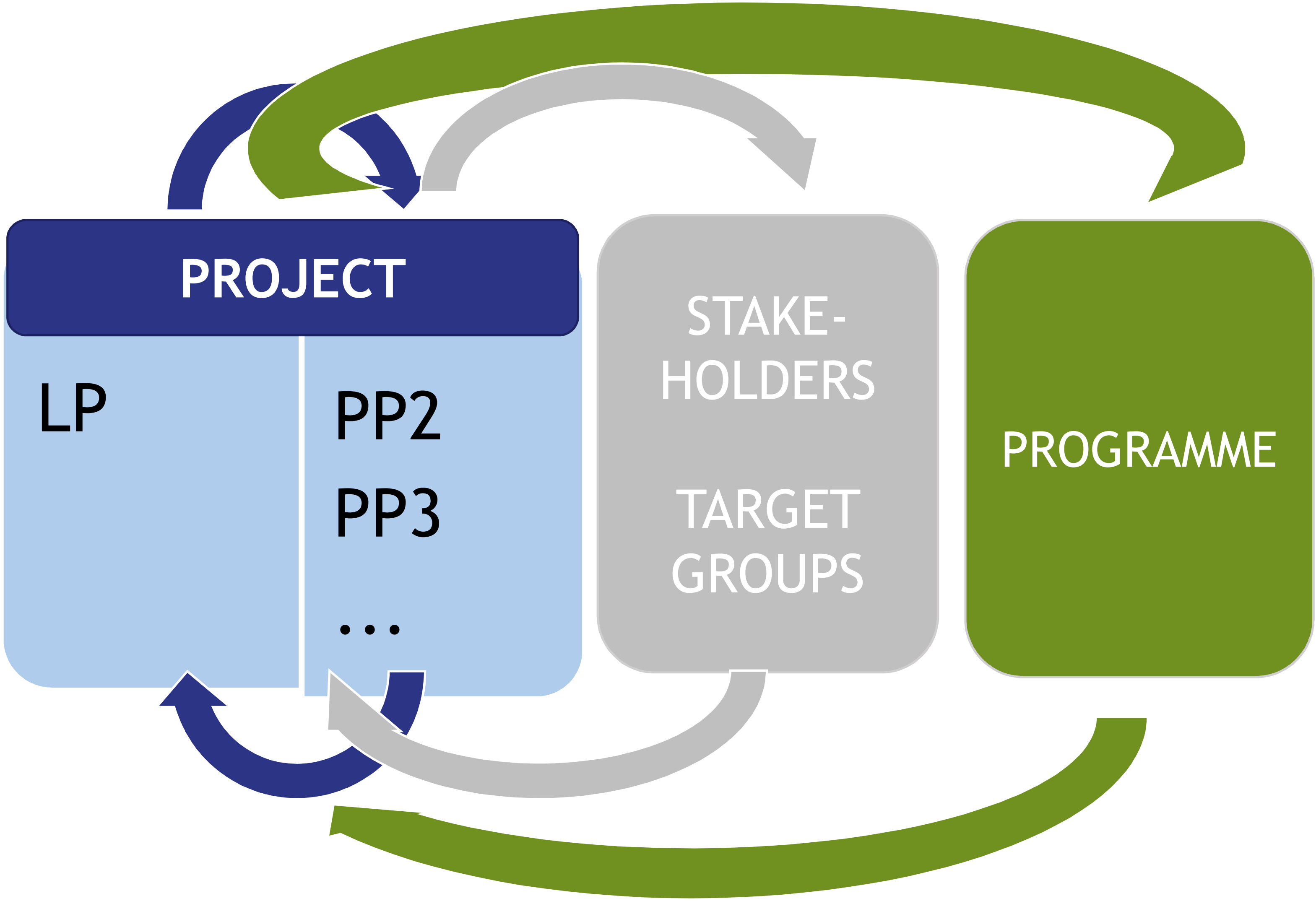
Lead partner principle

LP ROLE

- Coordinator
- Mobiliser
- Adviser
- …
- and

LP - communication channel



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WORKING TOGETHER

COOPERATION

to solve **joint problems** or support **joint possibilities**

- Getting to know each other and establishing internal communication and work rules
- Joint understanding of results, responsibilities and deadlines resulted in detailed work plan
- balanced division of tasks and responsibilities
- links between the activities of each partner
- regular contacts – meetings to discuss the progress, agree on next steps etc.
- Proactive mindset

- Implementing activities seperately by each partner and reporting about the achievements of eac PP
- Delaying/hiding information about the challenges from the LP, JS
- Delays in activities, reporting and communication

Net revenue

if a project generates net revenue (for example through services, conference participation fees, sales of brochures or books)

it must be deducted from eligible costs in full or pro-rata depending on whether it was generated entirely or only partly by the co-financed project

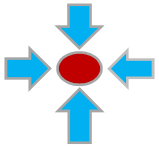
State aid (SOs 1.1 and 1.3)

De minimis is granted in form of services via intermediary organisations (indirect aid)

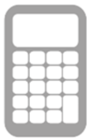
Actions during implementation

Activities relevant to de minimis

Inform potential recipients about
de minimis, check if threshold not exceeded



Collect de minimis declarations



Calculate

Notify receivers and central state aid registry in Estonia

Find your key to succesful project!

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Regional Council of Southwest Finland

European Union
European Regional Development Fund

Reporting in eMS

Project Implementation Seminar

Pille Laaksonen, Project Manager

September 2018 Tallinn & Stockholm

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 and deliverables
- Fill the report in in English

➢ *Guide for Project Implementation*

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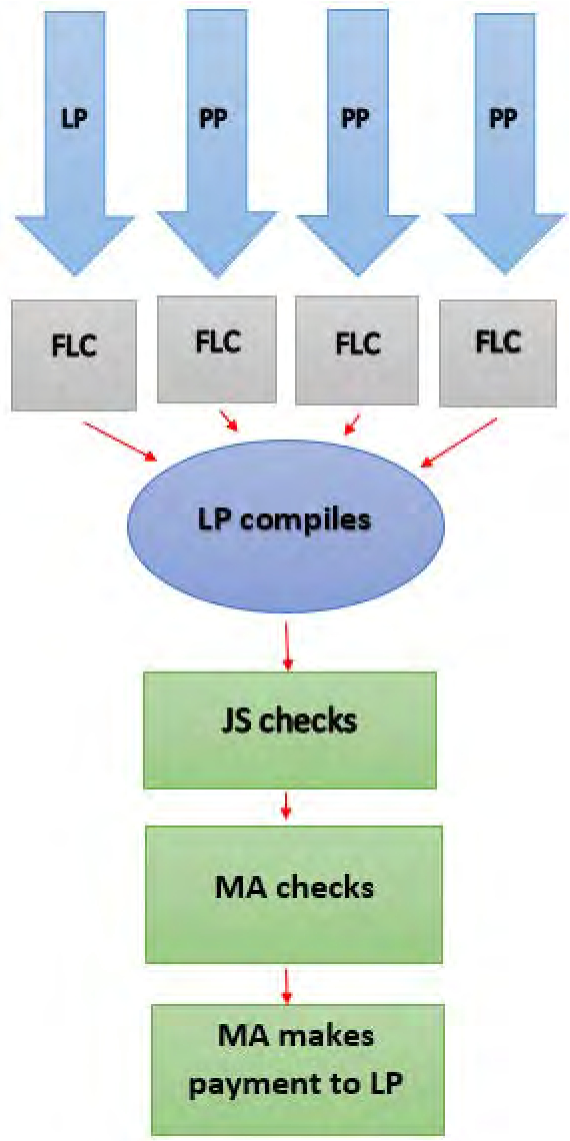
Reporting process

- Each project partner fills in **Partner Report** and submits it with all mandatory annexes to FLC
- FLC checks the eligibility of the costs and issues **FLC Certificate**
- Lead partner compiles **Project Report** and submits that to the JS
- The JS assess the Project Report
- The MA makes the **payment** based on the certified cost for the LP



Reporting in eMS

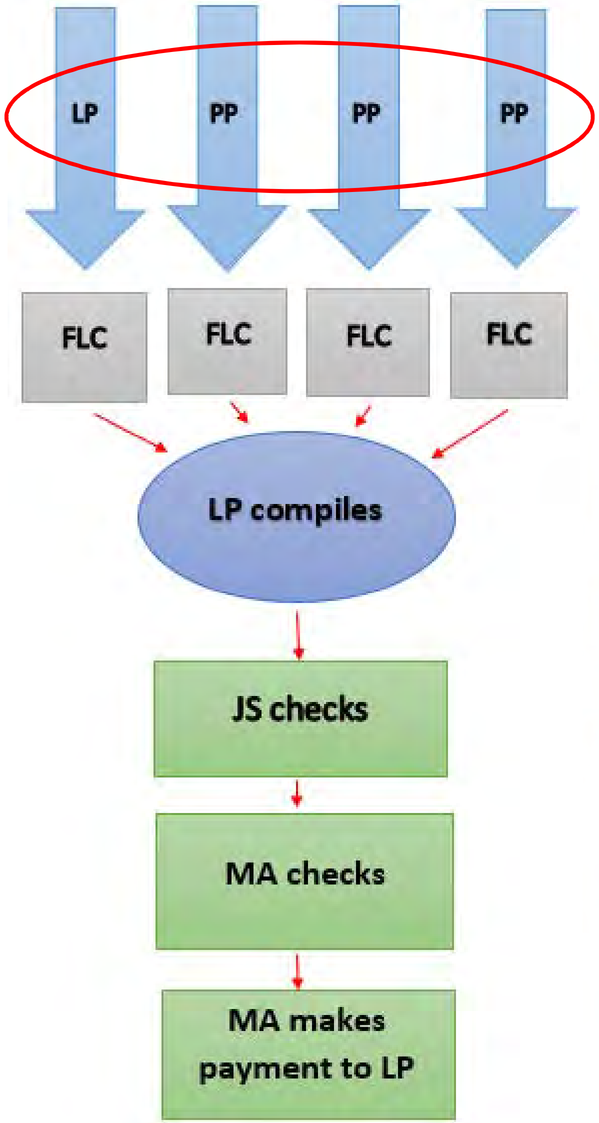
Select role

PP

Partner Reports

1 - Finnish Woodhouse Association - SPS

Report	Report start	Report end	State	Date Subm
Period 0 01.01.2017 - 01.03.2018				
Report 0.1	01.01.2017	01.03.2018	Report submitted	30.08.
Period 1 01.03.2018 - 31.08.2018				
Report 1.1	01.03.2018	31.08.2018	Report in progress	In prog
Period 2 01.09.2018 - 28.02.2019				
Period 3 01.03.2019 - 31.08.2019				



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Partner Report status

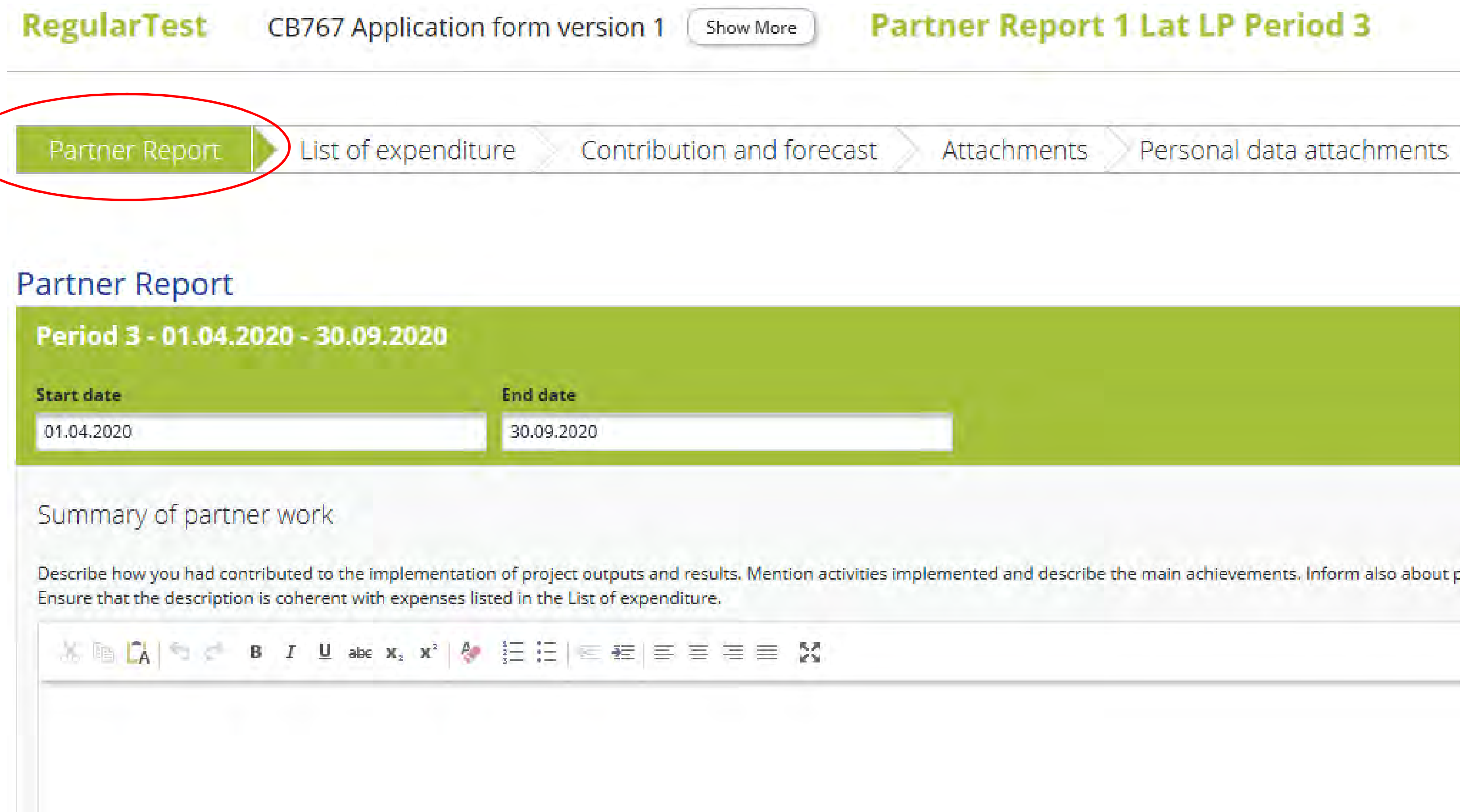
1 - LP from Latvia - Lat LP

Report	Report start	Report end	State	Date Of Partner Report Submission	Date Of Partner Report First Submission	Date of flc verification	Included in Project Report
Period 0 01.04.2019 - 01.04.2019							
Report 0.1	01.04.2019	01.04.2019	Report FLC certified	16.08.2018	16.08.2018	16.08.2018	Period 0 Project Report 1
Period 1 01.04.2019 - 30.09.2019							
Report 1.1	01.04.2019	30.09.2019	Report FLC certified	16.08.2018	16.08.2018	20.08.2018	Not included
Period 2 01.10.2019 - 31.03.2020							
Report 2.1	01.10.2019	31.03.2020	Report submitted	20.08.2018	20.08.2018		Not certified
Period 3 01.04.2020 - 30.09.2020							
Period 4 01.10.2020 - 31.03.2021							
Period 5 01.04.2021 - 30.06.2021							

Partner livingtables

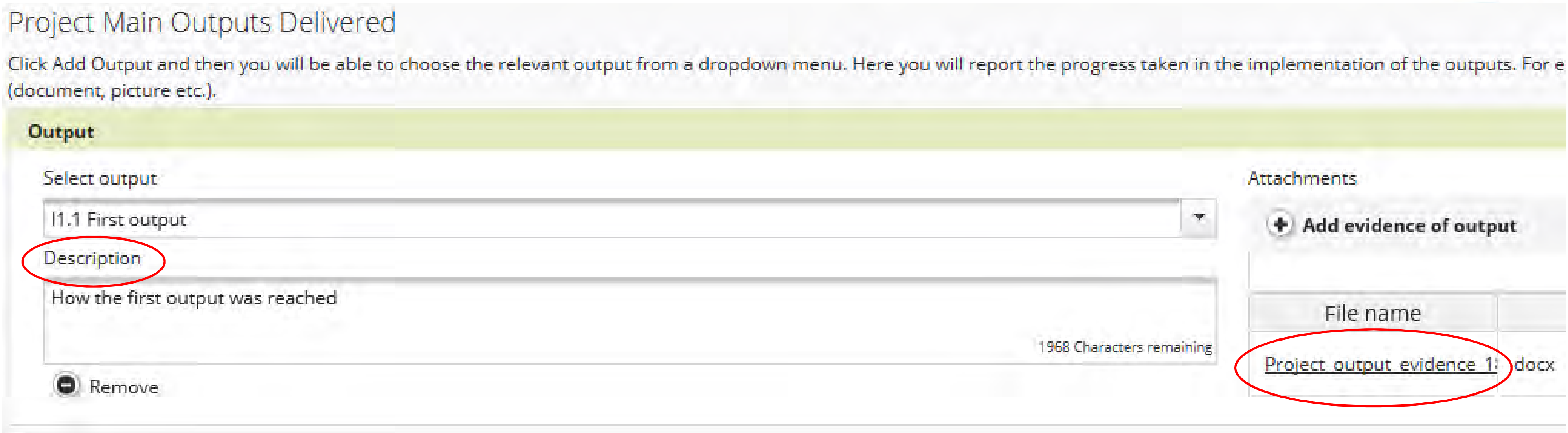
Create new report   Period 3

Partner Report



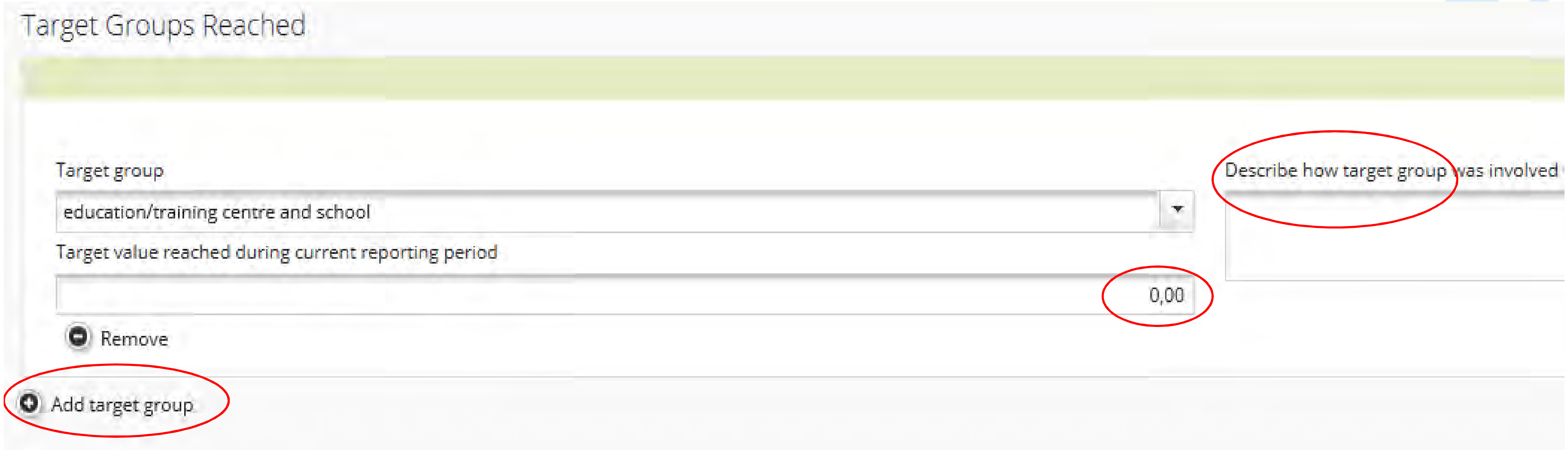
Partner Report - Outputs

- Project main outputs defined in work plan
- Report progress towards output(s)
- Attach evidence



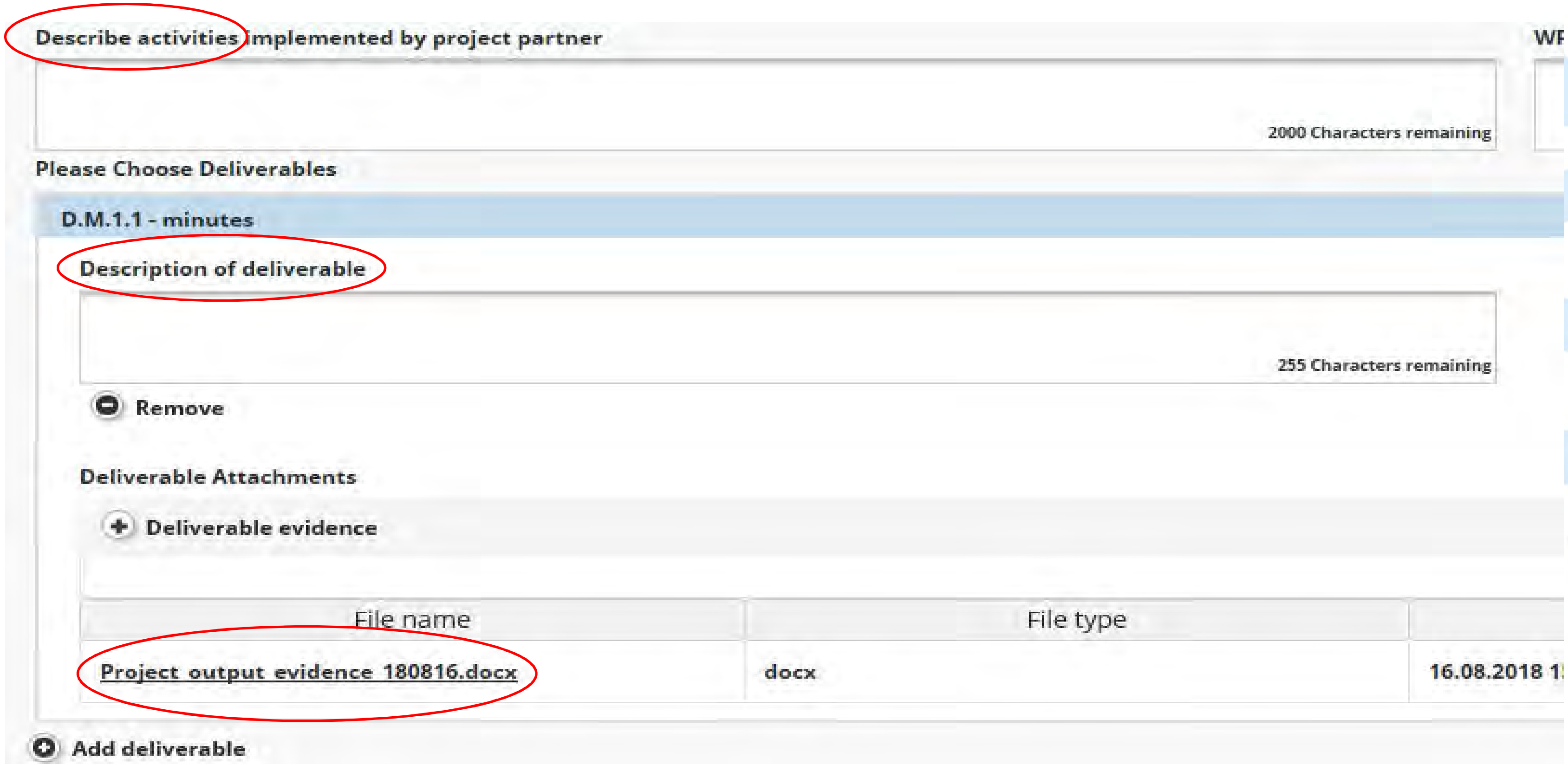
Partner Report - Target Groups

- Defined in application
- Report amount of reached target group, how they were reached and involved
- Report target groups reached in reporting period
- Use the same methodology as defined in application!

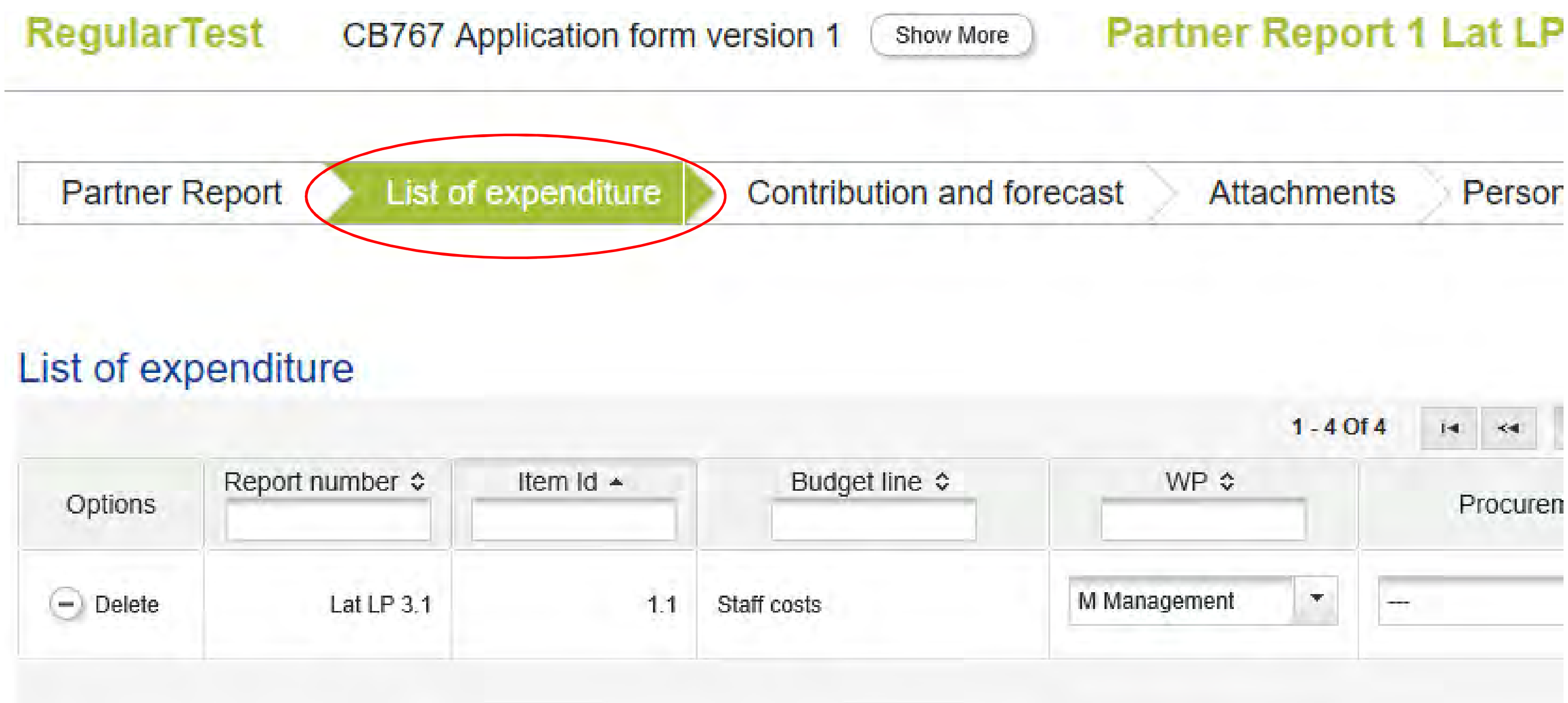


Partner Report – activities and deliverables

- Defined in application
- Describe activities
- Select right deliverable and attach evidence



Partner Report – List of expenditure



Partner Report - List of expenditure

- Costs are reported during the period they are paid out – remember to add payment date
- Reporting on single invoice level
- List of expenditure is filled in in English, attachments can be in national language
- 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

Partner Report - List of expenditure

- Link cost to reported activities with description
- Add evidence documents to each cost
- If attaching digitally signed document, attach in PDF the document and summary sheet

Partner Report - reporting lump sums

- Preparation costs lump sum for all projects
- Other lump sums only when they have been applied for, accepted and included in the Subsidy Contract
- Reported only when the activities related to the lump sum are fully implemented and promised indicator is fulfilled
- Lump sums are always reported in euros

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Personal data (GDPR)

Access to following data is hidden from all users except the project partner who inserts the data and programme bodies (FLC, MA, CA):

- attachments uploaded to the List of expenditure in the budget line Staff costs
- comment' fields in budget line Staff costs
- all data in Personal data attachments
- *Agree between partners how lead partner can check Staff costs if needed*

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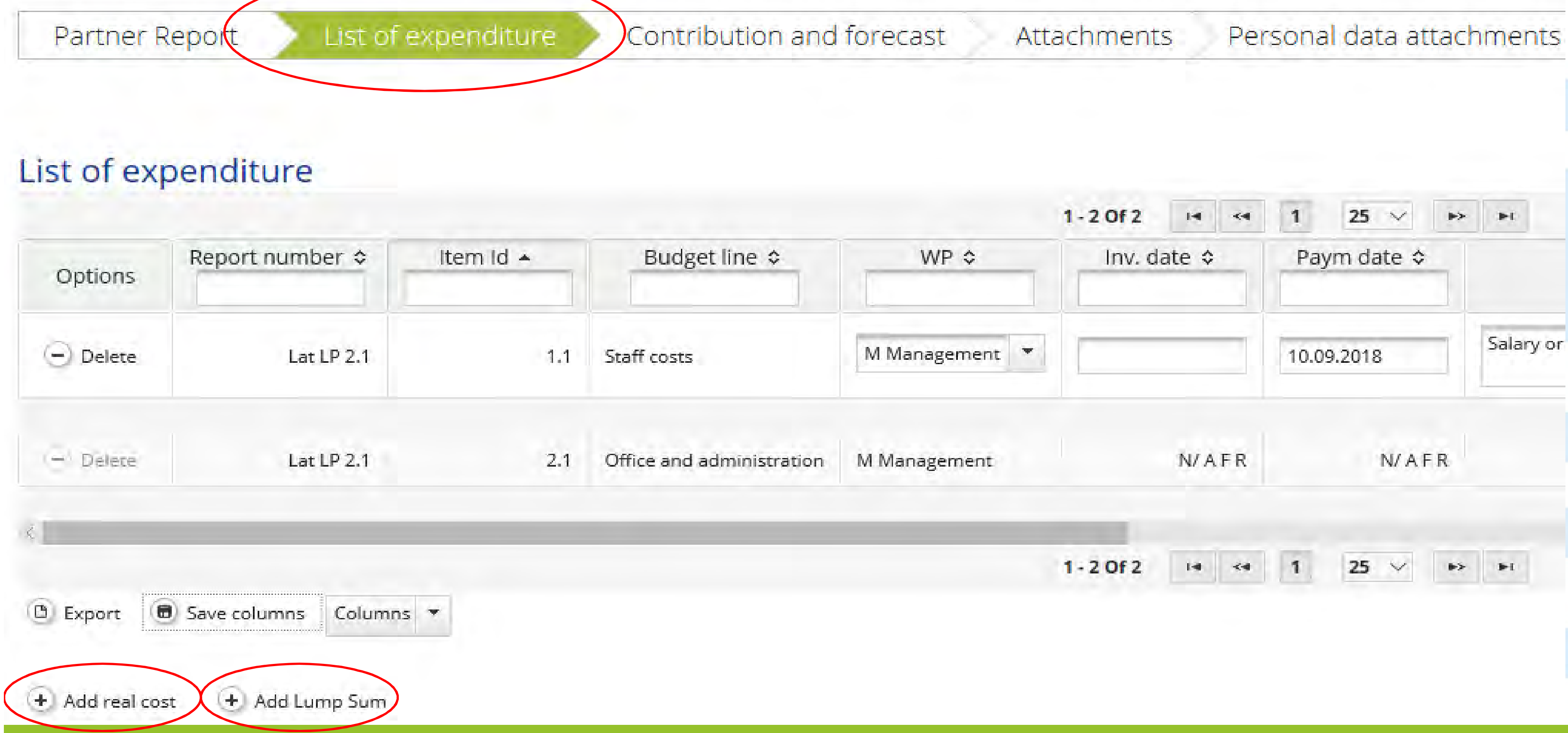
List of expenditure

- Costs are reported in List of expenditure



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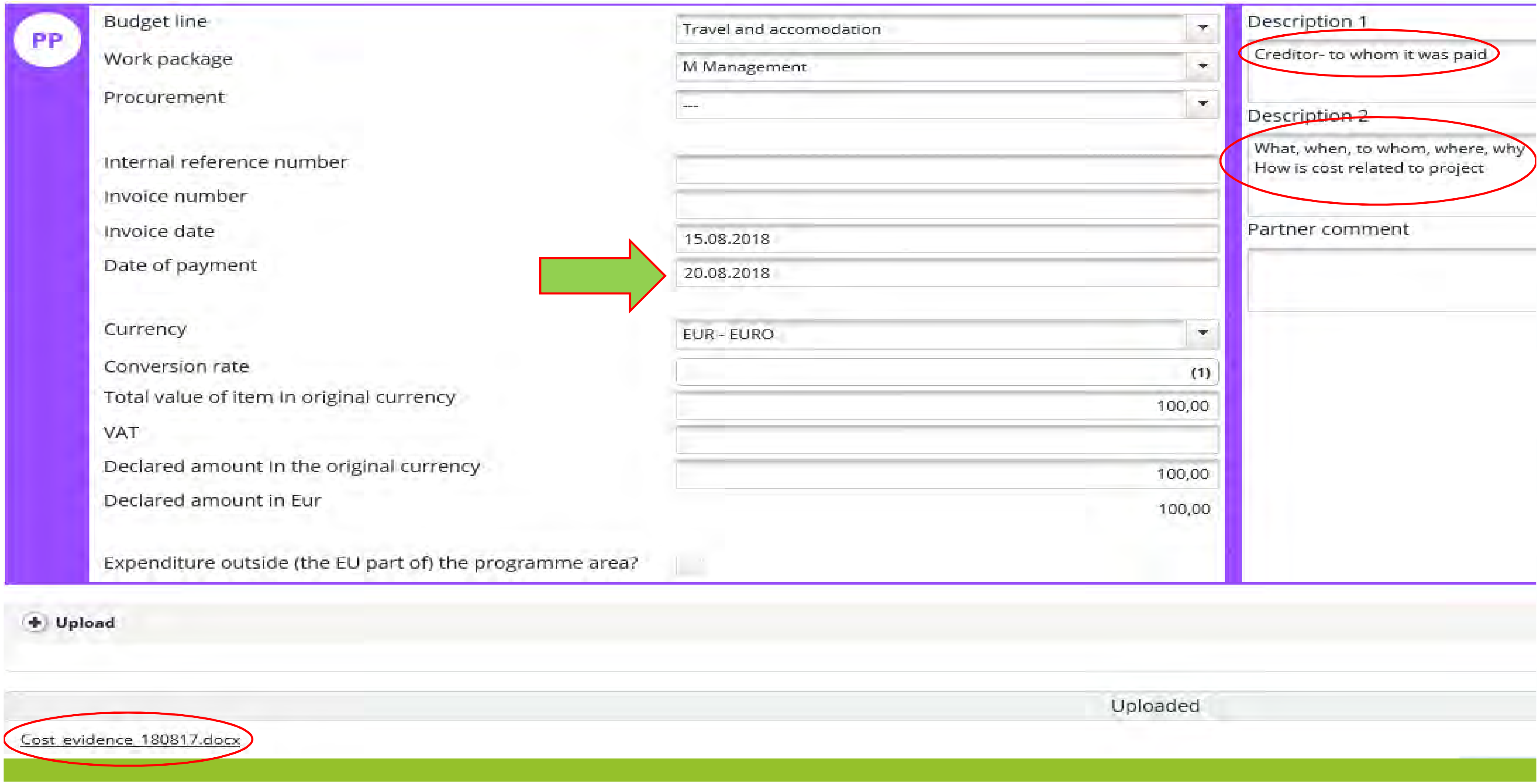
List of expenditure

- Add real cost
- Examples in *Guide for project implementation Annex 3*


PP

Budget line	Travel and accomodation
Work package	M Management
Procurement	---
Internal reference number	
Invoice number	
Invoice date	15.08.2018
Date of payment	20.08.2018
Currency	EUR - EURO
Conversion rate	(1)
Total value of item in original currency	100,00
VAT	
Declared amount in the original currency	100,00
Declared amount in Eur	100,00
Expenditure outside (the EU part of) the programme area?	

Description 1
Creditor- to whom it was paid

Description 2
What, when, to whom, where, why
How is cost related to project

Partner comment

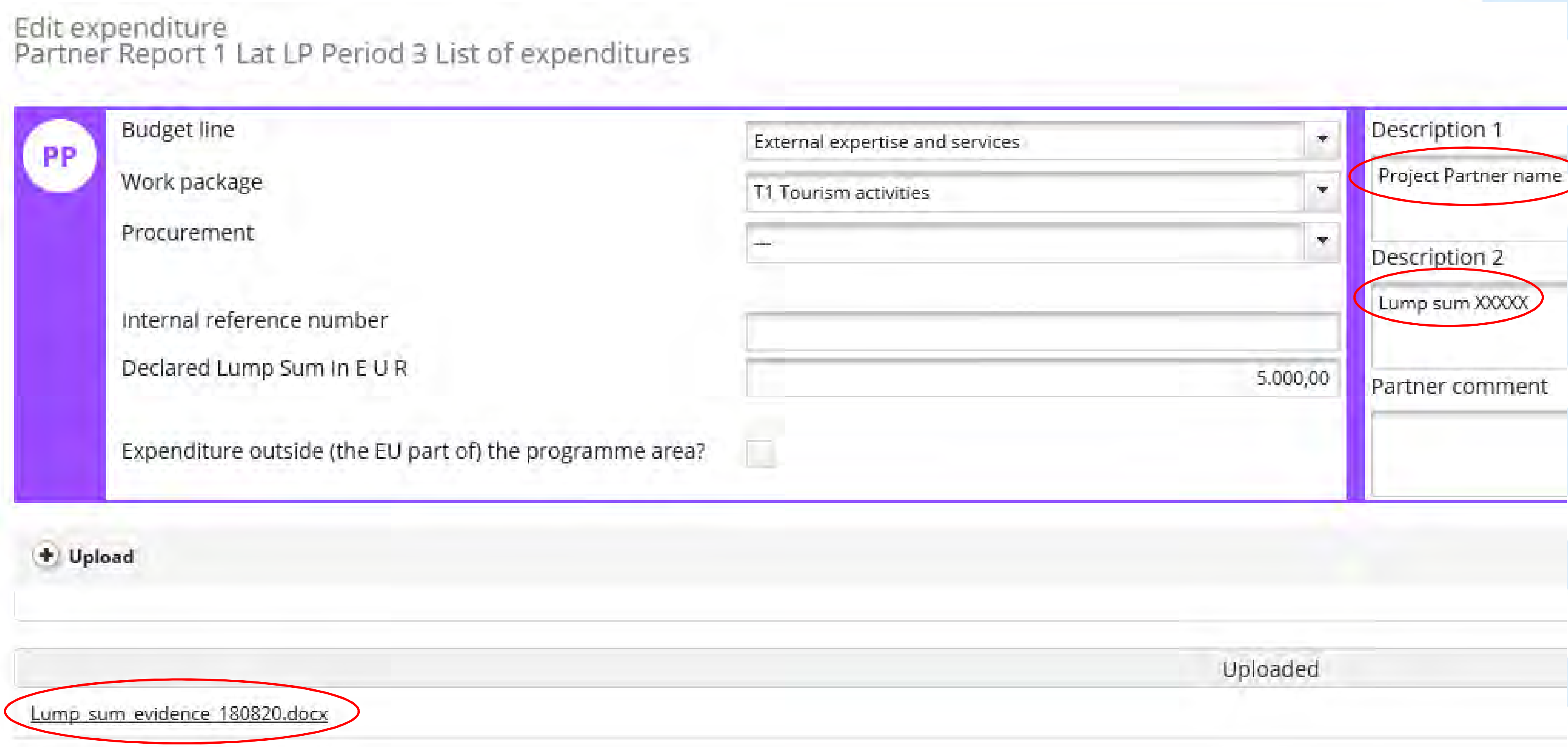
Upload

Uploaded

Cost_evidence_180817.docx

List of expenditure

- Add lump sum



Reporting staff costs

- Each person must be reported separately
- If salaries are reported in 6 month block add last salary payment date in List of expenditure
- If staff working with flexible hours, always attach Staff cost tool
- Work contract and document indicating that the person works for the project must be attached to the first report and when the document is changed

Reporting travel costs

- Indicate who was travelling, to where, when and to what event

Reporting External expertise and service costs

- Add evidence about the selection/ procurement process
- When reporting costs for catering – add participant list
- When reporting events organised by the project, promotional material – add photos
- Remember the logos and other publicity requirements!

Reporting Equipment costs

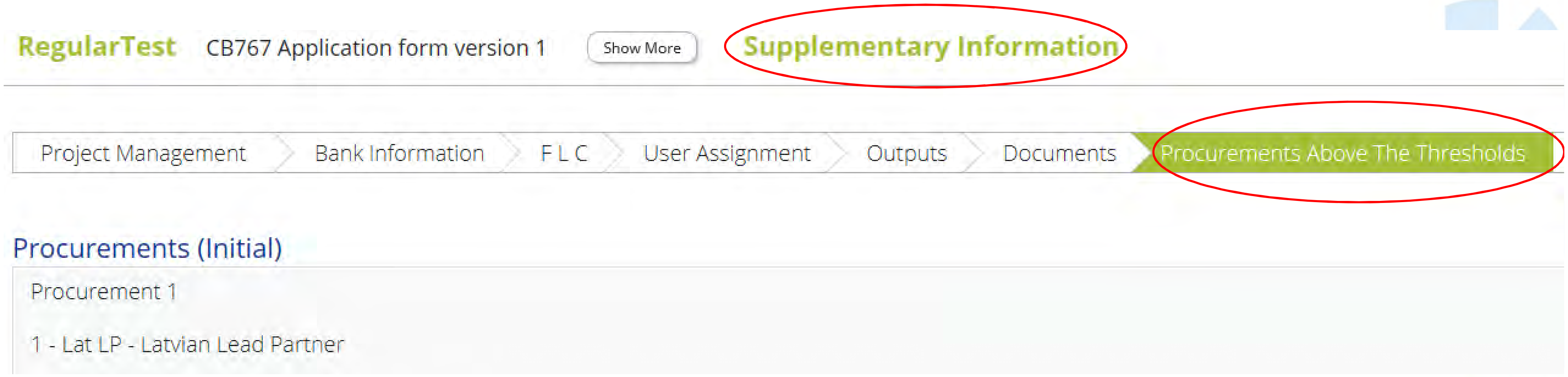
- Only equipment that is specified in the application
- Attach procurement/cost comparison documents

Reporting Infrastructure & works costs

- Indicate the activity, work package, time period when work was carried out
- Add all necessary attachments (procurement process, contract, permits, invoice, proof of payment and delivery etc.)

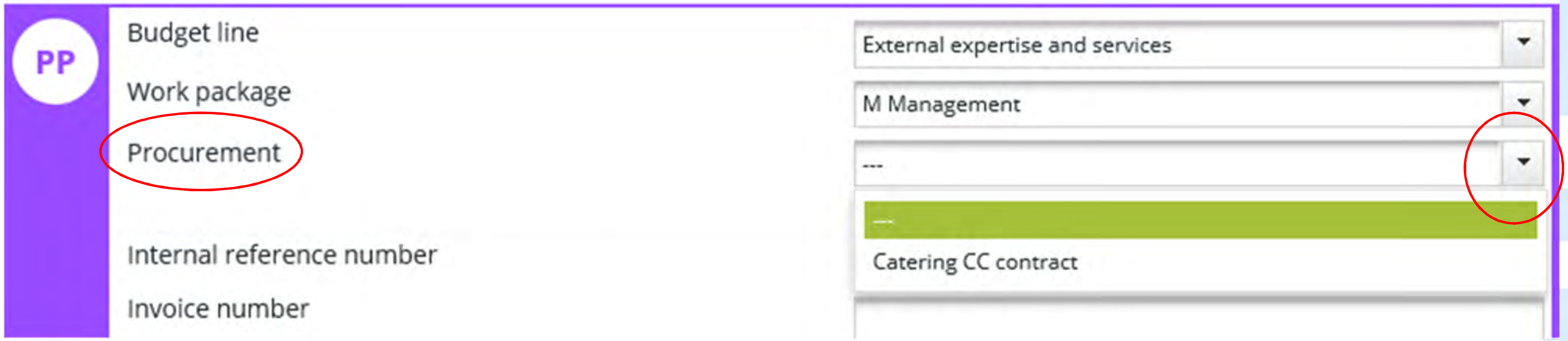
Procurements

- Add procurements above national threshold to the Supplementary information -> Procurements Above The Thresholds



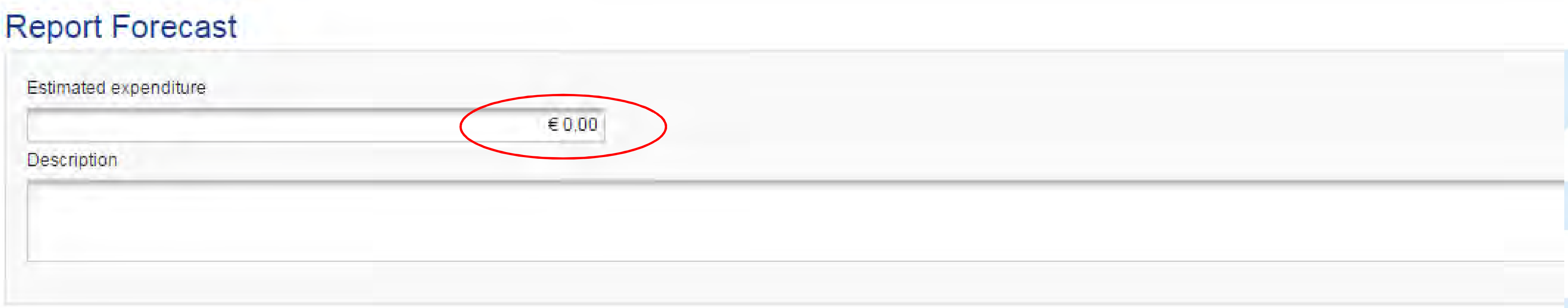
Procurements

- In List of expenditure make reference to the procurement inserted in Procurements Above The Thresholds



Contribution and forecast (1)

- Report forecast
  - Estimation of budget use for next reporting period
  - If estimation differs from planned budget give a description



Contribution and forecast (2)

- Follow-up of partner contribution
  - Reporting of partner contribution from different sources
  - Public-private share of partner contribution

Follow-up Of Partner Contribution

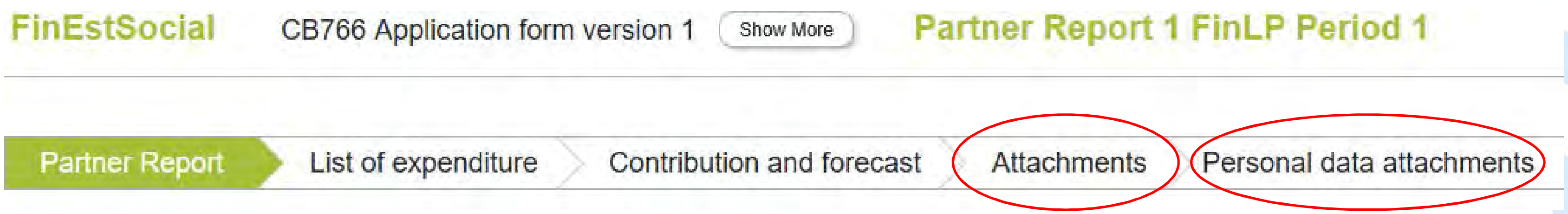
Target Partner Contribution Value

€ 2.100,00

Name Of Contribution	Legal Status	Total Amount Indicated In The Application Form	% Of Total(According To A F)	Previously Reported	Current Report	Total Reported So Far	Percentage Of Total Reported
Transport Suomi	public	€ 36.000,00	90,95 %	€ 4.033,34	€ 2.100,00	€ 6.133,34	99,53 %
Road Association	private	€ 3.583,34	9,05 %	€ 28,75	€ 0,00	€ 28,75	0,47 %
Sub Total Public Contribution		€ 36.000,00	90,95 %	€ 4.033,34	€ 2.100,00	€ 6.133,34	99,53 %
Sub Total Private Contribution		€ 3.583,34	9,05 %	€ 28,75	€ 0,00	€ 28,75	0,47 %
Total Contribution		**€ 39.583,34**	**100,00 %**	**€ 4.062,09**	**€ 2.100,00**	**€ 6.162,09**	**100,00 %**

Export

Partner Report - Attachments



- Attach Partnership Agreement to the first report
- Attach Bookkeeping list/General ledger
- Name the attached files correctly
- In comments add clear reference to where (number of output, deliverable etc.) the attachment is related to
- Use Personal data attachments only in well justified case

Submitting Partner Report

- Check that Partner Report, List of expenditure, Forecast and contributions and Attachments are filled in
  - *Check Saved Report*
  - *Submit Report*
- In-built checks do not replace the check of the partner to make sure that everything has been included and is correct

FLC certificate

- As a result of the FLC check, an FLC certificate is generated
- FLC certificate includes information about expenditure declared and certified per budget line, FLC comments on possible findings, recommendations and follow-up measures

State	Date Of Partner Report Submission	Date of flc verification	Included In Project Report	Total Partner Expenditure Declared	View Report	Certificate
Report F Lc Certified	04.04.2017	04.04.2017	Period 0 Project Report 1	€ 0,00		
Report F Lc Certified	04.04.2017	04.04.2017	Period 1 Project Report 1	€ 4.150,00		
Report Submitted	04.04.2017		Not Certified	€ 1.000,00		

Lessons learned

- Add attachments to each cost in List of expenditure
- Report must be filled in in English
- If attachment in national language, add summary in English

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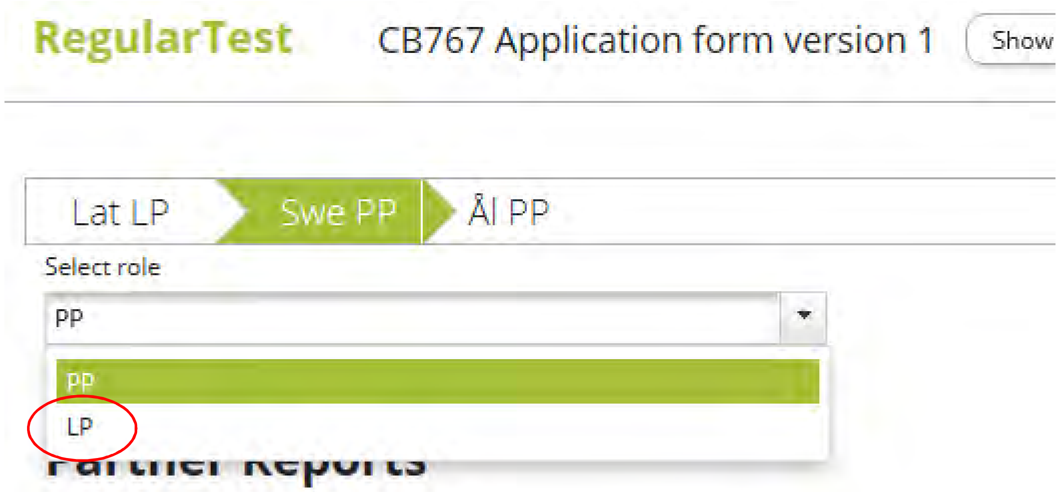
Lead partner functions



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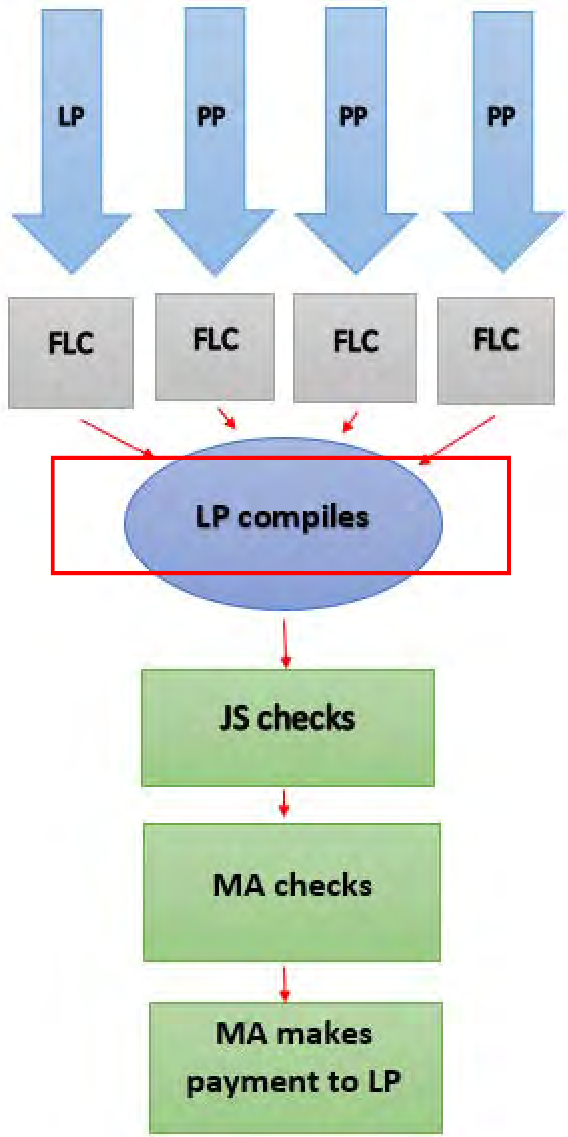
Project Report

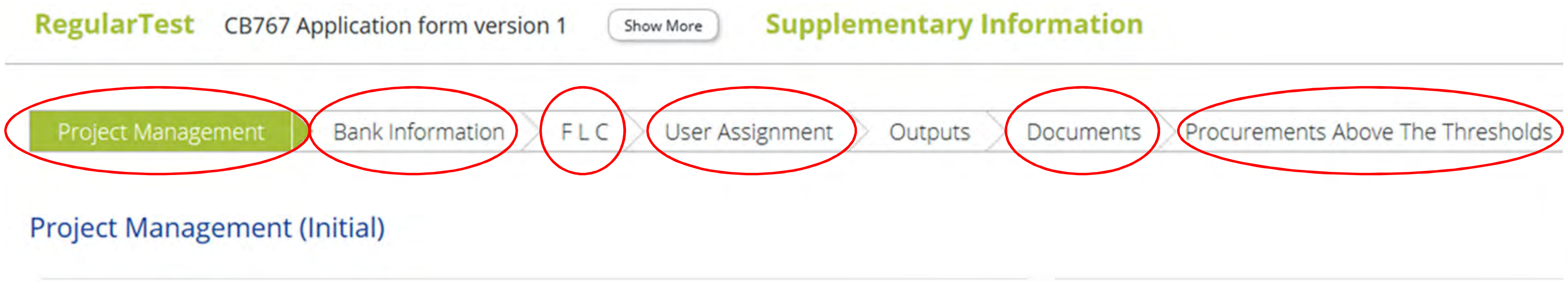
- Lead partner prepares
- Overview of the project as a whole
- Provide information that your audience needs
- Limit it to the requested period
- Compare actual performance to the plan in the Application Form
- Remember to attach evidence to outputs and deliverables

Guide for Project Implementation



Supplementary information – lead partner fills in

- Fill in all necessary sections of Supplementary information



- Several lead partner and partner users can be added by main lead partner user (User assignment)

Reporting project output indicators

- Project output indicators vs. Programme output indicators
- Project output achievement is shown as attached document and level of achievement

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

Reporting work package Implementation

Project outputs	Project output description	Programme output indicator	Achieved in this report	Level of achievement	Attachment
T1.1 our output	**described output**	**Number of targeted joint attractions**		not started	**Upload**

Reporting programme output indicators

- Programme output indicators are reported as achieved values
- Reported amounts are automatically calculated – avoid double reporting of output values!

Programme output indicator	Planned delivery month	Output quantification target	Achieved so far (not including this reporting period)	Achieved in this report
Number of targeted joint attractions	**Jun.2021**	1,00		

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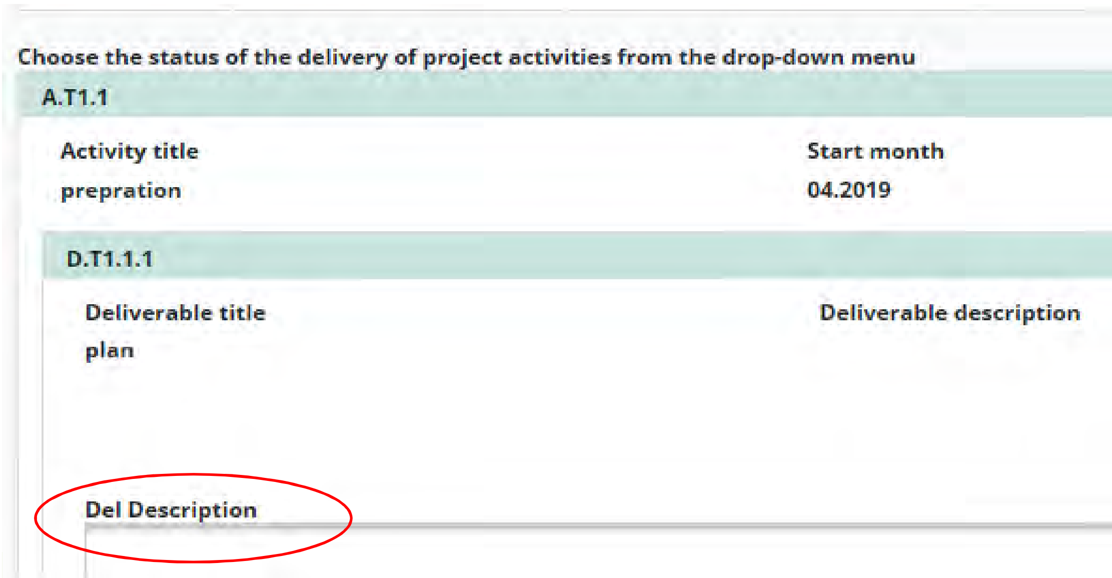
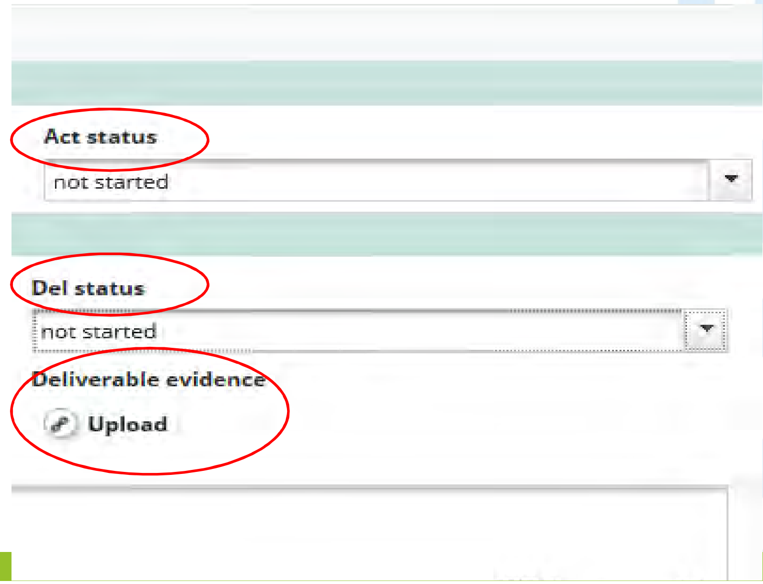
Reporting activities and deliverables

- Choose <u>status</u>
- Give <u>description</u> of each deliverable
- If achieved previously, write ‘completed in period X’
- If attachment in national language, add summary <u>in English</u>





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Include partners' FLC certificates

- 'Tick' the FLC certificates you want to include in the Project Report

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

List of partners' FLC certificates

Partner abbreviation	Seq no of FLC sertificate	Date of FLC certificate	Total expenditure certified by FLC	Include in project report
1 Lat LP	Lat LP 1.1	20.08.2018	€ 0,00	✓
1 Lat LP	Lat LP 2.1	20.08.2018	€ 4.150,00	
2 Swe PP	Swe PP 0.1	20.08.2018	€ 0,00	
2 Swe PP	Swe PP 1.1	20.08.2018	€ 5.000,00	✓

Sitting ducks

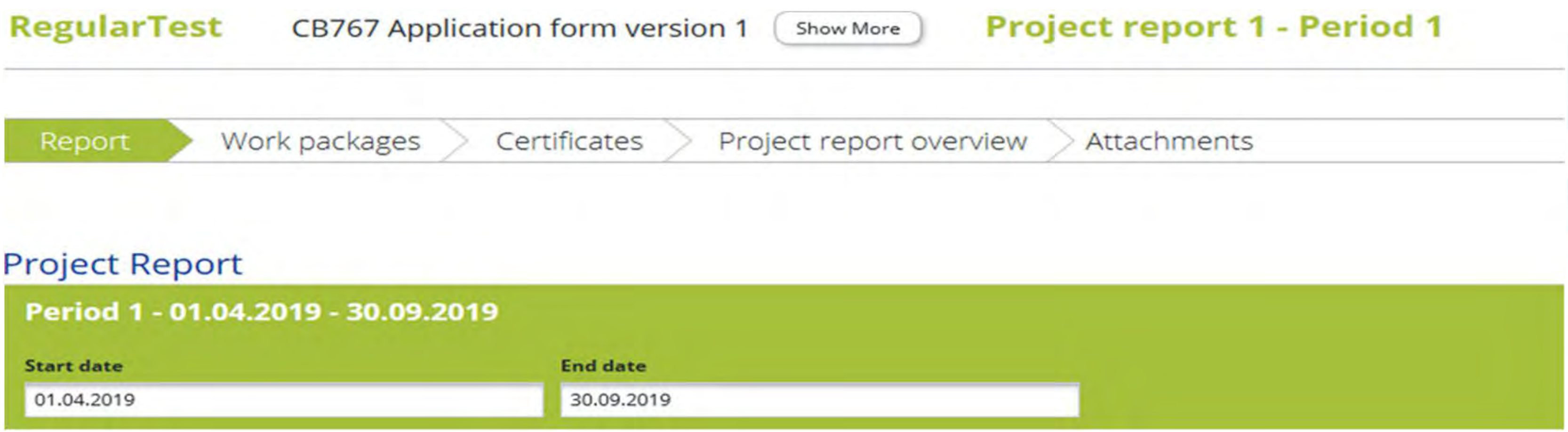
- FLC or Certifying Authority can leave some cost uncertified in the report and postpone its certification for later report(s) – pink line in List of expenditure

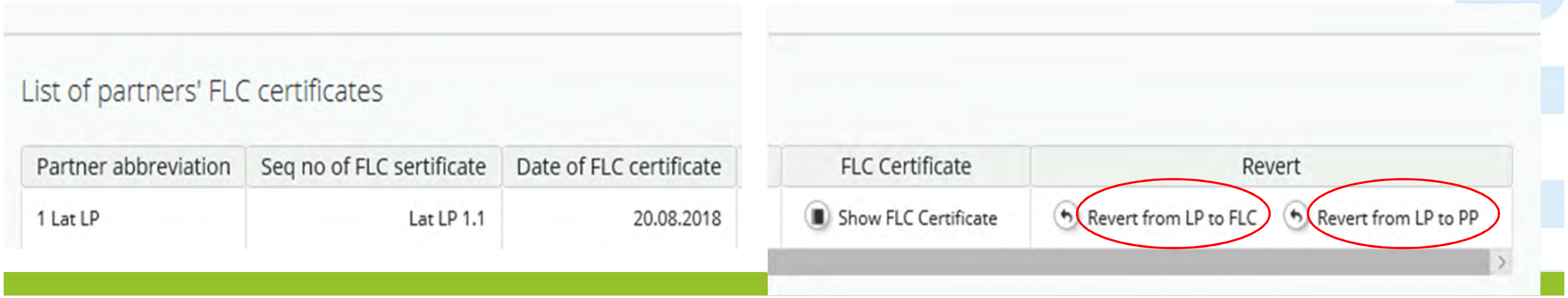
List Of Expenditure

Report Number	Budget Line	Wp	Int Ref No	Inv No	Inv Date	Paym Date	Description1
TE 2.1	Staff costs	M Management					Salary for FM, April 2017
TE 2.1	Staff costs	M Management	003	003	05.04.2017	05.04.2017	Salary for PM, April 2017
TE 2.1	Office and administration	M Management		F R	N/ A F R	N/ A F R	
TE 2.1	Travel and accomodation	T1 Transport development	006	006	06.02.2017	21.02.2017	Travel and hotel in Riga 28.-31.1.2017, PM
TE 2.1	Travel and accomodation	T1 Transport development	008	00224	03.04.2017	05.04.2017	Travel and hotel 26.-27.3. in Tallinn
TE 2.1	External expertise and services	T1 Transport development	009	1236	06.03.2017	22.03.2017	IT tool expert services 2/6 invoices

Reverting Partner Reports

- FLC can revert submitted Partner Report for partner
- Lead partner can revert FLC certified Partner Report for FLC or partner




List of partners' FLC certificates

Partner abbreviation	Seq no of FLC sertificate	Date of FLC certificate	FLC Certificate	Revert	
1 Lat LP	Lat LP 1.1	20.08.2018	Show FLC Certificate	Revert from LP to FLC	Revert from LP to PP

Attachments

- <u>Name</u> the attached files correctly
- In comments add clear <u>reference</u> to which part of the report the attachment belongs to
- If any attachment in national language, add summary <u>in English</u>
- Attach <u>Confirmation Letter</u> to Project Report
  - Confirmation Letter must be signed by authorised person
- No need for additional paper copy of FLC certificate

Final Report

- Approved by project Steering Group
- Submitted 5 months after project end
- Template in eMS is opened by JS when the last project report is ‘in progress’ status
- Fill in ‘Outputs’ section in Supplementary Information

Period 4 01.07.2017 - 30.11.2017				
Report 4.1	01.07.2017	30.11.2017	Report In Progress	In Progress

Final Report

Final report	State	Date of submission	View report
Final report	Saved	Not submitted	Final Report

Guide for Project Implementation Annex 8

Lessons learned

- Add only relevant information
- Use simple language, explain technical terms
- Attach all relevant evidence
- If any attachment is in national language, add summary in English
- The clearer the report is the fewer questions and shorter processing time!
- Technical problems with filling in the report to ems@centralbaltic.eu

Eligibility of costs

Project Implementation Seminar

Sanna Erkko, Financial Manager

September 2018 Tallinn & Stockholm

Contents

- Basic principles for eligibility
- Budget lines
  - Including public procurement
- Underspending
- Closure period

ELIGIBILITY

Basic Principles

EU Regulations
Programme Manual
Other guidance documents

- Eligibility rules for each budget line
- Directly related to project implementation
- Audit trail
- Sound financial management
- Reported in euro
- Free from conflict of Interest

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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

Audit trail

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

- Usually 3 years
- With de minimis state aid 10 years

After the project closure

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Budget lines

Staff costs

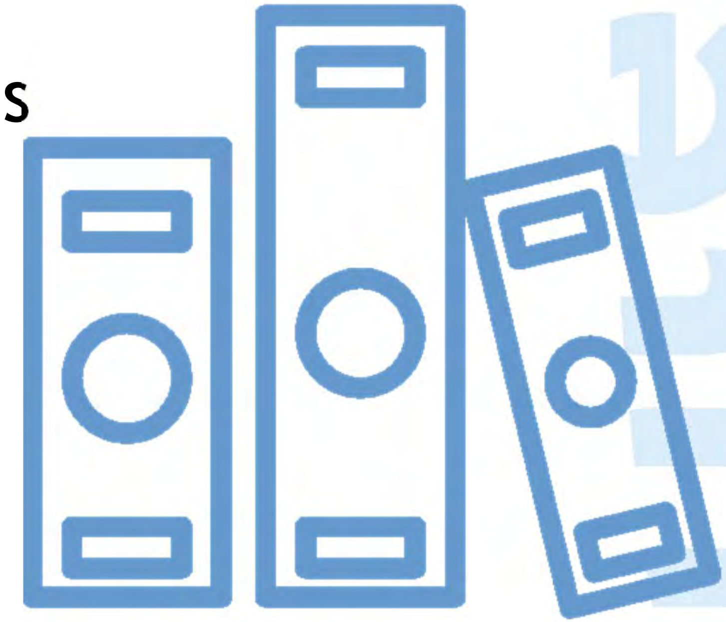
Office and administration

Travel and accommodation

External expertise and services

Equipment

Infrastructure and works



Staff cost: different options

- **Full time**
- **Fixed %**
- **Flexible number of hours**
  - Monthly hourly rate
  - Annual hourly rate (1720 hours/year)
  - Hourly rate set in the contract

Staff costs Audit trail	Full time	Part time			
		Fixed %	Flexible number of hours		
			Annual hourly rate (1720 hours/year)	Monthly hourly rate	Hourly rate set in the contract
Employment / work contract and/or an appointment decision / contract considered as an employment document	✓	✓	✓	✓	✓
Job description providing information on responsibilities related to the project	✓	✓	✓	✓	✓
Payslips or other documents of equivalent probative value	✓	✓	✓	✓	✓
Data from the working time registration system, e.g. time sheets, providing information on the number of hours spent per month on the project	–	–	✓	✓	✓
Proof of payment of salaries and the employer's contribution	✓	✓	✓	✓	✓
Staff cost tool	–	–	✓	✓	–

Staff cost tool

- Obligatory for persons working part-time with flexible number of hours and calculating the hourly rate

2.1. Calculation basis of the hourly rate

The staff costs shall be calculated on the basis of

a monthly hourly rate

an annual hourly rate (standard number of 1720 h)

- Available at http://centralbaltic.eu/document-categories/implementation-phase

Staff cost tool

- Includes time sheets (optional)

2.2. Time registration system

Would you like to use the Programme timesheet template?

Yes, Programme templates will be used.
No, own system for registering the working hours will be used.

Staff cost tool: monthly hourly rate

Month/Year [MM]	[YY]	Gross employment cost: salary	social security by employer	holiday allowance	Total	Monthly working time [h]	hourly rate	Project-related hours [h]	staff costs
01	18	3.200,00	800,00		4.000,00	152,00	26,32	9,00	236,88
02	18	3.200,00	800,00		4.000,00	152,00	26,32	39,00	1.026,48
03	18	3.200,00	800,00		4.000,00	152,00	26,32	103,00	2.710,96
04	18	3.200,00	800,00		4.000,00	152,00	26,32	0,00	0,00
05	18	3.238,40	809,60		4.048,00	152,00	26,63	56,00	1.491,28
06	18	3.200,00	1.196,10	1.546,00	5.942,10	152,00	39,09	32,00	1.250,88
Total (Tool Tester)					25.990,10			239,00	**6.716,48**

Staff cost tool: annual hourly rate

Please enter the number of hours in a decimal format e.g. 10.25 for 10 hours 15 minutes.

Total worked hours during the reporting period [h]	874,00
...of which, hours spent on project work (=amount for staff costs calculation) [h]	**242,00**

2.3. Calculation of eligible staff costs based on an annual hourly rate (standard number of 1720 hours)

*Please, fill in the latest **documented annual gross employment cost** (= 12 consecutive months counting back from the end of the reporting period). In case the data for 12 consecutive months is not available, the costs can be extrapolated based on existing information. This applies when reporting the cost first time. In the following reporting periods, please, fill in the same documented annual gross employment cost that you have already used.*

	Amount
Latest documented annual gross employment costs:	45.000,00
Hourly rate (annual gross employment costs/1720):	26,16
Total hours spent on project work [h]:	242,00
Total project related staff costs of Tool Tester	**6.330,72**

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Contracted hourly rate

- Hourly rate is established in the work contract
- Time sheets needed for the hours actually worked (not for 100% of work-time)
- In addition to the salary payments, the employer contributions to social security are eligible (as directly linked to the salary payment)
- Holidays and sick-leaves as separate compensations cannot be reported

Lessons learned

- Each method is specific
- Missing documentation
  - esp. assignment and job description
- Time sheets included, although fixed %
- Worktime for project specified as hours in month, and not as percentage
- Each month exactly same number of (flexible) hours reported → should be fixed %

Office and administration

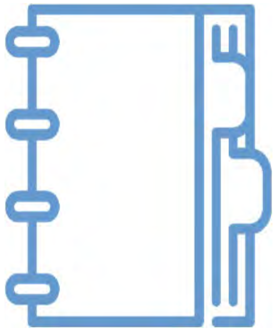
- Closed list defined in the Programme Manual
- No supporting document and no need for audit trail
- Flat rate 15% of Staff cost

Lessons learned

- Business cards, office printing cost, reported under External expertise and services

→ should be under Office and administration!

Travel and accommodation



Agenda

Paid invoice(s)

Daily allowances

Proof of payment

Lesson learned

- Telephone costs during travels → Office and administration
- Transportation of target groups if directly paid by the partner
- Daily allowances only for project staff

External expertise and services

Announcement of procurement

Procurement process

Proof of delivery

Contract

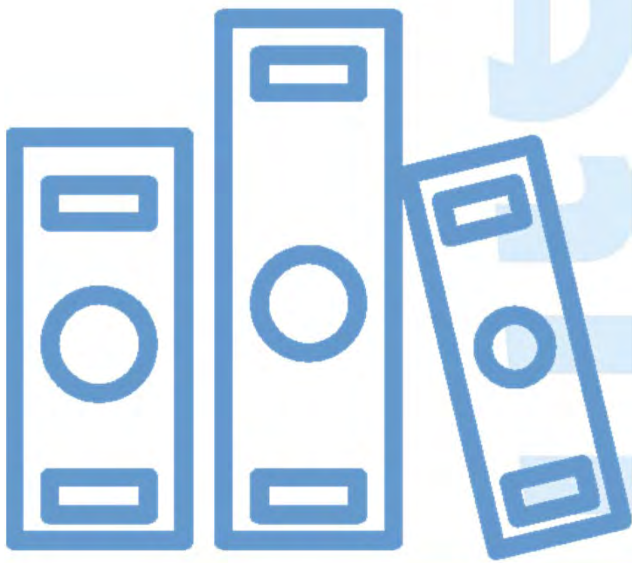
Publicity measures!

Proof of payment

Paid invoice(s)

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



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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

Lessons learned

- Procurement process: price comparison missing
- Finnish FLC advance payment paid latest during closure period
- Clear link to the project activities when using framework contracts
- Dinner costs above moderation
- Translation cost of Partnership Agreement or Subsidy Contract not eligible
- Gifts
  - within the project partnership not eligible
  - programme rules on visibility not respected

Equipment – to carry out activities

Procurement process

Calculation of depreciation

Paid invoice(s)

Contract

Proof of payment

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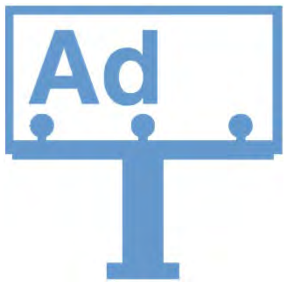
Equipment – as part of investment

Announcement of procurement

Procurement process

Paid invoice(s)

Contract



Publicity measures!

Proof of payment

Lessons learned

- Procurement takes time
- Mobile phones
  - If purchased and paid separately → Equipment
  - If paid in the same invoice with mobile phone subscription → Office and administration

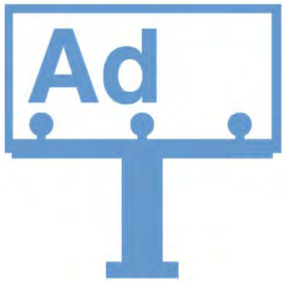
Infrastructure and works

Announcement of procurement

Procurement process

Proof of delivery

Contract



Publicity measures!

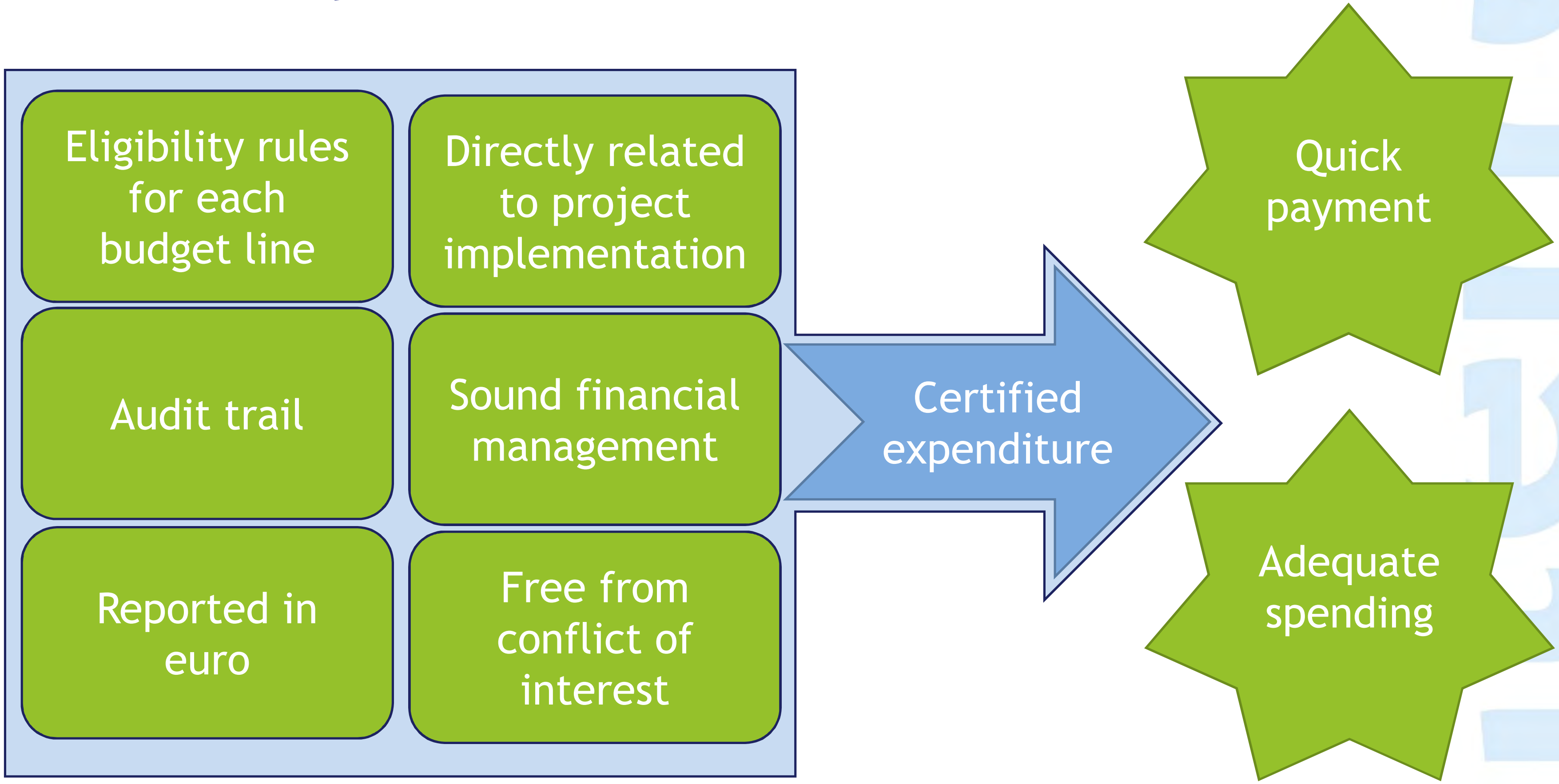
Proof of payment

Paid invoice(s)

Lessons learned

- Construction permits can take a long time

Summary



Eligibility rules for each budget line
Directly related to project implementation
Audit trail
Sound financial management
Reported in euro
Free from conflict of interest
Certified expenditure
Quick payment
Adequate spending

Underspending

Subsidy Contract §2.4:

Considerable underspending of project funds will lead to cutting the project budget and ERDF funding respectively.

The assessment of project spending will be made based on the Project Report of the **3rd reporting period**. The project is allowed to underspend **up to 20%** of its budget foreseen for these periods. Underspending beyond the set limits is only acceptable in cases where individual costs have been delayed due to reasons beyond the control of the partner(s).

If the project has underspent more than the allowed amount, the amount exceeding the set limit will be deducted from the project budget and ERDF funding. Where relevant, the **LP will be contacted by the MA to clarify** the spending of each period and the potential need for cutting the budget. In these cases a Subsidy Contract amendment will be made.

Lead partner monitors on project level

Closure period

- 3 last months of project duration
- Payments of invoices possible for all partners
- Payments can incur only for lead partner and must relate to management activities

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What	Activity and/or expenditure is relevant, approved in AF
Who	Incurred, paid by project partner
When	During project duration

Sound financial management

Audit trail

Directly related to project implementation

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Varsinais-Suomen liitto
Egentliga Finlands förbund
Regional Council of Southwest Finland

European Union
European Regional Development Fund

Project modifications

Project Implementation Seminar

Leena Telkkinen, Project Coordinator

September 2018 Tallinn & Stockholm

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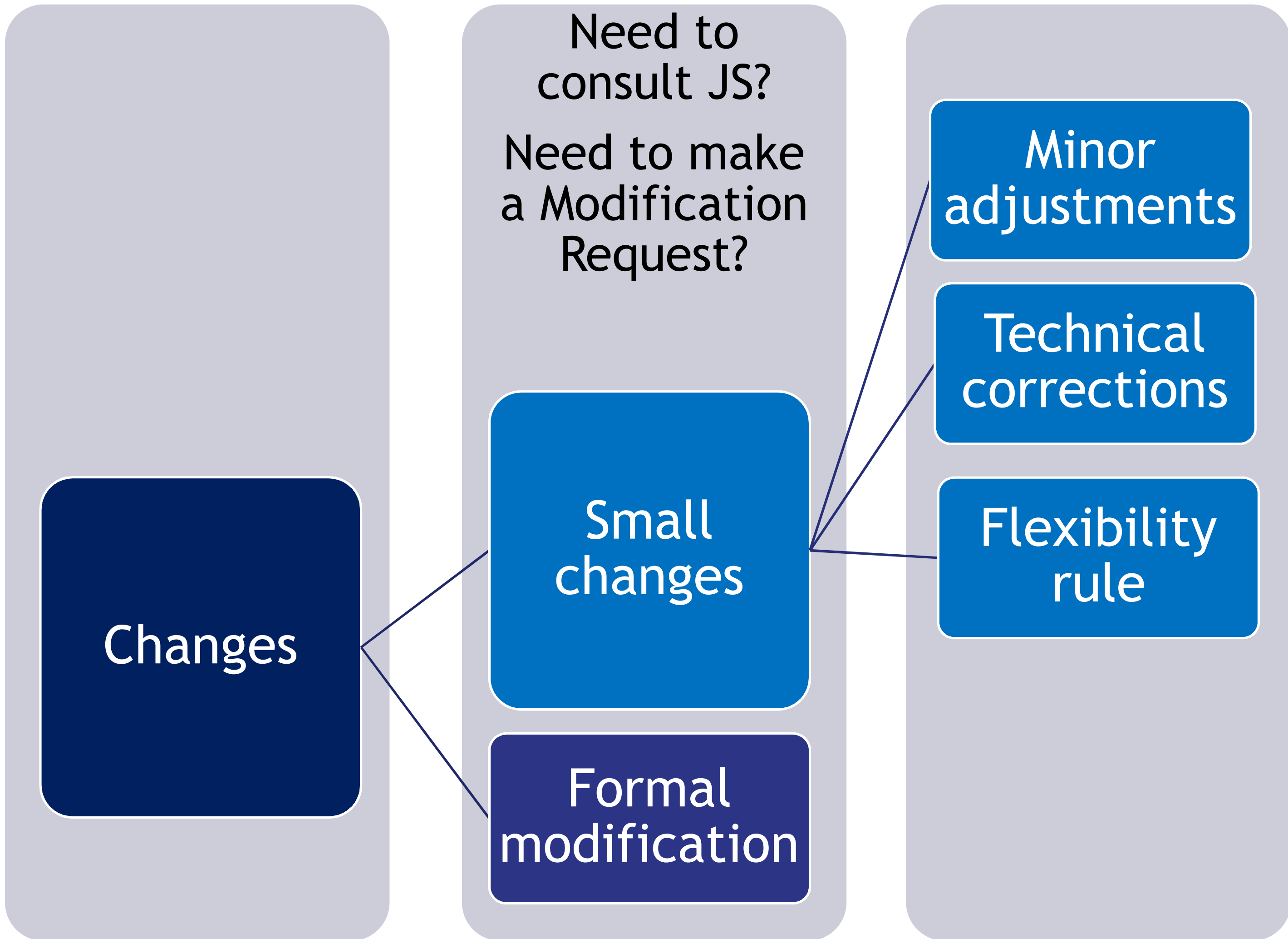
Classification of project changes



Always!

- Plan in advance
- Think first, then act

- Read the Programme Manual
- Read the Guide for Project Implementation
- Contact the lead partner

Minor adjustments
&
Technical modifications

Minor adjustments

- Small changes in timetable or place of the activities
  - Should be reported
- Annual “index” increases to the salary
  - Verified by the FLC
- Minor changes in the staff workload

Minor changes in the staff workload

1. Change (decrease or increase) the work load of a staff position up to 25% compared to AF *(e.g. 50 % + 25 % = 75 % financial manager)*
2. Workload of planned positions can be rearranged

➡ But the Staff costs budget line cannot be increased!

➢ **All other changes in staff costs need to be approved by the JS contact person**

Minor adjustments - restrictions

To be approved by your JS contact person beforehand:

- Additional activities that the project would like to organize
- Unforeseen events where the project personnel wishes to participate
- Travelling outside the programme area

Technical modifications

- Change in bank data
  - LP fills in Supplementary information

To contact your JS contact person:

- Technical mistakes in the application form
- Change of the partner's name, legal status or contact person
- Change of the **lead partner's** name, legal status, or hosting organisation needs to be **approved by the Managing Authority** or Steering Committee

Flexibility rule

Flexibility rule

- Individual budget lines can be exceeded by max. 20% at project level
- Always **agree beforehand** with the lead partner
- Lead partner has the responsibility to follow the use of flexibility rule at project level
  - making the necessary cuts if the flexibility rule is exceeded

Flexibility rule - restrictions

- The project content and activities cannot be changed
- The total budget may never be exceeded
- Staff costs and lump sums cannot be increased
- BL equipment: Adding new cost items needs to be approved by the JS beforehand
  - It is not possible to change the nature and intended use of equipment or increase amount of pieces of equipment

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Lessons learnt!

- **Changes in personnel more than 25% of total budgeted** need to be approved by the JS contact person
  - Also the supporting documents need to reflect the new situation
- **Changes of the nature or use of Equipment** need to be approved by the JS contact person

Flexibility rule

- Always keep in mind the approved work plan
- If you are unsure, contact your lead partner or JS contact person!

Modification Request

Change in Application Form?

No,
modifications don’t have an impact to the Application Form

Minor adjustment?
Flexibility rule?

Yes,
modifications have an impact to the Application Form

Modification Request

Changes requiring Modification Request

- Activities having impacts to results
- Budget
- Partnership
- Duration of the project

- IMPORTANT: Always keep in mind your project aim and expected results!

Modification Request

- Partner should contact the lead partner to discuss the needs
- Collect as many changes to one Modification Request as possible
  - If flexibility rule has been used before, these changes must also be reflected
  - The lead partner must involve all partners in the discussions

Practicalities of Modification Request

- Justification is always needed
  - ➢LP should approach the JS contact person first
- Modification Request Template in the website
- Formal approval by the Managing Authority or the Steering Committee
- After the approval, changes are updated in the eMS

Practicalities of Modification Request

- Only two (2) Modification Requests are allowed during project implementation
- The last Modification Request must be submitted 6 months before the end of the project
- Project Steering Group has to handle official changes and approve them beforehand

Keep in mind!

- Minor adjustments and technical corrections must be updated to Application Form later

- Travelling <u>outside the programme area</u>

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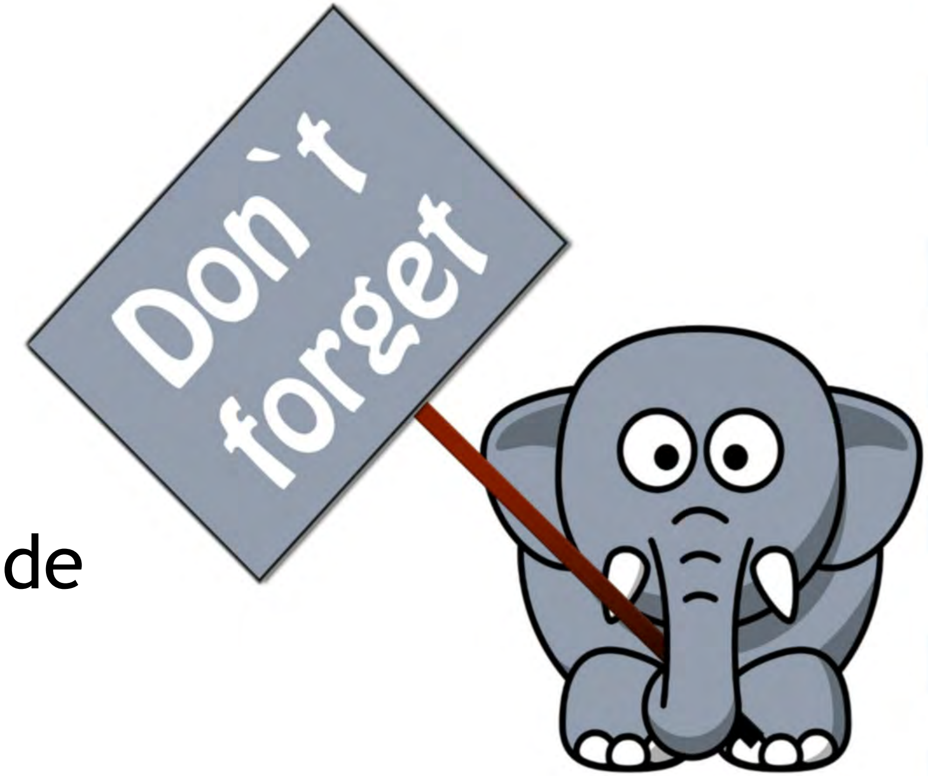
Remember!

- Project modifications are in force from the date of the decision

- No costs can be incurred before the decision has been made



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Regional Council of Southwest Finland

European Union
European Regional Development Fund

Project communication

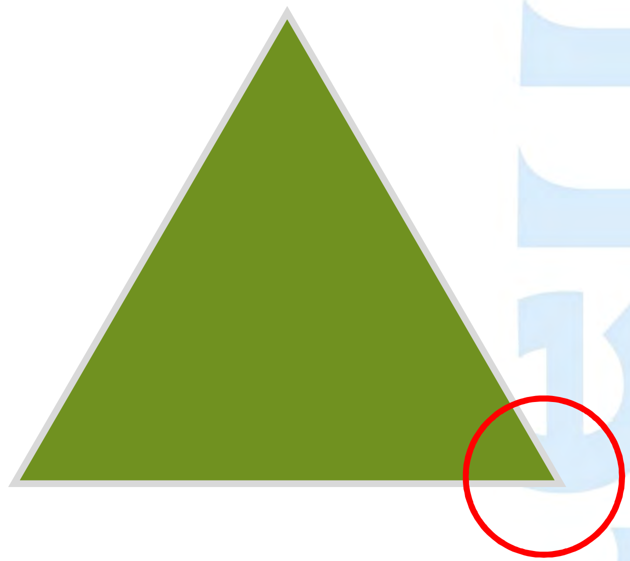
Project Implementation Seminar

Elisa Bertieri, Communication Officer

September 2018 Tallinn & Stockholm

Take-home messages

- Project communication
- Internal communication
- Publicity requirements
- Where to find more information/whom to ask



Project communication

Who is responsible for it?

Communication is a joint responsibility of all project partners.

For how long?

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

For whom?

Every communication activity needs to be planned according to the target group that a specific action aims at reaching.

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Joint message

All projects have a joint communication message: the benefits of the funding received from the EU through the ERDF.

European Union
European Regional Development Fund

Based on what?

- On the communication guidelines that your lead partner setup
- On the Guide for Project Communication


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GUIDE FOR PROJECT COMMUNICATION

Central Baltic Programme 2014-2020

29.11.2016

European Union

What's next?

- Prepare for closure – decide how you want to showcase the project at its end, and gather what you need along the project lifetime.

Internal communication

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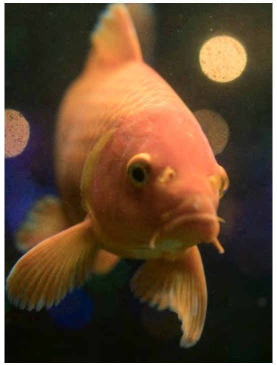
Lesson learned– Logo creation

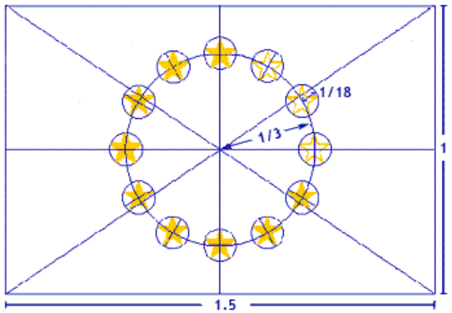
- The lead partner/or the project partner in charge of communication produces a project logo.
- Not to bother anyone with one more issue to agree upon, he/she does not consult the other project partners about the choice of said logo. The project partners discover the new logo when is ready and cannot be modified anymore.



Lesson learned – calling to solve issues

- The lead partner/partner in charge of communication, notices that a partner has misunderstood an important point connected to an activity.
- In order to avoid long emails that can be easily misunderstood again, he/she calls this project partner to solve the issue.

Technical requirements



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Where do rules come from?

- Requirements for publicity and communication come from
  - Regulation (EC) No 1303/2013 (especially articles 115,116 and 117) and Annex XII
  - Commission Implementing Regulation (EU) No 821/2014
  - Programme Manual
  - Subsidy Contract §7

EUROPEAN UNION

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Use of references 1/2

- Make sure that all information and communication measures of the project must display the EU flag together with textual reference ‘European Union’ and ‘European Regional Development Fund’

EUROPEAN UNION

European Regional Development Fund

Guidance table for use of references

Methods and measures	Emblem (flag) of the European Union	Text "European Union"	Reference to the European Regional Development Fund	Programme logo	Additional
INFORMATION / PROMOTION MATERIALS	x	x	x	x	**NB! The size of the item defines the requirements**
Materials where space allows (e.g. brochures, leaflets, books, t-shirts, bags, folders, videos, CDs, DVDs)	x	x	x	x	
Materials where space limits printing (e.g. pens, USB sticks, business cards)	x	x		x (or project logo)	
Examples					
Project website or section in a project partner's website	x	x	x	x	*On a separate project website, the EU flag must be visible on the front page without having to scroll down.*
Newsletters and other electronic materials	x	x	x	x	
Press releases	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.*
Presentations (Powerpoint or other)	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.*
INFRASTRUCTURE INVESTMENTS	x	x	x	x	A permanent plaque displaying these has to be erected at the infrastructure site when the project exceeds 500.000 euros ERDF. (see Manual)
EQUIPMENT	x	x	x	x	To be attached to the equipment as a sticker or similar (stickers are not provided by the programme). **NB!** Office supplies, such as laptops, cameras and furniture are not considered to require the attachment of a sticker.

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CMYK
RGB

.ai
.pdf
.jpg

ENG
EST
FIN
LAT
SVE

vertical
horizontal
small items

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EUROPEAN UNION
European Regional Development Fund

EUROOPAN UNIONI
Euroopan aluekehitysrahasto

EUROPEISKA UNIONEN
Europeiska regionala utvecklingsfonden

EIROPAS SAVIENĪBA
Eiropas Reģionālās attīstības fonds

EUROOPA LIIT

http://centralbaltic.eu/document-categories/logos

Partner and project websites

- The LP and each PP is obliged to ensure that at least basic information about the project (**aims, partners, amount of funding and its source, description of activities**) is available on the internet during project implementation.
- Once the project has ended this information must include the main results and outputs available for dissemination for five years.
- On a separate project website, the EU emblem must be visible without scrolling.

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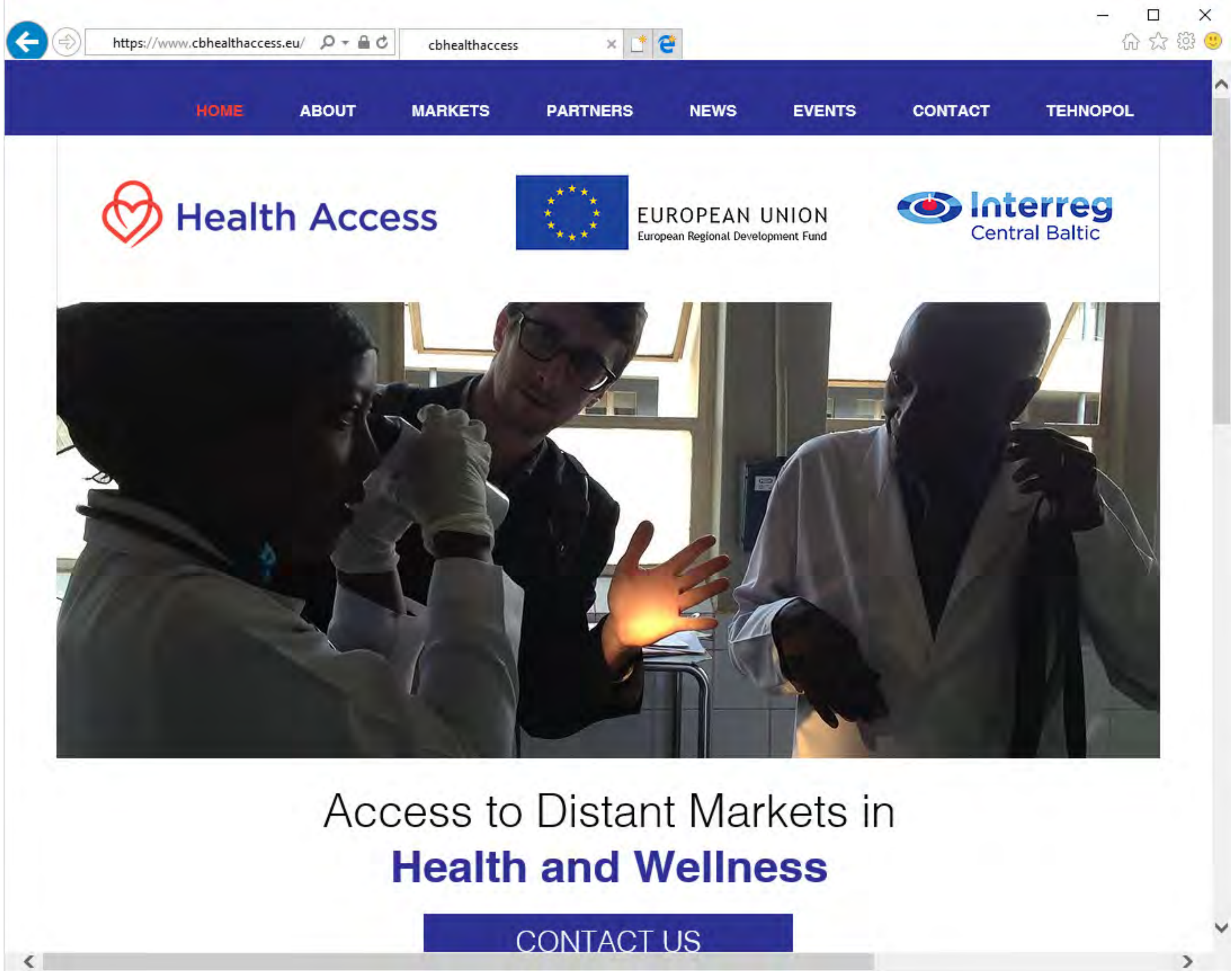

Information poster

- All project partner organisations 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.

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

EUROPEAN UNION
European Regional Development Fund

http://centralbaltic.eu/document-categories/implementation-phase

Billboard

- At the site of an infrastructure investment carried out by a project with a budget exceeding EUR 500.000 of ERDF, **a billboard** has to be put up during the implementation of the infrastructure investment at the site of the operation.

Exercise: correct use of references

- Look at the ‘Using references’ document
- Circle incorrect use of references for each case
- Discuss your choices in the table

Case 1

- The project logo is bigger than the flag in width or height.
- The emblem is re-produced on a white background
  - Avoid a background of varied colours, and in any case one which does not go with blue. If there is no alternative to a coloured background, put a white border around the rectangle, with the width of this being equal to 1/25th of the height of the rectangle.

Case 2 – project webpage

- EU emblem visible without scrolling
- Textual reference to funds and EU
- Programme logo

Case 3

- Upper flag
  - The shape of the flag
    - The flag cannot be distorted in anyway.
  - The flag is wavy

Additional case – social media

- Why a project who established e.g. a Facebook page should put up the required references ?
  - Because the time a project partner uses to establish this profile as well as the time used to keep-it-up to date is payed with a salary payed by the ERDF
  - People posting with personal accounts. Are exempted by this procedure.

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Support in project communication,

Guide for Project Communication, electronic channels used by the programme (www, social media, data base), KEEP.EU

Sources and materials

- Electronic channels used by the programme
  - Webpage (documents + Guide for Project Implementation)
  - Project database
  - Social media
- Keep.eu


http://centralbaltic.eu/
Central Baltic
CONTACT
NEWSLETTERS
INTERREG VOLUNTEER YOUTH
Interreg
Central Baltic
European Union
Varsinais-Suomen liitto
The Central Baltic 2014-2020 Programme finances result orientated cross-border cooperation projects in Estonia, Finland (incl Åland), Latvia and Sweden
Home
Programme
For project
Documents
Events
Our projects
eMS
Intra
Stories about
Cross-border cooperation
in the CB region
>> News categories
Project INSURE is testing alternative methods for brownfields remediation
Thursday, March 15, 2018 - 16:19
Upcoming events
>> Event calendar
5 Apr, 2018, Lead Partner and Communication seminar
programme
17 Apr, 2018, Monitoring Committee meeting
programme

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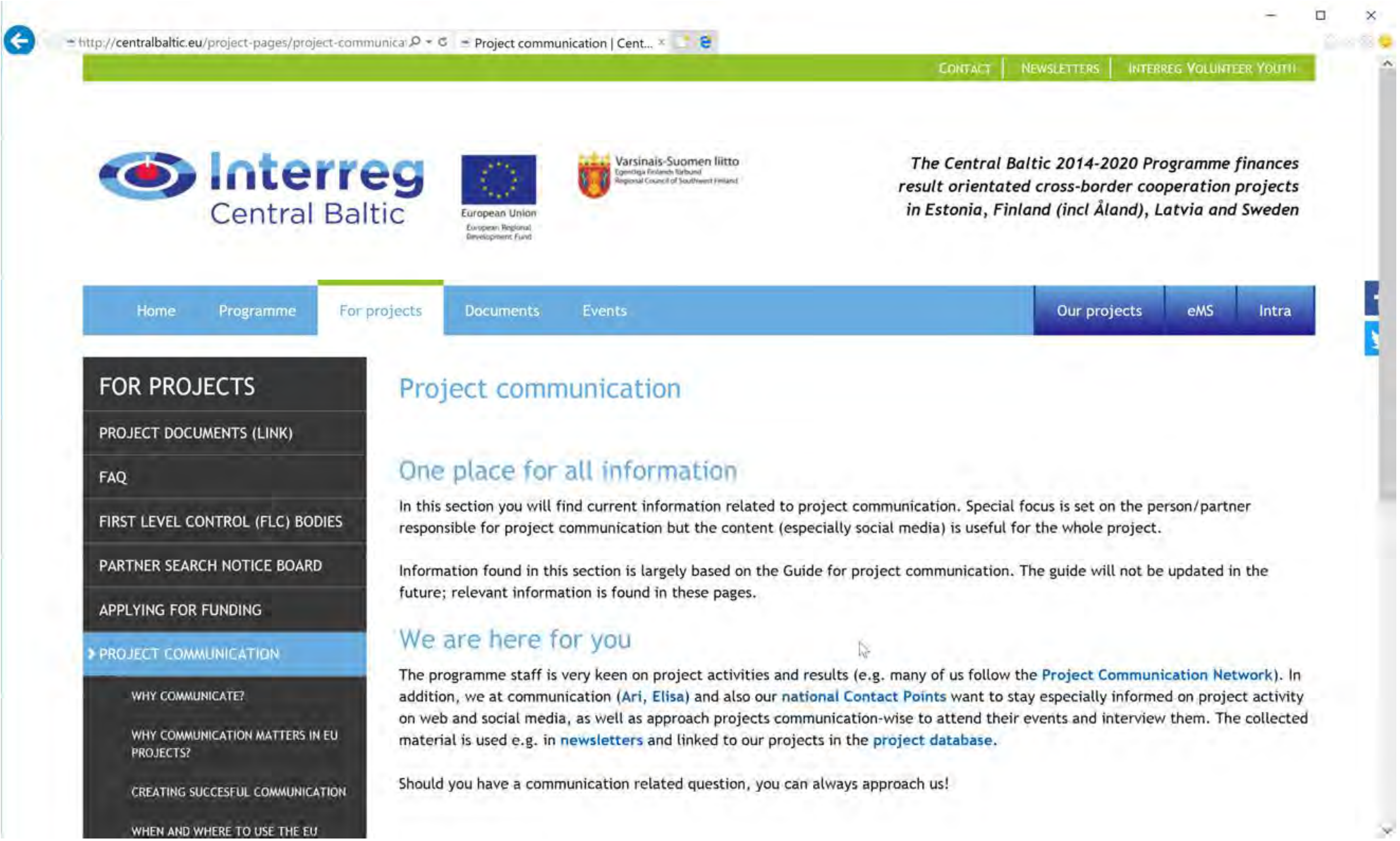

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http://centralbaltic.eu/content/faq FAQ | Central Baltic

Home Programme For projects Documents 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

FAQ

Jump to section:

Cross-border partnership
What kind of projects are needed
Activity planning
Budget planning
Investments
State aid and de minimis
eMonitoring System (eMS)

- Application phase
- Bugs and fixes

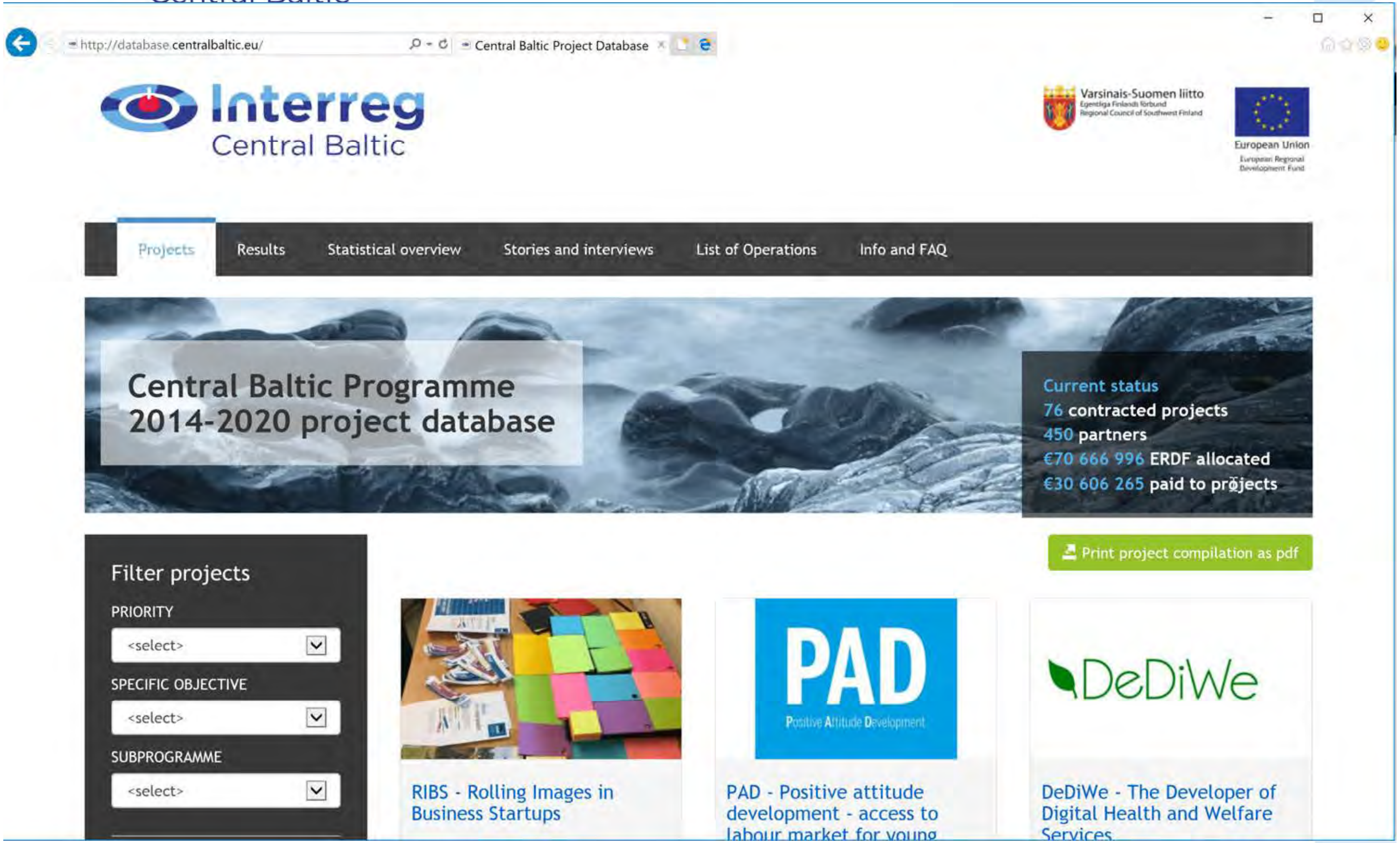
Assessment of the applications
Eligibility of costs and Financial reporting
Communication

- Use of references (logos)
- Graphic design
- Billboards and permanent explanatory plaques

Cross-border partnership

Who can be a Project Partner?

The eligibility of partners has been defined according to their legal status and the location of the partner. The programme will accept public authorities as well as bodies governed by public law and bodies governed by private law. These can be local, regional or national public authorities, infrastructure and (public) service providers, other organisation established for general interest needs including NGOs, business support organisations, higher education and research institutions as well as SMEs. Each partner's


http://database.centralbaltic.eu/
Central Baltic Project Database
Interreg
Central Baltic
Varsinais-Suomen liitto
European Union
Projects
Results
Statistical overview
Stories and interviews
List of Operations
Info and FAQ
Central Baltic Programme
2014-2020 project database
Current status
76 contracted projects
450 partners
€70 666 996 ERDF allocated
€30 606 265 paid to projects
Print project compilation as pdf
Filter projects
PRIORITY
<select>
SPECIFIC OBJECTIVE
<select>
SUBPROGRAMME
<select>
PAD
Positive Attitude Development
DeDiWe
RIBS - Rolling Images in Business Startups
PAD - Positive attitude development - access to labour market for young
DeDiWe - The Developer of Digital Health and Welfare Services

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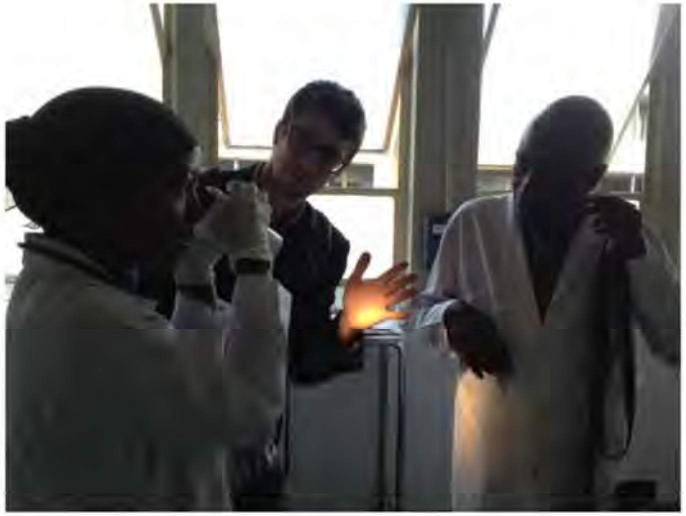
http://database.centralbaltic.eu/project/7 — Access to Distant Markets in ...

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.

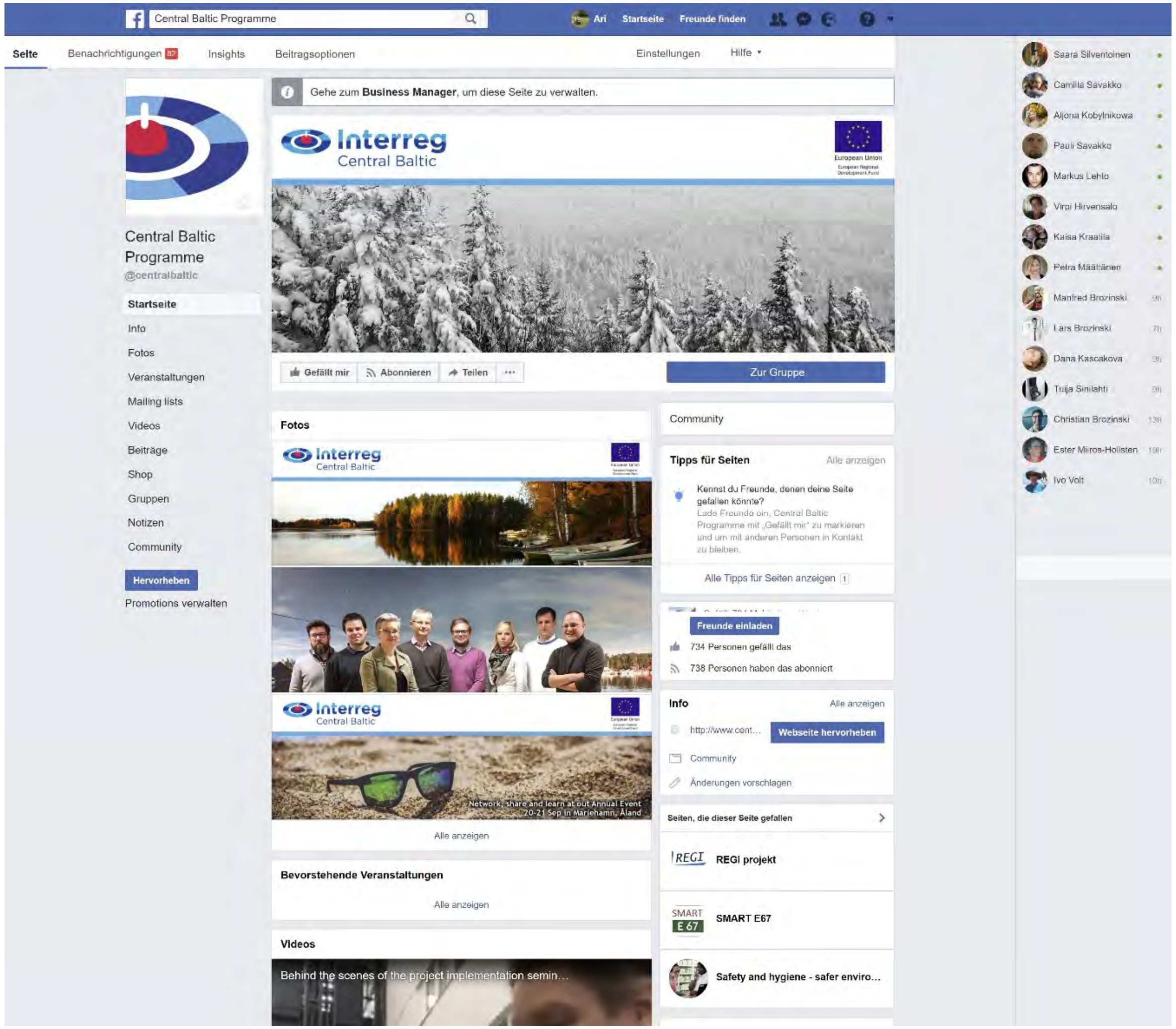
The project activities include gathering market information (legal setup, rules for health products, financial schemes in health, competition, technological environment, partnerships, etc.), adaption of products, marketing and sales activities, involvement of experts from the target market, business 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 keep.eu

Social media channels the programme uses

Channel	Goal	Activity	Audience	Moderation
Central Baltic Facebook	Maintain a trusted programme-related channel of information that covers our activities with regular perks coming from successful projects and external sources.	>=1 post per week	Internal/external target groups, special focus on those with existing/potental programme relation	Communication personnel at JS
Central Baltic Communication network for projects	Maintain a social media channel that provides a momentary and always fresh snapshot of the programme's project activity for anyone stopping by.	>=3-5 posts per week >=20% of our projects posting to the group	Internal/external target groups, special focus on project partners an interesting information for the general public	Submissions by projects and CB communication, moderation by JS
Twitter	Develop and maintain a channel of constant updates centred around the Central Baltic programme with a ready list of good targeting possibilities towards different target audiences including newspapers and different programme regions.	>=2 tweets per week for CP's, >= 2 for js	Internal/external target groups, specific focus on targeted campaigns and general public	No moderation, all staff participates



https://www.facebook.com/centralbaltic/

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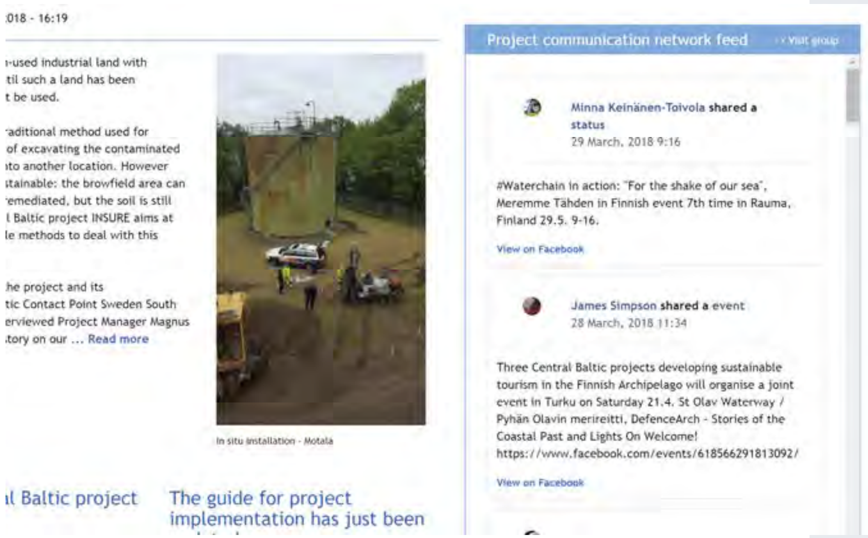

Content can be any language

Project relation has to be clear

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

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@CentralBaltic
#CentralBaltic

#CBresults
#CBsynergies

#CP_FIN, #CP_EST,
#CP_LAT, #CP_SWE,
#CP_AX

https://twitter.com/CentralBaltic

The role of our national Contact Points in project communication

- Endorse our projects in social medias
- Support projects in their communication activities offering support on how to be better visible
- Participate into project events
- Questionnaire about sustainability of results

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The team

JS

nCP/EST

nCP/FIN

nCP/SWE

nCP/LAT

nCP/AX

Media visibility

- Only information about
  - Traditional media visibility
  - Only for the current solar year
  - No entry about social media or blog posts

File date: 3.1.2018

EUROPEAN UNION
European Regional Development Fund

Note: please list only media visibility reached via traditional media such as newspapers, TV, radio and magasines. Do not add social media posts, blog posts, presentations or press

Project name:
Specific Objecive:
Call:

Media visibility template for Central Baltic programme projects

Date	Country	Title of the article	Type (Radio, TV, Newspaper etc.)	Media name	Other information	PDF	Link
2.1.2018	Finland	Many Central Baltic projects have reached the finishing line	Newspaper	Turun Sanoma	The online link is no longer available	attached	no

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Wrapping up the day

Varsinais-Suomen liitto
Egentliga Finlands förbund
Regional Council of Southwest Finland

European Union
European Regional
Development Fund

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Central Baltic programme Annual Event 2018

Cross-border cooperation:
from theory to concrete results

14 - 15 November 2018, Turku

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www.centralbaltic.eu

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