Questions and Answers from the Project Implementation Seminar 2020

Eligibility of costs	
If we need to have an external expert to edit a video filmed for communication purposes but this has not been foreseen in staff costs (and work contract), can we hire an expert for short term for that task only?	If the budget allows (flexibility rule), this cost can be reported under the external expertise. Also, procurement rules must be followed. If this activity has not been foreseen in the application, it needs an approval from the JS contact person.
Can the money be spent over the whole period (e.g. expenses are less in one reporting period?)	Usually at the beginning of project activities start slowly and budget is thus underspent. If after the third reporting period budget is still relatively underspent, the MA may reduce the budget.
Can costs paid in previous periods (but not reported) be reported in later periods?	Cost can be reported later period, but according to the Programme Manual costs should be reported in later reporting periods only in exceptional cases and no later than a year after the deadline.
Can the unused amounts from BL Equipment be moved to other budget lines within flexibility rule?	Yes, but the flexibility rule does not concern the Staff costs budget line. If there is a need to have more funds under the staff costs, then the official modification is needed.
Due to changing situations (COVID) we have more costs in salaries/equipment and have underspent in traveling. Is this ok?	If there is need for more funding under the staff (salaries), an official modification is needed. All changes related to equipment items must be justified and approved by the JS before applying them.
Required references	
What about the text "European Union" for small items?	For small materials such as pens, where space for printing is limited, the following references must be used: • The flag of the EU with the textual reference 'European Union' AND • EITHER the Central Baltic Programme 2014-2020 logo OR • The project's own logo
Would it be possible to have the template for A3 poster (to be displayed by all project partners) in pdf format for better print quality?	Because projects need to be able to add information on the template, the format must be editable. Word was selected as the software for the template, to make sure that all our beneficiaries would be able to add their project specific information easily.

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Reporting	
Are there some significant differences between CB programme and other Interreg programmes to be aware of? We as project partner have a great experience in the implementation of various Baltic Sea Region projects but CB – for the very first time. What we should consider? Some good advice?	Some Interreg programmes use harmonised implementation tools and eMS and therefore have similar procedures and forms. But still there are lot of differences among different Interreg programmes. Mainly those can be differences regarding the procedures and specific eligibility rules. If to consider comparison between CB and Baltic Sea Region programme, we would say that those two programmes are quite different because of two reasons: 1) Baltic Sea Region programme is transnational Interreg cooperation programme which has a bit different focus and approach. 2) BSR programme does not use the eMS but has its own monitoring system. The best advice is to read carefully programme guidance. And if you have any questions, don't hesitate to ask your lead partner (for project partner) and Joint Secretariat (in case of lead partner).
What happens if changes in AF in the eMS are needed during reporting period? Will reporting data already inserted in EMS will be lost?	This was an issue in previous versions of the eMS. Currently the reporting and the updates of the Application Form in the eMS can be done at the same time without the risk of losing the reporting data.
If the same attachments relate to several activities/expenditure - should we report these in the eMS once or several times?	It is very much dependant on the concrete situation. As the general rule – not. Content related attachments should be added in the content part of the report. Eligibility related attachments should be put in the List of Expenditure part of the report. Yet in some separate cases repeating of attachments could be considered as justified. If you have doubts, please discuss this with your lead partner (if you are a project partner) or with Joint Secretariat contact person if you are a lead partner.
Is it possible to import a file to make the list of expenditure or do we always have to do in manually line by line?	List of expenditure has to be filled in manually – line by line.
In the Guide for Project Implementation Annex 6. it is said that VAT document should be added for the first time or if the VAT status changes. What kind of document this should be?	It is the document which shows whether the organisation is VAT liable or not or is partially VAT liable. For certain requirements for this document should be asked from the national FLC.
Can the FLC send the partner report back to us (before they have certified it), if we found a small mistake in the report?	Generally, yes. At the same time, we would propose to discuss this with your first level controller if this small mistake is essential and reverting the report is needed.
How long after approved reporting the payment must be made to the project partners?	We have the requirement in the Programme Manual that lead partner has to make payments to project partners as soon as possible after the lead partner receives payment from the programme.

Can the LP revert the report back to PP before the FLC check?	No, they cannot. LP can only revert the report after the FLC has certified it. JS can revert the report at any time. However, costs already verified by the FLC cannot be edited so in most cases cooperation with the FLC is needed.
Project modifications	
What if part-time persons salaries are increasing in the organization during the project lifetime? How to show it in reporting?	Annual index increases are verified by the FLC without the need for the JS approval. However, the supporting documents must be updated. If the total staff cost budget will be increased, a modification must be made.
If project prolongation is planned, is it possible to move non-spent budget from other BL to BL staff costs to provide salaries for the extra project period?	This is possible with the project modification, but it must be agreed with the JS contact person.
Project closure	
Are these seminars organised every year? Will there be possibilities to also hear about project closure again later in the project's time span?	The seminars are organised once for each call projects, thus there will be no new Project Implementation Seminar during this programming period. However, we have prepared a series of closure videos to cover this topic: http://centralbaltic.eu/content/video-guidance

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