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BIOREGIO Carpathians –

Integrated management of biological and landscape diversity for sustainable regional development and ecological connectivity in the Carpathians.

Project Steering Group meeting

Piatra Craiului National Park,

Brasov County, Romar

July 27-28, 2011

Help! I am part of an EU project…

Overview

1. Basics
2. Reporting
3. Financial issues
4. Sub-contracting
5. PR activities
6. Project manual
7. Communication plan
8. Internal communication

Partnership Agreement

1. **Specific obligations of the Lead Partner**
2. **Obligations of the Project Participants and PPs**
3. **Specific obligations of the IPA partners**
4. **Specific obligations of the Associated Strategic Partners and the sponsoring ERDF partners**
5. **Changes in the Project Partnership**

Signed by all PPs → available

Partnership Agreement

1. Partners set up a Steering Committee (SC), composed by the representatives of all the financing project participants.
2. Every financing participant will nominee its representative in the SC and will communicate the name to the Lead Partner.
3. The SC will take decisions on the basis of the majority of 2/3 of the number of the partners. Each financing partner has one vote in the Steering Committee.
4. The Steering Committee monitors the respect of the timing, according to the forecasts established in the Application Form.

1. Basics: Contractual matters

BIOREGIO Carpathians

„Project“

Application Form (AF)

BIOREGIO Carpathians

Programme SEE

Project Partner (PP)

Project Partner (PP)

Partnership Agreement (PA)

Lead Partner (LP)

Subsidy Contract

BIOREGIO Carpathians

Programme, Managing Authority (MA)

Project Partner (PP)

Project Partner (PP)

1. Basics: Contractual matters

Project changes which require the amendment of the subsidy contract, and therefore an official approval by the Managing Authority (MA) or by the Monitoring Committee (MC):

A) Changes in the partnership;
B) substantial changes in the content of the project;
C) budget reallocation between budget lines and/or work packages exceeding 20% of the Project budget of ERDF project partners;
D) budget reallocation between project partners;
E) prolongation of the project duration;
F) decommittment of the project budget

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1. Basics: How will PPs get the money from the EU?

Project Partners collect documentation proving their expenditures, and get them validated according to the national control system

Partner 1 | Partner 2 | Partner 3 | Partner 4

Expenditures validated at national level by the Controllers

Lead Partner (**LP**) verifies that the expenditures presented has been validated by the controllers

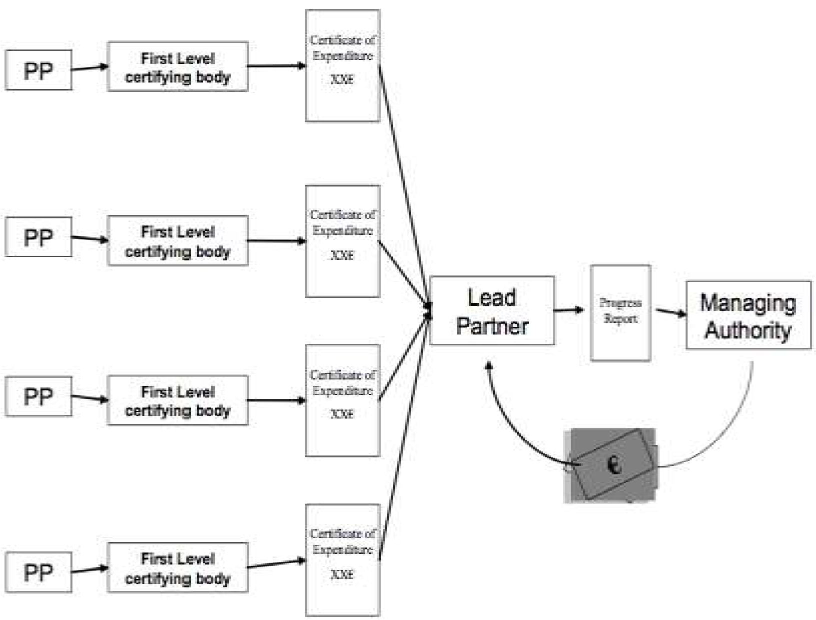
LP prepares Progress report and Application for Reimbursement and submits to the JTS

Joint Technical Secretariat
Verification of Progress reports and Application for reimbursement + Declarations of the Controllers

Initiation of the reimbursement process by submitting the verified AfRs to the FTU

Financial Transfer Unit
Reimbursement of ERDF contribution to the LP

LP transfers ERDF contribution to Project Partners



2. Reporting: Progress reports

Progress reports, including activity and financial report, have to be submitted to JTS/MA every 6 months, 6 reports in total

PP

PP

PP

report to

Includes produced deliverables and I&P materials

LP

report to

Includes produced deliverables and I&P materials

BIOREGIO Carpathians JTS/MA

- First reporting period according to Subsidy Contract: **?**
- Deadline for input from PPs to LP: **? + 6 weeks** (templates will be provided)

Why do we have to submit reports?

- Comparison with the contents of the AF by JTS
  - ✓ Achievement of planned targets?
  - ✓ Controlling of activities of each PP
  - ✓ Controlling of spent budget
  - ✓ Controlling of time planning

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Which documents are to be filled in and submitted?

1. Activity report (description by work package)
   - Template will be provided

2. Financial report
   - Timesheet (PP)
   - List of invoices (PP)
   - Declaration on validation of expenditures (FLC, PP)

The project management will prepare the complete progress report for Programme Level and clarify problems with PPs individually.

First off all:
add main data

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Transnational Cooperation Programme

SEE PARTNER REPORT

PROJECT CODE	
PROJECT ACRONYM	
PROJECT TITLE	
Name of the Lead / Project Partner (in original language)	
Name of the Lead / Project Partner (in English)	
Starting date of the project	
End date of the project	

Reporting Period

from to

Contact person of the ERDF Lead/project partner

First Name		Family Name	
Position			
Telephone		Fax	
E-mail			

Legal representative of the ERDF Lead/project partner

First Name		Family Name	
Position			
Telephone		Fax	

HELP!

SOUTH EAST EUROPE
Transnational Cooperation Programme

Users' Guideline
for the SEE Front Office
of IMIS 2007-2013

Preparation of SEE Progress Report
& Application for Reimbursement

Version 3.0

27th May 2011

European Territorial Co-operation 2007 – 2013

5. PARTNER REPORT - FINANCIAL REPORT

5.1. Total budget of the ERDF Project Partner

	WP0	WP1	WP2	WP3	WP4	WP5	WP6	WP7	WP8	Total
Staff costs										0,00
Overheads										0,00
Travel and accommodation										0,00
External expertise and services										0,00
Equipment										0,00
Small scale investment										0,00
Financial charges and guarantee costs										0,00
Total	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00

5.2. Financial progress - Total budget of the ERDF Project Partner

	Total Budget	Previously validated	Current report	Accumulated	%	Remaining budget
Total	0,00	0,00	0,00	0,00	0,00%	0,00

5.3. Financial progress by Work packages

5.4. Information on ERDF transfers from the LP to the PP

Repording period covered by the declaration	Declaration on validation of expenditure issued on	Total amount of eligible expenditure EUR	ERDF co-financing rate %	Amount of ERDF validated and covered by the declaration	Date of transfer (receipt) of ERDF on the PP bank account	Amount of ERDF credited on the PP bank account
TOTAL		0,00		0,00		0,00

Add | Delete

5.5. Information on state contribution (only state contribution through co-financing contract)

	State contribution rate %	Total amount of state contribution allocated	Previously validated	Current report	Accumulated	%	Remaining allocation
ERDF PP					0,00	0,00%	0,00

5. PARTNER REPORT - FINANCIAL REPORT

5.1. Total budget of the ERDF Project Partner

	WP0	WP1	WP2	WP3	WP4	WP5	WP6	WP7	WP8	Total
Staff costs	3.570,00	27.740,00	10.000,00	86.924,00		50.984,00	94.538,00		35.066,00	308.822,00
Overheads										0,00
Travel and accommodation	300,00	10.020,00		15.500,00		4.400,00	17.400,00			47.620,00
External expertise and services	1.000,00	35.000,00		7.700,00		7.800,00	10.000,00			61.500,00
Equipment										0,00
Small scale investment										0,00
Financial charges and guarantee costs										0,00
Total	4.870,00	72.760,00	10.000,00	110.124,00	0,00	63.184,00	121.938,00	0,00	35.066,00	417.942,00

5.2. Financial progress - Total budget of the ERDF Project Partner

	Total Budget	Previously validated	Current report	Accumulated	%	Remaining budget
WP0	4.870,00	0,00	2.798,88	2.798,88	57,47%	2.071,12
WP1	72.760,00	0,00	940,45	940,45	1,29%	71.819,55
WP2	10.000,00	0,00	0,00	0,00	0,00%	10.000,00
WP3	110.124,00	0,00	234,77	234,77	0,21%	109.889,23
WP5	63.184,00	0,00	0,00	0,00	0,00%	63.184,00
WP6	121.938,00	0,00	0,00	0,00	0,00%	121.938,00
WP8	35.066,00	0,00	0,00	0,00	0,00%	35.066,00
Total	417.942,00	0,00	3.974,10	3.974,10	0,95%	413.967,90

5.3. Financial progress by Work packages

WP0	Total Budget	Previously validated	Current report	Accumulated	%	Remaining budget
Staff costs	3.570,00		2.451,02	2.451,02	68,66%	1.118,98
Overheads				0,00	0,00%	0,00
Travel and accommodation	300,00		347,86	347,86	115,95%	-47,86
External expertise and services	1.000,00		0,00	0,00	0,00%	1.000,00
Equipment	0,00		0,00	0,00	0,00%	0,00
Small scale investment	0,00		0,00	0,00	0,00%	0,00
Financial charges and guarantee costs				0,00	0,00%	0,00

2. Fill in sheet 5: financial report

→ Fill in your planned budget acc. AF

→ Other lines occur

List of invoice split by budget line

7.1. Work Package 1 - TRANSNATIONAL PROJECT MANAGEMENT AND COORDINATION

List of all invoices incurred and paid in the current period

BL 1 STAFF COSTS

No.	Invoice No./ Documents of equivalent probative value ID	Name of the service provider issuing the invoice	Description of the expenditure	Activity fulfilled according to the approved AF	Issued on dd/mm/yyyy	Paid on dd/mm/yyyy	Total amount in original currency	Reported expenditure in original currency	Currency	Exchange rate	Reported expenditure EUR	Ineligible expenditure deducted by the Controller EUR	Eligible expenditure validated by the Controller EUR	Common cost (CC) in kind contribution (KC) 10% (X)
1										1,0000	0,00		0,00	
2										1,0000	0,00		0,00	
3										1,0000	0,00		0,00	
Total											0,00	0,00	0,00	

Add Delete

BL 2 OVERHEADS

No.	Invoice No./ Documents of equivalent probative value ID	Name of the service provider issuing the invoice	Description of the expenditure	Activity fulfilled according to the approved AF	Issued on dd/mm/yyyy	Paid on dd/mm/yyyy	Total amount in original currency	Reported expenditure in original currency	Currency	Exchange rate	Reported expenditure EUR	Ineligible expenditure deducted by the Controller EUR	Eligible expenditure validated by the Controller EUR	Common cost (CC) in kind contribution (KC) 10% (X)
Total											0,00	0,00	0,00	

Add Delete

BL 3 TRAVEL AND ACCOMMODATION COSTS

No.	Invoice No./ Documents of equivalent probative value ID	Name of the service provider issuing the invoice	Description of the expenditure	Activity fulfilled according to the approved AF	Issued on dd/mm/yyyy	Paid on dd/mm/yyyy	Total amount in original currency	Reported expenditure in original currency	Currency	Exchange rate	Reported expenditure EUR	Ineligible expenditure deducted by the Controller EUR	Eligible expenditure validated by the Controller EUR	Common cost (CC) in kind contribution (KC) 10% (X)
Total											0,00	0,00	0,00	

Add Delete

3. Other sheets occur!

→ List of invoices for each WP, e.g. „7.1 Invoices WP1“

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MONTHLY TIMESHEET FORMAT

PROJECT NUMBER:	SEE/B/0006/4.3/X-CULTTOUR
PROJECT ACRONYM:	CULTTOUR
Name of employee:	
Name of partner institutio	

Reporting period:	DD/MM/YY - DD/MM/YY

Month / Day	Hours worked on the project[1]	Work package [2]	Description of tasks

	Hours worked on project		"Hourly rate[3]:		Total EUR:
Work package 0	0,0				
Work package 1	0,0				
Work package 2	0,0				
Work package 3	0,0				
Work package 4	0,0				
Work package 5	0,0				
Work package 6	0,0				
Work package 7	0,0				
Work package 8	0,0				
other EU projects	0,0				
Total	**0,0**				

timesheet

[3] *Calculation of hourly rate*

Employee's monthly gross salary (incl. employer's contributions):	
total monthly working hours	
Hourly rate:	

Attention! SEE has no uniform timesheets- clarification with FLC!

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Documents to be submitted with the progress report

No.	Type of the document	Form of submission a) through SEE FO b) electronic (e-mail, CD, DVD, other) c) original paper version
1	Progress report (by LP)	SEE FO Front Office (online tool)
2	Application for reimbursement (by LP)	SEE FO and 2 originals, officially signed
3	Declaration on validation of expenditure (all PP)	SEE FO (scanned version of the original) and 1 original, officially signed
4	Bank statements confirming the reimbursed amounts transferred from the separate project bank account to the PPs by the LP (all bank statements for the given reporting period) (only LP)	SEE FO (scanned version of the original)
5	Project deliverables, outputs (English version). (all PP)	Original hard copy and /or electronic (CD, DVD)
6	Project communication plan with the first progress report	Original hard copy and /or electronic (CD, DVD)

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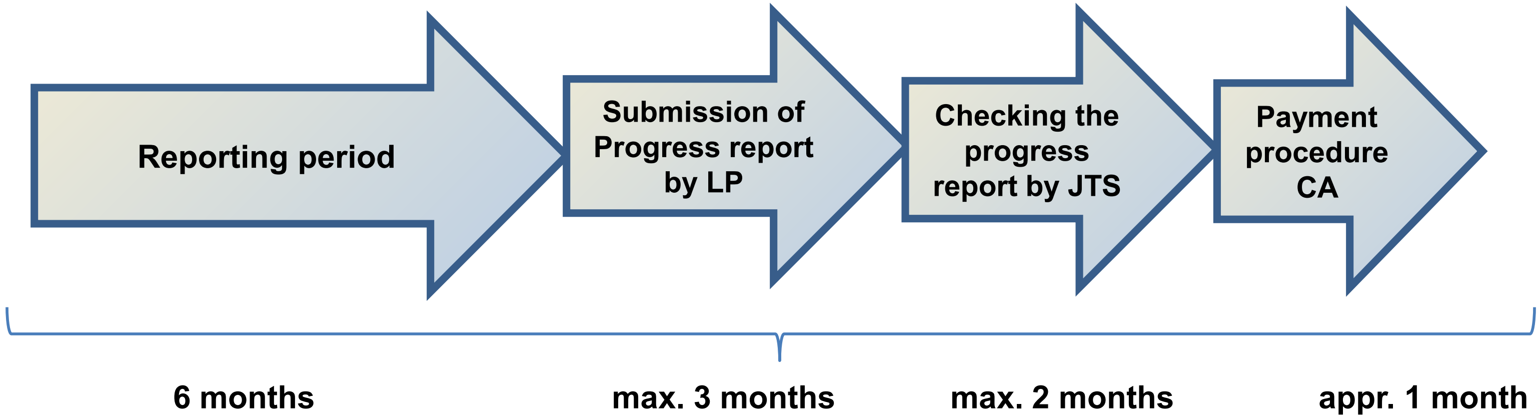
3. Financial issues: Reimbursement of costs in case of delay in fulfilling the commitments of the work plan

The following flowchart presents the normal indicative timeframes of reimbursement of funds.



12 months

3. Financial issues: What costs are eligible for funding?

Eligibility rules are quite strict
Details will be provided to PPs in project manual. In the meantime, please contact blue! in case you have any questions.

Budget lines:

- Staff
- Overheads
- Travel and accommodation costs
- External experts and services
- Equipment (LP, PP01, PP02, PP03, PP04,PP08, PP09, PP10)
- Small scale and investments (no planned budget in BIOREGIO)
- Financial charges and guarantee costs (only LP)

3. Financial issues: What costs are eligible for funding?

Expenditures must be converted into Euro using the monthly accounting exchange rate of the Commission in force in the last month of the reporting period

http://ec.europa.eu/budget/inforeuro/

Budget shifts

There is some space for flexibility:

- changes below 20% of a budget line are permitted (only with approval of Lead Partner)
- all other shifts have to be approved by the programme level.

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3. Financial issues: Timesheets for staff costs

- **Staff costs must be certified and clearly documented**
- The real staff costs (with the social charges according to the national rules of the responsible partner) have to be paid (advanced) in full to the staff by the responsible partner.
- Staff costs must be calculated on the basis of the real and actual salary of the project staff stated in its regular work contract, including the related social charges.
- Timesheets prove the overall working time and <u>project related working hours</u>. The timesheet must be signed by the project's assigned employee and by the employer.

4. Sub-contracting

- Sub-contracting procedure has to be in accordance with Public Procurement regulations and EU-Regulations.

- Generally, please follow your national public procurement regulations even if you are a private organisation (they are in line with EU rules) and check back with your National Contact Point.

- If First Level Control finds that public procurement rules were not obeyed, the respective costs are not eligible for co-funding by the programme!

- Any irregularity detected during additional audits might lead to the obligation of the project to repay ERDF funds already received.

…Sub-contracting: a transparent sub-contracting procedure

1. Define the task or type of service, as well as the terms and conditions, under which the service is to be provided (dates, deadlines, contact persons, etc.)

2. Identify 3-5 potential providers of the required service (internet research, phone directory, recommendations, etc.)

3. Prepare a written request for an offer specifying the service as defined and send this to the identified providers, including a deadline for submitting their offers.

…Sub-contracting:

4. After receiving the written offers prepare a brief analysis with a clear comparison of the bidders.

5. Send a written order to the selected candidate.

6. File all these documents so you can present them to the First Level Certifying Body

Market survey:
Preparation of a survey on traffic intensity in the region xyz

Contact person: name, phone number, email address

Description of required service: Briefly describe why the services are needed in the context of the project.

A market survey was conducted and the following offers were received:

Market survey: summary of offers and recommendation

Bidder	Contact information	Price	Brief description	Recommendation
Name	Address, phone email		**Source:** (how did you become aware of this bidder?) **Assessment:** please assess the offer according to objective criteria such as price, previous experience, references etc.	Best candidate
Name	Address, phone email		**Source:** (how did you become aware of this bidder?) **Assessment:** please assess the offer according to objective criteria such as price, previous experience, references etc.	Second best candidate
Name	Address, phone email		**Source:** (how did you become aware of this bidder?) **Assessment:** please assess the offer according to objective criteria such as price, previous experience, references etc.	Not recommended
Name	Address, phone email		**Source:** (how did you become aware of this bidder?) **Assessment:** please assess the offer according to objective criteria such as price, previous experience, references etc.	Not recommended

…Sub-contracting:

Pay attention to the following:

•Transparency and a fair competition must be guaranteed

•The selection of the sub-contractor must come up with efficiency (consider that “best” not only means “cheapest”, but rather the best value for money)

•Invoices of sub-contractors have to be claimed under “External expertise and services”

•Store all relevant documents to guarantee traceability also months later.

Something to be aware of: Programme Monitoring

What is Programme Monitoring?
Instrument foreseen in SEE in case the first and second progress report show evidence of unsatisfactory and problematic implementation.

Purpose?
The purpose of the Programme Monitoring is to analyse the main reasons for delays and problems at the very beginning. Together with the project a working plan to overcome the difficulties will be developed.

Possible consequences?
If no potentials for improvement are identified, the MA will make use of the right of withdrawal from the Subsidy Contract.

5. PR activities

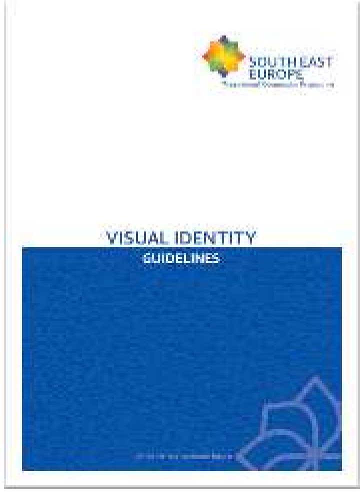
VERY IMPORTANT:

EU-logo (reference to EU-funding) , SEE-logo and logo of BIOREGIO must be included in all project documents addressed to the public. If missing→ the costs will not be reimbursed by the programme.

•Use of the logos also in internal papers (letters, ppt, minutes, agendas…)

•See also Annex 3 of Implementation package:

Visual identity guidelines



http://www.south-easteurope.net/en/downloads_section/project_management_documents

6. Project manual

Aims / contents:

- provides answers to many questions you might have
- gives you a good overview as to what is expected of you
- makes you familiar with our specific and agreed project regulations

➡ Compiles and summarises all information necessary to give you an appropriate framework to implement your part of the project.

➡ Project manual to be submitted to all partners - (when?)

➡ **THIS MANUAL DOES NOT COVER NATIONAL REGULATIONS!**

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… Project manual

CONTENTS

- WHO IS WHO AND WHAT IS WHAT?
- WHAT COSTS ARE ELIGIBLE FOR FUNDING?
- HOW TO HIRE A SUB-CONTRACTOR?
- HOW DO I GET REIMBURSED FROM THE EU?
- EU INFORMATION & PUBLICITY RULES
- WHAT SHALL I DO IN CASE A CONFLICT OCCURS?
- WHAT WILL HAPPEN IN CASE A CHANGE OF MY PROJECT PART IS NECESSARY?
- USEFUL TOOLS
- OVERVIEW PROJECT PARTNERS

➡ AVAILABILITY

7. Communication plan

Aims / contents:

- Raising awareness about the project
- Ensure efficient communication among the project partners
- Setting of project objectives, activities and target groups
- Creation of project logo
- Development of website
- Publications (brochure, booklet…)
- Organisation of final event

⇨ Comm. Plan to be submitted to JTS with first progress report

⇨ Website to be developed within the first 8 months after signing of subsidy contract

….Communication plan

The tools for the implementation of the communication plan can be divided into three groups, according to their specific objective:

1. Information and awareness raising tools
   – Events
   – Promotional and information materials
   – Programme website (online communication)

2. Tools for creating and maintaining visual identity
   – Visual identity elements to be inserted in all information materials
   – Visual identity manual
   – SEE promotional materials containing the SEE and EU logo and project logo

….Communication plan

3. Tools for establishing and sustaining media relations (media tools)
   – Online “press room” area in the website
   – Press materials: concentrated information targeted to the needs of the journalists
   – Press conferences around important events in the programme life
   – Advertisements/Announcements

8. Internal Communication

1. When will the webside be available?

   UNEP Vienna will work on the establishment of the website this autumn. It will hopefully be ready in October.

2. How can the participants access the intranet?

   Via username and password, which will be communicated to them.

3. Are specific tools needed?

   Definitely need is a document upload section in the intranet.

4. Who is responsible for the webside and able to answer questions?

   Ms. Veronika Hopfgartner is responsible for the development and updating of the website.

Budget Monitoring

Meetings

Data base

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