



### First Level Control of Finance and Activities

#### Christian Byrith, Lise Espersen Viborg – 4th of November 2010





#### Is the project expenditure relevant?

- The application form
- The subsidy contract
- Partnership agreement
- Activity reporting
- Changes procedure





### The application



#### **Background: FLC Checklist**

Control question	yes	no	n/a	comments/ follow-up
Does the compiled activity report reflect the individual activity reports sent in by beneficiaries?				
Have all the expenditure in this accumulated report been incurred for:				
- the purpose of implementing the operation in accordance with the descriptions provided in the original application or latest changes approved by the secretariat (including the annexes specifying the expenditure for budget lines 6, 8 and 10)?				
- If there were any deviations please describe them				
- Have the Lead Beneficiary prepared a change request to be sent with this report?				
- Does the expenditure incurred correspond to the activities agreed between beneficiary and the Lead Beneficiary?				
-If there were any deviations have they been clarified between beneficiaries and the Lead Beneficiary?				
- Does the expenditure reported reflect the implementation situation as described in the activity report, which forms part of this claim?				





## The application form

# How to make sure that the occured expenditure is project-relevant (=eligible)?

- Projects work on many different topics e.g:
  - Innovation
  - Accessibility
- Descriptions vary in their level of concreteness





## Where to look for information

- Section 1 Partnership
- Section A4 Project description, work packages, beneficiaries involved and results
- Section 5 Material Investments
- Project appendix
- Partnership Agreement



## Where to look for information: Indicators

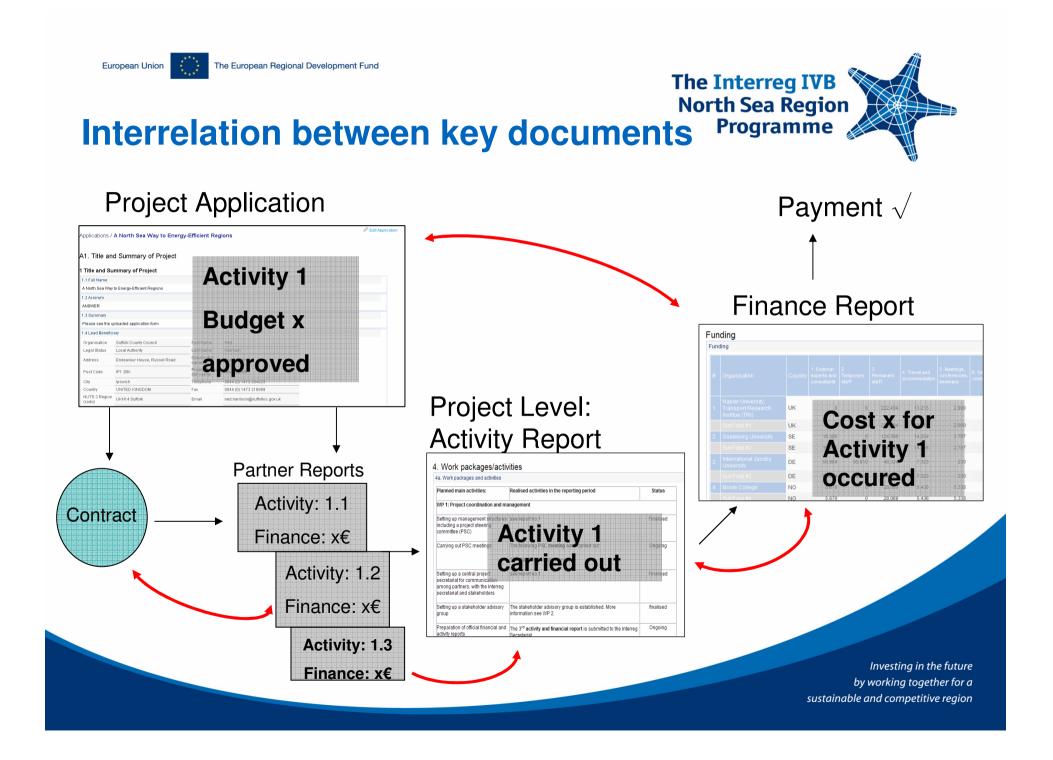
#### Indicators quantify activities

ndicator	S						
orm							
14.2i Cor	mpulsory Indicators - e	ach of the indicators m	ust be establish	ed for the proje	ct		
		Description		Baseline	Project target	Source of information	Reached
		external events	number	0	10	Project records (Transnational workshops and Public Conferences)	0
		published material	number	0	30	Project record (Copies of articles and Newsletters)	5
		websites	number	0	1	Project record	1
		TV and radio ap- pearances	number	0	8	Project record	3
		other	number	0	0	TV productions	0
		external events	number male	0	400	Project record	940
		external events	number female	0	400	Project record	446
		external events	number	0	158	Project record (Enterprises participating in national and	774





#### The subsidy contract



## The purpose of the subsidy contract

- Determines the period of eligibility (Section C1)
- Determines the nature of the eligible expenditure
  - Original application (Section A1 & C1-X)
  - Extensions (Section A1, B1-5, C1-X & G4)
  - Changes (Section A1, B1-5, C1-X & G4)

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#### The partnership agreement



## North Sea Region The purpose of the partnership<sup>rogramme</sup>

- Commission requirement (Reg. 1080/2006, Article 20).
  - Not valid unless signed by all parties.
- Specifies roles and responsibilities within the partnership.
- Good to have on a rainy day!

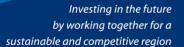
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## **Activity reporting**



#### **Activity Reporting**

#### **Project Application**



#### Activity Report

C Edit Application	USRP IVB Monitoring System / JTS
partners	Nome Pre-Assessment Applications > Configuration > Essence CMS >   Report: Activity: A North Sea Way to Energy-Efficient Regions
	Cover 1. Beneficiary and project information 2. Time period (6 months) 3. Changes and other project issues 4. Work packages/activities
activities	5. Completion of a work package 6. Transnational approach 7. Transnational partnership 8. Knowledge transfer and links 9. Innovation
	10. Publicity 11. Indicators 12. Enclosures Finalise
m.investments	
111.11176511161115	You are required to report on your activities two times a year. The secretariat will always send a request for periodic reports (once every six months). All information given in this report should only cover the time period that is covered by the report. You should not report on activities that have not yet taken place.
results	Please only report on indicators once every 12th month and on an even report.
	The information provided in the reports is fundamental to the programme secretariat for several reasons. Firstly, the secretariat relies on the information provided in the reports to obtain an
communication	accurate picture of project progress, both in relation to activity and finance. Secondly, the reports provide the secretariat with the information it needs to monitor the project and enable it to check that the project is delivered in accordance with the application form. Finally, the secretariat can use the up to date information provided in the reports for dissemination and promotion
communication	purposes.
indicators	Separate reports by project beneficaries will not be considered, it is the task of the lead beneficiary to collect information from the beneficaries and to prepare the reports for the whole
Indicators	project.
	When completing your report you should also remember:
	- In all cases the structure of reporting should follow the structure of, and be consistent with the information provided in your application and appendices. For example, if you have describe
	the project activities under a specific work package, you should report on their functioning within the pre-chosen work package. Or, if you should have not executed the actual activities in
Direct interrelat	tion partner-level reports
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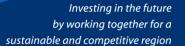
#### **Material Investments**

- Bsp: Education Centre
- Check application form, section A.5 / Appendix
  - Right partner?
  - Corresponds with description?
  - Right timing?
  - Corresponds with indicative budget?
- Pictures, evidence?





#### **Changes procedure**



#### Programme Project changes and eligibility

- No changes of project activities are possible unless agreed between the project partnership and the secretariat (Section F of the Contract).
- Minor changes will normally not trigger a new contract.
- Major changes will trigger a new contract.

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**Changes to approved application** 

#### Activity Changes

- Exceptional cases!
- Minor: Eligible only, if approved by Secretariat and endorsed by Steering Committee

Major: Requires decision by Steering Committee





#### **Changes to approved application**

#### Partner Changes

Exceptional cases!

• Minor: Requires consultation of Member State representative and Steering Committee endorsement

 Major: Eligible only, if approved by the Steering Committee