



## First Level Control of Finance and Activities

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March 2011





## 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

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

How to make sure that the occured expenditure is projectrelevant (=eligible)?

→ Know the application form!





#### Where to look for information

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





#### Where to look for information: Indicators

Indicators quantify activities

ndicator	orm												
orm													
14.2i Con	npulsory Indicators - e	ach of the indicators mu	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						



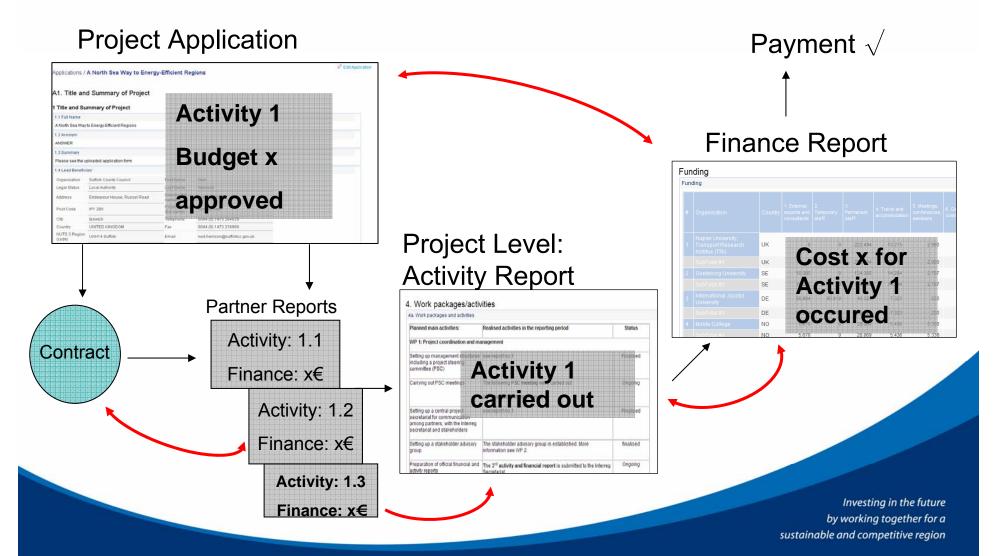


## The subsidy contract



# The Interreg IVB North Sea Region Programme

#### Interrelation between key documents







## The purpose of the subsidy contract

- Determines the <u>period of eligibility</u> (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)





## The partnership agreement



# The purpose of the partnership rogramme agreement

- 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!

**The Interreg IVB** 



## **Activity reporting**





## **Activity Reporting**

#### **Project Application**



partners
activities
m.investments
results
communication
indicators



#### **Activity Report**



Direct interrelation

partner-level reports



#### **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**





## 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 may trigger a new contract.
- Major changes will trigger a new contract.





## 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

