



First Level Control of Finance and Activities

**Christian Byrith
Amsterdam 1 July 2010**



Is the expenditure project-relevant?

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

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?				
<p>Have all the expenditure in this accumulated report been incurred for:</p> <ul style="list-style-type: none"> - 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? <p>- Does the expenditure reported reflect the implementation situation as described in the activity report, which forms part of this claim?</p>				



The application form

- Projects work on many different topics
- Descriptions vary in their level of concreteness

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

→ Know the application form!



The subsidy contract

- Is your key point of reference when assessing whether an activity is eligible or not.
- If you have more than one contract, the latest is the valid one.
- Remember to align contract and partnership agreement.



Interrelation between key documents

Project Application

Applications / A North Sea Way to Energy-Efficient Regions

A1. Title and Summary of Project

1 Title and Summary of Project

1.1 Full Name
A North Sea Way to Energy-Efficient Regions

1.2 Acronym
ANSEVER

1.3 Summary
Please see the uploaded application form

1.4 Lead Beneficiary

Organisation	Suffolk County Council	First Name	Neil
Legal Status	Local Authority	Last Name	Harrison
Address	Enterprise House, Russel Road	Country	United Kingdom
Post Code	IP1 2BK	Telephone	0044 (0) 1473 264229
City	Ipswich	Fax	0044 (0) 1473 218889
Country	UNITED KINGDOM		
NUTS 3 Region	UK014 Suffolk	Email	neil.harrison@suffolkcc.gov.uk

**Activity 1
Budget x
approved**

Payment ✓

Finance Report

Funding

#	Organisation	Country	1. External experts and consultants	2. Temporary staff	3. Permanent staff	4. Travel and accommodation	5. Meetings, conferences, seminars	6. Other costs
1	Napier University, Transport Research Institute (TRI)	UK	0	0	222,494	13,215	2,990	
	SubTotal #1	UK			222,494	13,215	2,990	
2	Göteborg University	SE	18,385	0	124,366	14,204	2,767	
	SubTotal #2	SE	18,385	0	124,366	14,204	2,767	
3	International Jacobs University	DE	56,904	95,910	46,323	7,323	230	
	SubTotal #3	DE	56,904	95,910	46,323	7,323	230	
4	Molde College	NO	5,870	0	28,069	5,436	5,338	
	SubTotal #4	NO	5,870	0	28,069	5,436	5,338	

**Cost x for
Activity 1
occurred**

Project Level: Activity Report

4. Work packages/activities

4a. Work packages and activities

Planned main activities:	Realised activities in the reporting period	Status
WP 1: Project coordination and management		
Setting up management structures, including a project steering committee (PSC)	see report no.1	Finalised
Carrying out PSC meetings	The following PSC meeting was carried out.	Ongoing
Setting up a central project secretariat for communication among partners, with the Interreg secretariat and stakeholders	see report no.1	Finalised
Setting up a stakeholder advisory group	The stakeholder advisory group is established. More information see WP 2.	Finalised
Preparation of official financial and activity reports	The 3 rd activity and financial report is submitted to the Interreg Secretariat	Ongoing

**Activity 1
carried out**

Partner Reports

Activity: 1.1
Finance: x€

Activity: 1.2
Finance: x€

Activity: 1.3
Finance: x€

Contract

Activity Monitoring



Project Application

Applications / A North Sea Way to Energy-Efficient Regions Edit Application

A1. Title and Summary of Project

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1.1 Full Name
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1.2 Acronym
ANSWER

1.3 Summary
Please see the uploaded application form

1.4 Lead Beneficiary

Organisation	Suffolk County Council	First Name	Ned
Legal Status	Local Authority	Last Name	Harrison
Address	Endeavour House, Russeel Road	Director (full name)	Bryn Griffiths
Post Code	IP1 2BX	Project Manager (full name)	Iain Dunnett
City	Ipswich	Telephone	0044 (0) 1473 264929
Country	UNITED KINGDOM	Fax	0044 (0) 1473 216889
NUTS 3 Region (code)	UKH14 Suffolk	Email	ned.harrison@suffolkcc.gov.uk

partners
activities
m.investments
results
communication
indicators

Activity Report

ISRP IVB Monitoring System / JTS Jesper Jönsson Media Manager Logout NSRP IVB User Area

Home 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
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

1 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.

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 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 promotional purposes.

Separate reports by project beneficiaries will not be considered. It is the task of the lead beneficiary to collect information from the beneficiaries and to prepare the reports for the whole 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 described 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

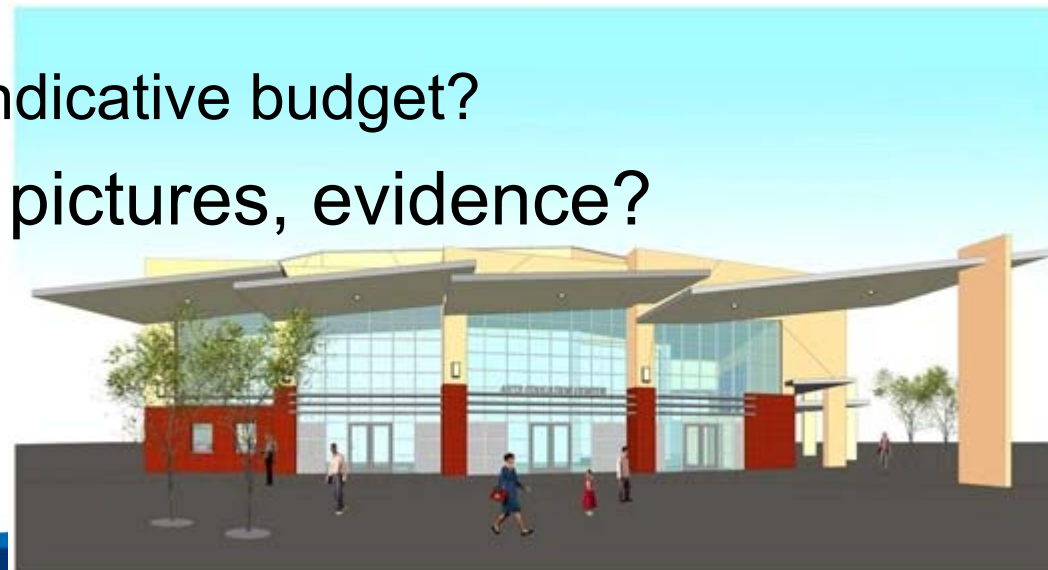
Direct interrelation

partner-level reports



Example: Material Investments

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





Example: External Website Service Provider

Procurement / Tendering

Investing in the future by working together for a sustainable and competitive region

The North Sea Region Programme

2007-2013

Welcome to the official North Sea Region Programme website.

The North Sea Region Programme 2007-2013 works with regional development projects around the North Sea. Promoting transnational cooperation, the Programme aims to make the region a better place to live, work and invest in. [more...](#)

→ Check national regulations

- About the Programme >
- Project Life Cycle >
- Projects >
- Project Applications >**
- Events >
- Downloads >
- Contact >
- Users Area >
- FAQ >
- Links >

19 February 2010

Revised Fact Sheets Online

The revised Fact Sheets approved at Monitoring Committee No 5 are now available online. Changes have been made to Fact Sheet 2, 5, 7, 14 and 15.

Read more...

17 February 2010

Access to Online Application System Opened

Applicants are now able to access the application system to work on their online application for the 5th Call for Applications.

Read more...

VIDEOS

EVENTS

Event Calendar
Events Archive

Subscribe to our
event feeds

NEWS

Revised Fact Sheets Online
19 February 2010

Example: Indicators

- Indicators quantify activities

11. Indicators							
Indicators							
Form							
14.2i Compulsory Indicators - each of the indicators must be established for the project							
Output/Result/Impact	Priority/Programme Indicator description	Description	Unit	Baseline	Project target	Source of information	Reached
Raising awareness / dissemination							
Output	transnational dissemination outputs	external events	number	0	10	Project records (Transnational workshops and Public Conferences)	0
Output		published material	number	0	30	Project record (Copies of articles and Newsletters)	5
Output		websites	number	0	1	Project record	1
Output		TV and radio appearances	number	0	8	Project record	3
Output		other	number	0	0	TV productions	0
Result		external events	number male	0	400	Project record	940
Result		external events	number female	0	400	Project record	446
Result	organisations in target groups	external events	number	0	158	Project record (Enterprises participating in national and	774

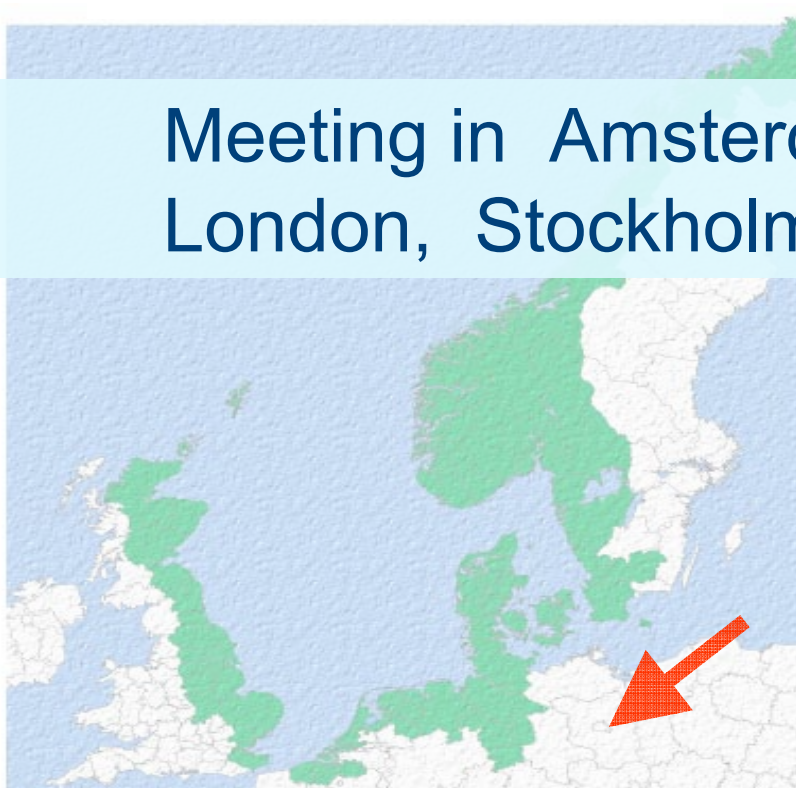


Example: Activities outside the eligible area

Meeting in Amsterdam, Berlin, Brüssel,
London, Stockholm,...

Outside NSR but within
BSR, NPP, NWE: max. 20%

Outside that: max. 10%





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



Changes to approved application

Budget Change

- E.g. moving money from staff time to control!
- Changes due to changes of activities!
- No moving money between partners!
- **No** new Sub-partners! **No** new status

If possible, let us know immediately, we'll try to help finding a workable solution!