



# Getting Ready for Your First Claim

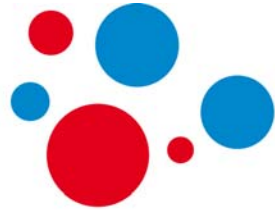
in the Interreg IVB Northsea Region Programme

Lead Beneficiary Seminar, 12 October 2010, Bremen



Isabella Leong, Christian Zieske

Joint Technical Secretariat Viborg



*SmartCities*

# Getting ready for your first claim?

An insiders perspective  
Filip Meuris, 12.10.2010







Smart Cities - Kristiansand - 27 May 2010



The Interreg IVB  
North Sea Region  
Programme



# The other side of the coin

- Every six months an activity report
- Every six months a financial report
- The financial report results in real money flowing from Europe to you
- **TAX PAYERS MONEY!**

T R U S T

# WHY NOT TRUST?

- The system is there to correct errors BEFORE money flows from Europe to you.
- If money has been sent to you AND errors are found, we're ALL in trouble.
- Consider this: As long as you do not claim money you are free to do whatever you want
- BUT the moment you claim and put your signature and stamp, everything you claim must be correct because it sets a machine in motion with echos until 31 December 2023

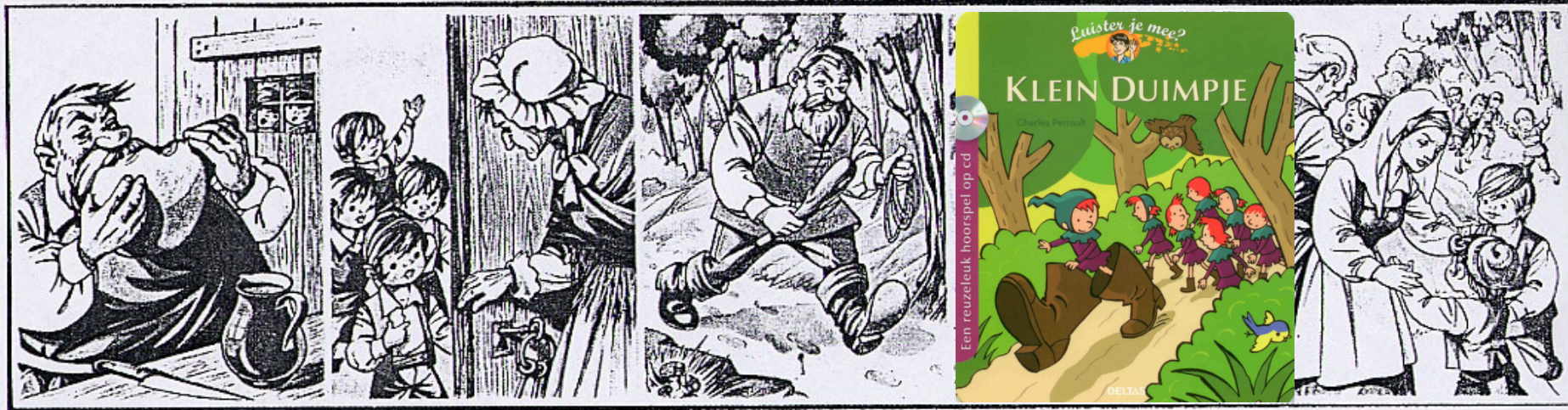


There is only one rule

# • AUDIT TRAIL



Hansel and Gretel



Little Thumbling



POWERED BY VINEGAR AND BAKING SODA

# COSMIC ROCKET™

A HANDS-ON ROCKET LAUNCHING SCIENCE KIT FOR THE WHOLE FAMILY. INCLUDES A BOOKLET OF FUN ROCKET SCIENCE WITH DETAILED LAUNCHING INSTRUCTIONS AND A ROCKET THAT FLIES UP TO 50 FEET. A UNIQUE EXPERIMENTAL KIT THAT INSPIRES YOUNG SCIENTISTS

**⚠ WARNING:**

THIS IS A ROCKET SCIENCE EXPERIMENT KIT FOR USE WITH PARENTAL GUIDANCE. ROCKET LAUNCHING SHOULD BE PERFORMED BY PARENTS OR BY AGES 14 & UP. NOT INTENDED AS A TOY FOR YOUNG CHILDREN. CHOKING HAZARD- SMALL PARTS. NOT FOR CHILDREN UNDER 3 YEARS.



The Interreg IVB  
North Sea Region  
Programme

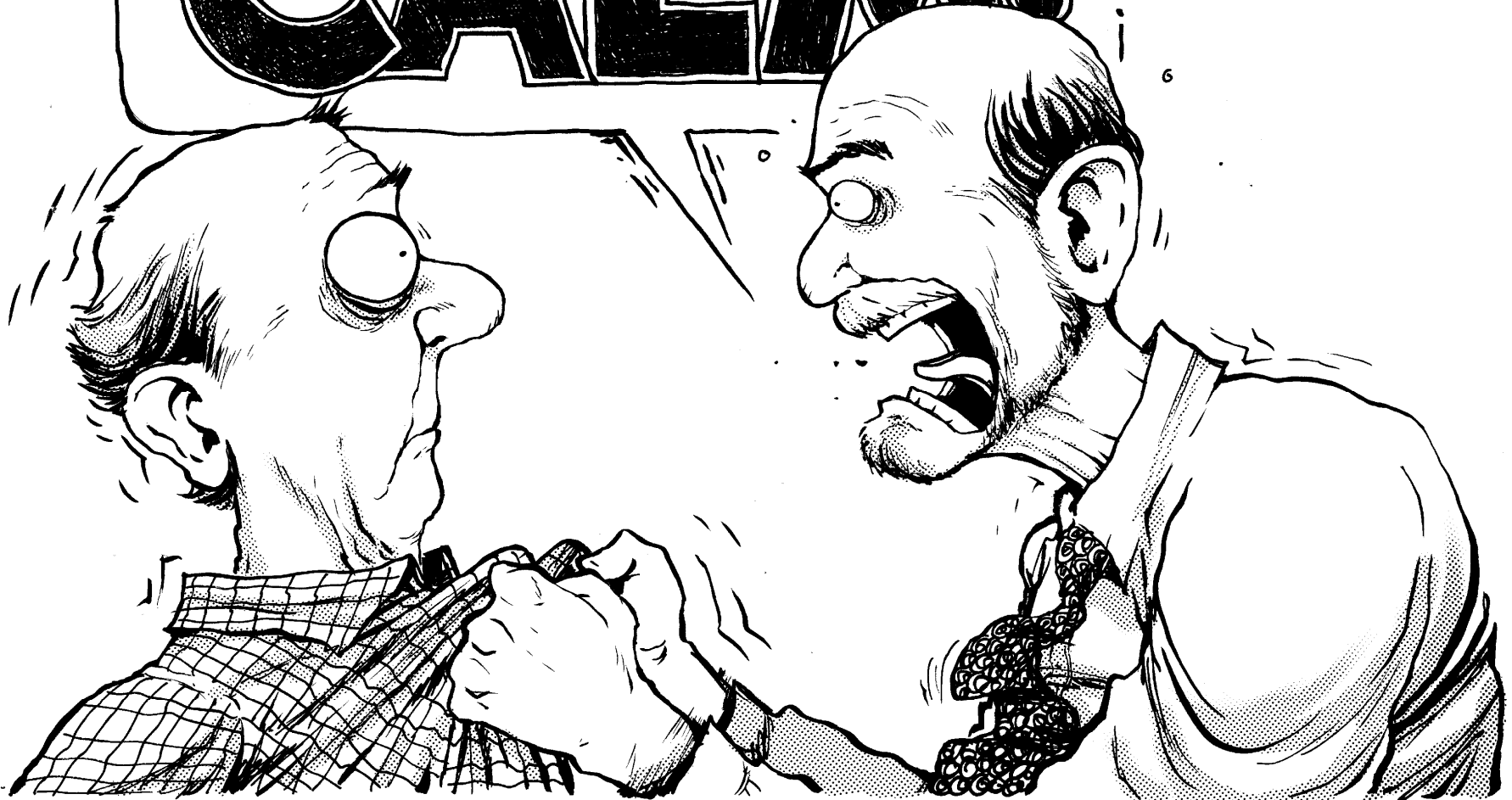


*Investing in the future by working together  
for a sustainable and competitive region*

POWERED BY VINEGAR AND BAKING SODA  
COSMIC ROCKET™

EVERYBODY REMAIN

**CALM!**





# Rules of procedure

- Informal
- Feel free to
  - Comment
  - Ask questions

....at any time...



# Following SC5: 46 projects

latest: 7 full applications, 8 extensions

## Priority 1 Innovation

**1.1 Building** the innovation capacity of business

**ERIP, NMU ext.**

**1.2 Building** the transnational dimension of clusters and research and innovation networks

**e-CLIC, IFP, NSSP, Power Cluster, Smart Cities, POYO (+ext.) ClimaFruit**

**1.3 Building** society's and the institutional capacity for innovation

**Skint, CCC, North Sea Supply ext.**

**1.4 Promoting** the adoption and use of ICT applications

-

## Priority 2 Environment

**2.1 Sustainable development** of the coastal land and sea areas through integrated coastal zone management

**LNS, TIDE, BLAST ext. SUSCOD ext.**

**2.2 Developing** preventive and responsive measures to address acute and chronic marine pollution

**Ballast Water ext.**

**2.3 Adapting** to and reducing risks posed to society and nature by a changing climate

**Aquarius, CLIWAT, CPA, DiPol, Mare, SAWA, BioCHAR**

**2.4 Promoting** environmentally responsible energy production practices

**enerCOAST, North Sea SEP, C2CI ext.**

## Priority 3 Accessibility

**3.1 To promote** regional accessibility strategies

**CARE-North, iTransfer, Cruise Gateway, Green Airports**

**3.2 To promote** the development of multi-modal and transnational transport corridors

**StratMoS (+ 2ext.), LO-PINOD, Food Port**

**3.3 To promote** the development of efficient and effective logistics solutions

**NS Frits, Dryport ext., CNSS, E-Harbours**

## Priority 4 Communities

**4.1 Tackling** the needs of areas in decline

**DC NOISE, Vital**

**4.2 Promoting** sustainable growth solutions for expanding areas

**MP4, CA! (+ext.), SURF, Waterways for Growth ext.**

**4.3 Promoting** energy efficiency in settlements

**ANSWER, Build with Care**

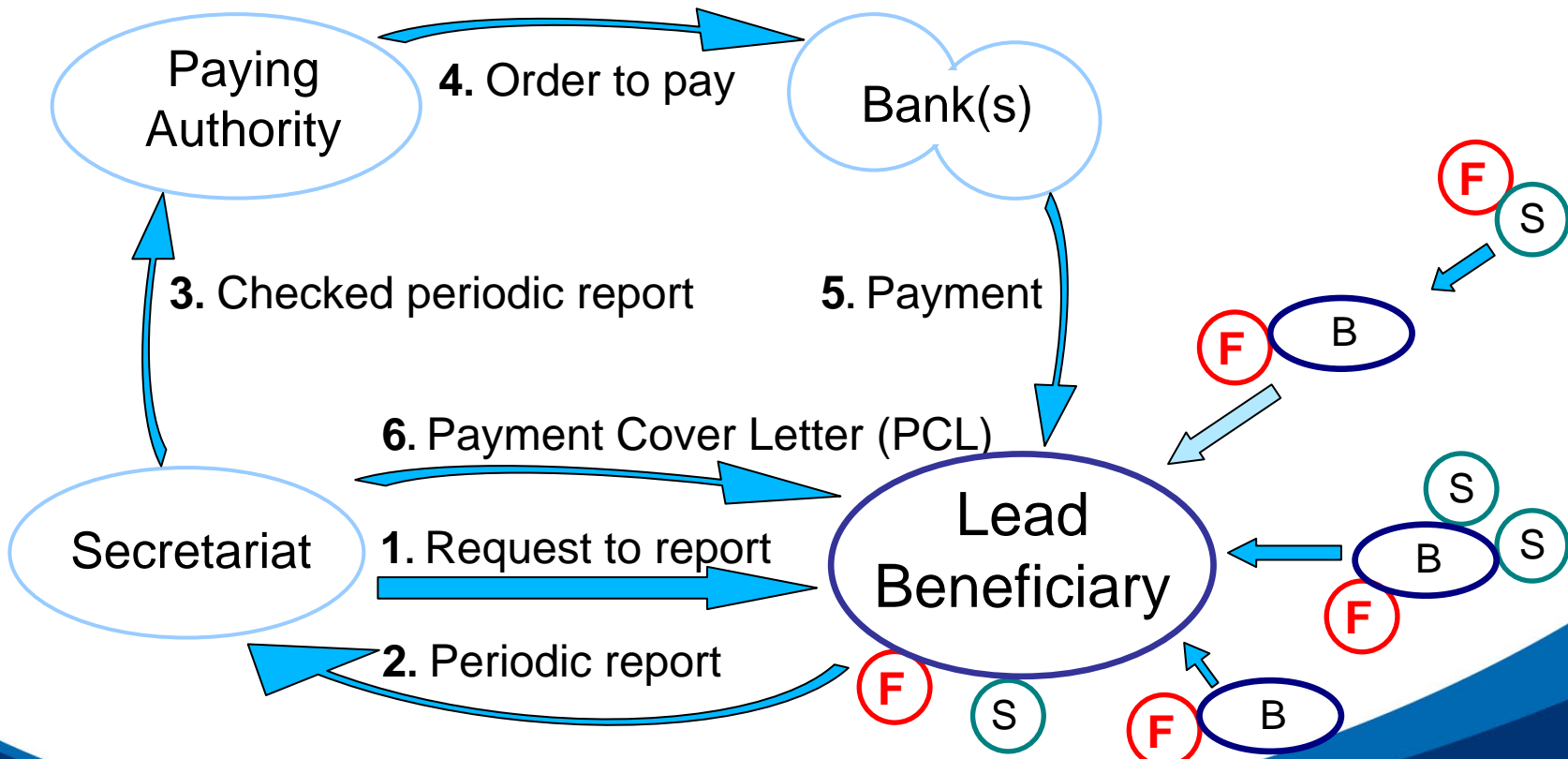
# Standard reporting:

6 Steps

**B**eneficiaries

**S**ub-partners

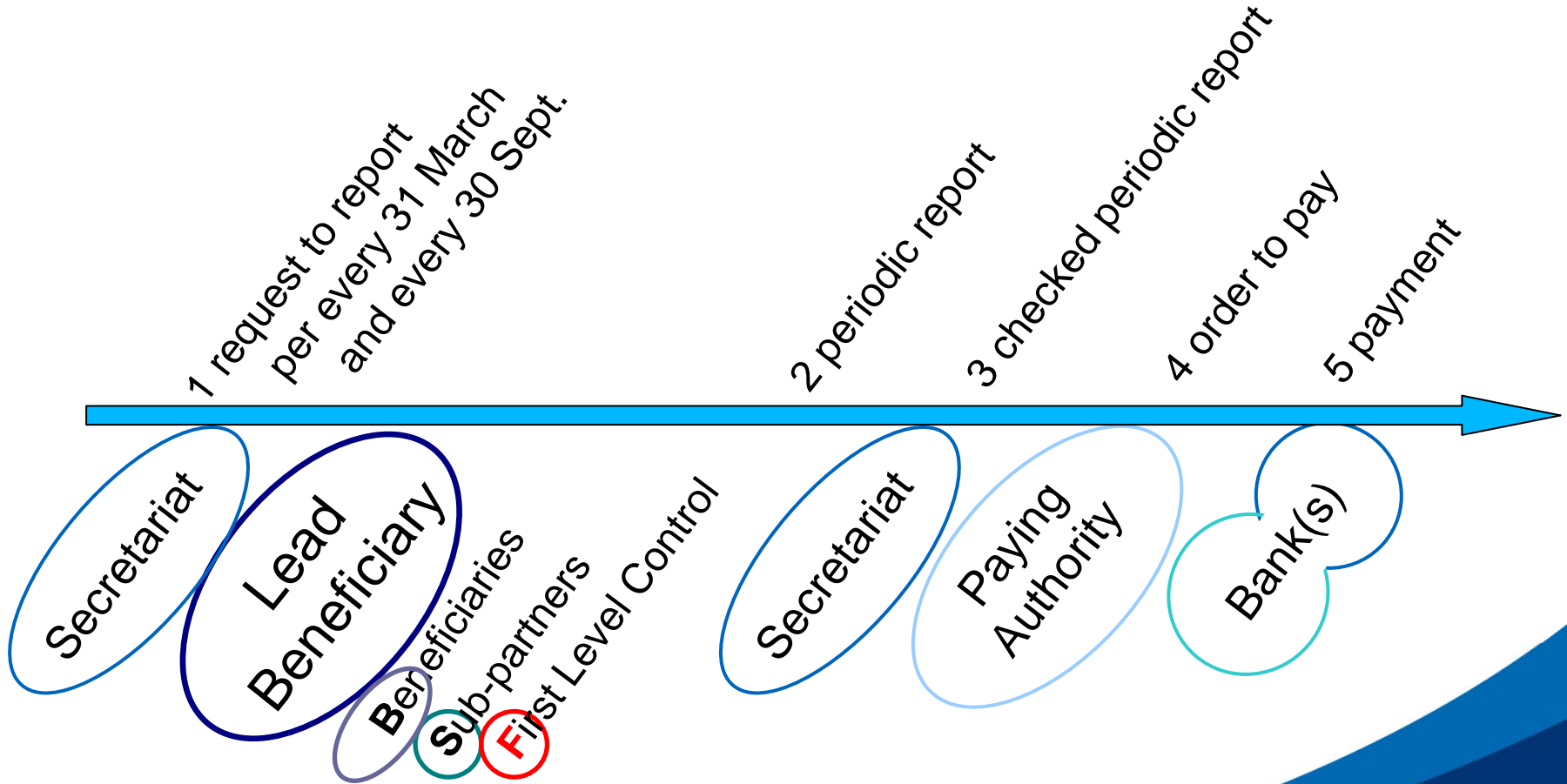
**F**irst Level Control (FLC)







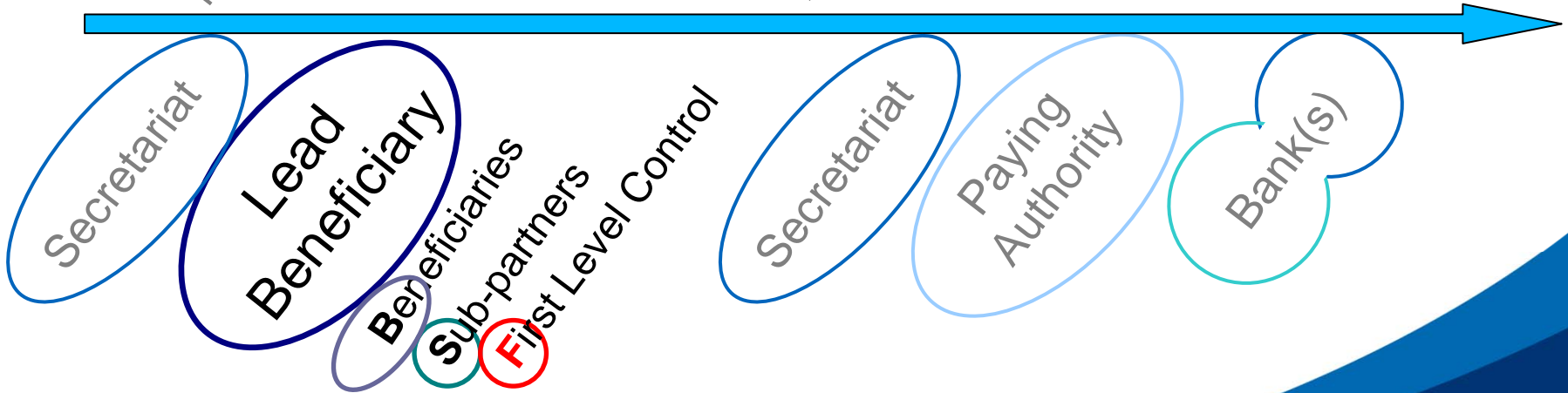
# Twice a year:





# Which means:

- 1 request to report per every 31 March and every 30 Sept.
- 4 weeks at beneficiary level incl. FLC**
- 2 weeks at Lead beneficiary for consolidation incl. FLC**
- 2 periodic report
- 3 checked periodic report
- 4 order to pay
- 5 payment





# Lead Beneficiary Principle :

(see OP 5.2.3.2 and Fact Sheet # 5, please!)

## Continued responsibility for:

- Project implementation as promised  
in line with the approved application (and approved changes)
- Eligibility of expenditure to trigger co-funding  
expenditure for approved activities only  
expenditure controlled by designated controllers
- Transfer of ERDF / -equivalent to beneficiaries  
and report so, Lead FLC to confirm
- Protecting the audit trail  
incl. secured documentation storage



# Before you start thinking about reporting...

Get a (good, competent and helpful) controller designated - who can carry out the job at a reasonable price level

It is your responsibility to get one

Do not be 'discouraged' by the 'resistance' of the system

Whatever the excuse, you will not get the money  
until it is done



# Before you start thinking about reporting...II

**Get a partnership agreement in place – signed by all!**

But do not let the formal processes overshadow the real thing...the project

Adapt, run processes simultaneously...

**Insist on clear guidance from the project controller on what is required for reporting...**

The Manual for First Level Control sets minimum requirements, LB can ask for more

Let controllers meet/talk: It sometimes helps!



# Important EU regulations:

**Norwegian beneficiaries of our programme are also subject to these rules!**

## 1083 / 2006 General Provisions (Amendments have been made)

15(1) Additionality      55 Revenue generating projects      56 Eligibility of expenditure      57 Durability of operations  
60 Functions: managing authority      66 Arrangements: monitoring      69 Information and publicity  
72 Responsibilities of the Commission      80 Wholeness of payment to beneficiaries      81 Use of euro  
90 Availability of documents      93 Automatic decommitment      102 Repayment

## 1080 / 2006 European Regional Development Fund

6(2) Territorial Cooperation      7(1) Eligibility of expenditure      13 Rules on eligibility of expenditure  
15 Functions of managing authority      16 Control system      17 Financial management  
20 Responsibilities of lead/beneficiaries      21 Conditions governing the location of operations

## 1828 / 2006 Rules for Implementation

8 Information and publicity measures for the public      9 Technical characteristics: information and publicity measures  
13 Managing authority      14 Accounting records      15 Audit trail      16 Audit of operations & on the spot  
19 Availability of documents      27 Definitions (Irregularities)      28 Initial reporting – derogations  
29 Urgent cases      30 Reporting of follow up – Non-recovery      47ff Eligibility      51 In-kind  
52 Overheads      53 Depreciation



# Programme Rules:

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

## The North Sea Region Programme 2007–2013



INNOVATION



ENVIRONMENT



ACCESSIBILITY

SUSTAINABLE  
COMMUNITIES

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...](#)

- Home
- News >
- About the Programme >
- Project Life Cycle
- Projects
- Project Applications >
- Events >
- Key Documents
- Contact >
- Users Area
- FAQ
- Links

### IVB Key Document Library

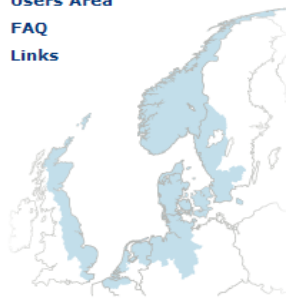
A link to all **Structural Funds Regulations 2007-2013** can be found [here](#).

#### Country Specific Information



#### IVB Document Library

- + Application
- + Fact\_Sheets
- + Info\_Sheets
- + Manual\_First\_Level\_Control
- + Newsletter
- + Programme\_Materials\_and\_Documents
- + Publicity\_and\_Communications
- + Regulations\_and\_related\_Documents



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



# Fact Sheets:

## **I Financial Issues**

- # 1 Exchange Rates
- # 2 Eligible Costs
- # 3 Auto Decommitment
- # 4 Public Tendering

## **II Partnership**

- # 5 Lead Beneficiary Principle
- # 6 Letters of Intent
- # 7 Public-Private Partnerships
- # 8 Sub-partners

## **III Application & Approval**

- # 9 Detailed Costed Workplan
- # 10 Technical Assessment Process

## **IV Reporting**

- # 11 Indicators
- # 12 Change of Budget
- # 13 Control and reporting
- # 14 Publicity Requirements
- # 15 Preparation Costs





# Fact Sheet Examples:

## I Financial Issues, # 2 Eligible Costs

### Law

EU regulations, National Rules (appendix 11 of the Manual)  
Real costs with supporting accounting evidence

### Time

Submission of application – project closure  
Derogation: Preparation costs

### Place

Eligible area (NUTS 3-codes)  
20% / 10% rules – Operational Programme, Section 5.2.3.3

### Function

Project application / approved changes  
Project relevant



# Fact Sheet Examples:

## # 2 Eligible Costs - Staff costs must (excerpt):

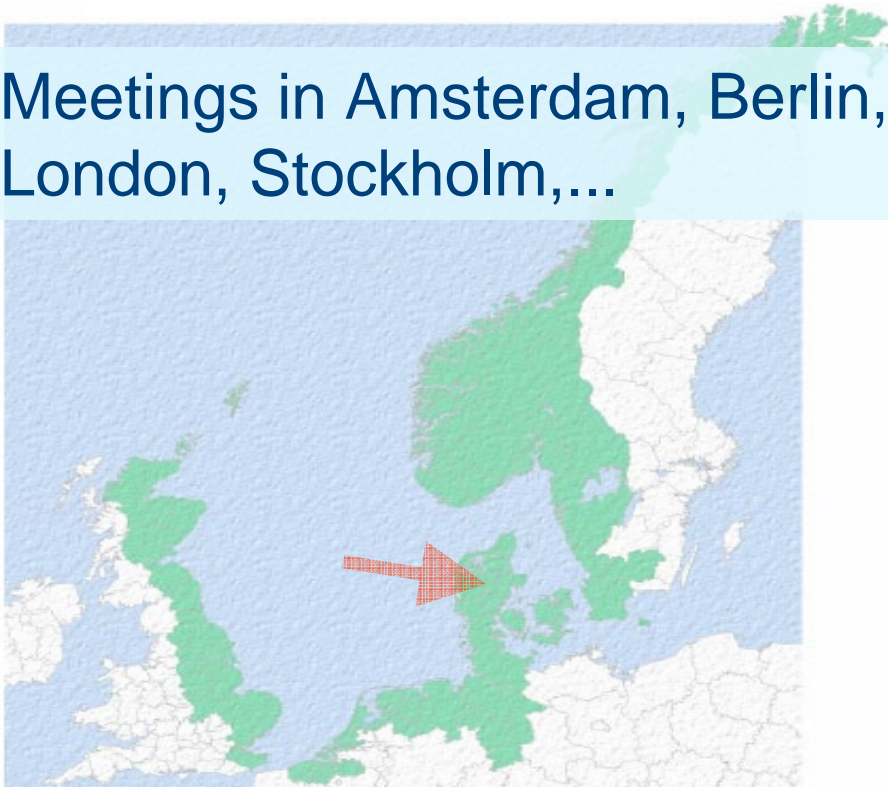
- + Be certified ...;
- + Be additional ...;
- + Be based on documents ...;
- + Be spent ...;

Unpaid voluntary work and other 'in-kind' contributions are eligible provided that their value can be determined based on the amount of time spent and a standard rate for this time



# Eligibility? Examples :

Meetings in Amsterdam, Berlin, Brussels,  
London, Stockholm,...

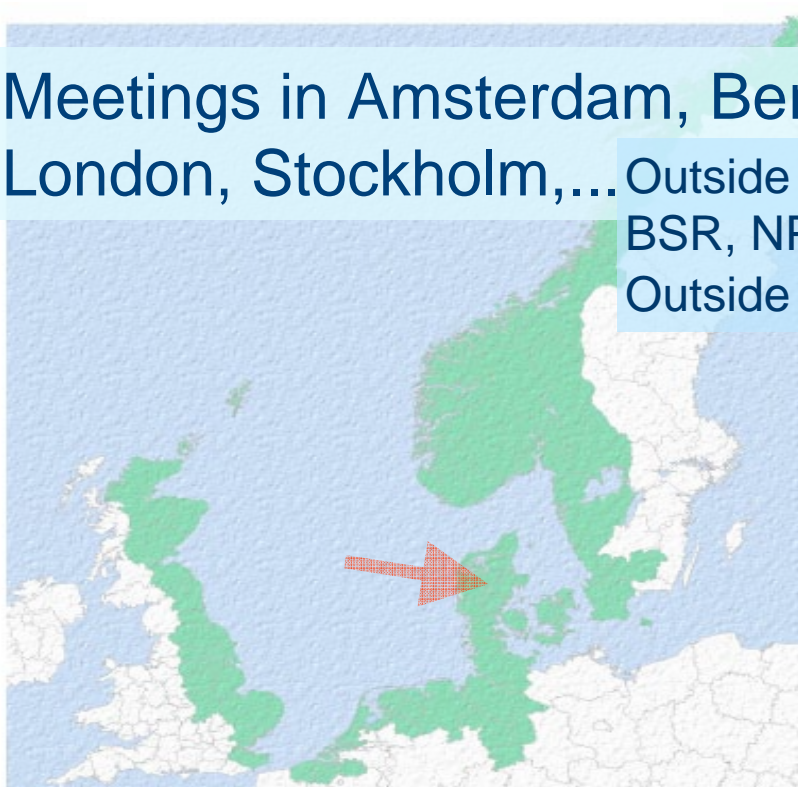




# Eligibility? Examples :

Meetings in Amsterdam, Berlin, Brussels,  
London, Stockholm,...

Outside NSR, but within  
BSR, NPP, NWE: max. 20%  
Outside that: max. 10%





# Eligibility, examples :

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

Outside NSR, but within BSR, NPP, NWE: max. 20%  
Outside that: max. 10%

"Preparation costs Grant of up to €20.000 or 2% of the total eligible budget, whichever is the lower"

...project-relevant?

Fact Sheet 2; Operational Programme section 5.2.3.4;  
Article 56 of Commission Regulation 1083/2006;  
Articles 7 & 13 of Commission Regulation 1080/2006;  
Articles 47 ff of Commission Regulation 1828/2006

From the day of receipt of your application, but not without approval of the Steering Committee

correct and complete logos, colours, size?

Only the latest approved contract!



# The Interreg IVB North Sea Region Programme



## Available back-up:

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

### The North Sea Region Programme 2007-2013



INNOVATION



ENVIRONMENT



ACCESSIBILITY



SUSTAINABLE  
COMMUNITIES

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### IVB Key Document Library

- IVB Document Library
  - Application
  - Fact\_Sheets
  - Info\_Sheets
  - Manual First Level Control
    - Appendices
      - Designation Bodies for FLCs.pdf
      - Guidance to beneficiary finance periodic report March 2010.pdf
      - Guidance to online finance periodic report.pdf
      - Manual on First Level Control.pdf
      - Manual with appendices track changes Ver 15 April 2010.pdf
  - Newsletter
  - Programme\_Materials\_and\_Documents
  - Publicity\_and\_Communications
  - Regulations\_and\_related\_Documents

VIDEOS

### NEWS

New Version of FLC  
Manual Online  
01 September 2010

PROJECT IDEA SECTION

IIIB FINAL RESULTS

2000-2006 (IIIB) Website

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



# Secretariat jobs :

## watch eligibility

OP and Fact Sheets, report checks, ad-hoc advice

## monitor progress

‘costed work plan’: implementation and spending

## check and process

within limited mandate to take decisions



# On Beneficiary Level:

Appendix 5: The FLC checklist

Appendix 7: The Finance report

**NEW** Appendix 7a: Table: On-the-spot items

Appendix 10a: The Activity report





# On Lead Beneficiary Level:

Appendix 6: The Lead FLC checklist

Appendix 8: The consolidated Finance report

**NEW** Appendix 8a: Table: On-the-spot items

Appendix 9: The mother of all tables

Appendix 10: The consolidated Activity report



# NEW: Appendices 7a & 8a:

Summary information about on-the-spot verifications						
<b>Project:</b>						
Beneficiary/ sub-partner	Country	1st level controller details	Amount of expenditure declared to the controller	On-the-spot verifications of individual operations cf. Article 13.2b (1828/2006)		
				No.	Amount verified on-the-spot	Date of on-the-spot verification
			...			
Date			Signature by Lead/Beneficiary			
Date			Signature by beneficiary/project controller			

Appendix 7a/8a



# Application

Applications / A North Sea Way to Energy-Efficient Regions

A1. Title and Summary of Project

**Activity 1  
Budget 100€  
approved**

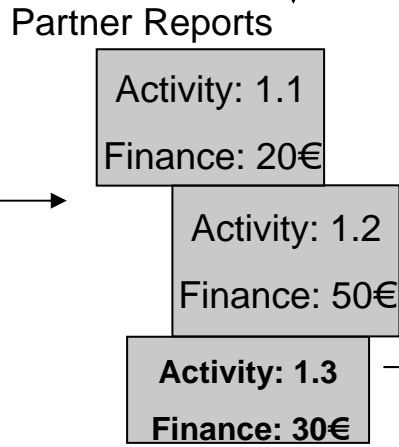
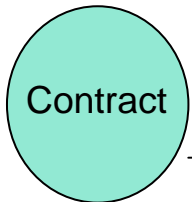
1.1 Full Name  
A North Sea Way to Energy-Efficient Regions

1.2 Acronym  
ANSEWER

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	Endeavour House, Russel Road	Director (Full Name)	Drn Griffiths
Post Code	IP1 2BX	Project Ref	
City	Ipswich	Telephone	01473 258225
Country	UNITED KINGDOM	Fax	3044 051473 216889
NUTS 3 Region	UK014 Suffolk	Email	neil.harrison@suffolkcc.gov.uk



## 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 <sup>rd</sup> activity and financial report is submitted to the Interreg Secretariat	Ongoing

**Activity 1 carried out**

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. Gr costs
1	Napier University Transport Research Institute (TRI)	UK	0	0	222,494	13,215	2,990	
	SubTotal #1	UK	0	0	222,494	13,215	2,990	
2	University	SE	16,385	0	4,204	2,767		
	SubTotal #2	SE	16,385	0	4,204	2,767		
3	International Jacobs University	DE	58,904	95,910	46,324	7,323	230	
	SubTotal #3	DE	58,904	95,910	46,324	7,323	230	
4	Molde College	NO	5,670	0	28,956	5,436	5,338	
	SubTotal #4	NO	5,670	0	28,956	5,436	5,338	

**100€ for Activity 1 occurred**



## 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?



# The Audit Trail:

Every EURO of project expenditure is traceable:

- **Legal basis**, project related costs, compliance with eligibility requirements
- **Record** that public procurement procedures have been respected
- **Contracts**, agreements, order letters, Invoices, Payment documents
- **Delivery proof** – i.e. activities carried out, goods and services delivered

Costs for which it is not possible to provide an individual project invoice (e.g. overheads): use documents of '**equivalent probative value**'

Confirm with private partners; consider storing their documentation -  
**all documentation must be stored until 2023**



## It's not always us:

- Delays                      please prepare per 31.03. & 30.09.
- Incorrect                      please follow latest guidance
- Incomplete                      please check completeness
- Incomprehensible              please clarify logically

NO qualification or  
CLEAR quantification or  
DEDUCT until clarification



# Thanks for your kind attention!

If you come across any questions to this, please: **Get in touch!**

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INTERREG IVB Northsea Region JTS, [www.northsearegion.eu](http://www.northsearegion.eu)







1. An awful lot of Red Tape
2. Rocket science
3. You are Flabbergasted
4. Poetry

ADVICE

- 
- A tropical island with several palm trees on a sandy beach, surrounded by clear blue water under a bright blue sky with scattered white clouds. The island is small and isolated, with a few palm trees of varying heights. The water is calm and reflects the sky and the island. The sky is a vibrant blue with soft, white clouds scattered across it.
1. Translate the EU rules to your organisation.
  2. You will make mistakes. Learn from them as an organisation.

1. Make sure that you do not live on an island within your organisation



*Royal Island*

Make sure that your partners do not live on an island within their organisation



Project managers



Financial managers

Define roles

**filip**

- Contact list
- Create content
- Downloads
- Internal project news
- Project list
- My account
- Wiki
- News aggregator
- Menus
- Log out

**Themes**

- Academic work
- Creating Smarter Cities
- Customer profiling
- Customer services
- Wireless services

**Local activity**

- Bremerhaven
- Edinburgh
- Groningen
- Karlstad
- Kortrijk
- Kortrijk region
- Kristiansand
- Norfolk
- Osterholz-Scharmbeck

**Academic partners**

- Edinburgh Napier University
- Jade University

## Finance officers

- **Françoise Maertens**  
Intercommunale Leiedal  
Belgium
- **Pascale Deleye**  
Katholieke Hogeschool Mechelen - Memori  
Belgium
- **Franziska Stenzel**  
BIS mbH  
Germany
- **Helmut Berends**  
Consulter for BIS mbH  
Germany
- **Nicoline Schambach**  
Osterholz  
Germany
- **Claus-Helmut Adams**  
University of Applied Sciences Wilhelmshaven/Oldenburg/Elsfleth  
Germany
- **Stefan Molkentin**  
ATeNe KOM GmbH  
Germany
- **Irina van Noordt**  
Groningen  
Netherlands
- **Bjørgulf Torjussen**  
Kristiansand  
Norway
- **Ole Petter Ingvaldsen**  
Kristiansand  
Norway

Familiarize with the financial people



ADVICE

## 2. A Lead Beneficiary Leads

- Tell partners what you expect from them by when
- Lead by example (communicate success in the group and failure bilaterally)
- Explain the why to the partners. It's easy to become popular by blaming all the red tape. But you won't run a project with this attitude.
- Do you have to be a boy scout? Partners too late with their documents jeopardizing the entire claim: dura lex, sed lex.
- You lead not your FLC. Your FLC is your most trusted partner. Respect each others role and responsibilities.





4.9

5/0

51

88  
89  
90  
91  
92  
93

70  
71  
69

### 3. Planning is key (for your next claim)

- Don't go in summer holidays without the meeting with your project FLC set
- Plan backwards and communicate deadlines before summer to your partners
- Familiarize yourself with the application (and its underlying logic) before the claim period starts
- Once the claim submitted, do your housekeeping: overviews, prepare settlement, feedbacks. You'll forget everything in 6 months time
- Make a Financial handbook



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  - LinkedIn
  - Flickr
  - Epractice.eu