



Introduction to 5th Call Projects



Lead Beneficiary Seminar IV

12/13th October 2010, Bremen



Today

- Introduction of Desk Officers
- Introduction to project communications
- The legal basis for running your project
- Finance Reporting
- Activity Reporting
- Questions and Answers



Welcome!

Cruise Gateway

LO-PINOD

E-Harbours

iTransfer

Green Airports

CNSS

Food Port



46 Projects Approved

INNOVATION

Priority 1: 12

1.1 Building the innovation capacity of business

ERIP, NMU

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

1.4 Promoting the adoption and use of ICT applications

-

ENVIRONMENT

Priority 2: 15

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

LNS, TIDE, BLAST, SUSCOD

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

Ballast Water

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

TRANSPORT

Priority 3: 11

3.1 To promote regional accessibility strategies

CARE-North, Cruise Gateway, iTransfer, 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, CNSS, E-Harbours

COMMUNITIES

Priority 4: 8

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,

4.3 Promoting energy efficiency in settlements

ANSWER, Build with Care



Your Desk Officers

	PDU			
		Sina Redlich	Lise Espersen	Jesper Jönsson
FU	Isabella Leong	iTransfer	Food Port Green Airports	
	Christian Zieske	E-harbours Cruise Gateway	CNSS	Lo-Pinod



Introduction of Desk Officers - PDU

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PROJECT COMMUNICATIONS

Or: Getting your message across



THE COMMUNICATION PLAN - AIM

Be smart.

Make your communications aim

- Specific
- Measurable
- Adequate
- Relevant
- Timed

THE MESSAGE

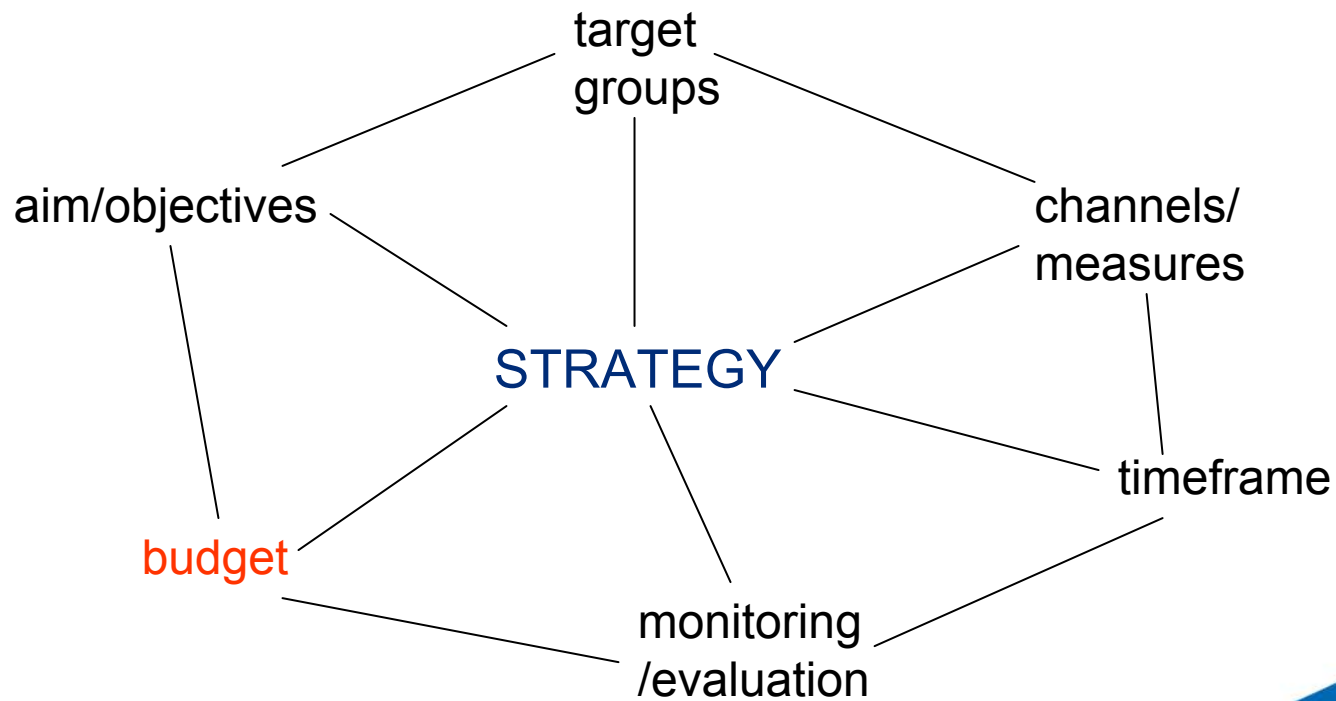
A powerful statement describing the mission of your project

- concise
- credible
- to the point
- easy to understand
- easy to memorize





THE COMMUNICATION PLAN



THE REGULATIONS

- European Commission requirements
 - EC regulation 1828/2006
 - logos, tagline, EU emblem and reference
 - billboard/plaque for investments over 500,000 €
- Programme requirements
 - use of Programme logo and tagline
 - communication plan

Check Fact Sheet 14 and Communication
Plan Guidance!



ANY QUESTIONS?

Contact us!

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European Union



The European Regional Development Fund

**The Interreg IVB
North Sea Region
Programme**

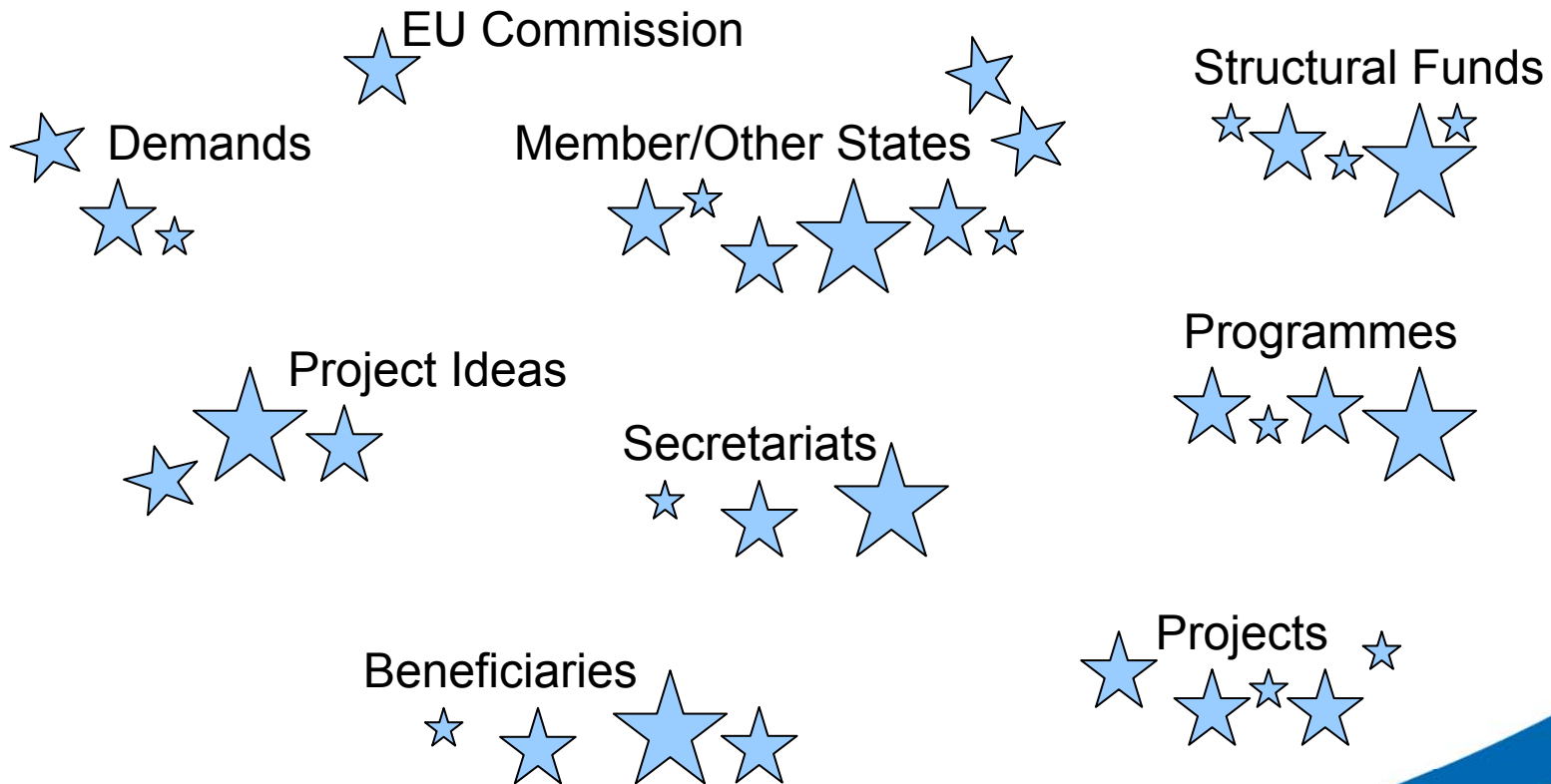


The legal basis for running your project

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



Where are we :





Where are we in the process :



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 of the Commission 66 Arrangements: monitoring 69 Information and publicity 72 Responsibilities
93 Automatic decommitment 80 Wholeness of payment to beneficiaries 81 Use of euro 90 Availability of documents
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 lead/beneficiaries 16 Control system 17 Financial management 20 Responsibilities of
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 verification
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



Eligibility? Examples :

Meetings in Amsterdam, Berlin, Brussels, 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

publicity with correct and complete logos, colours, size?

Only the latest approved contract!

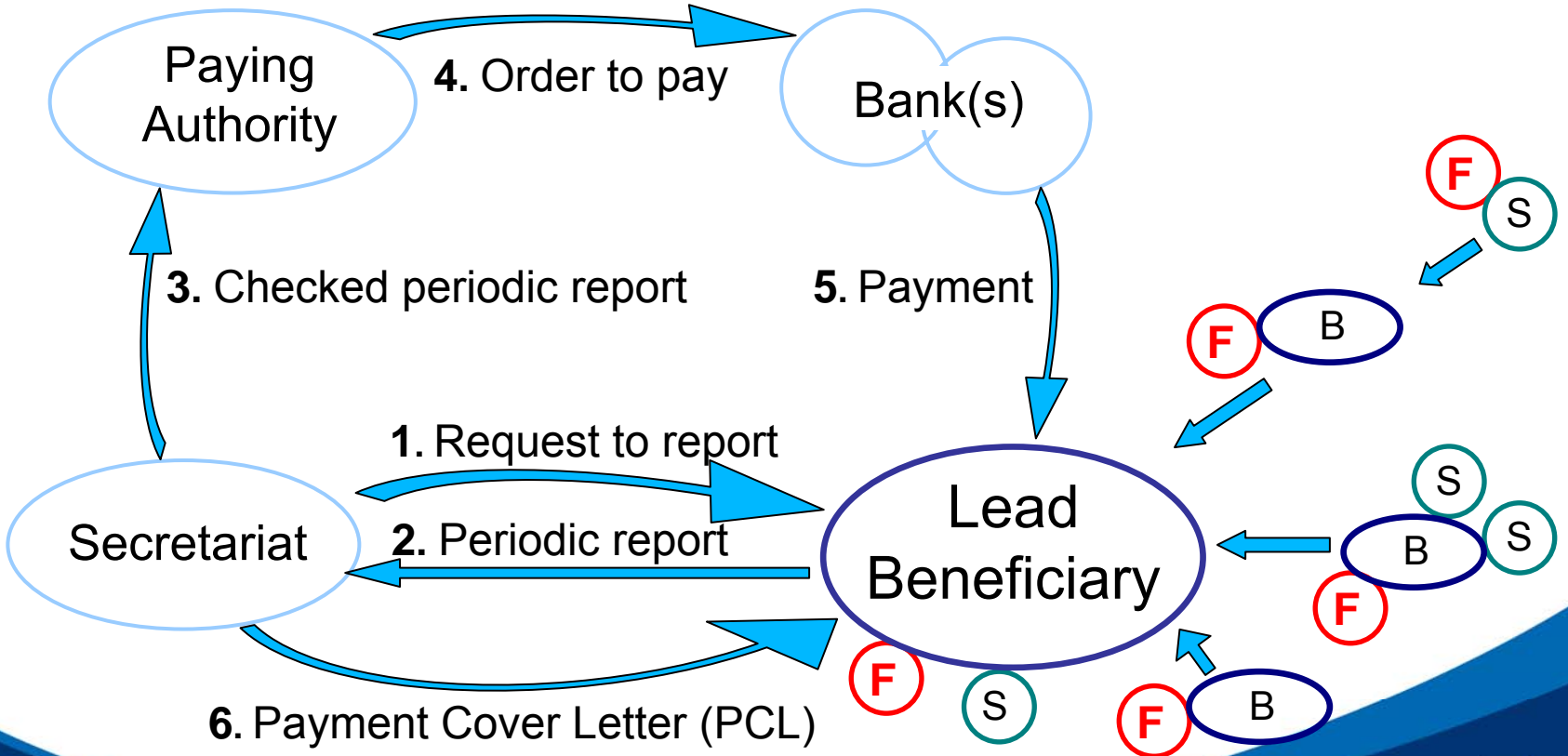
Standard reporting:

6 Steps

Beneficiaries

Sub-partners

First Level Control (FLC)





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

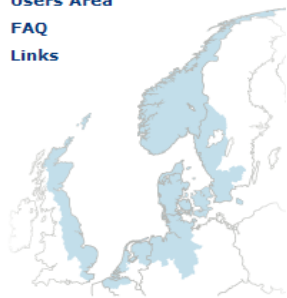
A link to all **Structural Funds Regulations 2007-2013** can be found [here](#).

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



register | login | pri

*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



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



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News



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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*



The Audit Trail:

Every EURO of project expenditure is traceable:

- Legal basis: eligible, documented, project related costs
- Record: public procurement procedures respected
- Contracts: partnership agreements, order letters, invoices
- Delivery: proven as actually paid out, carried out, built, written
- Costs for which there is no project individual invoice:
(e.g. overheads): use documents of 'equivalent probative value'
- Confirm with all, especially smaller private partners:
all documentation must be stored until **2023**



Reporting Finances

12 October 2010, Bremen



Isabella Leong, Albert Ruiter



Your report – our check

- What we need from you
- What we do with that
- What happens then
- What is the timeline

The image shows a sample of a periodic report form. It includes sections for:

- Project details: Name, Address, City/Town, Country, Reporting period, Date of project.
- Budget information: Approved project budget, Allocation of budget, Realised start of project, date.
- Expenditure data: Total eligible expenditure, Total expenditure, Total eligible expenditure, Total expenditure.

Checklist for Periodic Reports (financial):		Yes	No
Review 1:	Section 1		
Are all key data in place and consistent with the approved application?		<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
Review 2:	Section 2		
Has the information in the pre-print been shared? (Section 2 is filled in by the beneficiaries)		<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
Review 3:	Section 3:		
Is the information regarding realised start of project and statement date filled in?		<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
Review 4:	Section 4:		
Has the budget been changed?		<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
Review 5:	Section 5:		
(Type in and test section "F" in the database reporting table) Does section "F" and "G" and "H" correspond?		<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
Review 6:	Section 6.1:		
Is section 3.1 filled in?		<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
Review 7:	Section 7:		
If yes, is it supported by any additional information?		<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
Review 8:	Section 8:		
Does section 5.1 correspond with section 3?		<input type="checkbox"/>	<input type="checkbox"/>
Comments:			



Reporting procedure I:

- Twice a year
 - Reporting periods ending end of March & September
- Standard reporting forms
 - The basic report forms
 - Activity report is part of the financial claim
 - The LB must approve the activity report for the beneficiary claim to be valid
- Only claims with no qualifications or clear quantifications can be included in the consolidated report by LB



Reporting procedure II:

- Deadlines for delivery of the full report
 - 4 weeks for beneficiaries to deliver to LB
 - + 2 weeks for the LB to deliver to JTS
 - Plan well ahead
 - Start before the end of the reporting period
 - Have a well functioning system for daily management
 - E.g. monthly reconciliations, one ring binder per claim – updated on current basis
 - Plan for clarifying issues with LB/project controller



cradle to cradle



islands

The Interreg IVB
North Sea Region
Programme



So, April and October:

You don't need to wait until you can send the official e-mails out of the online database!

Before your first reporting: ask for the certifications of the FLC; no certification; no claim!

Start communication early is my advice: better too early than too late!

Communicate with financials (financial managers and flc) they speak the same language.

And

Don't claim costs for activities not mentioned: Activity report and financial report must be consequent....



Appendices

On **Beneficiary** Level

5 The FLC checklist

7 The Finance report

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

10a The Activity report

The Mother of All Tables

On **Lead Beneficiary** Level

6

8

8a

10

9



Entries as requested

Please run own checks

- Logic: activity vs. costs
- Full Euros only
- Totals matching
- Entries complete
- Appendices, Signatures!

The form is titled 'North Sea Region programme' and 'Report on expenditure for ERDF-payments must be on this form'. It contains several sections:

- Beneficiary and project information:** Beneficiary Name, Measure, City/Town, Country, IB project ID, National project ID, project.
- Ground information:** start ERDF-payment to project, eligible ERDF-payment in EURO, Preparation costs received.
- Period information:** start of project, date; end of project, date; Statement, date; currency.
- Budget and expenditure:** Approved budget EURO, Accumulated paid expenditure EURO. This section includes a list of expenditure categories such as 'Personal experts and consultants', 'Temporary staff', 'Personnel staff', 'Travel and accommodation', 'Meetings, conferences, seminars', 'Material costs', 'Information and publications', 'Initial investment', 'Interest', 'Coverable VAT', and 'Other'.
- Summary table:** A table with columns for 'eligible EURO', 'Total EURO', and 'Target 6.2 EURO'. It also includes a 'number of pages' field.
- Signatures:** A box for 'Controller stamp and signature'.

Large blue arrows indicate the flow of data and the need for checks between these sections, particularly between the budget/expenditure table and the summary table.



cradle to cradle  islands

- Don't be afraid.....
- Several appendices.....
- A difficult figure with a lot of piles

Just start and do it!

(and when you make mistakes: you're flc will correct you or the JTS will make helping remarks: they don't shoot you)



Reporting on Finances

[Show/Hide help](#)

Reporting Data
Funding
Finalise

Application: ATA

Reporting Round: March 2010

Section one of the report is filed in automatically by the system. You will be able to see it, when you submit the report and will be transferred to the view version of the report. This is the current data, which was registered in our database. If there were any changes you must submit them through the Changes Form available in the system. Please bear in mind that the changes will not take effect before they are approved by the secretariat. In the activity report you will make a summary of all changes required/applied for.

Section two of the report is filed in automatically by the system. You will be able to see it, when you submit the report and will be transferred to the view version of the report. This is the current data on accumulated payments to project, which were registered in our database. Should this data be incorrect, please contact us immediately.

3. Expenditure

3a. Realised start of project, date

Please fill in the actual starting date of the project.

3b. Statement, Date

Please fill in the closing date of the period covered by this statement.

3c. Reporting currency: National currency unit or EURO NCU EURO

The statement can be made in Euro or NCU of the Lead Beneficiary – advice can be found in the fact sheet on 'Exchange rates'. The reporting currency must be filled in by the Lead Beneficiary. Once a reporting currency has been decided on it is not possible to change it without formal approval from the programme secretariat. It is strongly recommended to use EURO as reporting currency.

Section 3e and 3.1e will be generated by the system based on the latest approved project budget. If you need to change your budget, you must submit the request through the Changes Form available in the system. Please bear in mind that the changes will not take effect before they are approved by the secretariat. Thus the current budget will be pre-printed. To avoid deductions due to overspendings on budget lines on project level, the change request with explanations must be submitted. The same applies for beneficiary level for Material Investments (table 3.1). For sections 3f and 3.1f on the printed form, please see Funding tab.

5. Status on plans for the project

5a. Are there delays from the approved timetable for the project? No Yes

5b. Are there other important deviations from the approved plans for the project? No Yes

5c. If 5a/b yes, the memorandum has been attached? No Yes Not applicable

If the answer to either of the two questions (5a and 5b) is YES a memorandum explaining the situation must be enclosed. It is the Lead Beneficiary's responsibility to assess all the cases from the beneficiaries and make a combined memo on project level. Please note that all changes must be approved by the programme secretariat.

Reporting on Finances

6. Request for payment of ERDF-grant

6a. Is this the Final Report?

No Yes

6b. Is this an interim report?

No Yes

6c. If Yes, is this a request for payment of the ERDF grant?

No Yes


6d. It is preferred to receive the payment in

NCU EURO

 Please make sure that you confirm that you request ERDF payment and indicate the preferred currency to be paid in.

7. Financial enclosures

Financial enclosures

 The finance report, in order to constitute a valid ERDF claim, must be accompanied by an accumulated activity report on project level. The activity report must clearly correlate with the list of outputs and impact indicators from the approved application form. Include unexpected outcomes as well. The activity report will be listed as the first enclosure. However, you do not need to upload it here. It will be uploaded in the activity report section.


In accordance with the Manual for the 1st level control, the Lead Beneficiary must attach the qualified beneficiary statements, together with a memo on the rectifying process. It is the responsibility of the Lead Beneficiary, the project controller of the Lead Beneficiary, to clarify all issues before the accumulated statement is sent to the secretariat. Only unqualified statements can be included in the accumulated statements.



Please upload the scans of the **finance documents**, which you are sending to the secretariat. Please check the Manual for 1st level control, section 3.2.3.1 for the documents to be kept by the Lead Beneficiary and section 3.2.3.2, for the documents to be forwarded to the secretariat.

The original 1st level control checklist for accumulated expenditure on project level and the spreadsheet 'Expenditure of the whole partnership' (Appendix 6 & 9 of the Manual for the 1st level control) must be enclosed as well. Please make sure they are signed by the project 1st level controller. Please notice that you should not upload appendix 6, 8 and 9 as appendices here. Since you first have to lock the data, print it, have it signed and scanned, these will only be uploaded after full process (the report is locked and LB and 1st level controller have signed the print of the report) is finished. The upload will be available in the view version once the completion has been confirmed in 'Finalise' tab.

Please make sure that you **do not** use the 'Edit Report' link in the view version of the report after having signed the report (by LB and the 1st level controller). It will re-set the time stamp of your data in the system thus it will not be consistent with the signed version (unless your intention is actually to make changes and re-sign the report). For uploading the signed appendices 6, 8 and 9 please use the 'View' link in the overview page of the system and then 'Upload/Delete Signed Copies' in the view version of the report.

After you have confirmed the completion of the report, the 'Edit' link in the overview page of the system is removed for safety measures (to avoid that you click it by mistake). If you actually want to make changes, you first have to use the 'View' link in the overview page of the system and then the link 'Edit Report'.

Document	Pages	File
Activity Report	-	
Appendix 6	-	
Appendix 9	-	
test	8	 Annex_X_filled_out_for_3rd_claim.pdf --  delete 

 It is not necessary to upload enclosures here anymore  save



Reporting on Finances - Funding

#	Organisation	Country	1. External experts and consultants	2. Temporary staff	3. Permanent staff	4. Travel and accommodation	5. Meetings, conferences, seminars	6. General costs	Of which flat overhead base
1	Apogee Information S	CY	€ 10.000	€ 0	€ 0	€ 0	€ 0	€ 0	€
1.a	one sub Frluftsrådet	BE	€ 10.000	€ 0	€ 0	€ 0	€ 0	€ 0	€
1.b	30% bnf	NO	€ 10.000	€ 0	€ 0	€ 0	€ 0	€ 0	€
	SubTotal #1	CY	€ 30.000	€ 0	€ 0	€ 0	€ 0	€ 0	€
2	the second Kragers	US	€ 0	€ 0	€ 0	€ 0	€ 0	€ 0	€
2.a	mmm Sjælland	NO	€ 0	€ 0	€ 0	€ 0	€ 0	€ 0	€
2.b	asdasdasd	SK	€ 0	€ 0	€ 0	€ 0	€ 0	€ 0	€
	SubTotal #2	US	€ 0	€ 0	€ 0	€ 0	€ 0	€ 0	€
3	JTS	DK	€ 0	€ 22	€ 33	€ 0	€ 0	€ 0	€
	SubTotal #3	DK	€ 0	€ 22	€ 33	€ 0	€ 0	€ 0	€
4	a new bnf	BG	€ 0	€ 220	€ 0	€ 0	€ 0	€ 0	€
	SubTotal #4	BG	€ 0	€ 220	€ 0	€ 0	€ 0	€ 0	€
5	the amazing new bnf	GR	€ 0	€ 0	€ 0	€ 0	€ 0	€ 0	€
	SubTotal #5	GR	€ 0	€ 0	€ 0	€ 0	€ 0	€ 0	€
	TOTAL		€ 30.000	€ 242	€ 33	€ 0	€ 0	€ 0	€
#	Organisation	Country	1. External experts and consultants	2. Temporary staff	3. Permanent staff	4. Travel and accommodation	5. Meetings, conferences, seminars	6. General costs	Of which flat overhead base



Reporting on Finances – Funding

(-) Revenue	13. Total eligible expenditure	13a. outside NSR but within BSR, NPP, NWE (max 20%)	13b. inside EU outside NSR, BSR, NPP, NWE (max 10%)	13c. outside EU (max 10%)	14. Ineligible expenditure	15. Total expenditure (13+14)	Spending target for this period	16. ERDF approved	17. ERDF
10.000	€ 10.000	€ 1.000	€ 1.000	€ 1.000	€ 10.000	€ 20.000	€ 461.359	€ 448.352	€
0	€ 10.000	€ 0	€ 0	€ 0	€ 0	€ 10.000	€ 0	€ 0	€
1.000	€ 9.000	€ 0	€ 0	€ 0	€ 0	€ 9.000	€ 54.584	€ 16.375	€
11.000	€ 29.000	€ 1.000	€ 1.000	€ 1.000	€ 10.000	€ 39.000	€ 515.943	€ 464.727	€
0	€ 0	€ 0	€ 0	€ 0	€ 0	€ 0	€ 703.467	€ 351.734	€
0	€ 0	€ 0	€ 0	€ 0	€ 0	€ 0	€ 245.640	€ 122.820	€
0	€ 0	€ 0	€ 0	€ 0	€ 0	€ 0	€ 55.772	€ 27.886	€
0	€ 0	€ 0	€ 0	€ 0	€ 0	€ 0	€ 1.004.879	€ 502.440	€
0	€ 55	€ 0	€ 0	€ 0	€ 0	€ 55	€ 246.131	€ 123.066	€
0	€ 55	€ 0	€ 0	€ 0	€ 0	€ 55	€ 246.131	€ 123.066	€
0	€ 220	€ 0	€ 0	€ 0	€ 0	€ 220	€ 193.853	€ 96.927	€
0	€ 220	€ 0	€ 0	€ 0	€ 0	€ 220	€ 193.853	€ 96.927	€
0	€ 0	€ 0	€ 0	€ 0	€ 0	€ 0	€ 2.467	€ 1.234	€
0	€ 0	€ 0	€ 0	€ 0	€ 0	€ 0	€ 2.467	€ 1.234	€
11.000	€ 29.275	€ 1.000	€ 1.000	€ 1.000	€ 10.000	€ 39.275	€ 1.963.273	€ 1.188.392	€

(-) Revenue	13. Total eligible expenditure	13a. outside NSR but within BSR, NPP, NWE (max 20%)	13b. inside EU outside NSR, BSR, NPP, NWE (max 10%)	13c. outside EU (max 10%)	14. Ineligible expenditure	15. Total expenditure (13+14)	Spending target for this period	16. ERDF approved	17. ERDF
-------------	--------------------------------	---	---	---------------------------	----------------------------	-------------------------------	---------------------------------	-------------------	----------



Reporting on Finances – Funding

st	16. ERDF approved	Funding				20. Ineligible	Total funding (17-20)	Equivalent to EUROS in differing national currencies		21. Preparation costs reported	21a of v ERDF r
		17. Funding: ERDF received	18. Eligible public own contribution	19. Eligible private own contribution							
9	€ 448.352	€ 10.000	€ 1	€ 90.001	€ 10.000	€ 110.002	0		€ 55	€	
0	€ 0	€ 1	€ 0	€ 0	€ 0	€ 1	0		€ 0	€	
4	€ 16.375	€ 0	€ 0	€ 0	€ 0	€ 0	0		€ 0	€	
3	€ 464.727	€ 10.001	€ 1	€ 90.001	€ 10.000	€ 110.003			€ 55	€	
7	€ 351.734	€ 0	€ 0	€ 0	€ 0	€ 0	0		€ 0	€	
0	€ 122.820	€ 0	€ 0	€ 0	€ 0	€ 0	0		€ 0	€	
2	€ 27.886	€ 0	€ 0	€ 0	€ 0	€ 0	0		€ 0	€	
9	€ 502.440	€ 0	€ 0	€ 0	€ 0	€ 0			€ 0	€	
1	€ 123.066	€ 0	€ 10	€ 0	€ 0	€ 10	0		€ 0	€	
1	€ 123.066	€ 0	€ 10	€ 0	€ 0	€ 10			€ 0	€	
3	€ 96.927	€ 0	€ 0	€ 0	€ 0	€ 0	0		€ 0	€	
3	€ 96.927	€ 0	€ 0	€ 0	€ 0	€ 0			€ 0	€	
7	€ 1.234	€ 0	€ 222	€ 22	€ 0	€ 244	0		€ 0	€	
7	€ 1.234	€ 0	€ 222	€ 22	€ 0	€ 244			€ 0	€	
3	€ 1.188.392	€ 10.001	€ 233	€ 90.023	€ 10.000	€ 110.257			€ 55	€	

Total Funding is not equal to Total Expenditure. Please make sure totals the same.

Please be aware that the preparation preparation costs form is €102.547. The same.

st	16. ERDF approved	Funding				20. Ineligible	Total funding (17-20)	Equivalent to EUROS in differing national currencies		21. Preparation costs reported	21a of v ERDF r
		17. Funding: ERDF received	18. Eligible public own contribution	19. Eligible private own contribution							

Reporting on Finances – Finalize your Report


8. Bank details

Bank account holder	<input type="text"/>
Full address	<input type="text"/>
Bank name	<input type="text"/>
Full address	<input type="text"/>
Bank registration code	<input type="text"/>
SWIFT	<input type="text"/>
Bank account number	<input type="text"/>
IBAN	<input type="text"/>
Internal reference	<input type="text"/>

 Please fill in the bank details as the Certifying Authority cannot and will not initiate the ERDF payment if details are missing.

9. Management Statement


Signee	<input type="text"/>
--------	----------------------

 The form must be signed by the person, which has in fact the authority to commit financially the beneficiary organisation. Please enter the name of this person and date of signature.

Date	<input type="text"/>
------	----------------------

10. Statement, date and signature of controller


Controller Name	<input type="text"/>
-----------------	----------------------

 Please enter the relevant dates and the name of the controller. Total Eligible Expenditure is automatically transferred from the funding table (the total of column 13). Thus all corrections must be done in this table and not in section 10. Please make sure that the controller enters in hand writing the date of the 1st level control checklist and the date of any other potential report.

Controlled Period: Start date	<input type="text"/>
Controlled Period: End date	<input type="text"/>

Lock

Completed	<input type="radio"/> No <input type="radio"/> Yes
-----------	--

 Please be aware that the time and date of locking will be visible on the locked print version. It is part of the secretariat's check to ensure date in the on-line form and the printed version must be the same. Please make sure that if you make changes the new print is made. You can make changes in the form until you click the button "Send to the Secretariat" button in the view version.



cradle to cradle islands

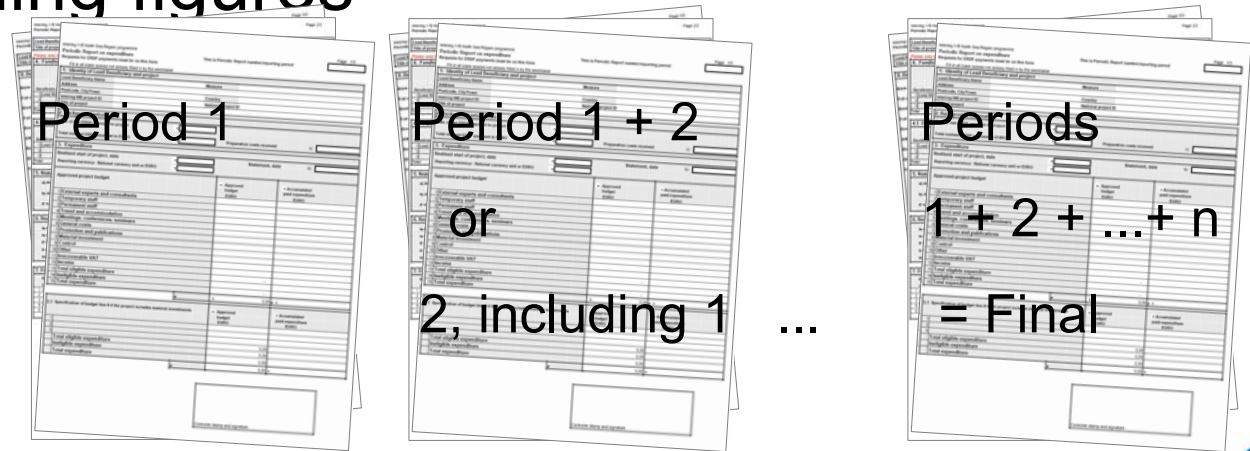
- Take the time –
 - Why:
 1. It reduces mistakes and
 2. The on line database is sometimes very (very) slow
- Read the manual
- Questions: ask your desk officer – they know (almost) everything!

Your project's expenditure

What do we check?

Checked matching figures

- consolidated
- audited
- accumulated





Nice to know, if you check it first then they can't find anything:
your report is very quickly approved and paid.

So let's try to make them unemployed.....

(but in our report they find mostly some "small" mistakes....)



Monitoring from JTS perspective

- Project progress according to (your own) time plan
 - Activity
 - Finance
- Ensure that only approved activities are implemented (JTS has a limited mandate regarding deviations)
 - Application
 - Changes
 - 1st level control



Your proposal is the your “bible”. Read it carefully, not only at the end!

Do what you have promised to do!



Three steps to re-imburement

Consolidation · Audit · Report

- Use our guidance: Fact Sheets, nos. 10 - 14
- Use your controllers: Each claiming beneficiary
- Use only our forms: Enter, print, sign, upload

- Full compliance > smooth process > quick re-imburement



And if you still have questions, problems
etc?

Ask the desk officers!

So: “Use” your desk officers!

European Union



The European Regional Development Fund

**The Interreg IVB
North Sea Region
Programme**



Activity Reporting

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



Project Development – Activity Reporting and the online monitoring system



Lise Espersen, Sina Redlich
Project Development Unit, JTS
13/14th October 2010, Bremen



Introduction of Desk Officers -PDU

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– Do's and don't for reporting

- Lead Beneficiary Principle
- Project Summary
- Delay in activities
- Style of reporting
- Transnational aspects – not only reporting on individual activities
- Lack of consistency – approved application v/s reported activities
- Publicity and Communication plan – if not submitted please do so with first report.





– Do's and don't for reporting

- Indicators
- Enclosures
- Sufficient level of detail / Finalising WPs
- Classifying status of activities
- Follow-up requests in concluding Letter



Activity reporting – why?

- Progress update
- Monitoring against application

→ Only activities approved in the application are eligible



Initial check with first report

- Com plan?
- SC recommendations?
- Website and logos?



What do we check?

- Changes
- Work package activities, progress
- Delays
- Publicity requirements
- Innovation, Knowledge Transfer, etc

→ Progress against application form



Activity Report on Partner Level

- Appendix 10a – Activity report template on beneficiary level
 - Only for your internal colating
 - Not to be submitted to JTS
 - Dont copy/paste: compile on project level!



Getting started...

The Interreg IVB North Sea Region Programme



Region Programme



Report: Activity: The Apogee Test Application 09

Cover	1. Beneficiary and project information	2. Time period (6 months)	3. Changes and other project issues	4. Work packages/activities
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10. Publicity	11. Indicators	12. Enclosures	Finalise	

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 the way they had been described in the application form, you should always report this immediately, giving reasons.

- When reporting you should consider the relevance of the information you are providing in enabling the programme secretariat to monitor the progress of your project. Whilst the programme secretariat recognises the importance and necessity of smaller project meetings held by individual project partners, it is more interested in receiving activities that have been undertaken which have a strategic and transnational importance for the project i.e the establishment of a transnational training programme. This is particularly the case if they have a bearing on the overall project and have a specific outcome.

- Whilst the programme secretariat may refer to your project website for additional information, a general update on your projects progress or for promotional purposes, project websites cannot be used as a sole mechanism for reporting i.e. you cannot ask the secretariat to refer to the website for an update of the project activities and outputs instead of completing the appropriate sections of your your activity report. Your project website should be referred to as an example of a project output, or if the activities outputs etc. being reported on cannot be translated or displayed in the report forms.

- You should not only report on activities carried out but also provide information about the outputs and results achieved as a result of the activity.

- You should not simply cut and paste the information provided to you by your partners in the report, but consider and convey the information that has been provided in the style in which the whole activity report has been written.

Project The Apogee Test Application 09

Reporting Round March 2009

Internal Filing Number

Periodic Report number

Update Summary

Here you are required to provide a summary about the progress of the project during the reporting period. Please note that this summary will be uploaded to the (your) project section of the



Contact info and signature

Lead Beneficiary information

Organisation	Apogee Information Systems	First Name	Markos
Legal Status	deee	Last Name	Giannopoulos
Address	address 22	Director (full name)	Nektaios Baziotis
Post Code	2345	Project Manager (full name)	Maria Prospathopoulou
City	thessaloniki hhj	Telephone	2310323011
Country	CYPRUS	Fax	222
NUTS 3 Region (code)	CY000 Κύπρος / Kibns	Email	dev@apogee.gr
		Homepage	http://apogee.gr/

Priority 4 - Promoting Sustainable and Competitive Communities

ERDF 103.435

Project website

Information on Beneficiaries

#	Organisation / Homepage	Legal Status	Contact Person / Email / Telephone, Fax	Address / Post Code, City	Country / Region
2	one2	demo1	demo2 demo2 demo@demo.dom +353 333333, +353	demo3 demo, demo	BELGIUM BE211 Antwerpen (Arrondissement)
2	lkjklkl	lll	lll ll	lll	ROMANIA

Certification by Lead Beneficiary

Name

Position

Signature

Date

* required fields

Submit and return



Time period covered by report

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The Interreg IVB North Sea
Region Programme

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	9. Innovation			
10. Publicity	11. Indicators	12. Enclosures	Finalise	

This Activity report covers the time period from

To

Extended implementation period

To

* required fields



Changes overview

3.1 Changes process

Have any of the changes below been made during the reporting period No Yes

Have they been processed using the above listed process No Yes

i (If no, please use the comments box below to elaborate)

Change of contact details No Yes

Changes of activities in the work packages No Yes

Change of partnership No Yes

Change of project timeline (new project timeline) No Yes

3.2 Other project issues

Incompletion of a work package No Yes

Addition of an Indicator No Yes

Publicity No Yes

Activities outside the Eligible Area No Yes

Comments

i If you are pasting text from Word, please use the "Paste from Word" button

0



Work Package activities

4a. Work packages and activities

i Describe the main project activities and results that have been carried out during the reporting period (to include a description of any material investments carried out by the project). Please break the description down into the relevant work package as was described per your project application. Please also list any outcomes, results and impacts (including those that have not been expected), which could be relevant to for communication on programme level

If there is a change to an activity or work package please refer to section 3 and 4 in the Explanation for Change Form

If you are pasting text from Word, please use the "Paste from Word" button

X [Rich Text Editor Icons]

4b. Activities outside the eligible area

i Have all of the activities been carried out within the eligible area?

Has there been any travels outside the eligible area

If you are pasting text from Word, please use the "Paste from Word" button

X [Rich Text Editor Icons]

4c. Activities or travels outside the eligible area (that were not listed in Q2.4 of the approved application form)

i Please describe the activities or travels which took place and the outcomes of this.



Completed Work Packages

[Show/Hide help](#)

Cover	1. Beneficiary and project information	2. Time period (6 months)	3. Changes and other project issues	4. Work packages/activities
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i If one of the work packages of the project (as indicated in the approved Application Form) has been completed during the time period that this Activity Report covers, please fill in this section.

If you were due to complete a work package during the reporting period but did not, please see the change process as outlined in section 3.

Completed Work Packages

i

Open the WP section 4.4 of my application form in another window - [GO](#)

Open the Gantt Chart section 4.5 of my application form in another window - [GO](#)

a) State what work package has been completed and its starting and completion date

ththththt	✘
-----------	---

Start Date: 01/05/2009 Completion Date: 04/05/2009

b) Does this completion of a work package correspond with the application form? *If no please read the guidance for this question above.* Yes

c) What have been the main outcomes and results of the completed work package?
dedededede




Transnational Approach

Cover	1. Beneficiary and project information	2. Time period (6 months)	3. Changes and other project issues	4. Work packages/activities
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10. Publicity	11. Indicators	12. Enclosures	Finalise	

i You should outline the transnational features of the activities. Please explain here how your project activities have ensured transnationality in their approach for example, describe here how your project beneficiaries have worked transnationally during the period in order to make the relevant impact i.e. beyond the work carried out within each partner country. In addition, you should demonstrate the way in which your activities have had a transnational impact.

Your answer in question 6.1 of the original application:
demo demo demo demo demo demo demo demo demo demo demo

How has the project ensured transnationality in its approach during the reporting period?

i **If you are pasting text from Word, please use the "Paste from Word"  button**




Transnational Partnership


Cover	1. Beneficiary and project information	2. Time period (6 months)	3. Changes and other project issues	4. Work packages/activities
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10. Publicity	11. Indicators	12. Enclosures	Finalise	

i Describe the role of the beneficiaries and the horizontal (different sectors) and vertical (different levels of government) and geographical (different regions) co-operation that has taken place and how have they contributed towards the project. Please also describe any problems within the partnership.

Your answer in question 6.2 of the original application:
demo demo demo demo demo demo demo demo

a) How have the project partners ensured horizontal and vertical participation?
b) Are there any difficulties in the partnership?
If a partner wishes to withdraw or change responsibility within/from the partnership please refer to question 4 in the Changes Explanation form

i **If you are pasting text from Word, please use the "Paste from Word"  button**






Knowledge Transfer

Cover	1. Beneficiary and project information	2. Time period (6 months)	3. Changes and other project issues	4. Work packages/activities
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i Describe if the project has built on or contributes towards other European policies or initiatives i.e. the White Paper for Transport 2010, the EU Maritime Policy etc. during the reporting period. Also describe if the project builds on or contributes towards national policies in the partner countries i.e. National Reference Frameworks etc. In addition you should state if the project has linked to any other projects or programmes and the outcome of this.

Your answer in question 8.1 of the original application:
sdfsdfsdfsdf sdfsdfsdf ffffff ffffff

a) Which European /national or other policies has the project contributed towards during the reporting period?
b) Does the project make any links to any current and former programmes and projects during the reporting period? If yes, please present how these links are implemented in your project.
c) Have other contacts have been made during the reporting period?

i **If you are pasting text from Word, please use the "Paste from Word"  button**



Communication

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	

i Here you should describe communication and publicity activities on the different levels (international, national, regional and local) aiming to communicate the added value of the project. Transnational added value should be highlighted.

In addition, you need to provide references to the EU and ERDF as stated in regulation (EC) 1828/2006. This is relevant for all beneficiaries and all communications and publicity activities. If the questions in 9c referring to this are not relevant for the project during the reporting period the 'not relevant during the project period' box must be ticked.

If you tick the 'no' box it implies that you should have carried out the fulfilment, but have not. You should therefore explain why this action has not been carried out using the Explanation for Changes form.


Please remember to include evidence (e.g. pictures/photographs) as attachments to the report as well as copies of relevant documents and reports with the logos displayed.

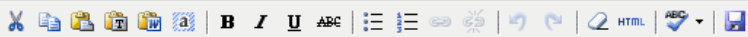
Please note that references clearly indicating that the activities have been part funded by the EU/ERDF are mandatory. Failure to comply can result in the activity/product NOT receiving the relevant ERDF contribution.

In addition the North Sea Region Programme encourages the use of the Programme logo and related references in all communications activities. Please consult the Graphical Guidelines document in the Downloads section of the Programme website for more information about the use of the logo. In the same section logos are available for download.

For more information please see Chapter II Section 1 of regulation (EC) No 1828 /2006.

a) What kind of communication and publicity activities have been carried out?
b) Have any particular activities obtained particular attention for the project or Programme?

i If you are pasting text from Word, please use the "Paste from Word"  button





Publicity requirements

10ci) (a) the total public contribution to the operation exceeds EUR 500 000; No Yes Not relevant during this reporting period

10ci) (b) the operation consists in the financing of infrastructure or of construction operations. No Yes Not relevant during this reporting period

If you have answered both questions with yes, please provide details about the infrastructure or construction and the billboard:

i The following information should be displayed for all information and publicity measures aimed at beneficiaries, potential beneficiaries and the public

- a) the emblem of the European Union, in accordance with the graphic standards set out in Annex 1 of the Official Journal of the European Union
- b) reference to the ERDF: 'European Regional Development Fund';
- c) the statement 'Investing in the future by working together for a sustainable and competitive future '.

This information shall take up at least 25% of the billboard. When the operation is completed, the billboard shall be replaced by the permanent explanatory plaque referred to in the next question.

If you are pasting text from Word, please use the "Paste from Word" button



Publicity requirements

10cii) (a) the total public contribution to the operation exceeds EUR 500 000;

No Yes Not relevant during this reporting period

i If you fulfil the following conditions as beneficiary you should put up a permanent explanatory plaque that is visible and of significant size no later than six months after completion of an operation

10cii) (b) the operation consists in the purchase of a physical object or in the financing of infrastructure or of construction operations.

No Yes Not relevant during this reporting period

If you have answered both questions with yes, please provide details about the purchase of a physical object, financing of infrastructure or construction operations and the explanatory plaque

i The plaque shall state the type and the name of the operation, in addition to the following a) the emblem of the European Union, in accordance with the graphic standards set out in Annex 1 of the Official Journal of the European Union b) reference to the ERDF: 'European Regional Development Fund', c) the statement 'Investing in the future by working together for a sustainable and competitive future'. This information shall take up at least 25% of the plaque.

If you are pasting text from Word, please use the "Paste from Word" button

X [Rich Text Editor Icons]

10cii) (a) the emblem of the European Union, in accordance with the appropriate graphic standards, and reference to the European Union

No Yes Not relevant during this reporting period

i All information and publicity measures aimed at beneficiaries, potential beneficiaries and the public should include the following

10cii) (b) reference for the ERDF: 'European Regional Development Fund'

No Yes Not relevant during this reporting period

10cii) (c) The statement investing in the future by working together for a sustainable and competitive future

No Yes Not relevant during this reporting period

10cii) (d) as stated in the guidance, the North Sea Region programme logo and related references should be used

No Yes Not relevant during this reporting period

i For small promotional objects points (b) and (c) do not apply.

Please provide details of the information and publicity measures

i **If you are pasting text from Word, please use the "Paste from Word" button**

X [Rich Text Editor Icons]

Project Indicators

- A common set of indicators – reporting on progress
- Indicators can be collected at Programme level
- Indicators measure the progress and success of projects and the programme

→ Find out more in the indicator workshop



Project Indicators

14. Project Indicators

4 Project Indicators

14.1 Programme Level Impacts

- 1. Increased innovation based business development and supporting public and academic infrastructures across the NSR.
- 2. Improved conservation and management of the NSR's natural resources and climate change risks to benefit current and future generations of citizens
- 5. A transnational knowledge bank and infrastructure for further knowledge transfer and exchange for all stakeholders [in the four priority areas]
- 6. Improved institutional structures, co-operation arrangements and skills and capacity in organisations and individuals [in the four priority areas] to undertake further transnational co-operation on NSR challenges

14.2 Core Output and Result Indicators

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
Raising awareness / dissemination						
Output	transnational dissemination outputs	own events	number	0	15	
Output		published material	number	0	1,000	
Output		websites	number	0	1	
Result		own events	number male	0	750	
Result		own events	number female	0	750	
Result	organisations in target groups reached by (priority) specific awareness raising activities	own events	number	0	1,000	decision makers, stakeholders, business reps, education institutes: total no. of individuals
Strengthening transnational co-operation						
Result	Organisations within and outside the official core	activity	number	0	10	




Environmental Indicators

Environmental Indicators							
Output/ Result/ Impact	Priority/Programme Indicator description	Description	Unit	Baseline	Project target	Source of information	Reached
Environmental issues							
	Biodiversity, flora and fauna	Natura 2000 areas affected	number	23	234	demo demo	0
			number	34	567	demo demo	0
	Population and human health			0	0	demo	0
	Water			0	0	demo	0
	Air and climatic factors	Reduction in green house gas emissions	CO2 equivalent (tons)	0	0		0
			CO2 equivalent (tons)	22	444	demo	0
	Material assets			55	45	demo	0
	Cultural heritage, including architectural & archaeological heritage			0	0	demo	0
	Landscape	Area subject of change	ha	0	0		0
			ha	0	0		0
	Land take			0	0		0




Enclosures

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The Interreg IVB North Sea
Region Programme



Report: Activity: The Apogee Test Application 09

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8. Knowledge transfer and links
9. Innovation


10. Publicity
11. Indicators
12. Enclosures
Finalise

i To substantiate the delivery of activities and outcomes co-financed by the programme, you should also enclose samples of important deliverables and tangible results of your project. In order to do so, please remember to include evidence as attachments (pictures/photographs) to the report as well as copies of relevant documents and reports with the logos displayed. Please, provide at least one hard copy of the enclosures to the JTS.

Enclosures

Format	Description	No. of pages/photographs	
book	test	11	✘
<input type="text"/>	<input type="text"/>	<input type="text"/>	+


* required fields


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Finalizing

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**The Interreg IVB North Sea
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Completed No Yes

* required fields





What then?

- Initial Letter requesting for more information
- Concluding letter on Activities
- Follow up on comments in next report



Introduction of Desk Officers - PDU

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**The Interreg IVB
North Sea Region
Programme**



Thank you very much!

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Questions and Answers