ÖSTERREICHISCHE RAUMORDNUNGSKONFERENZ
GESCHÄFTSSTELLE BEIM BUNDESKANZLERAMT

AUSTRIAN CONFERENCE ON SPATIAL PLANNING
OFFICE AT THE FEDERAL CHANCELLERY

Interreg Central Europe 2014-2020 Workshop zur Projektumsetzung für Ö Projektträger des 2. Calls

23. Oktober 2017, Wien

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BUNDESKANZLERAMT ÖSTERREICH

EU-Kooperationen

Begrüßung

Alexandra Deimel, Bundeskanzleramt

Programm

13:00	**Begrüßung** & Agenda
13:15	**Interreg Central Europe - Einführung in die Projektumsetzung:** • Rahmenbedingungen, Projektmanagement • Berichtsprozess (Aktivitäten + Indikatoren, Finanzen, FLC, eMS, state aid) • Projektänderungen, Budget-Flexibilität • Kommunikationsanforderungen
15:45	**Interreg Central Europe- „Fragen & Antworten“-Session** • Offene Fragestunde
16:45	Resümee und Ausblick

Interreg Central Europe –
Einleitung, Rahmenbedingungen, Projektmanagement

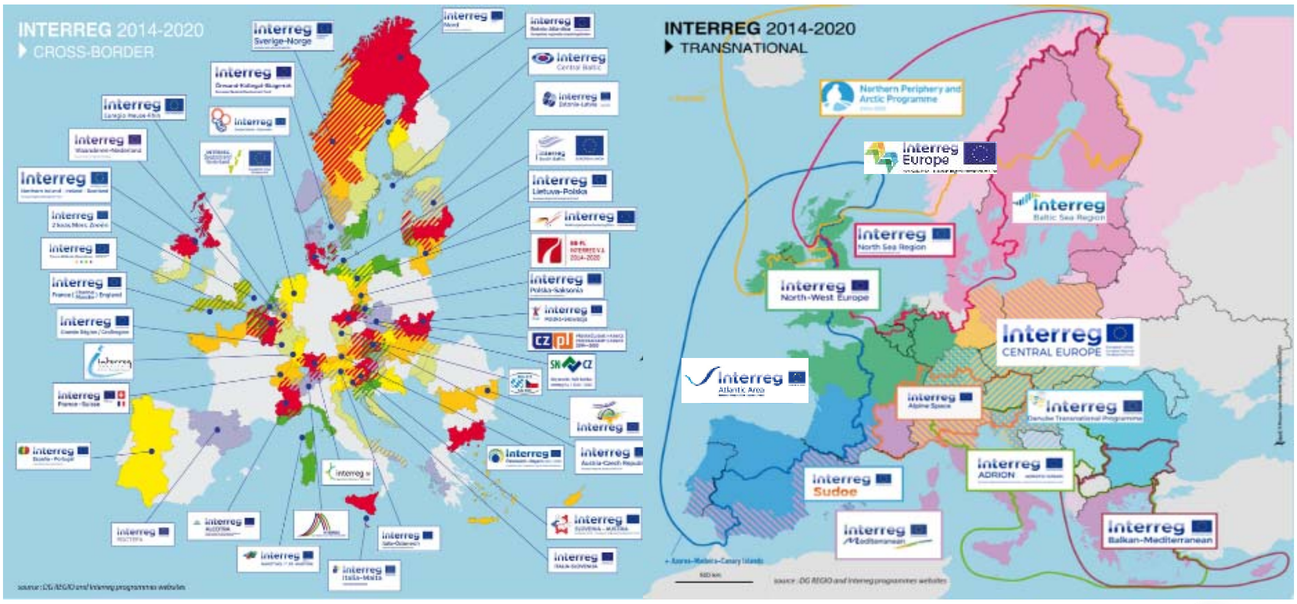
Andrea Rainer Cerovská, ÖROK-Gst./NCP
Claudia Pamperl, CE Joint Secretariat

Second Call Projects

Legal framework

Project and quality management

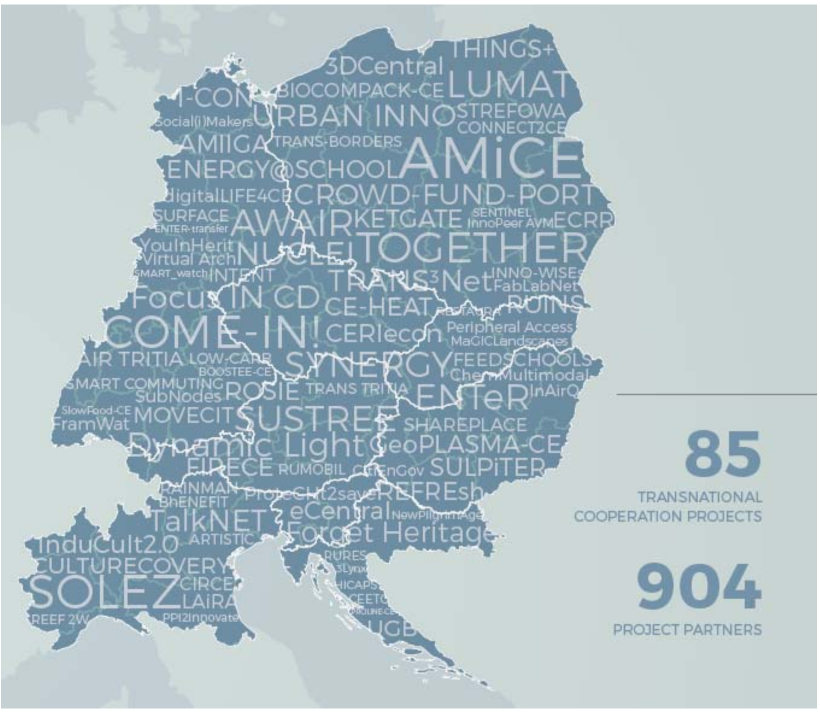
THE INTERREG COMMUNITY



THE CENTRAL EUROPE COMMUNITY

Interreg CENTRAL EUROPE

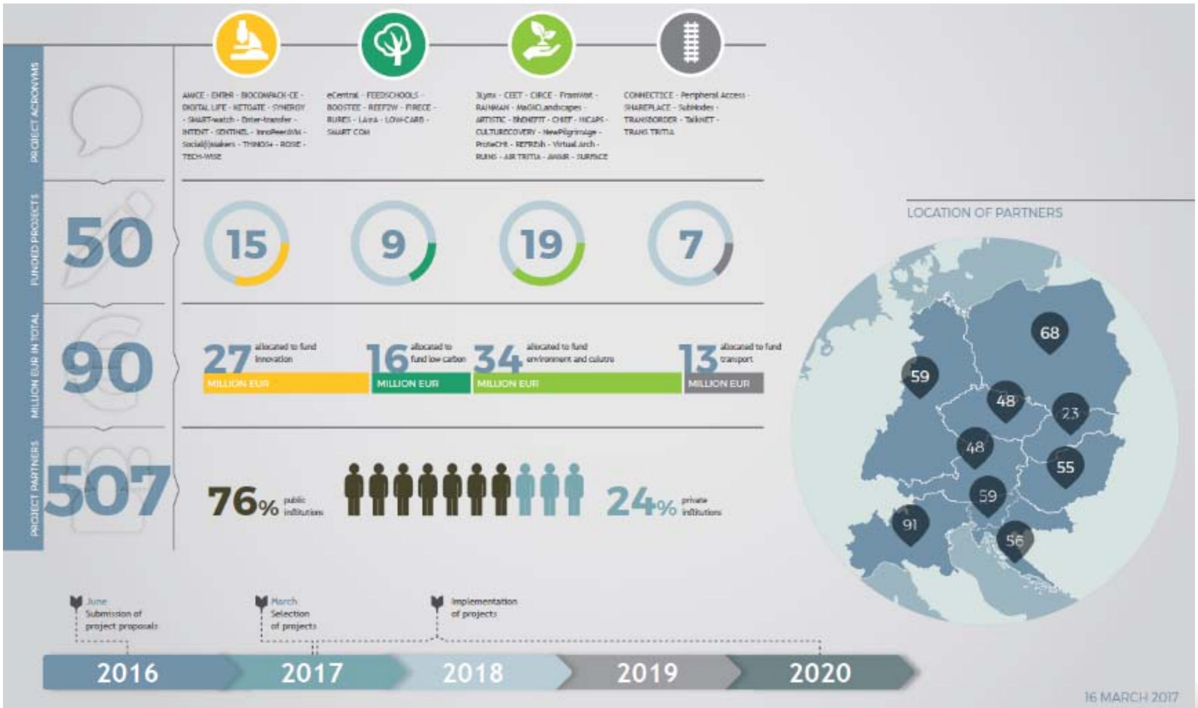
European Union European Regional Development Fund



YOUR “CLASS“ OF 2017

Interreg CENTRAL EUROPE

European Union European Regional Development Fund



INNOVATION - THEMATIC COVERAGE

Interreg CENTRAL EUROPE

Priority 1 - Innovation

Technology/Innovation transfer	Innovation financing	Innovation ecosystems	Innovation management	Entrepreneurship	Social innovation
3DCentral, NUCLEI, FabLabNet, AMiCE, ENTeR, BIOCOMPACK-CE, KETGATE	PPI2Innovate, CROWD-FUND-PORT, SYNERGY	URBAN INNO, TRANS3Net	I-CON, THINGS+, InnoPeerAVM, SMART_watch, ROSIE	CERIecon, Enter-transfer, Social(i)Makers, TECH-WISE, INTENT	Focus in CD, DIGITAL LIFE, SENTINEL

Main topics covered by call 1 and 2 projects

SO 1.1

- Advanced manufacturing, Key enabling technologies (KET)
- Eco-innovation (textile sector, paper-bioplastics packaging)
- Public procurement of innovation (PPI)
- Technology transfer, regional branch observatories

SO 1.2

- Entrepreneurship support
- Qualification programmes and skills development
- SME business models
- Crowdfunding
- Health care services

INNOVATION - SECOND CALL

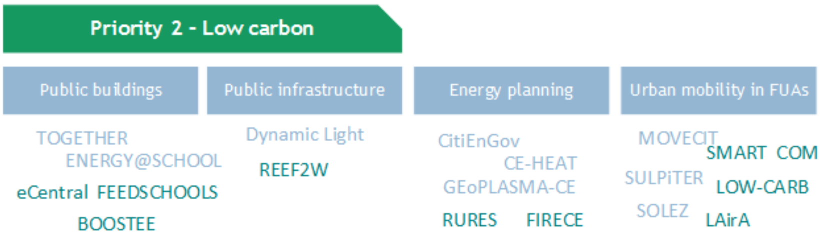
Interreg CENTRAL EUROPE

SO 1.1	Improving sustainable linkages among actors of innovation systems for strengthening regional innovation capacity in CENTRAL EUROPE
AMiCE	Alliance for Advanced Manufacturing in Central Europe
BIOCOMPACK-CE	Developing and strengthening cross-sectoral linkages among actors in sustainable biocomposite packaging innovation systems in a Central European circular economy
digitalLIFE4CE	DIGITAL LIFE Fostering innovation in integrated healthcare systems solution
ENTeR	Expert Network on Textile Recycling
KETGATE	Central European SME Gateway to Key-enabling Technology
SMART_watch	Regional branch observatories of intelligent markets in Central Europe monitoring technology trends and market developments in the area of smart specializations
SYNERGY	SYnergic Networking for innovativeness Enhancement of central european actoRs focused on hiGh-tech industrY

SO 1.2	Improving skills and entrepreneurial competences for advancing economic and social innovation in CE regions
ENTER-transfer	Advancement of the economic and social innovation through the creation of the environment enabling business succession.
InnoPeer AVM	PEER-to-peer network of INNOvation agencies and business schools developing a novel transnational qualification programme on AdVanced Manufacturing for the needs of Central European SME
INTENT	UsIng guidelines and beNchmarking to Trigger social entrepreneurship solutions towards better patient-centred cancer care in cENTral Europe
ROSIE	Responsible and Innovative SMEs in Central Europe
SENTINEL	Advancing and strengthening Social Enterprises to maximize their impact in the economic and social sector of Central European countries
Social(i)Makers	Growing a Transnational Smart Community of Social Innovators for the Inclusive Development of Central Europe
INNO-WISEs	Technologies, Competences and Social Innovation for Work Integration Social Enterprises
THINGS+	Introducing service innovation into product-based manufacturing companies

LOW CARBON - THEMATIC COVERAGE

Interreg CENTRAL EUROPE



Main topics covered by call 1 and 2 projects

SO 2.1

- Energy efficiency and energy audits of public buildings (e.g. schools)
- Dynamic public lighting
- Low carbon measures for waste and wastewater treatment plants

SO 2.2

- Regional energy plans
- Energy managers
- Financial instruments
- Waste heat utilisation
- Shallow geothermal energy planning

SO 2.3

- Sustainable urban mobility and logistics planning
- Institutional mobility plans
- Integration of airports in urban mobility systems

LOW CARBON - SECOND CALL

Interreg CENTRAL EUROPE

Priority 2: Cooperating on low-carbon strategies in CENTRAL EUROPE

BOOSTEE-CE	Boosting energy ffiiciency in Central European cities through smart energy management
eCentral	Energy Efficient Public Buildings in Central Europe
FEEDSCHOOLS	Financing Environment and Energy Efficiency development in Schools
FIRECE	Innovative Financial Instruments for industry low carbon energy transition in Central Europe
LAiRA	Landside Airports Accessibility
LOW-CARB	Capacity building for integrated low-carbon mobility planning in functional urban areas
REEF 2W	Increased renewable energy and energy efficiency by integrating, combining and empowering urban wastewater and organic waste management systems
RURES	Promote the Sustainable Use of Renewable Resources and Energy Efficiency in Rural Regions
SMART COMMUTING	SMART COMMUTING

ENVIRONMENT & CULTURE - THEMATIC COVERAGE

Interreg CENTRAL EUROPE

European Union European Regional Development Fund

Priority 3 - Environment & culture

Natural heritage & biodiversity	Water management	Waste & resource efficiency	Soil & brownfields	Air & noise	Cultural & creative industries	Heritage sites & historic buildings	Intangible cultural heritage
UGB	AMIIGA	STREFOWA	GreenerSites	InAirQ	Forget Heritage	RESTAURA	ECRR
SUSTREE	PROLINE-CE	CIRCE	LUMAT	AWAIR	REFREsh	COME-IN	YouInHerit
3Lynx	RAINMAN	SURFACE		AIR TRITIA		ProteCHT2Save	InduCult2.0
CEETO	FramWat					HICAPS	SlowFood-CE
MaGICLandscapes						RUINS	CULTURECOVERY
						VirtualArch	ARTISTIC
						NewPilgrimAge	
						BhENEFIT	

Main topics covered by call 1 and 2 projects

SO 3.1

- Biodiversity and nature conservation
- Water management
- Waste management and re-use
- Indoor air quality
- Green infrastructures

SO 3.2

- Historic buildings, ruins and parks
- Industrial and archaeological heritage
- Museums, culture routes
- Intangible cultural heritage
- Cultural and creative industries (focus on buildings)

SO 3.3

- Urban environmental management
- Air pollution
- Brown fields
- Food waste

ENVIRONMENT PROJECTS - SECOND CALL

Interreg CENTRAL EUROPE

European Union European Regional Development Fund

Priority 3	Cooperating on cultural and natural resources for sustainable growth in CENTRAL EUROPE - ENVIRONMENT
3Lynx	Population based (transnational) monitoring, management and stakeholder involvement for the Eurasian Lynx affecting 3 Lynx Populations in the Central Europe Area
AIR TRITIA	Uniform Approach to the Air Pollution Management System for Functional Urban Areas in Tritia Region
AWAIR	EnvironmentAl integrated, multilevel knoWledge and approaches to counteract critical AIR pollution events, improving vulnerable citizens quality of life in Central Europe Functional Urban Areas
CEETO	Central Europe Eco-Tourism: tools for nature protection
CIRCE	Expansion of the CIRcular Economy concept in the Central Europe local productive districts
FramWat	Framework for improving water balance and nutrient mitigation by applying small water retention measures
MaGICLandscapes	MaGICLandscapes - Managing Green Infrastructure in Central European Landscapes
RAINMAN	Integrated Heavy Rain Risk Management
SURFACE	Smart Urban Reuse Flagship Alliances in Central Europe

CULTURE PROJECTS - SECOND CALL

Interreg CENTRAL EUROPE

Priority 3	Cooperating on cultural and natural resources for sustainable growth in CENTRAL EUROPE - CULTURE
ARTISTIC	Valorization of Intangible Cultural Heritage (ICH) Assets for local sustainable development in CE Regions
BhENEFIT	Built Heritage, Energy and Environmental-Friendly Integrated Tools for the Sustainable Management of Historic Urban Areas
CULTURECOVERY	Protection and RECOVERY of immaterial CULTUural heritage of Central Europe through Ecomuseums, as driver of local growth
HICAPS	HIstorical CAstle ParkS
NewPilgrimAge	21th century reinterpretation of the St. Martin related shared values and cultural heritage as a new driver for community-sourced hospitality
ProteCHt2save	Risk assessment and sustainable protection of Cultural Heritage in changing environment
REFREsh	Rural rEvitalisation For cultuRal hEritage
RUINS	Sustainable re-use, preservation and modern management of historical ruins in Central Europe - elaboration of integrated model and guidelines based on the synthesis of the best European experiences
SlowFood-CE	Culture, Heritage, IdEntity and Food
VirtualArch	Visualize to Valorize – For a better utilisation of hidden archaeological heritage in Central Europe

TRANSPORT - THEMATIC COVERAGE

Interreg CENTRAL EUROPE

Priority 4 - Transport

Regional passenger transport	Multimodal freight transport
RUMOBIL	ChemMultiModal
CONNECT2CE	TRANS TRITIA
SubNodes	TalkNET
PeripheralAccess	
SHAREPLACE	
TRANSBORDER	

Main topics covered by call 1 and 2 projects

SO 4.1

- Accessibility of peripheral and cross-border areas
- Intermodal integration of regions to TEN-T hubs
- Sustainable mobility

SO 4.2

- Multimodal transport of chemical goods
- Coordination of multimodal freight transport in border regions
- Integration between ports and transport operators

TRANSPORT - SECOND CALL

Priority 4: Cooperating on transport to better connect CENTRAL EUROPE

CONNECT2CE	Improved rail connections and smart mobility in Central Europe
PeripheralAccess	Transnational cooperation and partnership for better public transport in peripheral and cross-border regions
SHAREPLACE	Shared mobility and Regional transport integrated PLAnning for a better connected Central Europe
SubNodes	Connecting the hinterland via sub-nodes to the TEN-T core network
TRANS-BORDERS	TEN-T passenger transport connections to border regions
TalkNET	Transport and Logistics Stakeholders Network
TRANS TRITIA	Improving coordination and planning of freight transport on Tritia territory

Second Call Projects

Legal framework

Project and quality management

Subsidy contract

Legal base between Managing Authority and lead partner

Signed by Managing Authority and lead partner ("lead partner principle")

To be signed within 2 months after receiving the contract offer; remains valid as long as any duties linked to the ERDF subsidy might be claimed

About the partnership agreement

- Establishes the legal basis between LP and all PPs
- Key provisions:
  obligations of the LP; obligations of the PPs; project steering committee; reporting; project modifications; liabilities; financial controls and audits; withdrawal or recovery of funds and decommitment; disputes between PPs; etc…
- It gives the minimum compulsory requirements → **Provisions cannot be modified or deleted!**
- Additions are possible → **Must be in line with programme objectives and legal framework**

LEGAL FRAMEWORK

Timeline

Subsidy contract offer sent by JS → LP signs subsidy contract (within 2 months) → MA countersigns subsidy contract → LP completes „Supplementary information“ section in eMS

Project start date (as in AF)

Contract enters into force as from date of countersignature by MA

PREPARATION AND CONTRACTING COSTS - LUMP SUM

Supplementary information to be inserted into eMS within 3 months after the subsidy contract entered into force:

- Name and contact details of project management team and national controllers, if available at national level
- Location of official project documents
- Bank information of LP
- Evidence of signed partnership agreement

LP to inform JS about completion

JS verifies information provided

Up to EUR 12.750 ERDF

Preparation costs (lump sum) are paid out to the LP
(where applicable, LP distributes funds to PPs as indicated in the application form)

Second Call Projects

Legal framework

Project and quality management

PROJECT MANAGEMENT AND COORDINATION

Project management is a complex task

Human factor – management of people

Set up of efficient management structures allowing clear decision making and coordination, such as:

- Project steering committee
- Project management team
- Thematic coordinators

HOW TO SET UP THE PROJECT MANAGEMENT SYSTEM

The project manager, as representative of the LP:

- Manages and coordinates the partnership
- Monitors the progress of project activities
- Performs quality checks on partner inputs (compliance of deliverables and outputs with quality requirements)
- Consolidates partner information at project level and delivers joint progress reports
- Is in regular contact with the JS

HOW TO SET UP A PROJECT QUALITY MANAGEMENT SYSTEM

Coordination and quality management

- Guide partners and steer the project
- Closely monitor project progress and performance
- Carefully plan the reporting process and manage partner contributions
- Perform a systematic quality control
- Conduct internal reviews

Stay in regular contact with all partners

Project evaluation

Recommended as a key management tool

Different types and focus
e.g. project implementation, achievements and results, effects on target groups

Internal or external
e.g. peer review, external experts

A well set up management system is the base for

- Quick start of project activities and common understanding of partner responsibilities
- Smooth project implementation in line with the AF
- Efficient collection of relevant information by the LP from all partners
- Comprehensive and clear reporting to the programme leading to quick reimbursement of funds

ÖROK

Interreg Central Europe –
Berichtsprozess (Aktivitäten, Finanzen, FLC, eMS)

Claudia Pamperl & Alexandra Kulmer, CE Joint Secretariat
Andrea Rainer Cerovská, ÖROK-Gst./NCP

Interreg CENTRAL EUROPE European Union European Regional Development Fund

Introduction to reporting

A closer look at the activity report

Reporting per work package

Financial reporting

How to keep the audit trail

INTRODUCTION TO REPORTING

Why is reporting necessary?

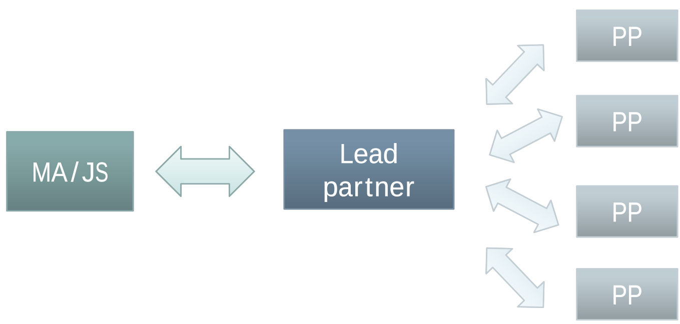
- Contractual obligation of the lead partner
- Presenting information on content related and financial progress in order to reimburse the project
- Basis for project monitoring
- To verify quality and effectiveness of project implementation in compliance with the AF

> Before starting the project implementation and incurring any costs, familiarise yourselves with the relevant rules so as not to later have expenditure declared as ineligible.

REPORTING PRINCIPLES

How to ensure effective reporting?

- Provide comprehensive and clear information
- Ensure **consistency** with AF (activities and finance)
- **Smooth information flow** between JS, LP and partners for collecting information and providing feeback



SUBMISSION OF PROGRESS REPORT

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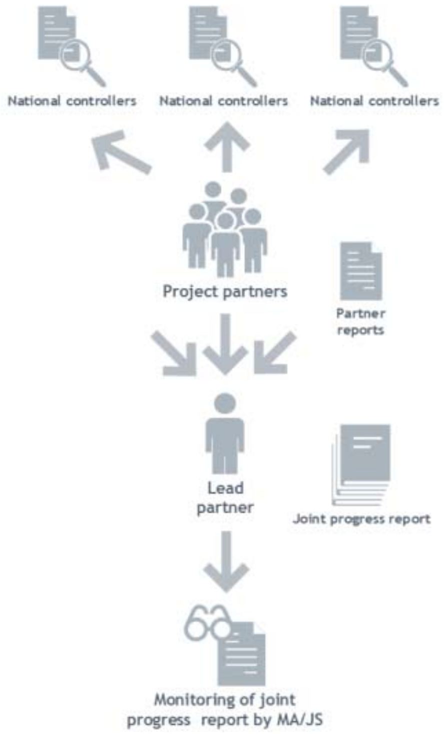
European Union European Regional Development Fund



Partners submit partner reports to national controllers and LP

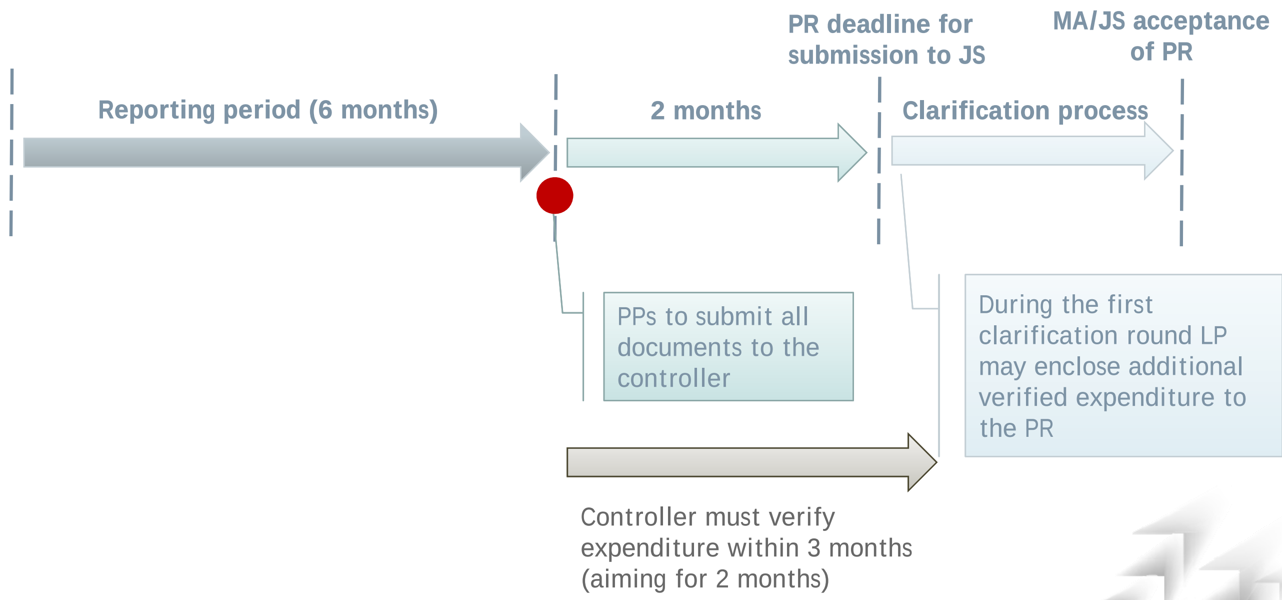
National controllers verify expenditure of partners

LP consolidates partner reports (all activities and certified expenditure) into joint progress report and submits it to JS

PARTNER AND PROGRESS REPORT

Interreg CENTRAL EUROPE
European Union European Regional Development Fund

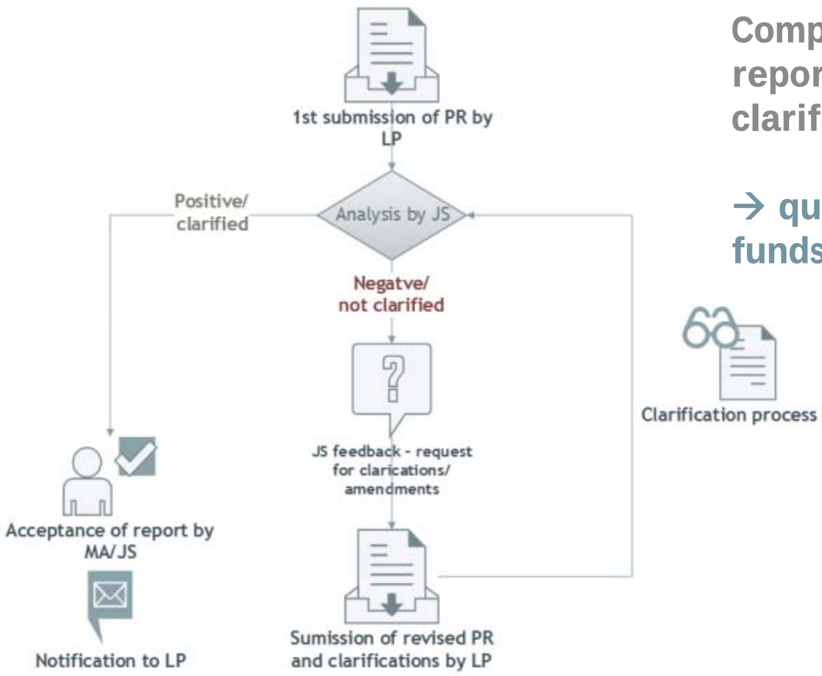
Partners are to submit their partner report to their national controllers immediately after the end of the reporting period



PROGRESS REPORT STRUCTURE

A	• Project report
B	• Work packages
C	• Certificates of expenditure
D	• Project report financial tables
E	• Annexes

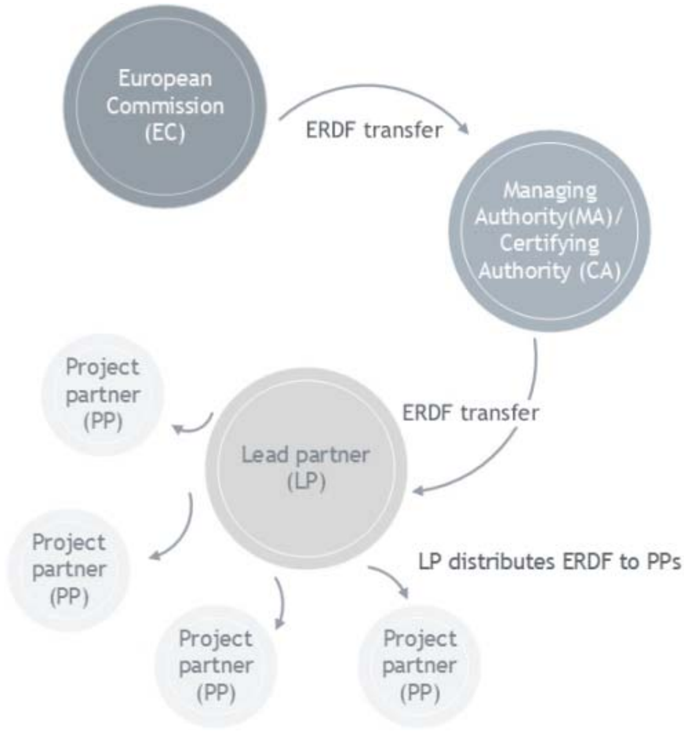
MONITORING AND CLARIFICATION PROCESS



Comprehensive and clear reporting will require less clarification rounds

→ quick reimbursement of funds

PAYMENT PROCESS



HOW TO REPORT - PRACTICAL HINTS

- Organise the work among partners, make use of WP leaders
- Set specific internal deadlines
- Collect information via partner reports in eMS
- Ensure time for quality check (partner and project report)
- Think ahead (don´t wait for the last minute)

….

A REPORT SHOULD BE…

Consistent

Terminology should be aligned with the one used by the programme and in the application form

Transparent

It should provide clear information and detail on the progress and achievements

Concrete

It should explain who did what and how and give evidence

Introduction to reporting	A closer look at the activity report	Reporting per work package
	Financial reporting	How to keep the Audit Trail

HIGHLIGHTS OF MAIN ACHIEVEMENTS - SUMMARY

Interreg CENTRAL EUROPE

European Union
European Regional Development Fund

A - Joint progress report | B - Reporting per work package | C - Certificates of expenditure | D - Joint

Joint progress report

Period 2 - 01.12.2016 - 31.05.2017

Start date: 01.12.2016
End date: 31.05.2017

Highlights of main achievements (summary)

Please describe the project progress which was achieved up to the current period. In particular, please highlight if specific objectives and/or outputs were reached and exp

The summary should highlight main achievements, and be understandable for non-specialists. Please write in a style of press release.

A+B Partner report | C - List of expenditure | D - Co-financing and forecast | Attachments

A+B Partner report

Period 3 - 01.06.2017 - 30.11.2017

Start date: 01.06.2017
End date: 30.11.2017

Summary of the partner's work

Please describe the project progress which was achieved by the partner in the current period. In particular, please highlight if specific deliverables and/or outputs w were encountered during the current period.

Hints

- Style of a **news release**
- Prepare it in cooperation **with COM manager**
- **Cumulative** info on key achievements
- **Focus only on content**, not on management issues

PROJECT OUTPUTS ACHIEVEMENT

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European Union
European Regional Development Fund

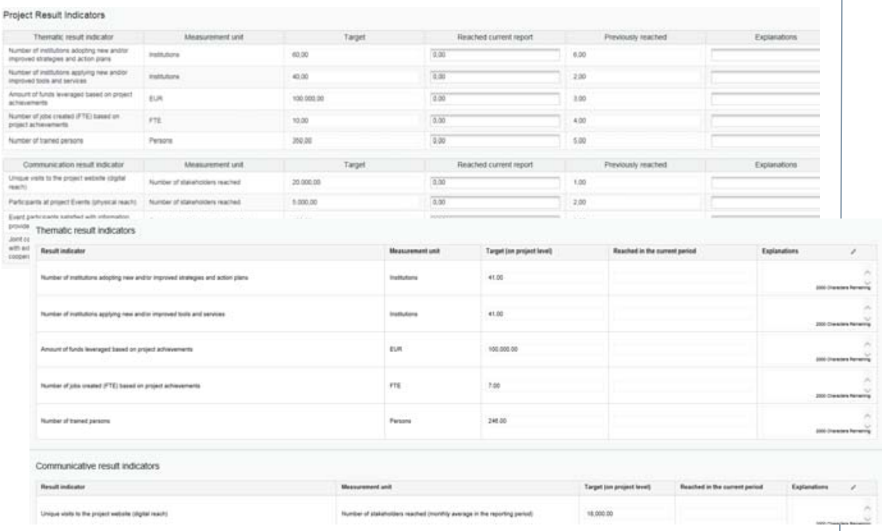
Project outputs achievement (cumulative)

Programme output indicator	Output indicator target	Output indicator values reported so far	Output number	Output title	Output quantification (target)	Planned delivery month	Achieved so far (cumulative for the entire project including current period)	Level of achievement (culmulative for the entire project including current period)
S.O.2.1 - Number of strategies and action plans developed and/or implemented for improved energy efficiency and renewable energy use in public infrastructures	10.0	1,00	T1.1.1	Strategy tlasdkfbasidkf	9,00	Mai 2017	1,00	not started
			T2.3.1	Output transnational strategy	1,00	Jan 2019	0,00	not started
S.O.2.1 - Number of tools and/or services developed and /or implemented for improved energy efficiency and renewable energy use in public infrastructures	4.0	0,00	T1.2.1	Action Plan adsfkdasikdfbaskf	1,00	Mrz 2017	0,00	not started
			T2.1.1	Output Tool	3,00	Jul 2018	0,00	not started
S.O.2.1 - Number of pilot actions implemented for improved energy efficiency and renewable energy use in public infrastructures	8.0	0,00	T2.2.1	Output Pilot actions	8,00	Jan 2019	0,00	not started
S.O.2.1 - Investment	2.0	0,00	I1.1.1	Investment ITALY	1,00	Jan 2018	0,00	not started
			I2.1.1	Investment SLOV	1,00	Jan 2018	0,00	not started

Hints

- Automatically generated **overview table**
- Shows **cumulative information on outputs** as reported in the work plan
- Helps LP to monitor project progress

ADDITIONAL RESULT INDICATORS



Hints

- **Result indicators and targets (**as in the AF) are listed
- Provide a **quantification** of indicators reached in the **current period**
- Give a concise and clear **explanation** on the reported number (include reference to activity or deliverable number)

ADDITIONAL RESULT INDICATORS

Thematic result indicators

- Institutions adopting new and/or improved strategies and action plans
- Institutions applying new and/or improved tools and services
- Funds leveraged based on project achievements
- Jobs created (FTE) based on project achievements
- Trained persons

See definitions as included in the implementation manual chapter B.3

Communication result indicators

- Unique visits to the project website *(digital reach)*
- Participants at project events planned in WP C *(physical reach)*
- WP C event participants satisfied with information provided *(satisfaction with information)*
- Joint communication activities implemented with external stakeholders *(external cooperation)*

ADDITIONAL RESULT INDICATORS

Interreg CENTRAL EUROPE
European Union European Regional Development Fund

DO`s and DON`Ts

Realistic and transparent **quantification**

Based on **accomplished outputs, deliverables and activities -** explicit reference to be included in the related textbox

Ensure compliance with **indicator definitions**

Aggregate figures provided by partners after a **thorough quality check**

Keep in mind the set targets and monitor the progress

Ensure that **no multiple counting** occurs, e.g. between periods and partners

TARGET GROUPS REACHED

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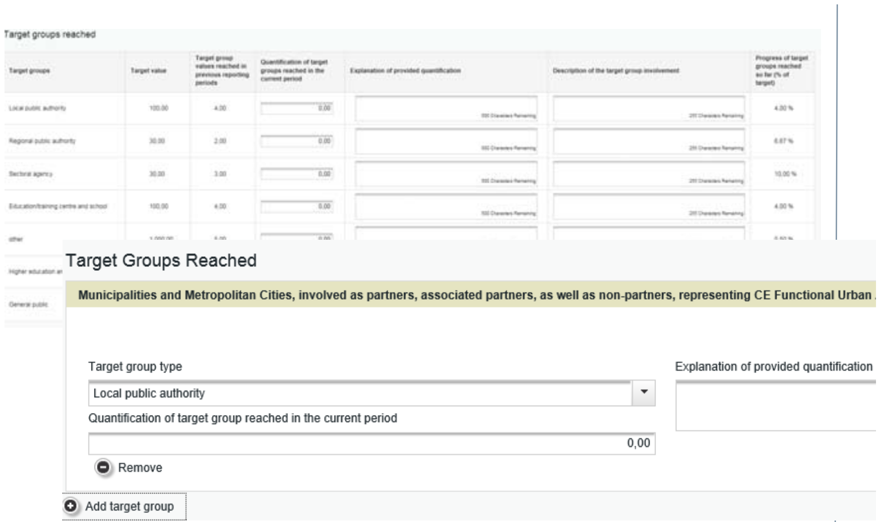

Hints

- **Categories of target groups and target values** (as in the AF) are listed
- **Quantify** each target group reached in the current period
- Give a brief **explanation** on the reported number
- **Describe** how each target group was involved (e.g. reference to deliverable or activity number, if applicable

TARGET GROUPS

DO`s and DON`Ts

Reported figures should reflect **only active involvement** of target groups (e.g. trainings, interviews, pilot actions etc.) but not general dissemination activities

Aggregate figures as provided by partners after a thorough **quality check**

Consider **only entities** and not persons

Ensure a **transparent quantification**

Ensure **consistency** with project activities

Keep in mind the set targets

No multiple counting of the same entity in the same or different periods or addressed by different partners

Introduction to reporting

A closer look at the activity report

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REPORTING PER WORK PACKAGE

WP P — **Preparation work package**

Linked to lump sum request

No reporting of activities needed

WP M — **Management work package**

Management activities

WP T — **Thematic work packages**

Content activities

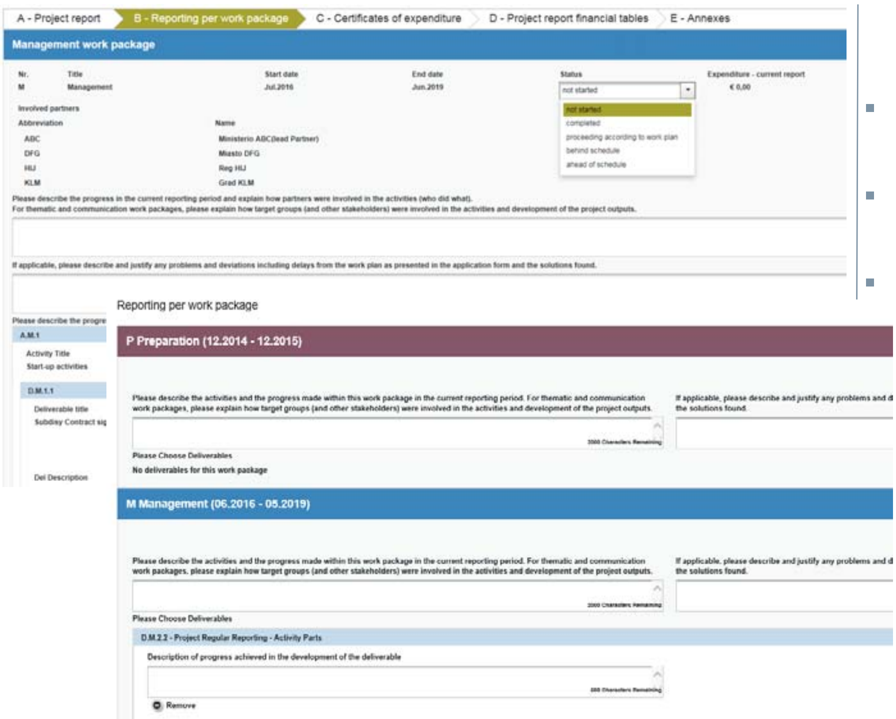
WP C — **Communication work package**

Activities related to transfer of outputs

I — **Investment specification**

Investments above 15.000 €

REPORTING PER WORK PACKAGE - SUMMARY

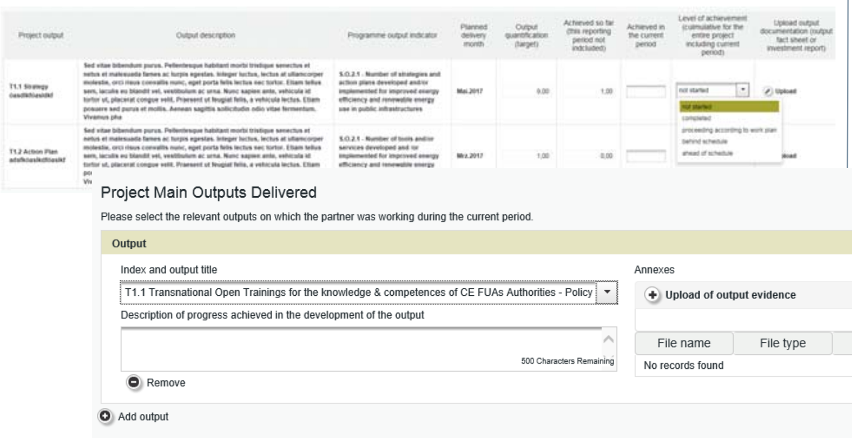


Hints

- Clear **summary** of WP progress and status
- Describe **involvement** of each partner
- Explain how **target groups including associated partners** were involved and how they will further use the outputs

Describe **problems and deviations** (including delays) and respective **solutions,** if applicable

REPORTING PER WORK PACKAGE – OUTPUTS



Reporting of outputs only applicable for thematic work packages and investment specifications

Hints

- Planned **outputs** (as in the AF) are listed
- Indicate for each output its current **level of achievement** (drop down menu)
- **Quantify** the outputs finalised in the current period
- Only for finalised outputs - upload **output documentation** (output fact sheets)

OUTPUTS

Types of outputs

- Strategies and action plans
- Tools
- Pilot actions
- Trainings
- Innovation networks (only SO1.1)

See definitions as included in the implementation manual chapter B.3

WHAT IS AN OUTPUT FACT SHEET?

Hints

Finalised outputs have to be documented within an “output factsheet” (templates tailored to each output type)

Presents complementary (summary information) to the deliverable reflecting the final stage of the output

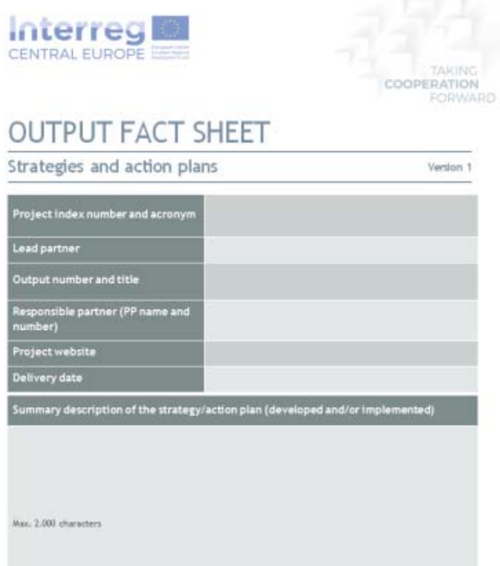
One output factsheet per output – presenting the achievements

Example:
Outputs: 4 action plans developed for 4 central European cities
→ to be documented within 4 output fact sheets

OUTPUT FACT SHEETS

Structure

- Summary description
- NUTs region(s) concerned
- Expected impact and benefits for the territories and target groups
- Sustainability and transferability
- Lessons learned and added value of TN cooperation
- References to relevant deliverables and web-links



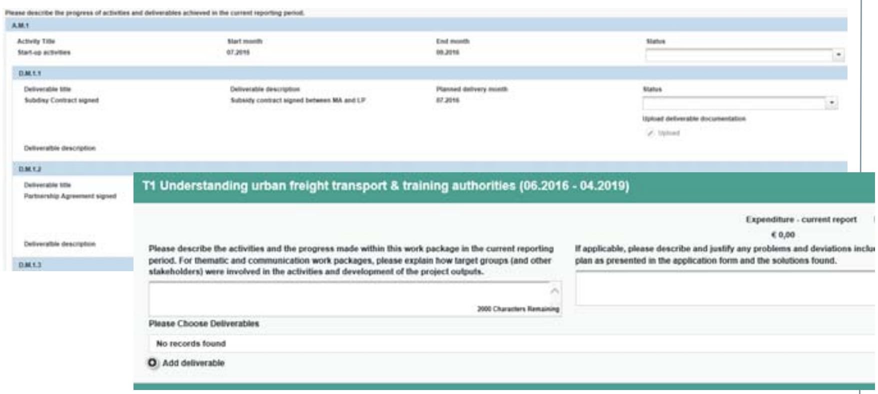
OUTPUT FACT SHEET

Strategies and action plans — Version 1

Project index number and acronym	
Lead partner	
Output number and title	
Responsible partner (PP name and number)	
Project website	
Delivery date	

Summary description of the strategy/action plan (developed and/or implemented)
Max. 2.000 characters

REPORTING PER WORK PACKAGE – ACTIVITIES AND DELIVERABLES



Ensure consistency regarding the level of achievement/ status for the different levels (specific objectives, outputs, activities and deliverables)

Hints

- Planned **activities and deliverables** (as in the AF) are listed
- Indicate for each activity and deliverable its **current status** (drop down menu)
- For deliverables include a **concise explanation on the progress**
- Upload only finalised deliverables

WHAT MAKES A GOOD QUALITY DELIVERABLE?

Hints

Building on **existing knowledge, practices** and lessons learnt

Clear **contribution to achievement of an output**

Comprehensive **documentation** of performed activities and their outcomes

At least **executive summary in English** (in case of use of national language(s))

Thorough **quality check** by the WP leader and the LP

Proper layout and compliance with **publicity obligations**, consistency of number, title (with AF) and file name

Presenting **value for money**

OUTPUTS AND DELIVERABLES

Recommended file name indexing

Deliverables:
CExx acronym Dxxxxx short title_date

Output fact sheets:
CExx acronym Oxxxxx short title_date

Investment report:
CExx acronym Ixxxxx short title_date

HOW TO DOCUMENT MEETINGS?

Management meetings
(e.g. steering committee, coordination)

Minutes of meeting:

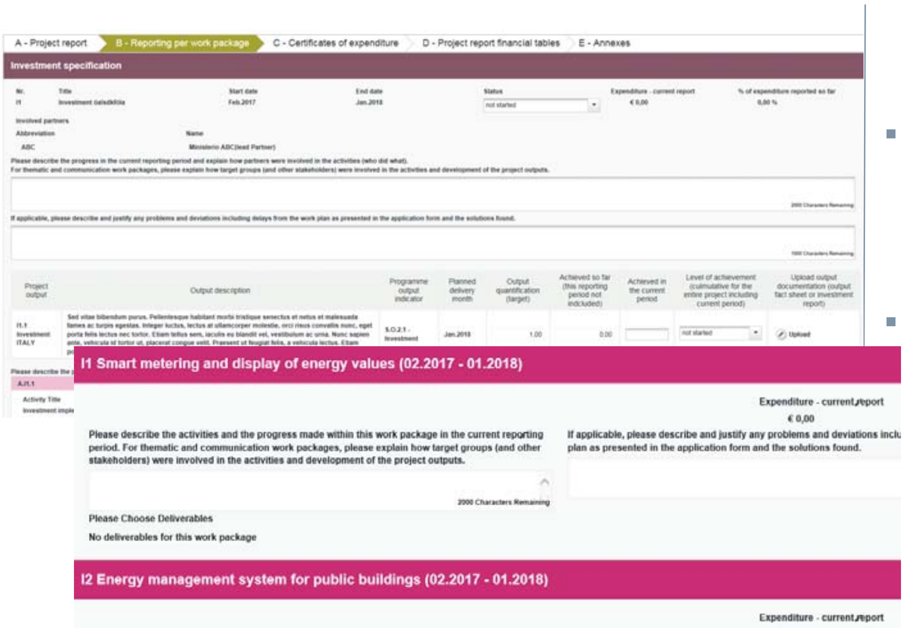
- *Date and place*
- *Represented partners and participants*
- *Main points of discussions*
- *Conclusions/decisions*
- *Relevant annexes, if applicable*

Stakeholder meetings/events

Summary:

- *Date and place*
- *Number and types of participants/target groups*
- *Topics tackled and links to deliverables, outputs*
- *Expected effects and follow up*
- *If relevant, annexes: e.g. pictures, media coverage web-links etc.*

INVESTMENT SPECIFICATION



Hints

- Only if investment specification has been foreseen in the AF
- **Similar reporting structure** as other WPs (but no deliverables)

REPORTING ON INVESTMENTS

Hints

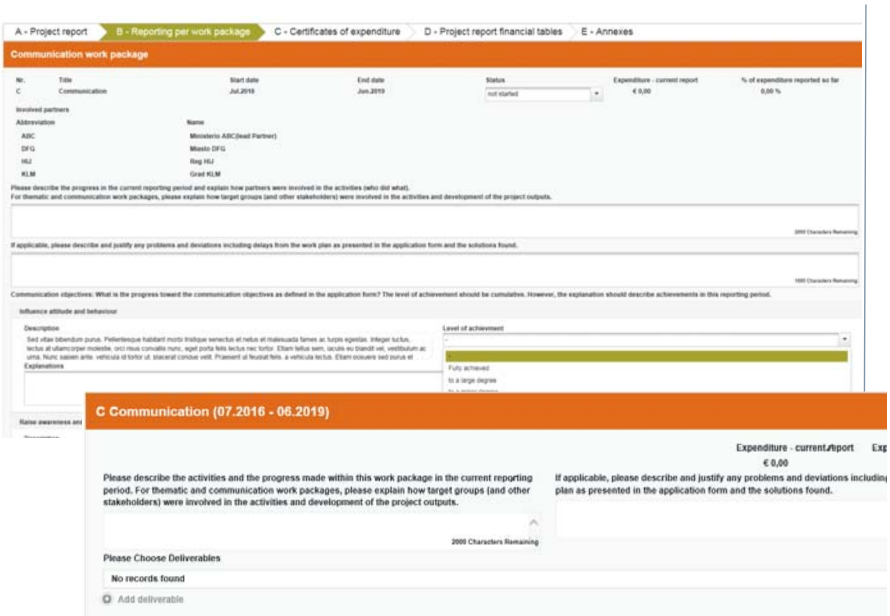
- Clearly describe the **current status of implementation**
- Highlight **delays and potential risks** for successful realisation
- Investment to be considered as output
- Report accompanying activities under the **linked thematic work package** (pilot action)
- Upload **investment report** for finalised investment(s) (programme template)

INVESTMENT REPORT

Structure

- Investment description and technical characteristics
- Investment location
- Investment costs
- Ownership and durability
- TN effect and added value
- Expected impact and benefits for the territory and target groups, leverage of funds
- Compliance with regulatory requirements
- Contribution to sustainable development and horizontal principles
- References to relevant deliverables and web-links

WP COMMUNICATION



Hints

- Indicate how far **communication objectives** have been reached (level of achievement and give a short explanation)
- Indicate for each activity and deliverable its **current status** (drop down menu)
- Include a concise explanation on the **progress of deliverables**
- **Upload** only finalised deliverables

Introduction to reporting

A closer look at the activity report

Reporting per work package

Financial reporting

How to keep the audit trail

FINANCIAL REPORT

Reporting in the eMS

Partner report (internal management tool)		Project progress report (formal reporting template)
C. List of expenditure		C. Certificates of expenditure
D. Partner report financial tables	→	D. Project report financial tables
E. Annexes ✓ Control documents issued by national controllers		E. Annexes ✓ Control documents (of the LP and each PP) ✓ Lead partner verifications checklist ✓ LP payment request

LIST OF EXPENDITURE

Financial part of the partner report

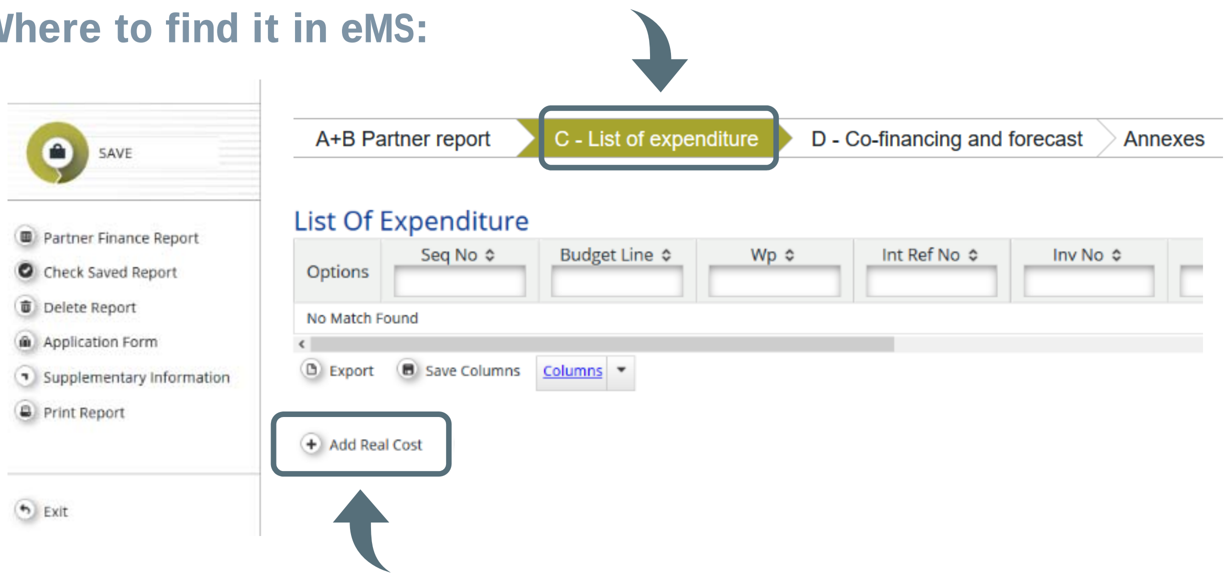
contains the **“list of expenditure”** i.e. a table to be filled in by the beneficiaries and listing all cost items to be submitted to the national controllers for verification.

Financial data

shall include the list of expenditure providing a **description of main features at the level of each cost item** as well as information on the concerned amount.

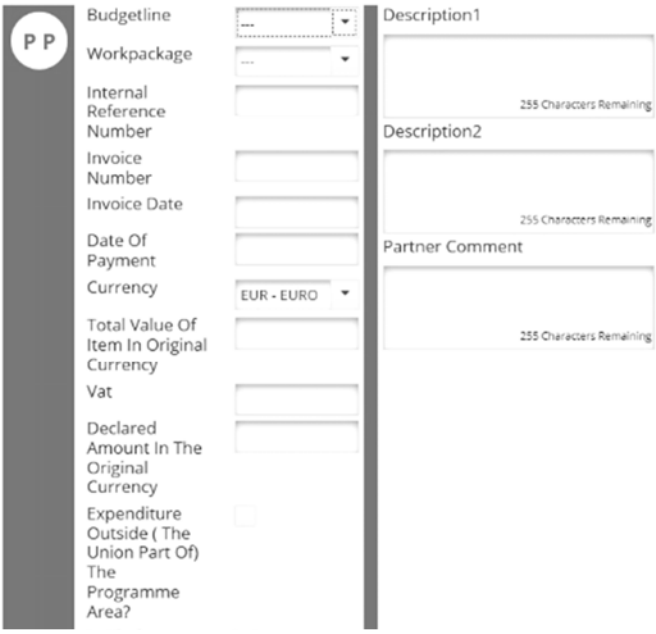
LIST OF EXPENDITURE

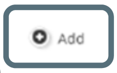
Where to find it in eMS:



LIST OF EXPENDITURE

Filling in cost items





LIST OF EXPENDITURE

Link cost items:

Budget line | **Work package**

Provide description:

FACT SHEET

Guidance on how to fill-in the list of expenditure per budget line

PARTNER CO-FINANCING

A+B Partner report | C - List of expenditure | D - Co-financing and forecast | Annexes

Partner report forecast

Estimated expenditure for next reporting period

€ 36.000,00

Description

Reporting period 2 forecast

Partner co-financing reporting

Partner co-financing target value in Euro
€ 2.024,76

=

		…AF	% of total (according to AF)	Previously r…	Current report	…eported so far	% of total reported
Zweiter Partner	public	€ 34.118,00	100,00 %		€ 1.000,00	€ 5.700,00	84,76 %
XY	public	€ 0,00	0,00 %		€ 1.024,76	€ 1.024,76	15,23 %
Sub-total public co-financing		€ 34.118,00	100,00 %		€ 2.024,76	€ 6.724,76	100,00 %
Sub-total private co-financing		€ 0,00	0,00 %		€ 0,00	€ 0,00	0,00 %
Total co-financing		**€ 34.118,00**	**100,00 %**		**€ 2.024,76**	**€ 6.724,76**	**100,00 %**

Export | Add co-financing

Your partner contributions must match exactly the targeted value!

Introduction to reporting	A closer look at the activity report	Reporting per work package
	Financial reporting	How to keep the audit trail

SETTING UP THE AUDIT TRAIL

Interreg CENTRAL EUROPE

Audit trail

is **a chronological set of accounting records** that provide documentary evidence of the sequence of steps undertaken by the beneficiaries and programme bodies for implementing an approved project.

The proper keeping of **accounting records and supporting documents** held by the beneficiary and its national controller plays a key role in ensuring an adequate audit trail.

ELEMENTS OF THE AUDIT TRAIL

Interreg CENTRAL EUROPE

At the level of each beneficiary:

- The subsidy contract (and its amendments);
- The partnership agreement;
- The latest version of the approved application form;
- Documentation of all outputs and deliverables produced;
- Documents proving, the expenditure incurred and the payment made;
- Documentation of all procurement procedures implemented;
- **Any other supporting document applicable to each budget line;**
- Physical and financial reports submitted to the national controller;
- Documents issued by the national controller validating all expenditure;
- A copy (as pdf) of all project progress reports and final report submitted and approved by the MA/JS.

Essential for each PP to set up arrangements ensuring the availability of:

- A separate accounting system or an adequate accounting code set in place specifically for the project;
- A physical and/or electronic archive which allows storing data, records and documents concerning the physical and financial progress of the project.

Interreg CENTRAL EUROPE European Union European Regional Development Fund

The need to avoid double funding

A stamp bearing at least the following information:

- The information that the expenditure has been co-funded by the Interreg CE Programme;
- The number and the name (acronym) of the project;
- If applicable (e.g. same document covering different cost items), a statement on the share of expenditure claimed in the concerned project.

Attention:

If invoices (and/or other probative documents) are available only on electronic support the minimum information listed above has to be incorporated in the subject and/or in the body of the electronic document.

RETENTION OF DOCUMENTS

- Supporting documents composing the audit trail must remain available at the premises of each beneficiary at least for **a period of three years**. This period starts from 31 December following the submission of the payment claim to the EC by the MA that contains the last expenditure of the project following its completion.

- Documents referring to project activities and expenditure carried out in the framework of aid granted under the de minimis rule must be retained for a period of **10 fiscal years** from the date on which the aid was granted (date of signature of the subsidy contract).

BL1:DOCUMENTS FOR STAFF COSTS

BL1

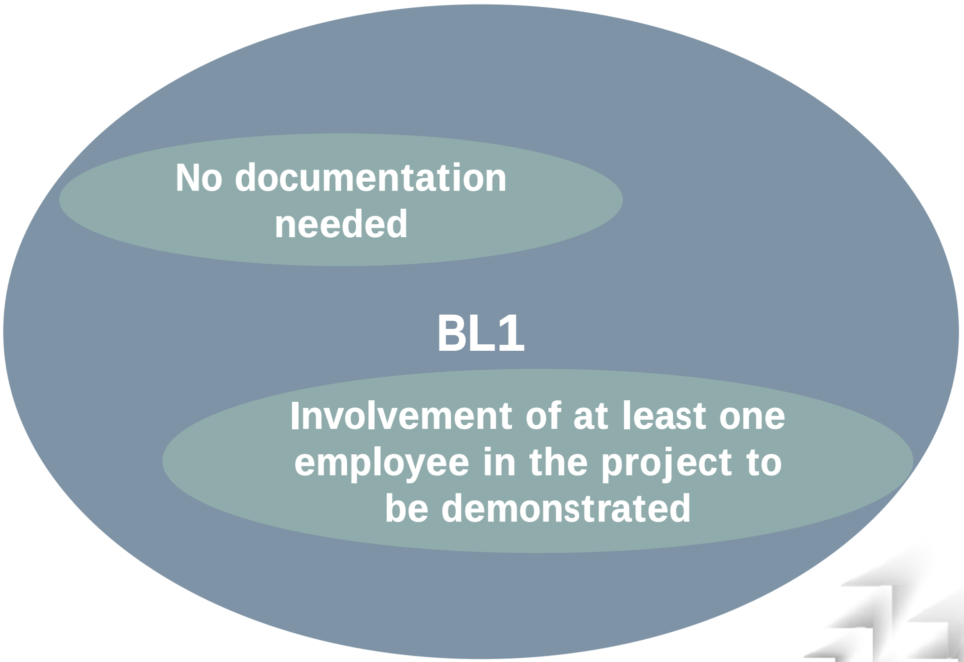
Reimbursement on a real cost basis

Document	Full-time in the project	Part-time in the project		
		Fixed % of time per month	Flexible No. of hours per month	Hourly basis
a. Employment document	YES	YES	(YES)*	YES
b. Job description	YES	YES	(YES)*	YES
c. Proof of the latest annual gross employment cost	NO	NO	(YES)*	NO
d. Calculation of the hourly rate	NO	NO	(YES)*	NO
e. Project assignment document	YES	YES	NO	NO
f. Periodic staff report	YES**	YES**	YES	YES
g. Time-sheet	NO	NO	YES	YES
h. Payslip	YES	YES	NO	YES

** In case of staff working part-time on the project with a flexible No. of hours per month, documents from a. to d. must be provided to the controller only for the first time that costs of the concerned employee are to be claimed in the project.*
*** In case of staff working full-time on the project or part-time with a fixed percentage, the periodic staff report shall also contain an indicative breakdown of the time worked in each work package as well as specific information on missions carried out by the employee in the period.*

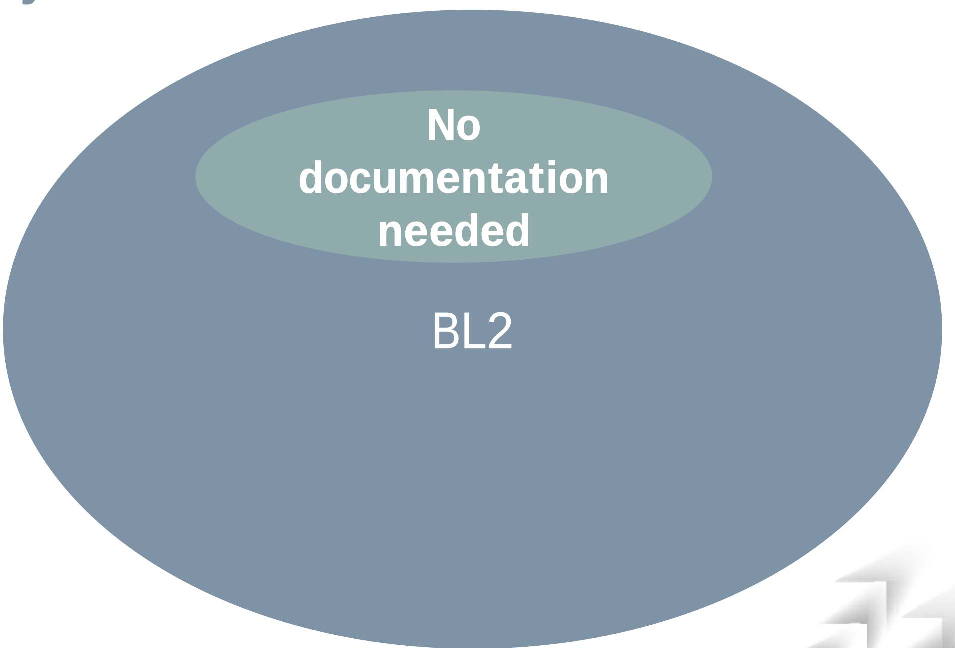
BL1: DOCUMENTS FOR STAFF COSTS

Flat rate - 20% of direct costs other than staff costs



BL2: DOCUMENTS FOR OFFICE AND ADMINISTRATION EXPENDITURE

Reimbursement according to flat rate - automatically calculated



BL3: DOCUMENTS FOR TRAVEL AND ACCOMMODATION COSTS

Interreg CENTRAL EUROPE
European Union European Regional Development Fund

BL3

- Authorisation of mission
- Proof of payment and/or reimbursement
- Proof of costs and mission
- Other documents (e.g. boarding passes)
- Mileage calculation or invoices
- Reimbursement request

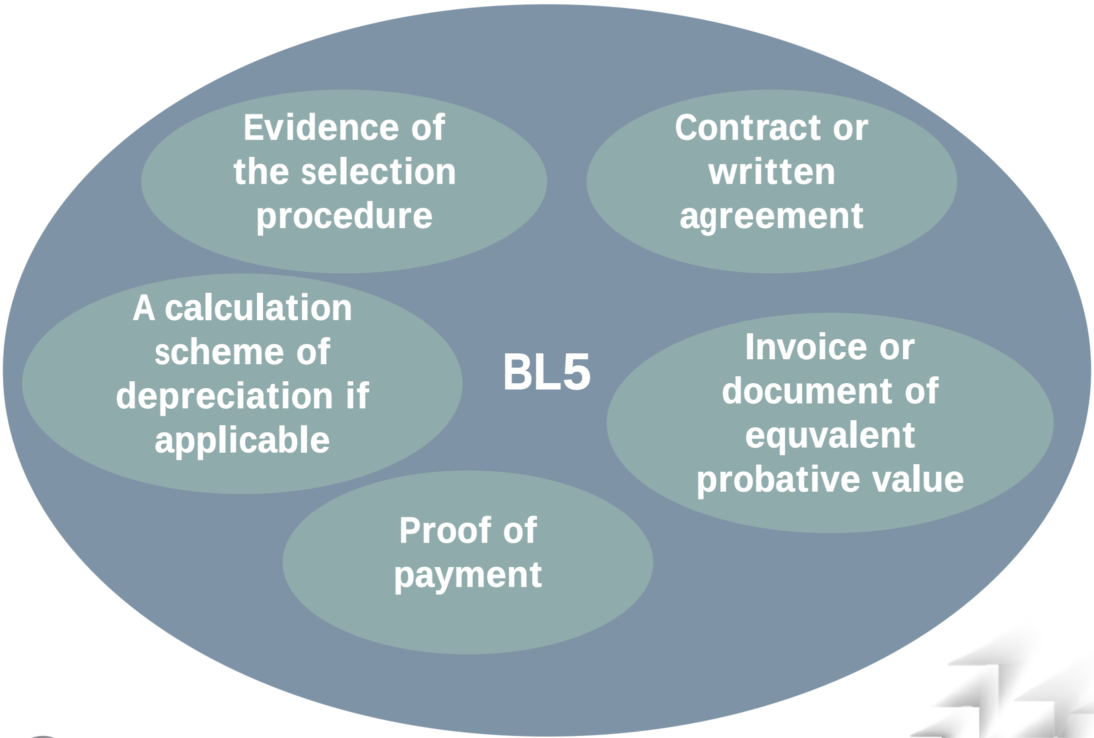
BL4: DOCUMENTS FOR EXTERNAL EXPERTISE AND SERVICES COSTS

Interreg CENTRAL EUROPE
European Union European Regional Development Fund

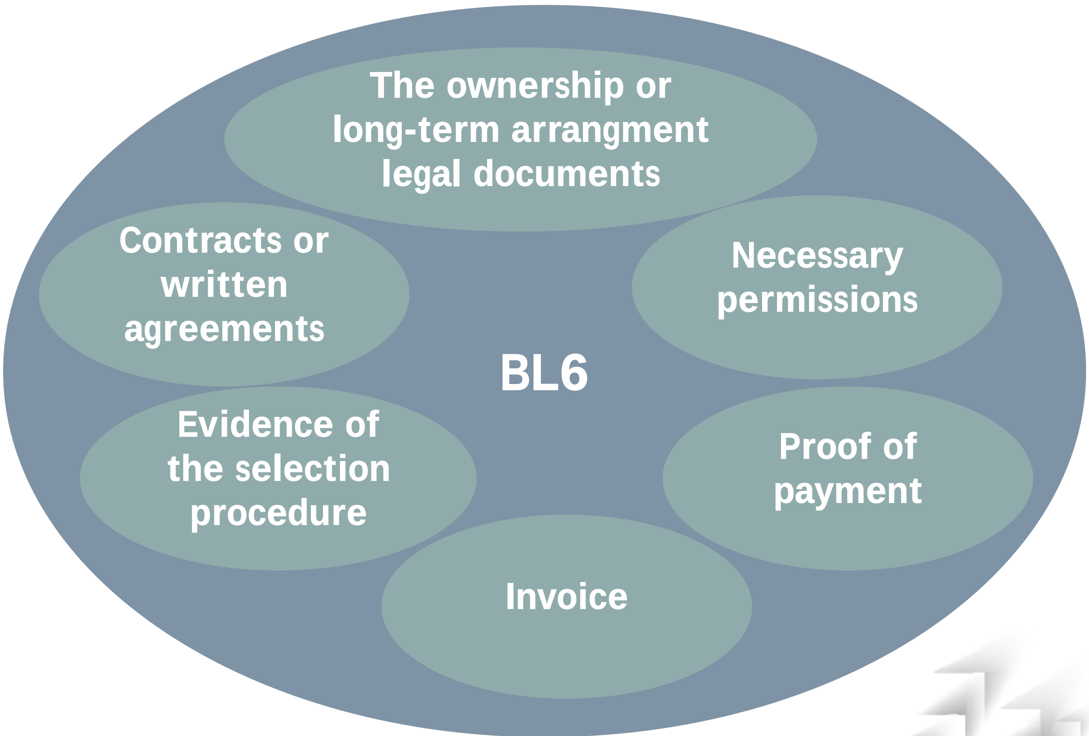
BL4

- Contract or written agreement
- Evidence of the selection procedure
- Deliverables produced
- Proof of payment
- Invoice or request for reimbursement

BL5: DOCUMENTS FOR EQUIPMENT EXPENDITURE



BL6: DOCUMENTS FOR INFRASTRUCTURE AND WORKS EXPENDITURE



PUBLIC PROCUREMENT

For contracts of works, supplies or services from economic operators rules on public procurement have to be followed.

§	€	
EU National Programme	> 5.000 EUR < national/EU thresholds	Procurement rules also apply to private partners
The stricter rule applies	Adequate market search is required (applicable also to private beneficiaries)	A competitive procedure is required also from private partners when above national/EU thresholds

ÖROK

Das österreichische FLC-System

Andrea Rainer Cerovská, ÖROK-Gst./NCP

NATIONAL CONTROL SYSTEMS

Interreg CENTRAL EUROPE

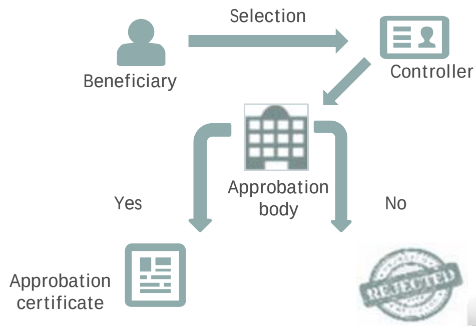
European Union European Regional Development Fund

Centralised systems
(CZ, HR, HU, PL, SK, SI)

MS appoints one body to perform the verification of expenditure of PPs located on its territory

Decentralised systems
(AT, DE, IT)

Beneficiary free to appoint its own controller
(restrictions apply to AT PPs)



BUNDESKANZLERAMT ÖSTERREICH

Überblick über das österr. FLC-System: 1. Rechtsgrundlage und Regelungsinhalte

- **Rechtliche Grundlage:** Vereinbarung nach Art. 15a-B-VG zwischen dem Bund und den Ländern („15a-Vereinbarung)
- **Regelungsinhalte** zu ETZ transnationale und NW Programme (im Art. 7, Zi. 2 der 15a-Vereinbarung):
  - dezentrales System:
    - Bund und Länder → öffentliche Prüfstellen
    - Prüferpool → externe private Prüfstellen
  - Koordinierende Prüfstelle im Bundeskanzleramt, Abt. IV/4

!!! Siehe auch Beschreibung des ö FLC-Systems (inkl. Download relevanter FLC-Formulare/Dokumente) auf:
http://www.oerok.gv.at/eu-kooperationen/info-service-oesterreich/finanzkontrollsystem-in-oesterreich.html

2. Notifizierte öffentliche und private Prüfstellen („grüne Liste“) in Österreich

- Öffentliche Prüfstellen:
  - 17 Bundes- und Landesprüfstellen (3 Stellen prüfen selbst, die anderen 14 Stellen sind Auftraggeber an externe Prüfer = WP/Pool)
- Externe private Prüfstellen (WP/Pool):
  - 4 Wirtschaftsprüfungskanzleien

➔ **Achtung: Bei Externalisierung fallen Prüfkosten an! Ebenso bei der Prüfung durch öffentliche Prüfstelle Land Salzburg.**

Prüfkosten: einmalige **Grundpauschale von max. € 2.000** + **max. 7%** der zur Abrechnung **eingereichten Projektkosten** des Begünstigten (**zzgl. 20% Umsatzsteuer**)

3. Wie komme ich zu meiner FLC?

- Identifizierung der Prüfstelle durch den Begünstigten
- **Formular B:** (Einverständniserklärung des österreichischen Begünstigten betreffend die Durchführung der Vorhabensprüfungen – „First Level Control“)
  - Unterfertigung für jedes Projekt durch jeden Begünstigten und Übermittlung an die angeführten Adressaten
- **Formular C:** (Bestätigung der gemäß 15a-Vereinbarung zuständigen österr. öffentlichen Prüfstelle über die Übernahme der Vorhabensprüfung bzw. Bestätigung über die Beauftragung einer externen Prüfstelle – Pool – für die Durchführung der Vorhabensprüfung)
  - Unterfertigung für jedes Projekt / jeden Begünstigten durch zuständige öffentliche Prüfstelle + wo zutreffend, durch externe private Prüfstelle
- Vollumfängliche Information über die Inhalte der Beauftragung an externe Prüfer erhalten Projektträger durch die öffentliche Prüfstelle.

BUNDESKANZLERAMT ÖSTERREICH

Für weitere Fragen:

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Sektion IV/Abteilung 4

Ballhausplatz 2
1014 Wien
Tel. Nr.: +43 1 53 115 202915
Luise.Fasching@bka.gv.at
www.bka.gv.at

ÖROK

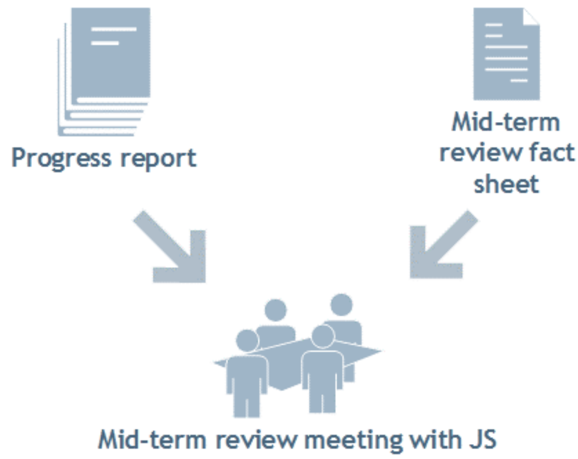
Interreg Central Europe – Projektänderungen, Budget-Flexibilität

Claudia Pamperl & Alexandra Kulmer, CE Joint Secretariat

MID-TERM REVIEW PRINCIPLES

What is the mid-term review?

- Review of project progress against the project objectives, outputs and expected results (as in the approved AF) after the first half of project implementation
- **Mid-term review meeting** to be organised by the LP (preferably linked to a project steering committee meeting)



PROJECT MODIFICATIONS

Interreg CENTRAL EUROPE European Union European Regional Development Fund

No major modifications (except partnership) are allowed before the mid-term review

Major modifications

Partnership	Activities/ deliverables/outputs	Budget	Extension of project duration

⇨ **To be based on a formal modification request procedure** (see Implementation Manual D.3) **requiring a sound justification**

⇨ **Update of AF in eMS required**

⇨ **To be approved by the relevant programme bodies**

PROJECT MODIFICATIONS

Interreg CENTRAL EUROPE
European Union European Regional Development Fund

Minor modifications

Adjustments of the work plan

⇨ *To report as deviation in the progress report*

Update of administrative elements

⇨ *To update the supplementary information in eMS, if applicable*

Budget flexibility (below flexibility thresholds)

⇨ *To report as deviation in the progress report*

In case of doubt, please consult the JS to verify if the planned modification is minor or major.

HOW TO MODIFY THE PROJECT BUDGET

Interreg CENTRAL EUROPE
European Union European Regional Development Fund

Minor modifications

Do not have a significant impact on the project objectives and/or implementation. Minor modifications **do not require prior approval by the programme, but require the agreement of the LP**.

Major modifications

Going beyond the flexibility limits applicable to minor modifications. Supplementary documents to be provided according to the type of modification. Any major modification **must be previously approved by the relevant programme bodies**.

MINOR BUDGET MODIFICATION

Flexibility thresholds for increases of the project budget

Increase of budget in ✓ any budget line ✓ any work package	Increase of budget of ✓ the LP or any PP
up to 20% or EUR 30.000 (whichever is higher)	**up to 10% or EUR 20.000 (whichever is higher)**
✓	✓

MINOR BUDGET MODIFICATION

Required actions by the LP

- Make sure that modification remains below flexibility thresholds
- Report modification as deviation in the PR
- Report verified expenditure within flexibility limit in the PR

Restrictions

- No increase in ERDF contribution
- Investments
  - No investment specification provided: cannot be increased above EUR 15.000
  - The nature, quantity and use of planned investments cannot be changed
- State aid contractual conditions setting budget thresholds

MINOR BUDGET MODIFICATION

Interreg CENTRAL EUROPE

Attention

Exceeding the budget flexibility limits **without prior authorisation** of the relevant programme bodies will result in the **ineligibility of the amount exceeding the threshold**.

Exceeding flexibility thresholds

the **eMS will issue an error notification** in the progress report and will impede its submission.

MAJOR BUDGET MODIFICATION

Interreg CENTRAL EUROPE

Increase of budget above the flexibility rules

- ✓ **must be previously approved by the relevant programme bodies**
- ✓ **can only be launched after the project mid-term review**
- ✓ **can be requested only once in the project lifetime**

MAJOR BUDGET MODIFICATION

Increases of the project budget above the flexibility thresholds

Increase of budget in
- ✓ any budget line
- ✓ any work package

above 20% or EUR 30.000 (whichever is higher)

No supplementary documents

Increase of budget of
- ✓ the LP or any PP

above 10% or EUR 20.000 (whichever is higher)

Updated partner declaration(s)

Acknowledgement of reduction(s)

MAJOR BUDGET MODIFICATION

Required actions

Inform the JS in advance

Submit a „modification request form“

Revise the application form

Decision taken by the relevant programme bodies

Restrictions

No increase in ERDF contribution

State aid contractual conditions setting budget thresholds

EXERCISE ON BUDGET MODIFICATIONS

What to do in this exercise?

The LP of an approved Interreg CE project intends to modify the budget in order to adapt it to the actual implementation situation. Planned modifications are presented in the table.

Please analyse the intended budget changes and calculate the amount of increase and percentage. Advice the LP on the applicable rules related to the budget modification and give the applicable thresholds. Indicate if the planned budget modifications are possible and if yes they are allowed without prior approval or the approval of the programme bodies is required.

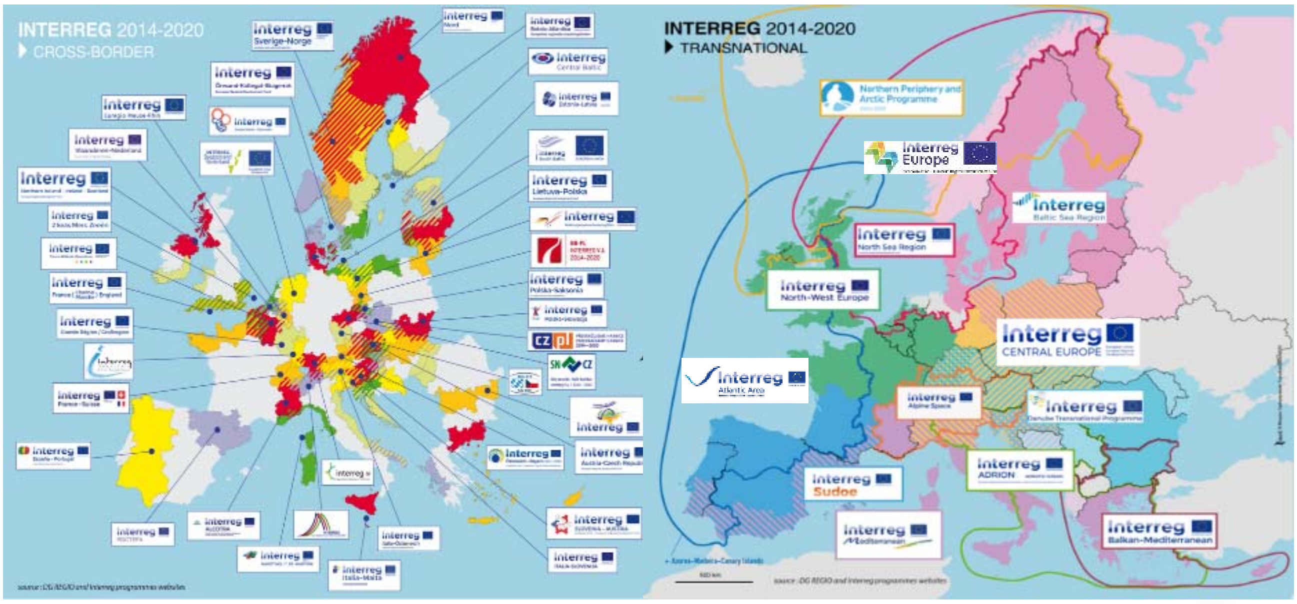
Be ready to present the outcome of this exercise to the other groups!

Interreg Central Europe – Kommunikationsanforderungen

Andrea Rainer Cerovská, ÖROK-NCP

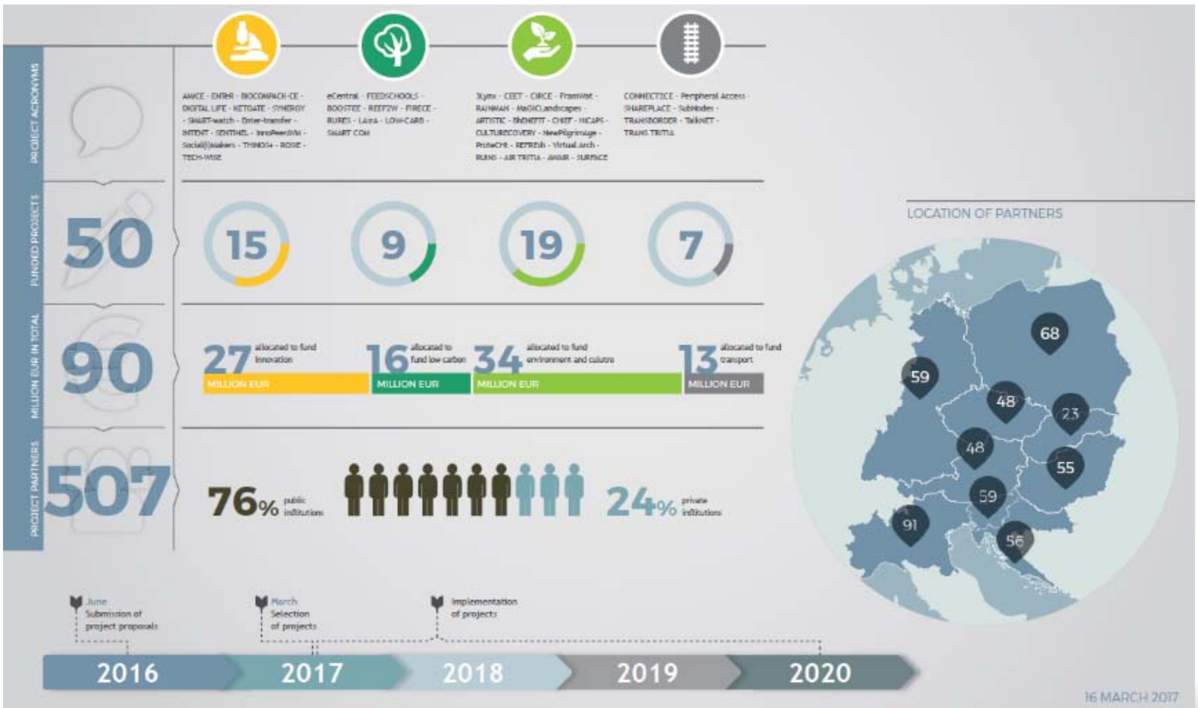
THE INTERREG COMMUNITY

Interreg CENTRAL EUROPE
European Union European Regional Development Fund



YOUR “CLASS“ OF 2017

Interreg CENTRAL EUROPE
European Union European Regional Development Fund



YOUR "CLASS" OF 2017

- BIOCOMPACK-CE
- digitalLIFE4CE
- InnoPeer AVM
- INNO-WISEs
- KETGATE
- SENTINEL
- ENTER-transfer
- SMART_watch
- ROSIE
- ENTeR
- INTENT
- Social(i)Makers
- SYNERGY
- THINGS+
- AMICE
- ARTISTIC
- CEETO
- HICAPS
- Virtual Arch
- FramWat
- SlowFood-CE
- BhENEFIT
- 3Lynx
- CULTURECOVERY
- AIR TRITIA
- ProteCHt2save
- NewPilgrimAge
- REFREsh
- RAINMAN
- MaGICLandscapes
- AWAIR
- RUINS
- REFREsh
- CIRCE
- FEEDSCHOOLS
- BOOSTEE-CE
- eCentral
- CONNECT2CE
- TalkNET
- SubNodes
- FIRECE
- LAirA
- LOW-CARB
- SHAREPLACE
- TRANS TRITIA
- SMART COMMUTING
- RURES
- REEF 2W
- Peripheral Access
- TRANS-BORDERS

COMMUNITY BUILDING

Why are all project logos looking similar now?

Boosts visibility and recognition of what we do

Builds up critical mass

Creates a stronger sense of belonging together

Ensures consistent quality

Makes project communication easier and cheaper

COMMUNITY BRANDING: THE LOOK

PRIORITY ICONS

The icons were designed for all Interreg programmes to work well together as a series, using similar iconography, forms and line weights. The standard use of the icons is in the colour of the programme priority it represents. The priority icons most relevant for Interreg CENTRAL EUROPE are presented below.

Priority icons were designed on the European level for all Interreg programmes and projects to harmonise thematic communication. The standard use of icons is in the colour of the related programme priorities. Priority icons relevant for Interreg CENTRAL EUROPE are presented below.

INNOVATION AND KNOWLEDGE DEVELOPMENT

LOW CARBON CITIES AND REGIONS

NATURAL AND CULTURAL RESOURCES

TRANSPORT AND MOBILITY

COMMUNITY BRANDING: THE LOOK

Logo

PAINT STROKE ELEMENT

The left and right side of the paint stroke are identical with the eastern and western border of the Interreg CENTRAL EUROPE programme area.

Logo (for combinations with other logos)

ATTENTION
This version shall only be used when the project logo has to be combined with other logos! In cases of doubt, please contact the communication unit at the Joint Secretariat at info@interreg-central.eu.

COMMUNITY BRANDING: THE LOOK

Logo (for small scale prints)

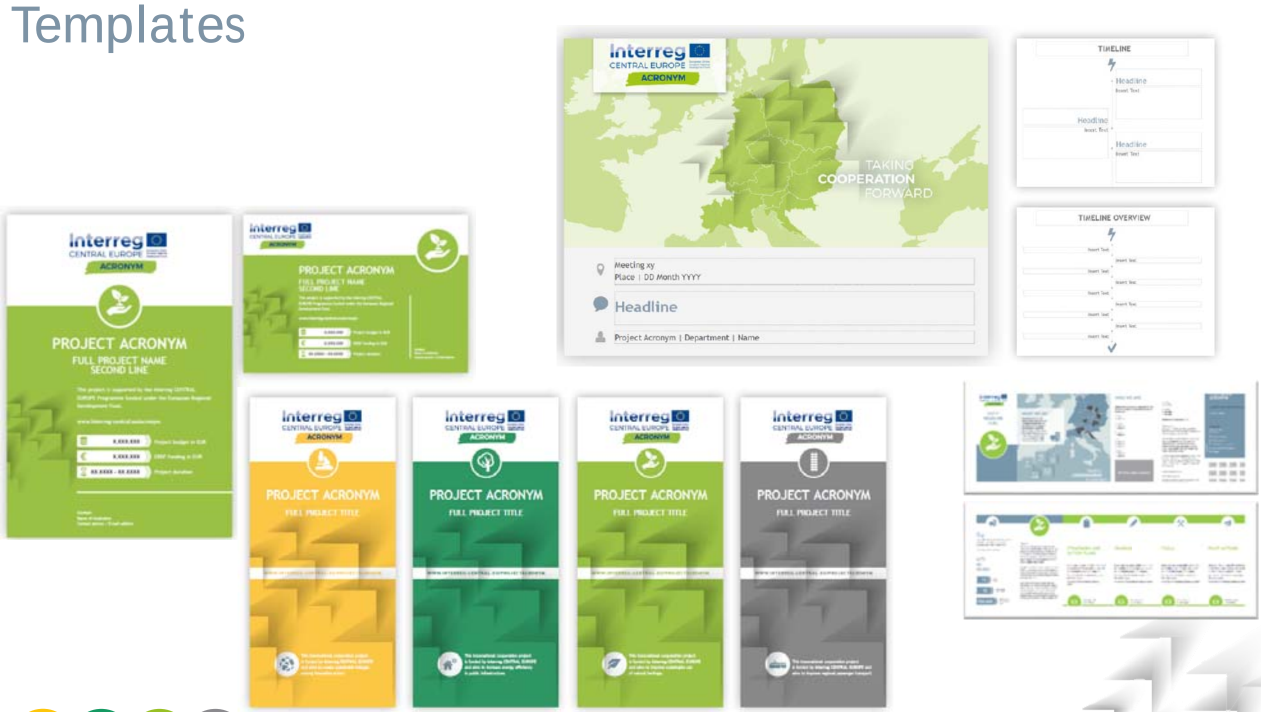
PROGRAMME LOGO: SMALL SCALE VERSIONS

If the print area available for the logo is smaller than 4 cm in width, the use of small scale versions is allowed. Small-scale versions do not have to include the name of the fund. However, it is obligatory to include the name of the European Union.

Which of the versions below has to be used depends on printing method, communication needs and production materials. The same applies to colour options. Please consult the communication unit when in doubt.

COMMUNITY BRANDING: THE LOOK

Templates



COMMUNITY BRANDING: THE LOOK

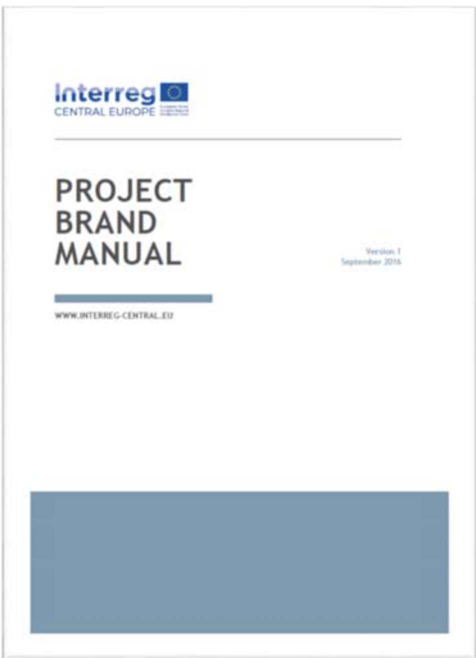
Fact sheets

COMMUNITY BRANDING: THE RULES

INCORRECT LOGO USAGE

1. Do not distort, stretch, slant or modify the logo in any way.
2. Do not delete „European Union European Regional Development Fund" or „CENTRAL EUROPE"
3. Do not cut the logo.
4. Do not rotate the logo.
5. Do not separate the flag from the logotype or otherwise change the composition of the logo elements. They are invariable.
6. Do not use outlines around the logo.
7. Do not use the logo in body text. Instead, in body text use just the word Interreg set in the font of the body text.
8. Do not use the logo in any other colour than the standard full colour version or in greyscale on monochrome applications.
9. If the logo needs to be placed on a coloured background, it has to be within a white rectangle as stated before - with a size matching at least the clear space specified on page 19.
10. Do not use the secondary project version as a stand-alone logo.

COMMUNITY BRANDING: THE RULES



CONTENT

GET IN TOUCH

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Interreg CENTRAL EUROPE Programme

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linkedin.com/in/centraleuropeprogramme
twitter.com/interregce

TAKING **COOPERATION** FORWARD

Weitere Informationen und Kontakte:

National Contact Point bei der
Österreichischen Raumordnungskonferenz:
http://www.oerok.gv.at/eu-kooperationen/

NCP-Team	Martina Bach	Andrea Rainer Cerovská	Anna-Maria Kramann
Zuständigkeit	ALPINE SPACE EUSALP URBACT	CENTRAL EUROPE	DANUBE TRANSNATIONAL EUSDR INTERREG EUROPE
Tel.	01-5353444-22	01-5353444-16	01-5353444-21
Email:	bach@oerok.gv.at	cerovska@oerok.gv.at	kramann@oerok.gv.at