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

23. Oktober 2017, Wien

Begrüßung
Alexandra Deimel, Bundeskanzleramt
<table>
<thead>
<tr>
<th>Zeit</th>
<th>Programm</th>
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<tbody>
<tr>
<td>13:00</td>
<td><strong>Begrüßung</strong> &amp; Agenda</td>
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<tr>
<td>13:15</td>
<td><strong>Interreg Central Europe - Einführung in die Projektumsetzung:</strong></td>
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<tr>
<td></td>
<td>• Rahmenbedingungen, Projektmanagement</td>
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<td></td>
<td>• Berichtsprozess (Aktivitäten + Indikatoren, Finanzen, FLC, eMS, state aid)</td>
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<td>• Projektänderungen, Budget-Flexibilität</td>
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<td>• Kommunikationsanforderungen</td>
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<tr>
<td>15:45</td>
<td><strong>Interreg Central Europe- „Fragen &amp; Antworten“- Session</strong></td>
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<td>• Offene Fragestunde</td>
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<td>16:45</td>
<td>Resümee und Ausblick</td>
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</table>
THE CENTRAL EUROPE COMMUNITY

TAKING COOPERATION FORWARD

YOUR “CLASS” OF 2017

TAKING COOPERATION FORWARD
INNOVATION - THEMATIC COVERAGE

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

SO 1.1
- AMICE Alliance for Advanced Manufacturing in Central Europe
- BIOMCOMPACK-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
- 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
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

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

- **BOOSTEE-CE**: Boosting energy efficiency 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

#### Priority 3 - Environment & culture

<table>
<thead>
<tr>
<th>Natural heritage &amp; biodiversity</th>
<th>Water management</th>
<th>Waste &amp; resource efficiency</th>
<th>Soil &amp; brownfields</th>
<th>Air &amp; noise</th>
<th>Cultural &amp; creative industries</th>
<th>Heritage sites &amp; historic buildings</th>
<th>Intangible cultural Heritage</th>
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<tbody>
<tr>
<td>UGB</td>
<td>SLUBINE</td>
<td>PROLINE-CE</td>
<td>STREFOWA</td>
<td>LUMAT</td>
<td>WAIR</td>
<td>RESTAURAL</td>
<td>ARTISTIC</td>
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<tr>
<td>3Lynx</td>
<td>SUSTREE</td>
<td>AMIGA</td>
<td>CIRCE</td>
<td>AWAIR</td>
<td>AIR TRITIA</td>
<td>PROTECT2Sere</td>
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<td>CETO</td>
<td>CELEOS</td>
<td>RAINMAN</td>
<td>SURFACE</td>
<td>REFRESH</td>
<td>AIPHA</td>
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<td>MaGiCLandscapes</td>
<td>FramWat</td>
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<td>NewPilgrimAge</td>
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<td>BNEFIT</td>
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#### 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

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### ENVIRONMENT PROJECTS - SECOND CALL

<table>
<thead>
<tr>
<th>Priority 3</th>
<th>Project Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>3Lynx</td>
<td>Population based (transnational) monitoring, management and stakeholder involvement for the Eurasian Lynx affecting 3 Lynx Populations in the Central Europe Area</td>
</tr>
<tr>
<td>AIR TRITIA</td>
<td>Uniform Approach to the Air Pollution Management System for Functional Urban Areas in Tritia Region</td>
</tr>
<tr>
<td>AWAIR</td>
<td>Environmental integrated, multilevel knowledge and approaches to counteract critical Air pollution events, improving vulnerable citizens quality of life in Central Europe Functional Urban Areas</td>
</tr>
<tr>
<td>CEETO</td>
<td>Central Europe Eco-Tourism: tools for nature protection</td>
</tr>
<tr>
<td>CIRCE</td>
<td>Expansion of the CiRcular Economy concept in the Central Europe local productive districts</td>
</tr>
<tr>
<td>FramWat</td>
<td>Framework for improving water balance and nutrient mitigation by applying small water retention measures</td>
</tr>
<tr>
<td>MaGiCLandscapes</td>
<td>MaGiCLandscapes - Managing Green Infrastructure in Central European Landscapes</td>
</tr>
<tr>
<td>RAINMAN</td>
<td>Integrated Heavy Rain Risk Management</td>
</tr>
<tr>
<td>SURFACE</td>
<td>Smart Urban Reuse Flagship Alliances in Central Europe</td>
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</tbody>
</table>
### CULTURE PROJECTS - SECOND CALL

<table>
<thead>
<tr>
<th>Priority 3</th>
<th>Cooperating on cultural and natural resources for sustainable growth in CENTRAL EUROPE - CULTURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTISTIC</td>
<td>Valorization of Intangible Cultural Heritage (ICH) Assets for local sustainable development in CE Regions</td>
</tr>
<tr>
<td>CULTURECOVERY</td>
<td>Protection and RECOVERY of immaterial CULTUral heritage of Central Europe through Ecomuseums, as driver of local growth</td>
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<tr>
<td>HICAPS</td>
<td>Historical Castle Parks</td>
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<tr>
<td>NewPilgrimAge</td>
<td>21st century reinterpretation of the St. Martin related shared values and cultural heritage as a new driver for community-sourced hospitality</td>
</tr>
<tr>
<td>ProteCHt2save</td>
<td>Risk assessment and sustainable protection of Cultural Heritage in changing environment</td>
</tr>
<tr>
<td>REFREsh</td>
<td>Rural rEvitalisation For cultuRal hEritage</td>
</tr>
<tr>
<td>RUINS</td>
<td>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</td>
</tr>
<tr>
<td>SlowFood-CE</td>
<td>Culture, Heritage, IdENTITY and Food</td>
</tr>
<tr>
<td>VirtualArch</td>
<td>Visualize to Valorize - For a better utilisation of hidden archaeological heritage in Central Europe</td>
</tr>
</tbody>
</table>

### TRANSPORT - THEMATIC COVERAGE

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

<table>
<thead>
<tr>
<th>Priority 4 - Transport</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regional passenger transport</td>
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<tr>
<td>Multimodal freight transport</td>
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<tr>
<td>RUMOBL</td>
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<tr>
<td>CONNECT2CE</td>
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<tr>
<td>SubNodes</td>
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<tr>
<td>PeripheralAccess</td>
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<tr>
<td>SHAREPLACE</td>
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<tr>
<td>TRANSBORDER</td>
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<td>ChemMultiModel</td>
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<tr>
<td>TRANS TRITIA</td>
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<tr>
<td>TalkNET</td>
</tr>
</tbody>
</table>

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
## Priority 4: Cooperating on transport to better connect CENTRAL EUROPE

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

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### Second Call Projects

- Legal framework
- Project and quality management

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**Interreg CENTRAL EUROPE**
LEGAL FRAMEWORK

**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
**Timeline**

1. **Subsidy contract offer sent by JS**
2. **LP signs subsidy contract (within 2 months)**
3. **MA countersigns subsidy contract**
4. **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

Preparation costs (lump sum) are paid out to the LP

(Where applicable, LP distributes funds to PPs as indicated in the application form)
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
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 feedback
**SUBMISSION OF PROGRESS REPORT**

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

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**PARTNER AND PROGRESS REPORT**

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

Reporting period (6 months)

2 months

Clarification process

PR deadline for submission to JS

MA/JS acceptance of PR

PPs to submit all documents to the controller

During the first clarification round LP may enclose additional verified expenditure to the PR

Controller must verify expenditure within 3 months (aiming for 2 months)
PROGRESS REPORT STRUCTURE

TAKING COOPERATION FORWARD

MONITORING AND CLARIFICATION PROCESS

Comprehensive and clear reporting will require less clarification rounds

→ quick reimbursement of funds
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

- 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

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 End date
01.12.2016 31.05.2017

Highlights of main achievements (summary)
Please describe the project progress which were achieved up to the current period. In particular, please highlight specific objectives and/or outputs were reached and how.
Hints
- Prepare it in cooperation with COM manager
- Cumulative info on key achievements
- Focus only on content, not on management issues

A+B Partner report
Period 3 - 01.06.2017 - 30.11.2017
Start date End date
01.06.2017 30.11.2017

Summary of the partner’s work
Please describe the project progress which were achieved by the partner in the current period. In particular, please highlight if specific milestones or outputs were reached or updated during the current period.

PROJECT OUTPUTS ACHIEVEMENT

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

### 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*)

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<table>
<thead>
<tr>
<th>Thematic Result Indicator</th>
<th>Measurement Unit</th>
<th>Target</th>
<th>Reached</th>
<th>Expected</th>
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<tbody>
<tr>
<td>Institution adoption</td>
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<td>Tool and service adoption</td>
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<td>Funds leveraged</td>
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<td>Job creation</td>
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<td>Training</td>
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<table>
<thead>
<tr>
<th>Communication Result Indicator</th>
<th>Measurement Unit</th>
<th>Target</th>
<th>Reached</th>
<th>Expected</th>
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<tbody>
<tr>
<td>Website visits</td>
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<td>Event participation</td>
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<td>Satisfaction</td>
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<td>External cooperation</td>
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ADDITIONAL RESULT INDICATORS

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

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
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
REPORTING PER WORK PACKAGE

**WP P**  Preparation work package
Linked to lump sum request

**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

- 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 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
REPORTING PER WORK PACKAGE - 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

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

INVESTMENT REPORT

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

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

Where to find it in eMS:

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

Filling in cost items

- **Budget line**
- **Work package**
- **Internal Reference Number**
- **Invoice Number**
- **Invoice Date**
- **Date Of Payment**
- **Currency**
- **Total Value Of Item In Original Currency**
- **Vat**
- **Declared Amount In The Original Currency**
- **Expenditure Outside (The Union Part Of) The Programme Area?**

**FACT SHEET**

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

Link cost items:

Budget line

Work package

Provide description:
Introduction to reporting

A closer look at the activity report

Reporting per work package

Financial reporting

How to keep the audit trail
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.

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.
START UP PHASE

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.

ANNULLING OF DOCUMENTS

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.
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**

**Reimbursement on a real cost basis**

<table>
<thead>
<tr>
<th>Document</th>
<th>Full-time in the project</th>
<th>Part-time in the project</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Fixed % of time per month</td>
</tr>
<tr>
<td>a. Employment document</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>b. Job description</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>c. Proof of the latest annual gross employment cost</td>
<td>NO</td>
<td>NO</td>
</tr>
<tr>
<td>d. Calculation of the hourly rate</td>
<td>NO</td>
<td>NO</td>
</tr>
<tr>
<td>e. Project assignment document</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>f. Periodic staff report</td>
<td>YES**</td>
<td>YES**</td>
</tr>
<tr>
<td>g. Time-sheets</td>
<td>NO</td>
<td>NO</td>
</tr>
<tr>
<td>h. Payslip</td>
<td>YES</td>
<td>YES</td>
</tr>
</tbody>
</table>

* 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

- Involvement of at least one employee in the project to be demonstrated
- No documentation needed

BL2: DOCUMENTS FOR OFFICE AND ADMINISTRATION EXPENDITURE

Reimbursement according to flat rate - automatically calculated

- No documentation needed
BL3: DOCUMENTS FOR TRAVEL AND ACCOMMODATION COSTS

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

BL4: DOCUMENTS FOR EXTERNAL EXPERTISE AND SERVICES COSTS

- Contract or written agreement
- Evidence of the selection procedure
- Deliverables produced
- Invoice or request for reimbursement
- Proof of payment
BL5: DOCUMENTS FOR EQUIPMENT EXPENDITURE

- Evidence of the selection procedure
- Contract or written agreement
- Invoice or document of equivalent probative value
- A calculation scheme of depreciation if applicable
- Proof of payment

BL6: DOCUMENTS FOR INFRASTRUCTURE AND WORKS EXPENDITURE

- The ownership or long-term arrangement legal documents
- Contracts or written agreements
- Necessary permissions
- Evidence of the selection procedure
- Proof of payment
- Invoice
For contracts of works, supplies or services from economic operators rules on public procurement have to be followed.

- **EU National Programme**
  - The stricter rule applies

- **€ > 5,000 EUR < national/EU thresholds**
  - Adequate market search is required (applicable also to private beneficiaries)

- **Procurement rules also apply to private partners**
  - A competitive procedure is required also from private partners when above national/EU thresholds

**Das österreichische FLC-System**
Andrea Rainer Cerovská, ÖROK-Gst./NCP
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)

Selection

Beneficiary

Controller

Yes

Aprobation body

No

Aprobation certificate

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:
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.
Für weitere Fragen:

Luise Fasching
Sektion IV/Abteilung 4

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

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

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

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.
Flexibility thresholds for increases of the project budget

- Increase of budget in:
  - any budget line
  - any work package
  - up to 20% or EUR 30,000 (whichever is higher)

- Increase of budget of:
  - the LP or any PP
  - up to 10% or EUR 20,000 (whichever is higher)

**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**

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**

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)

- Increase of budget of:
  - the LP or any PP

  above 10% or EUR 20,000
  (whichever is higher)

- No supplementary documents

- Updated partner declaration(s)
- Acknowledgement of reduction(s)

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
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!
THE INTERREG COMMUNITY

TAKING COOPERATION FORWARD

YOUR “CLASS“ OF 2017

TAKING COOPERATION FORWARD
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 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.

INNOVATION AND KNOWLEDGE DEVELOPMENT

LOW CARBON CITIES AND REGIONS

NATURAL AND CULTURAL RESOURCES

TRANSPORT AND MOBILITY

TAKEING COOPERATION FORWARD

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.
COMMUNITY BRANDING: THE LOOK

Logo (for combinations with other logos)

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

Fact sheets

PROJECT ACRONYM
FULL PROJECT NAME
INTERREG CENTRAL EUROPE

PROTECTING EURASIAN LYNX, AN ENDANGERED HUNTER

The endangered Eurasian lynx, one of the last wild cats of Europe, faces threats from illegal killing and further encroachment by humans. Lynx are an important species as they act as “ecosystem engineers,” which means they help maintain the balance of ecosystems across borders to provide the kind of common conservation, habitat management and public awareness that the predator needs to survive.

www.interreg-central.eu/kronen-ment
COMMUNITY BRANDING: THE RULES

INCORRECT LOGO USAGE

1. Do not distort, stretch, shear or modify the logo in any way.
2. Do not define "European Union European Regional Development Fund” or "CENTRAL EUROPE".
3. Do not cut the logo.
4. Do not separate the logo.
5. Do not separate the flag from the logo typeface or otherwise change the composition of the logo elements. They are inseparable.
6. Do not use a reversed or inverse logo.
7. Do not use the logo in body text. Instead, it should be used in the form of the body text.
8. Do not use the logo in any other colour than the standard full colour version or in a generic or non-standard application.
9. Do not place the logo at a reduced size on a coloured background. It should be used within a white rectangle or square frame, with a clear margin at least the size of a standard logo.
10. Do not use the secondary project name as a stand-alone logo.

COMMUNITY BRANDING: THE RULES

CONTENT

SECTION 1: PROGRAMME BRAND

1.1. Programme brand

SECTION 2: BRANDING REQUIREMENTS

2.1. Goal and programme role

SECTION 3: PROJECT LOGOS

3.1. Project logos

SECTION 4: COLORS

4.1. Programme colours

SECTION 5: TYPOGRAPHY

5.1. Typography

SECTION 6: ICONOGRAPHY

6.1. Priority icons

SECTION 1: CLARIFY AND KEY VISUALS

1.1. Title

SECTION 2: OFFICE TEMPLATES

2.1. Branding

SECTION 3: IMPLEMENTATION OF COMMUNICATION MATERIALS

3.1. Branding

TAKING COOPERATION FORWARD
Weitere Informationen und Kontakte:

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

<table>
<thead>
<tr>
<th>NCP-Team</th>
<th>Martina Bach</th>
<th>Andrea Rainer Cerovská</th>
<th>Anna-Maria Kramann</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zuständigkeit</td>
<td>ALPINE SPACE</td>
<td>CENTRAL EUROPE</td>
<td>DANUBE TRANSNATIONAL EUSDR INTERREG EUROPE</td>
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