

Interreg



Co-funded by
the European Union

Central Baltic Programme

Central Baltic Programme 2021-2027

NAT-TOUR EXPO kickoff meeting

Samu Numminen | 25.1.2023

Main documents and guides

- Subsidy Contract
 - Key document defining the roles and responsibilities between the Managing Authority (MA) and the Lead Partner (LP)
- Programme Manual
- Guide for Project Reporting
- Communication Guide
- Partnership Agreement
 - Defines the roles and responsibilities within the partnership

Project implementation

Focus on results

- Remember that results (achieving the change) should always be the main focus during project implementation - joint implementation
- Planned programme output and result indicator contributions should be achieved
- Follow the work plan as the tool for achieving results
 - Reasonable flexibility about activities and deliverables

NAT-TOUR EXPO indicator targets

- Result indicator:
 - Companies with achieved sales and contracts to new markets
→ target value 50
- Output indicators
 - Enterprises with non-financial support (SMEs supported with training and market knowledge to develop nature tourism products and services tailored for the UK market, and to be presented on the specialised nature tourism web platform) → target value 100
 - SMEs introducing marketing or organisational innovation (Marketing innovation and achievement of sales by SMEs) → target value 50

Roles in the implementation

- Lead Partner principle
 - The LP has the overall responsibility, ensures the timely and correct implementation of the project
- Project partners fulfill their part of the project activities, actively participating in cooperation
- A project Steering Group must be set up
- Project staff are not members of the SG

Project Steering Group

- Monitors and steers the project in order to meet the targets/objectives set in the project application
- Supports the project in consulting and acting in an advisory role towards key stakeholders and/or end users
- Supports and advises the project in challenging situations
- Can propose changes to the implementation of the project if needed

Project Steering Group

- Considers the Programme's Anti-Fraud policy and needed actions of the project to fulfil it
- Participates in the planning of information activities and spreading information about the project and its results
- Handles possible project modifications before the lead partner submits the material to the Joint Secretariat/Managing Authority
- Approves the project Final report

Project Modifications

1. Modifications having no impact to the Subsidy Contract
2. Modifications having impact to the Subsidy Contract
 - Max. two during the project duration
 - Cannot be done later than six months before the project end date
- Plan modifications well ahead and be in contact with your JS contact person

Project modification procedures

- Flexibility rule
 - Maximum 20% or 40 000 euro flexibility (whichever is higher) of the individual cost category on project level allowed
- Minor adjustments of the project activities and technical modifications
 - Must be communicated with the contact person
- No modification request required

Project modification procedures

- Formal modification procedure
 - Project activities having an impact to the project results and/or indicators
 - Budget modifications which do not fall within the scope of flexibility rule
 - Partner changes
 - Changes to the end date of the project
- Modifications are in force from the date of decision
 - Modification-related costs are not eligible before the decision has been made

Feedback from your project events

- The programme will require you to collect feedback from the participants of the events you organise for your target groups
- More information will be available later

Basic rules for eligibility of cost

- Incurred and paid between the project start and end dates (1.1.2023 - 31.12.2025)
- Related to the project
- Paid by a project partner
- Following sound financial management
- Being in line with programme and/or national rules
- Basic definitions for the eligibility of costs are available in the Programme Manual

Staff cost

- A work contract or other document must exist
- Include only staff directly working for the project
- Working hours to be reported
 - A template will be available
- Reimbursement = Country Unit Cost x reported hours

- In case significant changes within staff costs are needed, inform your JS contact person

Office and administration

- 15% flat rate based on your reported eligible staff cost
- List of cost under Office and administration can be found from the Programme Manual
 - These cost cannot be reported under any other Cost Category (CC)

Travel and Accommodation

- 15% flat rate based on your reported eligible staff cost
- Travel and accommodation of project staff
- Travels which benefit the project implementation

External expertise and services

- SCO face-to-face events
 - List of participants
 - Agenda
- Real costs

Equipment

- SCO Project management equipment
 - Based on working hours
 - Real costs
-

Public procurement and tendering

- Private and public partners follow the same rules
- Price comparison from 10 000 EUR (Programme limit)
- Public procurement limits: follow national procurement thresholds
- National/organisational rules apply
- Procurement must be free from partiality and conflict of interest
- Very unique skills may be a reason to skip procurement
- Existing framework contracts can be used

Audit trail

- It must be possible to trace all real costs in bookkeeping
 - Each partner is responsible for holding an accounting centre (code) separated from other book-keeping
- Project documentation must be kept by each partner
- Keep invoices and supporting documents at least 4 years after the official project end
- Information about bodies holding project documents must be submitted to JS/MA

Communication

- Logos - EU flag together with textual reference “European Union” and “European Regional Development Fund”;
Programme logo
- Project information must be easily available online on each partner organisation’s website
- Project webspace instead of a separate project website
- Information poster (min. A3) informing about the project and the received EU funding in partner organization premises
- Logos and templates will be provided on the CB website

Reporting

- Six-month reporting periods
 - Reporting takes place in Jems
 - A mid-term meeting with the JS contact person
-

Reporting tips

- Make it informative and understandable
- Limit it to the requested period
- Compare actual performance with respect to the plan in the application form

➤ *Guide for Project Reporting*

Reporting the project implementation

- 6 months reporting period
 - January 2023 - June 2023
 - July 2023 - December 2023
 - etc.
- 2 step process
 - Partner report
 - Project report (Lead Partner)

Reporting process

- Each project partner fills in **Partner report** and submits it with all mandatory annexes to the National Controller
- National Controller checks the eligibility of the costs
- Lead Partner compiles the **Project report** and submits it to the Joint Secretariat (JS)
- The JS assesses the Project report
- The Managing Authority (MA) makes the payment based on the certified cost for the LP

Support during the project implementation

- Your Lead Partner
- Contact person from Central Baltic programme JS
- **Guide for Project Reporting**
- Programme Manual
- **Lead partner and communication seminar**
- **Project Implementation Seminar**
- Newsletter
- www.centralbaltic.eu

Interreg



Co-funded by
the European Union

Central Baltic Programme

www.centralbaltic.eu



CentralBaltic



Central Baltic Programme



Thank You!



Varsinais-Suomen liitto
Egentliga Finlands förbund
Regional Council of Southwest Finland