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BALT-FIN-CIDER project kick-off meeting

Tiina Keinänen | 12.6.2025 | Riga

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 Implementation
  - Templates and supporting documents
- *Partnership Agreement*
  - Defines the roles and reponsibilities with in the partnership

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Project implementation

Focus on results

- Remember that results (achieving the change) should always be the main focus during project implementation – joint implementation
- **Programme output and result indicators** you have planned, should be achieved
- Follow the work plan as a tool for achieving results
  - Reasonable flexibility about activities and deliverables

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PO1 More exports by SMEs

- As a result of cross-border cooperation, companies are expected to achieve sales and contracts on target markets

- Result indicator
  - Companies with achieved sales and contracts to new markets (15)
- Output indicators
  - SMEs introducing marketing or organisational innovation (15)
  - Enterprises with non-financial support (30)

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PO1 – When is the result achieved?

- **Counted for the result** the company should have, for example
  - written or digital contract
  - proof of transaction with buyer from the targeted market for delivery of goods or services or
  - other equal written/digital proof

Output and result indicators

- Outputs and results must be recorded in excel template
- Unique participants calculated
- Output and result indicator reporting template https://centralbaltic.eu/for-projects/documents/#progress

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Output and result indicator template

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Enterprises with non-financial support

Programme Objective 1 - More exports by SMEs

Project id	CBXXXXXXX
Project acronym	XXXXXXXXXXX

Partner role / number	PPX
Partner name in English	XXXXXXXXXXXXXXXXXX

Fill in the information with participation of organisations (companies) taking part in project activities. Fill in one contact phone or email per participating company. One company may participate in several project activities, but is counted as 1. The template should be filled in continuously and be kept up-to-date and should be made available to JS contact person upon request. Information from this template will be filled into Jems on the achievements towards output indicators after a one full year from project start (i.e. the 2nd project report). Where information about results is collected, the first reporting of the result indicators is done after the 2nd full year from the project start (i.e. the 4th project report).

This template must be attached to project reports when indicators are reported.

One year after the project end (end date), the Managing Authority will send to the lead partner a request to report on result indicators. It is mandatory to answer the request. Thus, remember to keep on monitoring and recording result indicators progress in the columns identified with blue headers until such request has been fulfilled and taking into account potential progress occurring after project closure.

Supported enterprises			**0**
Including Micro	0	Including Medium	0
Including Small	0	Including Large	0
Marketing or organisational innovation introduced by SMEs			**0**
Achieved sales and contracts to new markets			**0**

PARTNER ACTIVITIES	Activity 1	Activity 2	Activity 3	Activity 4	Activity 5	Activity 6	Activity 7	Activity 8	Activity 9	Activity 10	Activity 11	Activity 12	Activity 13	Activity 14	Activity 15	Activity 16	Activity 17	Activity 18	Activity 19	Activity 20	Marketing or organisat	
	[Date]	[Date]	[Date]	[Date]	[Date]	[Date]	[Date]	[Date]	[Date]	[Date]	[Date]	[Date]	[Date]	[Date]	[Date]	[Date]	[Date]	[Date]	[Date]	[Date]	Marketing or organisational innovation introduced by SMEs	Wh inn (Ma
	[Location]	[Location]	[Location]	[Location]	[Location]	[Location]	[Location]	[Location]	[Location]	[Location]	[Location]	[Location]	[Location]	[Location]	[Location]	[Location]	[Location]	[Location]	[Location]	[Location]		
	[Activity name]	[Activity name]	[Activity name]	[Activity name]	[Activity name]	[Activity name]	[Activity name]	[Activity name]	[Activity name]	[Activity name]	[Activity name]	[Activity name]	[Activity name]	[Activity name]	[Activity name]	[Activity name]	[Activity name]	[Activity name]	[Activity name]	[Activity name]		
1	**[Insert company name]**						**[Insert company contact phone, email.]**										Micro ☐	Small ☐	Medium ☐	Large ☐	No	
[Insert participant name]																						
[Insert participant name]																						
[Insert participant name]																						
[Insert participant name]																						
[Insert participant name]																						
2	**[Insert company name]**						**[Insert company contact phone, email.]**										Micro ☐	Small ☐	Medium ☐	Large ☐	No	
[Insert participant name]																						
[Insert participant name]																						

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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 participate in cooperation
- Establish a project steering group and organise the first meeting within 6 months of signing the the Subsidy Contract
  - JS contact person must be invited

Project Steering Group (1)

- Monitor and steer the project in order to meet the targets/objectives set in the project application
- Support the project in consulting and acting in an advisory function towards key stakeholder and/or end users
- Support and advise the project in challenging situations
- The Steering Group can propose changes to the implementation of the project

Project Steering Group (2)

- Consider the Programme's Anti-Fraud policy and needed actions of the project to fulfil it
- Participate in the planning of information activities and spreading information about the project and its results
- Handle project modifications before the lead partner submits the material to the Joint Secretariat/Managing Authority
- Approve the project final report (by the end of the project end date)

Eligibility of cost

Basic rules for eligibility of cost

- Incurred and paid between the project start and end dates (*1.5.2025 – 30.4.2028*)
- Closure period 1 month
- Related to the project
- Paid by a Project Partner
- Following sound financial management
- In line with programme and/or national rules
- Basic definitions for eligibility of costs are available in the Programme Manual

Staff cost

- Reported as Simplified Cost Option (SCO)
- A work contract or equivalent agreement must exist and be attached to partner report
  - Tasks related to the project must be defined
- Working hours to be reported
  - Report of hours and employment confirmation templete https://centralbaltic.eu/for-projects/documents/#reporting
- Reporting: country-specific hourly rate x reported hours

Report of hours template

- One template per staff member per reporting period
- Productive working hours
- Based on the contract remember to add:

3. EMPLOYMENT CONFIRMATION

3.1	Employee first name:	
3.2	Employee last name:	
3.3	Employee position/job title:	
3.4	Number of working hours for full-time employees of the organisation:	40.00 hours per week

Guidance:
Please insert the maximum number of working hours per week for a full-time employee in your institution, according to the internal/country rules.

3.5	Contractual working hours:	40.00 hours per week

Guidance:
Please insert the weekly workload of the employee according to the employment contract, expressed in hours.

Please note, in this field, you should not consider the involvement of an employee for the project but the full-time/part-time employment working time according to the contract (resp. according to all contracts if the employee has several employment contracts with the same partner organisation).

In exceptional cases, when the employment contract does not define working time or when it defines only productive hours (or their range/limits), please contact MA/JS for further guidance.

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Staff cost reporting

- Number of hours to be repoted in Jems

4. SUMMARY OF DATA FOR THE PARTNER REPORT IN JEMS:

First name	Last name	Position		Workload (incl. tasks and contracts outside the project)		No. of months for which staff costs are reported	Max. no. of hours	No. of hours worked for the project acc. the report of hours	No. of hours worked in total (all contracts)
				Working time/ week (hours)	Share of full-load (%) (full-time employee = 100%)				
				40	100.00 %	3	430.00	103.00	172.00

Office and administration

- 15% flat rate based on reported eligible staff cost
- List of costs included in Office and adminstration 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 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
  - Room rent and basic conference equipment, catering
  - Proof for reporting
    - Signed participant list for each event day
    - Agenda
  - Reporting = Country Unit x participant x day(s)
    - Same amount of units to be reported as signatures in the signature list
  - Cannot be reported as real cost in any case

- Real cost
  - External experts, services
  - Travel costs for target group, experts

Equipment

- SCO Project management equipment
  - Reporting: reported staff working hours x 0,23 euro
  - Same amount to be reported as units for staff costs

- Real cost
  - Only the equipment budgeted in the Application Form
  - Only equipment which remains in use by the partners and/or target group after completion of the project

Public procurement and tendering (1)

- Private and public partners follow the same rules
- Bid-at-three from 10 000 EUR (excluding VAT) (*Programme limit)*
- Procurement must be free from partiality and conflict of interest
- Unique skills, services and products are very unique indeed

Public procurement and tendering (2)

- Public procurement limits: follow national procurement thresholds and rules; the estimated value of full purchase (not the cost of individual item) is considered
- Existing framework contracts can be used
- Benefial owner for contracts above EU thresholds
  - Sub-contractors above 50 000 euro
- If procurement errors found at any stage, previously paid costs to be recovered

Audit trail

- It must be possible to trace all real costs in book-keeping
  - Each partner is responsible for holding an accounting centre (code) separated from other book-keeping
- Project documentation must be kept by each partner
- Keeping invoices and supporting documents at least 5 years after the official project closure by the Managing Authority (For projects with state aid, the documents must be kept for 10 years from the date of signing the Subsidy Contract.)
- Information about bodies holding project documents must be filled in Jems

State Aid

- General Block Exemption Regulation (GBER) Articles 20 and 20a are used by the programme: aid for undertakings participating in European Territorial Cooperation project
- Check the Subsidy Contract § 2 is the funding granted under the GBER
- GBER aid to the organisation is counted only per project (they can still receive aid for other projects, they can receive state aid under other schemes, e.g. *de minimis*)

If the GBER Article 20a applies

- Article 20a applies to final beneficiaries (state aid to third parties) of the project
- Maximum support is 22 000 € to non-partner beneficiary per project
- Relevant project partner has to record amounts of granted subsidy to avoid exceeding the maximum allowed limit
- Template for recording the given aid is available on the Programme website
- No need to add in the partner report. Has to be provided upon request

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Aid granted under the General Block Exemption Regulation (GBER) Article 20a to an undertaking per project

Project id	CB0001111	Partner role / number	PP2
Project acronym	Uhhuuu	Partner name in English	Nice Organisation

2	**Total number of undertakings receiving aid**

This document is used to record aid granted to "third parties" / end beneficiaries of the project. It is not used to record aid to a project partner.
For each company that has participated, you should create an entry. Record for each participating company the date and activity they have participated in and the aid received through the activity.

NB! Maximum aid limit to an undertaking per project is EUR 22 000.

1	**OY Siim**	**Total aid granted:**	**2,500.00 €**
1	Training	05.-07.12.2023	500.00 €
2	Trade fair	12.01.2024	200.00 €
3	Consultation	14.04.2024	600.00 €
4	[Insert activity name]	14.05.2024	1,200.00 €
5	[Insert activity name]	[Insert date of activity]	[Add amount of aid]
6	[Insert activity name]	[Insert date of activity]	[Add amount of aid]
7	[Insert activity name]	[Insert date of activity]	[Add amount of aid]
8	[Insert activity name]	[Insert date of activity]	[Add amount of aid]
9	[Insert activity name]	[Insert date of activity]	[Add amount of aid]
10	[Insert activity name]	[Insert date of activity]	[Add amount of aid]
11	[Insert activity name]	[Insert date of activity]	[Add amount of aid]
12	[Insert activity name]	[Insert date of activity]	[Add amount of aid]
13	[Insert activity name]	[Insert date of activity]	[Add amount of aid]
14	[Insert activity name]	[Insert date of activity]	[Add amount of aid]
15	[Insert activity name]	[Insert date of activity]	[Add amount of aid]

2	**AS Tool**	**Total aid granted:**	**22,850.00 €**
1	Consultation service	01.06.2023	1,000.00 €
2	Participation in trade fair	13.10.2023	350.00 €
3	Training	20.-21.05.2024	500.00 €
4	Different events	21,26,28.06	21,000.00 €
5	[Insert activity name]	[Insert date of activity]	[Add amount of aid]

Communication requirements

- Logo - use the Interreg CB logo on communication materials
- Poster – display (A3 or larger) with at least basic information about the project (aims and results) and the Interreg CB logo
- Websites –publish at least aims, results, and the funding source both on all partner websites and as widely as possible
- Project webspace - provided by the CB programme
- Instal a billboard if needed (project budget above 100 000 EUR)

Communication – about the logos

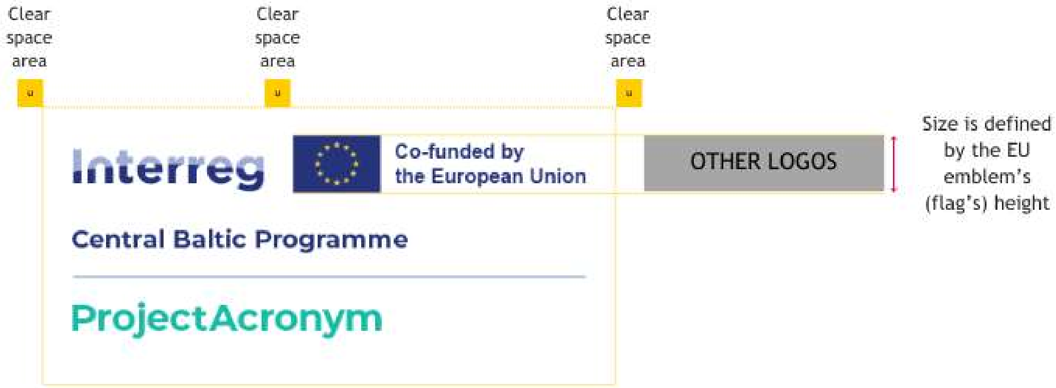
Include the logo on **all communication material intended for the public or project participants.**

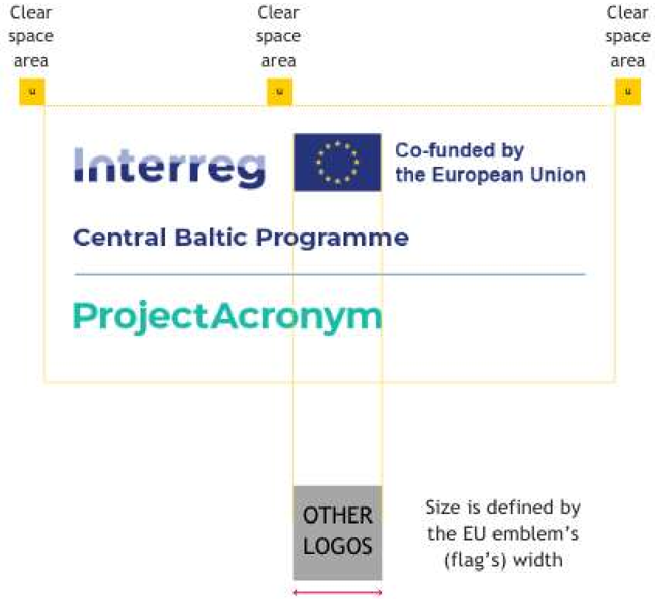
- The official logo (as seen on the slide) fulfils the minimum requirement for visibility. Different file formats and colour modes can be downloaded from the programme website at www.centralbaltic.eu/programme-logos

- The custom logo is project-specific: it is based on the official logo, and it includes your project acronym in the corresponding priority colour, which will be provided to each project by the Joint Secretariat. Whenever space allows, we recommend using your custom logo as this helps your project to stand out more clearly from others.

Using one of these across your project materials is mandatory, be it the official or custom logo version.

Project logo with organisation logos





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Reporting

Reporting in Jems

- Jems https://jems.centralbaltic.eu/

- Access to reporting
  - Project privileges
  - Lead applicant with ”manage” rights can give the access

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Reporting the project implementation

- 6 months reporting period
  - 1.5.2025 – 31.10.2025
  - 1.11.2025 – 30.4.2026
  - 1.5.2026 – 31.10.2026
  - …
- 2 step process
  - Partner Report
  - Project Report (LP)

Reporting process

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

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
- Remember to add relevant attachments as evidence of implemented activities

➢ *Guide for Project Implementation*

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Feedback from your project events

- Feedback collection required by the programme
- Applies to events organised for the key target groups/end users
- Quality of the event
- Feedback questionnaire for target groups

➢ Aim is to achieve good project results

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Project modifications

Project Modifications

- Minor changes
- Flexibility rule
- Formal modifications
    - 2 during the project duration
    - 6 months before the end of the project duration
- Plan modifications well ahead and be in contact with your contact person in the JS

Project modification procedures (1)

- Flexibility rule
  - Maximum 20% or 40 000 euro flexibility (whichever is higher) of the individual cost category on project level allowed
- Small adjustments and technical modifications
  - To be communicated with the JS

➢ No modification request required

Project modification procedures (2)

- Formal modification procedure required
  - Any modifications which goes beyond flexibility rule, minor adjustments or technical modifications
  - Duration of the project
  - Monitoring Committee decision is needed if
    - Increasing ERDF co-financing rate or amount
    - More than two partners withdraw or/and replaced
    - Objectives of the project changed, or the result indicator achievement reduced
- Modifications are in force from the date of decision
  - No cost requiring formal approval can be incurred before the decision has been made

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Support for project implementation

Contacts and communication with JS contact person

- Frequent, (pro)active and transparent communication
  - Emails, phone calls etc.
  - Invitation to project meetings and events
  - Annual meetings
  - Project reporting bi-annually
  - Project midterm meeting

- The JS contact person is the main support person for the project who is also monitoring its implementation

Support during the project implementation

- Your Lead Partner
- Contact person from Central Baltic programme
- Programme Manual
- Guide for Project Implementation
- Lead Partner Seminar
- Programme Objective (PO) Specific Webinars/ Seminars
- Project Implementation Webinar
- Newsletter (subscribe https://centralbaltic.eu/newsletter/)
- www.centralbaltic.eu

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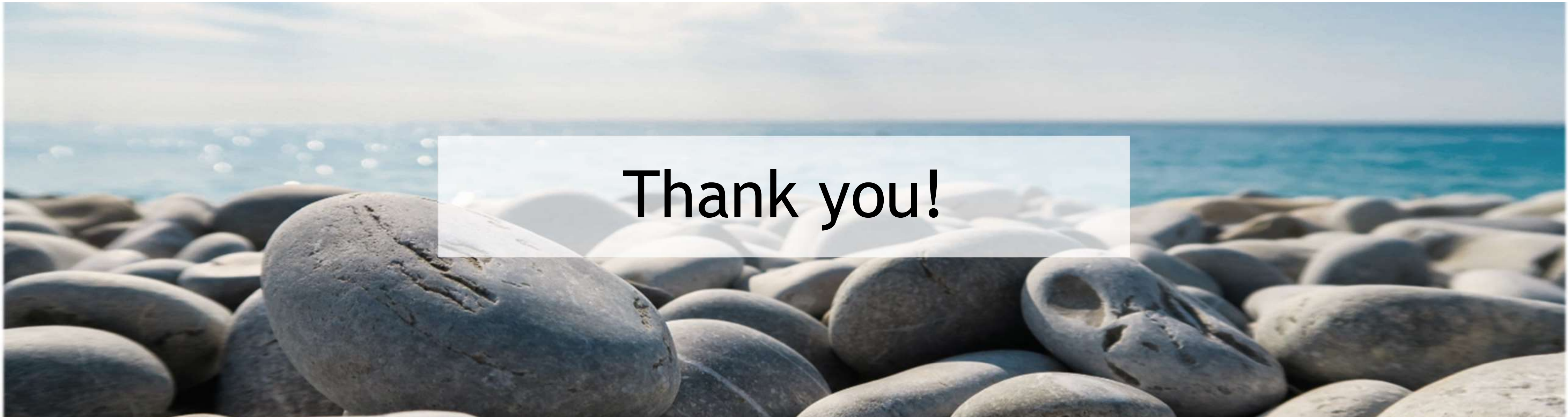

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