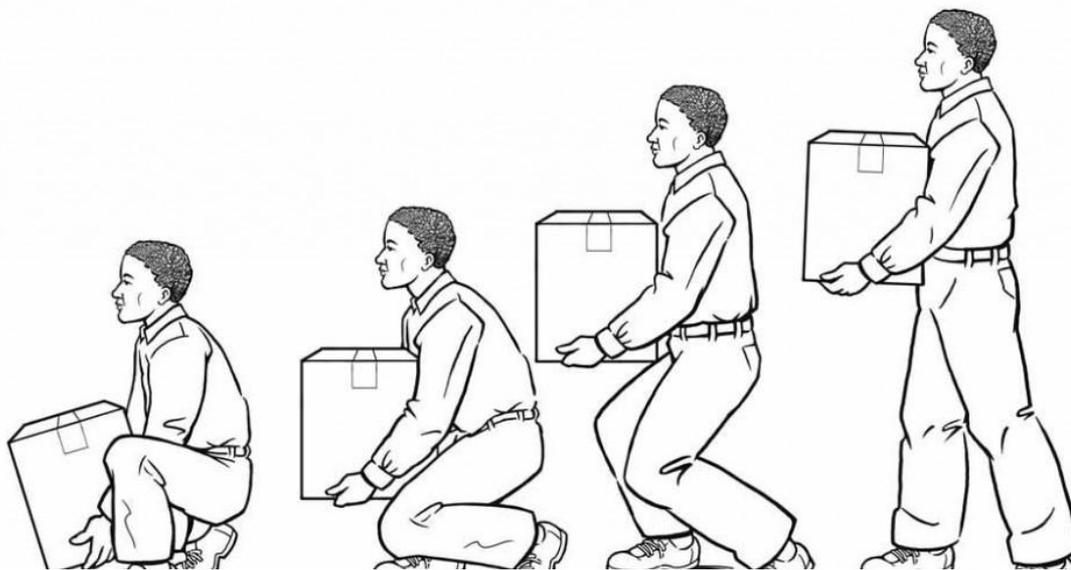


# Technical Session – Safe Handling of the Administrative Burden



**UPDATED on 20 April 2015**

What are we trying to do?

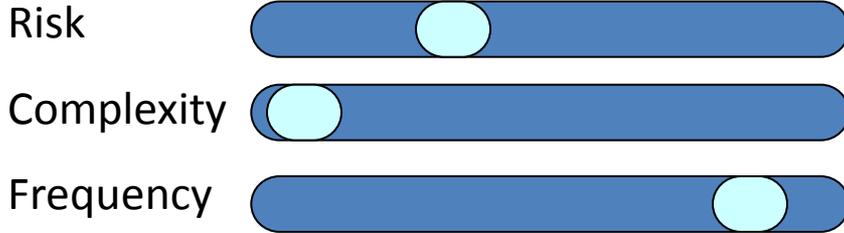
- + The new factsheets
- + Advance checking of contracts, infrastructure, costs outside the area etc.
- + Error rates, control and audit
- + 90 day rule requires more certainty and speed

## This session

- + Group 1: Staff, Office & Admin, Travel
- + Group 2: External experts, Investments, Tender
- + Group 3: Shared Costs, Partnership roles, Partnership Agreement
- + Group 4: Private sector, State aid, Revenue
- + Group 5: Exchange rate, Audit trail, Letters of Intent, In-kind, Location
- + Group 6: Reporting, Publicity, Changes, Indicators

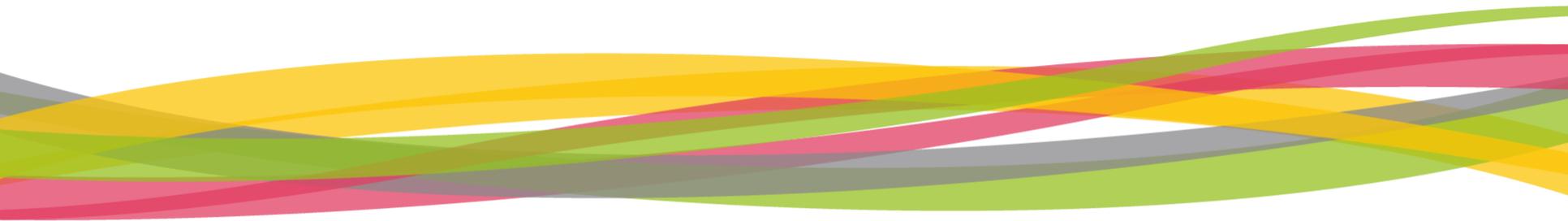
How serious if it goes wrong?

### Rule Rating

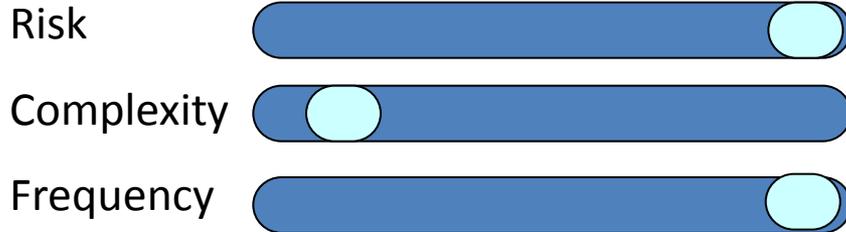


How hard is it to understand?

How often will you have to use this?

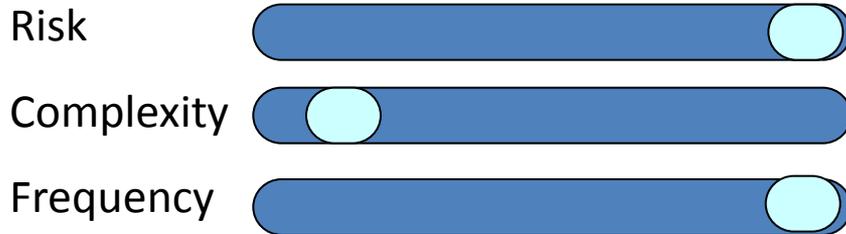


## 1. General Principles



- + Approved activities only
- + 50% funding – Paid as reimbursement
- + Beneficiaries in application only (except State Aid)
- + Costs required for implementing the project only
- + No double funding from EU sources (or other funds)

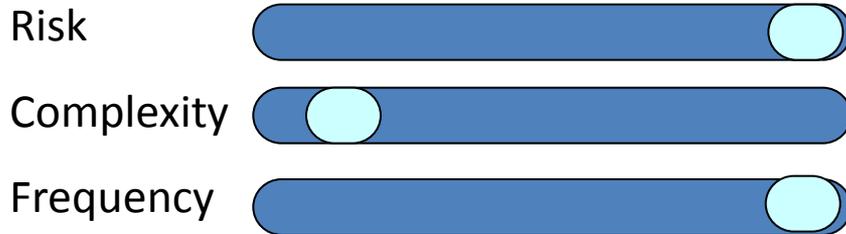
## 1. General Principles



+ NEVER paid:

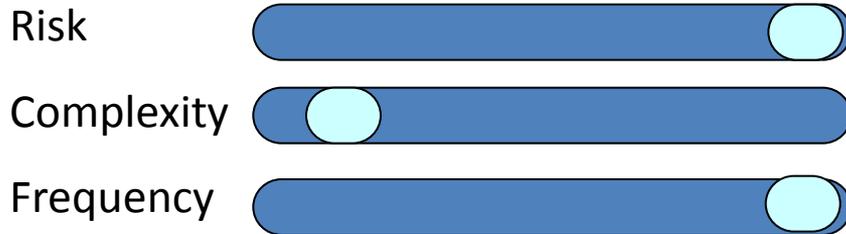
- Interest on debt
- VAT (refundable)
- Fines & penalties
- Exchange rate losses
- Aid to enterprises in difficulty
- Land purchase over 10% of project budget....most of the time....

## 2. Staff - Christian



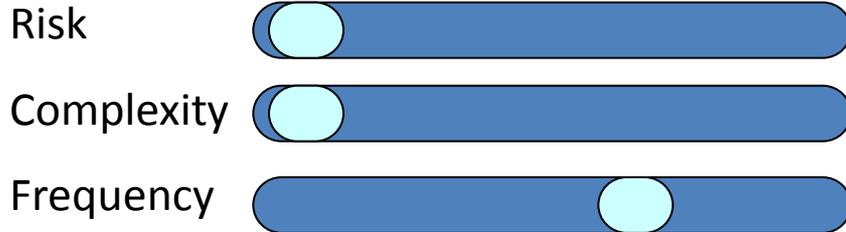
- + Flanders and Netherlands – alternative rules may apply
- + Staff full-time on the project. Gross costs. Contract or equivalent. No timesheets
- + Staff part-time with fixed percentage on the project. Fixed percentage of gross costs. Contract or equivalent. No timesheets.

## 2. Staff - Christian



- + Staff part-time with variable hours on the project. Staff costs = Hours worked x Hourly rate. Hourly rate = Gross employment costs/Contracted working hours or 1720 hours per annum
- + Timesheets for 100% of employees time...
- + Staff paid by the hour: Document hourly rate + register hours worked

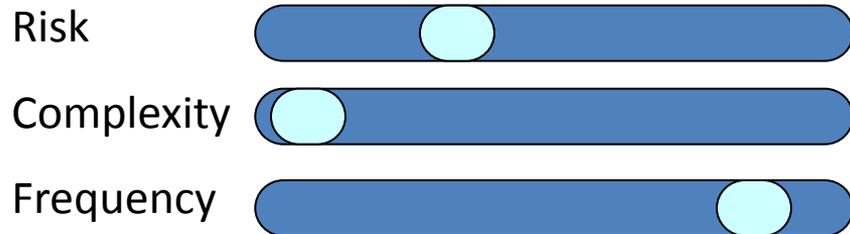
### 3. Office and Administration ('Overheads') - Christoffer



- + 15% of verified staff costs
- + Auto-calculated by Online Monitoring System
- + Basta!



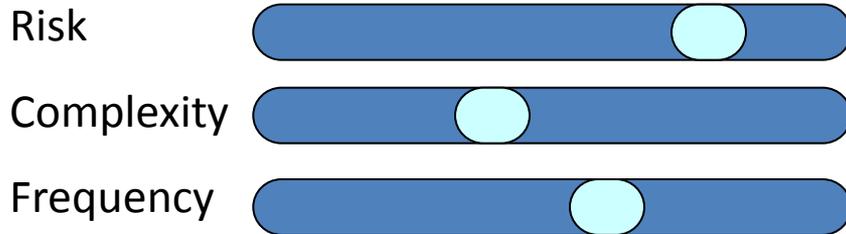
## 4. Travel and Accommodation



- + Real costs
- + Value for money
- + Justification

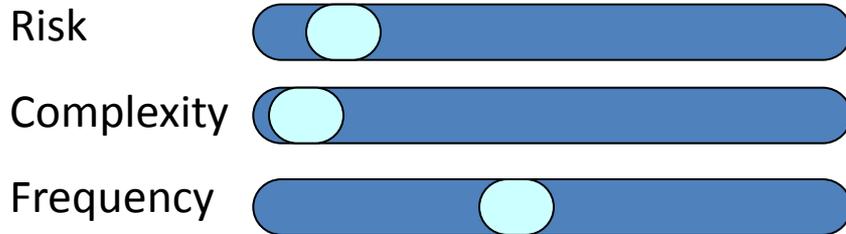


## 5. External Experts & Services



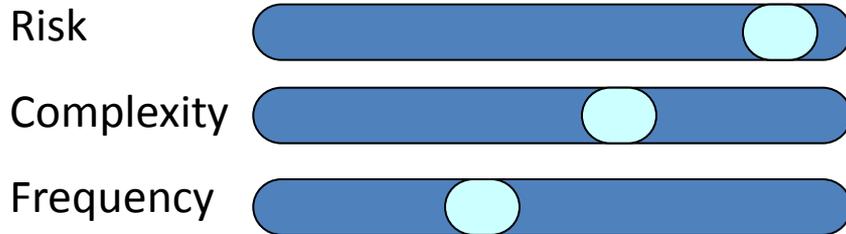
- + Procurement! Including project management and first level control
- + In the application
- + ‘We could only find one guy’ - Bad excuses don’t work...

## 6. Equipment and Infrastructure



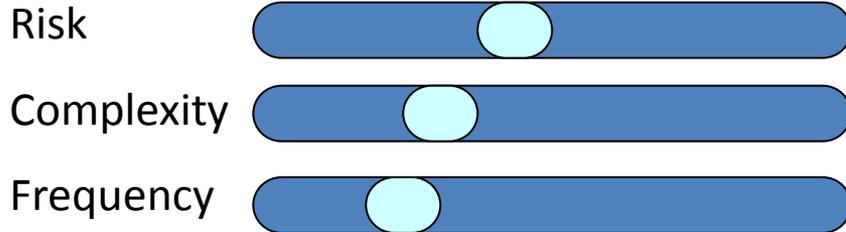
- + Regular equipment vs Specialist equipment
- + Procurement
- + After the project...?

## 11. Tender - Jesper



- + **Key message:** All contracts for any amount over €5,000 are offered to a range of bidders and advertisement and selection procedures must be documented.
- + 4 rules to consider (over EU threshold; below EU threshold/ national / organisational; below €5,000)
- + Documenting a procurement process
- + 3 offer rule

## 8. Shared Costs - Christian



- + Share tasks but not costs
- + Split larger invoices
- + Internal reimbursements (watch out for VAT!)



## 8. Shared Costs - Christian

### + Costs paid by and reimbursed to LB (only)

**D.2 - Project budget – overview per beneficiary / per budget line**

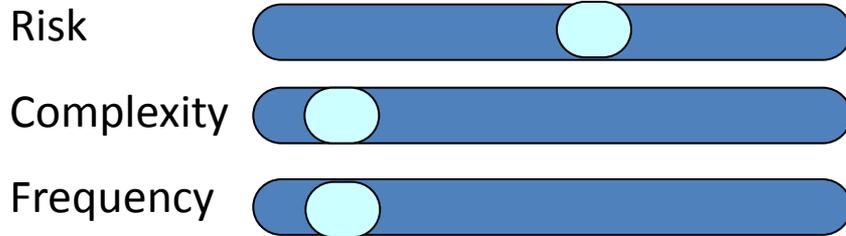
Beneficiary	Staff costs	Office and admin.	Travel and accommodat	External expertise	Equipment	Infrastruc- ture	TOTAL BUDGET	(Net revenue)	TOTAL ELIGIBLE BUDGET
LB	500.000	75.000	20.000	350.000	300.000		1.245.000	(50.000)	1.195.000
PP2	20.000	3.000					23.000		23.000
PP3	300.000	45.000	15.000		20.000		380.000		380.000
PP4	-	-	35.000				35.000		35.000
PP5	10.000	1.500					11.500		11.500
<b>Total</b>	<b>830.000</b>	<b>124.500</b>	<b>70.000</b>	<b>350.000</b>	<b>320.000</b>	<b>-</b>	<b>1.694.500</b>	<b>(50.000)</b>	<b>1.644.500</b>

Shared cost amount related to the remaining partnership

**D.2.1 - Shared costs to be claimed from other beneficiaries**

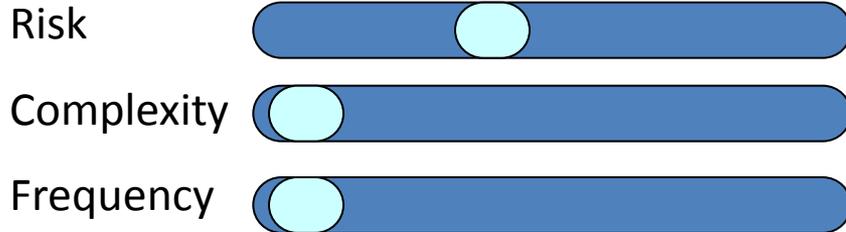
Beneficiary	Staff costs	Office and admin.	Travel and accommodat	External expertise	Equipment	Infrastruc- ture	TOTAL
LB	40.000	6.000					46.000
<b>Total</b>	<b>40.000</b>	<b>6.000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>46.000</b>

## 13. Partnership Roles and Responsibilities -Kira



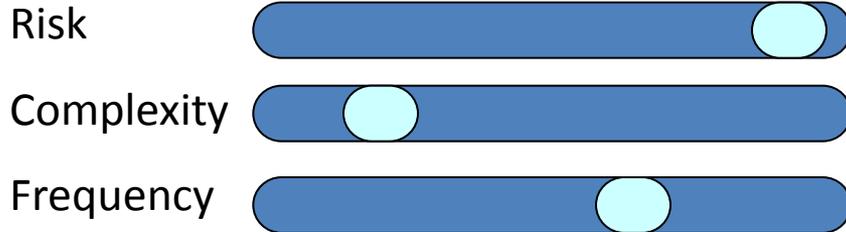
- + **Key message:** Every project has a Lead Beneficiary with overall responsibility for ensuring the project is delivered according to plan
- + All beneficiaries – responsible for own activities and accuracy of expenditure
- + Responsibilities of Lead Beneficiary and First Level Control
- + Local partnerships: Co-ordinating and Co-beneficiaries

## 14. Partnership Agreement



- + Must have a **SIGNED** agreement to get paid
- + Include deliverables
- + Include financial flows – shared costs and corrections

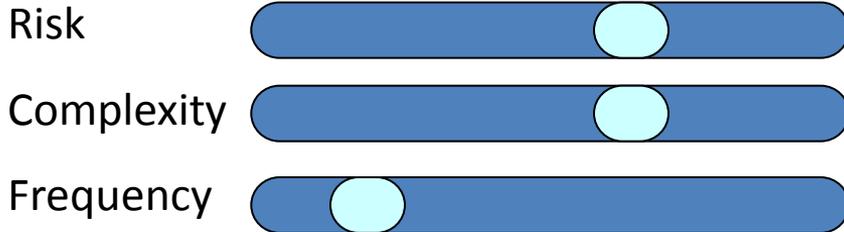
## 15. Private Sector Beneficiaries



- + Private sector partners are a risk factor
- + State aid, documentation, revenue, tendering
- + Monitor and assist them



## 16. State Aid - Isabella



Private and public beneficiaries – dependent on activities

- revenue generation, now or in future?
- competitive advantage?
- distortion of competition?

Applying under a State Aid Scheme

- De Minimis: Max €200,000 over 3 fiscal years
- Self-declaration

## 16. State Aid

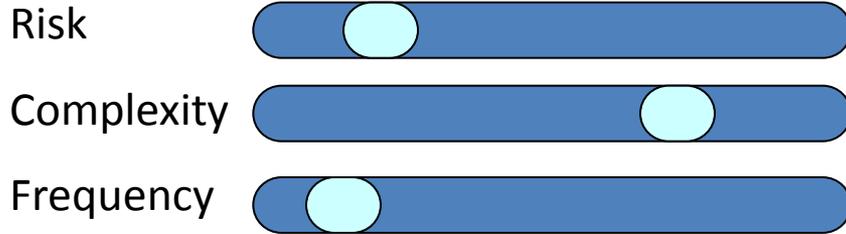
### General Block Exemption Regulation (GBER):

- Article 20 only in North Sea Region programme
- SMEs only
- €2 million max
- Only for costs of participating in a European Territorial Cooperation project

Always consider non-aid options!



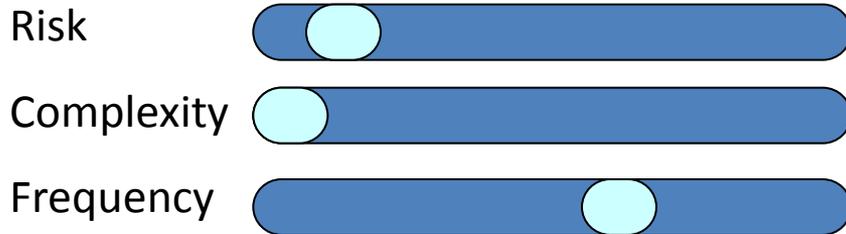
## 9. Revenue



- + Net revenue
- + Some of this can't be used by most of you...
- + Three years after completion



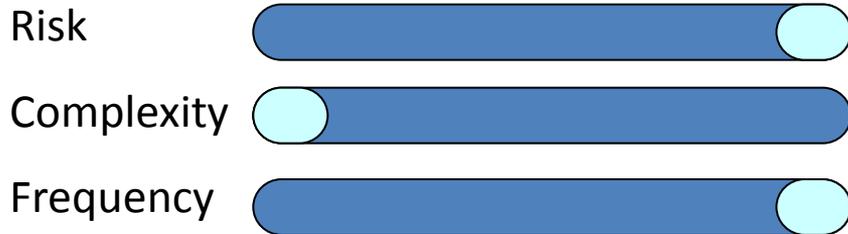
## 10. Exchange Rates



- + There is only right way to do it
- + Monthly rate for the month expenditure is submitted to FLC



## 12. Documents required for the Audit Trail

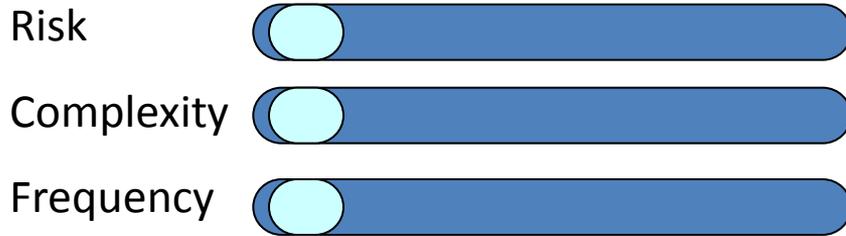


- + If it's not documented it never happened
- + What auditors hate...
- + More than 'correctness' - Eligibility





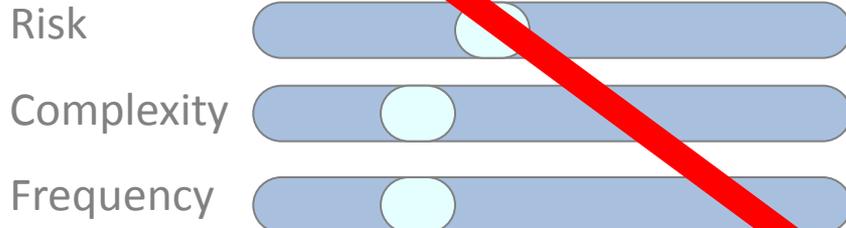
## 20. Letters of Intent



+ No letter? No project



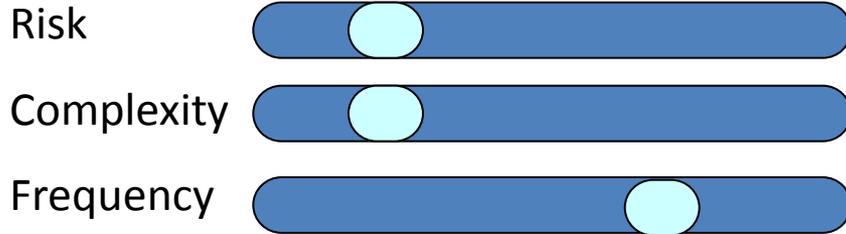
## 21. In-kind contributions



**In-kind contributions not applicable for  
the Interreg VB North Sea Region**

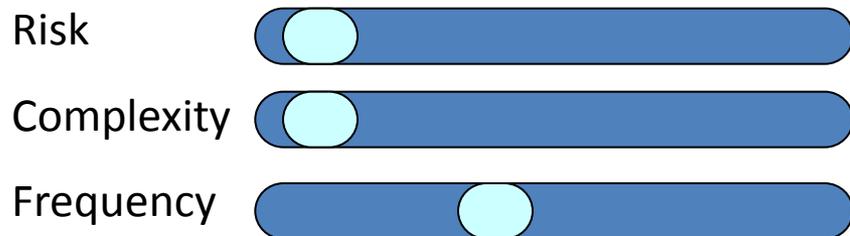
- + Would like to see more in-kind contributions
- + Challenge is setting value and documentation
- + Not too common ...

## 18. Location of Beneficiaries and Expenditure - Kira



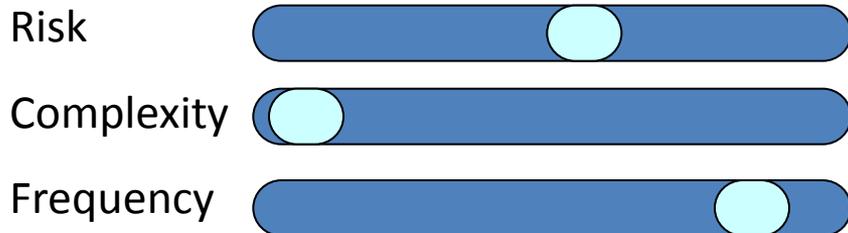
- + **Key message:** As a basic rule all beneficiaries, activities and expenditure have to take place inside the boundaries of the North Sea Region.
- + Location of Lead Beneficiary
- + Partners outside programme area – 3 zones and special rules apply
  - Zone 1: The rest of the territory of Member States that are part of the North Sea Region (e.g. Berlin)
  - Zone 2: Member States which are not in the North Sea Region (e.g. Poland)
  - Zone 3: Non-EU countries outside the programme area (e.g. Iceland)
- + Location of expenditure – max 20% outside of programme area
- + Alternative arrangements: invited experts or contracted service providers

## 22. Reporting – Jesper



- + **Key message:** All reports are processed and paid within 90 days.
- + 3 reports (Basic Progress Report; Full Progress Report and Final Report)
- + Reporting every 6 months
- + 90 days (LB) and 15 days (FLC)

# Publicity Requirements - Rikke



## Key message

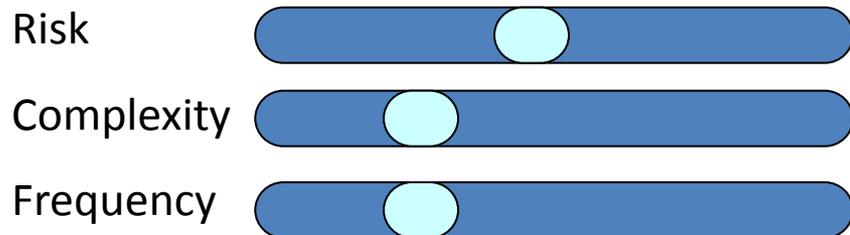
- + Accepting an EU grant means agreeing to promote the work of the European Union in the North Sea Region
- + All materials produced for distribution outside the partnership must clearly state EU funding
- + The programme's strategy is built on active and effective communication of project results

## Requirements

- + Set up and use website (webspace provided)
- + Use project logo provided by secretariat
- + Plaque/ billboard for infrastructure investments >500,000 EUR



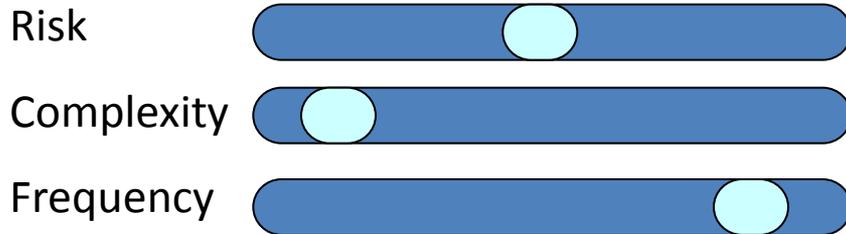
## 26. Changes



- + Minor changes
- + 10% budget flexibility
- + Maximum 2 major changes per project



## 23. Indicators



- + Deliverables, outputs & results
- + Don't be scared by the tables – the online application system will do most of the work for you!
- + Indicators matter! More than they used to

## 23. Indicators - Matt

Typical project?

+ 12 deliverables

+ 6 outputs

+ 3 results

Less is more...

# How to select and use indicators



Select deliverables from the list of options based on main activities



Use the output indicator for the specific objective you are working with



Use all five compulsory output indicators as required by the European Commission



Explain how your project outputs and results contribute to Programme results



Set realistic targets for all indicators and plan how to collect data



Select your own project results to measure the quality of your output



Report on progress at least once a year



Progress on targets is important - if the Programme does not reach 85% of targets, the Commission may not pay all funds



Make sure you can provide evidence for the figures you report

Thanks you for your endurance

Final Fact Sheets online

[www.northsearegion.eu](http://www.northsearegion.eu)

27 April at latest

Contact the Joint Secretariat for technical questions

