Legal Framework and Preparation Costs

Interreg CENTRAL EUROPE | Joint Secretariat
LEGAL FRAMEWORK

The big picture

On eligibility of expenditure

- EU rules
  - Programme rules
  - National rules

All others (e.g. public procurement)

- EU rules
  - National rules
  - Programme rules
About the subsidy contract

- Key provisions:
  - award of subsidy;
  - terms of funding;
  - reporting;
  - project modifications;
  - liabilities;
  - financial controls and audits;
  - withdrawal or recovery of funds;
  - ownership and use of outputs;
  - termination and repayment; etc...

- Overview table on reporting targets and deadlines:

<table>
<thead>
<tr>
<th>Period Number</th>
<th>Start Date</th>
<th>End Date</th>
<th>Reporting Date</th>
<th>Amount to be reported</th>
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</table>
LEGAL FRAMEWORK

Subsidy contract: Termination and repayment (§ 18)

Among others:

- the project has not started in due time
- has not been or cannot be implemented in due time
- outputs and results are not in line with those described in the AF
- the LP has failed to submit required reports
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
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

Funds are paid out to the LP
(where applicable, LP distributes to PPs as in the application form)
AGENDA

Introduction and reporting principles
National control systems and partner reports
Submission of progress report
Progress report structure and toolbox
Clarification and payment process
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 then 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

Diagram:
- MA/JS
- Lead partner
- PP

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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)
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.
- Controller must verify expenditure within 3 months (aiming for 2 months).
- During the first clarification round LP may enclose additional verified expenditure to the PR.
SUBMISSION OF PROGRESS REPORT

National controllers verify expenditure of partners

Partners submit partner reports to national controllers and LP

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

Activity report  Financial report

A • Project report
B • Work packages
C • Certificates of expenditure
D • Project report financial tables
E • Annexes
Templates:
- Output fact sheets
- Investment report
- Project communication strategy
- LP verification checklist
- Control documents
- Time sheet
- Periodic staff report

Fact sheets:
- Purchase form for procurement of goods and services (for PPs not falling within the scope of public procurement rules)
- Daily rates for hotels and allowances
- Eligible promotional materials
Comprehensive and clear reporting will require less clarification rounds

→ quick reimbursement of funds
PAYMENT PROCESS
Outlook on Mid-Term Review and Modifications

Project Implementation Training
Vienna | 21 September 2016

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Mid-term review principles and elements

Project modifications
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 end of the first half of project implementation.

- Mid-term review meeting to be organised by the LP (preferably linked to a project steering committee meeting).
Main elements of the mid-term review

- Analysis of physical and financial progress of the project
- Joint reflection on management issues
- Sustainability of outputs and results
- Realistic forecast for remaining project implementation period
- Identification of risks/problems, deviations and delays as well as necessary project modifications

In case of low project performance, MC could decide on budget reductions

JS feedback and recommendations, agreement on follow up measures
AGENDA

Mid-term review principles and elements
Project modifications
No activity or budget modifications are allowed before the mid-term review

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

We recommend to inform the JS in advance on minor modifications.
PROJECT MODIFICATIONS

Minor modifications

- No significant impact on project objectives and/or implementation
- No approval by the programme bodies required

Major modifications

- Going beyond the flexibility limits applicable to minor modifications
- Requires prior approval by programme bodies
- Modification procedure to be followed as described in detail in the implementation manual
- Supplementary documents to be provided according to the type of modification

In case of doubt, please consult the JS to verify if the planned modification is minor or major.
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Vienna | 21 September 2016

Project Communication and Branding

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- Project Communication
- Project Branding
- Communication Support
Communication is a job of all project partners.

- **Inform partnership of the project**
  - Management work package

- **Involve stakeholders in developing outputs**
  - Thematic work packages

- **Transfer outputs to new audiences**
  - Communication work package
Strategy: All partners should be involved
<table>
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<tbody>
<tr>
<td>Project Communication</td>
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<tr>
<td>Project Branding</td>
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<tr>
<td>Communication Support</td>
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</tbody>
</table>
PROJECT BRANDING

Why do we harmonise?

Build up critical mass

Boost visibility and recognition of what we do

Create a stronger sense of belonging together

Ensure consistent quality

Make project communication easier and cheaper
PROJECT BRANDING

Project logos

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.
PROJECT BRANDING

Project logos - Small scale for promotional materials

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.
PROJECT BRANDING

Project logos - In combination 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.
PROJECT BRANDING

Project logos used correctly and wrongly

CORRECT LOGO USAGE

Project logos have to be placed either on the front or (in exceptional cases) on the back cover of publications. In general, the project logos should be left-aligned in office documents.

On websites and subpages, online and smartphone applications, social media and other digital platforms, the logo has to be positioned in a place which is visible without scrolling or clicking. On other communications products such as conference bags, exhibition roll-ups or presentations, it also has to be placed in a prominent place.

The size of the logo should be reasonable and recognisable.

Correct usage:

- On white background
- Ideal logo use

INCORRECT LOGO USAGE

1. Do not distort, stretch, shrink 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 resize it.
5. Do not mirror the logo.
6. Do not mirror any part of the logo.
7. Do not reduce it below the width of the official EU flag.
8. Do not include any of the official EU text.
9. Do not mirror any part of the logo.
10. Do not use the secondary project versions as a stand-alone logo.

Details in the project brand manual.
Soon to be published at www.interreg-central.eu/implement
COMMUNICATION SUPPORT

Project websites

Details in the communication workshop
COMMUNICATION SUPPORT

Templates

Details in the communication workshop
Publication of transnational tenders

Last but not least: We offer the possibility to provide a link to your tender documents on the programme website.

Send the link together with a short description of the tender in EN to info@interreg-central.eu