

TAKING  
**COOPERATION**  
FORWARD



Project Implementation Training  
Vienna | 21 September 2016



**Legal Framework and Preparation Costs**



Interreg CENTRAL EUROPE | Joint Secretariat

## The big picture

### On eligibility of expenditure



### All others (e.g. public procurement)



## 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:

Period Number	Start Date	End Date	Reporting Date	Amount to be reported
0	01.01.2015	01.05.2016		15.000,00
1	01.06.2016	30.11.2016	30.01.2017	150.000,00
2	01.12.2016	31.05.2017	31.07.2017	380.000,00
3	01.06.2017	30.11.2017	30.01.2018	640.000,00
4	01.12.2017	31.05.2018	31.07.2018	590.000,00
5	01.06.2018	30.11.2018	30.01.2019	610.000,00
6	01.12.2018	31.05.2019	31.08.2019	550.000,00



## 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)

Up to  
EUR  
12.750  
ERDF



TAKING  
**COOPERATION**  
FORWARD



Project Implementation Training  
Vienna | 21 September 2016



**Introduction to Progress Reporting**



Interreg CENTRAL EUROPE | Joint Secretariat

Introduction and reporting principles

National control systems and partner reports

Submission of progress report

Progress report structure and toolbox

Clarification and payment process



## Why is reporting necessary?

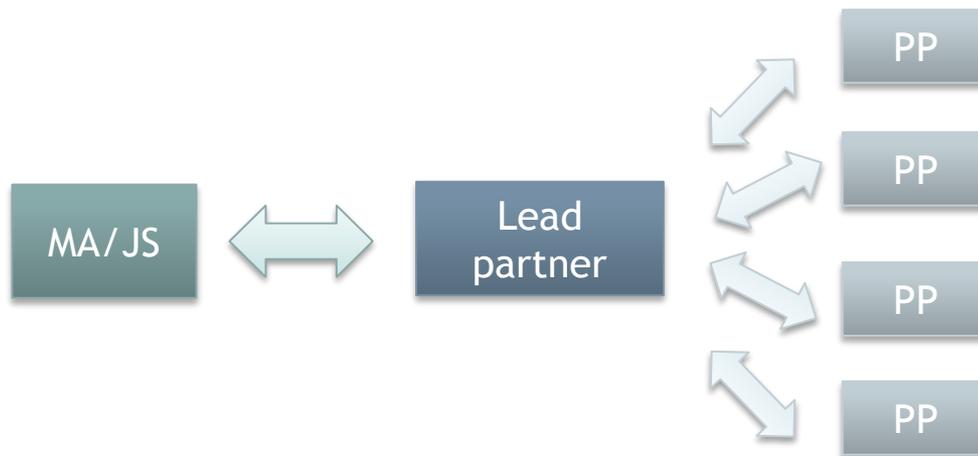
- Contractual obligation of the lead partner
- Presenting information on content related and financial progress in order to reimburse the project
- Basis for project monitoring
- To verify quality and effectiveness of project implementation in compliance with the AF

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.



## 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



## Centralised systems

(CZ, HR, HU, PL, SK, SI)



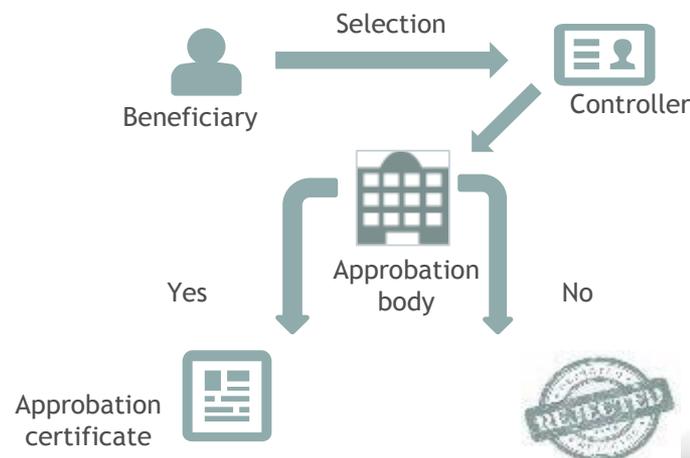
MS appoints one body to perform the verification of expenditure of PPs located on its territory

## Decentralised systems

(AT, DE, IT)

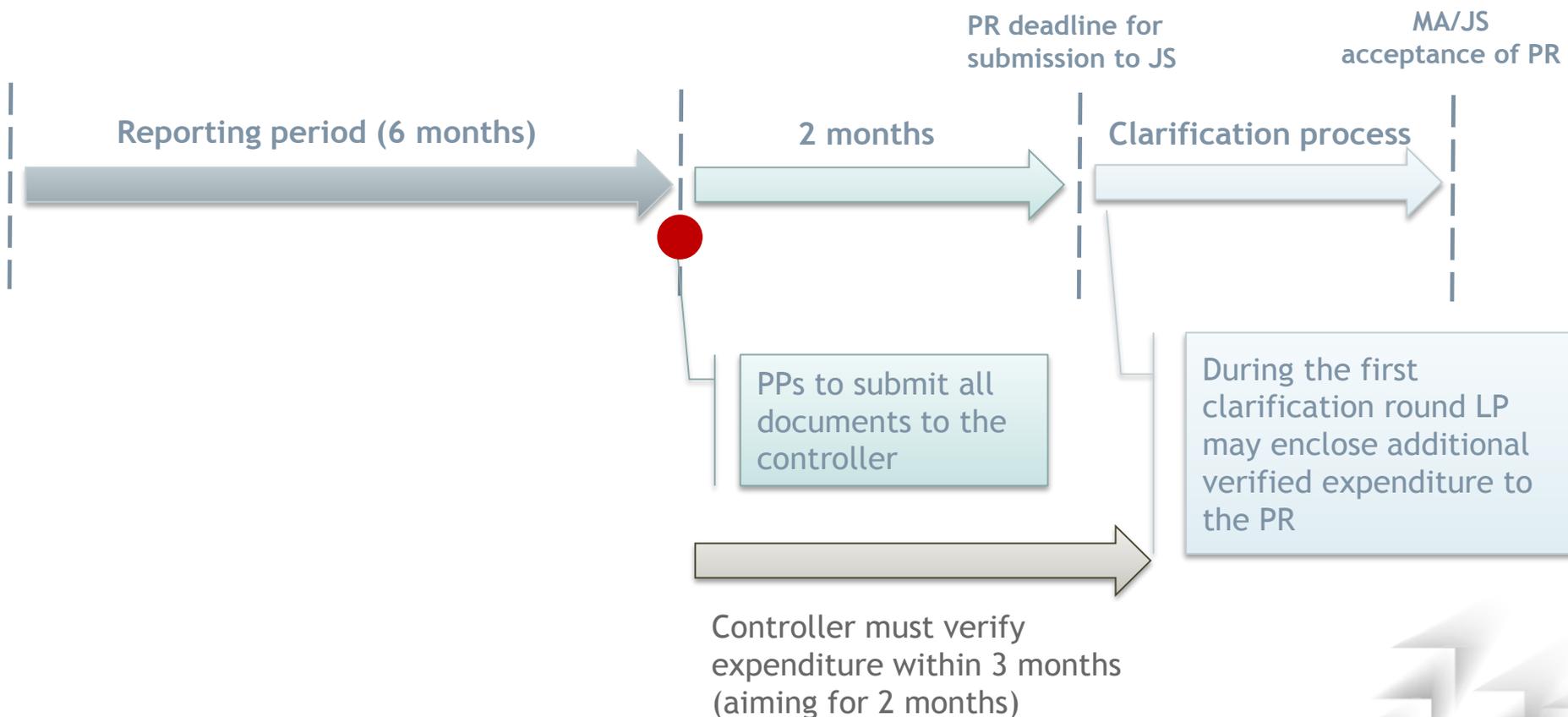


Beneficiary free to appoint its own controller  
(restrictions apply to AT PPs)

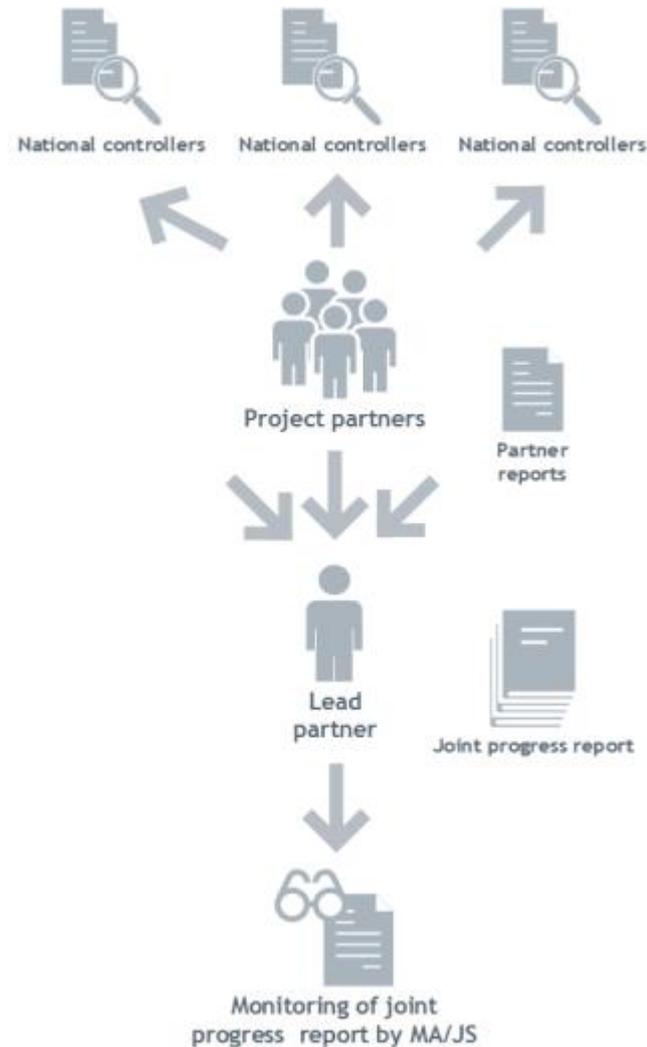


# PARTNER REPORT

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



# 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



A	• Project report
B	• Work packages
C	• Certificates of expenditure
D	• Project report financial tables
E	• Annexes





## Templates:

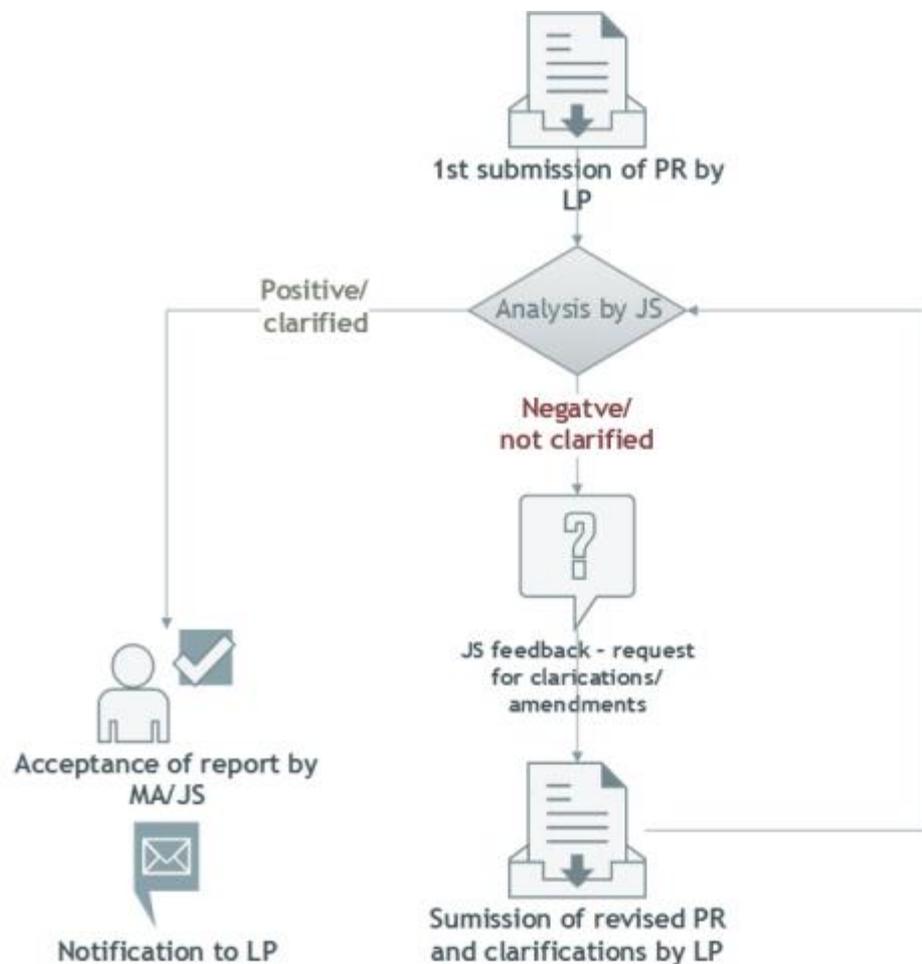
- Output fact sheets
- Investment report
- Project communication strategy
- LP verification checklist
- Control documents
- Time sheet
- Periodic staff report

## 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



# MONITORING AND CLARIFICATION PROCESS

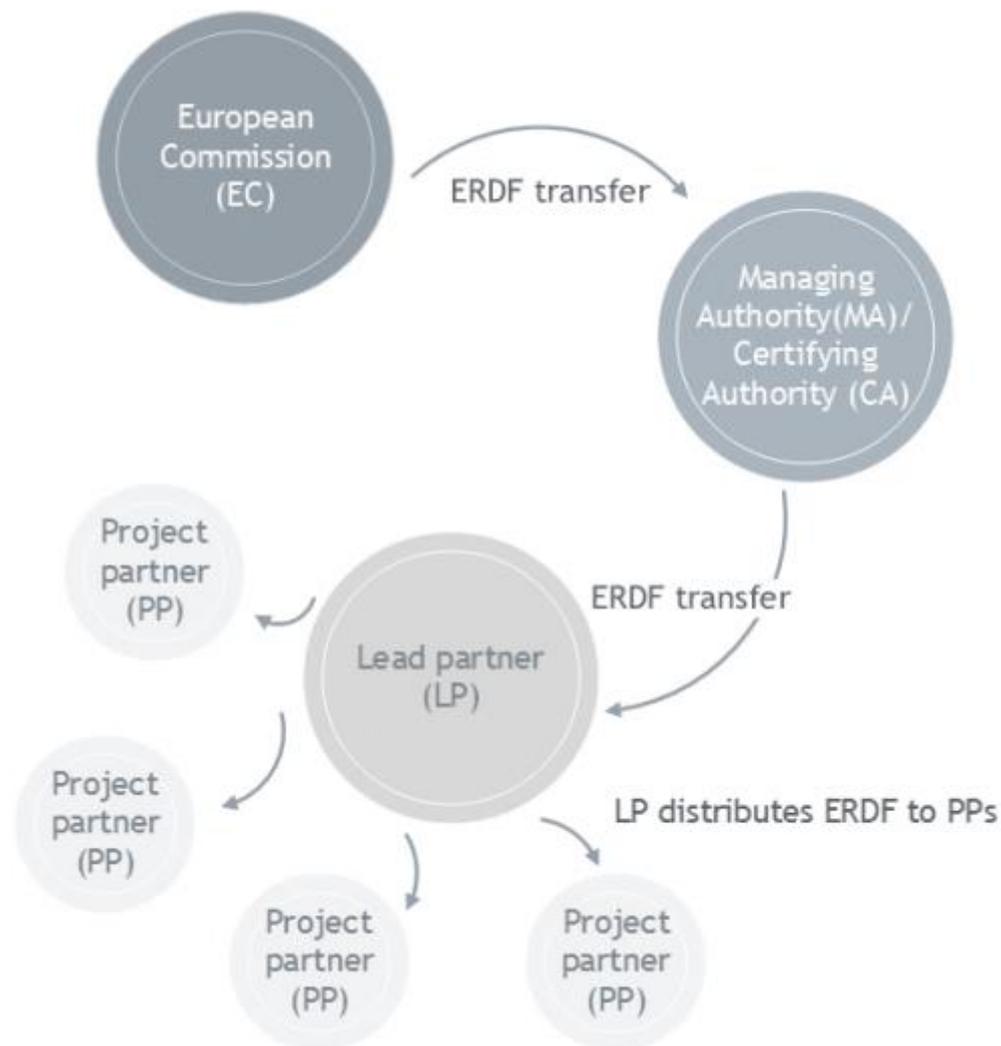


Comprehensive and clear reporting will require less clarification rounds

→ quick reimbursement of funds



# PAYMENT PROCESS



TAKING  
**COOPERATION**  
FORWARD



Project Implementation Training  
Vienna | 21 September 2016



**Outlook on Mid-Term Review and Modifications**



Interreg CENTRAL EUROPE | Joint Secretariat

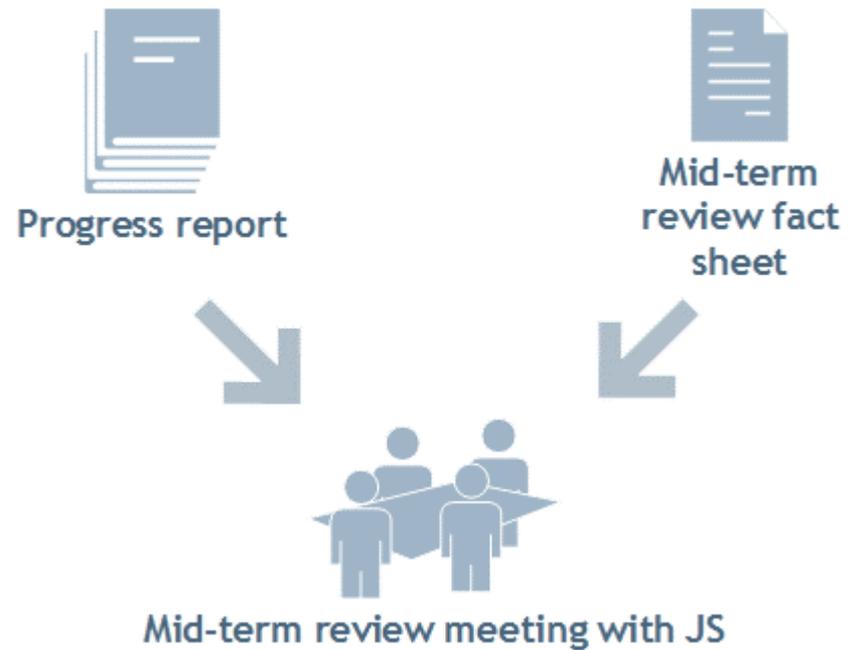
Mid-term review  
principles and  
elements

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



JS feedback and recommendations, agreement on follow up measures  
In case of low project performance, MC could decide on budget reductions



# 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.



## 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.



TAKING  
**COOPERATION**  
FORWARD



Project Implementation Training  
Vienna | 21 September 2016



**Project Communication and Branding**



Interreg CENTRAL EUROPE | Joint Secretariat

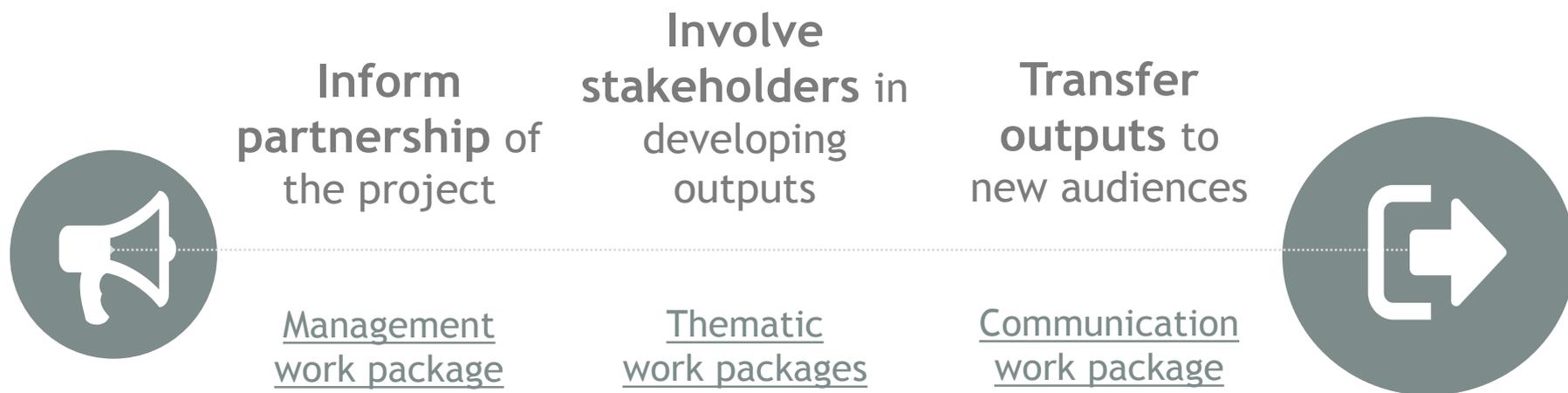
Project  
Communication

Project  
Branding

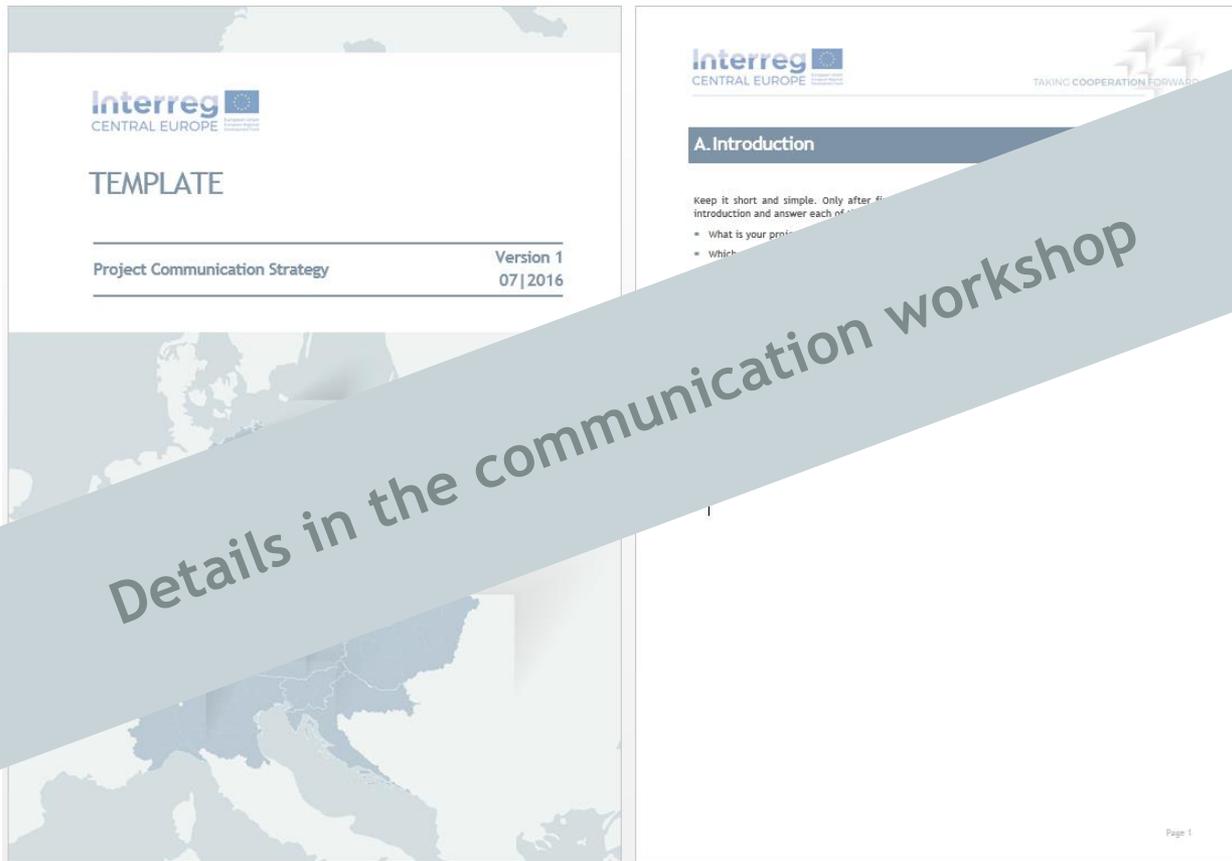
Communication  
Support



## Communication is a job of all project partners



## Strategy: All partners should be involved



Project  
Communication

Project  
Branding

Communication  
Support



## Why do we harmonise?

*Boost visibility and recognition of what we do*

*Build up critical mass*

**Create a stronger sense of  
belonging together**

*Ensure consistent quality*

*Make project communication easier and cheaper*



## 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 logos - Small scale for promotional materials



---

### PROGRAMME LOGO: SMALL SCALE VERSIONS

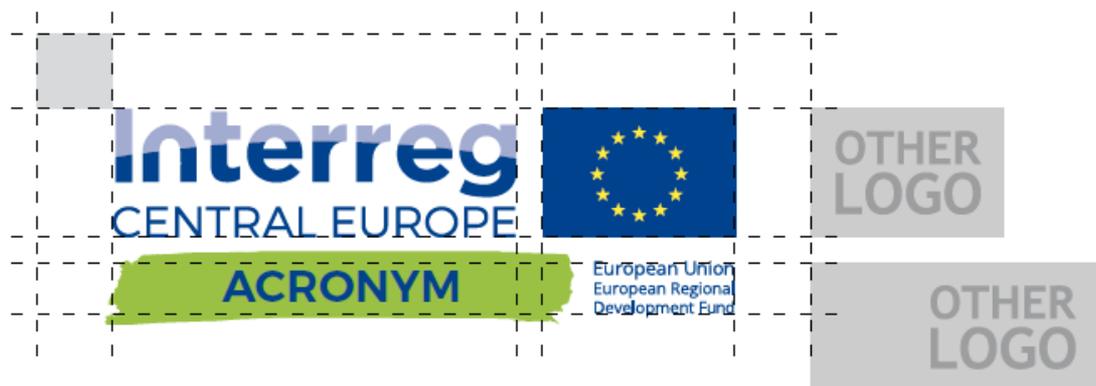
---

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 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](mailto:info@interreg-central.eu).



## Project logos used correctly and wrongly

### CORRECT LOGO USAGE

Project logos have to be placed either on the front or (in exceptional cases when pre-approved by the programme) on the back cover of publications. As a general rule the project logos should be left-aligned in office documents.

On websites and subpages, online and smartphone applications, social media and other digital platforms

and implementations the logo has to be positioned in a place which is visible without scrolling or clicking. On other communication 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.

#### Standard logo

The standard logo is the full colour version. This version should be used whenever possible. Ideally the logo should be used on white backgrounds only. Using the logo on coloured backgrounds is possible if there is no alternative, but it has to be a very light background.

**Ideal logo use:**  
On white background



#### Monochrome logo

For single colour reproductions, a monochrome version of the logo should be used. This version should only be used whenever full color is not available.

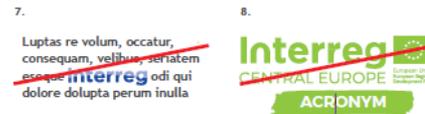
**Allowed logo use:**  
In a white box on a coloured background



### INCORRECT LOGO USAGE

1. Do not distort, stretch, slant 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 rotate the logo.
5. Do not use the secondary project version as a stand-alone logo.

Details in the project brand manual



# PROJECT BRANDING AND RULES



Soon to be published at  
[www.interreg-central.eu/implement](http://www.interreg-central.eu/implement)



# AGENDA

Project  
Communication

Project  
Branding

Communication  
Support



TAKING COOPERATION FORWARD



## Project websites



Details in the communication workshop



## Templates

**Interreg** CENTRAL EUROPE   
ACRONYM

**Interreg** CENTRAL EUROPE   
ACRONYM

**Interreg** CENTRAL EUROPE   
ACRONYM

**PROJECT ACRONYM**  
FULL PROJECT NAME  
SECOND LINE

This project is supported by the  
EUROPE Programme funded by the  
Development Fund

**WHO WE ARE**

Partners from seven central European countries join their forces to improve environmental management in urban areas.

**TAKING COOPERATION FORWARD**

**FACTS AND FIGURES**

12  
10  
7  
2.6  
2.2

**WWW.INTERREG-CENTRAL.EU/PROJECTACRONYM**

This transnational cooperation project is funded by Interreg CENTRAL EUROPE and aims to improve environmental management in central European urban areas.

**TAKING COOPERATION FORWARD**

Meeting xy  
Place | DD Month YYYY

**Headline**

Project Acronym | Department | Name

**Interreg** CENTRAL EUROPE   
ACRONYM

**Interreg** CENTRAL EUROPE   
ACRONYM

**Interreg** CENTRAL EUROPE   
ACRONYM

**TAKING COOPERATION FORWARD**

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](mailto:info@interreg-central.eu)

