


Expectations and requirements of the Interreg South Baltic Programme 2014-2020

Kick-off meeting of the project SBPIN

Małgorzata Skolmowska

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Key things to remember

- Focus on the results
 - Durability of results
 - Cooperation with the JS
 - Financial and reporting discipline
- 

Focus on results

- Project is based on the contract, where the expected results are defined.
- Application form is appendix and presents valid implementation plan.

Project monitoring principle

Ensuring the **quality of results**

and

evaluation of the change made by the project



Financial and reporting discipline

- Agreed, contracted budgets
- Deadlines (implement, spend, pay, report)
- Value for money
- Obey Programme and national rules (tenders)

Different procedures of changes

Deviations:

do not significantly influence the planned activities, main outputs or the Programme output indicators. Deviations are implemented by the lead partner and project partners without prior notification.

Changes decided by the JS:

significantly influence the planned activities, key deliverables and main outputs related to target groups.

Changes decided by the MC:

extremely influence the key deliverables and main outputs or the Programme output indicators and change the nature of the project.


Types of changes

- Budget;
- Project activities;
- Main outputs and deliverables;
- Physical and financial schedule;
- Prolongation of project duration;
- Partnership;
- Other changes.

Cost eligibility [1]

- related to the activities planned in the Application Form
 - incurred within the period specified in the Subsidy Contract
 - complies with the EU, Programme, national rules
- 

Cost eligibility [2]

- related and necessary to the project implementation
 - follows publicity rules
 - appropriately documented, entered in accounting system
 - specified in the payment claim
- 

Accounting documents

- Accounting documents relating to project implementation should be provided in accordance with national rules and **must allow attributing the expenditure to the project!**

Project budget structure

BL1

- Staff costs

BL2

- Office and administration

BL3

- Travel and accommodation

BL4

- External expertise and services

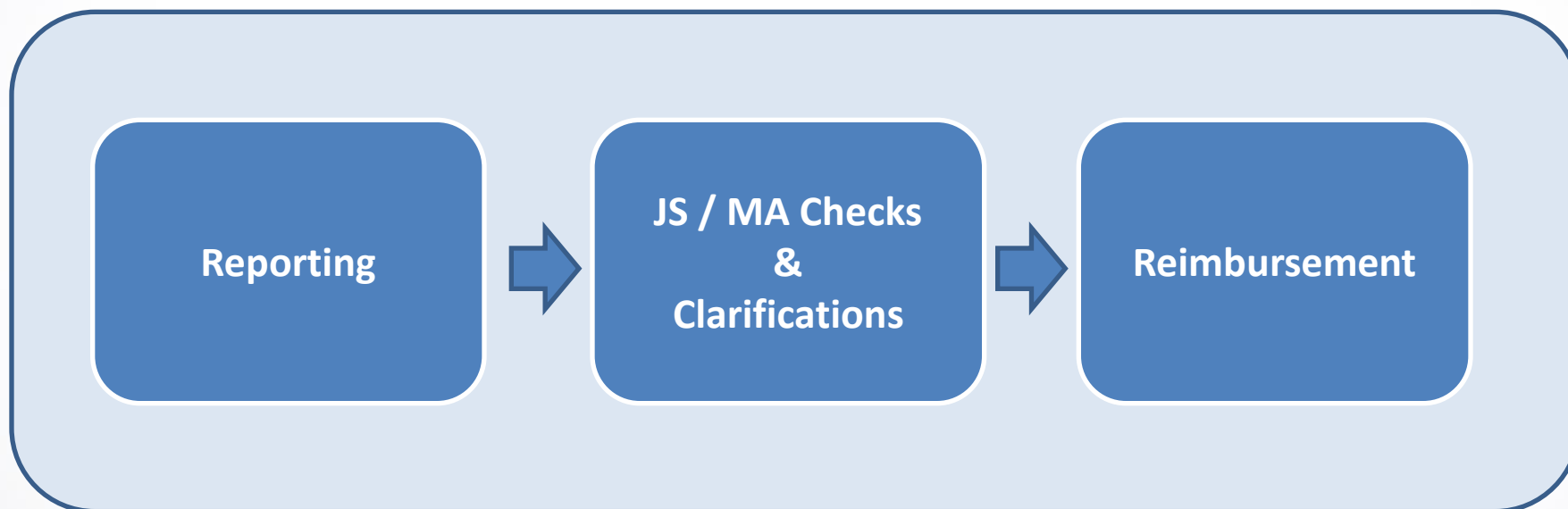
BL5

- Equipment

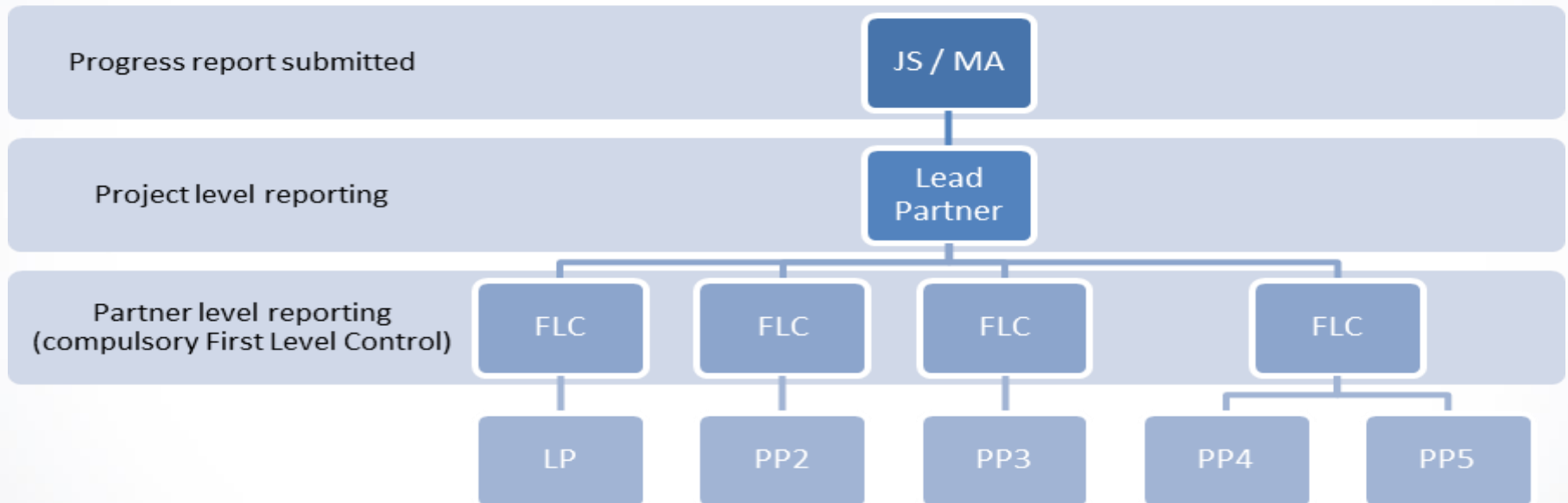
BL6

- Infrastructure and works

Reporting, clarification and reimbursement



Reporting process



Reporting – two levels of reporting (partner)

- **Reporting on partner level (partner progress report)**
 - Production of the partner progress report (financial & activity),
 - Submission of the partner progress report to the FLC (15 days),
 - Clarification of the report,
 - Submission of the partner progress report to the LP (105 days),

Reporting – two levels of reporting (project)

- **Reporting on project level (project progress report)**
 - collection of partner progress reports (including LP's report),
 - production of the joint project progress report,
 - Submission of the project progress report to JS,
 - Clarification of the report with JS
- Remember to get Partnership Agreements uploaded to SL2014 with **the 1st report.**

Reporting – things to remember!

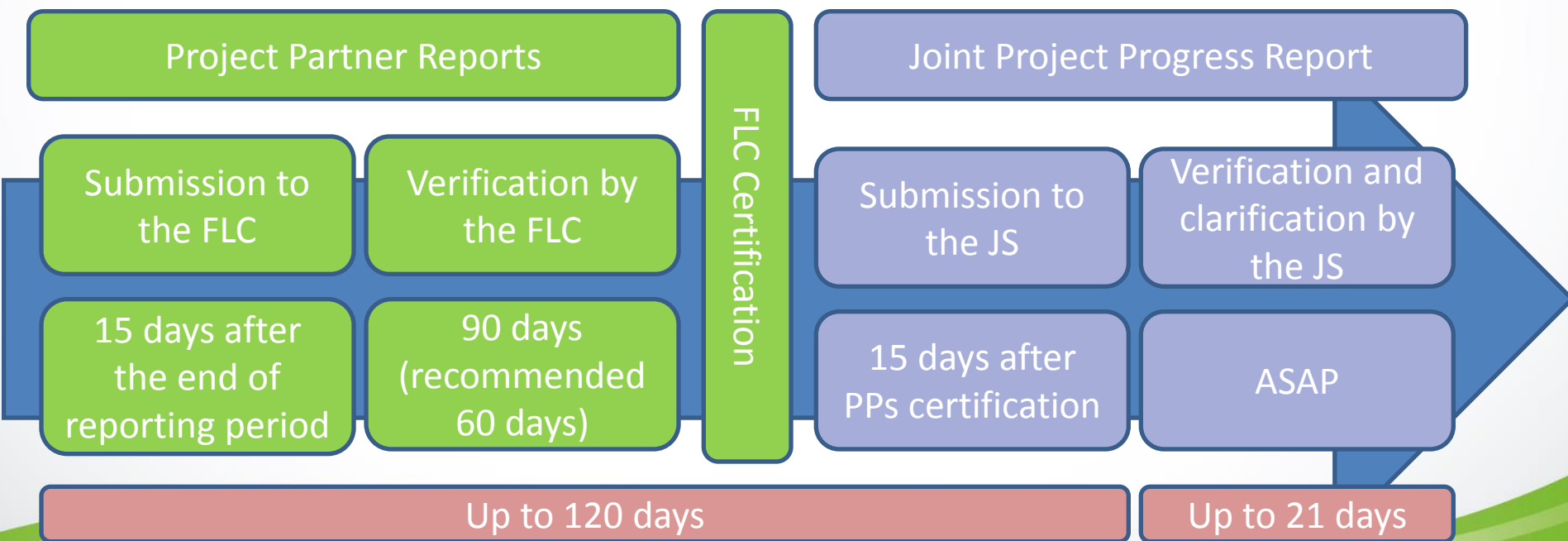
- The reporting process is done via SL2014 system,
- the lead partner and project partners should cooperate closely with their First Level controller during the reporting process,
- the deadlines for providing the partner progress report, documents and answers to the clarifications/questions of the First Level controller by project partners may be set out in the Partnership Agreements.
- the lead partner is obliged to submit the project progress report to the JS (up to 120 days from the end of the reporting period),
- the final project progress report acts as the request for the final payment to the project.

Reporting – reporting periods

- Project implementation is divided into two 6-month reporting periods,
- Reporting periods for **II call for proposals**:
 - from 1 April to 30 September (28 January),
 - from 1 October to 31 March (29 July),

Reporting – reporting timeline

- Progress reports and project administration will be handled in the SL2014 system,
- Electronic exchange of documents and data is ensured.



Reporting- use of Euro

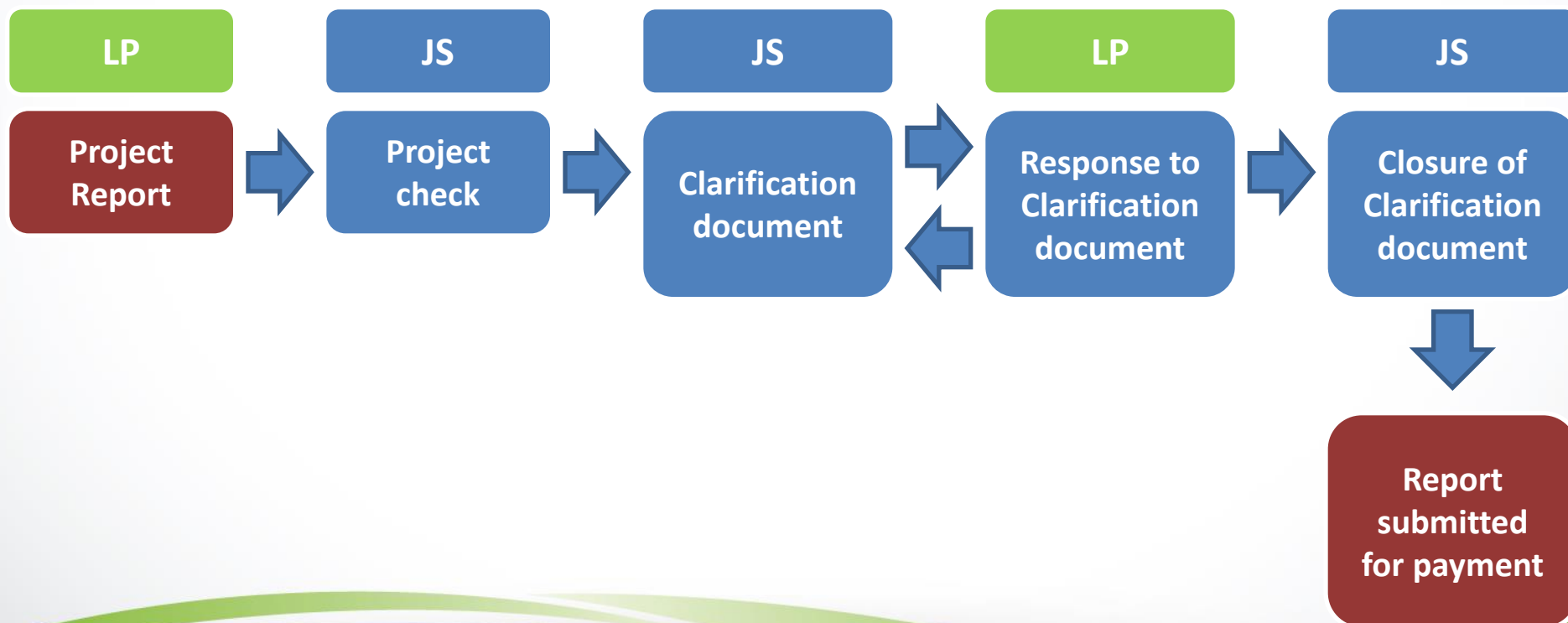
- The official currency of the South Baltic Programme is Euro. All amounts detailed in the Subsidy Contract and progress reports must be calculated and presented in Euro.
- In accordance with Article 28 (b) of the Regulation 1299/2013 the expenditure incurred in a currency other than the Euro must be converted into Euro using the monthly accounting exchange rate of the Commission for the month in which the expenditure was submitted for verification to the First Level Controller.

http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/index_en.cfm

- In order to avoid rounding differences, expenditure in the progress reports must be presented with two decimal places. Partners are obliged to insert the data into the system in Euro.

Clarifications – the process

- Note! Clarification process may take several rounds



Reimbursement

- The reimbursement of project costs is made after the submission, verification and approval of the project progress reports by the JS,
- The reimbursement is made by the Polish Ministry of Development (Managing Authority) to the lead partner bank account,
- For audit purposes, and in order for all payments to the project to be easily identified and thereby transparent, it is proposed that the lead partner considers opening a separate bank account,
- The Lead Partner is responsible for transferring the reimbursement of ERDF to the partners in EUR (without a delay),
- In case of irregularities (costs paid) the liability lays with the Lead Partner who is responsible for re-payment to the MA (claimed from the partner afterwards).

Good practices

- Manage the project on the on-going basis,
- Do not leave work until very late (it might be too late),
- Ensure clear task division, responsibilities and timelines,
- Ensure proper communication with the partners, FLC, and JS,
- **Notify JS of any issues, delays, changes, and other problems asap,**
- Set the sound monitoring and storage system.



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Thank you!

Małgorzata Skolmowska | Project Officer | malgorzata.skolmowska@southbaltic.eu