

**Interreg
Europe**



European Union | European Regional Development Fund



*Sharing solutions
for better regional policies*

Managing finances

24 April, 2018 | Lead partner workshop in Sofia



Content

1. Remember the basics
2. First level control
3. Reporting procedures
4. Budget lines
5. Practical exercise



1. REMEMBER THE BASICS



Basic principles

- Plan sufficient resources and time
- Put in place solid internal communication tools
- Agree on timelines and procedures
- Be aware of different administrative cultures



Lead partner principle



Lead partner =



- formal **link** between the project and the managing authority/joint secretariat
- **responsible** for management, communication, implementation and co-ordination of activities

Legal basis: article 13 of the ETC Regulation (EU) No 1299/2013



References

- Useful information in the **programme manual**:
 - Section 6.2: Reporting
 - Section 7: Financial management
- See also the **Delegated Regulation (EU) 481/2014**





2. FIRST LEVEL CONTROL

FLC and regulatory requirements



- All expenditure reported has to be **certified** by an independent **controller**, before submission to the JS
- The organisation of this control = Partner State responsibility

Legal basis: Art. 23 (4) of Regulation (EU) 1299/2013



The different FLC systems

First Level Control

Centralised First Level Control

public controller

private
controller

Decentralised First Level Control

shortlist

proposed by partner
and approved by PS

First level control systems



CENTRALISED (15):

Belgium: Brussels+ Wallonia, Croatia, Czech Republic, Estonia, Greece, Hungary, Ireland, Latvia, Luxemburg, Poland, Romania, Slovakia, Slovenia, Sweden, Northern Ireland (UK)

DECENTRALISED (16):

Austria, Belgium-Flanders, Bulgaria, Cyprus, Denmark, Finland, France, Germany, Italy, Lithuania, Malta, Netherlands, Norway, Portugal, Spain, United Kingdom

+ Validation for Portugal & Spain!



Conclusions



- LP asks partners to get to know their FLC system as soon as possible
- For decentralised systems:
 - Procure and contract first level controller
 - Ask national approbation body to approve the FLC

Don't leave it to the last minute!

Procurement and designation
take time.





Time for questions...





3. REPORTING PROCEDURES

Reporting procedures – timeframe for reporting



- Reporting periods set by call subject to the monitoring committee (MC)'s approval

EXAMPLE for 3rd call projects:

	Reporting period		Deadline for submission
Phase 1 (e.g.36 months)	six-monthly	01 June – 30 Nov. 01 Dec. – 31 May	01 March 01 September
Phase 2 (24 months)	annual*	01 June – 31 May	01 September (1 st year) 31 May (2 nd year)

* *six-monthly reporting under certain conditions*



Reporting procedures - main steps

1. The **project partner** completes the list of expenditure in iOLF (partner report)



2. The **FLC** checks and confirms eligible expenditure

- ✓ Control report including checklist
- ✓ FLC certificate



3. The **lead partner** checks and includes partner reports in the joint progress report

Set a realistic time frame!

Reporting procedures – timeframe for reporting



How to make sure to have a **sound financial reporting** in place and to be able to report costs in full and in time **by 1 March 2019?**



Yes, it is possible!

Reporting procedures – timeframe for reporting



Partners reporting to their FLC:

- Fill in report **continuously** during semester
- Submission to the FLC **shortly after** the end of the reporting periods

Reporting procedures – timeframe for reporting



Partners reporting to LP:

- Submission of partner reports **early enough** to compile PR

Agree on **internal deadlines!**



Reporting procedures - Lead partner responsibilities



- The **lead partner** checks the partner reports on the basis of:
 - ✓ The FLC certificate
 - ✓ The control report incl. checklist
 - ✓ The list of expenditure + list of contracts

No longer special role for the lead partner's controller!

Reporting procedures - Lead partner responsibilities



The lead partner checks that:

- the expenditure is related to the project and corresponds to the activities in the application form
- the expenditure is certified by a controller (in line with national control requirements)

Don't re-do the work of the partner controllers!



Time for questions...



Reporting fully online



Reporting is now fully online through iOLF system:

- NO submission of paper documents to JS



Reporting fully online



In iOLF:

- Partner reports (incl. list of expenditure and list of contracts)
- FLC designation (no longer designation certificates for decentralised countries)
- FLC certification (incl. the first level control certificate, the control report & checklist)
- Validation (for ES + PT partners)
- Joint progress report

Getting you started



- <http://www.iolf.eu/>

Welcome to the Interreg Europe online application and reporting system

Log in

Email

Password

[Register if you don't have an account.](#)

[Forgot Password?](#)

Need help? Mail to [info\(at\)interregeurope.eu](mailto:info(at)interregeurope.eu) with subject "iOLF Question" or call +33 3 61 76 59 59

The use of iOLF signifies unconditional acceptance to the terms and conditions.



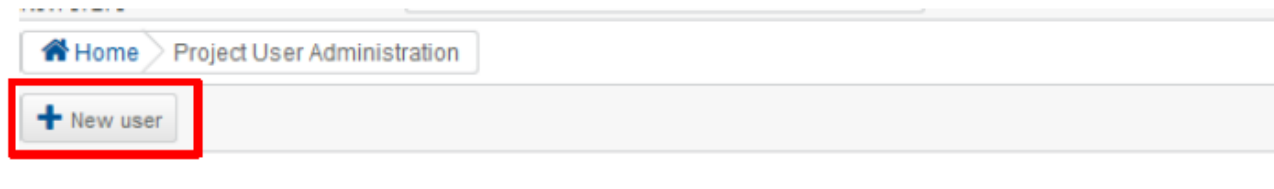
Invite your partners

- Step 1: create new user
 - Project user widget



Project Users			
Number	Organisation (english)	Email	Status
LP		[REDACTED]	Active

- New user





Invite your partners

- Step 2: Manage the partner's rights

Add User

- All users except the original creator **must be assigned to a project partner**, which can be created in the partners section of the application form.
- **Full admin rights** give full control over all aspects of the project.
- **Partner write rights** allow users to change the contact information of the partner to which they are assigned.
- Users with **Read only** rights can access the project, but not change anything.
- If there already is an account registered under the e-mail address, a notification about the new role will be sent out.
- If there is no existing account, a new one will be created for the user and they get a notification with an activation link. The activation status can be viewed in the user administration table.

1

Partner

Role

Email

2

Apply to all AF versions

+ Save Cancel

- Step 3: Partner's confirmation

Manage your partner contact details



Project History

Title	Version	Status	Last Updated
Progress report 1	1	Open	WebApi 30/05/2017 11:39:37
Application Form	1	Submitted 30/05/2017 09:40 a.niechajowicz@interregeurop e.eu	a.niechajowicz@interregeurop e.eu 30/05/2017 09:41:05

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<input type="checkbox"/> 2 Call - Finance seminar - Agenda - updated.pdf	230.12 kB	29/05/2017
<input type="checkbox"/> 2 Call - Finance seminar - Agenda - updated.pdf	230.12 kB	30/05/2017
<input type="checkbox"/> 2_Call_Finance_seminar_-_Agenda.pdf	232.09 kB	26/05/2017

Partner Contact Detail

+ Partner Contact Detail

Partner	Version	Status	Last Change
PP 4	1	Valid	f.braconne@interregeurope.eu 26/05/2017 10:08

Policy Instrument Progress

Open policy instrument report

Report	Period	Status	Last change
Report on policy instruments for PR1	01/01/2018 - 30/06/2018	Open	WebApi 30/05/2017 11:39

Partner's reports

+ Partner Report

No project partner reports found

Project Users



Application Form (Version 1) User Administration

Number	Organisation (English)	Email	Status
LP		f.braconne@interregeurope.eu	Active
LP	Partner A	lp@seminar.eu	Active
PP 2	Partner B	partnerB@seminar.eu	Active
PP 3	Partner C	partnerC@seminar.eu	Active
PP 4	Partner D	partnerD@seminar.eu	Active
PP 5	Partner E	partnerE@seminar.eu	Active
PP 6	Partner F	partnerF@seminar.eu	Active
PP 7	Partner G	partnerG@seminar.eu	Active
PP 8	Partner H	partnerH@seminar.eu	Active
PP 9	Partner I	partnerI@seminar.eu	Active
PP 10	Partner J	partnerJ@seminar.eu	Active

Manage your partner contact details



- Contact details can be changed by PPs & LP

Partner Contact Detail   + Partner Contact Detail

Partner	Version	Status	Last Change		
LP	1	Valid	k.ecke@interregeurope.eu 14/04/2017 15:57		
PP 2	1	Valid	k.ecke@interregeurope.eu 14/04/2017 15:57		
PP 3	1	Valid	k.ecke@interregeurope.eu 14/04/2017 15:57		
PP 4	1	Valid	k.ecke@interregeurope.eu 14/04/2017 15:58		

Manage your partner contact details



Partner Manager Bank

Save

Back to list

Check for errors

+ New Version

Submit

Remember to submit!

Contact Details - Version 1

Name of organisation in original language

Partner A

9 / 200 characters

Name of organisation in English

Partner A

9 / 200 characters

Department/unit/division (if applicable)

*

1 / 200 characters

Address

*

1 / 200 characters



Partner report in the iOLF system

Project History

Title	Version	Status	Last Updated
Progress report 1	1	Open	WebApi 30/05/2017 11:39:37
Application Form	1	Submitted 30/05/2017 09:40 a.niechajowicz@interregeurop e.eu	a.niechajowicz@interregeurop e.eu 30/05/2017 09:41:05

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Partner's reports

+ Partner Report

No project partner reports found

Project Users


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PP 6	Partner F	partnerF@seminar.eu	Active
PP 7	Partner G	partnerG@seminar.eu	Active
PP 8	Partner H	partnerH@seminar.eu	Active
PP 9	Partner I	partnerI@seminar.eu	Active
PP 10	Partner J	partnerJ@seminar.eu	Active



Partner report in the iOLF system

- Each partner can see only their own reports
- LP notified by email when a partner submits report to FLC

Partner Reports 

 [+ Partner Report](#)

Partner	Reporting period(s) Including report	Status	Last change
LP	1 not included	Submitted to FLC	a.niechajowicz@interregeurop e.eu 03/05/2017 14:11



Partner report in the iOLF system

- Summary tab

Home > Summary

Summary Activities summary Contact details List of contracts Expenditure External expertise and services Equipment

Reporting period 1

Summary

In the table below please select the reporting period(s) that you wish to include in this partner report. Please note that if you include a specific reporting period in this report, it will be impossible to select it again in any other partner report. Please also note that it is possible to add another reporting period to a partner report. However, for technical reasons, moving the end date to an earlier point in time is not possible. If you accidentally choose a wrong end date, please delete the entire partner report from the system and recreate a new report with the corrected dates.

Project title	Successful Reporting in Interreg Europe
Project index number	PGI04937
Partner name	Partner D
Partner number	PP4
Reporting period start date	Reporting period 1 (begins on 01/01/2018)
Reporting period end date	Reporting period 1 (ends on 30/06/2018)
Included in progress report	Not yet included in a progress report.
Certified by	

Joint progress report in the iOLF system



■ Project dashboard

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Application Form	1	Submitted 30/05/2017 09:40 a.niechajowicz@intergeurop e.eu	a.niechajowicz@intergeurop e.eu 30/05/2017 09:41:05

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PP 4	Partner D	partnerD@seminar.eu	Active
PP 5	Partner E	partnerE@seminar.eu	Active
PP 6	Partner F	partnerF@seminar.eu	Active
PP 7	Partner G	partnerG@seminar.eu	Active
PP 8	Partner H	partnerH@seminar.eu	Active
PP 9	Partner I	partnerI@seminar.eu	Active
PP 10	Partner J	partnerJ@seminar.eu	Active

Joint progress report in the iOLF system



- Status tab

V 4.1.0

Dashboard | My Projects | Users

Home > Progress report > Status

Status | Partner Reports | ! 1. Implementation overview | ! 1.3 Activities | ! 2. Results/Policy instruments | ! 3. Finance | ✓ Annexes | ! Contact details | LP declaration

Version 1 ▾ [Download PR as PDF](#)

Status of the current Progress Report

Reporting period to

ERDF amount reported in this reporting period

History [PR 1](#) [PR 2](#) [PR 3](#) [PR 4](#)

Help



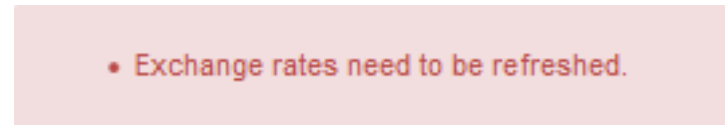
– Info bubbles



– Check button



– Error messages



– Video tutorials:

<https://www.interregeurope.eu/projects/guidance/#reporting>



Time for questions...





4. BUDGET LINES



General principles

Different levels of rules

- European: EU regulations
- Programme
- National
- Partner/institutional



General principles

CONSISTENT

- allocate the expenditure to the right budget line

JUSTIFIED

- unforeseen expenditure items or over/underspend needs to be justified

COHERENT

- reported activities and finances have to match



General principles

Eligibility of costs is determined by the relevance of the activities!

Costs necessary to



- Carry out the project activities
- Achieve the project objectives

Eligibility period



Eligibility period from project approval by monitoring committee (**13 March 2018**) to project end date

Submission date of last report = project end date = end date of eligibility of costs



Administrative cloure: last three months before project end date!



Eligibility - Financing of joint activities

No shared costs!



Share activities,
not costs!

Contracting partner principle applies

Contracting partner = the only one reporting
and receiving the ERDF!



Eligibility - points of attention

Prior approval from JS necessary for items not already specified and approved in the application form, e.g.

- Activities/travel outside the programme area
- Promotional material (e.g. gadgets)
- Equipment



Preparation costs

- Lump sum of EUR 15,000 per project attributed to LP
- Covers costs linked to the preparation of the application
- Added **only** to the reported lead partner's expenditure in PR1
- Distribution among partners regulated internally by project partnership agreement – only lead partner reports to the programme!
- **No supporting evidence required!**

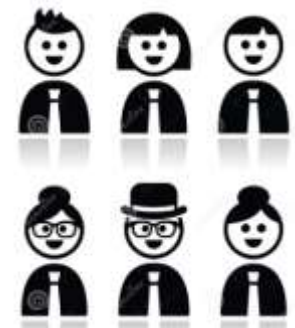


Budget lines

- Staff
 - Administration costs
 - Travel and accommodation
 - Equipment
-
- External expertise and services

Only for staff
directly employed
by the partner
organisations

Staff costs (principles)



- For partner staff only (employment contract)
- Not for staff employed by other bodies even if
 - 100% owned by partner
 - seconded to partner
 - they are members (of association, umbrella organisation)
 - if seated in partner organisation

Programme manual section 7.2.1 & Delegated Regulation (EU) 481/2014, Article 3



Staff costs (calculation)

Preliminary questions:

- What is the involvement of the staff member in the project activities?
- What does the contract say?





Staff costs (calculation)

1. full-time on project? > Real cost charged

- NO timesheet → mission letter



Time registration



Mission letter

- Simple calculation!





Staff costs (calculation)

2. fixed % on project? > % of real cost charged

NO timesheet → mission letter



Time registration



Mission letter

- Simple calculation!  
- HIGHLY recommended even if for limited involvement



Staff costs (calculation)

3. flexible percentage on project?

a> monthly salary / contractual hours or

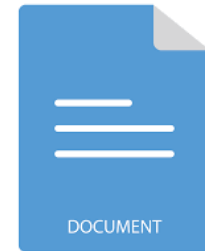
b> annual salary / 1,720 hours

- Timesheet required & complex calculation



100% Time registration

Document showing
calculation of hourly
rate



- Risk of errors in calculation





Staff costs (calculation)

4. hours on project > hourly rate

- hourly rate **fixed** in employment contract
- used in **specific** partner states
- timesheet required



100% Time registration

- Special national rules might apply (NL + BE-VL)

Administration costs



- Flat rate of 15% of staff costs
- Includes: office rent, utilities, office supplies, general accounting etc.
- No administration costs under any other budget line
- **No supporting evidence required!**

Programme manual section 7.2.2 & Delegated Regulation (EU) 481/2014, Article 5



Travel and accommodation

- Only for staff employed by a project partner
- Non-staff travel costs: external expertise budget line!
- Includes items such as travel, meals, accommodation, visa, daily allowances
- Compliance with national and/or institutional rules



Programme manual section 7.2.3 & Delegated Regulation (EU) 481/2014, Article 6



External expertise



- Services needed outside the partner organisation, incl. travel & accommodation for stakeholder groups



Compliance with public procurement rules

Programme manual section 7.2.4 & Delegated Regulation (EU) 481/2014, Article 6

Equipment



- Purchased, rented or leased by a partner, to achieve the objectives of the project
- Mainly 'office equipment' for project management, not exceeding EUR 5,000-7,000 per project
- Only planned/pre-approved equipment eligible!



Compliance with public procurement rules

Programme manual section 7.2.5 & Delegated Regulation (EU) 481/2014, Article 7

Public procurement



No programme-specific rules



Public procurement applicable rules:

- the EU public procurement directives (Directive 2014/24/EU)
- national rules
- internal rules of the partner organisation



The stricter rule must always be applied

Programme manual section 7.5.6



Public procurement

Most common mistakes



- Inadequate procedure chosen (e.g. direct award of contract not justified)
- Insufficient publicity
- The value of the contract not estimated at institutional level
- Splitting the contracts to fit below thresholds
- Insufficient audit trail (e.g. missing documents)



Public procurement

Direct award - Common **non-justified** reasons

“urgency”

“the only one”

“more economic
– no cost for
training new
person”

“good value
(based on old
comparison)”



Public procurement

Direct award - Common **non-justified** reasons



Objective reasons needed (**the market should prove**)



Dealing with financial changes

How to deal with small financial changes in the budget? **Flexibility rule!**



Programme manual section 6.3.5



The flexibility rule

- Budget line and partner's budget at **project level (total!)** can be exceeded by up to 20% of the original amount without formal approval by JS





The flexibility rule

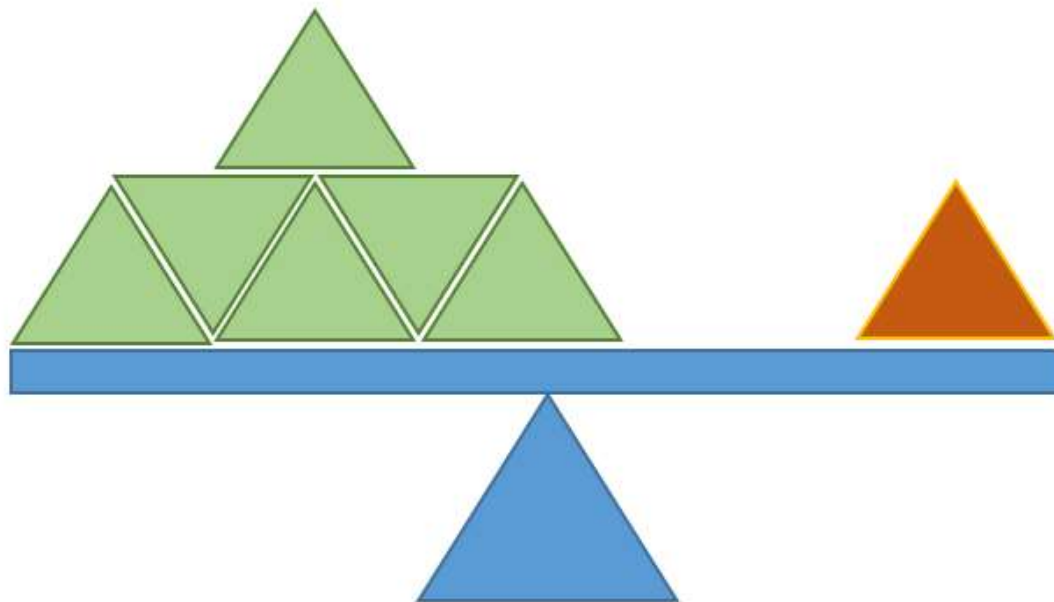
- total ERDF/Norwegian funding allocated to the project cannot be exceeded





The flexibility rule

- overspending of partners/in budget lines needs to be compensated by underspending of other partners/in budget lines





The flexibility rule

- Deviations justified in the PR





The flexibility rule

- Lead partner to agree on the changes in cooperation with partnership
- Lead partner to keep an overview on all the budget changes → Problems may occur if budget flexibility not monitored closely
- JS to advice, but FLC responsible to confirm the eligibility of the costs



Time for questions...





5. PRACTICAL EXERCISE



Practical exercise

Staff member	Role and involvement in the project 'GENIUS'	Staff calculation method			
		1	2	3	4
Valentine Bourgeois	Project coordinator involved only in the 'GENIUS' project	✓			



Practical exercise

Staff member	Role and involvement in the project 'GENIUS'	Staff calculation method			
		1	2	3	4
Christine Dubois	Finance manager involved in the 'GENIUS' project and in two other projects		✓		

Practical exercise



Staff member	Role and involvement in the project 'GENIUS'	Staff calculation method			
		1	2	3	4
Justina Deskaitė	Project assistant providing administrative support		✓	(✓)	

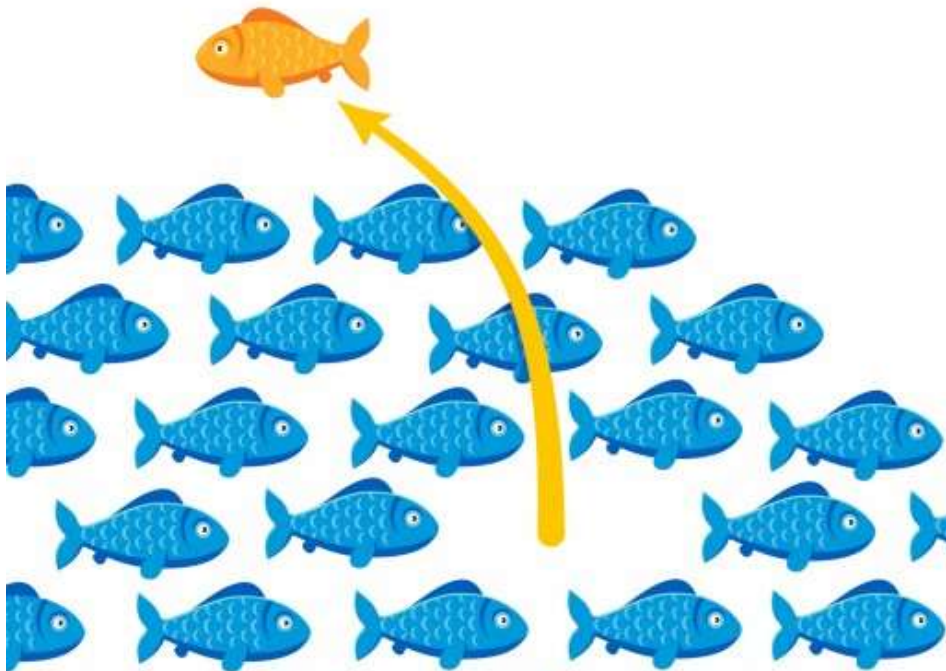


Practical exercise

- ✓ Method 2 can be used even when the staff member's involvement in the project is **limited**



Set a fixed percentage even if small





Practical exercise

- ✓ Method 2 can be used when the staff member's involvement in the project is **limited**:



Easier



More secure for staff costs reporting

Simplification is also what YOU make it!



Practical exercise

Staff member	Role and involvement in the project 'GENIUS'	Staff calculation method			
		1	2	3	4
Mikael Andersson	Legal representative of the organisation. He will participate in 3 project meetings and in the high-level political dissemination event		✓	(✓)	



Practical exercise

- Consider when it is worthwhile to report a very limited involvement





Conclusions

- Get **started** soon (project partnership agreement, FLC system, user access in iOLF)
- Staff costs – make it **simple!**
- Read **new** programme manual (version 5)



**Interreg
Europe**



European Union | European Regional Development Fund



*Sharing solutions
for better regional policies*

Thank you!

Questions welcome



Interregeurope



*Sharing solutions
for better regional policies*

BACK UP SLIDES



Partner report in the iOLF system

- Expenditure

Summary | ! Activities summary | ! Contact details | ✓ List of contracts | ✓ **Expenditure** | ✓ External expertise and services | ✓ Equipment

Save | Check | Refresh exchange rates | **Export to Excel** | Reporting period 1 | Version 1 (Created)



4. List of Expenditure ?

Budgetline ?	Total budget	Previously reported	Currently reported	Certified amount	Total reported so far	% of Total reported so far	Remaining budget
Staff costs ✓	105,000.00	0.00	0.00	0.00	0.00	0.00%	105,000.00
Office and administration	15,750.00	0.00	0.00	0.00	0.00	0.00%	15,750.00
Travel and accommodation ✓	12,000.00	0.00	0.00	0.00	0.00	0.00%	12,000.00
External expertise and services ✓	53,200.00	0.00	0.00	0.00	0.00	0.00%	53,200.00
Equipment ✓	0.00	0.00	0.00	0.00	0.00	0.00%	0.00
(Net Revenue)	0.00	0.00	0.00	0.00	0.00	0.00 %	0.00
Total	185,950.00	0.00	0.00	0.00	0.00	0.00 %	185,950.00

Partner expenditure breakdown per source of funding










	Total ?	ERDF/Norway	Total partner contribution	Partner contribution from public sources	Partner contribution from private sources
Declared by Partner	0.00	0.00	0.00	0.00	0.00
Certified by FLC	0.00	0.00	0.00	0.00	0.00



Partner report in the iOLF system

- List of contracts

3.2.4 List of contracts awarded subject to the provisions of EU public procurement directives

Number 	Partner	Supplier name	Contracted amount (excluding VAT)	Contracted amount (including VAT)	Procedure applied	Contract type	Reported amount in current report	Previously reported	Reported amount	Comments (optional)	
<input type="text"/>	Please select 	<input type="text"/> ^ v	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	Please select 	Please select 	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text"/> ^ v	
<input type="text"/>	Please select 	<input type="text"/> ^ v	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	Please select 	Please select 	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text"/> ^ v	

 Add Contract