Programme rules, reporting and support to platforms

Kick-off meeting with project platforms
Riga | 17 October 2018
Attila Darabos, Bartłomiej Wierzbicki, Stefanie Maack
Managing Authority/Joint Secretariat
Content

1. Reporting (Attila Darabos)
2. Eligibility rules (Bartłomiej Wierzbicki)
3. Visibility (Stefanie Maack)
Reporting

1. Describing the progress
2. Deviations
3. Mid-term evaluation
4. Final report

Attila Darabos, MA/JS Project Officer
What are we looking for?
Inspire!

®Simon Sinek: Start with Why
1A. Describing the progress

Regular reporting on groups of activities:

- Are the **responsibilities** clear?
- Are you **on track**?
- Main **activities** undertaken?
- Main **parties involved**?
- Any major **events** you attended? What was **achieved**?
- Do activities **justify expenditure**?
1B. Describing the progress: more advice

- Transparency and **prevention** are the best policies
- Describe progress towards delivering outputs
- Mention if any draft/test versions of outputs are ready
- Be **specific** when describing events, cooperation, etc.
1C. Describing the progress: delivery of outputs

Main output

tangible product of a project platform used by target groups in the respective areas

output

product that feeds into a main output or complements it
1D. Describing the progress: delivery of outputs

Q: When to report on outputs?
A: When the draft and the final versions are delivered!

Main outputs:

• Report against the description in the application

• List target groups and if applicable end-users
2. Deviations
2. Deviations

Minor adjustments ➔ Reporting

Major changes ➔ Change procedure
Kick-off meeting with project platforms, Riga, 17 October 2018

Progress Report 1
Progress Report 2
Progress Report 3
Progress Report 4
Progress Report 5
Progress Report 6

Mid-term evaluation
# Duration and number of reports

<table>
<thead>
<tr>
<th>#</th>
<th>Acronym</th>
<th>Duration</th>
<th>Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>C003</td>
<td>Blue Platform</td>
<td>42</td>
<td>6</td>
</tr>
<tr>
<td>C004</td>
<td>BSR Access</td>
<td>42</td>
<td>6</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>#</th>
<th>Acronym</th>
<th>Duration</th>
<th>Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>C001</td>
<td>BSR WATER</td>
<td>36</td>
<td>5</td>
</tr>
<tr>
<td>C002</td>
<td>SUMANU</td>
<td>36</td>
<td>5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>#</th>
<th>Acronym</th>
<th>Duration</th>
<th>Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>C005</td>
<td>ResQU2</td>
<td>30</td>
<td>4</td>
</tr>
<tr>
<td>C006</td>
<td>CSHIPP</td>
<td>30</td>
<td>4</td>
</tr>
</tbody>
</table>

Midterm Evaluation with progress report 2
3. Mid-term evaluation

Additional section:

E. Midterm Evaluation of the reporting form:

• Progress on reaching results

• Progress concerning cooperation and learning experience

• Contribution to cross-cutting issues and horizontal principles so far
Progress Report 1
Progress Report 2
Progress Report 3
Progress Report 4
Progress Report 5
Progress Report 6
Annex to Final Progress Report
4. Final Report

See section F.1 of the reporting form

What **change** will your **target groups** bring to the region thanks to the increased capacity?
End of the project is only the beginning

See section F.1 of the reporting form

What further and/or complementary actions / processes did your project trigger?

“People will not follow you because they have to but because they want to.”

(Simon Sinek)
Eligibility rules

1. General principles
2. Timelines
3. Particular rules
4. Russian partners

Bartłomiej Wierzbicki, MA/JS Finance Officer
Eligibility – general principles

Same eligibility rules as for regular projects, except:

- Budget lines 5, 6 & 7 are not available
  - No equipment
  - No investments
- No preparation costs
- No State aid relevant activities
Eligibility - general principles

General principles

• All costs must belong to a project partner
  ⇒ NO sub-partners  ⇒ NO COST SHARING

• All cost must follow the real costs principle
  (exceptions: in-kind, simplified cost options & depreciation)

• Reimbursement principle
Eligibility rules - timelines

Eligible platform periods

• Contracting phase (min. 3 months)  project costs
• Implementation phase (12-36 months)  fully eligible
• Closure phase (3 months)  limited eligibility
• Post-project phase  no costs eligible
### Eligibility - timelines

#### Contracting, implementation and closure (3 + 36 + 3)

<table>
<thead>
<tr>
<th>Progress report</th>
<th>Reporting period</th>
<th>Deadline for submission</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Start date</td>
<td>End date</td>
</tr>
<tr>
<td>1</td>
<td>7-Jun-18</td>
<td>31-Mar-19</td>
</tr>
<tr>
<td>2</td>
<td>1-Apr-19</td>
<td>30-Sep-19</td>
</tr>
<tr>
<td>3</td>
<td>1-Oct-19</td>
<td>31-Mar-20</td>
</tr>
<tr>
<td>4</td>
<td>1-Apr-20</td>
<td>30-Sep-20</td>
</tr>
<tr>
<td>5</td>
<td>1-Oct-20</td>
<td>31-Mar-21</td>
</tr>
<tr>
<td>6</td>
<td>1-Apr-21</td>
<td>30-Sep-21</td>
</tr>
</tbody>
</table>

**Closure costs**

- Start date: 1-Oct-21
- End date: 31-Dec-21
- Deadline for submission: 1-Jan-22

---

Kick-off meeting with project platforms, Riga, 17 October 2018
Eligibility – particular rules

Important rules to recall

• Staff cost calculation methods
• Inviting guests (experts)
• Procurement
• Activities outside the EU part of the Programme area
Eligibility - Russian partners

• Possibility used to add Russian partners in addition to current partnership and budget
• Financing agreement with Russia signed and awaiting transfer of Russian funds (!)
• Russian partners are eligible for advance payments

• Russian FLC system (decentralised): https://www.interreg-baltic.eu/for-projects/first-level-control.html#c2946
Visibility rules, services & support

• Special visibility rules for Platforms
• Visibility rules: the logo & Co
• MA/JS services & support

Stefanie Maack, MA/JS Communication Officer
Special visibility rules for platforms?
Visibility rules: the logo & Co

Note: use latest version with increased flag size

Programme logo

EU emblem incl. text!
Reference to the fund
Visibility rules: the logo & Co for Russian partners

Partners located in the Russian Federation must acknowledge the national contribution.

EUROPEAN UNION
EUROPEAN REGIONAL DEVELOPMENT FUND
WITH FINANCIAL SUPPORT OF THE RUSSIAN FEDERATION

RU flag & reference in EN or RU
Visibility rules: logo options for your project

Logo by Interreg BSR: All-in-one solution

Own project logo: Composite solution
• Link to relevant section in Programme Manual
• Links to relevant European Commission’s reference documents
• Guidance on visibility rules with examples
• Project Design Guide
• Downloads (logos, templates)
MA/JS services to you
Visual identity products

- Project logo
- Office templates
- Poster templates
- Project Design Guide

Available at:
interreg-baltic.eu/visibility_downloads
MA/JS services to you

Postcards

→ Download (from mid-Dec)
→ Print (unchanged)
→ Use!
MA/JS communication services to you

- **Ready-made products** you can use
- **Support** when you are in doubt about visibility rules
- **Project library** as a communication tool (for facts, stories, videos, outputs)
- **Cooperation** on events, publications etc.
- **Understanding** of your daily challenges
In order to change image, right-click on it.
Programme rules, reporting and support to platforms

Attila Darabos, Bartłomiej Wierzbicki, Stefanie Maack
Managing Authority/Joint Secretariat
Phone +49/381 45 484 92, 91
e-mail: attila.darabos@interreg-baltic.eu
bartlomiej.wierzbicki@interreg-baltic.eu
stefanie.maack@interreg-baltic.eu
www.interreg-baltic.eu