

**Interreg
Europe**



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Welcome to the **lead partner seminar!**

14 March 2023

Lead partner seminar
Stockholm, Sweden

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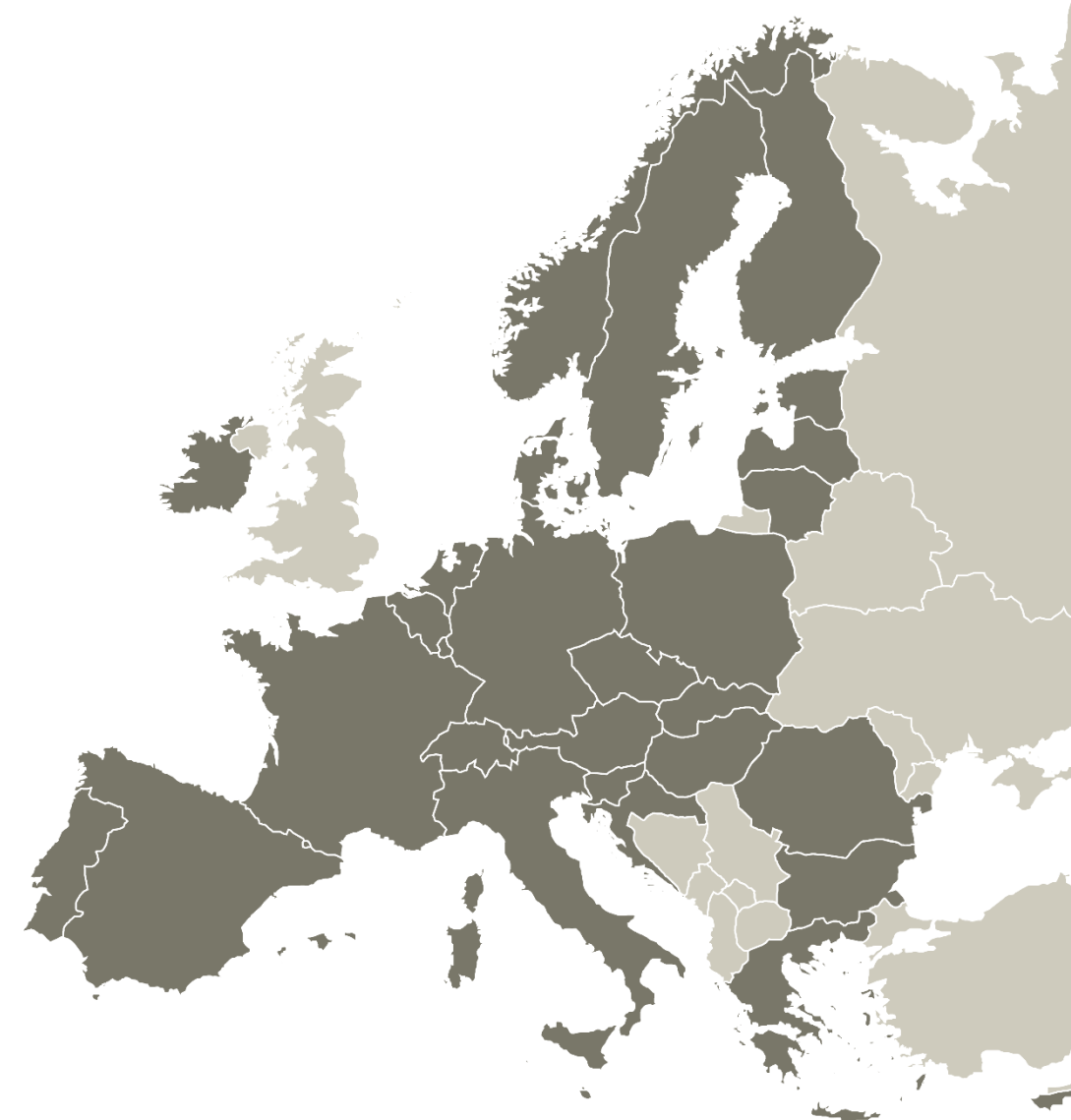
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Introduction and **reporting principles**

14 March 2023

Lead partner seminar
Stockholm, Sweden

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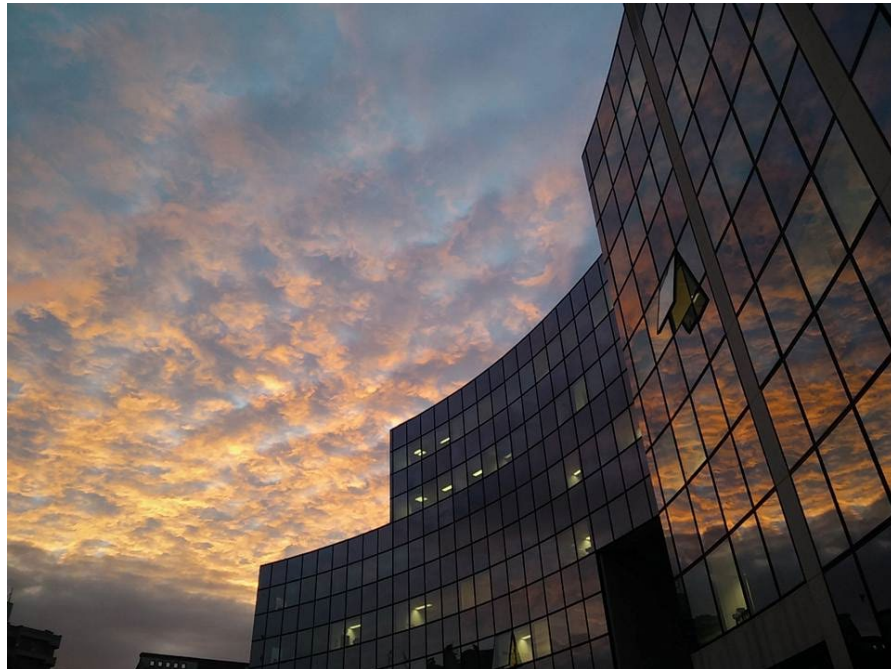
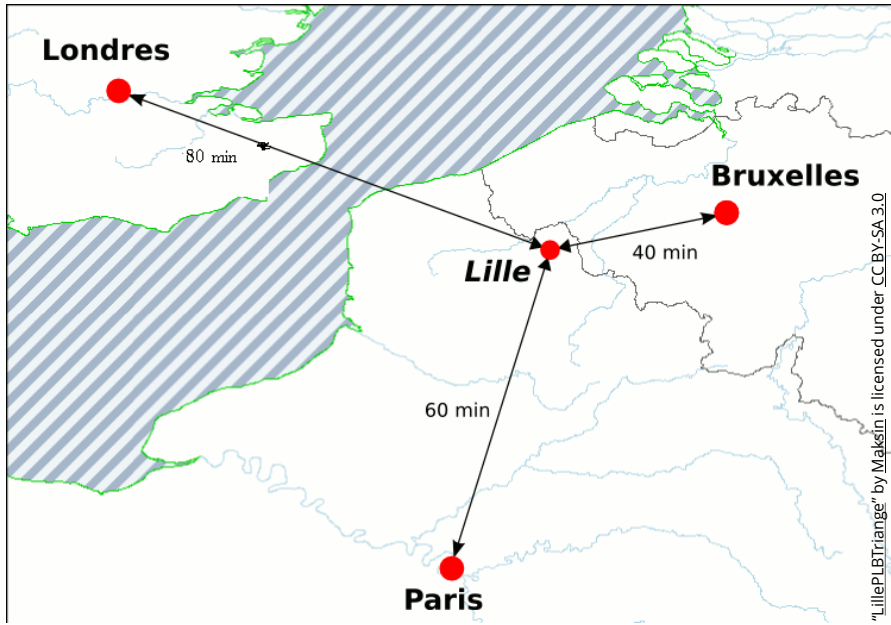
1. **Agenda** of today

Agenda

- | | |
|-------|--|
| 13:30 | Welcome, opening remarks and introduction |
| 13:50 | Interreg Europe Policy Learning Platform |
| 14:05 | General reporting principles |
| 14:15 | Reporting activities and results |
| 15:15 | <i>Coffee break</i> |
| 15:45 | Project communication |
| 16:10 | Managing project finances |
| 17:30 | <i>End of the seminar</i> |
| 19:00 | Networking dinner (Quality Hotel Globe, Stjärnrummet 11 th floor) |

2. Meet the **team**





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Who is who?



<https://www.interregeurope.eu/our-team>

Management



Erwin Siweris

Programme Director



Laure Leseq

Senior Administration Officer



Elodie Courcoul

Administration Assistant



Alexandre Hryskiewicz

IT Officer

Finance and audit



Petra Geitner

Head of Unit - Finances & Audit



Anne-Cécile Renard

Coordinator - Programme Finances



Ilaria Piazza

Coordinator - Project Finances



Antoine Duquennoy

Finance Control & Audit Officer



**Aleksandra Niechajowicz
Dell'Ambrogio**

Senior Finance Officer



Alexis François

Senior Finance Officer



Anne Rocheteau

Finance Officer



Camille Milloir

Finance Officer



Vincenzo Capocasale

Finance Officer



Ségolène Jean

Finance Officer



Ramona Tanasa

Finance Officer (temporary)



Rūta Ročāne

Finance Officer (temporary)



Feodora Braconne

Projects & Finance Assistant

Projects and platform



Nicolas Singer

Head of Unit - Projects & Platform



Magdalini Anagnostou

Coordinator - Policy Learning Platform



Jason Martinez

Coordinator - Projects



Charo Camacho

Senior Policy Officer



Laurențiu David

Senior Policy Officer



Verena Priem

Senior Policy Officer



Ilaria Ramaglioni

Policy Officer



Kristaps Ročāns

Policy Officer



Ana Mihaljevic

Policy Officer



Etienne Rodzinka-Verhelle

Policy Officer



Mariame Ammour

Policy Officer



Diane Bulon

Policy Officer (temporary)



Brume Delaunay

Policy Officer (temporary)

Communication



Irma Astrauskaitė-Denis

Head of Unit - Communication and
Contact Points



Petra Polášková

Senior Communication & Evaluation
Officer



Miia Itänen

Senior Communication Officer



Julie Patenaude

Communication Officer



Joséphine Mazy

Communication Assistant



Louise Oualid

Communication intern

The Policy Learning Platform



Marc
Pattinson



Arnault
Morisson



Rene
Tönnisson



Luc
Schmerber



Mart
Veliste



Katharina
Krell



Simon
Hunkin



Astrid
Severin



Magda
Michalíková



Thorsten
Kohlisch



Elena
Ferrario



Raluca
Toma



Karine
Gevorgyan



Lotte
Van Meijel



Eugénie
Suplisson



Soroush
Brandenburg

3. Programme's **state of play**

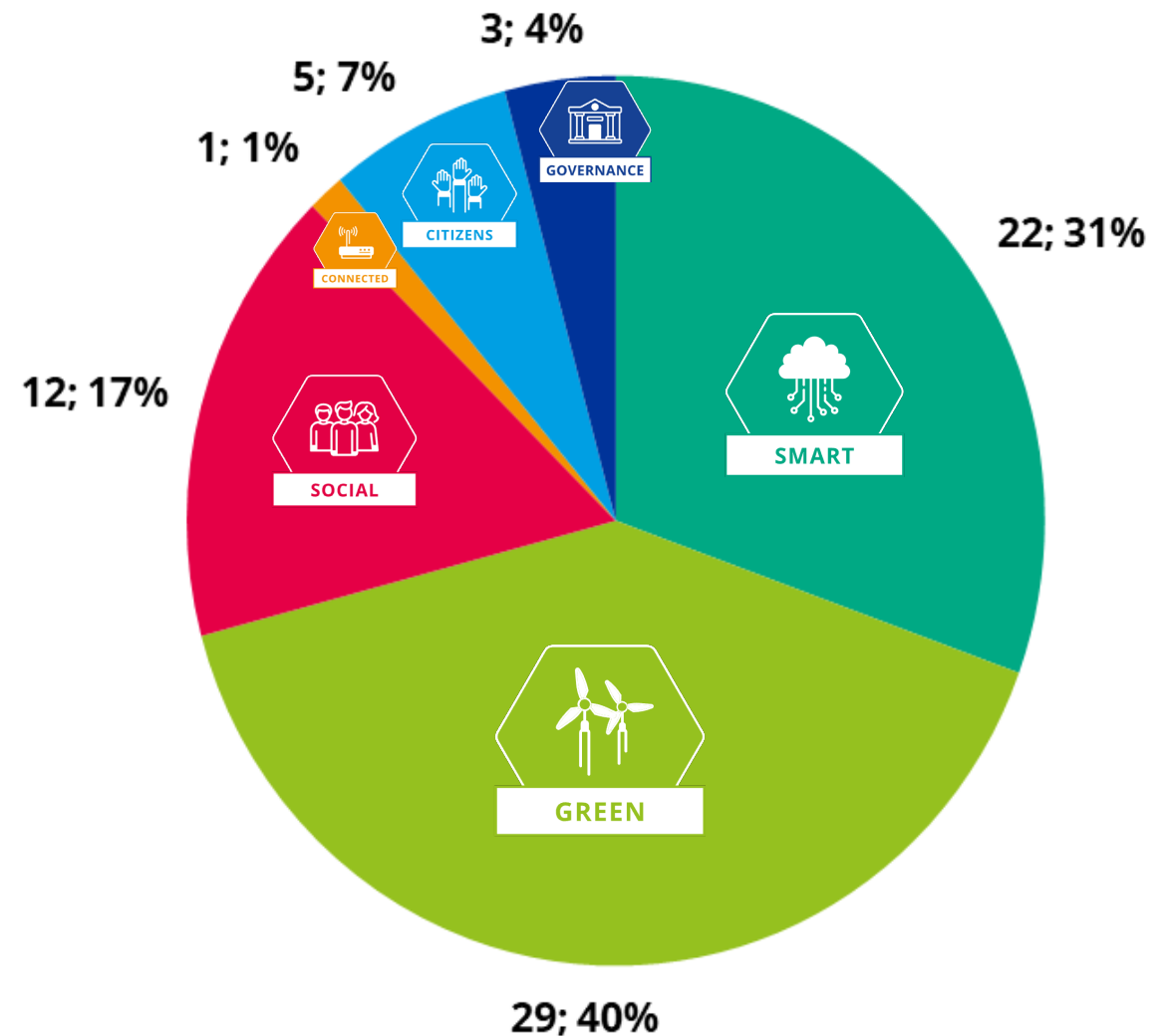


First call for project proposals

From 5 April to 31 May 2022

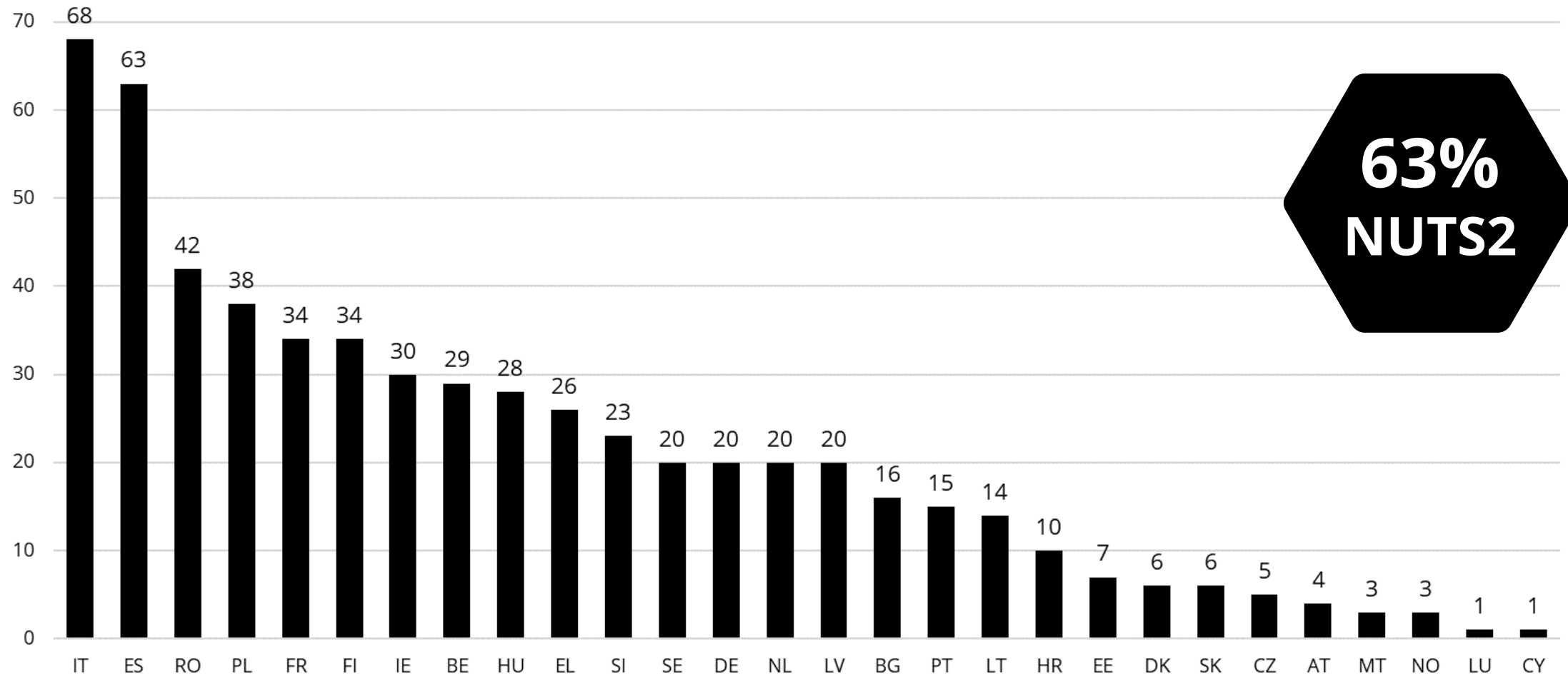
- 134 submitted proposals
- **72 approved projects**

52%
Success rate



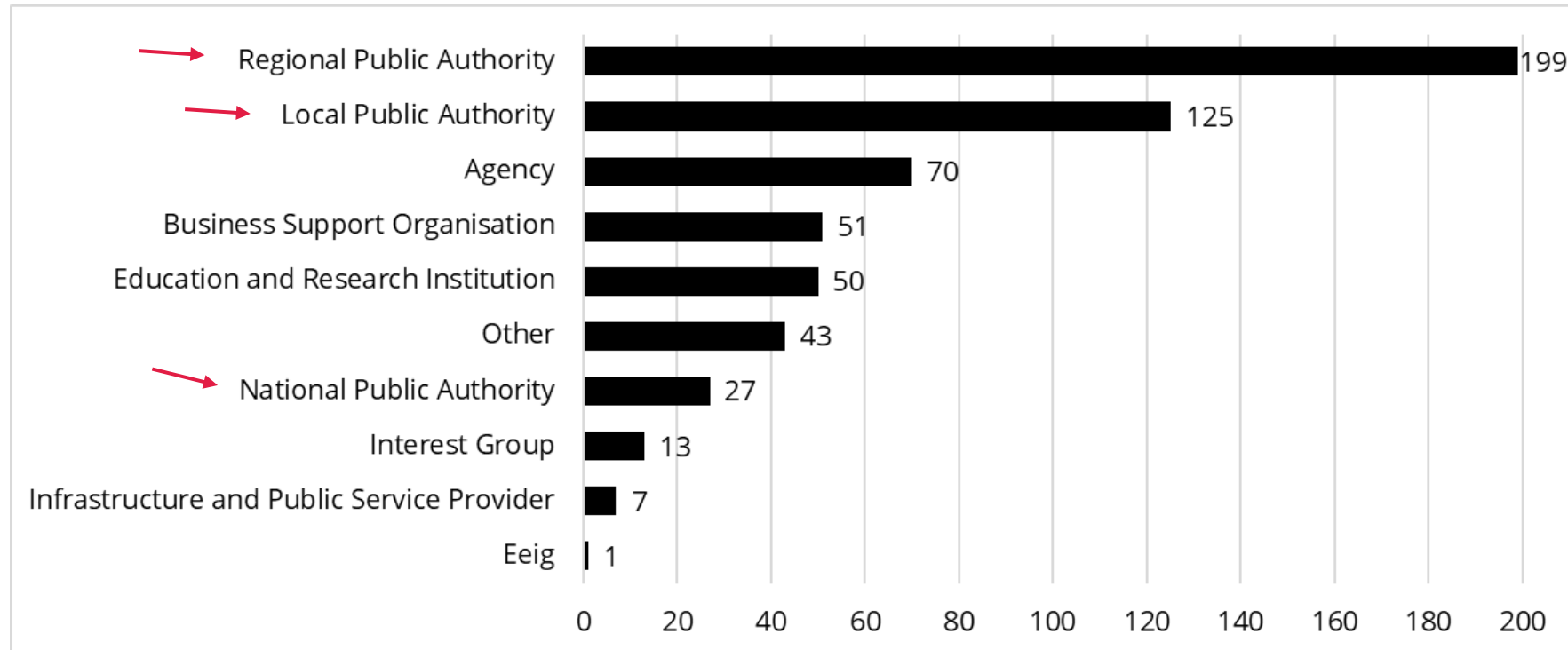
Organisations in approved projects per Partner State

(All Partner States represented except Switzerland)



Types of **partner organisations**

67% of public authorities



4. Policy Learning **Platform**



Contents

- A. Policy Learning Platform services
- B. Project contributions & benefits

A ● Policy Learning Platform **services**

The Platform



WHY?

open the programme benefits to all regions

optimize the results of individual **projects**



Policy learning and expertise for all European regions



WHO?

Anyone interested in regional development policies



HOW?

offer policy solutions and expert advice to all regions

What makes us unique: our **team of experts**



Marc
Pattinson



Arnault
Morisson



Rene
Tõnnisson



Luc
Schmerber



Mart
Veliste



Katharina
Krell



Simon
Hunkin



Astrid
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Gevorgyan



Lotte
Van Meijel



Eugénie
Suplisson

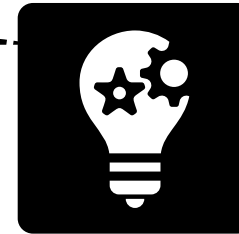
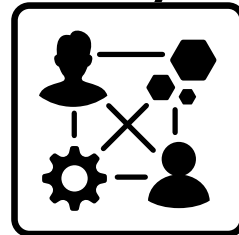


Soroush
Brandenburg

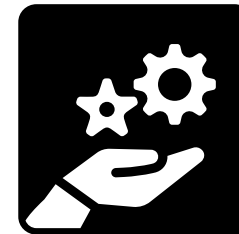
The Platform in a nutshell

Policy-learning opportunities through **access** to:

People
Meet our community



Knowledge
Find policy solutions



Expertise
Get policy advice

Access to **people**

Inspiration from practitioner to practitioner



Programme community of
6,000+ practitioners



100+ policy learning and
networking **events**

Access to **knowledge**

A wealth of tested **policy solutions**



3,000+ good practices
from our project and beyond



400+ policy publications
80+ thematic webinars

Access to **expertise**

Expert **policy advice** services for free

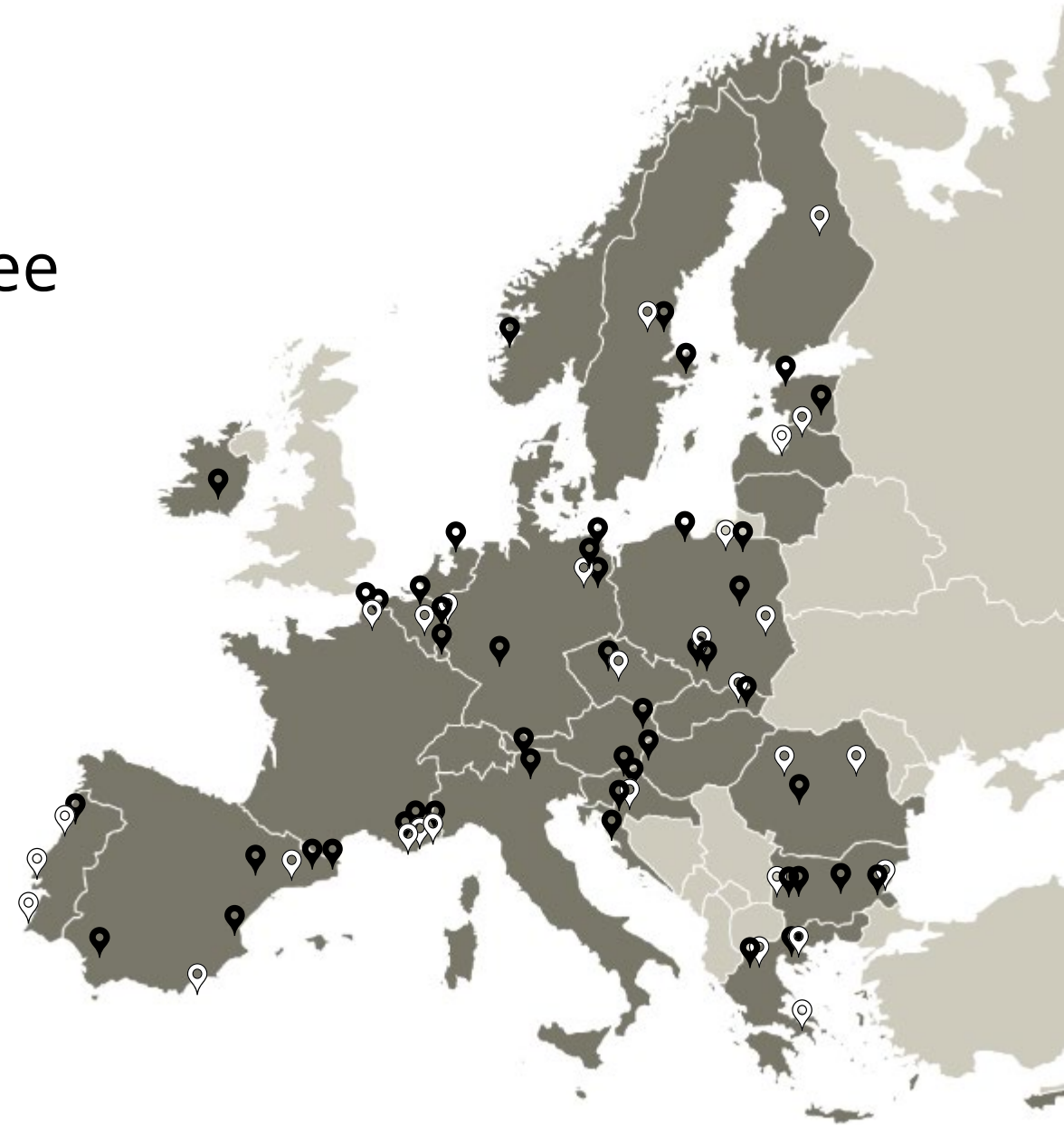
 **49 peer reviews**

 **34 matchmaking sessions**



the 'search engine' for policymakers...

Policy helpdesk



B ● Project **contributions & benefits**



1. Be active in our **community**

- Connect with like-minded people from all over Europe
 - Join our policy learning events
 - Get access to policy solutions and advice
 - Co-shape the content of the activities
- Find inspiration for your region
- Share your experiences
- Build your skills and knowledge



2. Participate and contribute in our **events**

Webinars

- 30 Mar: **Silver Economy**: Opportunities for SMEs
- 18 & 25 Apr: **E-mobility**: electric fleets & electric car sharing

Thematic workshops

- 31 May – 01 Jun: **Rethinking local policies** (Ghent, BE)

Peer reviews/ matchmakings

- Targeted Calls for peers



3. Submit your **Good practices** for expert validation




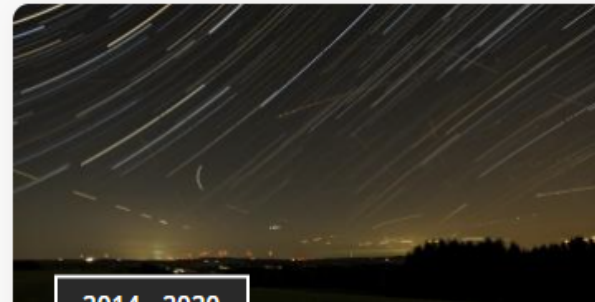
2014 - 2020

Cultural and Creative Sectors Guarantee Facility

The CCS GF offers improved access to finance for SMEs and small public enterprises in the cultural and creative sectors

25 May 2020 | By project RegionArts

 Expert approved




2014 - 2020

Guideline for good lighting in outdoor spaces

National guideline for good lighting infrastructure in outdoor spaces to avoid light pollution and to raise energy efficiency.

12 Jan 2020 | By project Night Light

 Expert approved




2014 - 2020

Bummelbus: dial-a-bus service occupying long-time unemployed people

Bummelbus is a dial-a-bus service occupying long-time unemployed people.

31 Jan 2018 | By project LAST MILE

 Expert approved

<https://www.interregeurope.eu/policy-solutions/good-practices>

4. Share your **results** and **experiences**

POLICY BRIEF



Regional policies for promoting green Hydrogen

Explore in this policy brief the promise of hydrogen and how it can help us achieve carbon neutrality by 2050.

02 March 2023 | By Platform

STORY



Innovation Inducement Prizes: small steps to transformative changes

There is a growing consensus that innovation policies need to be directed toward addressing societal challenges like climate change,

06 March 2023 | By Platform

WEBINAR



Cultural and Creative Industries: Towards a more social Europe

On 7 February 2023, the Policy Learning Platform hosted the second episode of the Cultural and Creative Industries series: Towards a more social Europe. Watch the recording and explore the key learnings.

10 February 2023 | By Platform

WORKSHOP



Reuse and repair in the circular economy

Explore the key learnings, presentations and recording of our reuse and repair online workshop that took place in January 2023.

30 January 2023 | By Platform

PEER REVIEW



Creating a blue economy roadmap

Discover the recommendations made by European peers on the topic of building an blue economy roadmap

01 March 2023 | By Platform

<https://www.interregeurope.eu/policy-solutions/>

The platform **can**

- **Invite projects** to join the policy-learning activities and events to share good practices, results and expertise
- **Advise projects** on relevant findings from policy analyses
- **Initiate synergies** between projects

The platform **cannot**

- **Assist** applicants
- **Assess** applications
- **Monitor** project implementation
- **Organise** exchange of experience activities
on behalf of the project



Secretariat's
role!

In case you can't find your way...**ask**

Platform



For thematic questions

Secretariat



Project development & monitoring

Start your policy-learning journey **now!**



5. **Reporting** principles



Main **terminology** & abbreviations

JS	joint secretariat
MA	managing authority
AB	accounting body (former CA = Certifying Authority)
MC	monitoring committee
LP	lead partner
PP	project partner
AP	advisory partner
APA	associated policy authority
PR	progress report
Portal	- programme's monitoring system



Relation **with the joint secretariat (JS)**

- Lead partner (LP) principle
- Each project monitored by **two people** in the JS

Policy officer

Finance officer

- **Communication** officer for questions related to project communication and website (hosted by the programme)

Ready?

1. Project approved on 13 December 2022
(eligibility of expenditure)
2. Conditions fulfilled by 28 February 2023
3. Project started on **1 March 2023**
4. Subsidy contracts signed quickly
5. Partnership agreement signed quickly
(partners need to sign to report costs)



Let's start cooperating!



Monitoring tools

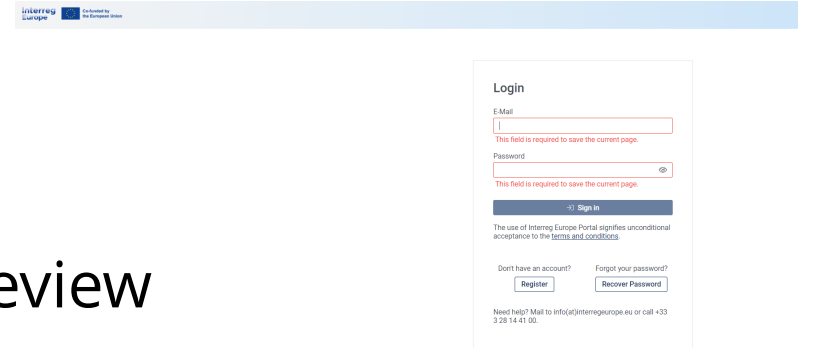
- Joint progress report (PR)
- Project's website
(including good practices section)
- Exchange with LP upon need
(email, video calls)
- Mid-term review meeting
(end 2024 or beginning 2025)
- JS participation in the project's final conference



Online **monitoring system**

Reporting and monitoring in the **Portal**

- Joint progress report, partner reports and related annexes
- Formal changes of application form (request for changes)
 - Partnership change
 - Budget change above 20% flexibility rule
 - Integration of pilot action after midterm review



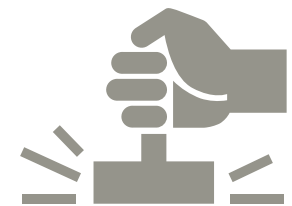
The screenshot shows the login page of the Interreg Europe Portal. At the top left, there is a logo for 'Interreg Europe' and a small text 'An initiative of the European Union'. The main content area is titled 'Login' and contains two input fields: 'E-Mail' and 'Password'. Both fields have a red border and a red error message below them: 'This field is required to save the current page.' Below the password field is a 'Sign In' button. Underneath the button, there is a small disclaimer: 'The use of Interreg Europe Portal signifies unconditional acceptance to the terms and conditions.' At the bottom of the form, there are two links: 'Don't have an account? Register' and 'Forgot your password? Recover Password'. At the very bottom, there is a footer with the text: 'Need help? Mail to info(at)interreg.eu or call +33 3 28 14 41 00.'

Reporting periods and deadlines

Progress report	Reporting period	Deadline for submission
First (= PR1)	13/12/2022 – 31/08/2023	01/12/2023 (= 3 months after the end of the reporting period)
PR2	01/09/2023 – 28/02/2024 (six months)	01/06/2024
PR3	01/03/2024 – 31/08/2024 (six months)	01/12/2024
PR4	01/09/2024 – 28/02/2025 (six months) Midterm review	01/06/2025
PR5	01/03/2025 – 31/08/2025 (six months)	01/12/2025
PR6	01/09/2025 – 28/02/2026 (six months)	01/06/2026
PR7	01/03/2026 – 31/08/2026 (six months)	01/12/2026
Last (= PR8)	01/09/2026 – 31/05/2027 (nine months)	31/05/2027 (= end of the project = end date of eligibility)

Reporting **procedure**

1. LP compiles PP reports into a joint PR
2. LP submits PR to JS
3. JS checks and sends back clarification requests
4. LP submits revised PR and replies to the clarifications
5. JS approves PR when all requests clarified
6. Accounting body transfers ERDF to LP (1 month)
7. LP transfers ERDF to partners quickly




APPROVED


Recommended **reading**




- Subsidy contract
- Programme manual (latest version)
- Regulation (EU) No 1059/2021 (*Interreg regulation*)
- Regulation (EU) No 1060/2021 (*Common provision regulation*)



Recommended reading









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Search  | Help & contact  | My account 

Discover the programme | Look for funding | **Approved projects** | Get policy advice | Find policy solutions | Meet our community

Approved projects [See all](#)

Projects by topic:

-  Smart >
-  Green >
-  Connected >
-  Social >
-  Citizens >
-  Governance >


Search approved projects by :

Country (France, Italy, Germany...) >


Implement project


- Programme manual 2021-2027**
- Programme manual 2014-2020
- Guidance and templates 2021-2027**
- Guidance and templates 2014-2020
- Country specific info

Project results

- Overview**
Latest programme achievements
- 30 stories about policy changes**
A publication about results in 30 countries
-  **Web documentary**
A set of video stories about project results






Project news [See all](#)

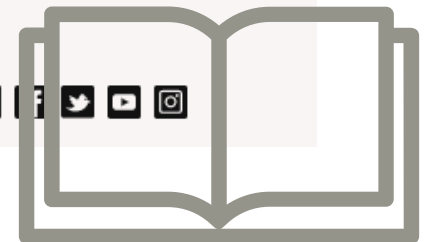
 **The results of our first call are out**

 | 13 December 2022

See also

- [Facts and figures](#)
- [Policy solutions](#)

FOLLOW US     



Time for questions



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Reporting **activities** **and results**

14 March 2023

Lead partner seminar
Stockholm, Sweden

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Content

1. Introduction
2. Reporting your activities
3. Reporting your results
4. Final recommendations

1

- **Introduction**

Activity & result **monitoring**



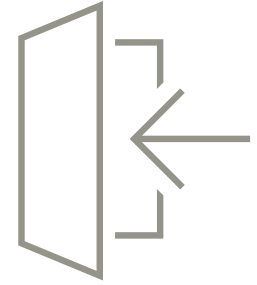
- To make sure the project is on track (**activities**)
- To check whether its objectives are achieved (**results**)
- To demonstrate the project's/ programme success and usefulness

Activity & result **monitoring**

How's it carried out?

- mainly through progress reports
- through regular contacts with JS
- through project website, publications & good practices





Reporting: **basic principles**

Same template for core phase and follow-up phase

- certain sections are adapted according to the level of achievements (after a policy improvement is achieved/ if an action plan is required)

Two main sections

1. Summary of project activities
2. Insight into project's results

Results expected to be reported starting from PR3

- ideally improvements should be reported for all policy instruments by PR6
- action plans for the remaining ones

2

- Reporting
your activities

PART 1: Summary of **project activities**

Insight into project implementation

- Overview of day-to-day project implementation
(activities and outputs)
- Consolidated information
(at partnership level)
- Planned activities **vs** Implemented activities



Structure and content

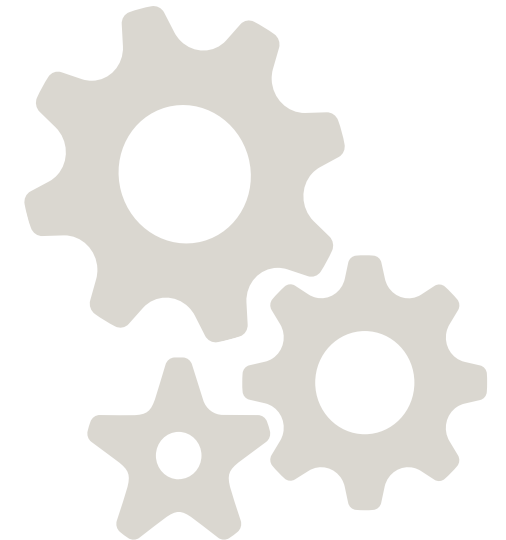
1.1 **Overview** of project outputs

1.2 **Activities** of the current reporting period

- Exchange of experience
- Pilot action(s)
- Communication

1.3 **Changes** from the original plans

1.4 Participation in **Policy Learning Platform** activities



1.1 Overview of project outputs

Code	Title	Target (AF)	Achieved
RC087	N° of organisations cooperating across borders	77	?
RC084	N° of pilot actions developed jointly and implemented in projects	1	?
OI4	N° of policy instruments addressed	7	?
OI5	N° of interregional policy learning events organised	10	?
OI6	N° of good practices identified	24	?

- Tracks the progress of the project
(in terms of output indicators)
- Cumulative values
(achieved in PR1 + PR2 + PR3 ...)
- Automatically calculated
(based on the information provided in other sections of the PR)

1.2 Activities of the current reporting period

Exchange of experience

Activities as originally planned

CONTEXT

At the beginning of the SPOTLOG project, the concept of socially responsible logistics services and the contribution of urban logistics to carbon-neutral cities may be not clear to all members of the partnership.

Therefore, the first Exchange of Experience (EoE) event will take place in one of the most advanced regions regarding the path to carbon-neutral cities (TAMPERE, Finland) to streamline the learning of the remaining partners. As explained in the project approach, all main interregional events will have a Thematic Seminar (TS), a Capacity Building Workshop (CBW) and a Policy Analysis Session (PAS).

ACTIVITIES

1st Main Interregional Exchange of Experience Event - Tampere Region, Finland, organised by AP05 (2,5 days)

Main topic: "The role of logistics towards climate-neutral regions and cities"

- TS: - The current impact of the logistics sector under the 3 pillars of sustainability
 - Creating an urban logistics plan in cooperation with business life and industry stakeholders
 - Key actions to develop sustainable urban logistics and promote service production opportunities.
- CBW: Institutional barriers towards better integration of mobility and logistics needs and resources.
- Study visits: Micro Logistics Hub
- PAS Definition of future vision created by the regions and private operators in cooperation,
 - General organization and planning of the implementation of stakeholder surveys (LP)
 - Event analysis: guidelines for the preparation of technical documents and policy briefings (LP + AP05);
 - Selection of regional relevant stakeholders to be invited to take part in the SPOTLOG activities and highlighted in SPOTLOG communication channels.

1st set o Regional Stakeholder Meetings (RGMs) for each policy instrument (All PPs except PP05). In countries with more than one partner, the RGMs will be organized alternately.

Topics:

- SPOTLOG Project presentation;
- Stakeholder introduction and discussion of their role;
- Discussion of objectives/outcomes of previous and upcoming interregional events.

Whenever possible, EoE events will be held in a hybrid format to expand the number of participants and reduce the CO2 footprint.

N° of interregional policy learning events organised

2

N° of good practices identified

7

Activities completed during the reporting period

Please describe in detail the activities related to the exchange of experience process. For each interregional event, details such as place, date, number of participants and topic addressed should be provided.

[3000 characters]

Please indicate the number of interregional policy learning events organised during the period (in line with the above description of the completed activities)

N° of interregional policy learning events organised	
--	--

Please indicate the number of good practices identified during the reporting period

N° of good practices identified	
---------------------------------	--

1.2 Activities of the current reporting period

Exchange of experience

Activities completed during the reporting period

Please describe in detail the activities related to the exchange of experience process. For each interregional event, details such as place, date, number of participants and topic addressed should be provided.

	<i>[3000 characters]</i>
--	--------------------------

Please indicate the number of interregional policy learning events organised during the period (in line with the above description of the completed activities)

N° of interregional policy learning events organised	
--	--

Please indicate the number of good practices identified during the reporting period

N° of good practices identified	
---------------------------------	--



Consistency

Description of activities

&

Value of indicators

&

Website
(news, events, GPs)

1.2 Activities of the current reporting period

Exchange of experience

Indicators



N° of interregional policy learning events organised

- Back-to-back events should be counted as one
- Stakeholder group meetings should not be counted
- Management or communication meetings should not be counted

N° of good practices identified

- GPs must be uploaded on the project website by the end of the core phase
- Only counts GPs validated by the project officers via the website

Activities completed during the reporting period

Please describe in detail the activities related to the exchange of experience at an interregional event, details such as place, date, number of participants and other information provided.

Please indicate the number of interregional policy learning events organised (in line with the above description of the completed activities)

Please indicate the number of good practices identified during the reporting period

1.2 Activities of the current reporting period

Pilot action(s)

Pilot action 1

Activities as originally planned

Pilot action 1 Assessing sustainable logistics solutions in the Sea Park area

Kick-off meeting with involved partners (PP03, PP07, PP10)

Summary of added value and difficulties encountered in the region of Mechelen for the implementation of micro consolidation hubs and introduction of cargo bikes and e-vehicles for last-mile deliveries (PP03, PP07)

Possible technical visit to Mechelen within the SPOTLOG staff exchange programme (host PP10 - visitor PP07)

Report addressing key factors for successful implementation - The preliminary study will address potential locations, type of implementation; a detailed list of the involved stakeholders (organisation and participants from each organisation involved in the pilot); Operational and transport provider configuration; last-mile fleet composition; catchment area, spatiotemporal demand patterns (PP07, PP03).

Meeting with local stakeholders to present the SPOTLOG project and its vision (commerce, operators, neighbouring municipalities, regulatory authorities) (PP07).

Procedures for initiating the approval process of the facility installation - micro consolidation hub (see note) (PP07).

NOTE: Micro-consolidation centres have shorter distances to the end customer and a smaller facility footprint appropriate to the spatial constraints in dense environments such as Rimini. Microhubs also allow for a mode shift to sustainable electric and non-motorized transportation modes such as electric cargo bikes, small e-vehicles (thus, small works for charging and protection are needed).

Activities completed during the reporting period

Please describe in detail the activities related to the pilot action

Please click in this box when the pilot action is completed:

[3000 characters]

Filled **separately** for all pilot actions approved for the project

- But filled **in the same way**

1.2 Activities of the current reporting period

Communication

Activities completed during the reporting period.

Activities as originally planned

Communication Strategy (by the Communication Manager (CM), PP03);
 Update the content of the website and creation of social network webpages (CM, PP03);
 1st e-newsletter (CM);
 Dissemination of policy briefings spreading out SPOTLOG's main objectives and conclusions of the interregional event (CM, PP03);
 Dissemination in regional/national media to present the SPOTLOG vision with a special focus on the region of the main event (AP05);
 External participation in European Conferences - Dissemination of SPOTLOG vision in Transport Conferences to disseminate project objectives and involve/attract keynote speakers for upcoming events and IE events (LP, AP05, PP03, PP04);
 Dissemination of material from all events through the website library (CM)
 Dissemination in the SPOTLOG Social Media channels;
 2 Short video interviews with key stakeholders;
 Project poster in the headquarters of PPs and link to the website on the official web pages;
 SPOTLOG video - main goals and vision.

Please describe in detail the activities related to communication

[3000 characters]

Make sure the communication and dissemination outputs are available on your **project website**

- videos, brochures, newsletters, etc.

1.3 Changes from the original plans

Please describe and justify any changes from the original work plan.

In case of delays, please explain the measure envisaged to catch up with the original time plan.

[3000 characters]

In case of **minor changes** from original plans (application form):

- Describe the change, and the reason for the change
- Clarify any consequences on project implementation (e.g. on finance)
- Describe solution(s) proposed to face problems/ how to catch-up with delays

1.4 Participation in **Policy Learning Platform** activities

During the reporting period, did your project get involved in activities of the Policy Learning Platform? **YES / NO**

Please indicate which PLP activity(ies) your project was involved in: *(multiple choice)*

- Webinar
Please indicate which webinar(s) _____
- Workshop
Please indicate which workshop(s): _____
- Peer review
Please indicate which peer review(s): _____
- Matchmaking session
Please indicate which matchmaking session(s): _____
- Contribution to a thematic publication (e.g., story or policy brief)
Please indicate which publication(s): _____
- Other activity
Please specific which other activity: _____

Please indicate whether you gain any benefit from this participation: *(multiple choice)*

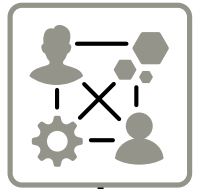
- Increased visibility
- Increased knowledge
- Cooperation with new organisations / projects
- Other

Please further explain the benefit gained (if any)

Please indicate if you have any suggestions on the PLP services (e.g., topics to be covered, new services to be offered)



PEOPLE



EXPERTISE



KNOWLEDGE



Time for questions



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3

- Reporting
your results

PART 2: Insight into **project's results**



Organised **per policy instrument** (partner report)

Distinction between:

- **policy development:** work in progress
- **policy improvement:** direct result of the exchange of experience
- **territorial effect:** longer-term results

Partner **policy report**



Tab 1 – Details on policy instrument

- 1. General information**
General features, filled in only in **PR1**
- 2. Policy improvements**
Available **only from PR3**.
Action plan in PR6 – If no policy improvement reached yet.
- 3. Territorial effect**
Available **only in the last PR – PR8**, provided that the policy instrument was improved

Tab 2 – Reporting on the learning process

- A. Progress towards policy improvements**
Individual and organisational learning including reporting on the APAs, if any
- B. Achievement**
Organisational learning achieved within the project.
Available **only in the last PR - PR8**

Partner policy report | Tab 1

1. General features (including geographical scope)

1. General information

Name of policy instrument addressed: Operational Programme 2021-2027

Reporting period March 2023 – August 2023

Policy instrument addressed by LP01 Regional Government of Andalusia

**ONLY
IN PR1**

Geographical scope

Please indicate the geographical scope of this policy instrument.

Country *select from drop-down menu*

NUTS 1 level *select from drop-down menu*

NUTS 2 level *select from drop-down menu*

NUTS 3 level *select from drop-down menu*

Partner policy report | Tab 1

2. Policy improvements

Policy improvements

Has the project succeeded in improving this policy instrument? YES / NO

If YES,

Please indicate the nature of this improvement (see also section 4.3.1 of the programme manual):

New projects financed

Change in the management

Revision of the instrument

Please describe in detail the policy change achieved thanks to the project.

[xxx characters]



Partner policy report | Tab 1

2. Policy improvements

Is a pilot action at the origin of this policy change? YES / NO

If yes, please explain how the pilot action contributed to improving the above policy instrument.

[xxx characters]

(If no,) please explain why this change would not have happened (fully or partly) without the Interreg Europe project: i.e., what is the link between the change and the activities organised within the project? Which lessons learned from the project were at the origin of this change? Please name the practices, activities or other content source which provided the inspiration.

[xxx characters]



Partner policy report | Tab 1

2. Policy improvements

Has the project succeeded in improving this policy instrument? YES / NO

If YES.

Please indicate the nature of this improvement (see also section 4.3.1 of the programme manual):

- New projects financed
- Change in the management
- Revision of the instrument

Please describe in detail the policy change achieved thanks to the project.

The **Municipal Waste Management Plan of Gijon** included a measure concerning the collection of **pruning and mowing remains**, which consisted of the temporary installation of a large volume box for the collection of such remains. However, as a result of the **inspiration found in the Study Visit to Imola (Italy)** this was replaced by the use of side-loading containers permanently located on public roads. Seeing the experience in Imola, it was determined that this experience could be imported to non-urban area of Gijon. It started in November 2020 and the experience is providing excellent results so far. Thus, the Waste Management Plan for Gijon observed already working with pruning and mowing waste but the method for it has been improved. **The introduction of the separate collection for vegetable waste has been developed in the frame of the Municipal Waste Plan and funded through it. 60 containers have been introduced during the period and the system has been and it is working.** There was no need of approval of the new projects by the Municipality as EMULSA has full competences on the execution of the Waste Management Plan. This will also be included in the form of a measure in the new Waste Municipal Plan 2022-2027.

Three
types of
change

Clear
description
and linked
to the
project

Partner policy report | **Tab 1**

Please explain why this change would not have happened (fully or partly) without the Interreg Europe project: i.e., what is the link between the change and the activities organised within the project? Which lessons learned from the project were at the origin of this change? Please name the practices, activities or other content source which provided the inspiration.

After the study visit to Imola (Italy), a viability analysis of the potential new service for the collection of plant remains was carried out internally at EMULSA, studying locations, number of containers to be implemented, collection times, estimated quantities, etc. These data were compared with the initial data proposed in the Municipal Comprehensive Plan where the original measure for pruning and mowing waste was included.

[...]

Once it was decided that the new system observed in IMOLA could foreseeably be better than the one proposed in the Municipal Plan, the stakeholders were informed of said change and it was developed.

Partner policy report | Tab 1

Please describe any update on the policy improvement previously reported (see above) and/or any additional improvement to this policy instrument

[xxx characters]

	Current period (EUR)	Cumulative (EUR)
If applicable, please estimate the amount of funding influenced by the project.	0.0	0.0

Only
in PR8

Please explain how the above amount was estimated.

[xxx characters]

Territorial effect

Please describe the effect of the above policy improvement in the territory (e.g., beneficiaries concerned, results achieved in terms of increased competitiveness, cleaner environment or more inclusive society).

[xxx characters]

Partner policy report | **Tab 1**

Territorial effect

Please describe the effect of the above policy improvement in the territory (e.g., beneficiaries concerned, results achieved in terms of increased competitiveness,

Thanks to the new service for the collection of plant remains started in November 2020, in just 4 months some 87,000 kg of plant waste have been collected for composting, avoiding its mixture with non-recyclable waste and the ending up of such waste in a landfill. It has also led to the creation of an additional truck driver job. In addition, it is worthwhile mentioning that the collection of pruning and mowing remains is an additional service provided now to citizens, which had been claiming for it for a long time.

Partner policy report | Tab 1

Action plan

- in case no improvement is reported in the last progress report of the core phase - PR6

3. Action Plan

Since no policy improvement is achieved by the end of the core phase, a brief action plan has to be produced.

Does this action plan address the present policy instrument? YES/NO

What kind of improvement(s) do you envisage for this instrument?

- New projects financed through the instrument
- Change in the management of the instrument
- Revision of the instrument itself

Please further explain the expected improvement deriving from the action?

[xxx characters]

If 'NO' is selected, the user is redirected automatically to a new policy instrument (NEW TAB – 1.b)

Partner policy report | Tab 1

Action plan

- integrated in the report

Please describe the main action envisaged to achieve result in your region before the end of the project.

Action

Name of the action: _____

Relevance to the project

Please describe how the action derives from the project. Where does the inspiration for this action come from?)

[xxx characters]

Nature of the action

Please describe precisely the action envisaged. What are the specific activities to be implemented?)

[xxx characters]

Partner policy report | Tab 1

Action plan

- integrated in the report

Stakeholders involved

Please indicate the organisations in the region which are involved in the implementation of the action and explain their role

[xxx characters]

Timeframe

Please specify the timing envisaged for the action)

Indicative costs and source of funding

If applicable, please estimate the costs related to the implementation of action 1)

Partner policy report | Tab 2

A. Reporting on the learning process

A. Progress towards policy improvements (individual and organisational learning)

Please summarise the main activities organised in your region contributing to the learning process i.e., stakeholder group activities and activities within your own organisation. Who are the main stakeholders involved?

[2,000 characters]

Please describe more specifically the involvement of the Associated Policy Authority in the project during this period.

[2,000 characters]

When it comes to the interregional process, please describe the main contribution of your region to the project and the main benefits gained by your region from the project?

[2,000 characters]

**Only if
the APA is
involved**

Partner policy report | Tab 2

B. Achievement

B. Achievement

Organisations with increased capacity due to their participation in interregional cooperation

Please indicate in the table below all organisations that were involved in the project as well as the result of their questionnaire on 'organisations with increased capacity' (see appendix 2 of the manual)

Name of the organisation	Role in the project	Increased capacity	Upload questionnaire
PP02 Fundão Municipality	Partner	YES / NO	
Centro Regional Coordination and Development Commission - <i>Remove</i>	APA		
Institute of Mobility and Transport <i>Remove</i>	Stakeholder		
AMT – Mobility and Transport Authority <i>Remove</i>	Stakeholder		
<i>New organisation (not included in the AF)</i> <i>Remove</i>	Stakeholder		
<i>Add new stakeholder</i>			
	TOTAL		
	TOTAL YES		

Already
prefilled
But
editable

Only
in PR8

Please indicate any further comments on the outcomes of the survey (i.e. organisational learning achieved within the project)?

[2,000 characters]

4 ● Final **recommendations**

Recommendations

Ensure:

- The report is **self-explanatory**
- The report is **understandable**
- The report does not simply repeat the information from application form

Core role of the lead partner to check and validate information from partners



Recommendations

Ensure:

- A clear link between **activities and finance** reporting
E.g., external expertise can be linked to described activities
- Submission **deadlines** are met
Do not wait for the last minute to prepare the report!
- JS **feedback** taken into consideration for future reports



Time for questions



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Project **communication**

14 MAR 2023

Lead partner seminar
Stockholm, Sweden

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Find your **project's colour**



SMART



GREEN



CONNECTED



SOCIAL



CITIZENS



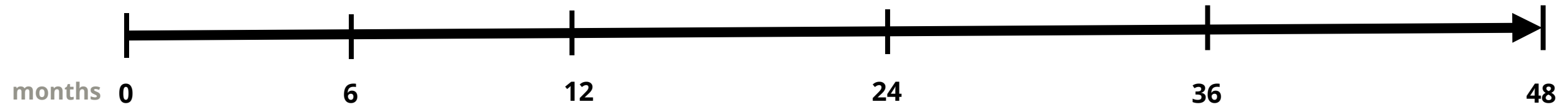
GOVERNANCE



Communication
timeline

Communication timeline

All the time



Once



Communication toolkit

All the time

Project visual



Copyrights



Project website

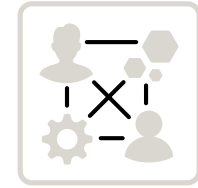


Project presentation



Participate in programme events

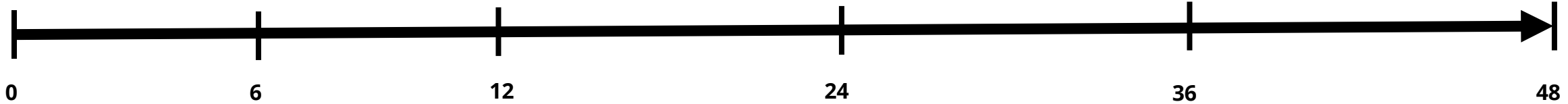
Community



EU support mentioned



months



Communication - HR

Project image/ photo



Project poster

Info on institutional websites + social media



Video 1



Plaques/ billboards



Video 2



Project dissemination event

Once



Time for questions



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Topic colour matters



SMART



GREEN



CONNECTED



SOCIAL



CITIZENS



GOVERNANCE

Topic colour matters: main visual



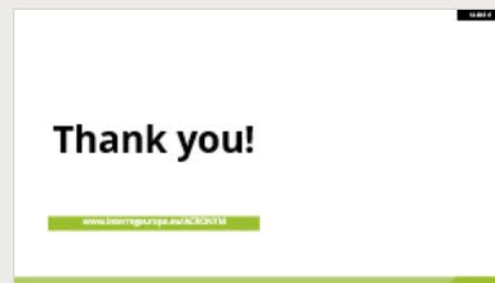
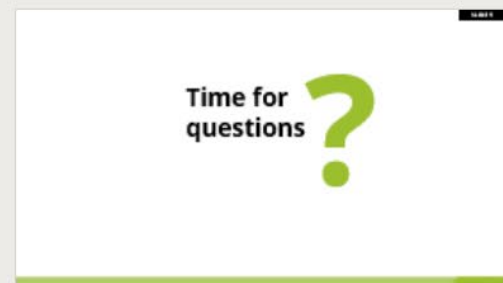
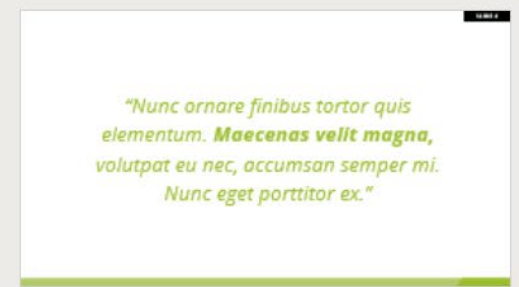
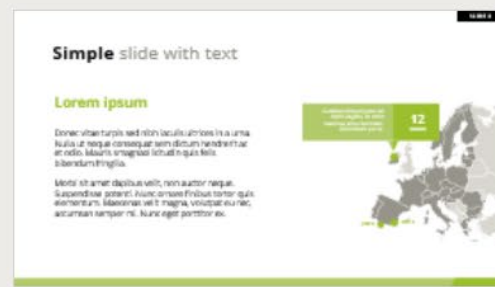
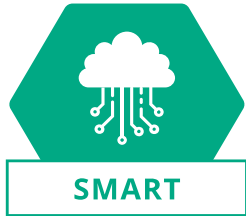
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Sample Project

Topic colour matters: presentation



Topic colour matters: poster



Interreg Europe Co-funded by the European Union

SCHOOL CHANCE

SCHOOL CHANCE aims at boosting the biomass as a key element of the transition to a low carbon economy at regional level.

SOCIAL

€ 1.26 M to forestry

Apr. 2014 - Sep. 2020

An interregional cooperation project for improving **social economy** policies

Project Partners:

- Executive Forest Agency (BG)
- Forest Sciences Centre of Catalonia (CTFC) (ES)
- Government of Catalonia - Directorate General of Forestry (ES)
- Regional Council of North Karelia (FI)
- French Federation of Forest municipalities (FR)
- Abruzzo Region - Rural Development and Fisheries Policies Department (IT)
- Latvian Forest Owners' Association (LV)
- Ministry of Agriculture Republic of Latvia (LV)
- Regional Development Agency Centru (RO)
- Slovenia Forestry Service (SI)

www.interregeurope.eu/bio4eco

Topic colour matters: social media



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SCHOOL CHANCE






GOVERNANCE

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Managing **project finances**

14 March 2023

Lead partner seminar
Stockholm, Sweden

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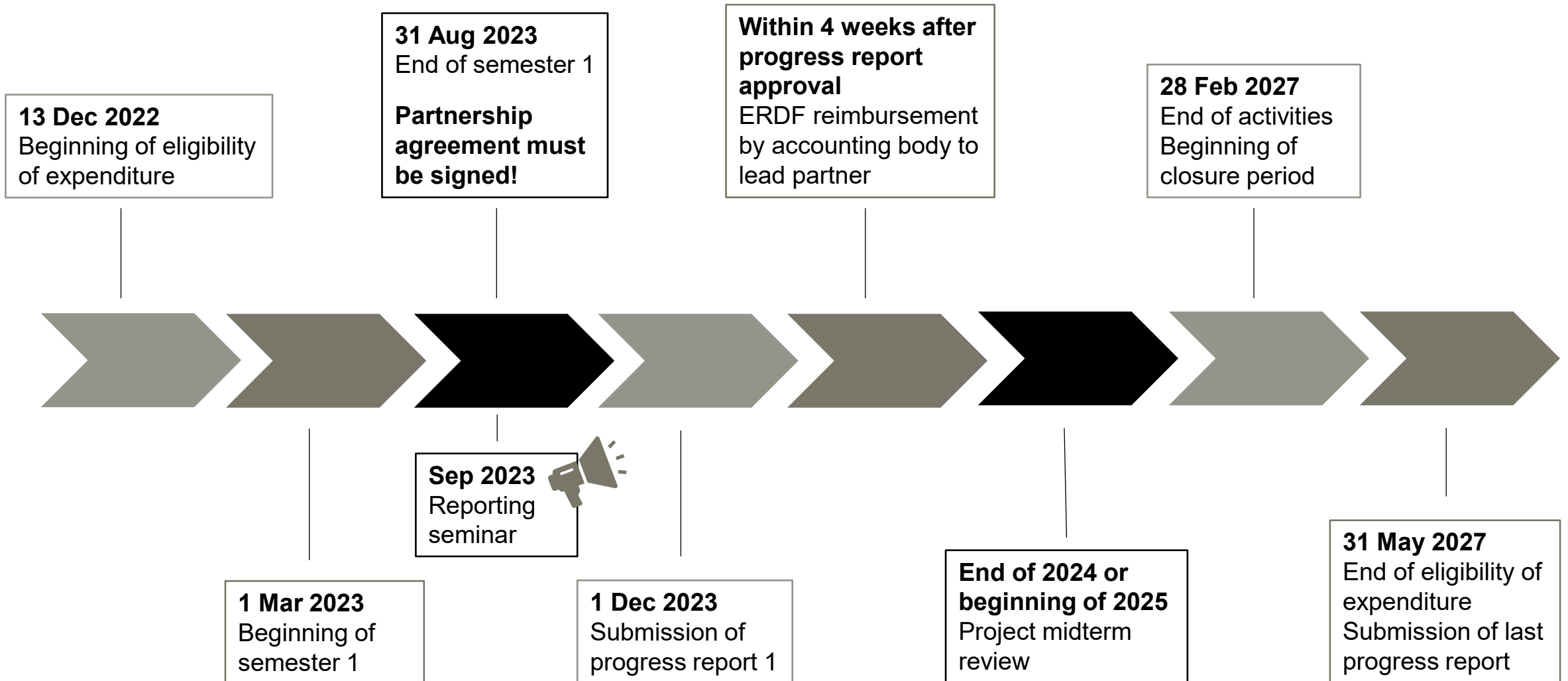
Content

1. Reporting timeframe
2. Verification of expenditure and main steps of financial reporting
3. Main eligibility principles
4. Cost categories
5. A teaser for reporting on Interreg Europe Portal

1

- Reporting
timeframe

Project lifetime and **deadlines**



The partnership agreement

= key document **between a lead partner and the other project partners**, extending the arrangements of the subsidy contract to the level of each partner



Only partners who have signed the project partnership agreement are allowed to report expenditure!

Example of a project partnership agreement template on programme's website:

<https://www.interregeurope.eu/help/project-implementation-2021-2027>

Further information in **section 5.1.4 Project partnership agreement** of the programme manual.

2

- Verification of expenditure and main **financial reporting steps**

The different **control systems**

Centralised control

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

Directly **appointed by control body**

Decentralised control

Austria, Belgium (Flanders), Cyprus, Denmark, France, Germany, Italy, Lithuania, Malta, Netherlands, Norway, Portugal (+ validation), Spain (+ validation)

Controller needs **to be contracted by the PP and approved by Approbation body** (sometimes there is shortlist)

Controllers are granted access to the Portal directly by the Control body/ Approbation body

Country-specific information available on Interreg Europe website (*'In my country'*)

<https://www.interregeurope.eu/in-my-country>



Search | Help & contact | My account

Discover the programme | Look for funding | Approved projects | Get policy advice | Find policy solutions | Meet our community

Approved projects

[See all](#)

Projects by topic:

- Smart >
- Green >
- Connected >
- Social >
- Citizens >
- Governance >

Search approved projects by :

Country >
(France, Italy, Germany...)



Implement project

Programme manual 2021-2027

Programme manual 2014-2020

Guidance and templates 2021-2027

Guidance and templates 2014-2020

Country specific info



Project results

Overview

Latest programme achievements

30 stories about policy changes

A publication about results in 30 countries

Web documentary

A set of video stories about project results

Project news

[See all](#)



The results of our first call are out

| 13 December 2022

See also

[Facts and figures](#)

[Policy solutions](#)

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NEW

Requirement for **decentralized controllers**

Interreg Regulation 2021/1059, article 46 (8):

“Each Member State, (...) shall identify as controller either a **national or regional** authority or a private body or a natural person as set out in paragraph 9.”

NEW

Requirement for externalized controllers

Interreg Regulation 2021/1059, article 46 (9):

“Where the controller carrying out management verifications is a **private body** or a natural person, those controllers shall meet **at least one of the following requirements**:

- a) Be a member of a national accounting or auditing body or institution which in turn is a member of **International Federation of Accountants (IFAC)**;
- b) Be a member of a national accounting or auditing body or institution without being a member of IFAC, but **committing to carry out the management verifications in accordance with IFAC standards** and ethics;
- c) Be **registered as a statutory auditor in the public register** of a public oversight body in a MS in accordance with the principles of public oversight set out in Directive 2006/43/EC of the European Parliament and of the Council (21);
- d) Be registered as a statutory auditor in the public register of a public oversight body in a third country, partner country or OCT, provided this register is subject to principles of public oversight as set out in the legislation of the country concerned.”

Financial **reporting**

STEP 1: find your controller



STEP 2: create and complete your partner report



STEP 3: send your partner report to your controller



Financial reporting: **STEP 1**



1. Find your controller

Centralised systems

- Find out who your control body is

Decentralised systems

- Contract your controller
(check your national requirements, there might be a shortlist)
- Get them appointed by your approbation body

In both cases, controllers get **access** to the Portal by the control/
approbation body **only**

Financial reporting: **STEP 2**



2. Create and complete your partner report

In the Portal:

- Partner report
- List of expenditure
- Supporting documents

Financial reporting: **STEP 3**



3. Send it to your controller

Send completed partner report to controller **early** in advance to ensure it is certified on time.

Certain controller systems have specific deadlines – **check** in advance **with your controller!**

Make sure the expenditure is reported clearly and all supporting documents are provided.

Reporting = fully **online**

NEW

Risk-based methodology ...

... for the verification of expenditure

Guidance

For the period 2021-2027, the control of expenditure reported by partners is risk-based. The programme risk-based methodology is available here.



RISK BASED MANAGEMENT VERIFICATIONS
METHODOLOGY.PDF

The programme risk-based
methodology version 1 from
October 2022.

 **Download** (491.83 KB)

<https://www.interregeurope.eu/help/project-implementation-2021-2027>

Financial **reporting**

STEP 4: controller checks and certifies partner report



**STEP 5: partners send their certified partner report
back to lead partner**



STEP 6: lead partner submits joint progress report to JS




Financial reporting: **STEP 4**

CERTIFIED

4. Verification + certification by the controller

Expenditure

- Verified and certified by the controller

 In Spain and Portugal: additional step performed by the validation body

Control documents

- Issued by controller directly in the Portal

Financial reporting: **STEP 5**



5. Partner report sent back to the lead partner

- Each project partner sends their certified (and validated for ES and PT) report to LP.
- LP checks them on the basis of the control documents.
- All partner reports are compiled by the lead partner into the joint progress report.

Financial reporting: **STEP 6**



6. Joint progress report submitted to JS by lead partner

- Joint progress report submitted to the JS by the deadline

(that is on 1 December or 1 June)

Financial **reporting**

STEP 7: joint progress report checked by the JS



STEP 8: payment made by the accounting body to the lead partner



STEP 9: transfer of funds to partners by lead partner



Financial reporting: **STEP 7**



7. Progress report checked by the JS

- JS checks the report
- If necessary, JS sends clarification requests to LP
- Once all points are clarified, progress report is approved.

Financial reporting: **STEP 8**

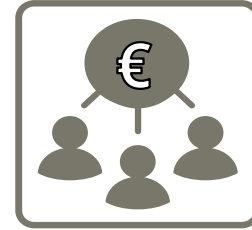


8. Payment made by the accounting body to the LP

The reimbursement of the ERDF

- Done by the accounting body
- Within approximately four weeks after the approval of the progress report by JS

Financial reporting: **STEP 9**



9. Transfer of the funds to partners by LP

LP transfers the funds to the partners after receipt of the payment.

The transfer

- Done within the timeframe agreed in the partnership agreement
- In line with the amounts stated in the progress report

Time for questions



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3

- Main
**eligibility
principles**

General **principles**

Different levels of rules

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

General **principles**

CONSISTENT

the expenditure allocated to the right cost category



JUSTIFIED

unforeseen expenditure items or over/ underspending 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 the monitoring committee (**13 Dec 2022**)
- to the project end date (**31 May 2027**)



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

Eligibility **rules**

No shared costs !



Contracting partner principle applies

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

Points of **attention**


Prior **approval from JS** necessary for items not already specified and approved in the application form

For example:

- Activities/ travel outside the programme area
- Equipment
- Infrastructure and works

Ineligible costs

- Gifts/ gadgets
- Fines
- Financial penalties
- In-kind contributions
- Awards & prizes
- Double financing



See **section 6.4.6** of
the programme manual

Flexibility rule

Budget may slightly change during the implementation of your project.

How to deal with such small changes?



20% budget flexibility rule

on the total partner budget

- no pre-approval from JS, justification in PR
- total ERDF of the project cannot increase

4 ● Cost categories

Cost **categories**

1. Preparation costs
2. Staff costs
3. Office and administrative costs
4. Travel and accommodation
5. External expertise
6. Equipment
7. Infrastructure and works

1. What are **preparation costs**?



- Costs for the **preparation of the application**
- Lump sum of **EUR 17,500** per project
- Paid after the **first progress report** approval

To whom?

- **Attributed to LP** and reported as LP expenditure in PR1
- To be **shared with partners** involved in the application preparation
- Distribution among partners according to the partnership agreement
- **No supporting evidence** required

2. What are **staff costs**?



Gross employment costs

= salary payment + taxes + social security contributions

For whom?

Only staff employed by the partner institution and working directly on the project

(**not** for associated policy authorities)

2. Staff costs **calculation method**

Fixed % of the gross employment costs

- 1. Full-time on project?** ► Real costs charged
- 2. Fixed % on project?** ► % of real costs charged

2. Staff costs **supporting documentation**

- **Employment contract**
- **Task assignment letter – to be signed ASAP**
 - % of time per month to be worked on the project
 - % can be reviewed, if really needed
 - Template available on our website

<https://www.interregeurope.eu/help/project-implementation-2021-2027>

- **Payslips, proof of payment to identify real salary costs**
- **No timesheet needed**



SIMPLIFICATION

Flat rates

- 15% of partner's staff costs ➤ office & administrative costs
-  15% of partner's staff costs ➤ travel & accommodation costs

- Automatic calculation
- No supporting documents needed when reporting
- Paid with the approval of every PR
- Costs belonging to the flat rates cannot be reported under other costs categories

3. What are **office & administrative costs**?



- General administrative expenses of the partner organisation
(office rent, stationery, accounting, postal services, ...)

How much?

- Flat rate - **15%** of partner's **staff costs**

4. What are **travel & accommodation costs**?



- Travel and accommodation costs **for staff employed in the partner organisation**

How much?

- Flat rate - **15%** of partner's **staff costs**
- The calculation method cannot be changed during the project

5. What are **external expertise & services**?



Services needed outside the partner organization



For what?

- travel & accommodation for stakeholders
- organization of events
- verification of expenditure (controllers' costs)
- etc.

Must comply with **public procurement rules**

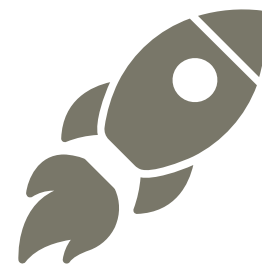


5. External expertise and services

Includes:

- travel & accommodation (T&A) for stakeholders & external experts,
- support for project management,
- Also **T&A for associated policy authority (APA)**

Consistency activities vs reported costs!



6. What are **equipment costs**?



Equipment purchased, rented or leased by a partner, to achieve the objectives of the project



For what?

- Only planned/ pre-approved equipment eligible!

Buy it early and report it ASAP!

Must comply with **public procurement rules**



7. What are **infrastructure & works**?



Small scale building materials or labour needed for works

For what?

- Only for pilot actions
- Only planned/ pre-approved infrastructure and works eligible!



Must comply with **public procurement rules**

Common **principles**

VAT eligible

Evidence of compliance:

- Written agreement
- Invoices
- Proof of payment
- Proof of delivery/ existence of output/ equipment/ infrastructure or works



Public procurement

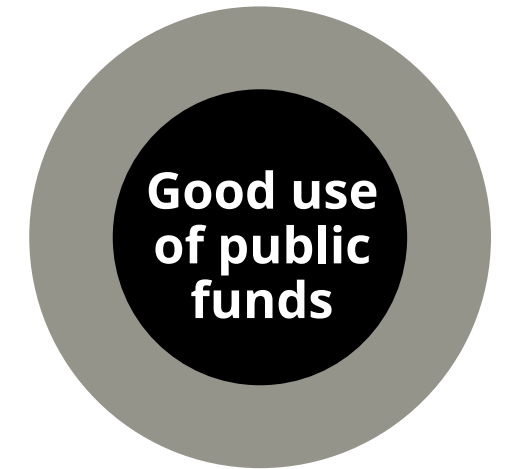
No programme-specific rules

Public procurement **applicable rules**:

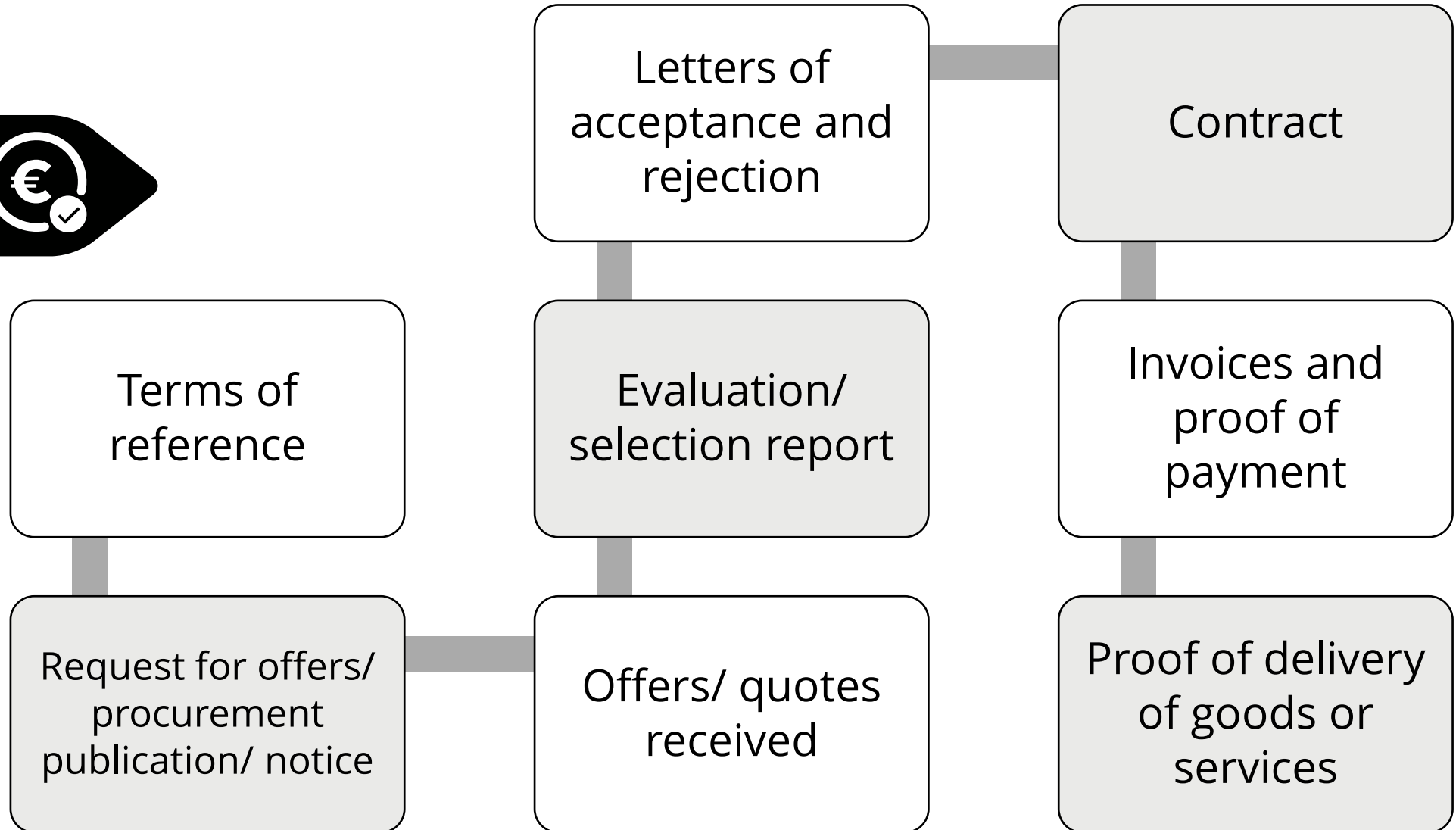
- the EU public procurement directives (Directive 2014/24/EU)
- national rules
- internal rules of the partner organisation

The strictest rule must always be **applied**

The controller will **verify** the compliance



Public procurement



Public procurement **frequent errors**

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



Public procurement **direct award**

Carefully consider:

“Urgency”

“The only one”

“More economic – no cost for training new person”

“Good value (based on old comparison)”



Public procurement **success factors**

- ✓ Takes time: **start as early as possible!**
- ✓ **Estimate** the value of your need (at institutional level)
- ✓ **Identify which rules apply** (European, national, internal)



Public procurement **success factors**

- ✓ **Apply** the right procedure (adequate advertising through adequate media depending on interest of tender, timeframe)
- ✓ **Award** the contract in a fair and transparent way
- ✓ **Document** and archive the relevant documentation/ justification (even for direct awards)



Time for questions



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- 5
- A teaser for reporting on **Interreg Europe Portal**

Add a new user to a project

The screenshot shows the 'TEST system (v1.22.0)' interface. On the left is a navigation menu with items like 'Semester 5-8', 'F - Project budget', and 'G - Annexes'. The main area is titled 'Permissions and Roles' and 'Project users'. A modal dialog box titled 'Add a new user' is open, prompting the user to enter an email address (svetlana.pp.rw@gmail.com) and select permitted operations (Read+Write). The dialog has 'Cancel' and 'Add' buttons.

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TEST system (v1.22.0)

Semester 5
Semester 6
Semester 7
Semester 8

F - Project budget

F.1 - Budget breakdown per cost category and partner
F.2 - External expertise and services
F.3 - Equipment
F.4 - Infrastructure and works
F.5 - Project budget per co-financing source - breakdown per partner
F.6 - Spending plan

G - Annexes

Overview

Project users

Export

Submit

Conditions

Permissions and Roles

Project users

+ Add user

Email	First name	Last name	Permitted operations	Roles
user7384@gecko.de	First name	Last name	Permitted operations	LP01 Mu
user26624@cko.de	gecko			
user26668@cko.de	gecko			
user27199@cko.de	gecko			
user27730@cko.de	gecko			

Add a new user

Enter an email address to add the corresponding user to the project

svetlana.pp.rw@gmail.com

Permitted operations

Read+Write

Cancel Add

Add new users if needed

Users receive an **activation email**

- **Check your junk folder!**

Define the user rights and assign a user to an organisation

Interreg Europe Co-funded by the European Union TEST system (v1.22.0)

Semester 5
Semester 6
Semester 7
Semester 8

F - Project budget

- F.1 - Budget breakdown per cost category and partner
- F.2 - External expertise and services
- F.3 - Equipment
- F.4 - Infrastructure and works
- F.5 - Project budget per co-financing source - breakdown per partner
- F.6 - Spending plan

G - Annexes

- Overview
- Project users
- Export
- Submit

Conditions
Assessment & Decision

Email	Firstname	Lastname	Read-only
user27762@gecko.de	Firstname-27762	Lastname-27762	Read-only
leadmarisa@gmail.com	Marisa	Lead	Admin
svetlana.pp.rw@gmail.com	Svetlana	Partner	Read+Write

Overview of legal representatives

LP01 Munster Technological University

Firstname-26668 Lastname-26668

user26668@gecko.de

No phone number provided.

PP02 Catalan Agency for Research and Innovation

Firstname-27199 Lastname-27199

user27199@gecko.de

No phone number provided.

PP05 Ministry of Finance

Firstname-26105 Lastname-26105

user26105@gecko.de

No phone number provided.

PP07 Duisburg Bochum

Firstname-27735 Lastname-27735

user27735@gecko.de

No phone number provided.

User permission

Email: svetlana.pp.rw@gmail.com

First name: Svetlana

Last name: Partner

Permitted operations: Read+Write

Organisation: PP05 Ministry of Finance

Roles in project: Financial manager

Receives notifications

Buttons: Delete, Cancel, Save

Define user rights

- usually **read+write rights** for project partners



Assign a user to a partner organisation

Points of attention

- Ensure that every person who needs to work on the partner reports:
 1. Has created a user in the Portal
 2. The user is assigned to the right organisation
 3. The user is provided with read+write rights
- Project partner users will only see their own partner reports
- Lead partner users will see their own reports and the other partners' reports



Create a partner report

TEST system (v1.22.0)

01C0037 - AccelerateGDT

Partner reports

Financial reports

LP01 Munster Technological Universi...

Policy reports

- 1 Enterprise 2025 Renewed: Building ...
- 2 Catalonia Cluster Programme withi...
- 3 Metropolitan Strategic Plan 21-23: ...
- 4 ERDF programme Investments and ...
- 5 Cluster Strategy of Hungary
- 6 National Research and Innovation ...
- 7 Smart Specialisation Strategy of Ru...

Version 1 (APPROVED)

Application form

AccelerateGDT / Partner reports / Financial reports "Munster Technological University"

Financial reports

+ Create report

Report 1 (Semesters 1-1)

Report identification: **selecting reporting period start and end date**

Interreg Europe Co-funded by the European Union TEST system (v1.22.0) Dashboard leadmarisa@gmail.com Logout

01C0037 - AccelerateGDT

Partner reports

Financial reports

LP01 Munster Technological Universi...

Policy reports

- 1 Enterprise 2025 Renewed: Building ...
- 2 Catalonia Cluster Programme withi...
- 3 Metropolitan Strategic Plan 21-23: ...
- 4 ERDF programme Investments and ...
- 5 Cluster Strategy of Hungary
- 6 National Research and Innovation ...
- 7 Smart Specialisation Strategy of Ru...

Version 1 (APPROVED)

Application form

- Conditions
- Assessment & Decision

AccelerateGDT / Partner reports / Financial reports "Munster Technological University" / Report 1 (Semesters 1-1)

Report identification Activity summary List of expenditures Procurements Financial overview

Report number
1

Project acronym
AccelerateGDT

Project title
Realign Cluster Policies to Accelerate the Twin Green and Digital Transitions

Application form version
1

Partner number
1

Partner name
Munster Technological University


Partner until

Legal status
Public

Reporting period start
Semester 1 (begins on null)

Reporting period end
Semester 1 (ends on null)

Activity summary



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TEST system (v1.22.0)

Dashboard
leadmarisa@gmail.com
Logout

01C0037 - AccelerateGDT

Partner reports

Financial reports

LP01 Munster Technological Universi...

Policy reports

- 1 Enterprise 2025 Renewed: Building ...
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Version 1 (APPROVED)

Application form

- Conditions
- Assessment & Decision

AccelerateGDT / Partner reports / Financial reports "Munster Technological University" / Report 1 (Semesters 1-1)

Report identification **Activity summary** List of expenditures Procurements Financial overview

Activity summary

Please briefly describe the activities that have taken place in this reporting period.

Fantastic interregional workshop 1

34/3000



Autosave function

= no need to click on save

*In the progress report and conditions only, not yet in the application form

List of expenditure

Co-funded by the European Union

TEST system (v1.22.0)

Dashboard Projects Calls Users Emails Organisations Administration

admin@gecko.de (SysAdmin) ▾
Logout

01C0037 - AccelerateGDT

Partner reports

Financial reports

- LP01 Munster Technological Univ...
- PP02 Catalan Agency for Busines...
- PP03 Metropolitan City of Turin
- PP04 Austria Wirtschaftsservice
- PP05 Ministry of Finance
- PP06 Business and Investment D...
- PP07 Duisburg Business and Inno...

Policy reports

- 1 Enterprise 2025 Renewed; Buildi...
- 2 Catalonia Cluster Programme wi...
- 3 Metropolitan Strategic Plan 21-2...
- 4 ERDF programme Investments a...
- 5 Cluster Strategy of Hungary
- 6 National Research and Innovatio...
- 7 Smart Specialisation Strategy of...

Version 1 (APPROVED) ▾

Compare versions

Version 1 (APPROVED) ▾

Compare

Application form

- A - Project overview
 - Overview
- B - Partners / associated policy authorities

AccelerateGDT / Partner reports / Financial reports "Munster Technological University" / Report 1 (Semesters 1-1)

Report identification Activity summary **List of expenditures** Procurements Financial overview



+ Add expenditure

ID	Budget line	Contract number	Item number as planned in the application form Employee/supplier	Description	Document reference number	Date of invoice/document	Date of payment	Currency	Exchange rate	Total amount declared (including VAT)	Total amount declared in EUR	Total amount certified by controller	In case of correction, error related to
25	Staff costs ▾	<input type="text" value="0/300"/>	<input type="text" value="0/300"/>	sdqdsdqd	<input type="text" value="0/300"/>	<input type="text" value="0/300"/>	<input type="text" value="0/300"/>	<input type="text" value="0/300"/>	<input type="text" value="0/300"/>	0.00	0.00	0.00	<input type="text" value="0/300"/>

Main features and upcoming developments

- **Validation rules** and checks **on some fields** under development
e.g. for the date of payment
- Drop down list to select a contract number
- Expenditure to be filled in **only for cost categories reported on real cost basis**
- Office and administration and Travel and accommodation calculated automatically (flat rates)

Procurements and contracts

TEST system (v1.22.0)

Dashboard
leadmarisa@gmail.com
Logout

01C0037 - AccelerateGDT

Partner reports

Financial reports

LP01 Munster Technological Universi...

Policy reports

1 Enterprise 2025 Renewed: Building ...

2 Catalonia Cluster Programme withi...

3 Metropolitan Strategic Plan 21-23: ...

4 ERDF programme Investments and ...

5 Cluster Strategy of Hungary

6 National Research and Innovation ...

7 Smart Specialisation Strategy of Ru...

Version 1 (APPROVED)

Application form

Conditions

Assessment & Decision

AccelerateGDT / Partner reports / Financial reports "Munster Technological University" / Report 1 (Semesters 1–1)

Report identification Activity summary List of expenditures **Procurements** Financial overview

+ Add procurement

Contract number	Contract name	Reference number	Contract date	Contract type	Contract amount (excl. VAT) in EUR	Above EU threshold	Procedure applied	Supplier name	Supplier VAT number	Partner's comments	Controller's comments	Created in	Last changed
LP01-001			02/03/2023	Services	0.00	Yes	Open Procedure					1	02/03/2023

Procedure types

Open Procedure
Any interested supplier may respond to an advertisement in the OJEU (or another publication if below EU thresholds) by submitting

Restricted procedure
Any interested supplier may respond to an advertisement in the OJEU (or another publication if below EU thresholds) From those a

Competitive procedure with negotiation
Any interested supplier may respond to an advertisement in the OJEU. From those a selection is made and invited to submit an init seek improved offers.

Competitive dialogue
Any interested supplier may respond to an advertisement in the OJEU. From those a selection is made and the contracting authority requirements and for which chosen potential suppliers will be invited to submit a tender/offer.

Innovation partnership
Any interested supplier may respond to an advertisement in the OJEU. From those a selection is made and the contracting authority or services aimed at meeting a need for which there is no suitable existing 'product' on the market. The contracting authority is allc

Other EU-level procedure

?

- **Automatic contract numbering** to easily link expenditure items to a contract

Time for questions



**Interreg
Europe**

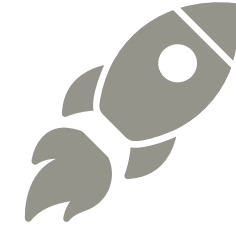


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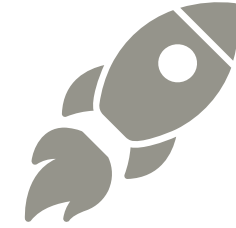


6 ● **10 points**
to remember



10 points to remember

1. Get **controller** as soon as possible
(see website **In my country** pages for details)
2. Set internal **reporting timeline and control procedure** with partners
3. The whole reporting process happens on **the Portal**
<https://portal.interregeurope.eu>
4. All **activities and expenditures must match** each other and be justified
5. There is only **one staff-cost reporting option**



10 points **to remember**

6. Prepare **task assignment letter** indicating % of time staff members will dedicate to the project
7. Do not include **costs covered by flat rates** in other cost categories
8. Check with JS for **unplanned expenditure**
9. All partners must **comply with procurement rules**
10. **Assign users** to organisations and **define their rights in the Portal**

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Thank you!

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