

**Interreg
Europe**



European Union | European Regional Development Fund



Financial rules and procedures in Interreg Europe - 4th call projects

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Content

1. Financial reporting and first level control
2. The iOLF reporting system
3. Eligibility rules
4. Points of attention

2

Financial reporting & FLC



3

Reporting procedures



Timeframe for reporting

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

EXAMPLE for 4th call projects:

	Reporting period		Deadline for submission
Phase 1 (e.g. 36 months)	six-monthly	1 August – 31 January 1 February – 31 July	1 May 1 November
Phase 2 (12 months)	annual	1 August – 31 July	1 August

Full calendar available at: https://www.interregeurope.eu/projects/implement-a-project/?menu-option-selection_2=5504

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Preliminary steps



During the first reporting period project partners:

- have signed the project partnership agreement
- **ONLY** partners who signed the project partnership agreement can report costs!

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Main steps



- 1** Project partners send their reports incl. list of expenditure and list of contracts to their FLCs through iOLF
- 2** The FLCs verify and confirm the eligibility of the expenditure reported by the respective project partners in iOLF
- 3** PPs send their certified partner reports to the LP through iOLF.

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Main steps



4

The LP consolidates the partner reports in the joint progress report (PR) in iOLF

5

LP submits the joint PR to the JS within three months after the end of reporting period

6

Clarification and/or approval of the joint PR

7

Main steps



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Execution of payment by the certifying authority to the LP

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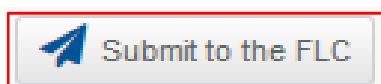
The LP transfers the programme funding to PPs in compliance with the amounts stated in the PR

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Main steps



PPs fill the partner reports and submit them to their FLCs through iOLF



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The partner's activity report

The partner report includes:

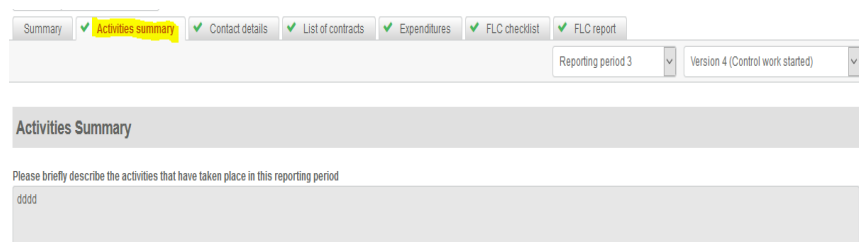
- PP's activity report
- The list of expenditure
- The list of contracts

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1 The partner's activity report

- Activities summary tab of the partner report

▶ not included in the joint progress report



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1 The partner's activity report


- **Goal** = to provide information to the FLC on the activities carried out
- Can be filled in Flemish
- Not compulsory to use = information can be provided outside the system






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The list of expenditure (LoE)

4. List of Expenditure

Do any corrections linked to previous PRs have to be implemented in the current PR? 

Budgetline 	Total budget	Previously reported	Currently reported	Certified amount	Total reported so far	% of Total reported so far	Remaining budget
Preparation	15,000.00	15,000.00	0.00	0.00	15,000.00	100.00%	0.00
Staff costs 	199,300.00	34,333.25	40,999.86	0.00	75,333.11	37.80%	123,966.89
Office and administration	29,895.00	5,149.99	6,149.97	0.00	11,299.96	37.80%	18,595.04
Travel and accommodation 	33,055.00	1,946.76	3,964.76	0.00	5,911.52	17.88%	27,143.48
External expertise and services 	33,600.00	1,275.38	7,652.85	0.00	8,928.23	26.57%	24,671.77
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	310,850.00	57,705.38	58,767.44	0.00	116,472.82	37.47%	194,377.18

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The list of expenditure

- Costs incurred and paid by the partner in the reporting period
- First period (4th call): Costs eligible from **26 March 2019** until 31 January 2020 (no costs paid out after!)



Source: Pixabay

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The partner's activity report



Descriptions in the list of expenditure:

- self-explanatory (What? Why? Where? When?)
- clear link with reported activities/outputs planned in AF

▶ E.g. flight costs, project meeting 1, Dublin 12-15/10/2018

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The list of contracts (LoC)



Listing **all** contracts used for the implementation of the project (above & below EU thresholds)

3. List of contracts

Contract number	Supplier name	Contracted amount (excluding VAT)	Contracted amount (including VAT)	Above EU threshold	Procedure applied	Contract type	Partner comments	FLC comments
P06-01	[REDACTED]	1,600.00	1,600.00	<input type="checkbox"/>	Negotiated procedure without prior publication	Services	Travel and accommodation for 2 stakeholder representatives to participate in the thematic seminar [REDACTED]	

+ Add Contract

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The list of contracts (LoC)



For costs related to travel and accommodation, external expertise and equipment

3. List of contracts

Contract number	Supplier name	Contracted amount (excluding VAT)	Contracted amount (including VAT)	Above EU threshold	Procedure applied	Contract type	Partner comments	FLC comments
P06-01	[REDACTED]	1,600.00	1,600.00	<input type="checkbox"/>	Negotiated procedure without prior publication	Services	Travel and accommodation for 2 stakeholder representatives to participate in the thematic seminar [REDACTED]	

+ Add Contract



Only contracts above EU thresholds should be transferred to the joint progress report. To transfer a contract into the joint PR, just tick the box 'above EU threshold'

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How to fill it in?



■ Above EU threshold?

Current EU thresholds* (contracts signed since January 2018, excluding VAT) :

- 221,000€ for all public law bodies
- 144,000€ for all central government authorities (this is a limited list of authorities, if you are on it you usually know it!)

* Commission Delegated Regulation (EU) No 2017/2365



Thresholds applicable during 2 years

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1

What to include in the LoC?



- 'Classical' contracts
- Any written contractual agreement
 - e.g. confirmation emails or purchase orders



Source: Pixabay

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1

Do not include in the LoC



- One-off purchases
- Oral agreements
 - since not documented



Source: Pixabay

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Main steps



FLCs check the expenditure and fill the control report including checklist in iOLF

Partner reports certified!

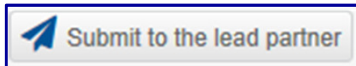


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Main steps



PPs send their certified partner reports to the LP through iOLF.



The partner report includes:

- First level control certificate
- Control report including checklist
- Certified list of expenditure including the list of contracts
- PP's activity report

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Main steps



The LP consolidates the partner reports in the joint progress report (PR) in iOLF

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Main steps



The LP consolidates the partner reports in the joint progress report, checking that the reporting complies with the minimum requirements :

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

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4

Main steps



BUT in case of doubts → LP asks for clarifications from PPs and can:

- undertake minor changes (eg. no change in amount)
- send back the partner report (new FLC certification)

PP + FLC always informed!



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Main steps



5

LP submits the joint PR to the JS within three months after the end of reporting period



1 May 2020
for the first reporting period

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Main steps



Clarification and/or approval of the joint PR

The LP answers to JS's clarification requests



► PPs should be cooperative and provide input if needed

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Main steps



Execution of payment by the certifying authority to the LP



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Main steps



The LP transfers the programme funding to PPs in compliance with the amounts stated in the PR



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Time for questions



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The iOLF reporting system



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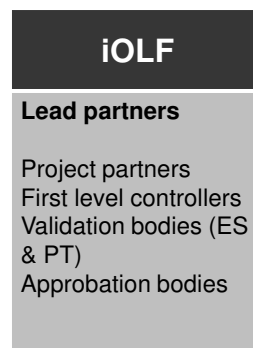
Two interlinked systems



Interreg Europe database



Interreg Europe online forms



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Reporting fully online



Reporting fully online in the iOLF system!

- **Partner reports**
(incl. list of expenditure and list of contracts)
- **FLC certification**
(incl. the first level control certificate, the control report incl. checklist, and the financial correction sheet, if applicable)
- **Joint progress report**

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Reporting fully online



PPs need access to iOLF

- ▶ LP creates only the access for PPs

Project Users			
Application Form (Version 1)		User Administration	
Number	Organisation (English)	Email	Status
LP	Partner A	k.ecke@interregeurope.eu	Active
LP	Partner A	i.piazza@interregeurope.eu	Active
LP	Partner A	p.polaskova@interregeurope.eu	Active
LP	Partner A	test@lp.eu	Active

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Reporting fully – iOLF



- <http://iolf.eu/>

Log in

Email

Password

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

[Forgot Password?](#)

Need help? Mail to info@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](#).

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PROJECT PARTNERS DASHBOARD

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Project dashboard for PPs



Project History

Title	Version	Status	Last Updated
Application Form	1	Submitted 14/04/2017 16:00 k.ekke@interreg.eu	k.ekke@interreg.eu 14/04/2017 16:00:55

Document Center

Name	Size	Changed on
Application Form_PG04933_WEB-INAR.pdf	436.45 KB	14/04/2017
Practical information.pdf	242.07 KB	14/04/2017
Practical information.pdf	242.07 KB	14/04/2017
Practical information.pdf	242.07 KB	14/04/2017
Practical information.pdf	242.07 KB	14/04/2017
Practical information.pdf	242.07 KB	14/04/2017
Project Summary_PG04933_WEB-INAR.pdf	119.46 KB	14/04/2017

Partner Contact Detail

Partner	Version	Status	Last Change
LP	1	Valid	k.ekke@interreg.eu 14/04/2017 15:57
PP 2	1	Valid	k.ekke@interreg.eu 14/04/2017 15:57
PP 3	1	Valid	k.ekke@interreg.eu 14/04/2017 15:57
PP 4	1	Valid	k.ekke@interreg.eu 14/04/2017 15:55

Policy Instrument Progress

No policy instrument reports found

Partner Reports

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

Partner Report Consolidation

No partner report consolidations found

Project Users

Number	Organisation (English)	Email	Status
LP	Partner A	k.ekke@interreg.eu	Active
LP	Partner A	i.piazza@interreg.eu	Active
LP	Partner A	p.polaskova@interreg.eu	Active
LP	Partner A	test@p.eu	Active

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1. Project history



Project History

Title	Version	Status	Last Updated
Application Form	1	Submitted 14/04/2017 16:00 k.ekke@interreg.eu	k.ekke@interreg.eu 14/04/2017 16:00:55

Document Center

Name	Size	Changed on
Application Form_PG04933_WEB-INAR.pdf	436.45 KB	14/04/2017
Practical information.pdf	242.07 KB	14/04/2017
Practical information.pdf	242.07 KB	14/04/2017
Practical information.pdf	242.07 KB	14/04/2017
Practical information.pdf	242.07 KB	14/04/2017
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Partner Contact Detail

Partner	Version	Status	Last Change
LP	1	Valid	k.ekke@interreg.eu 14/04/2017 15:57
PP 2	1	Valid	k.ekke@interreg.eu 14/04/2017 15:57
PP 3	1	Valid	k.ekke@interreg.eu 14/04/2017 15:57
PP 4	1	Valid	k.ekke@interreg.eu 14/04/2017 15:55

Policy Instrument Progress

No policy instrument reports found

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No partner report consolidations found

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LP	Partner A	p.polaskova@interreg.eu	Active
LP	Partner A	test@p.eu	Active

Application form
Joint progress reports
PR clarifications

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2. Project contact details



The **only** place where you edit the contact details

Project History

Title	Version	Status	Last Updated
Application Form	1	Submitted 14/04/2017 16:00 k.ecke@interregeurope.eu	k.ecke@interregeurope.eu 14/04/2017 16:00:55

Document Center

Name	Size	Changed on
Application Form_FIG04923_WEB-INAR.pdf	496.48 KB	14/04/2017
Practical information.pdf	242.07 KB	14/04/2017
Practical information.pdf	242.07 KB	14/04/2017
Practical information.pdf	242.07 KB	14/04/2017
Practical information.pdf	242.07 KB	14/04/2017
Project Summary_FIG04923_WEB-INAR.pdf	119.46 KB	14/04/2017

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

Policy Instrument Progress

No policy instrument reports found

Partner Reports

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

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LP	Partner A	i.piazza@interregeurope.eu	Active
LP	Partner A	p.polaskova@interregeurope.eu	Active
LP	Partner A	test@p.eu	Active

Project contact details



- The **only** place where contact details are edited
- Contact details can be changed by PPs & LP

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

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Updating 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

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Manage contact details

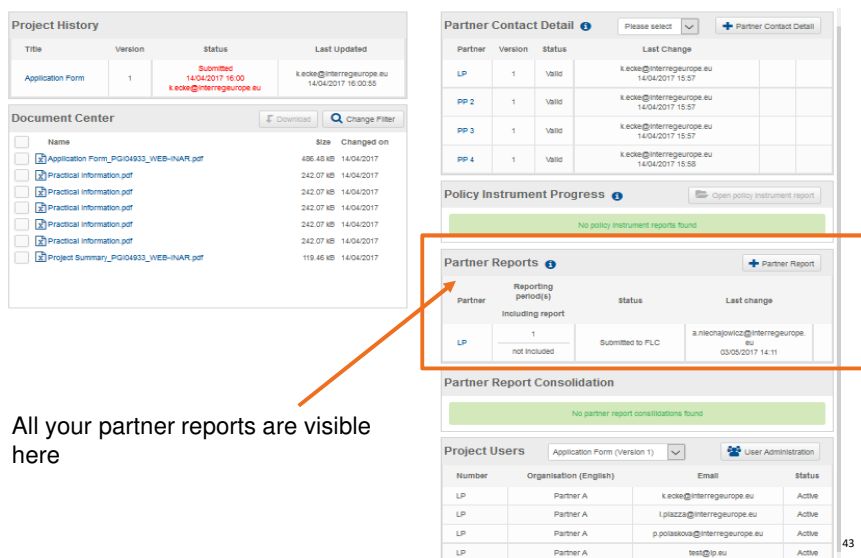
Check our video tutorial!

https://www.interregueurope.eu/projects/implementation-a-project/?menu-option-selection_2=5120b



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3. Partner reports



Project History

Title	Version	Status	Last Updated
Application Form	1	Submitted 14/04/2017 16:00 k.ecke@interreg.eu	k.ecke@interreg.eu 14/04/2017 16:00:55

Document Center

Name	Size	Changed on
Application Form_FIG04923_WEB-INAR.pdf	496.48 KB	14/04/2017
Practical information.pdf	242.07 KB	14/04/2017
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Practical information.pdf	242.07 KB	14/04/2017
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PP 3	1	Valid	k.ecke@interreg.eu 14/04/2017 15:57
PP 4	1	Valid	k.ecke@interreg.eu 14/04/2017 15:58

Policy Instrument Progress

No policy instrument reports found

Partner Reports

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LP	Partner A	i.piazza@interreg.eu	Active
LP	Partner A	p.polaskova@interreg.eu	Active
LP	Partner A	test@p.eu	Active

All your partner reports are visible here

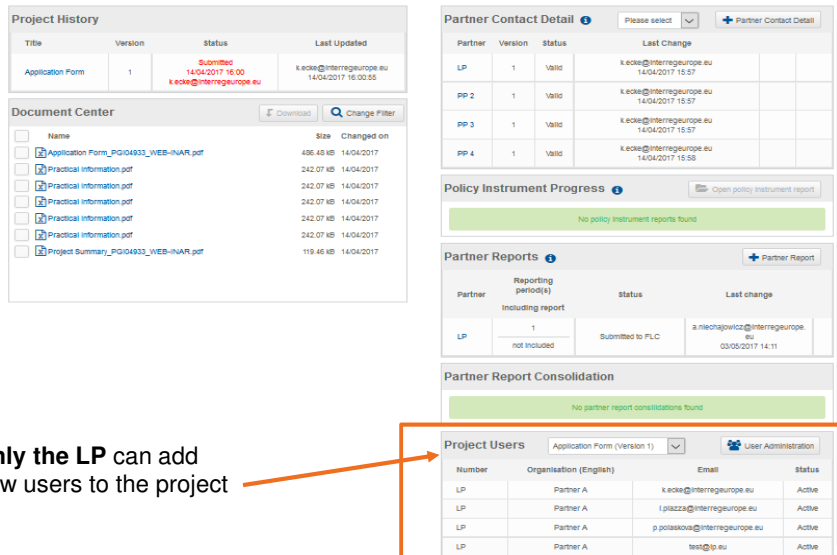
Partner reports

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

Partner Reports

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

4. Project users



Only the LP can add new users to the project

The screenshot shows the 'Project Users' section of a web application. It includes a 'Project History' table, a 'Document Center' with a list of files, and a 'Partner Contact Detail' table. The 'Project Users' table is highlighted with an orange box and an arrow pointing to it from the text 'Only the LP can add new users to the project'.

Number	Organisation (English)	Email	Status
LP	Partner A	k.ecke@intergeurope.eu	Active
LP	Partner A	i.piazza@intergeurope.eu	Active
LP	Partner A	p.polaskova@intergeurope.eu	Active
LP	Partner A	test@lp.eu	Active

Project users

- All partners can see all users (no FLCs listed here)
- Only the LP can add or remove users

Project Users			
Application Form (Version 1)		User Administration	
Number	Organisation (English)	Email	Status
LP	Partner A	k.ecke@intergeurope.eu	Active
LP	Partner A	i.piazza@intergeurope.eu	Active
LP	Partner A	p.polaskova@intergeurope.eu	Active
LP	Partner A	test@lp.eu	Active

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PARTNER REPORT

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1. Summary



- Indicate the correct reporting period – impossible to change it later on

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

Save Submit to the FLC Submit to the lead partner Reporting period 1 Version 1 (Submitted to FLC)

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 an existing, open 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 Dashboard and recreate a new report with the corrected dates.

Project title	Successful Reporting in Interreg Europe
Project index number	PQ04933
Partner name	Partner A
Partner number	LP (PP1)
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	

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2. Activities summary



- Information for FLC
- It can be filled in Flemish

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

Reporting period 1

Activities Summary

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

- Participation in 2 project meetings: 1 in Norway for the interregional workshop and site visit, 3 day round trip with the staff members ECKE, PIAZZA, NIEHAJOWICZ and stakeholders SMITH & MITCHEL, 1 steering group meeting in Brussels, participating staff member PIAZZA
- Continued work on the action plan development, update of the baseline study (included in supporting documents); several intermediate meetings with external service provider
- Production of the programme poster, put in the foyer of the department (visible to the general public, see picture included in supporting documents)
- 1 stakeholder group meeting: a total of 15 participants (see participants list included in supporting documents)
- Preparation of upcoming interregional workshop at the beginning of semester 2, at LP premises (agenda, public procurement for catering & transport etc., included in supporting documents)

901 / 2,000 characters

3. Contact details



- Select the current version of **contact details**
- New version of contact details can be created in the dashboard from the 'Partner contact details' section

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

Reporting period 1

Partner Contact Details - Version 1

Name of organisation in original language 9 / 200 characters

Name of organisation in English 9 / 200 characters

Department/unit/division (if applicable) 1 / 200 characters

Address 1 / 200 characters

Town Postal code 50

4. List of contracts



- Listing **all** contracts used for the implementation of the project (above & below EU thresholds)
- Listed contracts will reappear in next partner reports automatically

Summary ☒ Activities summary ☒ Contract details ☒ **List of contracts** ☒ Expenditure ☒ External expertise and services ☒ Equipment

Save Check Reporting period 1 Version 1 (Submitted to FLC)

3. List of contracts

Contract number	Supplier name	Contracted amount (excluding VAT)	Contracted amount (including VAT)	Above EU threshold	Procedure applied	Contract type	Partner comments	FLC comments
P01-01	Coordination AT	120,000.00	144,000.00	<input type="checkbox"/>	Open procedure	Services	No payments yet, contract set up only in second half of this reporting period	

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5. Expenditure



Example budget line

Link the T&A, external expertise and equipment expenditure with contracts listed in the list of contracts

- Link the external expertise and equipment expenditure with the relevant item planned in AF, section E.2

4. List of Expenditure - External expertise and services

N°	Budget line	Contract number	Item number as planned in the application form	Description in application form	Type of cost	Employee/supplier
1	External expertise and services	P01-03	N/A		Publication and dissemination costs (unplanned)	Préling Pre
2	External expertise and services	N/A	4	av: 2 stakeholders participating in 4 interregional events & 1 final event	Travel & accommodation costs: members of the stakeholder groups and other external bodies	Smith
3	External expertise and services	N/A	4	av: 2 stakeholders participating in 4 interregional events & 1 final event	Travel & accommodation costs: members of the stakeholder groups and other external bodies	Mitchell

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Expenditure



- Exchange rate automatically calculated by the system
(= exchange rate valid on the date of submission to the FLC)

Description	Document reference number	Date of invoice/document	Date of payment	Currency	Exchange rate	Gross amount declared (including VAT)
Printing project poster	4582 - DG	06/02/2018	09/02/2018	EUR	1.0000	56.00
Stakeholder participating in the interregional workshop & site visit in Norway	4689 - EX	17/05/2018	22/05/2018	EUR	1.0000	850.00
Stakeholder participating in the interregional workshop & site visit in Norway	4692 - EX	18/05/2018	21/05/2018	EUR	1.0000	850.00

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Expenditure



- In the certified report, the “Total amount certified by FLC” will be visible

Check if VAT recoverable	VAT amount if recoverable	Total amount declared (including VAT if not recoverable)	Total amount declared in EUR	Total amount certified by FLC	In case of FLC correction, error related to
<input checked="" type="checkbox"/>	9.00	47.00	47.00	0.00	
<input type="checkbox"/>	0.00	850.00	850.00	0.00	
<input type="checkbox"/>	0.00	850.00	850.00	0.00	

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6. External expertise and services

- Individual items from the List of expenditure, listed in the External expertise budget line, are here merged into **one item per indicated AF item**. Same for equipment.

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

Save Check Reporting period 1 Version 1 (Submitted to FLC)

5. External expertise and services

Item number as planned in the application form	Type of cost	Description in the application	Planned amount	Supplier(s)	Description	Total amount in EUR	Reported so far
1	4	Travel & accommodation costs: members of the stakeholder groups and other external bodies	10,000.00	Smith, Mitchell	Smith & Mitchell participated in their capacity as stakeholder group members, having a particular experience in the good practice presented during the workshop and site visit in	1,700.00	1,700.00
2	N/A	Publication and dissemination costs (unplanned)	0.00	Printing Pro	Production of project poster	47.00	47.00

Planned amount exceeded or unplanned expenditure reported. Please provide justification.
Unfortunately, no resources were available to provide the poster internally as originally planned (long term sick leave, no replacement). Therefore an external provider had to be hired.

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7. Submit partner report

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

Save Submit to the FLC Submit to the lead partner Reporting period 1 Version 1 (Submitted to FLC)

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 an existing, open 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 Dashboard and recreate a new report with the corrected dates.

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Partner name	Partner A
Partner number	LP (PP1)
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

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Partner report consolidation



Project History

Title	Version	Status	Last Updated
Application Form	1	Submitted 14/04/2017 16:00 k.ecke@intergeurope.eu	k.ecke@intergeurope.eu 14/04/2017 16:00:55

Document Center

Download

Change Filter

Name	Size	Changed on
<input type="checkbox"/> Application Form_PG04933_WEB-NAR.pdf	436.48 KB	14/04/2017
<input checked="" type="checkbox"/> Practical information.pdf	242.07 KB	14/04/2017
<input checked="" type="checkbox"/> Practical information.pdf	242.07 KB	14/04/2017
<input checked="" type="checkbox"/> Practical information.pdf	242.07 KB	14/04/2017
<input checked="" type="checkbox"/> Practical information.pdf	242.07 KB	14/04/2017
<input checked="" type="checkbox"/> Project Summary_PG04933_WEB-NAR.pdf	119.46 KB	14/04/2017

Partner Contact Detail

Please select

Partner Contact Detail

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

Policy Instrument Progress

Open policy instrument report

No policy instrument reports found

Partner Reports

Partner Report

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

Partner Report Consolidation

No partner report consolidations found

Project Users

Application Form (Version 1)

User Administration

Number	Organisation (English)	Email	Status
LP	Partner A	k.ecke@intergeurope.eu	Active
LP	Partner A	l.piazza@intergeurope.eu	Active
LP	Partner A	p.potassova@intergeurope.eu	Active
LP	Partner A	test@ip.eu	Active

Partner report consolidation



What can the LP do in the partner report consolidation module?

1. **Minor changes** = the amount does not change
2. **Reject** = sends report back to partner → new certification
3. **Set ready for inclusion** = blocks for editing before including in PR

Partner report consolidation



- Minor changes = **the amount does not change**, for instance: wrong budget line (except staff), incomplete item description, justification not sufficient, old contact details...



LP can correct the budget line, as long as it doesn't have impact on the amount certified by the FLC

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Partner report consolidation



- Prepare description of EE and equipment items for the joint PR

5. External expertise and services

Item number as planned in the application form	Type of cost	Description in the application	Planned amount	Supplier(s)	Description	Total amount in EUR	Reported so far
1	15	Meeting costs: stakeholder group	2,400.00	bbb	description corrected by the LP, according to instructions provided in the info bubble	400.00	700.00
2	N/A	Publication and dissemination costs (unplanned)	0.00	bbb	description corrected by the LP, according to instructions provided in the info bubble	10,000.00	10,000.00

Planned amount exceeded or unplanned expenditure reported. Please provide justification.
justification corrected by the LP

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Conclusions



Looking at Partner Reports & PR1

- **Online in the iOLF**
 - All reporting
- **Offline**
 - Sending of supporting documents (invoice, payment proofs, procurement documents) to FLC



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Help



- Info bubbles
- Check button
- Error messages



• Exchange rates need to be refreshed.

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Video tutorials on reporting in iOLF



<https://www.interregeurope.eu/projects/implement-a-project/>

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Time for questions



Eligibility rules & budget lines



General principles



Different levels of rules:

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

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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



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Eligibility period



- Eligibility period from project approval by monitoring committee (**26 March 2019**) to project end date
- Submission date of last report = project end date = end date of eligibility of costs



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Preparation costs



Lump sum of EUR 15,000 per project attributed to lead partner:

- 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!

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Budget lines

- Staff
- Administration costs (15% flat rate)
- Travel and accommodation
- Equipment (only if planned / pre-approved)
- External expertise and services



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Time for questions



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Points of attention



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Points of attention (I)



- Phase 2 lump sum
- Items requiring pre-approval from JS
- Gifts and promotional items
- Financing of joint activities

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Points of attention (II)



- Public procurement
- Financial corrections
- Fraud detection and reporting

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1. Phase 2 lump sum



- EUR 17,000 per policy instrument addressed
- Coverage of all costs related to **predefined phase 2 activities**
- Allocated to the LP's budget and paid out with approval of last PR
- Shared among the partners on the basis of the project partnership agreement

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Phase 2 lump sum (II)



- No content related activities should be scheduled in the last 3 months of phase 1
- Make sure **to pay out** all costs related to phase 1 activities by the end of phase 1
- No real costs **reporting** in phase 2!

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Phase 2 lump sum (III)



No outputs
=
No lump sum



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Phase 2 lump sum (IV)



- No supporting documents needed to prove that costs have been incurred and paid out
- Only supporting documents proving the delivery of phase 2 outputs

► Check out **section 7.4** programme manual

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2. Items requiring pre-approval



- Equipment if not planned at application stage



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Items requiring pre-approval

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

- Activities/travel outside the programme area



Source: Pixabay

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3. Gifts and promotional items

Gifts and promotional items (gadgets) are **not eligible** unless:

- approved **ex-ante** by the programme (application form & during project implementation)
- needed for a **specific communication activity** (EU logo/project logo does not automatically make a gift a promotional material)



► Programme manual sections 7.4.9 and 8.2.1 & Delegated Regulation (EU) 481/2014, Article 2

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4. 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!

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5. 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
(in case of doubts, check with your procurement department)

► *Programme manual section 7.5.6*

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6. Financial corrections



- Following quality checks/audit, irregularities may be detected and corrected through a financial correction:

Home > FLC Check > Expenditure

Summary | Activities summary | Contact details | List of contracts | Expenditure | **Financial corrections** | FLC checklist | FLC report

Save | Check | Export to Excel

Reporting period 2 | Version 6 (certified, included in joint report)

4. List of Expenditure

Do any corrections linked to previous PRs have to be implemented in the current PR?

Budgetline	Total budget	Previously reported	Currently reported	Certified amount	Total reported so far	% of Total reported so far	Financial correction	Remaining budget
Staff costs	127,332.00	26,048.42	22,631.50	22,631.50	48,679.92	38.23 %	-604.70	79,256.78
Office and administration	19,099.00	3,907.26	3,394.73	3,394.73	7,301.99	38.23 %	-90.70	11,887.71
Travel and accommodation	17,626.00	2,571.75	1,303.89	1,303.89	3,875.64	21.99 %	0.00	13,750.36
External expertise and services	67,810.00	2,780.47	862.19	862.19	3,642.66	5.37 %	0.00	64,167.34
Equipment	0.00	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	0.00
Total	231,867.00	35,307.90	28,192.31	28,192.31	63,500.21	27.39 %	-695.40	169,062.19

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7. Fraud detection and reporting



How can the MA/JS be informed ?



- whistleblowing procedure for general public/beneficiaries (dedicated email)

<https://www.interregeurope.eu/about-us/anti-fraud-policy/>

- specific reporting template for FLC – Annex 4 of the programme manual

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Help



- Video tutorials on our website
 - <https://www.interregeurope.eu/projects/implement-a-project/>
- Contact your **LP** in case of questions, the LP will contact the responsible policy and finance officers at the JS – LP principle



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References

> Read the programme manual

Section 6.2 Reporting

Section 7 Financial management



Thank you!
www.interregeurope.eu

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