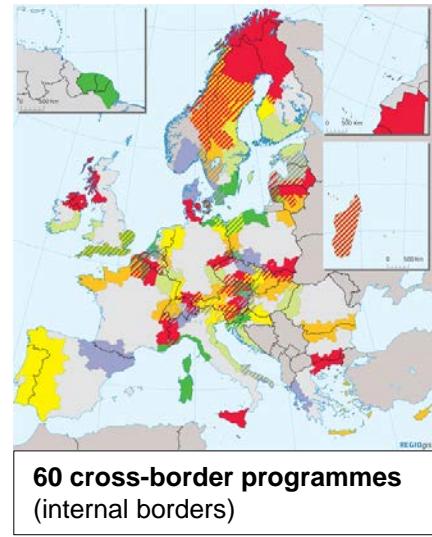


# Training seminar for projects

September 20th 2017, Umeå

- 09.00 Welcoming and presenting the participants
- 09.20 Result orientation
- 09.45 Gender mainstreaming for project development
- 11.30 *Lunch*
- 12.30 Gender mainstreaming for project development
- 14.00 *Coffee*
- 14.20 Communicating the results
- 14.45 Eligibility rules
- 15.40 Financial reporting and first level control
- 16.30 Reporting and payment claim





## INTERREG

- More than 100 programmes across Europe
- Three types: Cross-border, Transnational, Interregional

## Botnia-Atlantica 2014-2020

- Cross-border programme
- Four priority areas





# Presentation of the participants



# INNOVATION

## Developed long-term and sustainable competence centers

- Nordic Telemedicine Center
- Renovation Center
- AnimalSense
- Wind CoE
- Nordic Innovation Center for Physical Activity and Health (Nord Inc)



# INNOVATION

## **Increased implementation of innovative solutions**

- Bioraff Botnia
- Industry Nordic
- BioHub
- TransAlgae
- Bitstream II
- SOS 1.0
- Wet Grain in Package
- @geing online



# BUSINESS

## **Increased capacity for cross-border co-operation**



- Cleantech Kvarken
- Food Bait
- Ökad innovation genom stärkt regional samverkan mellan SMF och akademi
- Qvarken Game Industry

# ENVIRONMENT



## Increased sustainable utilization of natural and cultural heritage

- Spotlight High-Low Coast
- Kulturspår i landskapet



# ENVIRONMENT



## Increased readiness for handling environmental challenges

- SeaGIS 2.0
- VIMLA
- NP-balans
- Kvarken Flada
- FAMNA



# TRANSPORT



**Increased number of strategies connected to sustainable transport links in east-west direction**



- Midway Alignment Botnia-Atlantica I (MABA I)
- Midway Alignment Botnia-Atlantica II (MABA II)
- E12 Atlantica Transport
- E12 Atlantica BA3NET



## INNOVATION

**Specific objective:**  
**Competence centres**

- Nordic Telemedicine Center
- Renovation Center
- AnimalSense
- Wind CoE
- Nord Inc

**Specific objective:**  
**Innovative solutions**

- Bioraff Botnia
- Industry Nordic
- BioHub
- TransAlgae
- Bitstream II
- SOS 1.0
- Wet Grain in Package
- @geing online



## BUSINESS

**Specific objective:**  
**Cross-border business co-operation**

- Cleantech Kvarken
- Food Bait
- Ökad innovation
- Qvarken Game Industry



## ENVIRONMENT

**Specific objective:**  
**Natural and cultural heritage**

- Spotlight High-Low Coast
- Kulturspår i landskapet

**Specific objective:**  
**Environmental challenges**

- SeaGIS 2.0
- VIMLA
- NP-balans
- Kvarken Flada
- FAMNA



## TRANSPORT

**Specific objective:**  
**Transport strategies**

- Midway Alignment Botnia-Atlantica I (MABA I)
- Midway Alignment Botnia-Atlantica II (MABA II)
- E12 Atlantica Transport
- E12 Atlantica BA3NET

<https://www.botnia-atlantica.eu/about-the-projects/project-database/>

## PROJECT DATABASE

In the project database you can read about the approved projects in the Botnia-Atlantica programme. You can find information about the goals, partners, budgets and results under each project.

The projects can be sorted based on priority or specific goal and ongoing or closed projects:

### Category

All	<input type="button" value="▼"/>
Current	<input type="button" value="▼"/>

Number of results: 24

### [AnimalSense - A competence center for animal sensor technology](#)

By establishing a competence center in the area of farming technology, the project will connect researchers within technology and animal science as well as ICT companies to create new tools to improve efficiency in the farming and reindeer herding sector.



### [BioHub](#)

To improve the value gained from forest biomass and to better serve the industry in transition the project will launch new business models for terminals to direct material flows from forest to industries.



### [Bioraff Botnia](#)

The project develops biorefinery-related solutions for existing and new industries within the programme area and utilizes residues from forest industry, forestry and sawmill by-products to develop new products, chemicals and materials.



## ABOUT THE PROJECTS

- ▶ [Project database](#)
- ▶ [Results 2007-2013](#)



## ANIMALSENSE - A COMPETENCE CENTER FOR ANIMAL SENSOR TECHNOLOGY

*By establishing a competence center in the area of farming technology, the project will connect researchers within technology and animal science as well as ICT companies to create new tools to improve efficiency in the farming and reindeer herding sector.*

### Project description

By establishing a competence center in the area of farming technology and connecting researchers from both animal science, technical research, farmers, reindeer herders and companies from the ICT sector to this competence center the project can provide new tools to improve the efficiency and quality of the farming and reindeer herding sector within the Botnia-Atlantica region.

The competence center will work on three specific cases during the project period where strong collaboration can be built on. These cases are positioning and activity monitoring technology for cattle in loose houses, positioning and monitoring system for grazing animals, and reindeer warning system to reduce number of reindeer killed on road and railway.

### Co-financiers

County Administrative Board of Västerbotten (SE), Umeå University (SE), Nordland fylkeskommune (NO), Regional Council of Ostrobothnia (FI), Centria University of Applied Sciences (FI), Fylkesman i Nordland (NO), Sametinget (NO), Swedish University of Agricultural Sciences (SE), Saltfjellet ogldgruben reinbeitesdistrikt (NO), Svenska Samernas Riksförbund (SE), ProAgria Central Ostrobothnia (FI), Biocontrol AS (NO), Telespor AS (NO)



### Project facts

#### Project name:

AnimalSense - A competence center for animal sensor technology

#### Priority:

Innovation

#### Specific objective:

Developing long-term sustainable competence centers

#### Lead partner:

Umeå University (SE)

#### Other project partners:

Swedish University of Agricultural Sciences (SE),  
Centria University of Applied Sciences (FI),  
Svenska Samernas Riksförbund (SE), ProAgria  
Central Ostrobothnia (FI), Ildgruben  
reinbeitesdistrikt (NO), Norwegian Institute of  
Bioeconomy Research NIBIO (NO), The  
Norwegian Public Roads Administration (NO),  
Saltfjellet reinbeitesdistrikt (NO), Biocontrol AS  
(NO), Telespor AS (NO)

#### Webb-site:

<http://www.animalsense.eu/>

#### Project timetable:

2015-09-01 - 2018-05-31



## PROJEKTHANDBOK

Här hittar du projekthanden för Botnia-Atlantica 2014-2020. Eftersom handboken kommer att uppdateras under programperioden lönar det sig att kontrollera att man laddat ner den senaste versionen.

Projekthanden har uppdaterats 2017-06-16! Kolla att du har den senaste versionen som innehåller uppdateringar gällande projektavslut.

[Projekthandbok Botnia-Atlantica](#)

[https://www.botnia-atlantica.eu/  
material/programovergripande-  
dokument/projekthandbok/](https://www.botnia-atlantica.eu/material/programovergripande-dokument/projekthandbok/)

# Project handbook

Projekthandbok s. X  
*Hankekäsikirja s. X*

## HANKEKÄSIKIRJA

Tästä löydät Botnia-Atlantica-ohjelman hankekäsikirjan. Käsikirjaan päivitetään ohjelmakauden aikana joten tarkistathan, että sinulla on käytössäsi viimeisin versio.

Hankekäsikirja on päivitetty 16.6.2017! Tarkista, että sinulla on viimeisin versio joka sisältää päivityksiä hankeen päättämiseen.

[Hankekäsikirja Botnia-Atlantica](#)

[https://www.botnia-atlantica.eu/  
materiaalia/ohjelman-kattavat-  
asiakirja/hankekäsikirja/](https://www.botnia-atlantica.eu/materiaalia/ohjelman-kattavat-asiakirja/hankekäsikirja/)

## MATERIAALIA

- [Ohjelman kattavat asiakirja](#)
  - [Hankekäsikirja](#)
  - [Ohjelma-asiakirja](#)
  - [Säätelevät dokumentit](#)
- [Hakemusvaiheessa](#)
  - [Käynnissä oleville hankkeille](#)
  - [Materiaalia FLC:lle](#)
  - [Järjestelyt tapahtumat](#)

# Roles in the project

- Lead partner (samordnande stödmottagare / johtava tuensaaja)
- Project partners (stödmottagare / tuensaaja)
- Steering group
- Reference group(s)
- Other networks



# Roles in the programme administration

- Joint technical secretariat

Gabriel H Bölske, Head of Secretariat

Jon Fransson, Desk Officer

Ulf Grindgärds, Desk Officer (Vasa)

Sara Sundbaum, Desk Officer

- Secretariat in Norway

Gunnhild Aasmoe, Desk officer

- Managing Authority

(Förvaltande myndighet / Hallintoviranomainen)

Jenny Bergkvist, Programme director

Åsa Ericsson, Programme controller



# Result orientation



# Result orientation

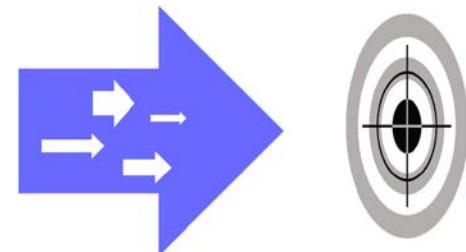
- Be **focused!**
- **Concrete** and **measurable** results
- Define the **baseline**,  
and what you have **accomplished**
- **Dissemination** of results
- **Implementation** of results
- **Commercialization** of results



# Keep in mind: Stay on course!

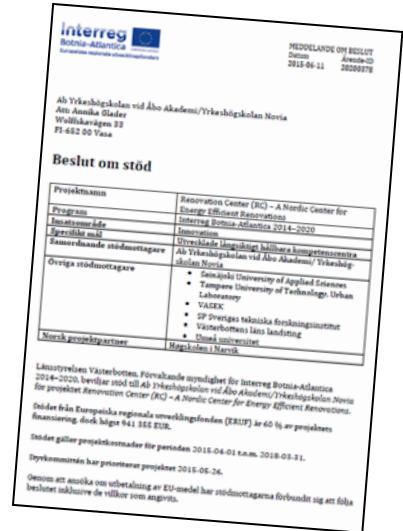


**Each project is funded  
in order to contribute  
to the specific  
objective**

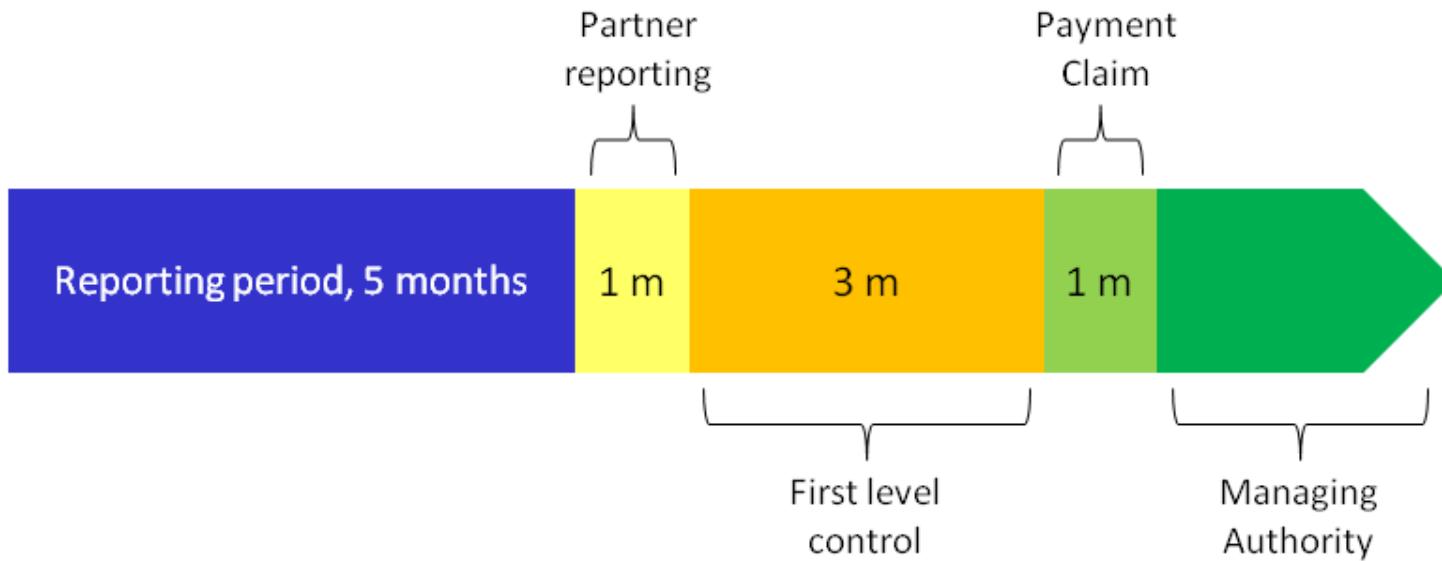


# Reporting periods

- Reporting periods: Defined in grant letter
- "Normal" length: 5 months
- All partners report according to the same schedule
- ✓ NB! The partnership agreement should be signed before sending in the first progress report.



# Reporting - WHEN and HOW



✓ *NB! The last economic report and the final report must be sent on the last day of the project period!*

# Progress report

Description of **activities** and **results** for the **whole project**. Responsibility of the Lead Partner.

- ✓ NB! The result oriented approach underlines the need to reflect on how the project is approaching the goals

 <p>Lägesrapport för projekt i Botnia-Atlanticaprogrammet 2014-2020</p> <p>Samordnande stödmottagare skickar via e-post in en projektgemensam lägesrapport till programsekretariatet en månad efter redovisningsperiodens slut</p>	
<b>Allmänna uppgifter</b>	
Projektets namn	
Ärendereférens (ärende-ID)	
Redovisningsperiod (ÅÅÅÅMM t.o.m ÅÅÅÅMM)	
<b>Aktiviteter under perioden</b>	
<b>Huvudaktivitet Projektleddning</b>	
<ul style="list-style-type: none"><li>Beskriv konflikter projektledningens och styrgruppens arbete under perioden.</li></ul>	
<b>Huvudaktivitet Kommunikation</b>	
<ul style="list-style-type: none"><li>Beskriv kommunikationsinsatser och hur många som har nötts av dem. Beskriv hur målgrupperna fått kännedom om projektet och Europeiska regionala utvecklingsfondens finansiering.</li><li>Ange adresser till webbplats, sociala medier och annat elektroniskt material (Lex, rapporter eller artiklar) där information om projektet finns.</li></ul>	
<b>Huvudaktivitet X</b>	
<ul style="list-style-type: none"><li>Beskriv vad som har gjorts och hur.</li><li>Beskriv fördelningen av arbetet mellan olika aktörer i partnerskapet.</li><li>Beskriv eventuella aktiviteter/resor utanför programområdet och hur de bidrar till projektets resultat.</li></ul>	
<b>Huvudaktivitet Y</b>	
<ul style="list-style-type: none"><li>Beskriv vad som har gjorts och hur.</li><li>Beskriv fördelningen av arbetet mellan olika aktörer i partnerskapet.</li></ul>	

# Progress report content

- For **every workpackage**, a description of the **activities** during the reporting period
- A description of the work related to the **horizontal criteria**
- Activities related to **state aid**

**Activities**

- **Outcome and results** during the period
- Indicators

**Result**

- Other (irregular, updated contact details)

**Other**

# Final report

Description of **final results** and what the partners have learned.

Responsibility of the Lead Partner.

Your desk officer will contact you with further information.

# Financial report for FLC

- Responsibility of each partner.  
Report on **costs, financing** and **main activities** of the **project partner** during the reporting period
- Templates on the website

✓ NB! Documentation is key  
(attachments).

   <p>INTERREG Botnia-Atlantica 2014-2020</p>	
<p><b>REDOVISNING AV KOSTNADER OCH FINANSIERING TILL NATIONELL KONTROLLANT</b>  <b>KUSTANNUS- JA RAHOITUSRAPORTTI KANSALLISELLE TARKASTAJALLE</b></p>	
<p>(Fyll endast i de gula fälten)  <i>(Täytä vain keltaisella merkityt alueet)</i></p>	
<p>Delredovisning <i>Välireportti</i></p> <input type="checkbox"/>	<p>Redovisningsperiod nr <i>Raportointikausi nro</i></p> <input type="text"/>
<p>Slutredovisning <i>Loppuraportti</i></p> <input type="checkbox"/>	<p>Period fr.o.m <i>Kausi alkaen</i></p> <input type="text"/> <small>yyyy-mm-dd</small>
	<p>Period t.o.m <i>Kausi saakka</i></p> <input type="text"/> <small>yyyy-mm-dd</small>
<p><b>1. Uppgifter om stödmottagaren</b>  <b>1. Tuensaajan tiedot</b></p>	
<p>Projektets namn <i>Hankkeen nimi</i></p> <input type="text"/>	<p>Diarinummer (FLC) <i>Diaarinumero (FLC)</i></p> <input type="text"/>
<p>Stödmottagare <i>Tuensaaja</i></p> <input type="text"/>	<p>Organisationsnummer <i>Organisaationumero</i></p> <input type="text"/>
<p>Postadress <i>Postiosoite</i></p> <input type="text"/>	<p>Telefon <i>Puhelin</i></p> <input type="text"/>
<p><i>Redovisning</i> / <i>Avstämningsunderlag</i> / <i>Finansieringssammanställning</i> / <i>Läges- slutrapport</i> </p>	

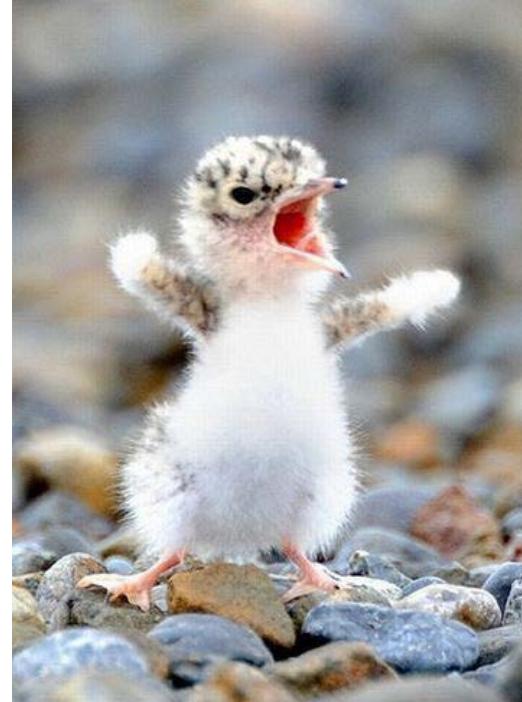


# Project closure – think ahead

- Take care of time, make sure to make a flying start!
- System for **documentation** and **archiving**
- **Webpage** – about the project and contact details
  
- **Dissemination** of results
- **Implementation** of results
- **Commercialization** of results



# Communicating the results



# Are you informing or communicating?



The two words 'information' and 'communication' are often used interchangeably, but they signify quite different things. Information is giving out; communication is getting through.

(Sydney J. Harris)

Know the needs and point of view of your **target group** to reach your goals!

# Think outside the box!

- Use existing knowledge and networks, but also try new and non-traditional approaches!
- *Keep in mind:* A project provides means for experimenting with communication. Do test.



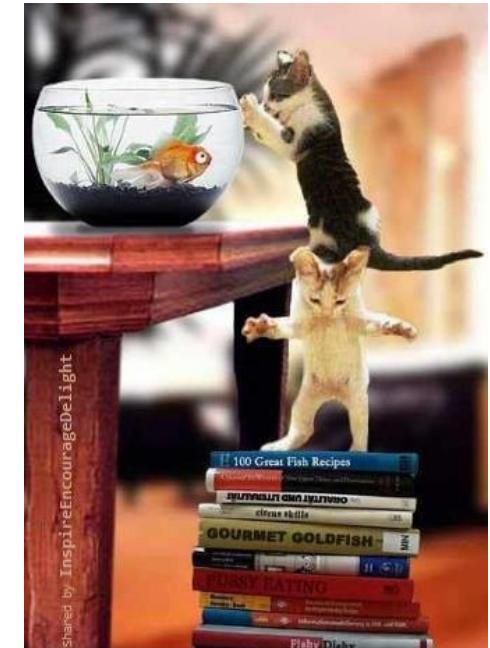
# But don't forget the rules...

- Interreg is all about **COOPERATION!**

Tell not only *THAT* you cooperate across borders,  
but most importantly *WHY* you cooperate across  
borders and the **ADDED VALUE** it gives your project

- Communicate as 1 project!

- ✓ Tell the same story (one project = one story)
- ✓ Support the story with common material



# Logos

- Need to be included in all material (electronic, webpage, social media, printed material)
- Clearly visible in a prominent place
- Check rules of size related to other logos!



EUROPEISKA UNIONEN



**Interreg**  
**Botnia-Atlantica**

Europeiska regionala utvecklingsfonden

# Poster (A3)

- Template on the webpage  
(follow the guidelines!)
- Place visible to the public



## Botnia-Atlantica

Gränsöverskridande samarbete över fjäll och hav

*Botnia-Atlantica är ett gränsöverskridande samarbetsprogram som stöder projekt som vill utveckla programområdets regioner genom samverkan över landsgränser.*

*Medverkande regioner är Nordland fylke i Norge, Västerbottens och Västernorrlands län samt Nordanstigs kommun i Sverige, och landskapen Österbotten, Mellersta Österbotten och Södra Österbotten i Finland.*

*Projekt inom Botnia-Atlantica jobbar inom insatsområdena Innovation, Näringsliv, Miljö och Transport. Mer information om programmet och beviljade projekt finns på webbplatsen [www.botnia-atlantica.eu](http://www.botnia-atlantica.eu)*

**INSATSOMRÄDE:**  
*Innovation, Näringsliv, Miljö och Transport*

**LAND:**  
*Sverige, Finland och Norge*

**SAMORDNANDE STÖDMOTTAGARE:**  
*Länsstyrelsen Västerbotten*

**STÖDMOTTAGARE:**  
*Österbottens förbund och Nordland Fylkeskommune (Norge)*

**PROJEKTBUDGET:**  
*61,3 miljoner EUR och 6 miljoner NOK*

**EU-STÖD:**  
*36,3 miljoner EUR*

**PROJEKTTID:**



**Bioraff Botnia**  
Bioraff Botnia  
(Rapport om bioaffärssamarbete i Söderbotn)

**SeaGIS 2.0**  
Vidareutveckling av hydrografiken i Kvarkenbukten

**Renovation Center (RC)**  
A Nordic Center for Energy Efficient Renovation

**MABA**  
Mälardals Regionen - Botnia-Atlantica

**Cleantech Kvarken**  
Cleantech Kvarken

**VIMLA**  
Vatten och Miljöteknik i Länkenkapsen

**E12 ATLANTICA TRANSPORT**  
Strategier för grönvinndriven transporttillstånden

**Industry Nordic**  
Toroent Nordic Industrial Scale Non Wood Forest Product Manufacturing

**Nordic Telemedicine Center**  
Healthcare for the future

**AnimalSense**  
A competitive center for animal sensor technology

**WindCoE**  
Nordic Wind Energy Center

**transAlgae**  
Introduktion från avfallströmmar för en biobränsle framtid

**BitStream II**  
Digitalisering genom process- och tjänstesamarbete

**SPOTLIGHT HIGH-LOW COAST**  
Two Countries - One World Nature Heritage

**NP-balans**  
Miljöbalanseringen påverkar tillväxten

# Eligibility rules and financial administration



# Financial administration – keep in mind...

## PLANNING

Procurement, reference to the EU

## DELIVERY

Cost occurs

## PAYMENT

Paying and registering cost

## REPORTING

Supporting documents needed

## FIRST LEVEL CONTROL

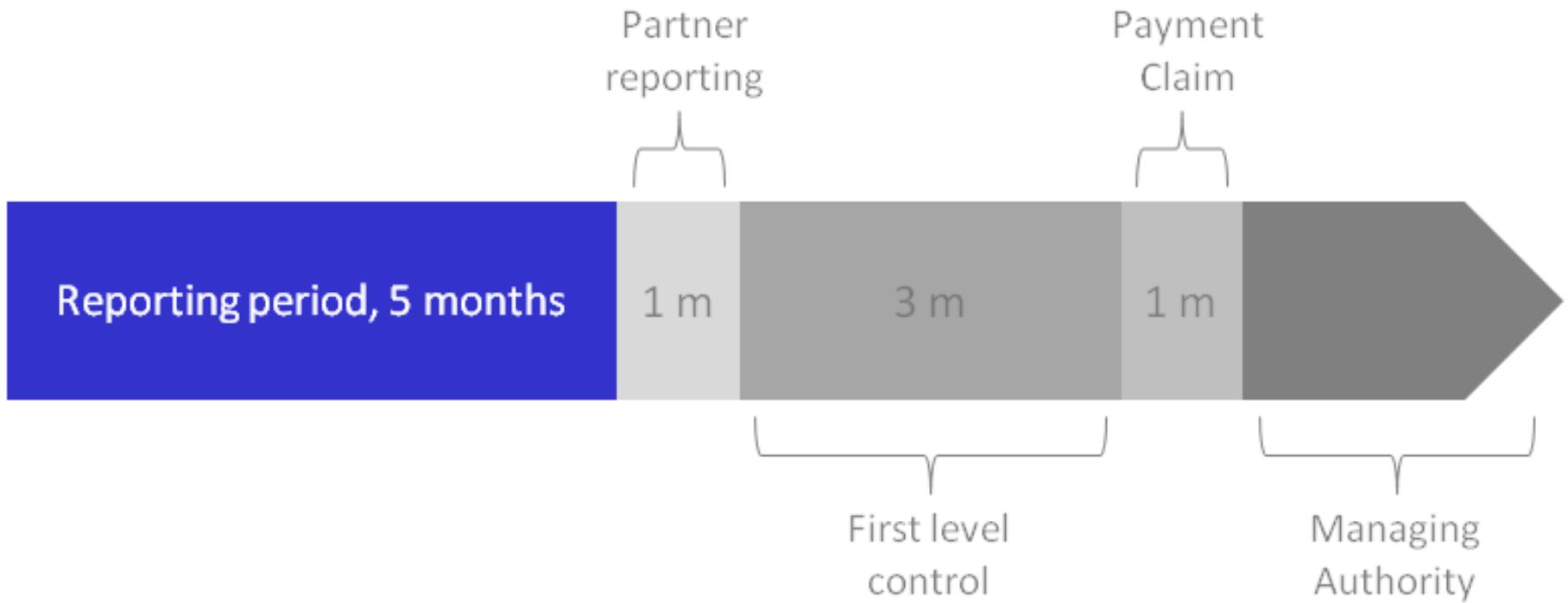
Eligibility assessment

## PAYMENT CLAIM

Budget flexibility

## SUPPORT PAYMENT

€€€



# Cost categories

- Staff costs
- Office and Administrative expenditure
- Travel and Accommodation costs
- External expertise and Services costs
- Equipment expenditure
- Flat rate (15 %)



# Project costs are eligible if:

- Is an **addition** to the beneficiaries ordinary activity
- Has been **registered and paid**
- Has **occurred** of and are **necessary** for project implementation
- Is related to budget and activities in the decision
- Has occurred **within the project period** stated in the decision
- Can be verified by **supporting documents** (invoice, payroll information, accounting documents..)
- Follows **public procurement** or other commercial conditions
- Follows programme rules for **informing about the EU-funding**





# General principles

- Result orientation
- Cost-effectiveness

**Activities → Project goals**

✓ NB! All major **changes** in the project **must be approved** by the Secretariat / Managing Authority.

# Staff costs

Full-time

Part-time

- part-time with a **fixed percentage of time** dedicated to the project
- part-time with a **flexible number of hours** worked on the project
- contracted on an **hourly basis**

# Staff costs - documentation needed

- Different requirements regarding e.g. reporting and book-keeping.

Type of assignment	Time-report system (timesheet + supporting report from system)	Employer document (employment contract/ BA appointment decision)
Full-time		X
Part-time fixed		X
Part-time flexible	X	
Hourly	X	

# Staff costs – what is included

- The salary fixed in the employment contract, regarding work tasks specifically for the project, and stated in the work description for the employee.
- Any other costs **directly linked to the salary payments** are also eligible, if incurred and paid by the employer.

# Staff costs – part-time

- **Fixed percentage of time** dedicated to the project -> no obligation for a time registration system. Percentage of gross employment cost in the contract registered in project bookkeeping
- **Flexible number of hours** in the project -> based on a time registration system that covers 100% of the employees working hours and using programme time-sheet based on 1720 annual working hours.  
*(EU-regulation nr 1303/2013, article 68.2)*
- **Employment contract on hourly basis** -> the number of hours actually worked according to the time registration system, multiplied with the hourly rate according to employment document.

# Office and Administrative expenditure

- *N/A for all on-going projects*
- *Only organisations without indirect costs (must be specified in the grant letter).*

# Travel and accommodation

- Travel (eg. tickets, travel/car insurance, fuel, mileage, tolls and parking fees)
- Meals
- Accommodation
- Visa
- Daily allowances



# Travel costs – some specific rules

- Travel and accommodation for external experts, and other service providers, shall be reported under "external expertise and services".
- Project related expenses of this kind is only eligible if it has been approved in the decision. The project need to account for :
  - **who traveled**
  - **the purpose of the trip**
  - **most economic option should be selected.**

# Travel costs – some restrictions

- Travel outside the program area can be motivated if:
- the travel usability goes to the program area and
- has been included in the application or approved by a writing officer **in advance**,
- which justifies the need in an email from LP with the attached application.
- Travel outside of Europe can be funded to 50% or 100 % if the beneficiary is invited as lecturer to a conference to present project results.
- In both cases it needs to be approved by writing officer.

# Travel costs – remember!

When traveling the project personnel represent the **project**, not the partner organization!



# External expertise and services costs

- All costs regarding external experts under this budget line.
- 
- ✓ NB! Deductions made by FLC are often related to insufficiency in the procurement processes.

# External expertise and services costs

- Public procurement expertise – important competence area for projects
- Documentation of each step is critical
  - *Request for tender*
  - *Advertisement and where it was published*
  - *Choice of procurement method*
  - *Minutes of opening*
  - *Evaluation of offers*
  - *Decision including the choice of supplier*
  - *Contract with supplier*

# External expertise and services

All costs regarding external experts under this budget line including:

- Studies or surveys (eg evaluations, strategies, project descriptions, handbooks)
- Training
- Translations
- Development, update, other changes of IT-systems and websites
- Marketing, communication, advertising and/or information in connection with an operation or a cooperation program
- Financial management
- Services relating to arrangements of events/meetings (eg rent, catering, translation)
- Participation fees
- Legal advice and notarial services, technical and economic expertise, others consulting and accounting services
- Immaterial rights

# External expertise – some details

Costs related to travel and accommodation for external experts should be included under this budget line

Costs for first level control in Finland should be reported here

Projects with EU-funding 1 M€ or more need to budget for external evaluation

# Equipment

- purchase of equipment should be **budgeted and approved** in the decision.
- relevant to and mainly used during project implementation.
- The cost can either be **depreciated on a yearly basis** or at once. The purchases are evaluated based on national depreciation rules and internal rules of the organization.

Eligible costs for equipment that are **purchased, rented or leased** includes;

- Office equipment
- IT- hard/software
- Laboratory equipment
- Machines, instruments and other tools
- Vehicles
- Other specific equipment needed for project activities



# Equipment – second hand

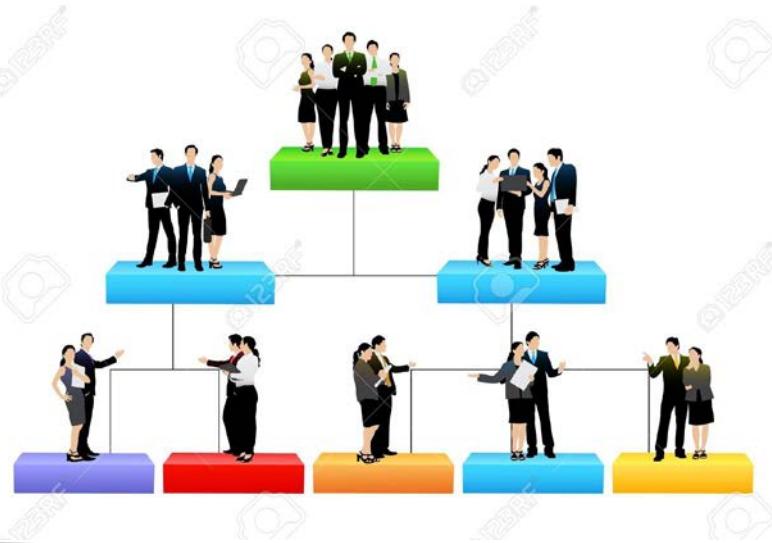
Purchase of second hand equipment can be eligible under certain conditions;

- No other funding has been received from ESI-funds for the equipment
- The price is not higher than current price on the market.
- The equipment has the technical qualifications needed for the project.
- If the equipment is sold or transferred to other activity/organisation during the project period, the revenue must be booked in the project.

# Flat rate

This is where the "Office and administrative" type of costs are reported as a flat rate, 15% of **eligible direct staff costs**.

Underlying financial information will not be required for this category.



# Flat rate – what is included

- Costs for office for personnel working in the project (e.g. rent, electricity, office furniture, costs for telephone and internet, mail, copying, paper etc.)
- Health services and wellness of personnel
- Insurance and taxes for office
- Banking fees for accounts
- Fees for transactions across the border
- Administrational services within the partner organization
- Internal conferences and internal representation, including coffee for project personnel (within the partner organization)
- Office supplies and services
- Membership fees

# Net revenue

- Tuition/entries fees for the projects own arrangements/seminars, sales and rentals
- All revenues received during project implementation shall be reported even if they had not been foreseen in the application. If revenues are expected after project ending, an estimate should be provided.
- Public and private co-financing which exceeds the amount in the decision on financing will be recognized as project revenue.



# Some other things to keep in mind

- The budget for each cost type can be exceeded with a maximum of **20%**, **and/or 5.000€ without a budget change**. But, an explanation should be given in the activity reports.
- Separate accounts for the project:
  - costs, funding, co-financing, revenue etc.
  - invoices in partners name
  - costs belong to the project, and the activities as stated in the decision
- All other changes from the project decision should be approved by MA / Secretariat.

# Limited eligibility

## Representation

Very limited, but it may be eligible if the project activities are of the type that representation is necessary. In reporting representation, the connection to the activities described in the project decision must be clearly stated.

## VAT – Value added tax

Refundable / recoverable VAT is not eligible even if the project chooses not to recover it. If the Tax authority determined that a project can not deduct VAT, this cost is eligible if the beneficiary submits this information to the Secretariat.

## Expenditure on gifts

If the value is less than 50 € per gift and relate to marketing, communication, advertising or information it may be eligible

# Non eligible costs

- Fines, financial penalties and expenditure on legal disputes.
- Expenditure due to fluctuations in exchange rates.
- In addition to the above are expenses that fall outside the laws and regulations applicable to the project activity. Therefore, remember:
  - \* the terms and conditions of the project decision,
  - \* follow procurement rules,
  - \* depreciation rules, etc.

# Reference to the European Union

Deductions made by FLC are often related to  
**inadequate or missing reference to EU financing!**

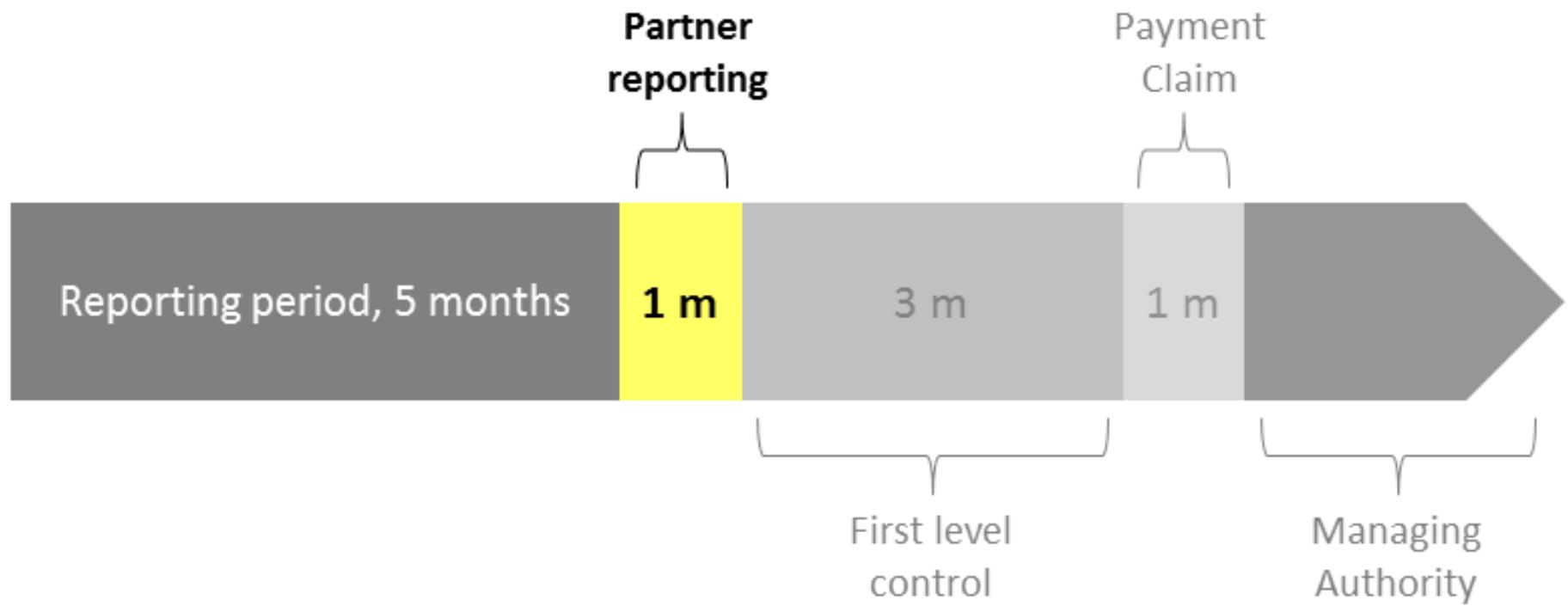


EUROPEISKA UNIONEN

**Interreg**  
**Botnia-Atlantica**

Europeiska regionala utvecklingsfonden

# Partner reporting



# Partner reporting – how and when to do it

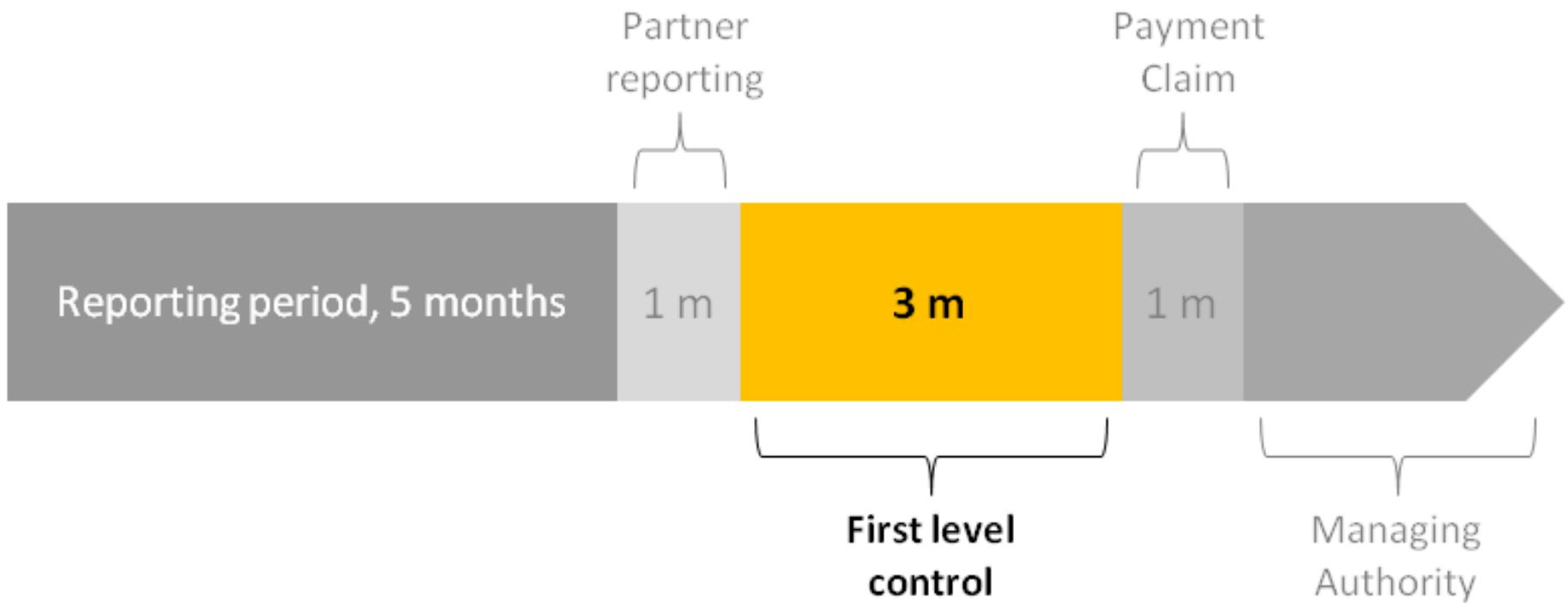
Reporting periods are determined in the decision

Reporting template <http://www.botnia-atlantica.eu/material/dokument/rapporteringsdokument/>

- General information
- Costs
- Financing
- Progress report to FLC

NB! Supporting documents should be available for all costs (with the exception of flat rate)!

# First level control



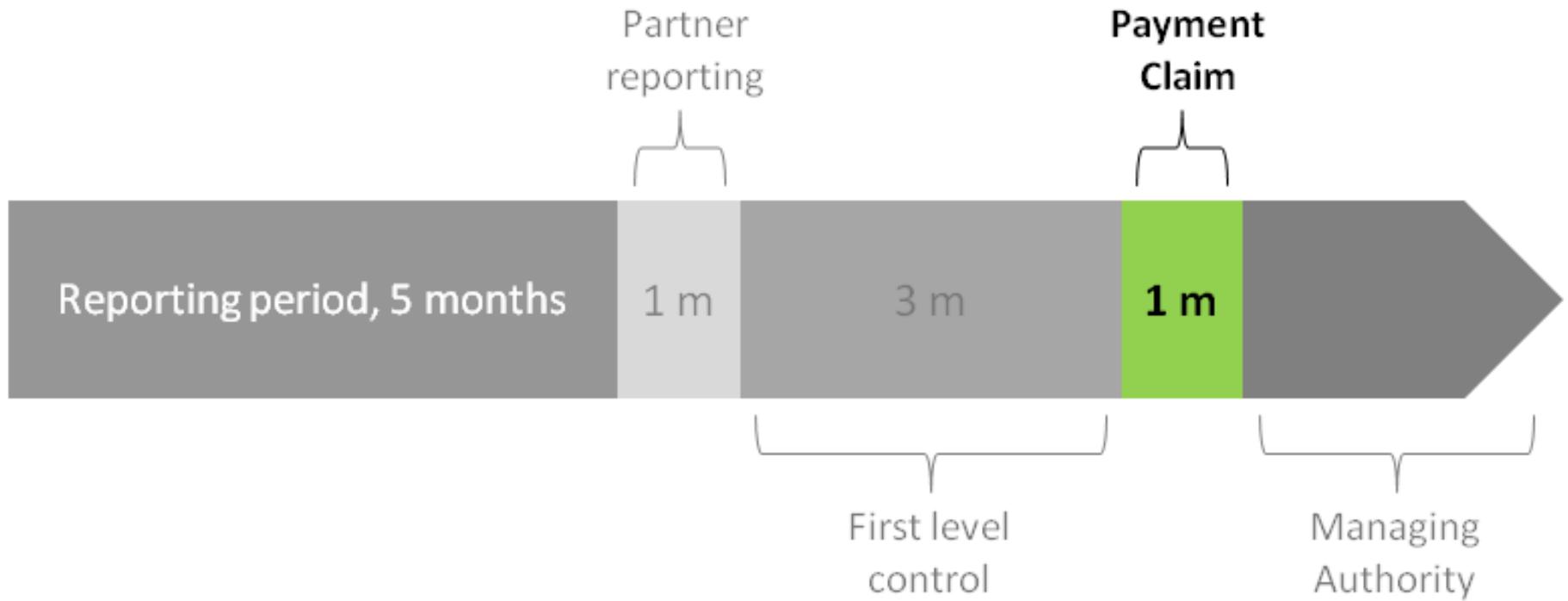
# Welcoming...

**Urban Karlsson**, first level controller in Sweden

**Peter Widding**, first level controller in Sweden



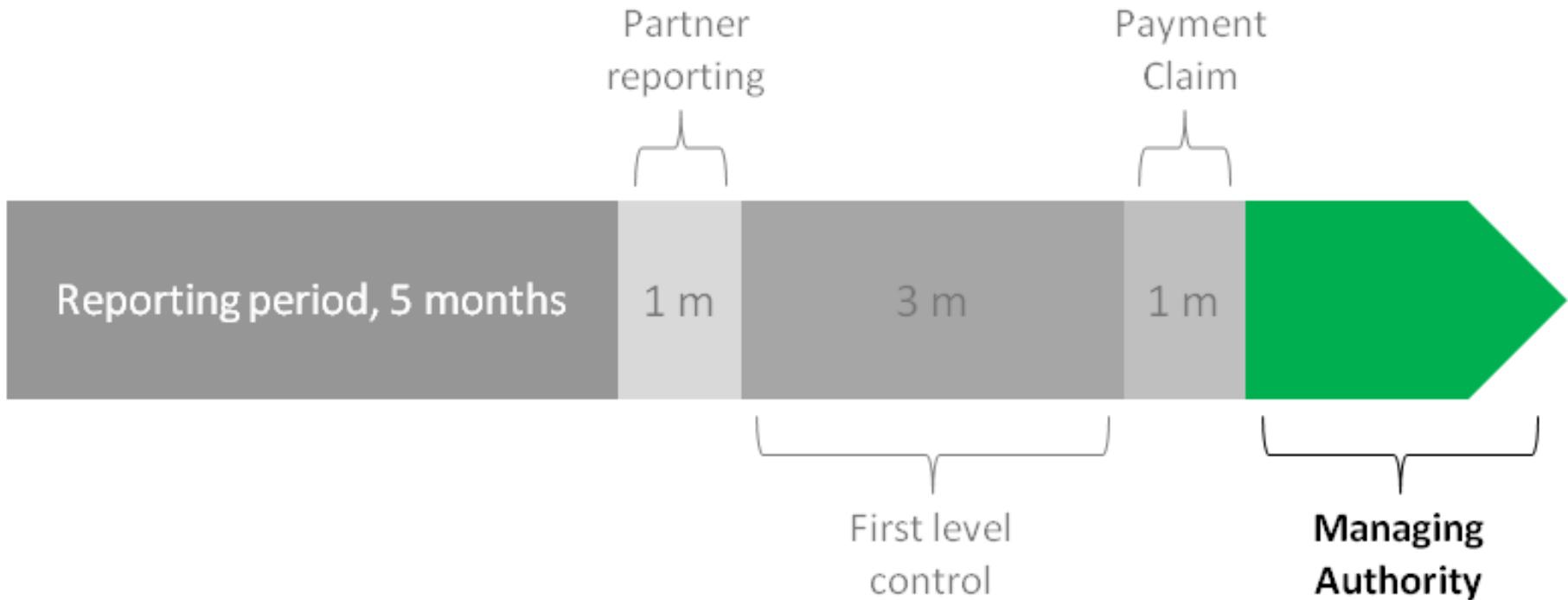
# Payment claim



# Payment claim

- Responsibility of the **lead partner**.
- The following information is needed:
  1. **Costs** during the period, approved by FLCs
  2. **Co-financing** during the period
  3. **FLC statements and checklists**
- Instructions available on the programme website

# Payment decision process



# Process after submitting payment claim

A notification is sent when a payment claim has been received.

A qualitative check is performed to assess that the claim includes all necessary information

- Costs are declared correctly
- All certificates are uploaded from all beneficiaries
- Co-financing is declared correctly
- Progress report has been approved by the program secretariat.

In case of missing or incomplete information, the process stops until supplements have been received.

# Payment decision

The payment decision will be made when all information is complete

It is important that projects claim co-financing in the same pace as the EU funding.