



# Welcome

## Botnia-Atlantica Training Seminar

March 15 2018

Vaasa





# Agenda

- 09.30      Welcome/Introduction to BA
- 09.50      Results orientation
- 10.10     Gender mainstreaming for project development
- 12.00     *Lunch*
- 13.00     Gender mainstreaming for project development
- 13.30     Communicating the results
- 14.00     *Coffee*
- 14.30     Eligibility rules
- 15.10     Financial reporting and first level control
- 16.00     Reporting and payment claim



# Presentation of the participants

(call number 8)



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



# The Programme Administration

## Joint Technical Secretariat

Gabriel H Bölske, Head of Secretariat

Jon Fransson

Ulf Grindgärds (Vaasa)

Sara Sundbaum

Gunnhild Aasmoe (Bodø, Norway)

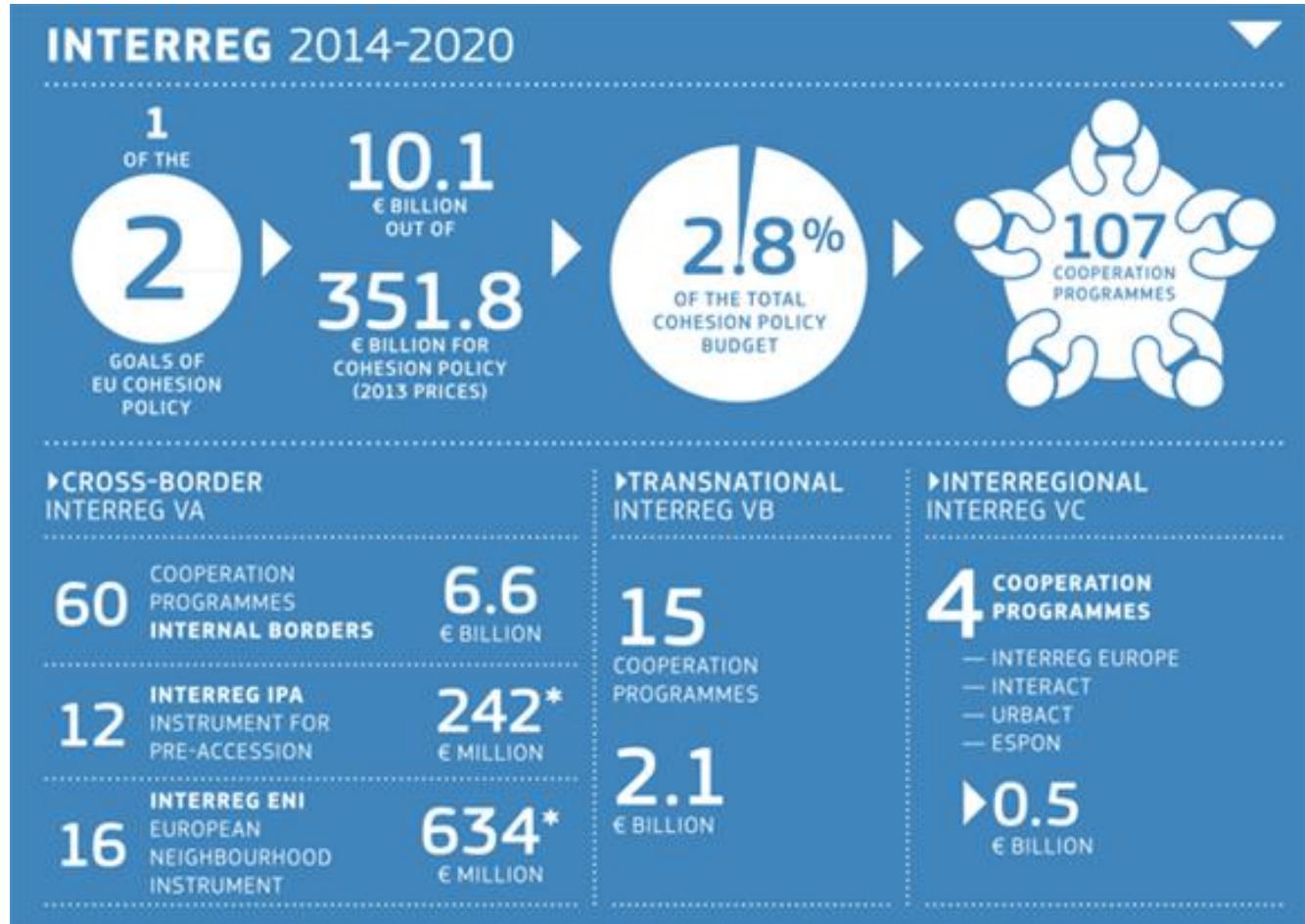
## Managing Authority

Jenny Bergkvist, Programme Director

Åsa Ericsson, Programme Controller

Linda Wormö, Programme Controller

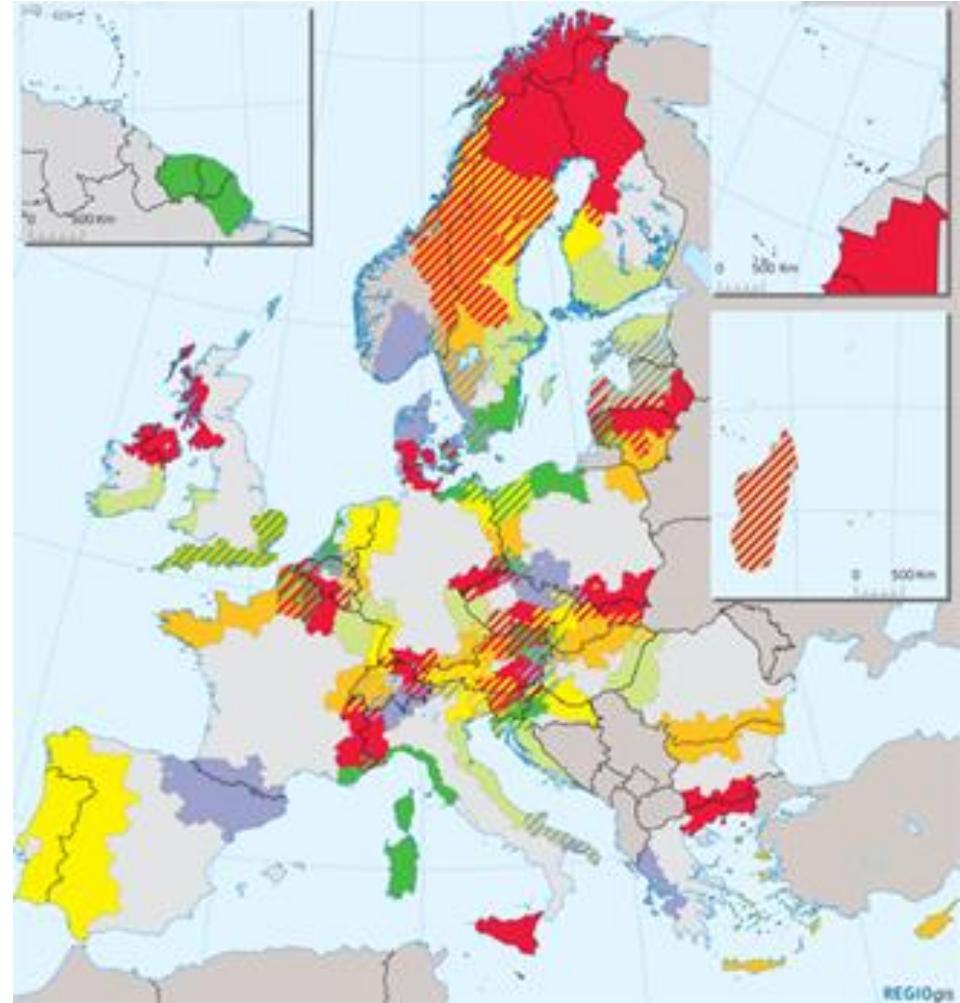






# 60 Cross-border programmes

Countries with shared internal borders



# Interreg

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



## Botnia-Atlantica 2014-2020

- Cross-border programme
- Four priority areas



# Innovation

## Increased Implementation of Innovative Solutions

### Tannins for waste water treatment (TanWat)

The project will lead to new biomaterials from bark (tannins, from pine and spruce bark) that could replace fossil-based chemicals during several industrial processes like pulp and paper and waste water treatment plants.

### Green Bioraff Solutions GBS

The project will produce the biodegradable and biobased plastic polylactic and activated carbon, from saw dust and fiber sludge which are by-products from the saw milling and pulp and paper industries. Using bark, the project plan to produce tannin-based foams which are known for their high fire resistance



# Business

Increased Capacity for Cross-border Co-operation

## Circular Economy - A Game Changer for the Wood Building Industry

The main goal for this project is to support SMEs within the wood building ecosystem in overcoming common barriers for adopting a circular economy business. At the end of the project, the participating companies in both Finland and Sweden will have increased their knowledge on new business models, raised employee know-how on new technical solutions, better understanding of customers need for product and service development and created new networks and business ecosystems.



# Business

Increased Capacity for Cross-border Co-operation

## Infra-Botnia

The project's general and overarching objective is to support the region's SMEs (infrastructure/construction industry) in their businesses, essentially by improving their competitiveness based on increased capacity for international operations and co-operations. This includes creating country specific market profiles for the sector, agreement techniques and risk management in the Nordic countries, stakeholder analysis and codification of tacit knowledge, internationalization Strategies for SMEs, digitizing operational processes, digital product and service innovation, and technical challenges and innovations



# Environment

Increased Sustainable Utilization of Natural and Cultural Heritage

## **Lystra – upplysning och upplevelser i världsarvet Höga Kusten/Kvarkens skärgård**

In the project Sweden and Finland will jointly further develop the World Heritage Site High Coast/Kvarken Archipelago to enhance the sites accessibility and attractiveness for inhabitants, entrepreneurs and visitors. The aim is to get more visitors without jeopardizing sustainable development, enhance the understanding of the World Heritage Value and to produce a high-class knowledge-basis for an efficient management. The project will deliver a digital interactive map presenting the World Heritage Sites geological values and nature attractions. Existing information material, publications and pedagogic material for schools will be systemized and digitally available on internet



# Presentation earlier approved ongoing projects





# 33 projects



- Competence Centres **5**
- Innovative Solutions **10**



- Natural and Cultural Heritage **3**
- Environmental Challenges **5**



- Cross-border Business Co-operation **6**



- Transport Strategies **4**

Jan 2018



# Innovation

## Increased Implementation of Innovative Solutions

- Bioraff Botnia
- Industry Nordic
- BioHub
- TransAlgae
- Bitstream II
- SOS 1.0
- Wet Grain in Package
- @geing online
- Tannins for Waste Water Treatment (TanWat)
- Green Bioraff Solutions (GBS)



# 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)



# Business

Increased Capacity for Cross-border Co-operation

- Cleantech Kvarken
- Food Bait
- BBI
- Qvarken Game Industry
- Circular Economy
- Infra-Botnia



# Environment

Increased Sustainable Utilization of Natural and Cultural Heritage

- Spotlight High-Low Coast
- Kulturspår i landskapet
- Lystra



# 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

## 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	
Current	

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), ProAgric 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), ProAgric  
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



# Project handbook

Framsida Om programmet ▾ Att planera ▾ Att ansöka ▾ Att genomföra ▾ Om beviljade projekt ▾ Mer ▾

Material > Programövergripande dokument > Projekthandbok Dela Tweeta Dela G+ Dela

**PROJEKTHANDBOK**

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

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

[Projekthandbok Botnia-Atlantica](#)

**MATERIAL**

- ▶ [Programövergripande dokument](#)
  - ▶ Projekthandbok
  - ▶ Programdokument
  - ▶ Styrande dokument
- ▶ [Infrö ansökan](#)
- ▶ [För pågående projekt](#)
- ▶ [Material för nationella kontrollanter](#)
- ▶ [Genomförda evenemang](#)

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

Etsivu Tietoa ohjelmasta ▾ Suunnittele ▾ Hae ▾ Toteuta ▾ Hyväksytyt hankkeet ▾ Materiaalia ▾ Lisää ▾

Materiaalia > Ohjelman kattavat asiakirja > Hankekäskirja Jaa Twittaa Share G+ Jaa

## HANKEKÄSIKIRJA

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

Hankekäskirja on päivitetty 16.6.2017! Tarkista, että sinulla on viimeisin versio joka sisältää päivityksiä hankkeen päättämiseen.

[Hankekäskirja Botnia-Atlantica](#)

## MATERIAALIA

- ▶ [Ohjelman kattavat asiakirjat](#)
  - ▶ Hankekäskirja
  - ▶ Ohjelma-asiakirja
  - ▶ Säätelevät dokumentit
- ▶ [Hakemusvaiheessa](#)
- ▶ [Kaynnissa oleville hankkeille](#)
- ▶ [Materiaalia FLC:lle](#)
- ▶ [Järjestetyt tapahtumat](#)

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

# The Project – different roles

- Lead Partner  
*(samordnande stödmottagare / johtava tuensaaja)*
- Project Partners  
*(stödmottagare / tuensaaja)*
- Steering Group
- Reference Group(s)
- Other Networks





# Botnia-Atlantica - Result Orientation





# Result orientation – reaching your goals

- Be focused
- Use concrete and measureable goals and results
- Define the baseline and what you have accomplished
  
- Dissemination
- Implementation
- Commercialization



# Stay on Course!

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

*You need to hit the target!*





# Reporting Periods

- Defined in the grant letter
- Ususally 5 month intervalls
- All partners report according to the same schedule
  
- The Partnership Agreement should be signed before the first progress report is submitted

**MEDDELANDE OM BESLUT**  
Datum 2015-06-11 Årsänd-ID 20200378

Ab Yrkeshögskolan vid Åbo Akademi/Yrkeshögskolan Novia  
Att: Annika Glader  
Wolfskavägen 33  
FI-652 00 Vasa

**Beslut om stöd**

Projektnamn	Renovation Center (RC) – A Nordic Center for Energy Efficient Renovations
Program	Interreg Botnia-Atlantica 2014–2020
Insatsområde	Innovation
Specificit mål	Utvärldade långsiktigt hållbara kompetenscentra
Samordnande stödmottagare	Ab Yrkeshögskolan vid Åbo Akademi/ Yrkeshögskolan Novia
Ovriga stödmottagare	<ul style="list-style-type: none"><li>• Seinäjoki University of Applied Sciences</li><li>• Tampere University of Technology, Urban Laboratory</li><li>• VASEK</li><li>• SP Sveriges tekniska forskningsinstitut</li><li>• Västerbottens läns landsting</li><li>• Umeå universitet</li></ul>
Norsk projektpartner	Høgskolen i Narvik

Länsstyrelsen Västerbotten, Förvaltande myndighet för Interreg Botnia-Atlantica 2014–2020, beviljar stöd till Ab Yrkeshögskolan vid Åbo Akademi/Yrkeshögskolan Novia för projektet Renovation Center (RC) – A Nordic Center for Energy Efficient Renovations.

Stödet från Europeiska regionala utvecklingsfonden (ERUF) är 60 % av projektets finansiering, dock högst 941 355 EUR.

Stödet gäller projektkostnader för perioden 2015-04-01 t.o.m. 2018-03-31.

Styrkommittén har prioriterat projektet 2015-05-26.

Genom att ansöka om utbetalning av EU-medel har stödmottagarna förbundit sig att följa beslutet inklusive de villkor som angivits.



# Progress Report

Description of activities and results for the whole project.

Responsibility of the Lead Partner.

Keep in mind! The result oriented approach underlines the need to reflect on how the project is approaching the goals

**Interreg**  
Botnia-Atlantica  
Europeiska regionala utvecklingsfonden

Lägesrapport för projekt i Botnia-Atlanticaprogrammet 2014-2020

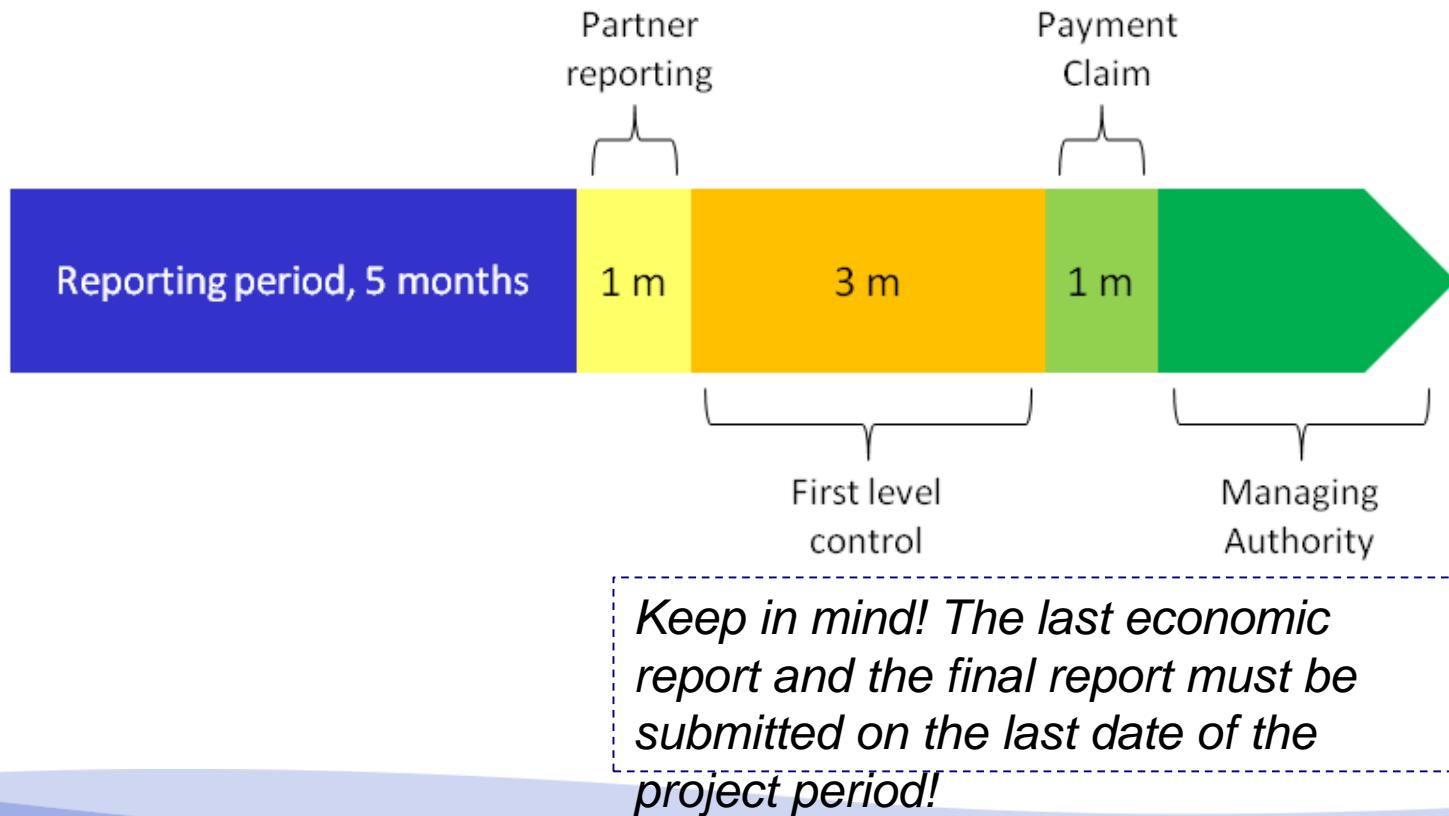
Samordnande stödmottagare skickar via e-post in en projektgemensam lägesrapport till programsekretariatet en månad efter redovisningsperiodens slut

<b>Allmänna uppgifter</b>	
Projektets namn	
Ärendereférens (Ärende-ID)	
Redovisningsperiod (ÅÅÅÅMM t.o.m ÅÅÅÅMM)	
<b>Aktiviteter under perioden</b>	
<b>Huvudaktivitet Projektledning</b>	
• Beskriv korrfattat projektledningens och styrgruppens arbete under perioden.	
<b>Huvudaktivitet Kommunikation</b>	
• Beskriv kommunikationsinsatser och hur många som har nåtts av dem. Beskriv hur målgrupperna fått kännedom om projektet och Europeiska regionala utvecklingsfondens finansiering.	
• Ange adresser till webbplats, sociala medier och annat elektroniskt material (t.ex. rapporter eller artiklar) där information om projektet finns.	
<b>Huvudaktivitet X</b>	
• Beskriv vad som har gjorts och hur.	
• Beskriv fördelningen av arbetet mellan olika aktörer i partnerskapet.	
• Beskriv eventuella aktiviteter/resor utanför programområdet och hur de bidrar till projektets resultat.	
<b>Huvudaktivitet Y</b>	
• Beskriv vad som har gjorts och hur.	
• Beskriv fördelningen av arbetet mellan olika aktörer i partnerskapet.	

# 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**
  
- **Outcome and results** during the period
- Indicators
  
- Other (irregular, updated contact details)

# Reporting- the process





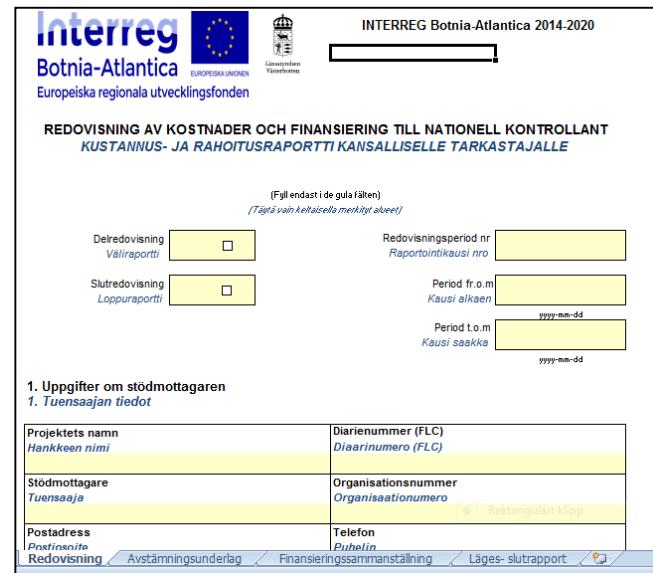
# Final Report

- description of the **final results** and what the partners have learned
- Responsibility of the Lead Partner

# Financial Report for FLC

- This is the responsibility of each partner in the project
- Costs, financing and main activities of the Project Partner during the period
- Templates on the website

Remember! Documentation is key  
(attachments)



The screenshot shows a template for a financial report. At the top, it features the Interreg Botnia-Atlantica logo, the European Union flag, and the text "INTERREG Botnia-Atlantica 2014-2020". Below this is a section titled "REDOVISNING AV KOSTNADER OCH FINANSIERING TILL NATIONELL KONTROLLANT KUSTANNUS- JA RAHOITUSRAPORTTI KANSALLISELLE TARKASTAJALLE". The form includes fields for reporting periods ("Redovisningsperiod nr", "Raportointikausi nro", "Period fr.o.m.", "Kausi alkaen", "Period t.o.m.", "Kausi saakka"), and project details ("Projektets namn", "Diarinumero (FLC)", "Organisationsnummer", "Organisaationumero", "Postadress", "Telefon", "Avstämningsunderlag", "Finansierings sammanställning", "Läges- slutrappart"). There are also sections for "Delredovisning" (Väliraportti) and "Slutredovisning" (Loppuraportti), both with checkboxes.

# Project closure – think ahead

- Take care of time - make sure you get your project up and running
- Use a system for documentation and archive
- Webpage – about the project and contact details
  
- Dissemination of results
- Implementation of results
- Commercialization of results



# Communicating the results





# Information - Communication



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**
- Don't just communicate ***that*** you cooperate across borders, but more importantly ***why*** you do it 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

# Logotype

- Must be included in all material (electronic, webpage, social media, printed material, PR-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:**



# 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

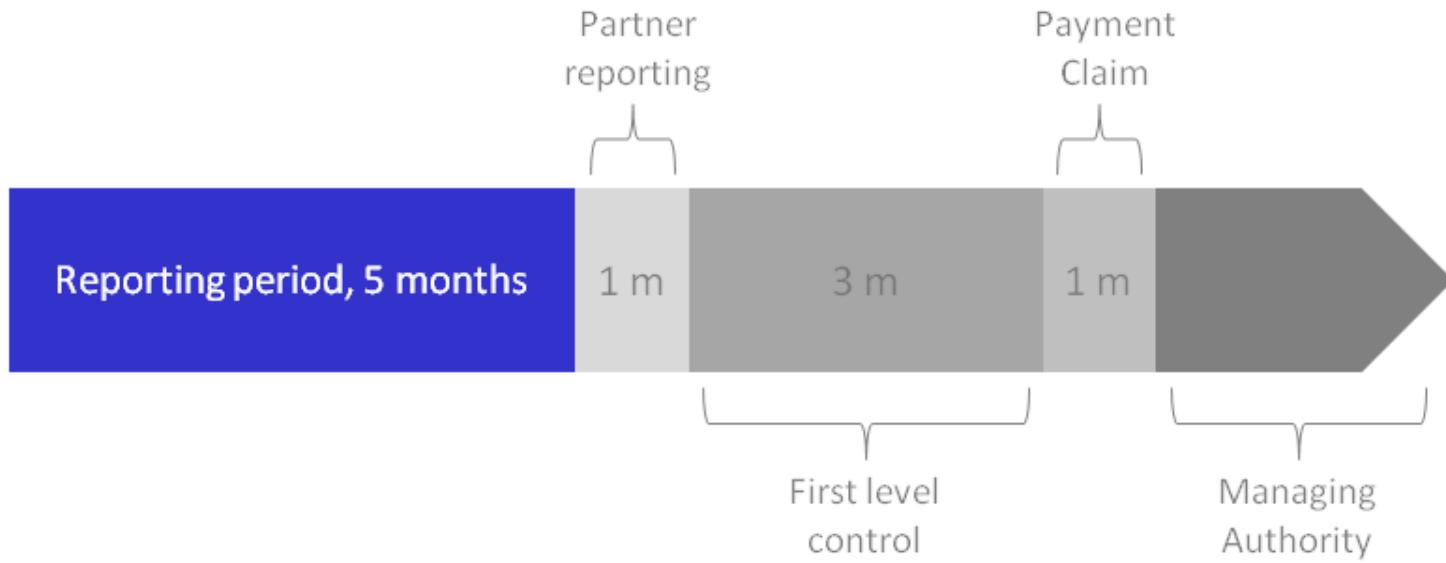
Eligibility assessment

## PAYMENT CLAIM

Budget flexibility

## SUPPORT PAYMENT

€€€





# Cost Categories

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

# Eligible project costs

- **an addition**
- **registered and paid**
- **essential for project implementation**
- **related to budget and activities**
- has occurred **within the project period**
- **verified and supported** by financial information
- **public procurement** or other commercial conditions

# General principles

- Result orientation

Activities → Project goals

- Cost-effectiveness

Keep in mind!

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 – 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 timesheet 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.

# 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	



# 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

Traveling outside the program area can be motivated if:

- use of the trip benefits the program area and necessary for implementation
- included in the application or approved by your desk officer **in advance**
- **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 your desk officer.



# Travel costs – remember!

When travelling - the project personnel represent the **project**, not their partner organization!



# External expertise and services costs

- All costs regarding *external experts*

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

- 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
- *Also – costs for FLC for Finnish partners*

# Equipment

- purchase of equipment should be **budgeted and approved** in the grant letter
- relevant to and mainly used during project implementation
- the cost can either be depreciated on a yearly basis or at once.
  
- eligible costs for equipment that are **purchased, rented or leased**
  - 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 received for the equipment
- Price not higher than on current market.
- 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.
- *Again – consider the procurement rules!*



# 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
- 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
- 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.

# A few things to keep in mind

- The budget for each cost type can be exceeded with a maximum of **20%** or **5.000€ without a budget change**. But, an explanation should be given in the activity report
- 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 grant letter
- All other changes must be approved by MA/Secretariat.

# Limitations eligible costs

## Representation

Very limited, but may be eligible if the projects activities are of the type that it is necessary. Make sure the connection is clear.

## VAT – Value added tax

Refundable/recoverable VAT is not eligible even if the project chooses not to recover it. If the Tax Authority has 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
  - follow procurement rules
  - depreciation rules

# Reference to the European Union

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

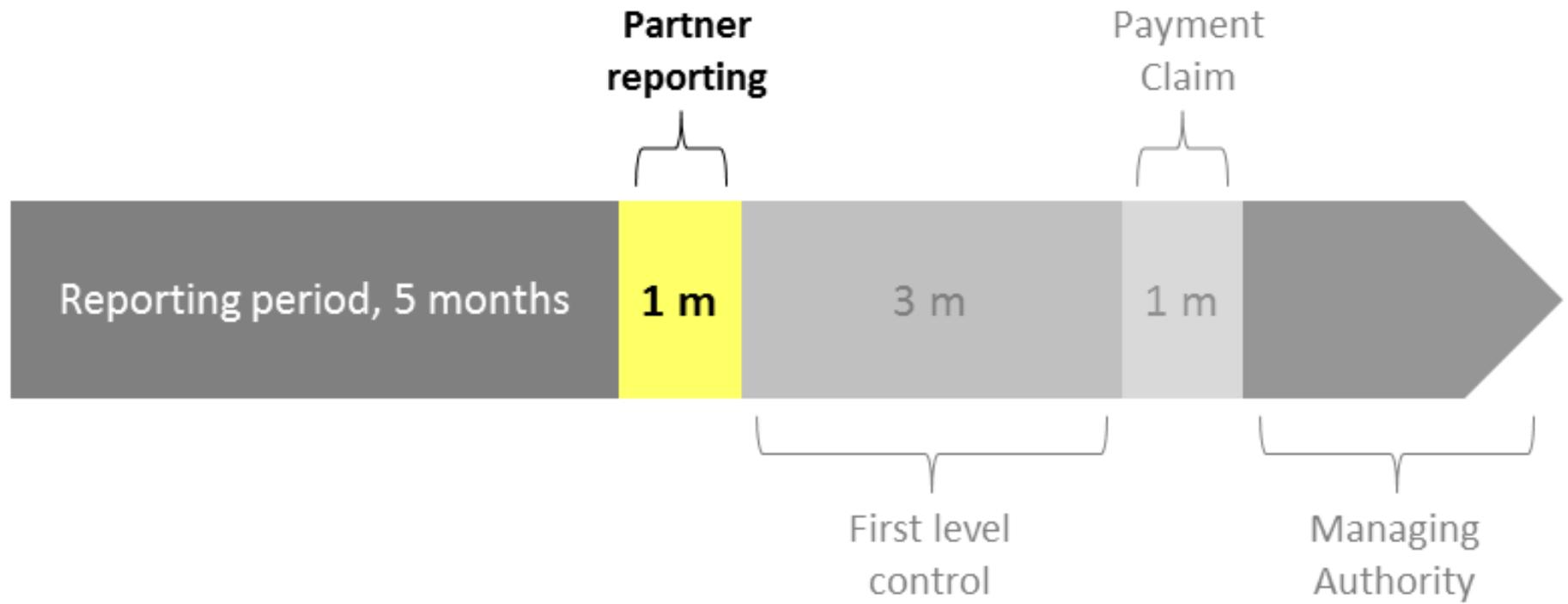


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# Partner reporting



# Partner reporting – how and when to do it

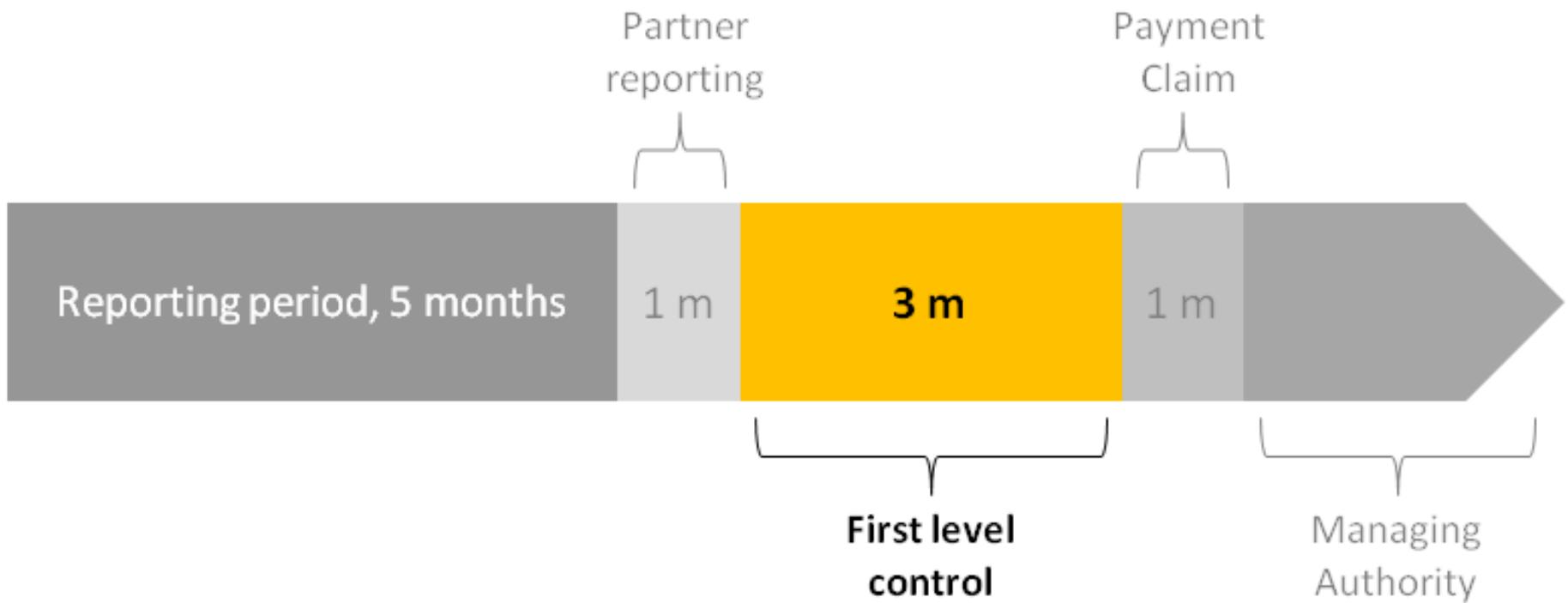
Reporting periods are determined in the decision

Reporting template (<http://www.botnia-atlantica.eu>)

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

Supporting documents must be available for all costs  
(exception - flat rate)

# First level control





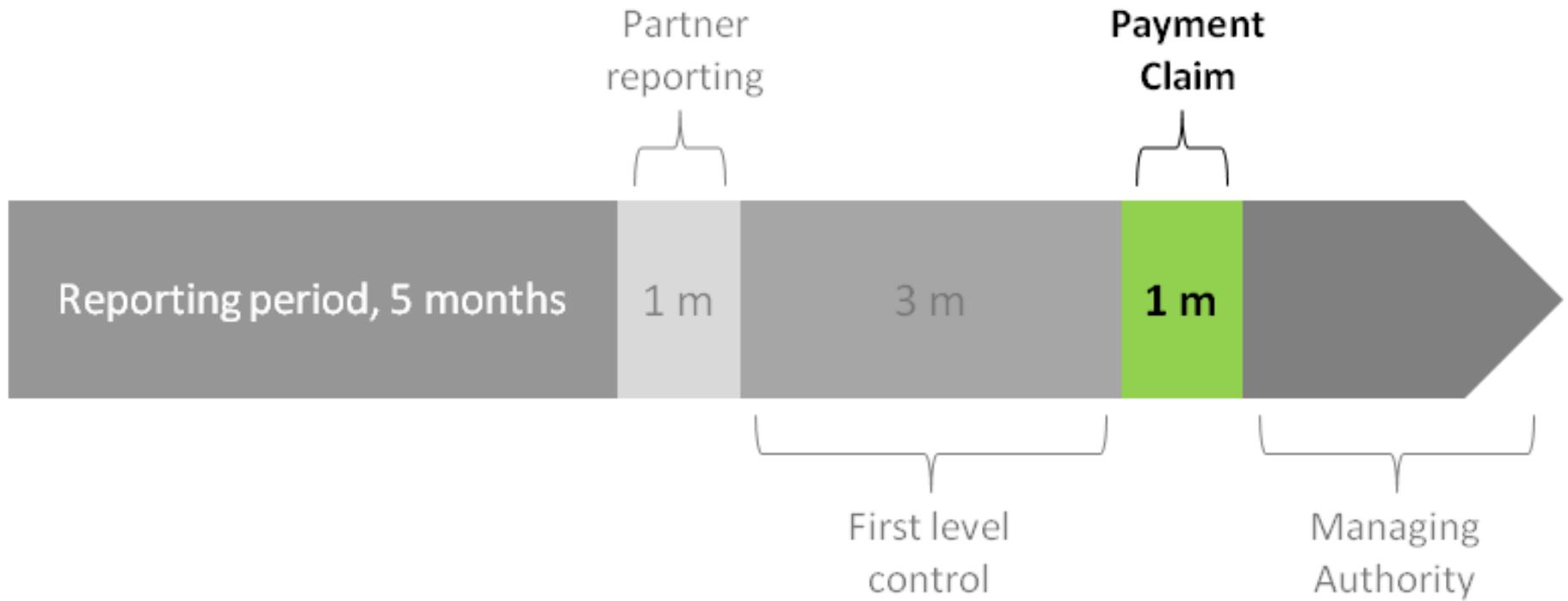
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# Welcoming...

**Fredrik Juuso** - first level controller in Sweden

**Anders Lidman** - first level controller in Finland

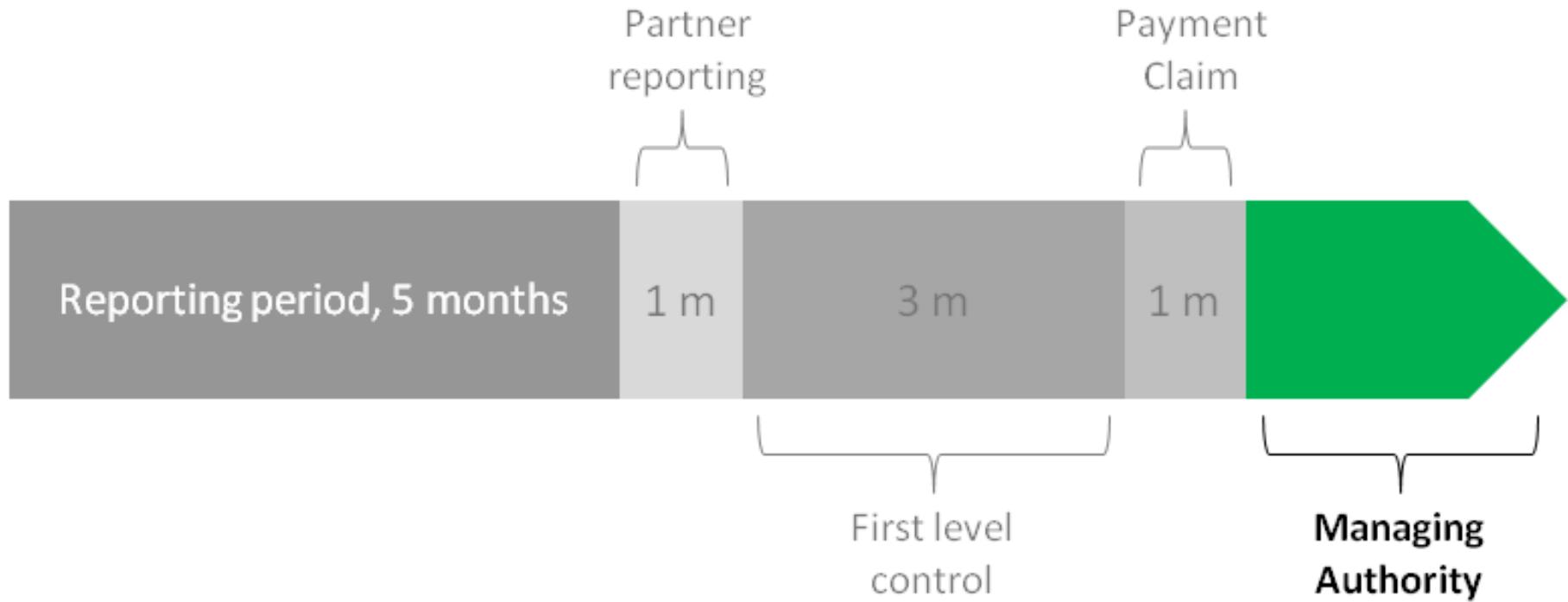
# Payment claim



# Payment claim

- lead partner's responsibility
- The following information is needed:
  - Costs during the period, approved by FLCs
  - Co-financing during the period
  - FLC statements and checklists
- Instructions available on the programme website

# Payment decision process





# Process after submitting payment claim

- A notification is sent
- 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.



[www.botnia-atlantica.eu](http://www.botnia-atlantica.eu)

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Extranet Sök

Framsida Om programmet ▾ Att planera ▾ Att ansöka ▾ Att genomföra ▾ Om beviljade projekt ▾ Material ▾ Aktuellt ▾ Evenemang ▾



BOTNIA-ATLANTICA PÅ FACEBOOK!  
Följ programmets verksamhet på Facebook.

TILL FACEBOOK

SÖK SAMARBETSPARTNER



Välkommen till Botnia-Atlanticas partner-

ARCTIC AWARD 2017



NYHETER



► Informationsträff för nya projektansökningar 1...  
08.12.2017



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*Thank you  
and  
Good Project-Luck !*