EUROPEISKA UNIONEN

Interreg
Botnia-Atlantica
Europeiska regionala utvecklingsfonden

Botnia-Atlantica Training Seminar

23 September 2021
Digital event

Welcome!

Agenda

Session 1 – For projects and preparatory/lump sum-projects

13.00 CET Introduction

13.05 What is a project, result orientation and communication

13.20 Gender equality in projects

Session 2 – Finance - (optional for preparatory/lump sum-projects

14.00 Finance - focus on budget lines

14.10 Introduction First Level Control

14.25 Q&A First Level Control

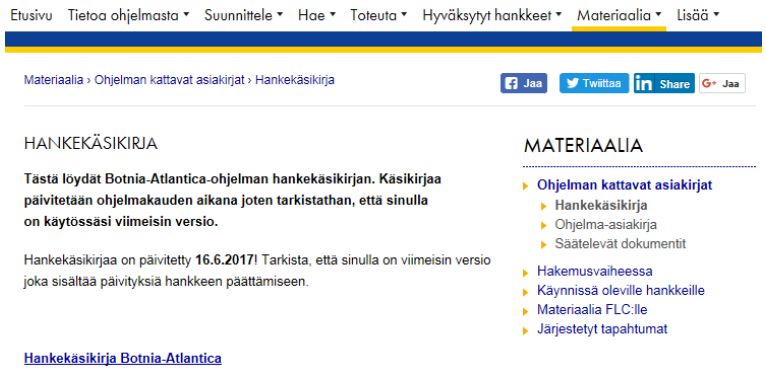
15.00 End

EUROPEISKA UNIONEN

Interreg
Botnia-Atlantica
Europeiska regionala utvecklingsfonden

Project handbook

https://www.botnia-atlantica.eu/material/programovergripande-dokument/projekthandbok/



https://www.botnia-atlantica.eu/materiaalia/ohjelman-kattavat-asiakirjat/hankekasikirja/

Botnia-Atlantica 2014–2020

Cross-border program

Through cross-border collaboration, the program will in a sustainable way contribute to increased innovation capacity, a stronger business community, developed natural and cultural heritage and better East-West communications.

Four priorities, six specific objectives

Innovation
- Competence Centres
- Innovative Solutions

Environment
- Natural and Cultural Heritage
- Environmental Challenges

Business
- Cross-border Business Co-operation

Transport
- Transport Strategies

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

All approved projects are presented in the project database on the program's website.

The project database is available in Swedish, Finnish and English

Gabriel Bölske

Sara Sundbaum

Jenny Bergkvist

Susanna Ehrs

Gunnhild Aasmoe

Maritha Johansson

The Project – different roles

- Lead Partner
- Project Partners
- Steering Group
- Reference Group
- Other Networks

- Joint project identity, work together!

Result orientation – reaching your goals

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

- Results = Change, improvement

Result evaluation - lessons learned

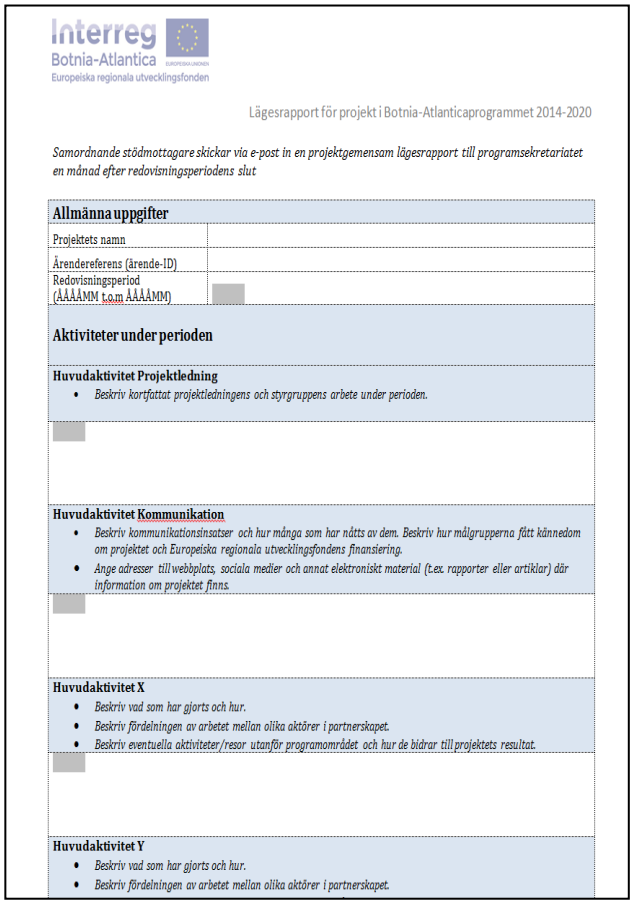
- The Botnia-Atlantic programme has generated results in line with the ambitions set.
- Uncertainty about future ownership of project results.
- Uncertainty about future financing of innovations, competence centras etc.
- Uncertainty about long term results.
- Important for the results that the thematic area and target groups are limited rather than broad
- Initiatives that are part of a long-term ambition beyond the programme's time horizon have good prospects of delivering results

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

Allmänna uppgifter	
Projektets namn	
Årendereferens (ärende-ID)	
Redovisningsperiod (ÅÅÅÅMM t.o.m ÅÅÅÅMM)	

Aktiviteter under perioden

Huvudaktivitet Projektledning

- *Beskriv kortfattat projektledningens och styrgruppens arbete under perioden.*

Huvudaktivitet Kommunikation

- *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.*

Huvudaktivitet X

- *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.*

Huvudaktivitet Y

- *Beskriv vad som har gjorts och hur.*
- *Beskriv fördelningen av arbetet mellan olika aktörer i partnerskapet.*

Final Report

- Description of the **final results** and what the partners have learned.
- What is left after the end of the project?
- Responsibility of the Lead Partner.

Project closure (administration)

- Documentation and archiving
  - ➢ National regulation may demand longer archiving rules.
  - ➢ All project partners must keep their documents unless otherwise agreed with the lead parter.

- Update online material - project results and contact details.

Information - Communication

- Difference between information (one-way) and communication (two-way)
- Do you communicate with your target audience? Or do you inform?
- What is the best way to communicate with your project's target group?

Communication is key

- 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

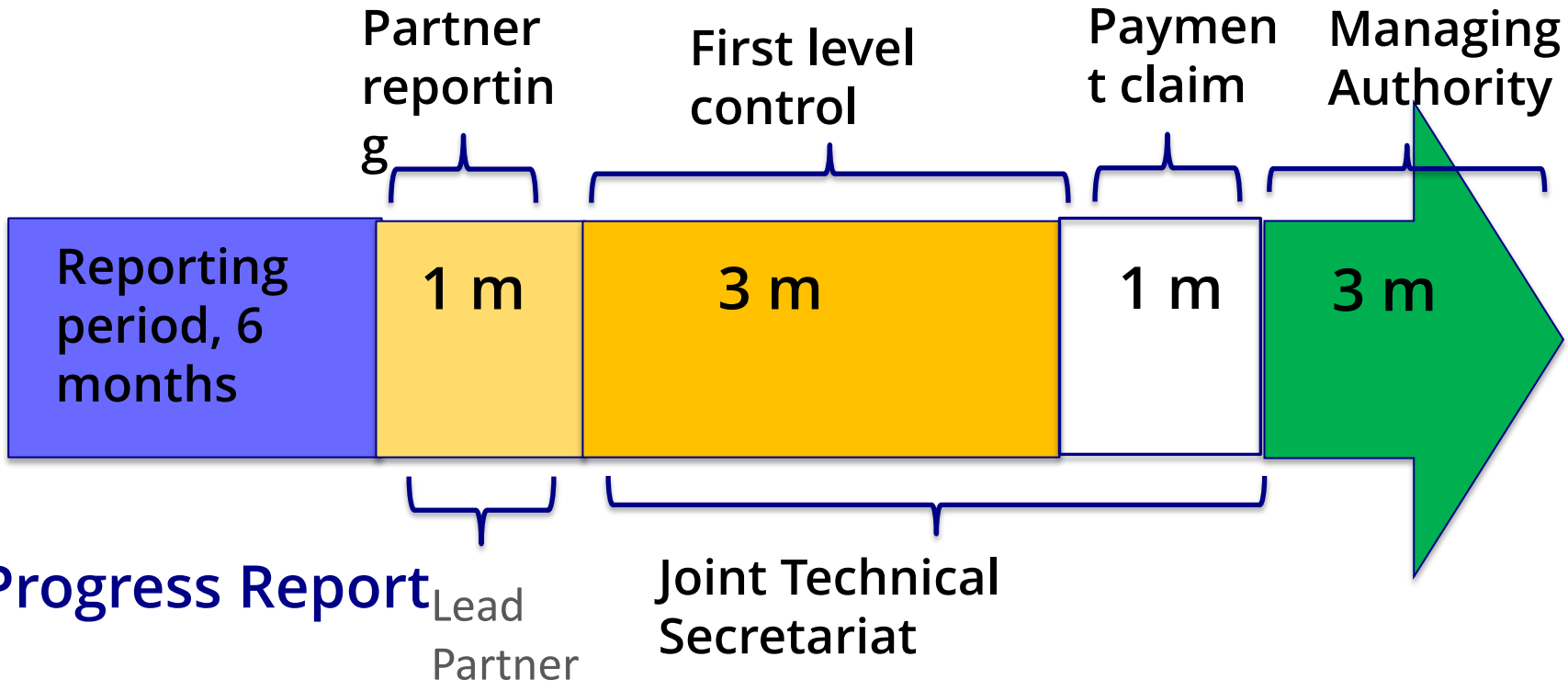
www.botnia-atlantica.eu

Interreg
Botnia-Atlantica
EUROPEISKA UNIONEN
Europeiska regionala utvecklingsfonden

Financial administration

Reporting process

Financial administration



Interreg Botnia-Atlantica
EUROPEISKA UNIONEN Europeiska regionala utvecklingsfonden

Projekthandbok
s. 31 -32

Costs are eligible that…

- are additional; that is are in addition to the beneficiaries' ordinary activities
- are necessary for implementation
- are related to the decided project - operations and budget
- are posted and paid
- have occured during the project period
- can be verified

Cost Categories

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

Staff costs

- **The salary fixed in the employment contract.** Work tasks specifically for the project, and stated in the work description for the employee.

- **Any other costs directly linked to the salary payments.**
  If incurred and paid by the employer.

Staff costs

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	X (if the numbers of hours amounts to 100 % certain months)
Hourly basis	X	

- **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.

Travel costs

- Only for staff within the project – not external expertise

- Have been approved in the decision and must accounted for:

- who traveled

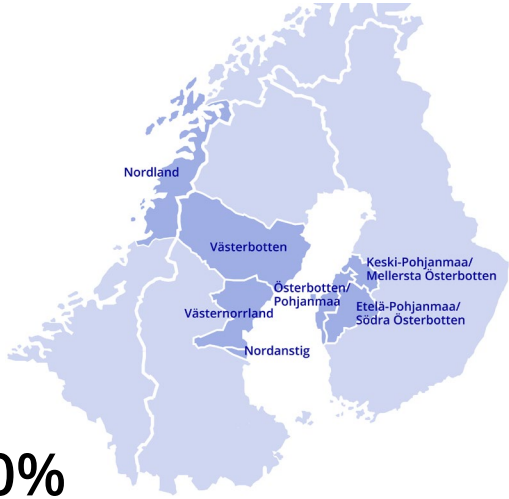
- the purpose of the trip

- most economic option should be selected

Travel costs

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.

It always needs to be approved by your desk officer in advance.

External expertise

All costs regarding *external experts*

- 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*

External expertise

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*

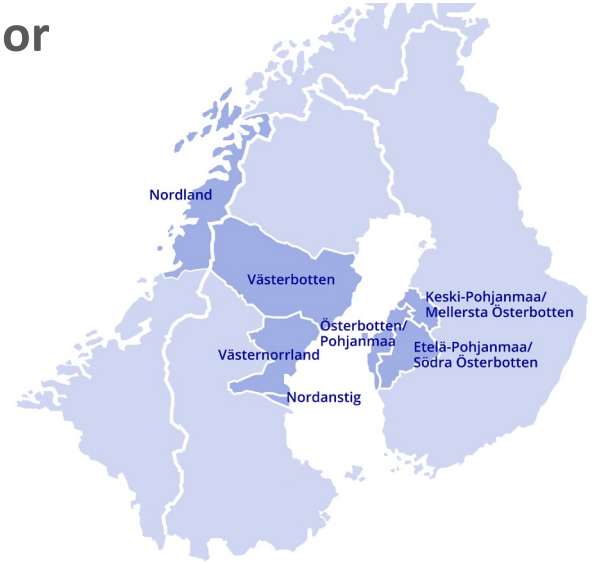
Deductions made by FLC are often related to insufficiency in the procurement processes.

Equipment

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

Purchase of equipment should be;
-budgeted and approved in the grant letter
-relevant to and mainly used during project implementation



Equipment – second hand

Purchase of second hand equipment can be eligible under certain conditions

- No other funding received for the equipment
- Price not higher then 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!*

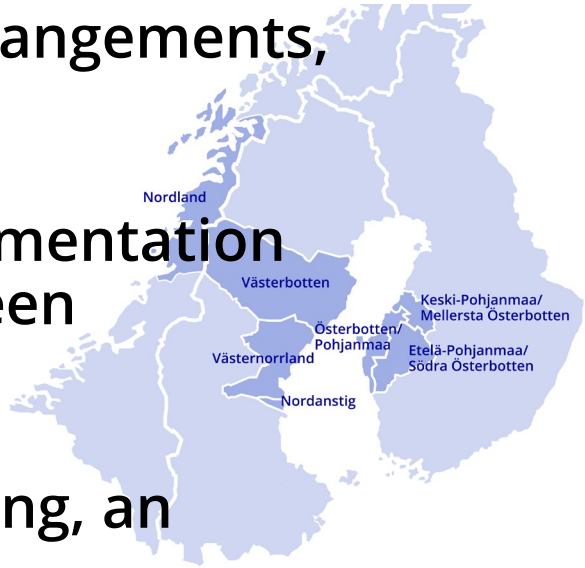
Flat rate

This is when 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

Revenue

Tuition/entries fees for the projects own arrangements, sales and rentals



- All revenues received during project implementation must 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.

Co-financing

External funding from certified financiers. Ensure that requisition off co-financing from non-beneficiary financiers is done in the same pace as BA-funding.

Attach proof of payment from external financier to the FLC.

External received funding that does not have co-financing certificates is considered project revenue!

Application of payment

Performed **by lead partner in ”Min ansökan”**.

The person who logs in to My application must be registered with his/her e-mail address for the current project. If not, the search function in My application will not find the case.

Contact the Botnia Atlantic Secretariat if you need assistance in posting a new contact on your project!

https://www.botnia-atlantica.eu/assets/7/Dokument/Snabbguide-AoU/Snabbguide-Ansokan-om-utbetalning-20161116.pdf

Please note that payment request can only be made if you log in with a user account.

Log in to my application as usual.
Then click Create Request for **Payout**

Short summary

Activities are performed and costs are posted and payed during the projekt period

All costs are necessary and reasonable for implementation of the decided project - based on the decision for the project

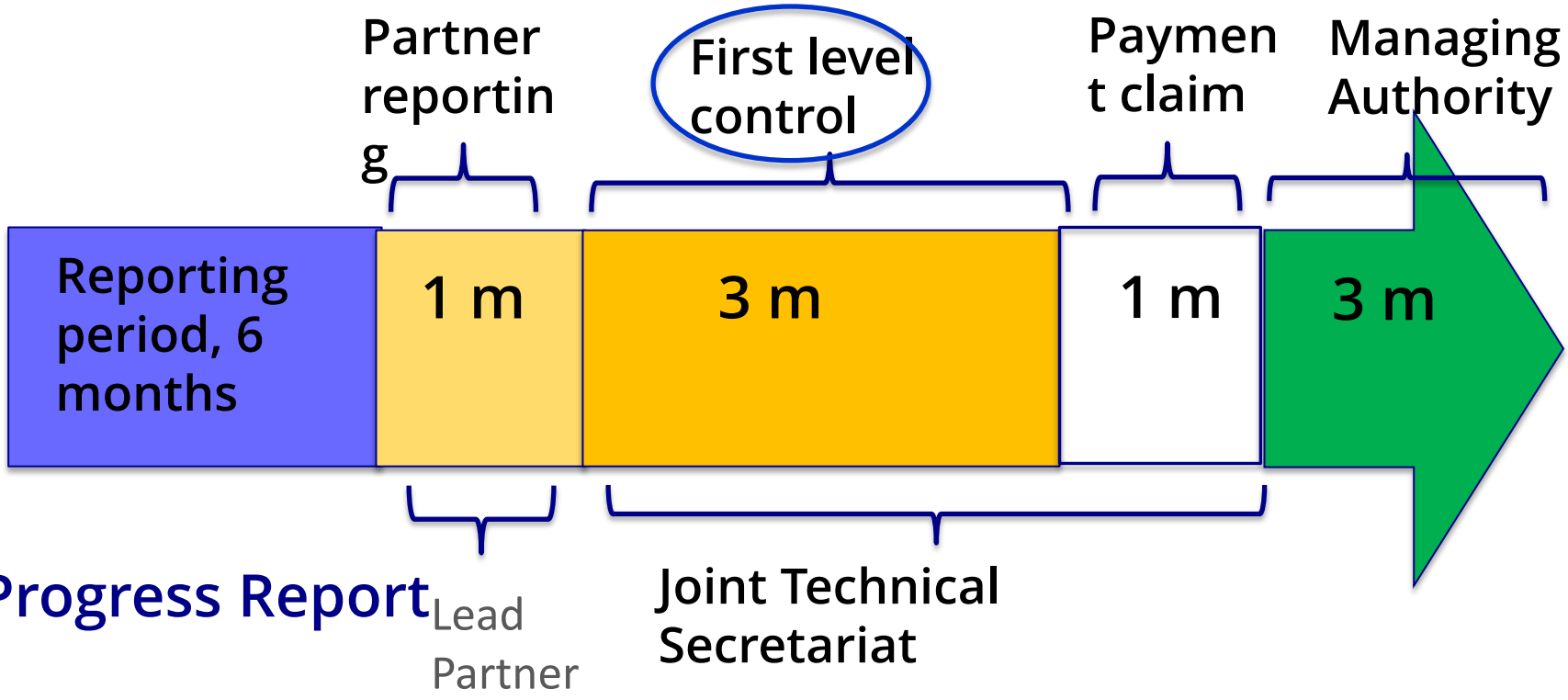
When public procurement – documentation is essential

Budget for each cost type can be be exceeded with a maximum of 20% or 5.000€ without a budget change – explanation in the activity report

Changes in the project decision – apply to the administration not later than 4 months before the last day of the project.

Remember - the time from activity to disbursement of EU funds

* **Link to project handbook:** https://www.botniaatlantica.eu/material/programovergripande-dokument/projekthandbok/

Reporting process

Financial administration