



Danube Transnational Programme & DANUBE parksCONNECTED

*Kick-off meeting
Ingolstadt, 22.02.2017*

A stream of cooperation

Tips for project implementation

- Read Programme documents (IM, reporting templates and guidelines)
- Establish contact with NCP and Controller
- Keep LP informed at all time
- Keep track of expenditure in real time
- Make sure that public procurements not delaying implementation
- Start preparing PPR well in time and provide LP with draft before submission to Controller

Financial management process

1. **Project Partners** (including the LP) prepare and submit to national Controller
 - i. Partner Report (**PPR**), and 15 days
 - ii. all supporting documents
1. **Controller**, after validation of reported expenditures, sends to PP
 - i. validated Partner Report, and 60 days
 - ii. issued Control Certificate
1. **PP** forwards PPR & Control Certificate to LP
2. Based on PPR & Control Certificates, **LP** compiles Progress Report (**PR**) at project level 15 days

Financial management process

5. The **LP** submits PR together with Application for Reimbursement (**AfR**) to MA/JS
6. The **MA/JS** checks submitted PR & AfR circa 45-60 days
7. After verification, MA/JS initiates through Certifying Authority reimbursement of related EU contribution part (ERDF and IPA) to LP's bank account circa 20-30 days
8. LP transfers ERDF and IPA contributions to PPs according to approved AfR 15 working days, PA Article 5(3)g

Reporting Periods and deadlines for submission of PR & AfR

Period ID	Reporting period	Deadline for submission of PR&AfR
period 1	08/12/2016-30/06/2017	01/10/2017
period 2	01/07/2017-31/12/2017	01/04/2018
period 3	01/01/2018-30/06/2018	01/10/2018
period 4	01/07/2018-31/12/2018	01/04/2019
period 5	01/01/2019-30/06/2019	01/10/2019

- Templates of Partner Report; PR & AfR available on DTP website
- Planned to be managed online, through eMS

Reporting on outputs:

- When certain project output finalised & delivered in a period, LP has to enclose **Quality Report** and **Output factsheet(s)** to the due PR
- **Finalised outputs** to be validated by **Quality Assurance Manager** by using *Quality Report* DTP template
- Finalised outputs to be documented in ***Output factsheet***
- One output factsheet per output has to be submitted

e.g. in case 4 actions plans developed then one output factsheet per each action plan has to be submitted.

Financial progress and de-commitment of the project

- **Spending forecast set in Subsidy Contract;**
- **Possibility to deviate:** real spending can be lower or higher than originally planned for a given reporting period;
- In case of **serious under-spending** MA/JS entitled to de-commit the project by reducing original project budget and corresponding ERDF/IPA contribution;
- In case of **de-commitment at programme level**, MC may decide on de-commitment of the projects on case by case basis;
- **Amendment of spending forecast only in relation to substantial changes** affecting project budget.



Advices:

liquidity of programme –*fluency of payments to projects* – depends on **project spending and reported expenditures!**

- **Submit AfR for each reporting period!**
- **Keep deadlines of reporting!**
- **PR & AfR submitted in time and complete = earlier payment of EU Funds to the project!**

First Year Review

- Understanding the project progress in terms of objectives, outputs and result achievement, as well as financial performance
- Involving the whole project partnership

BEFORE – NO MAJOR PROJECT MODIFICATION ALLOWED (except for partner changes)

Based on:

- 1st Progress Report
- Summary of project implementation template
- First year review meeting



Certain tools standardised and centralised

- Project websites integrated into DTP website
 - Content management - LP / Communication Manager
 - PPs can upload documents, outputs
- Similar „*Interreg*” logos for each project
 - No additional logo can be created
 -  logo as brand still can be used
 - logos other than the project logo cannot be bigger in height OR width than EU emblem of project logo



EC Regulation requirements

- Acknowledge support from EU funds (and DTP) in ALL communication activities:
 - Include the project logo in a visible place (all other logos smaller!!!!) → *Also events, social media!*
 - Reference to the Fund/s (ERDF, IPA)!!
 - *Otherwise: costs not eligible!!!*
- Include in each partners' **institution website** a short **project description** (aims, results) and support of EU
- Place a **poster** (minimum A3) visible in each partner's premises including the EU support



Keep in mind!!!

- **Detect** issues, problems asap (monitoring & close, regular contacts)!
- **Inform LP as soon as possible**
- **LP ask** JS Project Officer advice asap!
- LP and PPs expected to cooperate in **finding solution** possibly to **avoid project change**
- Sound **knowledge of Implementation Manual** by LP and all PPs!
- **Formulate change request**, justification, supporting documents **clearly & adequately**
 - **Maximum 3 completion rounds** of AF and relevant supporting documents **within max. 2 months**
- Change can be **implemented & costs eligible** (in most cases) **only after confirmation / approval** by responsible programme body

Categories of changes

Minor changes

- Administrative and technical character
- Legal success. & ASP change
- No significant impact on
 - Project implementation
 - Intervention logic
 - Transnational character
- **Need previous confirmation from JS Project Officer** (*in most cases*)
- No Subsidy Contract modification

Major changes

- Substantial deviations from approved AF
- Need previous approval of MA/JS or MC
- Subsidy Contract modification
- **Request only after first-year-review (except PP change)**
- Latest request 3 months before project end date

Budget reallocation among WPs or BLs

Minor changes

Reallocation below 5% limit

- Flexibility in reporting PP costs deviating **up to 5% of total PP budget** (if not connected to partner / content change)
- **No previous JS PO confirmation** needed, no modification of AF
- Reallocations **reported and justified in following progress report**

Reallocation below 10% limit (FROM 5%)

- Flexibility in reallocating WP / BL **up to 10% of total project budget**
- **Previous JS PO confirmation needed**
 - WP / BL reallocation of PP **beyond 5% limit**, but project level WP / BL reallocation **below 10%** (of total project budget)
 - No modification of AF
- PP **activities & costs** related to such reallocations **eligible from JS PO confirmation date**

Budget reallocation among WPs or BLs

Flexibility limit calculation method - **example**

	WP1		WP2		WP3		Total		Difference
	AF	new	AF	new	AF	new	AF	new	
BL1	1,500	1,700	1,000	1,100	1,500	1,900	4,000	4,700	700
BL2	1,000	800	1,000	700	1,000	700	3,000	2,200	- 800
BL3	1,000	1,000	1,000	900	1,000	1,200	3,000	3,100	100
Total	3,500	3,500	3,000	2,700	3,500	3,800	10,000	10,000	
Difference	0		- 300		300				

$$\text{WP overspending} = \frac{300}{10,000} = 3.00\%$$

$$\text{BL overspending} = \frac{700 + 100}{10,000} = 8.00\%$$

Budget reallocation among WPs or BLs

Monitoring

Budget reallocation monitoring tool (Excel based) soon on DTP website

Responsibility of Lead Partner

- **Monitoring WP / BL budget reallocations of PPs in advance**
 - Be able to **initiate and receive** JS confirmation / MC decision for appropriate project modification **in time** – (eligibility of activities!!!)
 - Costs to be reported not reach respective limits (5% / 10%) if not confirmed / approved

Responsibility of Project Partner

- Monitoring that WP / BL real costs do not go beyond 5% without JS confirmation
- Timely inform LP about need for WP / BL budget reallocation

- Based on capitalisation strategy of the DTP
- valorise and build upon knowledge resulting from projects working in a thematic field
- fill knowledge-gaps by linking actors with complementary thematic specialisation, experiences, methodological approaches or geographical scope
- increasing visibility of projects and the programme to ensure impact on policy making process
- strengthen strategic thematic networks in the Programme area
- **Projects work together in Thematic Poles**

DANUBE parksCONNECTED – Leader of *TP 5b - Natural values*

- 5 more projects on valorisation of natural heritage & eco-corridor management
- In cooperation with EUSDR PA6
- Potential joint activities:
 - Sharing outputs
 - Joint events
 - Joint communication tools
 - ...
- PPs expected also to be engaged in these activities
- Related activities eligible from project budget