

*This glossary presents a collection of explanations and definitions of terms that are used in the Programme Manual (Applicants manual, Eligibility of expenditure, Implementation Manual) of the Danube Region Programme (DRP). The list of terms included in this glossary is not exhaustive.*

**Activity -** is a specific task performed for which resources are used. It contributes to the achievement of a specific objective and may or may not lead to a project deliverable but must contribute to the development of the project outputs(s).

**Applicant** - is a legal body which is applying for funding.

**Associated strategic partner -** is a legal body participating in the project without financially contributing to it.

**Body governed by public law** (based on article 2.4 of Directive 2014/24/EU) - is any legal body/legal entity: – established for the specific purpose of meeting needs in the general interest, not having an industrial or commercial character , and – having legal personality, and – either financed, for the most part, by the State, regional or local authorities, or other bodies governed by public law, or subject to management supervision by those bodies, or having an administrative, managerial or supervisory board, more than half of whose members are appointed by the State, regional or local authorities or by other bodies governed by public law.

**Contribution** - a counterpart to programme co-financing secured by the partners (paid by the partners from their own resources, or paid to the partners from external sources). Depending on the source of contribution (partner’s own resources, external sources) and their legal status, the contribution can be public and/or private.

**Control** - Control means any measure taken to provide reasonable assurance regarding the effectiveness, efficiency and economy of operations, the reliability of reporting, the safeguarding of assets and information, the prevention, detection and correction of fraud and irregularities and their follow-up. Control also includes the adequate management of risks related to the legality and regularity of the underlying transactions, taking into account the multiannual character of programmes, as well as the nature of the payments concerned. Controls may involve various checks.

**Decommitment -** is a mechanism that aims to improve both the speed of programme development and the monitoring of flows of programme funding. The yearly allocations of a programme budget are defined in the Cooperation Programme. These funds have to be spent within three years (by the end of n+3). If they have not been spent they are returned to the European Commission and ‘de-committed’ from the programme.

**Direct costs -** are costs that can be attributed directly to the project. They are directly related to an individual activity of the partner organisation, where the link with this individual activity can be demonstrated (for instance, through direct time registration).

**Flat rate -** is one of the simplified cost options, and represents a percentage fixed ex-ante which is applied to one or several other categories of eligible costs. Flat rates involve approximations of costs and are defined based on fair, equitable and verifiable calculation methods, or they are established by the Fund specific regulations.

**Indirect costs -** are costs that cannot be assigned in full to the project, as they link to various activities of the partner organisation. As such costs cannot be connected directly to an individual activity, it is difficult to determine precisely the amount attributable to this activity (for instance, telephone, water, electricity expenses, etc.). These costs normally fall under the cost category of Office and Administration.

**Intervention logic -** is the backbone of the project and the programme, demonstrating the link in terms of existing challenge/ need, objectives, expected results and outputs. The project intervention logic will have to show how the intended change will be achieved through planned activities.

**Ineligible expenditure -** is project expenditure found ineligible for being claimed from a programme.

**Irregularity –** any breach of applicable law, resulting from an act or omission by an economic operator, which has, or would have, the effect of prejudicing the budget of the Union by charging unjustified expenditure to that budget.

**Lead partner** - is the project partner having full financial responsibility for the entire project and being responsible for the overall coordination of the project, including proper reporting of progress to the managing authority and joint secretariat (MA/JS). Each lead partner is expected to conclude the partnership agreement (with its project partners) and the subsidy contract (with the managing authority), ensure sound project management and project implementation, and transfer the due EU contributions to the other project partners.

**Lump sum –** A lump sum is a fixed amount of money that is paid entirely on one occasion/ at a particular time.

**Programme area -** is the teritory defined in the Interreg Programme where project activities co-financed by an Interreg programme should be implemented.

**Programme output indicator -** is an indicator that describes the physical product of spending resources through policy interventions.

**Programme result indicator -** means an indicator to measure the short term effects of the interventions supported, with particular reference to the direct addressees, population targeted or users of infrastructure. CPR, Art. 2, 13.

**Project progress report -** is a document prepared by project partnership and submitted to programme body(ies) - usually the joint secretariat. It conveys information on the progress made (activities, outputs, results, objectives) and resources spent. It should also outline expected problems/delays in project implementation and their mitigation measures.

**Proof of payment -** refers to a document that shows the actual defrayal of expenditure; e.g., bank account statement, bank transfer confirmation, cash receipt, etc.

**Recovery, recovered amounts -** refers to the process of regaining funds unduly paid. The amounts regained via this process are recovered amounts.

**Reporting period -** a reporting period is generally a six-month period, the deadlines for which will be set in the subsidy contract and at the end of which the lead partners will have to submit a progress report. Reporting periods will be established for each call for proposals (CfP) so that projects implemented within the same CfP will have the same reporting deadlines. The first and the last reporting periods may differ in length depending on the start/ end date of the project.

**State contribution** - is public funding allocated to a project partner by the State. Some Member States/regions provide public support for the co-financing to organisations in their territories in order to facilitate their participation in cooperation programmes. The decision to grant public national/regional funding is normally linked to the project selection process, and is taken by the respective Member State/regional authority before or after project approval. State contribution comes from sources external to the partner organisation; i.e., it is different from resources provided by a public organisation that is itself involved as a project partner.

**Subsidy contract -** is the contract signed between the MA/JS and the lead partner of each project stipulating the provisions to be observed by both parties during the implementation of the project.

**Sustainable development -** is understood as an increase in economic activity which respects the environment and uses natural resources harmoniously so that future generations' capacity to meet their own needs is not compromised.

**Target group -** is a collection of individuals and/or organisations involved in the development of outputs and/or those that can use project outputs.

**Transferability -** refers to the degree to which the project outputs can be generalized or transferred to other contexts or settings. The project partners can enhance transferability by doing a thorough job of describing the outputs and the assumptions that were central to its development. The organisation wishing to transfer the outputs to a different context is then responsible for making the judgment of how sensible the transfer is.

**Value for money -** refers to judgement on whether sufficient impact is being achieved for the money spent.

**Verification** - means measures undertaken by the controller and the relevant programme bodies to ensure that co-financed products and services have been delivered and that expenditure declared has been paid, complies with applicable law, the Interreg Programme and the conditions for support of the project.