

Kesk-Läänemere programm 2021-2027

Infoseminar Eestis

Merike Niitepõld

Ülari Alamets | 06.01.2022 | Zoom



Kesk-Läänemere programm 2021-2027

06.01

- | | |
|---------------|---|
| 10:00 - 11:30 | Programmi üldpõhimõtted, Programmi sekkumisvaldkonnad, partnerluse ja tegevuskava koostamise põhimõtted -
<i>Merike Niitepõld, Ülari Alamets</i> |
| 11:30 - 11:45 | Paus |
| 11:45 - 12:45 | Eelarve koostamise põhimõtted, tähtajad ja olulised tähelepanekud - <i>Merike Niitepõld</i> |
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Infoseminari eesmärgid

- Pakkuda informatsiooni mõistmaks, kas on potentsiaalne sobivus teie projektiidee ja programmi eesmärkide vahel
 - Ei lisa uut informatsiooni võrreldes programmi “Applicant seminar’i nädala” käigus jagatule
 - Selgitame, täpsustame, illustreerime
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Programme basics and general principles



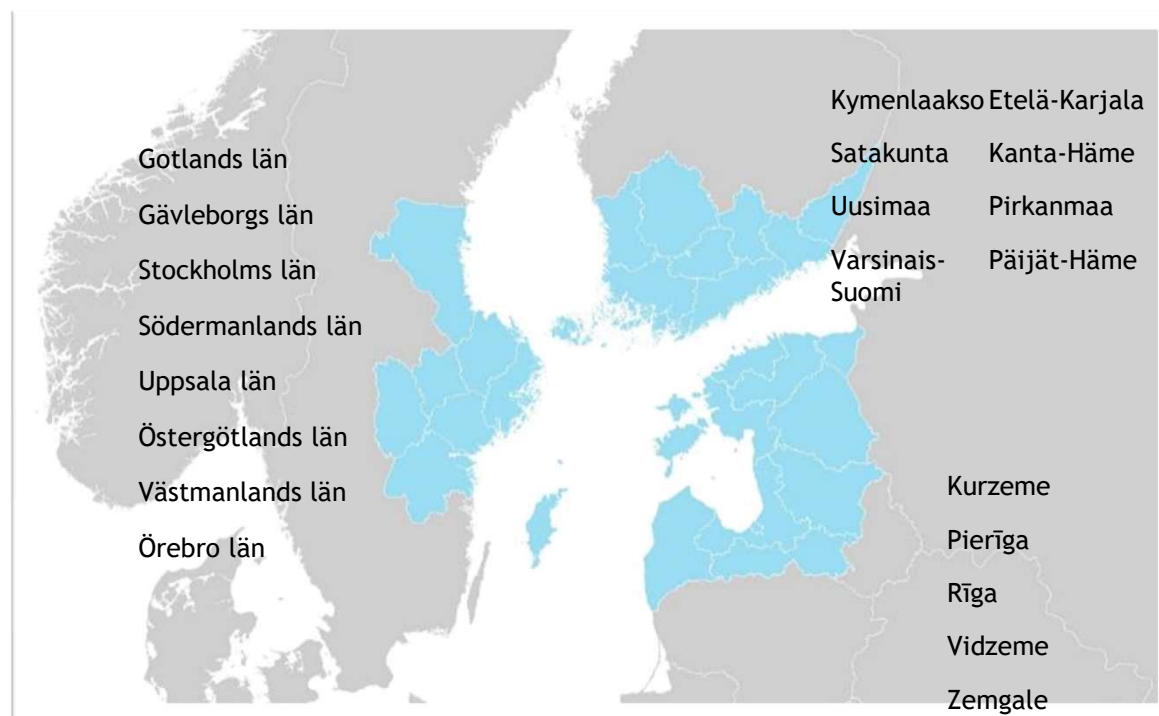
PROGRAMME BASICS

- 118 million EUR available for projects
 - 80% ERDF rate for all countries
 - Regular projects (2-step approach) - max 4 MEUR per project, 2 MEUR per partner
 - Small projects (1-step approach) (PO 7) - max 213 550, duration max 18 months
 - Partnership: at least 2 from 2 member states
 - Lead partner principle
 - Programme area
-

CENTRAL BALTIC PROGRAMME 2021-2027 AREA

Participating countries and regions:

- Estonia
- Latvia
- Sweden
- Finland
- Åland



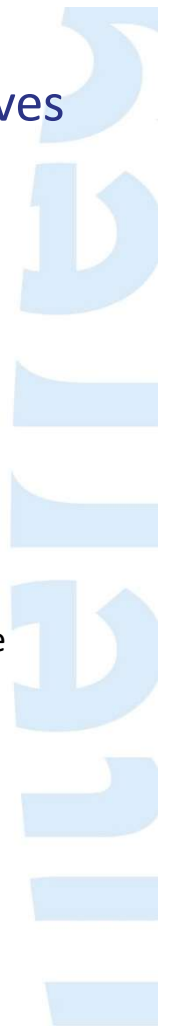


Principles

- Focused, result oriented and measurable
 - Clear cross-border added-value
 - Simplifications and cost efficiency
-

Relevant principles applied for all programme objectives

- **Results are described by result indicators target values** to provide clear direction and measurable outcomes from intervention. Those are ambitious but still achievable.
- All lists of „**Indicative actions**“ are meant to be used by projects **to choose from the best ones in right proportion** (the best mix) and sequence to form complex projects to achieve results. One indicative action alone would not qualify as potentially strong project.
- The main principle towards **potential partners is the relevance** of the organisations for achieving the results in the PO. In general, the the partners should be non-commercial, for general purpose organisations. For 2 PO-s under Priority 2 also private companies may be the partners if relevant for achieving project results (but not as LP-s).
- All proposed PO-s include descriptions of elements what make projects „**joint cross-border**“ (**cross-border value added elements**).



Result orientation

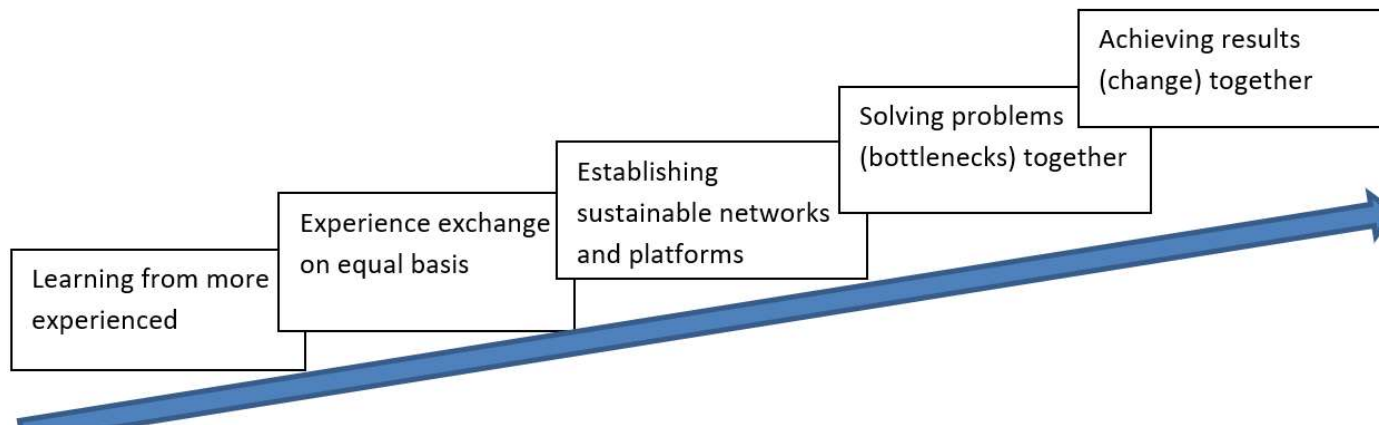
- To achieve changes together => cross-border partnerships

Programme objective - Result indicator - Target value

The change targeted together!

- **Projects** - only means to achieve programme results => we need to choose the projects with the best impact and which are realistic to implement by strong partners
- The project can target one Programme Objective.

Cross border value added hierarchy



Simplifications and cost-efficiency

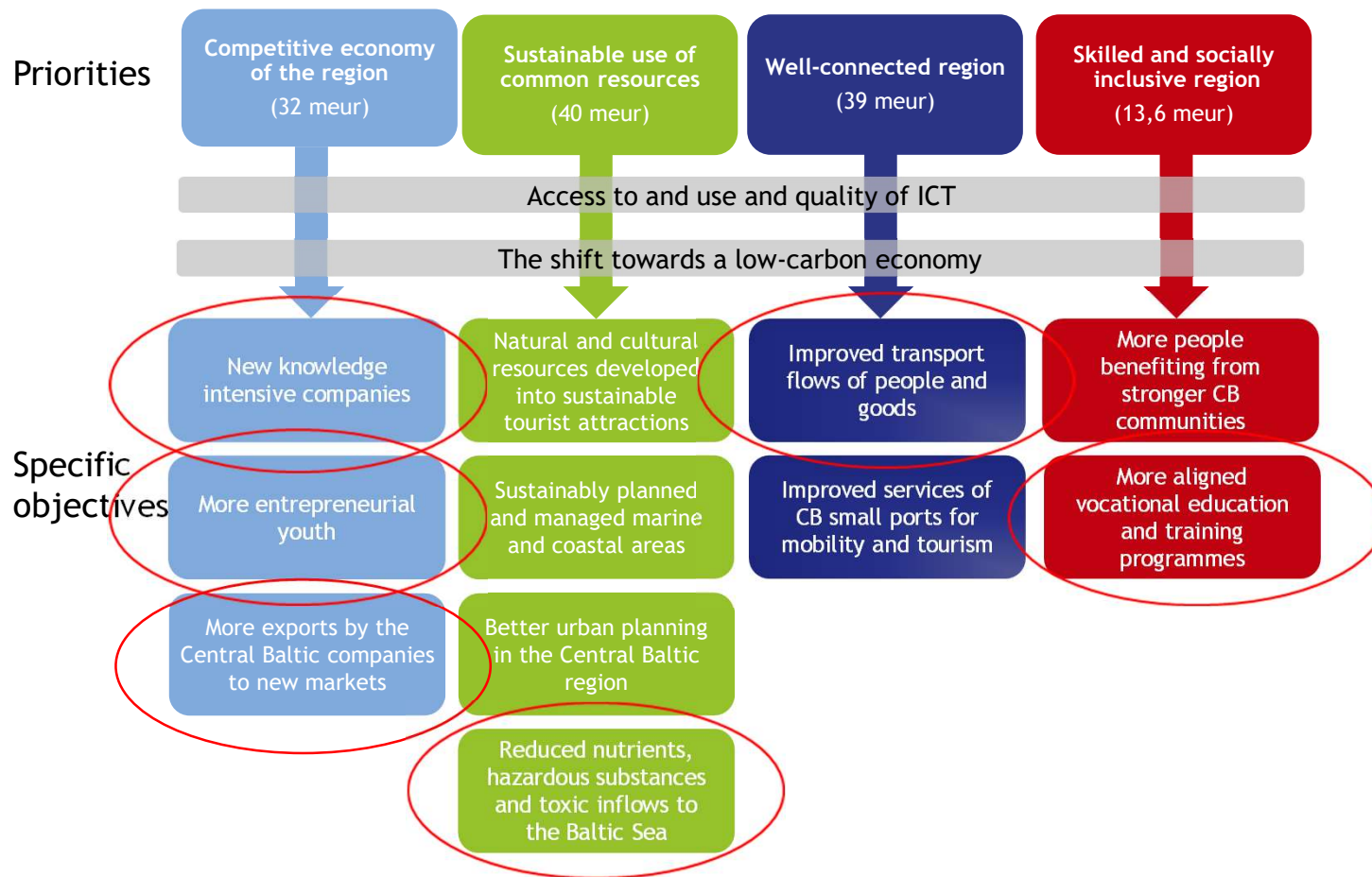
- 2-step approach for regular projects
- Wide use of simplified cost options (SCO-s), unit costs, lump sums
- Customer orientation: feedback to Project ideas, Customer feedback surveys,...
- Improved electronic monitoring system - Jems





Programme intervention logic

Central Baltic 2014-2020 Intervention logic



7 PROGRAMME OBJECTIVES

INNOVATIVE BUSINESS DEVELOPMENT

1. More exports by SMEs
2. More new scaled-up growth companies

IMPROVED ENVIRONMENT AND RESOURCE USE

3. Joint circular economy solutions
4. Improved coastal and marine environment
5. Decreased CO2 emissions

MORE ACCESSIBLE & INCLUSIVE LABOUR MARKET

6. Improved employment opportunities on labour market

INTERREG SPECIFIC OBJECTIVE

7. Improved public services and solutions for the citizens



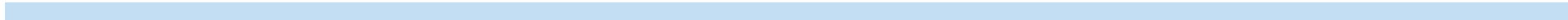
PROGRAMME OBJECTIVES



PROGRAMME OBJECTIVES

**1. MORE EXPORTS
BY SMES**

**2. MORE NEW
SCALED-UP
COMPANIES**



1. MORE EXPORTS BY SMEs

APPROACH AND SCOPE

- Challenges related to **SME-dominated economies** and their **capacity to take products and services to new markets**.
 - Focus on export allows to achieve **real economic impact**. In addition to marketing and new market entry activities, development of products, processes and skills are relevant activities.
 - **All relevant economic sectors** where joint interest to enter new markets is in place are included in the scope of this Programme Objective.
 - Joint efforts of CB companies (SMEs) to enter **new markets (markets outside EU/EFTA)** and **to participate with joint offers towards international organisations** (sales to an international organisation is considered equal to entering a new market) will be supported.
 - **Innovative companies** are defined as companies that are targeting higher value added than the sectorial and regional average.
 - A cluster-based approach is encouraged.
-

1. MORE EXPORTS BY SMEs



1. MORE EXPORTS BY SMEs

INDICATIVE JOINT ACTIONS

- Awareness raising
- Product/service development
- Developing joint offers of products and services
- Process development and digitalisation of processes
- Skills development and quality management
- Market information and research
- Branding and marketing of products and services
- **Sales support activities on target markets: visits to target markets and buyers visits to CB region, fairs, market expert services**
- Experience exchange and learning as result of joint implementation

Any project should use a **suitable mix of these actions** based on the project topic. The chosen mix of actions must be relevant for achieving the **contribution to both the project and programme results.**



New and main differences

- The result indicator
 - Output indicators
 - World has changed: UK out of EU, Corona impact
 - Emphasised opportunity towards international organisations
 - Cluster approach encouraged not required
 - Joint elements in work plan more clearly emphasised
-



PROGRAMME OBJECTIVES

**1. MORE EXPORTS
BY SMES**

**2. MORE NEW
SCALED-UP
COMPANIES**



2. MORE NEW SCALED-UP COMPANIES

APPROACH AND SCOPE

- The approach derives from the challenges of scaling up the activities of **new growth companies**.
 - **New companies with potential to grow** and to use the potential of Central Baltic start-up ecosystems will be supported.
 - They should have the necessary product development **capacities and ambition to grow**.
 - They should target **scaling up** (raising investments, establishing presence outside of the home market or developing business models) their businesses.
-

2. MORE NEW SCALED-UP COMPANIES

Result
indicator

- **Number of scaled-up new growth companies**

Output
indicators

- Enterprises with non-financial support (actively participating in project activities)

Potential
partners

- **Non-commercial organisations with competence and experience** for new business development, product development, internationalisation such as business development organisations, science parks, associations of companies and regional development agencies.

Target
group

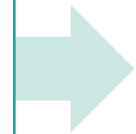
- **New companies with scaling-up challenges and ambition.** All sectors where growth potential and joint interest exists are targeted.

2. MORE NEW SCALED-UP COMPANIES

INDICATIVE JOINT ACTIONS

- Awareness raising
- Product development
- Process development and digitalisation
- Skills development
- Market opportunities research
- Branding and marketing
- Business model development and expansion of operations
- Experience exchange and learning as result of joint implementation

Any project should use a **suitable mix of these actions** based on the project topic. The chosen mix of actions must be relevant for achieving the **contribution to both the project and programme results.**



New and main differences

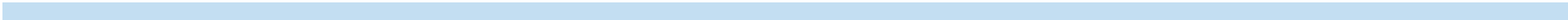
- Different target group - established new ambitious growth companies with scaling-up challenge
 - Results - scaled-up new companies
-

PROGRAMME OBJECTIVES

**3. JOINT CIRCULAR
ECONOMY
SOLUTIONS**

**4. IMPROVED
COASTAL AND
MARINE
ENVIRONMENT**

**5. DECREASED
CO2 EMISSIONS**



3. JOINT CIRCULAR ECONOMY SOLUTIONS

APPROACH AND SCOPE

- The approach derives from challenges related to high levels of waste, low levels of product and material reuse, inflows of nutrients and hazardous substances and low levels of awareness.
 - Three basic components will be targeted within CE: **design** of the whole **life cycle of products and/or services**, **awareness raising** and behaviour change of **consumers** as well as **producers** and service providers.
 - All main categories of waste can be targeted by the projects if **the Central Baltic scale** can be identified and justified, and where there are opportunities for **decreasing waste** or **increasing the reuse** of products or materials.
-

3. JOINT CIRCULAR ECONOMY SOLUTIONS



3. JOINT CIRCULAR ECONOMY SOLUTIONS

INDICATIVE JOINT ACTIONS

- Awareness raising of consumers, organisations
- Mapping the cross border product life cycles/chains
- Feasibility studies, plans and designs
- Trainings and skills development
- Joint product development prototyping activities and cross-border hackathons
- Development and implementation of methods and technologies to reduce the use of materials, reduce the waste and increase the reuse of materials
- Process developments and digitalisation of processes
- Small scale investments to reduce the use of materials, waste and increase the reuse of materials
- Experience exchange and learning as result of joint implementation

Any project should use a **suitable mix of these actions** based on the project topic. The chosen mix of actions must be **relevant for achieving the contribution to both the project and programme results.**





New and main differences

- New programme objective



PROGRAMME OBJECTIVES

3. JOINT CIRCULAR
ECONOMY
SOLUTIONS

4. IMPROVED
COASTAL AND
MARINE
ENVIRONMENT

5. DECREASED
CO2 EMISSIONS

APPROACH AND SCOPE

- The approach derives from challenges related to the poor health of the Baltic sea.
 - The approach is to use existing and new measures to **reduce the inflows of nutrients, hazardous substances, plastics, and toxins' inflows to the Baltic Sea**. Both preventive and direct measures are supported. This focused approach will also contribute to enhancing biodiversity.
 - The focus areas with impact to the Baltic Sea have been defined in the national water management plans and marine strategies. As the load of harmful substances originate mainly from **catchment areas**, land-based load sources like for example the **agricultural sector, forestry** and the impact from **urban systems** are most relevant to be targeted by joint actions. Sea-based load sources such as **sediments** as can also be targeted.
 - Projects resulting into **direct positive effects** to the Baltic Sea are prioritised.
-

4. IMPROVED COASTAL AND MARINE ENVIRONMENT

Result indicator

- **The number improved urban and agricultural load sources (reductions of inflows should be achieved)**

Output indicators

- The number of participating (in project activities) organisations and companies

Potential partners

- **Public and non-profit** organisations and authorities on national, regional, and local level, as well as **private companies relevant** for reducing nutrients, toxins and hazardous substances.

Target group

- **People, communities, and businesses** benefitting from reduced emissions.

4. IMPROVED COASTAL AND MARINE ENVIRONMENT

INDICATIVE JOINT ACTIONS

- Awareness raising
- Information collection, surveys
- Analysis and surveys, plans, drawings, and designs
- Designing, adapting methods
- Planning and investing into digital solutions and processes
- Joint pilot actions to reduce inflows of nutrients, toxins and hazardous substances
- Small scale investments to reduce inflows of nutrients, toxins and hazardous substances
- Experience exchange and learning as result of joint implementation

Any project should use a **suitable mix of these actions** based on the project topic. The chosen mix of actions must be **relevant for achieving the contribution to both the project and programme results.**



New and main differences

- To large extent similar to CB 2014-20 specific objective 2.4
 - New sources of loads to be targeted
 - Plastics specifically mentioned
 - Joint elements in work plan more emphasised
-

PROGRAMME OBJECTIVES

**3. JOINT
CIRCULAR
ECONOMY
SOLUTIONS**

**4. IMPROVED
COASTAL AND
MARINE
ENVIRONMENT**

**5. DECREASED
CO2 EMISSIONS**

APPROACH AND SCOPE

- The approach derives from challenges related to CO2 intensity of transport systems, the lack of multimodal integration, and the low level of use of less CO2 intensive mobility solutions.
 - Existing Central Baltic **transport nodes** and areas and improving the **mobility solutions** in **large and small urban transport systems** (also the ones servicing hinterlands of the urban areas) are in the scope of this Programme Objective. The goal is to achieve joint mobility solutions and improved intermodal mobility that help reduce CO2 emissions.
 - Improvements in efficiency and usability of transport nodes and areas and urban intermodal systems should be achieved as well.
-

5. DECREASED CO2 EMISSIONS

Result
indicator

- **Number of improved intermodal transport nodes and transport areas with CO2 reductions**

Output
indicators

- The number of participating(in project activities) organisations and companies

Potential
partners

- **Public and non-profit** organisations and authorities on national, regional and local level, private companies relevant for improving transport nodes/areas and achieving CO2 reductions.

Target
group

- **People, visitors, businesses** as the users of less CO2 intensive, improved transport nodes/areas, multimodal and mobility solutions.

5. DECREASED CO2 EMISSIONS

INDICATIVE JOINT ACTIONS

- Awareness raising
- Analysis and surveys
- Plans, drawings, and designs
- Planning and investing into digital solutions and processes
- Small scale investments leading to lower CO2 emissions
- Piloting new mobility solutions
- Experience exchange activities as joint seminars, study visits, surveys and trainings

Any project should use a **suitable mix of these actions** based on the project topic. The chosen mix of actions must be **relevant for achieving the contribution to both the project and programme results.**



New and main differences

- Similarities with CB 2014-20 transport SO but now CO2 reductions should be targeted within multimodal transport areas and nodes;
 - Joint elements in work plan more emphasised
-

PROGRAMME OBJECTIVE

6. IMPROVED EMPLOYMENT OPPORTUNITIES ON LABOUR MARKET

APPROACH AND SCOPE

- The approach derives from the challenges of **less competitive groups** in the society to access work opportunities, and labour market inflexibility.
 - The goal is to strengthen and **improve employment opportunities** on the labour market through joint efforts in the region.
 - The scope of this Programme Objective includes activities towards **all counterparts of the labour market** (i.e. employers organisations, trade unions, governments) and all sectors where work opportunities (including part time) are available.
 - Facilitating **employment supply and demand across borders** is also supported, as well as entrepreneurship development activities towards the less competitive age groups and youth.
-

6. IMPROVED EMPLOYMENT OPPORTUNITIES ON LABOUR

Result
indicator

- Number of people with increased competitiveness on labour market
- Number of organisations with applied additional anti-discriminatory policies
- Number of people with increased entrepreneurship

Output
indicators

- Number of participating (in project activities) organisations and companies

Potential
partners

- Organisations with **competence and experience** on labour market, organisations representing employees, employers, public authorities, organisations representing disadvantaged groups, and organisations with competence and experience on entrepreneurship.

Target
group

- **Less competitive groups** (including young people under 25, people in pre-retirement, retired people, immigrants, and people with special needs and other less competitive groups) and companies.

INDICATIVE JOINT ACTIONS

- Awareness raising among target groups
- Designing and implementing trainings
- Incentives and services for employers
- Networking and dialogues between counterparts of labour market
- Digital tools for online skills development and working
- Entrepreneurship enhancing simulations and problem-solving exercises
- Mobility of participants
- Experience exchange and learning as result of joint implementation

All projects should use a **suitable mix of these actions** based on the project topic. The chosen mix of actions must be relevant for achieving the **contribution to both the project and programme results.**



New and main differences

- To large extent new scope and broader focus
 - Emphasis on less competitive groups in society
 - Joint elements in work plan more emphasised
-



PROGRAMME OBJECTIVE

7. IMPROVED PUBLIC SERVICES AND SOLUTIONS FOR THE CITIZENS

APPROACH AND SCOPE

- The approach derives from challenges and obstacles related to the administrative, regulatory, language and cultural barriers in public administration.
 - It includes all branches of the society which are **not covered by the scope of Programme Objectives 1 - 6**, and levels of public administration experience exchange and learning from each other.
 - These should lead to **practical solutions and policy improvements**, and/or **new or improved joint public services**.
 - The **digitalisation** of public services.
 - The **participatory processes** taking place when designing the improved solutions and services are also supported.
-

Result
indicator

“The number of joint solutions”:
1. „practical solutions and improvements to public services“;
2. „new joint and digitalised public services”.

Output
indicator

- The number of participating (in project activities) organisations and companies
- Number of jointly developed solutions

Potential
partners

- Public sector organisations on local, regional, and national levels.

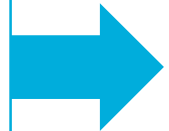
Target
group

- People benefitting from improved services and solutions provided by public sector on all levels

INDICATIVE JOINT ACTIONS

- Awareness raising
- Trainings and networking
- Feasibility studies
- Plans and designs (including strategic and land use planning)
- Improving participatory processes for developing services
- Improving public services and solutions
- Creating joint cross-border services
- Digitalising joint public services

All projects should use a **suitable mix of these actions** based on the project topic. The chosen mix of actions must be relevant for achieving the **contribution to both the project and programme results.**





New and main differences

- New intervention themes - both branches





Project partnership



What do you need?

- One lead partner and at least one other partner
 - Partners must be from at least two member states
 - A partnership between mainland Finland and Åland is not eligible
 - Participation from all member states/Åland is not required, bilateral projects are equally assessed (NB Est-Lat programme)
 - Having more than 10 partners is not recommended
 - Challenges in coordination and follow-up, project administration
 - Partnership size must be based on relevance
 - No associated partners
-

Who can be a partner?

Relevance

- **Relevant for achieving the project results**
- Capacity to implement an international project
 - Statutory authority/mandate
 - Necessary skills and motivation
- A clear role in the project
- Partners from EU Member States outside the programme area may be included in justified cases - benefits to programme area!

Eligibility

- Legal status
 - Public authorities
 - Bodies governed by public law and bodies governed by private law when they meet the public equivalent criteria
 - SMEs (POs 4 and 5)
- Financial stability
- Location

Who cannot be a partner?

- Individual private persons
 - Large companies are excluded from being partners
 - SMEs cannot be lead partners and partners of projects under Pos 1,2,3,6,7
 - Relevant organisations can participate as target groups or project Steering Group members even if they are not partners
-


Lead partner role

- Bears the overall responsibility for the project
 - Signs the subsidy contract with the Managing Authority (MA)
 - Responsible for joint planning, involving the stakeholders and target groups in planning
 - Ensuring a joint understanding of the project general approach and results among the whole partnership
 - Coordination and leading the work of the whole project
 - The MA and the Joint Secretariat communicate all project-related issues with the lead partner
-

Project partner role

- Partners have a budget and their own financial contribution, as well as an active role in project implementation
 - They are actively taking part in the project preparation and management, implementation of thematic, information and communication activities
 - Responsibility to implement its own activities (as defined in the project plan) and to manage its budget
 - Responsibility to keep the lead partner informed of their financial progress and the progress of their activities
 - A partnership agreement will be signed between all partners
-

How to build a partnership?

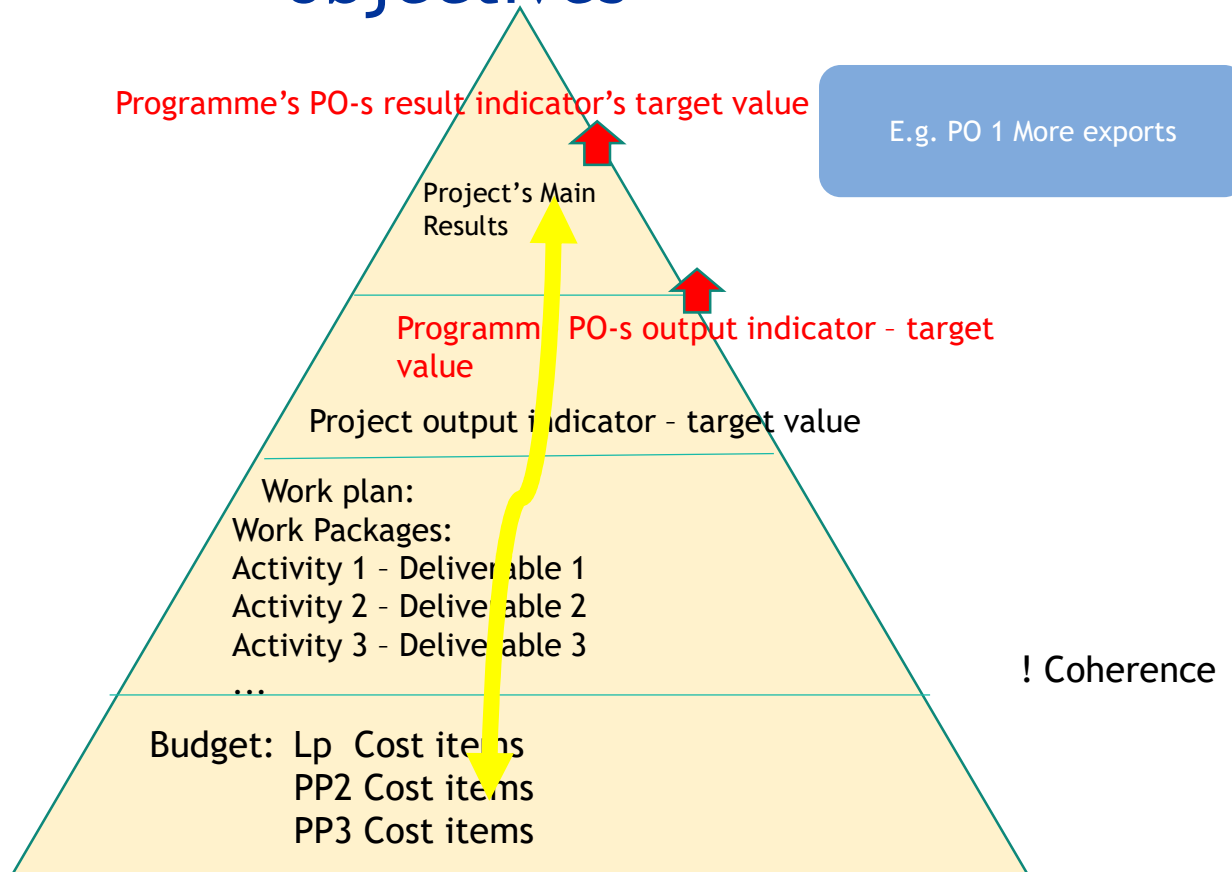
- Who might be interested in the topic?
 - existing contacts
 - Mapping and being open for new organisations
- Reserve time for contacting, building trust and talking to potential partners
- Present them the project idea and framework, not a ready concept with detailed activities etc.
- Leave room for joint planning, be open for proposals
 a committed partnership





Project work plan

Project approach and programme objectives





The work plan

- Regular projects do their full work plan in the second step
 - Consists of work packages and activities
 - Leads to deliverables and outputs, and reaching project objectives
 - Sets the basis for project implementation
-

Key issues

- Involve relevant people inside your organisation
- Consider stakeholders' and end users' needs and opinions
- Broad involvement of partners: administration, content experts etc.
- Plan realistic and clear, focus on results, but do not be too detailed
- Remember risk assessment
- Plan also for the sustainability of project outputs

The quality of planning will reflect to project implementation!



Elements of good project

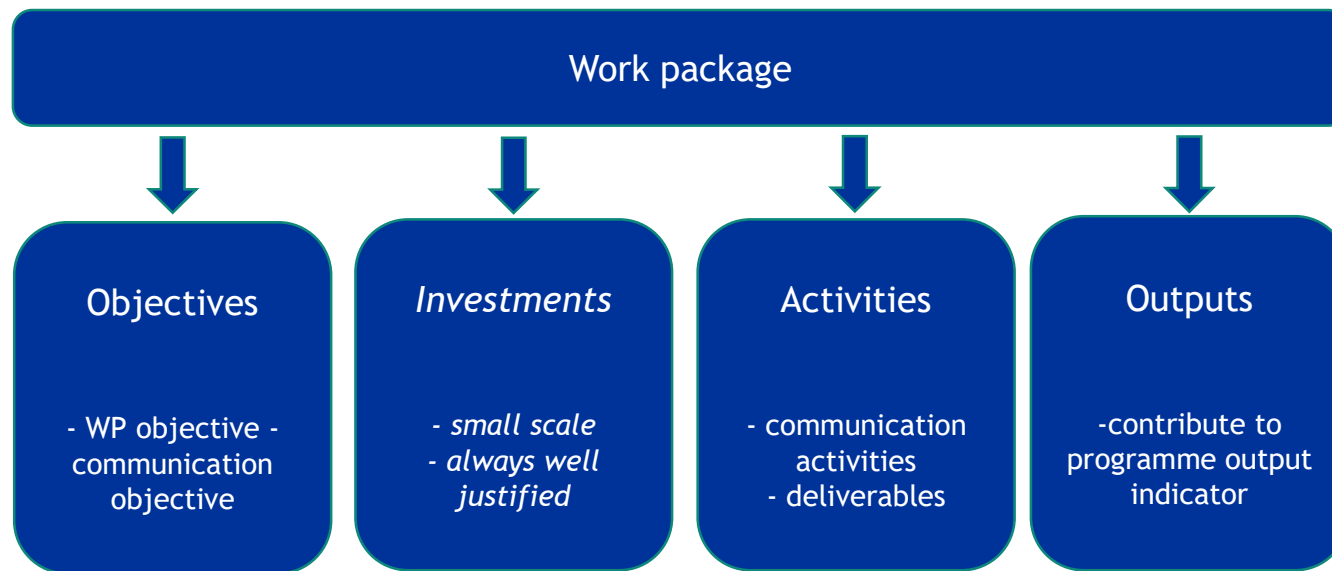
- Demand-driven
 - Identified target group will be able to benefit from the project
 - Relevance for the programme
 - Project contributes to the programme objectives results
 - Result oriented
 - Project will make a change by addressing the need of the target groups
 - Real need for cross-border co-operation and Central Baltic scale
 - Project would not succeed without international co-operation
 - Relevant partnership
 - Sustainable and durable
-



What is your projects intervention logic?

- Why? What? How? Who?/Whom?
 - The description how the challenge is linked to targeted results, the main activities, their sequence and proportions, the methods used, the main target groups.
-

Structure of work packages



Structure of the work plan

- The basic unit of the work plan is a work package (wp)
 - A logical entity of activities within the project
 - Only one type of WP in 2021 - 2027
 - Define one project objective that will be achieved when all activities in this wp are implemented, and outputs delivered
 - Define one communication objective (and target audience) that will contribute to the achievement of the specific objective
-

Structure of the work plan II

- Investments
 - Small scale investments can take place within work packages of regular projects (PO 3,4,5)
 - The need for investment must be well justified, considering the cross-border aspects
 - Risks must be elaborated, and documentation (permissions etc.) provided
-

Structure of the work plan III

- Activities
 - Different types of actions or tasks which must be implemented to achieve the wp objectives and outputs
 - Include only activities which are directly relevant and necessary for achieving the wp objective
 - Make a structure for activities, deliverables, and outputs, ensuring their clear interlinkage
 - Plan also communication activities
 - Do not go into too specific details when defining the activities; combine similar ones to limit the number of separate activities

Make sure that the budget is coherent with the work plan and activities!

Structure of the work plan IV

- Outputs
 - An output is the main achievement of a set of activities (=wp)
 - List the output(s) that will be delivered during the implementation of the wp and describe it
 - The output(s) must be connected to a programme output indicator
 - A realistic target value for the output(s) must be indicated
-

Conclusions

- Take the necessary time and put an effort on building the partnership
 - Have clear roles for the partners
 - Plan everything jointly with all partners
 - The electronic monitoring system Jems is not a planning tool!
 - Have your project's intervention logic clear in your mind when planning the activities
 - Remember coherence between the work plan and the budget
-



The project budget

Budget basics

Small projects (up to 213550 EUR)\ regular projects

First financed by the partners, ERDF part received after the report approved

Regular projects up to EUR 4 million total per project\ up to EUR 2 million per partner

Up to 80% ERDF co-financing from the programme

Project budget:

- Realistic, relevant to the activities
 - Planned cost-efficiently
 - Planned considering funding available for the relevant programme objective
 - Application documents and reporting in euros only
 - Each partner contributes at least 20% of the partner budget
 - The budget is defined in the Application Form and confirmed by the project funding decision. The total ERDF funding, the total project budget and the co-financing rate will be set in the Subsidy Contract.
-

Joint budget planning

Agree on
project
activities

Agree which
activities
each
partner is
responsible
for

Each
partner
calculates
budget for
their
activities

In the project Application Form the budget will be broken down in several dimensions (e.g. by partner and cost category).

When planning the project and its activities, make sure that the budget is coherent with the work plan and activities. The work plan and the budget must be planned side by side so that a corresponding resource for the activities is in place.

How to fill the budget part in application?

Small projects

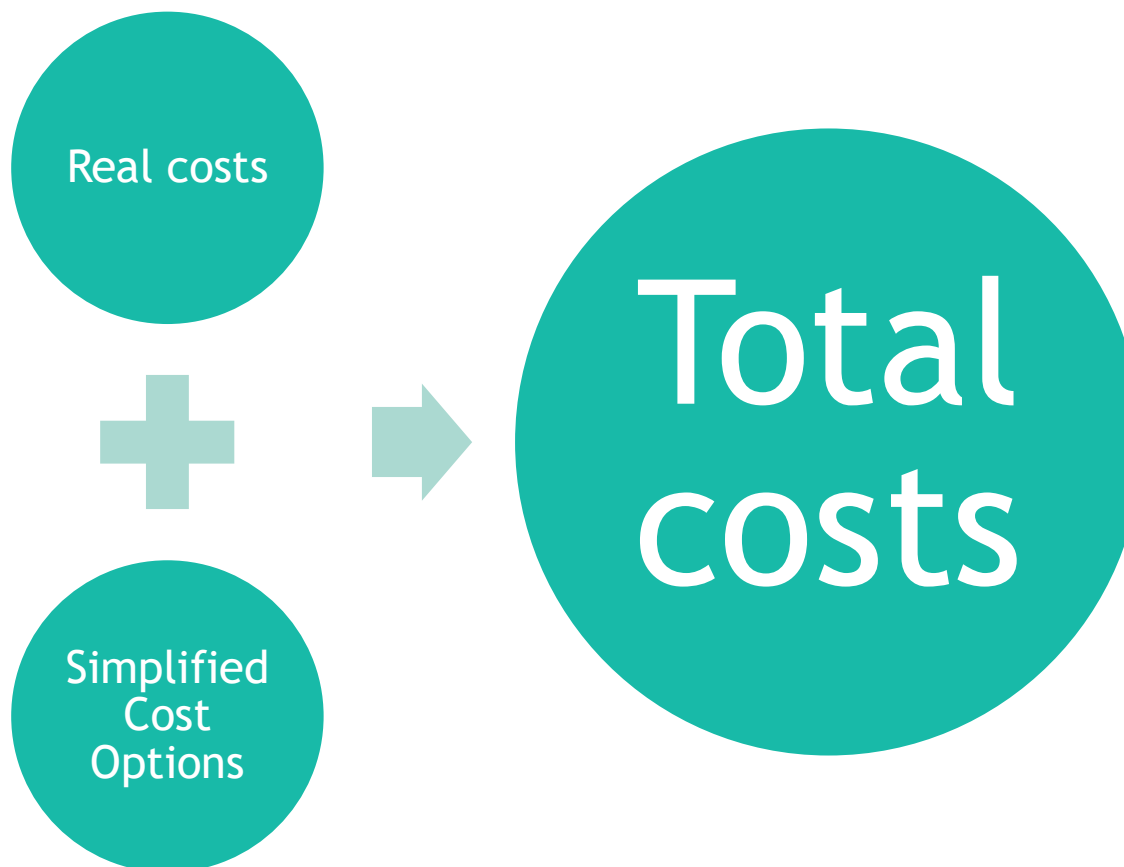
- Fill in the budget section of Jems completely as required.

Regular projects

- For a first step application, include indicative budget (total budget and budget for partner - best estimation) on partner information and to the end of the project summary.
 - Full budget to be filled in later at the second step of the application
-

Costs used:

Use of pre-
defined
simplified
cost options is
mandatory!





Simplified Cost Options - SCOs

- Preparation costs - lump sum
- Staff costs - unit cost
- Office and administration costs - 15% of the staff costs
- Travel and accommodation - 15% of the staff costs
- External expertise and services - real costs/ unit cost for events
- Office equipment - unit cost
- Other equipment, investments - real costs

Strongly advised to read the Programme Manual chapters 4.5 Eligibility of costs, 4.6 on SCOs and 4.7. Other rules !!!



Preparation costs - lump sum

- Paid to all succesful projects/ all projects need to budget this contribution
 - Amount - 13 550 EUR
 - Can be divided or paid to one partner, mark accordingly in Jems application form
-

Staff costs - unit cost, rate per hour

Estonia	Finland (including Åland)	Latvia	Sweden
29 EUR	36 EUR	24 EUR	501 SEK

- Budgets are always made in euro (Jems changes SEK to EUR)
 - Paid based on employment contracts and report of hours
 - Max hours for 1 full time employee are 1720 per year, counted pro rata as necessary
-

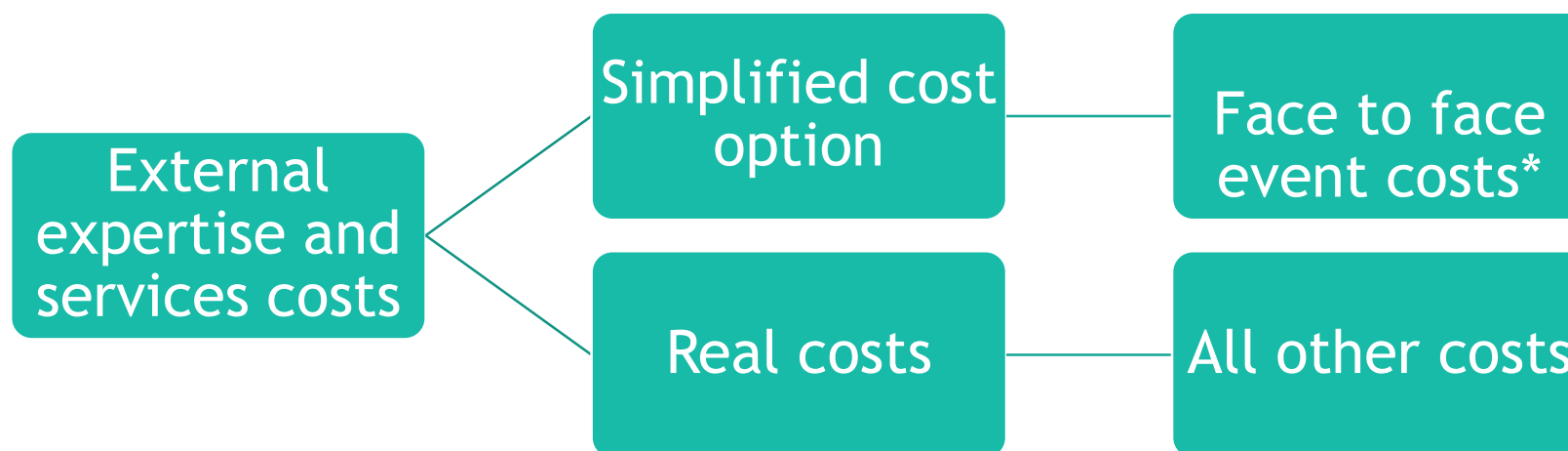
Office and administration - flat rate

- Calculated by Jems, mandatory
 - **15% of eligible staff costs**
 - Intended for office rent, IT systems, telephones etc (see full list in the manual)
 - Real costs of this category will not be checked, but these items cannot be claimed under any other cost category
-

Travel and accommodation - flat rate

- Calculated by Jems, mandatory.
 - Cover travel costs, accommodation costs, costs of meals, visa costs, and daily allowances **of staff of the partner organisation** that are assigned to work for the project.
 - **15% of the eligible staff costs.**
-

External expertise and services



*Covering always and only catering and room rent including standard conference equipment

External expertise and services - simplified cost option - FACE TO FACE EVENTS

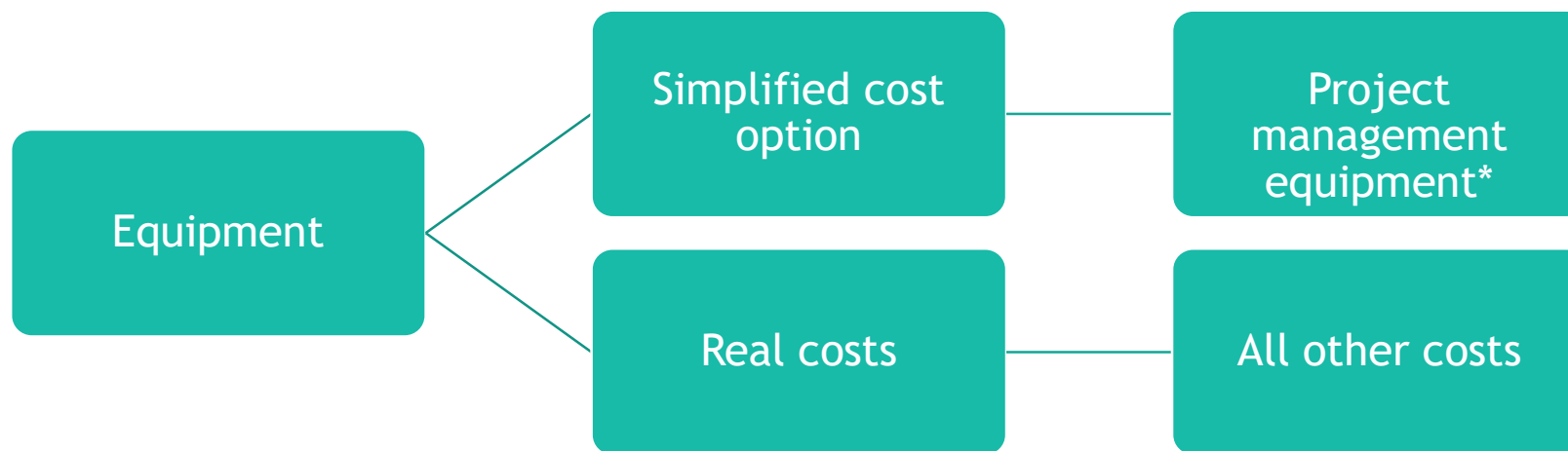
Estonia	Finland (including Åland)	Latvia	Sweden
55 EUR	80 EUR	51 EUR	84 EUR

- Costs mentioned above are for 1 day of event
 - Costs applied based on location of the event
 - Paid based on agendas and signed participant lists (participants have to sign separately for each day!!!)
 - Check the manual for full conditions
-

External expertise and services - real costs

- Covers travel and accommodation for external experts, speakers, chairpersons of meetings and service providers as well as target group where justified, trainings, other services and operations (check the Manual for full list).
 - Costs should be based on contracts or written agreements concluded with external experts and service providers and paid based on invoices or equivalent requests for reimbursement.
 - Travel and accommodation costs of external experts and service providers (e.g., speakers, target group, stakeholders, steering group members), are included in this cost category.
 - Paid based on procurement documentation, contracts, invoices, proof of payment (see the Manual for full conditions)
-

Equipment



*Covering always and only equipment necessary to implement the project like laptops, computers, tablets with accessories.

Project management equipment - simplified cost option

- covers office equipment for project staff.
 - paid based on the hours worked for the project declared for staff costs in each period and for each employee. **The unit cost is 0,23 EUR/hour.**
 - The payment of the unit cost is made based on the Report of hours template for the number of declared hours under staff costs in each progress report.
-

Other equipment, investments

- The only real costs that will be allowed are fixed investments in equipment and investments in infrastructure refer to outputs of the project, which remain in use by the partners and/or target groups after completion of the project.
 - **These must be directly identified in the Application Form to be eligible. Only costs used solely for the project!!** If something to change or add - modification of the project.
 - Procurement, contracts, invoices, proof of payment will be checked (full list of conditions in the Manual).
-

Possibility of using small project type

Max 213 550 EUR total (including the preparation cost lump sum), max 1,5 years (18 months).

Note that if the total project budget remains under 200.000 EUR the project can only choose simplified cost options; such projects cannot apply any real cost.

Other rules (1)

- VAT eligible
 - Public procurements should always be done according to national rules or following EU rules, depending on the thresholds - both for real costs and SCOs.
 - **Direct state aid** - General Block Exemption Regulation (GBER), Article 20⁶, requirements have been integrated into programme rules.
 - In cases of **indirect aid to third parties** the GBER Article 20a is applied. This means that a project partner can grant aid up to 20 000 EUR ERDF per undertaking per project. The partner has to document the calculation of the amount of aid and report it to the MA/JS.
-

Other rules (2)

- In case the communication rules aren't respected, and the situation cannot be corrected, up to 2% of the whole project budget can be considered ineligible.
 - All documents to be kept in a safe and orderly manner for 5 years after the closure of the project, 10 years in case of state aid or investments.
 - The lead partner and the other project partners must ensure that all accounting documentation related to the project real costs is filed separately and that all project related real cost payments have a clearly distinguishable book-keeping code.
-

Partner budget

- Each project partner is responsible for its own budget. The partner budgets are based on the jointly agreed activity plan and division of tasks.
 - Partner contribution cannot be covered by funding from other projects or programmes.
 - The programme accepts both public and private funds as own contribution.
 - Summary section of the application form requires to fill in the total budget and the partner budgets. To ensure coherence recommended to fill in last.
-



Budget for programme events

The lead partner should reserve funds to be able to participate in up to two events per year, organised by the programme. Also partners may reserve some funding for such activities. Seminars on communication, financial management and project management as well as other meetings among projects funded by the programme will be arranged. All events will take place in the programme area.

Implementation - flexibility rule

- Can be used when planned activities cost more than originally expected. Projects are allowed to overspend by a maximum of 20% or 40 000 euro (whichever is higher) of the individual cost categories at project level. Increases above that threshold need an official modification process.
 - Total budget cannot be changed this way.
 - First need to agree with the lead partner.
 - Due to the large number of simplified cost options, the real flexibility between remaining cost categories is rather limited. Still, the option has been kept.
-

National controls

- Estonia: The State Shared Service Centre (Riigi Tugiteenuste Keskus - RTK)
 - Finland: Helsinki-Uusimaa Regional Council (Uudenmaan Liitto)
 - Latvia: Ministry of Environmental Protection and Regional Development of the Republic of Latvia (VARAM)
 - Sweden: Swedish Agency for Economic and Regional Growth (Tillväxtverket)
 - Åland: Åland Government Department of Trade and Industry (Landskapsregering)
-

Additional points

- Second level audit - Audit Authority and group of auditors, other controls
- **If a cost is found ineligible at any time during or after the project duration, a correction will be made.**
- The most important issue to keep in mind is that if the basis cost of a flat rate is found ineligible, it will also affect the flat rate!!
- A project with investments may have to repay the ERDF contribution if the productive activity ceases or is relocated outside the programme area.

Always refer to the last version of the Programme Manual and Applicant Guide and project document templates - www.centralbaltic.eu



Tips for applicants

Tips for planning the project

- Start early
 - Involve the partners
 - Consider target groups' needs
 - Fill in the idea form
 - Consult with the Joint Secretariat (JS)
 - Consider the JS feedback when planning further
-

Tips for applying

- Jems is not meant to be a planning tool
 - Keep the application texts short and concise
 - Work plan/activities must be coherent with the budget
 - Check that you have all, (but also only) the necessary attachments added
 - Submit early, not during the last days
 - Budget: understand SCOs
-

Interreg



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Mandatory annexes

Should be submitted together with the electronic application form:

- Confirmation Letter
 - Document verifying who has a right to sign on behalf of the lead applicant organisation
 - Partner Contribution Statement
 - Letter of Intent
 - Declaration of Financial Capacity to Undertake Project Activities
 - Supporting documentation for investments
-

Assessment of the projects

- Projects passing technical admissibility check will be assessed for their content
 - Assessment criteria: strategic and operational
 - Tandem assessment in the JS
 - Total scores, minimum score threshold
 - Conditions for projects may be set
-



Main documents to check:

- Programme manual
- Guide for Applying

Available on www.centralbaltic.eu

Activities and deadlines

- Events: by JS and nCP-s
 - Consultations - feedback to Project Ideas - ongoing
 - 1st call open 10.02.2022 - 31.03.2022
 - MC Decisions - indicative June 2022
 - 2nd step submission - indicative deadline - 3rd quarter 2022
 - Start of project activities (indicative):
 - Regular projects - 1st quarter 2023
 - Small projects - 3rd quarter 2022
-



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Ülari Alamets

ylari.Alamets@centralbaltic.eu
(business development)

Samu Numminen

samu.Numminen@centralbaltic.eu
(environment)

Laura Cunska-Āboma

laura.cunska-aboma@centralbaltic.eu
(labour market)

Normunds Strautmanis

normunds.strautmanis@centralbaltic.eu
(public services)



www.centralbaltic.eu



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Thank You!



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