

Interreg



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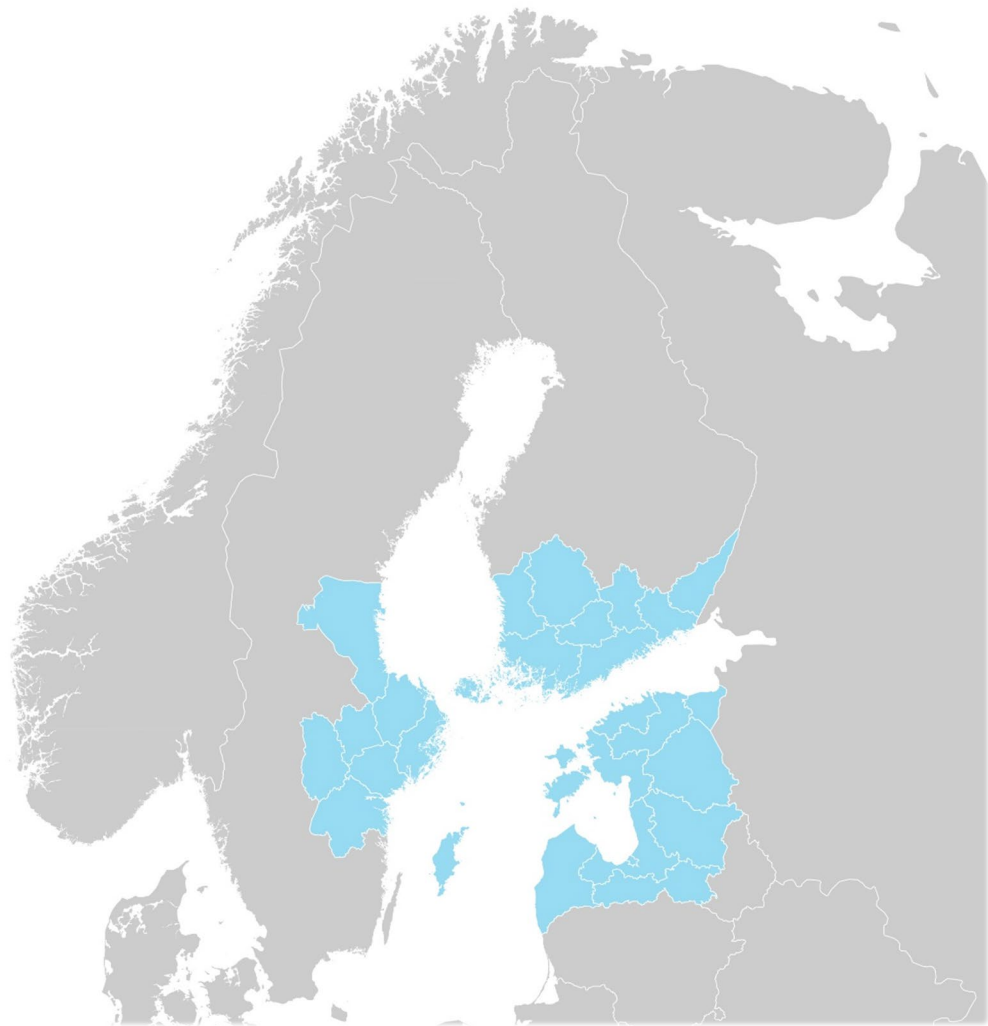
Central Baltic Programme 2021-2027

Project Implementation Webinar

10 and 12 October 2023
Online

Aim of the webinar

- To provide support and tools for project implementation and reporting
- 1st call projects
 - Lead partners
 - Project partners



Agenda - Tuesday 10.10.

- 13:00 – 13:05 Welcome
- 13:05 – 13:40 Project implementation
- 13:40 – 14:15 Results and outputs in project implementation
- *14:15 – 14:30 Break*
- 14:30 – 14:45 Project steering group work and role in the project implementation
- 14:45 – 15:20 Project communication
- 15:20 – 15:30 Project implementation quiz
- 15:30 – 15:50 State Aid article 20a monitoring
- 15:50 – 16:00 Closing of the day

Agenda - Thursday 12.10.

- 13:00 – 13:05 Welcome
- 13:05 – 13:40 Jems practicalities and activity reporting
- 13:40 – 14:15 Eligibility and financial reporting
- *14:15 – 14:30 Break*
- 14:30 – 15:05 Eligibility and financial reporting
- 15:05 – 15:15 Project implementation quiz
- 15:15 – 15:50 Project modifications
- 15:50 – 16:00 Closing of the day

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Project Implementation Webinar

Project Implementation

Samu Numminen
10 October 2023 | Online

Goal and topics of the webinar

Support and tools for
the project partners for
successful project
implementation

Partner's role and duties in
the project implementation

Eligibility issues, Simplified
Cost Options

Communication
requirements

Programme Principles

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

Result orientation

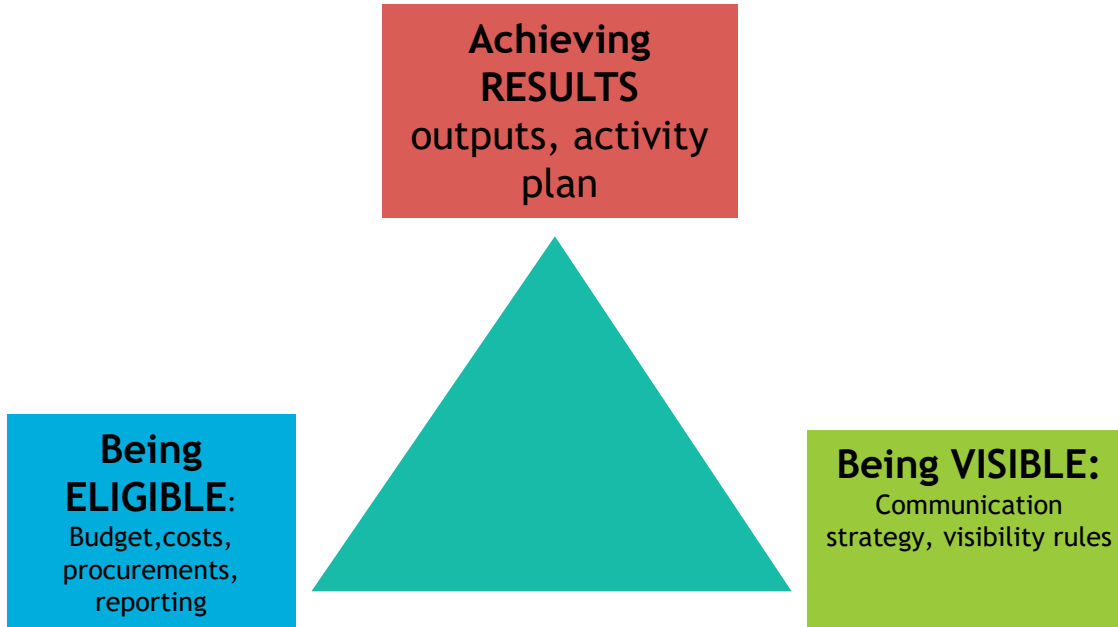
- To achieve changes together => cross-border partnerships

Programme objective - Result indicator - Target value

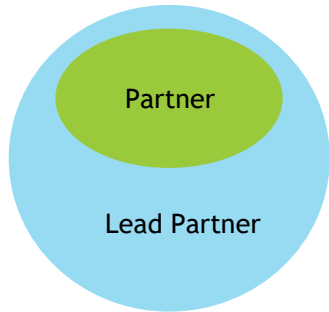
The change targeted together!

- **Projects** - only means to achieve programme results
=> the projects with the best impact and realistic
implementation plan and strong partners

”Happy Project World“



Origins of the Lead Partner role



- Lead partner is also a project partner
- Lead partner responsibilities originate from:
 - Project activity plan (application)
 - Programme manual
 - Guide for Project Implementation
 - Subsidy Contract
- Lead Partner delegates the tasks and obligations to the partners via Partnership Agreement(s)

Project implementation is a joint effort of all project partners

- Make sure that all partners understand the targeted results, their role and responsibilities:
 - ✓ Implementing activities
 - ✓ Using the budget
 - ✓ Disseminating and communicating
- Organise regular meetings to support the partnership
- Make sure all partners know where to get information about programme rules

Keeping the project on track during implementation

- Be aware, follow sequence of activities, project timeline, the use of budget
- Be informed, involved proactively in all activities - be on top of the project!
- Project event quality and feedback from participants, stakeholders
- Organise the system of recording outputs and results
- Keep records on state aid Article 20A when relevant
- If problem occurs (partner(s) underperform, certain activities not efficient, target group's not reached, delays, budget over- or underspending etc.),

Take initiative:

- talk to partners
- analyse the situation
- work out a solution
- Contact the JS if needed

Timing is important

- Keep the deadlines for partner reports and project report
- Set internal deadlines
- Every partner should know where to get the information related to implementation

Communicate!

- Fluent communication ensures an active partnership and implementation
- Internal, external
- Be aware of other active projects in the sector
 - CB
 - Others, also national level
 - Any synergies?
 - Baltic Sea Region programme's Objective 4.1 Project Platforms

Follow the work plan

- Your project work plan guides you through the implementation
 - Activities
 - Deliverables
 - Deadlines
- Avoid drifting into a situation where the partners are working in their own corners
- Take a proactive approach towards project implementation!

Focus on your key target groups

- The most important target groups have been defined in the application form
- They are the end users of your project results, and an important means to achieving sustainable results
- Have a tight focus rather than trying to provide something for everyone
- Adjust during the implementation if needed

Get feedback from the target groups

- Required by the programme
- Applies to events organised for the key target groups/end users
- Important for continuous improvement

Horizontal principles

- Equal opportunities and non-discrimination
- Equality between men and women
- Sustainable development

- Project contribution is defined in the application form
 - Contribution of project results - to be reported
 - "Everyday" contribution

Project changes and modifications

- Small/technical or big/significant
- Plan well ahead
- Involve all project partners into modification discussions
- Communicate to JS contact person

Annual meetings

- New!
- Annual review initiated by JS contact person to cover all relevant aspects of project implementation

Mid-term progress meeting

- About halfway through the project implementation
- A meeting between the JS contact person and the LP to discuss the project progress
 - Reaching the objectives, results, and outputs
 - Implementing the activities
 - Spending the budget
 - Project internal cooperation

Responsibilities after the project end

- Final report/ last report - tbc
- Report on result indicators one year after the project ends
- Sustaining project results and/or outputs
- Update your project webspace on the centralbaltic.eu website: a summary of the project's results and links to all outputs and results
- Fulfilling legal obligations related to maintaining documents and materials of the project
- Providing information to JS, MA and auditors upon their request
- Lead partner should not disappear after the project ends!

Support to projects

- Your Lead Partner
- Programme Manual
- Guide for Project Implementation
- Template files on the website or delivered directly
- Central Baltic programme events
- JS contact person
- www.centralbaltic.eu

Some common guidelines

- Be interested and active
- Follow the rules, but adapt to changes
- Focus on the big picture #cbresults
- Be nice and have fun; always and everywhere
- It's all about the commitment!

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Central Baltic Programme

Project Implementation Webinar

Results and outputs in project implementation

Ülari Alamets |

10 October 2023 | Online

Content

- Why results and outputs are relevant?
- What are result and output indicators?
- How to count and document indicators?
- How to report indicators?

EXPECTED RESULTS

PROGRAMME OBJECTIVE 1
More exports by SMEs

As a result, companies achieve sales and contracts on target markets.

PROGRAMME OBJECTIVE 2
More new scaled-up growth companies

As a result, companies achieve scaled-up status as, for example attract investment, develop new product or expand their team.

PROGRAMME OBJECTIVE 3
Joint circular economy solutions

As a result, product and service cycles and chains are improved.

PROGRAMME OBJECTIVE 4
Improved coastal and marine environment

As a result, the load of nutrients and other harmful substances to the Baltic Sea is reduced from various sources.

PROGRAMME OBJECTIVE 5
Decreased CO2 emissions

As a result, CO2 emissions are reduced from intermodal transport nodes and areas.

PROGRAMME OBJECTIVE 6
Improved employment opportunities on labour market

As a result, people's competitiveness on labour market and entrepreneurship capabilities are improved and additional anti-discriminatory policies are applied by organisations.

PROGRAMME OBJECTIVE 7
Improved public services and solutions for the citizens

As a result, solutions are taken up or upscaled by organisations.

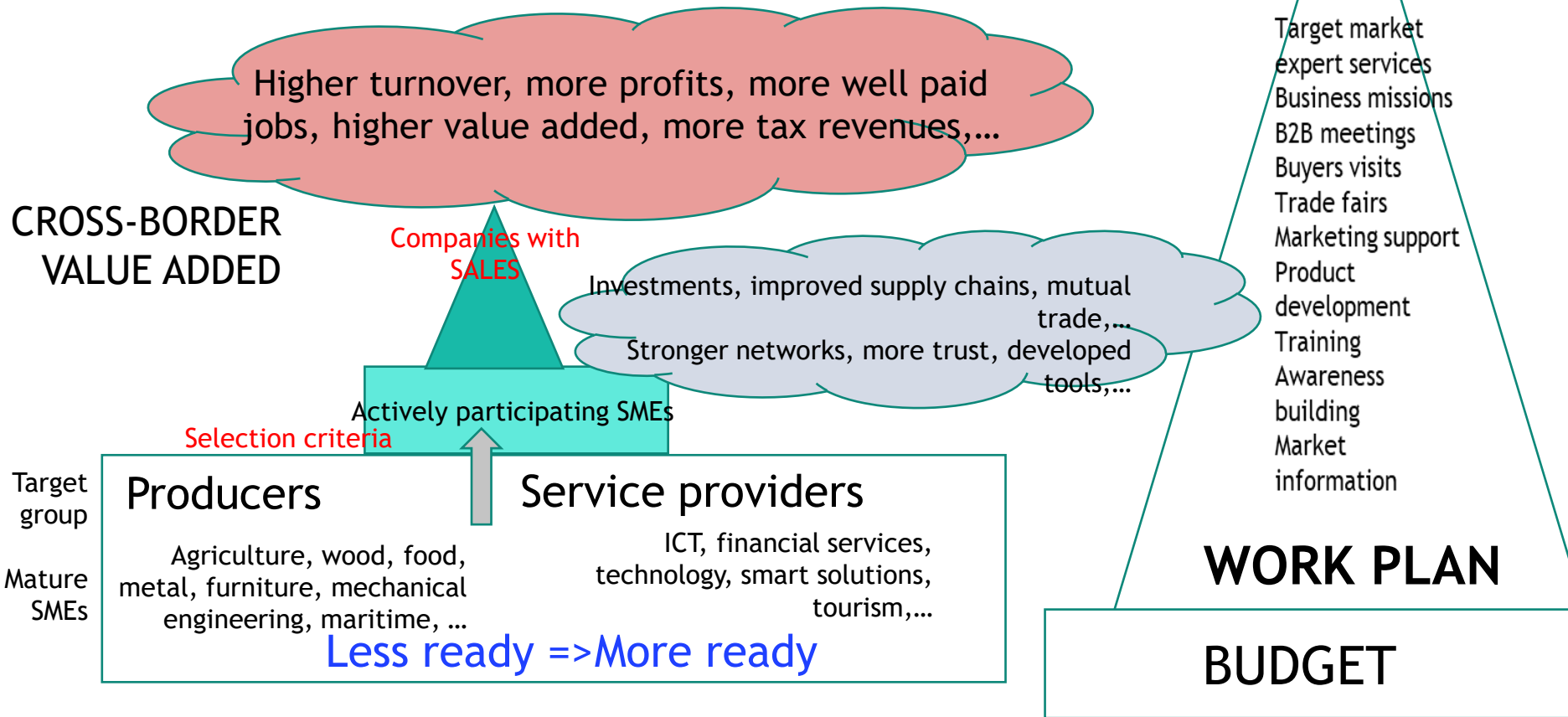
Result orientation

Programme objective - Result indicator - Target value

The change targeted together!

- **Projects** - only means to achieve programme results => we intend to choose the projects with the best impact and realistic to implement by strong partners
- To achieve changes together => cross-border partnerships
- Each project must choose one Programme Objective only.

Results and more Impact



From Outputs to Results

- Outputs - “milestones” on the way towards results or relevant achievements to count all over Europe
- Results - measurable realistic achievements towards impact
=> Impact models

Indicators' logic

Result Indicators:

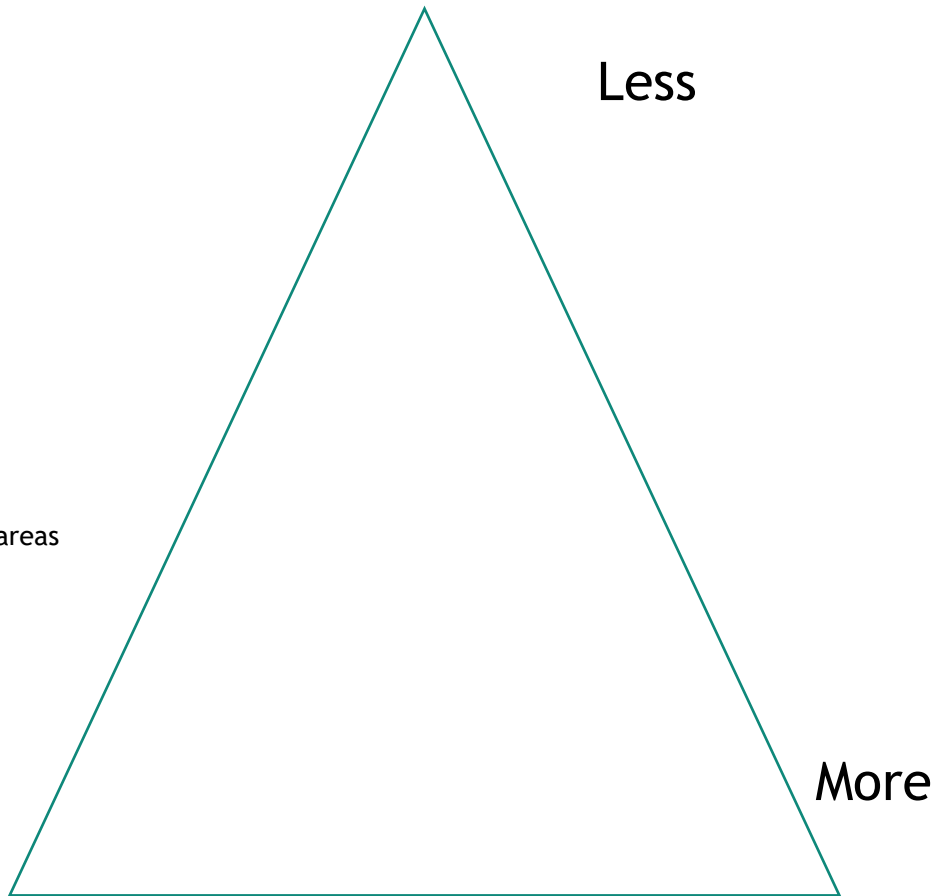
- PO 1 - PSR1 - **companies with sales**
- PO 2 - PSR2 - **companies scaled-up**
- PO 3 - PSR3 - **improved CE chains**
- PO 4 - PSR4 - **improved load sources**
- PO 5 - PSR5 - **improved transport areas, nodes**
- PO 6 - PSR6, PSR7, PSR8 - **people, organisations**
- PO 7 - RCR104 - **public services, solutions**

Output Indicators:

- PO 1 - RCO4, RCR4 - **participating companies, innovations**
- PO 2 - RCO4 - **participating companies**
- PO 3 - RCO81, RCO84 - **participants, pilot actions**
- PO 4 - RCO81, RCO84 - **participants, pilot actions**
- PO 5 - RCO81, RCO84, PSO1 - **participants, pilot actions, targeted nodes, areas**
- PO 6 - RCO81, RCO81* - **participating people, organisations**
- PO 7 - RCO116 - **developed solutions**

The target groups:

- PO 1 - **mature SMEs**
- PO 2 - **new growth companies**
- PO3 - **people, companies, communities**
- PO 4 - **people, companies, communities**
- PO 5 - **people, companies**
- PO 6 - **less competitive people, organisations**
- PO 7 - **people**



Indicator Fiches and templates

- Fiches as Programme Manual Annex 2 - starting from p 115
- Each Indicator has Fiche
- Templates for documenting output and result indicator achievements

Fiches - PO 2 - PSR2, RCO04

Central Baltic Programme

Row ID	Field	Indicator metadata
1	Indicator code	PSR2
2	Indicator name	Number of scaled up companies
3	Measurement unit	Enterprise
4	Type of indicator	Programme Specific Result Indicator
5	Baseline	0
6	Target 2029 (as 31.12.29)	200 (8-10 projects - each achieves in average 20)
7	Priority	P 1 Innovative Central Baltic Business development
8	Programme Objective	PO 2 More new Central Baltic scaled-up growth companies
9	Definition and concepts	<p>The status as "scaled-up company" should be achieved via joint action by project partners for the participating target group companies as a direct result of the project activities</p> <p>Scaled up company is defined as: company which raised investments, company established presence outside of home market, company developed the business model, company developed the new product/service, company expanded the key team, company merged or acquired, company implemented the IPO.</p> <p>To be counted under this indicator, the scaled-up company should be a direct result of the non-financial support provided via the programme.</p> <p>Partners are responsible for keeping records on participating companies and their achieved scaled up achievement (name of the company, name of the contact person, proofs of the scaled-up status). Confidentiality rules apply: no information will be disclosed without the permission of the concerned company.</p>
10	Data collection	MA monitoring system. Requests by JS.
11	Time measurement	Annually from 2 nd full year of implementation After the project ends, 1 full year after the project has ended.
12	Aggregation issues	Will be aggregated on project level over the duration of the project and aggregated on programme level to include the achievements of all the projects contributions.
13	Reporting	Annually from 2 nd full year of implementation and after the project ends (1 full years after project has ended).
14		References

Row ID	Field	Indicator metadata
1	Indicator code	RCO04 = RCO01
2	Indicator name	Enterprises with non-financial support
3	Measurement unit	Enterprise
4	Type of indicator	ERDF (Interreg) Output Indicator
5	Baseline	not required
6	Milestone 2024 (as 31.12.24)	0
7	Target 2029 (as 31.12.29)	800 (8-12 projects, in each ca 70-80 companies actively participate)
8	Priority	P 1 Innovative Central Baltic Business development
9	Programme Objective	PO 2 More new Central Baltic scaled-up growth companies
10	Definition and concepts	<p>For the purpose of this indicator, enterprises are profit-oriented organisations that produce goods and services to satisfy market needs.</p> <p>Classification of enterprises:</p> <ul style="list-style-type: none"> - Micro enterprise (<= 10 employees and annual turnover ≤ EUR 2 million, or balance sheet ≤ EUR 2 million); - Small enterprise (10-49 employees and annual turnover >EUR 2 million - 25 ≤ EUR 10 million or balance sheet in > EUR 2 million - ≤ EUR 10 million); - Medium enterprise (50-249 employees and annual turnover >EUR 10 million - ≤ EUR 50 million or balance sheet in EUR > EUR 10 million - ≤ EUR 43 million); <p>If either of the 2 thresholds (employees and annual turnover/balance sheet) is exceeded the enterprises shall be categorized in the size category above.</p> <p>Size of the enterprise supported is measured at the time of the application.</p> <p>We count the participation from project activities in which the companies' representatives take active part.</p> <p>Not recipients of just information (newsletters, emails) and other passive type of activities are counted.</p> <p>1 company may participate in several project activities - we count 1</p>

		There can be more than 1 representative from 1 company - we count 1 The project partners are responsible for keeping records on participating companies. The records should include the companies names, the contact information and in which project activities the participation took place.
11	Data collection	MA monitoring system. Separate requests by JS when relevant.
12	Time measurement	1 year (12 months).
13	Aggregation issues	Will be aggregated on project level over the project duration and aggregated on programme level to include the achievements of all the projects contributions.
14	Reporting	Annually as full year achievement and after the project ends in Final report.
15		References
16	Corresponding corporate indicator	Not applicable
17	Notes	
18		Examples:

Fiche - PO 6 - PSR6

Row ID	Field	Indicator metadata
1	Indicator code	PSR6, PSR7, PSR8
2	Indicator name	<p>PSR 6: Number of people with increased competitiveness on labor market</p> <p>PSR 7: Number of organisations with applied anti-discriminatory policies</p> <p>PSR 8: Number of people with increased entrepreneurship</p>
3	Measurement unit	<p>PSR 6, PSR 8: People</p> <p>PSR 7: Organisations (incl. companies)</p>
4	Type of indicator	Programme Specific Result Indicators
5	Baseline	0
6	Milestone 2024 (as 31.12.24)	not required
7	Target 2029 (as 31.12.29)	<p>1) 400 (10 projects in average each achieves 40)</p> <p>2) 75 (5 projects in average each achieves 15)</p> <p>3) 150 (10 projects in average each achieves 15)</p>
8	Priority	P 3 Improved employment opportunities
9	Programme Objective	PO 6 Improved employment opportunities on labour market
10	Definition and concepts	<p>There are 3 distinct focuses within this Programme Objective and therefore 3 programme specific result indicators are needed.</p> <p>The target values and achievements of the 3 result indicators are aggregated separately. PSR 6 and PSR 8 can be aggregated together.</p> <p>Less competitive groups within society: including young people under 25, people in pre-retirement, retired people, refugees, and people with special needs and other less competitive groups.</p> <p>People with increased competitiveness: work contract achieved; work affiliation achieved; new qualification gained, certificate proving the completion of study programme; actively job-searching.</p> <p>Companies with anti-discriminatory policy applied: policy prepared, approved and applied.</p> <p>People with increased entrepreneurship: successful completion of complex entrepreneurship programme.</p>

		We count unique individuals and companies as the ones which reach required new statuses.
11	Data collection	MA monitoring system. Separate requests by JS when relevant.
12	Time measurement	1 year (12 months)
13	Aggregation issues	For all 3 components of the indicator the aggregation is applied separately. Aggregated as 3 separate numeric values on programme level.
14	Reporting	Annually from 2nd full year of implementation and after the project ends in final report.
15		References
16	Corresponding corporate indicator	Not applicable
17	Notes	
18		Examples:

PO 1 results and outputs - PSR1, RCO04, RCR04

PSR1 - Companies with achieved sales and contracts to new markets

RCO4 - Enterprises with nonfinancial support

RCR04 - SMEs introducing marketing or organisational innovation

PO 1 integrated template for documenting outputs and results

PO 1 integrated template for documenting outputs and results

Enterprises with non-financial support Programme Objective 1 - More exports by SMEs

Project id	CB00009
Project acronym	DREAMEXPORT

Partner role / number	LP
Partner name in English	Export Agency Foundation

Supported enterprises			1
Including Micro	0	Including Medium	1
Including Small	0	Including Large	0
Marketing or organisational innovation introduced by SME			0
Achieved sales and contracts to new markets			0

Fill in the information with participation of organisations. One company may participate in several project activities. The template should be filled in continuously and be updated. Information from this template will be filled into the final report. Where information about results is collected, the final report should be filled in.

PARTNER ACTIVITIES	Activity 1	Activity 2	Activity 3	Activity 4	Activity 5	Activity 6	Activity 7	Activity 8	Marketing or organisational innovation		Sales and contracts to new markets	
	10.2023	11.2023	[Date]	[Date]	[Date]	[Date]	[Date]	[Date]	Marketing or organisational innovation introduced by SMEs	Which marketing or organisational innovation has been introduced? (Max 100 characters)	Achieved sales and contracts to new markets	In which new markets sales and contracts have been achieved? (Max 100 characters)
	Turku	Tallinn	[Location]	[Location]	[Location]	[Location]	[Location]	[Location]				
	Training	Training	[Activity name]	[Activity name]	[Activity name]	[Activity name]	[Activity name]	[Activity name]				

1	OY Cosmo							5840098765	No	No		
Petteri Koskinen	x											
Laura Mäkeläinen		x										
[Insert participant name]												
[Insert participant name]												

PO 2 results and outputs - PSR2, RCO04

PSR2 - Number of scaled-up new growth companies

RCO4 - Enterprises with nonfinancial support

PO 1 integrated template for documenting outputs and results

PO 2 integrated template for documenting outputs and results

Project id	CB00004
Project acronym	SCALER

Partner role / number	LP
Partner name in English	The Scaler Foundation

Supported enterprises	2		
Including Micro	0	Including Medium	1
Including Small	1	Including Large	0
Achieved new "scaled up" growth company status	0		

Fill in the information with participation of organisations (companies) taking part in project activities. Fill in one contact phone or email per participating company. One company may participate in several project activities, but is counted as 1. The template should be filled in continuously and be kept up-to-date and should be made available to JS contact person upon request. Information from this template will be filled into Jerns on the achievements towards output indicators after a one full year from project start (i.e. the 2nd project report). Where information about results is collected, the first reporting of the result indicators is done after the 2nd full year from the project start (i.e. the 4th project report).

PARTNER ACTIVITIES	Activity 1	Activity 2	Activity 3	Activity 4	Activity 5	Activity 6	Activity 7	Activity 8	Activity 9	Activity 10	Activity 11	Activity 12	Activity 13	Activity 14	Activity 15	Activity 16	Activity 17	Activity 18	Activity 19	Activity 20	New "scaled up" growth company status					
	9.2023	11.2023	12.2023	1.2024	[Date]	[Date]	[Date]	[Date]	[Date]	[Date]	[Date]	[Date]	[Date]	[Date]	[Date]	[Date]	[Date]	[Date]	[Date]	[Date]	Achieved new "scaled up" growth company status	Baseline situation (Max 100 characters)	Achieved scale-up status description (Max 100 characters)			
	Location	Location	Location	Location	[Location]	[Location]	[Location]	[Location]	[Location]	[Location]	[Location]	[Location]	[Location]	[Location]	[Location]	[Location]	[Location]	[Location]	[Location]	[Location]	[Location]	[Location]	[Location]			
	Riga	Tallinn	Helsinki	Visit	[Activity name]	[Activity name]	[Activity name]	[Activity name]	[Activity name]	[Activity name]	[Activity name]	[Activity name]	[Activity name]	[Activity name]	[Activity name]	[Activity name]	[Activity name]	[Activity name]	[Activity name]	[Activity name]						
	Training	Training	B2B meeting																							
1	SIA Scorer							37198877654							Micro	Small	Medium	Large	No							
																	<input type="checkbox"/>	<input type="checkbox"/>				<input checked="" type="checkbox"/>	<input type="checkbox"/>			
	Leo Messi	x	x																							
	Lordi Alba		x																							
	Chris Ronaldo																									
	Pete Sampras			x																						
	Insert participant name]																									
2	OÜ Putter							info@putter.ee							Micro	Small	Medium	Large	No							
																	<input type="checkbox"/>	<input checked="" type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>			
	Georg Kask	x	x		x																					
	Jinda Haab				x																					
	Maarel Kosk																									
	Õvea Nulgi	x				x																				
	Insert participant name]																									
3	[Insert company name]							[Insert company contact phone, email.]							Micro	Small	Medium	Large	No							
																	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>			
	Insert participant name]																									
	Insert participant name]																									
	Insert participant name]																									

PO 3 results and outputs

PSR3 - The number of improved product/service cycles/chains

RCO81 - Participations in joint actions across borders

RCO84 - Pilot actions developed

PO 3 template for documenting outputs and results

PO 4 results and outputs

PSR4 - The number improved urban and agricultural load sources

RCO81 - Participations in joint actions across borders

RCO84 - Pilot actions developed

PO 4 template for documenting outputs and results

PO 5 results and outputs

PSR5 - Improved intermodal transport nodes and transport areas with CO2 reductions

RCO81 - Participations in joint actions across borders

RCO84 - Pilot actions developed

PSO1 - The number of projects targeting intermodal transport nodes and areas

PO 5 template for documenting outputs and results

PO 5 outputs Template

Participations in joint actions across borders Programme Objectives 5 - Decreased CO2 emissions

Project id	CBXXXXXXXX
Project acronym	XXXXXXXXXXXX

Partner role / number	PPX
Partner name in English	XXXXXXXXXXXXXXXXXXXX

Nb of unique organisations taking part in project activities	0
List updated on	xx/xx/xxxx

Fill in the information with participation of organisations taking line and one line only per organisation. The template should be used to collect information from this template will be filled into Jems on the date where information about results is collected, the first reporting

	PARTNER ACTIVITIES	Activity 1	Activity 2	Activity 3	Activity 4	Activity 5	Activity 6	Activity 7
		[Date]	[Date]	[Date]	[Date]	[Date]	[Date]	[Date]
		[Location]	[Location]	[Location]	[Location]	[Location]	[Location]	[Location]
		[Activity name]	[Activity name]	[Activity name]	[Activity name]	[Activity name]	[Activity name]	[Activity name]
7	[Insert organisation name]							
8	[Insert organisation name]							
9	[Insert organisation name]							
10	[Insert organisation name]							
11	[Insert organisation name]							
12	[Insert organisation name]							

PO 6 results and outputs

PSR6 - Number of people with increased competitiveness on labour market

PSR7 - Number of organisations with applied additional anti-discriminatory policies

PSR8 - Number of people with increased entrepreneurship

RCO81 - Participations in joint actions across borders (the organisations)

RCO81 - Participations in joint actions across borders (the individuals)

PO 6 template for documenting outputs and results

PO 6 results and outputs Template

Participations in joint actions across Programme Objectives 6 - Improved er

Project id	CBXXXXXX
Project acronym	XXXXXXXXXX

Partner role / number	PPX
Partner name in English	XXXXXXXXXX

Nb of unique persons who started participation in project activities	0
Nb of people with increased competitiveness on labour market	0

Fill in the information with participant target group participants take active as activities. Fill in the name and e-m activities, but each person is counted person upon request. Information for

PARTICIPATIONS TO PARTNER ACTIVITIES		Activity 1	Activity 2	Activity 3	Activity 4	Activity 5	Achieved results PSR6 - Only if planned in the application form and a result of project participation					
		[Date]	[Date]	[Date]	[Date]	[Date]	0	0	0	0	0	Achieved people with increased competitiveness on labour market
		[Location]	[Location]	[Location]	[Location]	[Location]	Work contract achieved	Work affiliation achieved	New qualification gained	Certificate proving the completion of a	Actively job-searching	
[Insert participant name]	[Insert participant contacts]						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
[Insert participant name]	[Insert participant contacts]						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
[Insert participant name]	[Insert participant contacts]						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
[Insert participant name]	[Insert participant contacts]						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
[Insert participant name]	[Insert participant contacts]						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
[Insert participant name]	[Insert participant contacts]						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
[Insert participant name]	[Insert participant contacts]						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
[Insert participant name]	[Insert participant contacts]						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
[Insert participant name]	[Insert participant contacts]						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

PO 6 results and outputs Template

Participations in joint actions across borders & persons entrepreneurship Programme Objectives 6 - Improved employment opportunities on labour market

Project id	CBXXXXXXX
Project acronym	XXXXXXXXXX

Partner role / number	PPX
Partner name in English	XXXXXXXXXXXXXXXXXX

Nb of unique persons who started participation in project activities	0
Nb of people with increased entrepreneurship	0

Fill in the information with participation in project activities. You add activities such as information events, train target group participants take active part. When target groups purely receive information (newsletters, emails) as activities. Fill in the name and e-mail address or phone number from all beneficiary participants. One individual activities, but each person is counted as 1. The template should be filled in continuously and be kept up-to-date person upon request. Information from this template will be filled into Jems at periods defined in the Guide for

PARTICIPATIONS TO PARTNER ACTIVITIES		Activity 1	Activity 2	Activity 3	Activity 4	Activity 5	Activity 6	Activity 7	Activity 8	Activity 9	Activity 10	Activity 11	Activity 20	Successful completion of complex entrepreneurship programme - PSR8
		[Date]	[Date]	[Date]	[Date]	[Date]	[Date]	[Date]	[Date]	[Date]	[Date]	[Date]	[Date]	
		[Location]	[Location]	[Location]	[Location]	[Location]	[Location]	[Location]	[Location]	[Location]	[Location]	[Location]	[Location]	
		[Activity name]	[Activity name]	[Activity name]	[Activity name]	[Activity name]	[Activity name]	[Activity name]	[Activity name]	[Activity name]	[Activity name]	[Activity name]	[Activity name]	
[Insert participant name]	[Insert participant contacts]													<input type="checkbox"/>
[Insert participant name]	[Insert participant contacts]													<input type="checkbox"/>
[Insert participant name]	[Insert participant contacts]													<input type="checkbox"/>
[Insert participant name]	[Insert participant contacts]													<input type="checkbox"/>
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[Insert participant name]	[Insert participant contacts]													<input type="checkbox"/>
[Insert participant name]	[Insert participant contacts]													<input type="checkbox"/>
[Insert participant name]	[Insert participant contacts]													<input type="checkbox"/>

PO 7 results and outputs

Results:

RCR104 - Solutions taken up or up-scaled by organisations

Outputs:

RCO116 - Number of jointly developed solutions

PO 7 template for documenting outputs and results

When and how to report indicators achievements?

- Outputs - starting with period 2 report
- Results - starting with period 4 report

- In Project report. There are no numeric fields in partner report.
- LP consolidates data and enters into Project report relevant field

Reporting Outputs and Results - 1

- Each project must report the contribution towards output indicators starting from the second reporting period i.e., after one full year of the project implementation.
- Result indicators are reported from fourth reporting period i.e., after two full years of the project implementation. After the first indicator reporting, the indicator contribution is reported in every second report i.e., on an annual basis. The indicator reporting is done as part of the project progress reports in Jems.
- When reporting the contribution towards the output and results indicators, it is mandatory to stick to output and result indicator definitions laid out in the Indicator Fiches in the Programme Manual (Annex 2).
- It is recommended that the lead partner discusses about the indicators reporting requirements with the JS contact person in the very beginning of the project implementation.

Reporting Outputs and Results - 2

- The Programme has prepared templates to support the follow-up and reporting of the output and result indicators. Each project shall use the prepared template for recording the contribution.
- Besides the progress reporting, the information given in the templates will be used and needed for evaluation of the Programme and its impact. The templates can be found from the Programme website at <https://centralbaltic.eu/for-projects/documents/>
- Reporting of achieved output and result indicators as part of project reports should be based on the records in output and result indicators templates. The project does not need to attach the templates to the project report, but these should be made available to the JS contact person upon request.

Project report - reporting outputs

Project report PR.3



Project report identification

Work plan progress

Work plan progress

Outputs

Please explain the progress towards project outputs and output indicators. Notice that the output indicators are reported only in every second report from period 2 report onwards. Remember to include whole year (two reporting periods) contribution to the report.

O 2.1 Unemployed ready to enter labour market ^

Output title

Unemployed ready to enter labour market

Programme output indicator

PO7O1: PSO1 The number of participating (in project activities) organisations :

Measurement Unit

Organisation

Delivery Period

Period 3, month 13 - 18

Target Value

1,00

Achieved in two last reporting periods

0,00

Cumulative value

6,00

Progress towards outputs

mmmmmmmmmmmmmmmmmmmmmmmmmmmmmm

Project report - reporting results

Project report PR.3



Project report identification

Work plan progress

Project results & Horizontal prin...

List of partner certi

Project results

Result 1

Programme result indicator

PO7R2: Solutions taken up or up-scaled by organisations (Small projects)

Measurement Unit The number of improvements	Baseline	0,00	Delivery period Period 5, month 25 - 28
Target Value 3,00	Achieved so far 0,00	Cumulative value 3,00	

Describe progress achieved

Attachment 

Interreg



Co-funded by
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Central Baltic Programme

Project Implementation Webinar

Project steering group work and role in
project implementation

Samu Numminen

10 October 2023 | Online

Roles in the implementation

- Lead Partner principle
 - The LP has the overall responsibility, ensures the timely and correct implementation of the project
- Project Partners fulfill their part of the project activities, actively participate in cooperation
- A Project Steering Group must be set up
- People who get their salary from the project should not be SG members
- Project staff participates to SG meetings as internally agreed

Focus on results

- The Steering Group should keep in mind that results (achieving the change) should always be the main focus during project implementation - joint implementation!
- Programme output and result indicators' target values should be achieved
- Follow the work plan as a tool for achieving results
 - Reasonable flexibility about activities and deliverables

Project Steering Group (1)

- Monitor and steer the project in order to meet the targets/objectives set in the project application
- Support the project in consulting and acting in an advisory function towards key stakeholder and/or end users
- Support and advise the project in challenging situations
- The Steering Group can propose changes to the implementation of the project

Project Steering Group (2)

- Considers the Programme's Anti-Fraud policy and needed actions of the project to fulfil it
- Participates in the planning of information activities and spreading information about the project and its results
- Handles project modifications before the lead partner submits the material to the Joint Secretariat/Managing Authority
- Final wrap-up (tbc)
- Fees or compensation are not eligible for SG members

Interreg



Co-funded by
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Central Baltic Programme

Project Implementation Webinar

Project communication

Kersti Valde-Komp

10 October 2023 | Online

Agenda

What do I have to remember about project communication?

1. Key requirements

2. Project Webspace

3. Communicating my project

4. Programme support

5. Quality of project events

6. national Contact Points



Communication requirements

Use the Interreg logo

prominently on all communication material intended for the public or project participants

Display a poster (minimum A3)

each project partner at their premises, clearly visible to the public

Display a durable plaque or billboard (if needed) clearly visible to the public

- a project with a total budget exceeding 100,000 EUR must display it as soon as the physical implementation of operations involving physical investment starts or purchased equipment is installed).

Use the Project workspace

Communicate about your project

UPDATE: clarification about using the project logo

Consultations with the European Commission.

Clear distinction between project logos and other visuals.

-> more flexibility in terms of sizing logos and visual elements.



Fresh update: project logo

In a nutshell:

You have only one project logo (Interreg).



Which Interreg logo do I have to use?

- Use one of the Interreg logo versions across your project materials.
- Whenever space allows, we recommend using your project logo as this helps your project to stand out more clearly from others.



ProjectAcronym



Use of supplementary visuals

Together with your Interreg logo, you can incorporate visuals and labels to enhance your project's communication if you think these bring added value.

No need to measure the **width or height** of the **EU emblem** to meet the minimum size requirement in comparison to other logos:
But make sure they don't overshadow the EU emblem (i.e. the flag).



Managing (partner organisation) logos

- Measure the **width or height** of the **EU emblem** to meet the minimum size requirement in comparison to other logos.



The update in short:

Simply put, there's only a single official project logo (Interreg).

Anything else utilised in your project's visual communication, apart from logos of partner organisations, is considered as diverse visual elements, not additional logos.

Less worrying about the sizing of the logos.
It gives you the opportunity to be creative while still making sure the Interreg logo with the EU emblem is prominent and easily distinguishable.



Requirements: where to find?

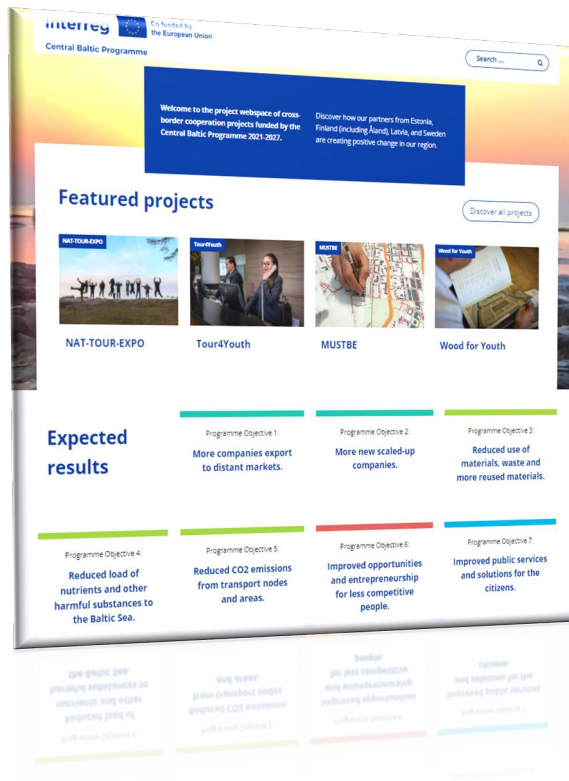
Programme Manual 4.1

Guide for Implementing a Project 2.0

Project logos are available on the website.



What about the Project Webspace?



Use your workspace actively!

ALL 32 projects are there!
More coming up.

EXAMPLE

Home Baltic2Hand



BALTIC2HAND

As good as new: Enhancing the behavioral and business change of the second-hand textile industry in the Central Baltic region.

BALTIC2HAND project improves textile reuse and reduces textile waste in the second-hand market from 1.4.2022 until 31.3.2026. In the Baltic Second-hand project, organizations in the fashion and textile industry in Estonia, Finland, Latvia, and Sweden develop their business models towards sustainability and circular economy. Using a service design process, the project maps and designs new opportunities in raising textiles and in reducing textile waste. The project tests and pilots potential solutions and promotes consumer use of second-hand textiles.

This project is organized by Laurea University of Applied Sciences, Turku University of Applied Sciences, Latvian Chamber of Commerce and Industry, Tallinn Business Incubators Foundation, and Sustainability InnovCenter.

Expected results

The main groups that benefit from the project are fashion and textile organizations and second-hand companies that want to improve or add second-hand operators to their business models and consumers. The co-creative service design process together with the larger organizations and consumers will:

- improve textile reuse
- reduce textile waste
- provide background research on the second-hand market in the Baltic region, highlighting challenges and opportunities.
- generate new ideas on how to make sustainable second-hand market.
- develop (improved or new) second-hand-related business models and concepts.

Based on these findings the project will also develop educational materials for an open access digital platform.

Duration: 01.04.2022 - 31.03.2026

Total budget
1 661 432 €

Programme priority
Improved environment and resource use

Programme objective
FD3 - joint circular economy solutions

Lead partner
Laurea University of Applied Sciences

Gallery

LAUREA
LCCI
Sustainability Center
MILLINI CREATIVE INCUBATOR
TURKU AMK
UNIVERSITY OF APPLIED SCIENCES



2. Project Webspace

EXAMPLE

About project ISMEF

2. Project Workspace

Project background

Finland and Estonia both have small domestic markets for transport and logistics solutions. Both countries have numerous SMEs with excellent know-how in providing world-class mobility services and to seek growth, we are looking outside of our national borders.

The ISMEF project focuses to facilitate the development of competitive, joint mobility product and service offerings by Estonian and Finnish mobility companies and related ICT service providers. The project targets three international markets: North America (Canada and the US), the Gulf region, and the UK.

Project activities

The project will include a mix of internationalization support activities tailored to the needs of the companies in the Finnish and Estonian mobility networks:

Awareness raising of Finnish and Estonian know-how and case examples of top-tier mobility solutions.

Market information and research regarding the project target markets.

Skills development activities for SMEs' targeting to grow internationally.

Networking Finnish and Estonian mobility SMEs' and development of joint offerings that target the needs of project target markets.

Branding and marketing of Finnish and Estonian mobility companies, including joint participation in key industry events

Sales support activities including joint business delegations to the target markets.

The ISMEF team

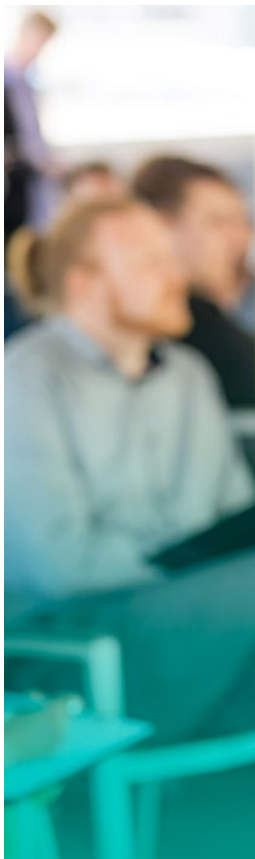
The teams of ITL/ITS Estonia and ITS Finland at Finnish and Estonian mobility companies' service:



EXAMPLE

About project NBSCALE

2. Project Workspace



NORTHBOUND SCALEUPS

Northbound Scaleups helps startups go international

Northbound Scaleups (NBSCALE), a new program aimed at helping startups scale up their business, has launched in the March of 2023. The joint initiative by Turku Science Park (Finland), Mälarsystem (Gävle, Sweden), and Technopolis (Tallinn, Estonia) offers international workshops and mentoring sessions, free of charge, to help participating startups gain valuable knowledge of new target markets and learn new skills from top-notch internationalisation experts.

The first program rounds sprint days are held over the course of 2023 in three cities: Turku (Finland), Tallinn (Estonia), and Gävle (Sweden). NBSCALE provides hands-on support modules for developing the most essential skills for scaling up a business, including adopting a growth mindset and knowing relevant processes, warning strategies for entering foreign target markets, planning for future investment rounds, data gathering and market analysis, and much more.

Northbound Scaleups offers personal growth mentoring for each startup. The startups can also expect discovery missions focused on relevant target markets, and getting into meetings with potential clients, investors, and other relevant players in the target ecosystems.

Scaling up great ideas

The program is open to Finnish, Estonian, and Swedish startups that have been operating for under five to seven years. The startups are expected to have already launched their products or services and gained some traction in their home country.

Interested startups can apply for the program during the specified application period, after which the organizing parties will select up to five startups per country to join the program. The selected participants will show a true interest in scaling their company's business and in traveling one for joining the program and the development processes.

For the first group of business companies, the Northbound Scaleups program consists of eight workshop days, starting in Tallinn and moving on to Turku and later Gävle. Travel and accommodation costs are covered for 1-2 participants per company for these workshop days.

Apply for Northbound Scaleups

Apply now (jyväskylä)

We're now accepting applications for the next round of Northbound Scaleups. Apply by September 7th, 2023.

Testimonials

We had high expectations for the programme and they have been well met and even exceeded! The organizers and the participating companies have proven to be good partners for collaboration. Both the content and the practical arrangements have been of high quality.
-Matti Turku, A2M

Participating scaleups, first call of 2023

Finland

A2M
Mälarsystem
Small Group
Hydroflex
Möbius Systems

Estonia

Tabash
Crypsis
TrawlIT
LITech
Starkey

Sweden

Assebrook
Boring
Daxio
Gustaf Telen
Trio

Upcoming events for participating companies

November 2023 - Gävle

Past events for participating companies

August 16-17 | Gävle, Sweden

May 16-17 2023 | Turku, Finland | Target market & competitor analysis, Successful market entry

April 24-25 2023 | Tallinn, Estonia | Growth hacking, Team performance & productivity

Find NBSCALE on social media

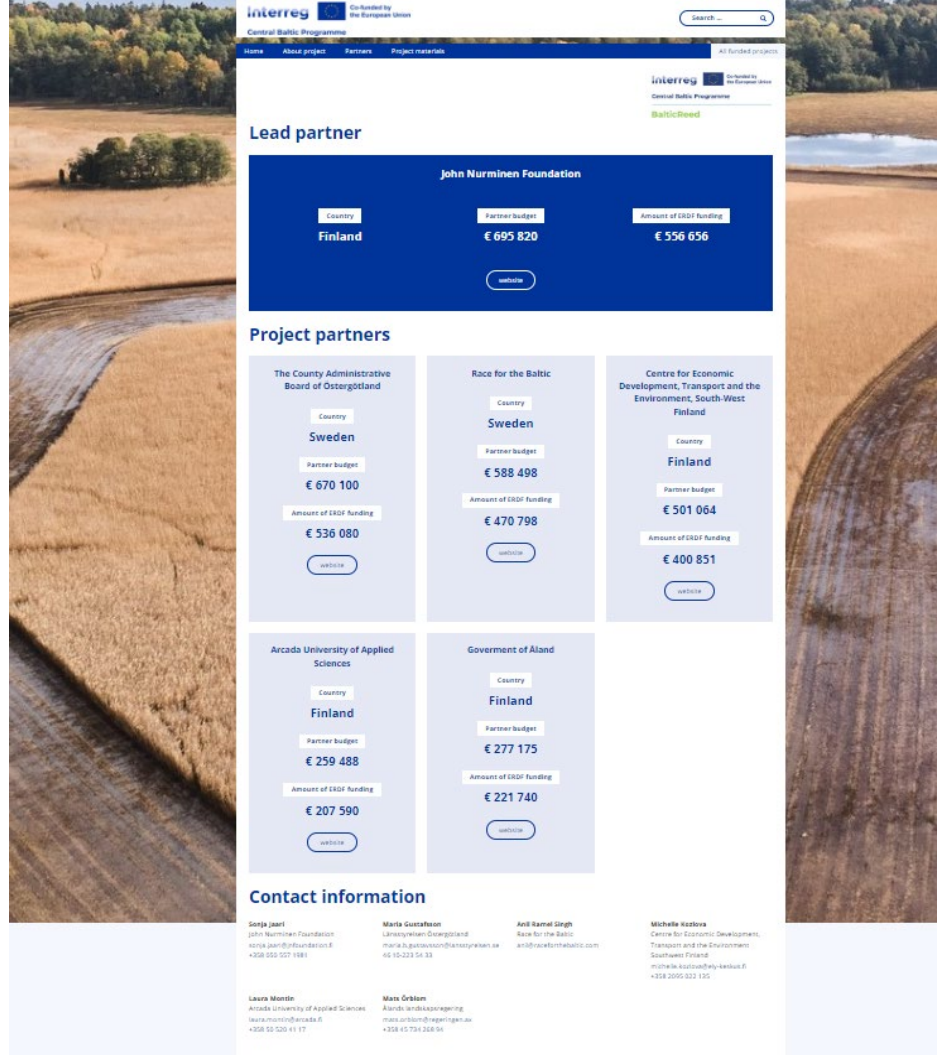


EXAMPLE

Partners

BalticReed

2. Project Webspace



The screenshot shows the project website for BalticReed. At the top, there is a navigation bar with 'Home', 'About project', 'Partners', and 'Project materials'. A search bar is located in the top right corner. Below the navigation, the 'Lead partner' section features a dark blue card for the John Nurminen Foundation, listing its country as Finland, partner budget as € 695 820, and amount of ERDF funding as € 556 656. The 'Project partners' section consists of six light blue cards arranged in a 2x3 grid. Each card provides details for a specific partner, including their name, country, partner budget, and amount of ERDF funding. At the bottom, a 'Contact information' section lists the contact details for six individuals: Senja Jaari, Marja Gustafsson, Anni Ramel Singh, Michelle Kesteven, Laura Montle, and Maria Örnlom.

Partner Name	Country	Partner Budget	Amount of ERDF Funding
John Nurminen Foundation	Finland	€ 695 820	€ 556 656
The County Administrative Board of Östergötland	Sweden	€ 670 100	€ 536 080
Race for the Baltic	Sweden	€ 588 498	€ 470 798
Centre for Economic Development, Transport and the Environment, South-West Finland	Finland	€ 501 064	€ 400 851
Arcada University of Applied Sciences	Finland	€ 259 488	€ 207 590
Government of Åland	Finland	€ 277 175	€ 221 740

Contact information

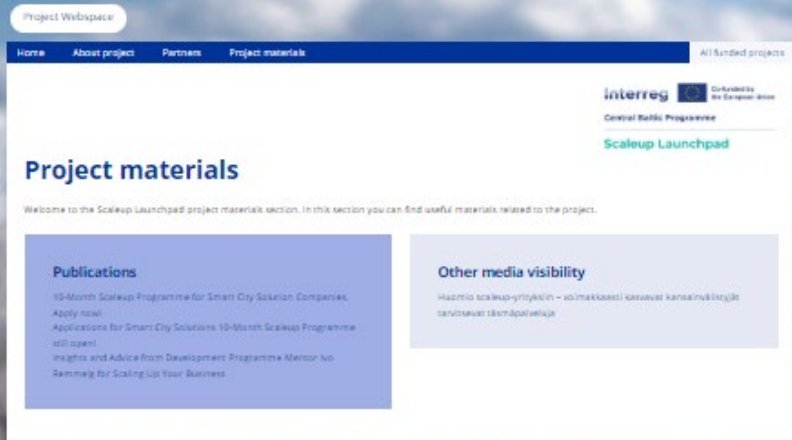
<p>Senja Jaari John Nurminen Foundation senja.jaari@fondation.fi +358 050 507 1981</p>	<p>Marja Gustafsson Race for the Baltic marja.h.gustafsson@natyrakern.se +46 10-223 54 33</p>	<p>Anni Ramel Singh Race for the Baltic anni@raceforthebaltic.com</p>	<p>Michelle Kesteven Centre for Economic Development, Transport and the Environment, Southwest Finland michelle.kesteven@keskus.fi +358 2055 032 135</p>
<p>Laura Montle Arcada University of Applied Sciences laura.montle@arcada.fi +358 05 320 41 07</p>	<p>Maria Örnlom Ålands landskapsregering maria.ornlom@regeringen.ax +358 45 754 248 04</p>		

EXAMPLE

Project materials Scaleup Launchpad

2. Project Workspace

Project materials

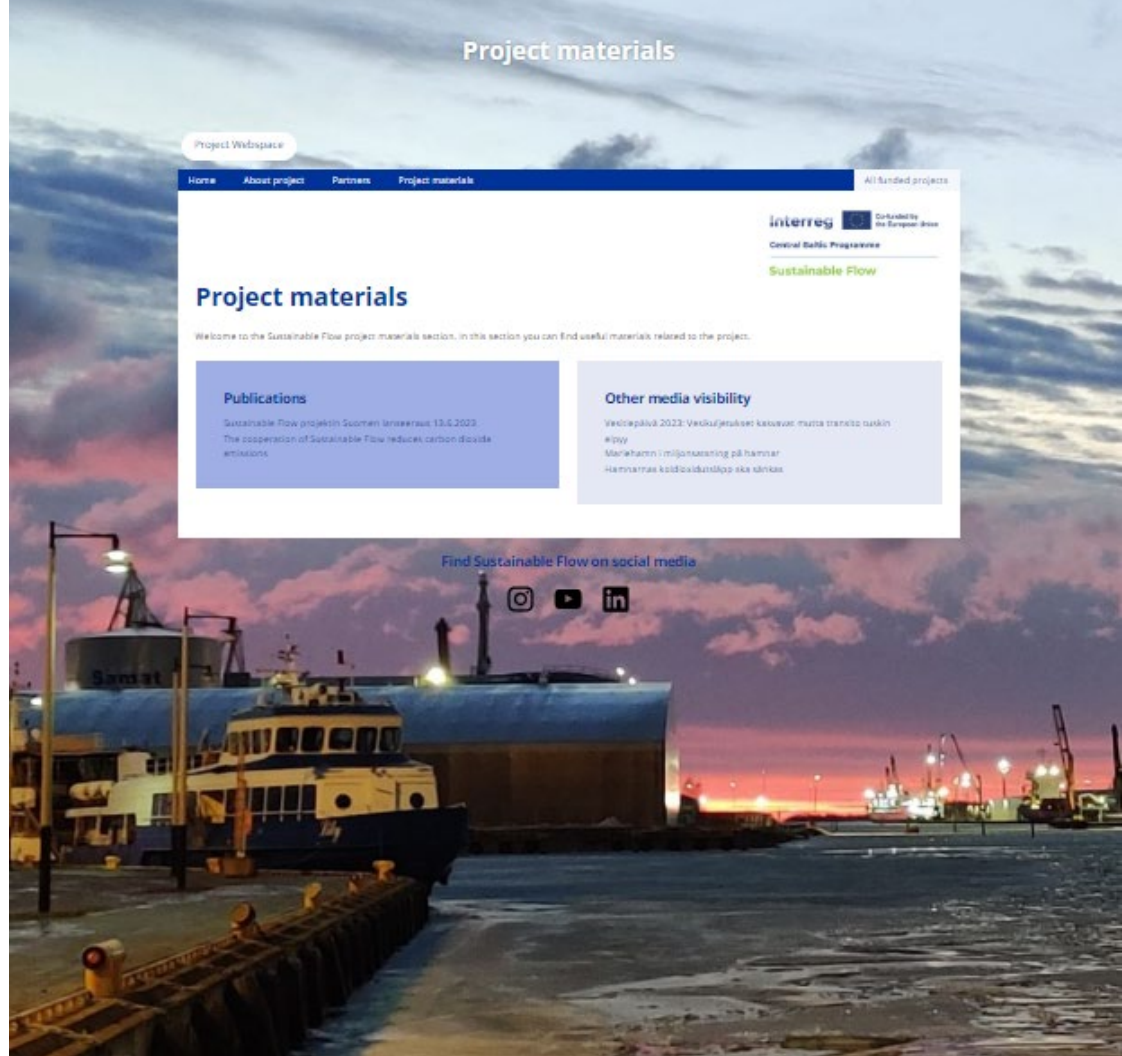


The screenshot displays a web interface for the 'Project Workspace'. At the top, there is a navigation bar with links for 'Home', 'About project', 'Partners', and 'Project materials'. A 'Project Workspace' label is visible in the top left corner of the page content. The main header area includes the 'interreg' logo and the text 'Co-funded by the European Union' and 'Central Baltic Programme'. Below this, a green button labeled 'Scaleup Launchpad' is present. The main content area is titled 'Project materials' and contains a welcome message: 'Welcome to the Scaleup Launchpad project materials section. In this section you can find useful materials related to the project.' There are two main content blocks: 'Publications' and 'Other media visibility'. The 'Publications' block lists three items: '10-Month Scaleup Programme for Smart City Solution Companies', 'Apply now: Applications for Smart City Solutions 10-Month Scaleup Programme still open', and 'Insights and Advice from Development Programme Mentor Job Remedy for Scaling Up Your Business'. The 'Other media visibility' block contains the text 'Haezisa scaleup-yritykset - johtokoukset ikkavat kansainvlytojille tarjotavat skemppielujs'.

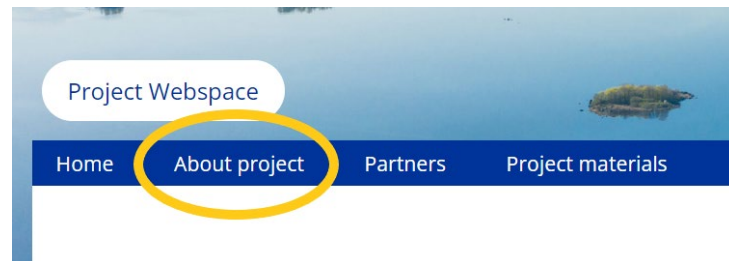
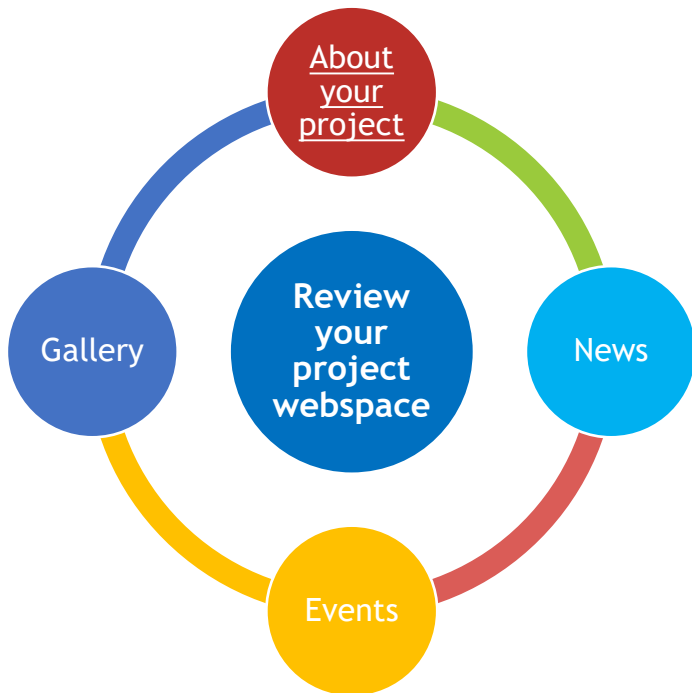
EXAMPLE

Project materials Sustainable Flow

2. Project Workspace



Use your Project workspace



**TIP: Project workspace user manual
(available on the website)**

Clear.
Then what?



How will we support you?

We will multiply
your messages

- Project workspace (add your social media)
- Your social media

Let us know if
something
happens

- Inform your Contact person at the JS

Social media channels the programme uses

Facebook

X
(Twitter)

LinkedIn

Instagram

What about project events?

5. Quality of project events



How to ensure quality of your events?

Collect feedback from participants at events that are organised for the end users of your planned project results.

Ensure that all participants have signed the participant list.

You should be able to provide an overview of participant feedback from your relevant events, should your JS contact person ask for it.

Cherry on the cake - national Contact Points

Support from national Contact Points

Endorse your project on regional (social media) channels

Support you in communications activities on national level

Participate in project events

Stories to last

What's next?

Review if you
have it all
covered:

- Requirements
- Roles and responsibilities
- Follow-up

Think of your
next steps:

- What can you do more?
- Who will do it?

Interreg



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Central Baltic Programme

Project Implementation Webinar

State aid and reporting

Ivo Volt

10 October 2023 | Online

CB Programme uses GBER scheme

- General Block Exemption Regulation
- Commission Regulation (EU) 651/2014 of 17 June 2014, amendment 2023/1315 of 23 June 2023
- Articles 20 and 20a: aid for undertakings participating in European Territorial Cooperation project
- Art. 20: max 2.2 million € to the partner per project
- Art. 20a: max 22 000 € to non-partner beneficiaries per project

GBER in projects

- State Aid relevance is mentioned in the Subsidy Contract § 2.
- Article 20a is mainly used in business development (PO 1 & PO 2) projects to support target group SMEs
- Relevant project partner has to record amounts of granted subsidy to avoid exceeding the maximum allowed limit (22 000 € per SME)
- No need to add in the partner report. Has to be provided upon request.

Aid granted under the General Block Exemption Regulation (GBER) Article 20a to an undertaking per project

Central Baltic Programme

Project id	CB0001111
Project acronym	Uhhuu

Partner role / number	PP2
Partner name in English	Nice Organisation


2	Total number of undertakings receiving aid
---	---

This document is used to record aid granted to "third parties" / end beneficiaries of the project. It is not used to record aid to a project partner.

For each company that has participated, you should create an entry. Record for each participating company the date and activity they have participated in and the aid received through the activity.

NB! Maximum aid limit to an undertaking per project is EUR 22 000.

1	OY Siim	Total aid granted:  2,500.00 €	
1	Training	05.-07.12.2023	500.00 €
2	Trade fair	12.01.2024	200.00 €
3	Consultation	14.04.2024	600.00 €
4	[Insert activity name]	14.05.2024	1,200.00 €
5	[Insert activity name]	[Insert date of activity]	[Add amount of aid]
6	[Insert activity name]	[Insert date of activity]	[Add amount of aid]
7	[Insert activity name]	[Insert date of activity]	[Add amount of aid]
8	[Insert activity name]	[Insert date of activity]	[Add amount of aid]
9	[Insert activity name]	[Insert date of activity]	[Add amount of aid]
10	[Insert activity name]	[Insert date of activity]	[Add amount of aid]
11	[Insert activity name]	[Insert date of activity]	[Add amount of aid]
12	[Insert activity name]	[Insert date of activity]	[Add amount of aid]
13	[Insert activity name]	[Insert date of activity]	[Add amount of aid]
14	[Insert activity name]	[Insert date of activity]	[Add amount of aid]
15	[Insert activity name]	[Insert date of activity]	[Add amount of aid]

2	AS Tool	Total aid granted:  22,850.00 €	
1	Consultation service	01.06.2023	1,000.00 €
2	Participation in trade fair	13.10.2023	350.00 €
3	Training	20.-21.05.2024	500.00 €
4	Different events	21,26,28.06	21,000.00 €
5	[Insert activity name]	[Insert date of activity]	[Add amount of aid]

Cost calculation

- Real cost of the service provided to the beneficiary
- Expenditures made for organising training divided per participant
- The amounts of aid given should be in correlation with the planned budget

GBER Article 20 limitations

If the subsidy is granted under the GBER Article 20:

- project partner can not use available national co-financing sources because maximum support rate can not exceed 80%.
- the refundable VAT is not eligible.

Interreg



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Central Baltic Programme

Project Implementation Webinar

Jems practicalities and activity reporting

Normunds Strautmanis |
12 October, 2023

Aims of this session



Get to know reporting section of «Jems»



Get familiar with activity reporting information requirements



Session on output and result indicator reporting requirements held on October 10



Separate section on eligibility and financial reporting to follow



Please follow **Guide for Project Implementation** <https://centralbaltic.eu/for-projects/documents/>

Topics we will cover today

Reporting overview

User privileges (access to reporting)

Contracting section and Project managers

Project reporting schedule

Reporting procedure

Types of reports

- Partner reports
- Project reports

Activities reporting (Work plan progress)

Reporting tips

What else should there be known

Project overview

Reporting

Project reports

Project reports

Partner reports

LP1 LPO

PP2 PPO

PP3 SPA

Contracting

Contracts and agreements

Project managers

Project reporting schedule

Partner details

LP1 LPO

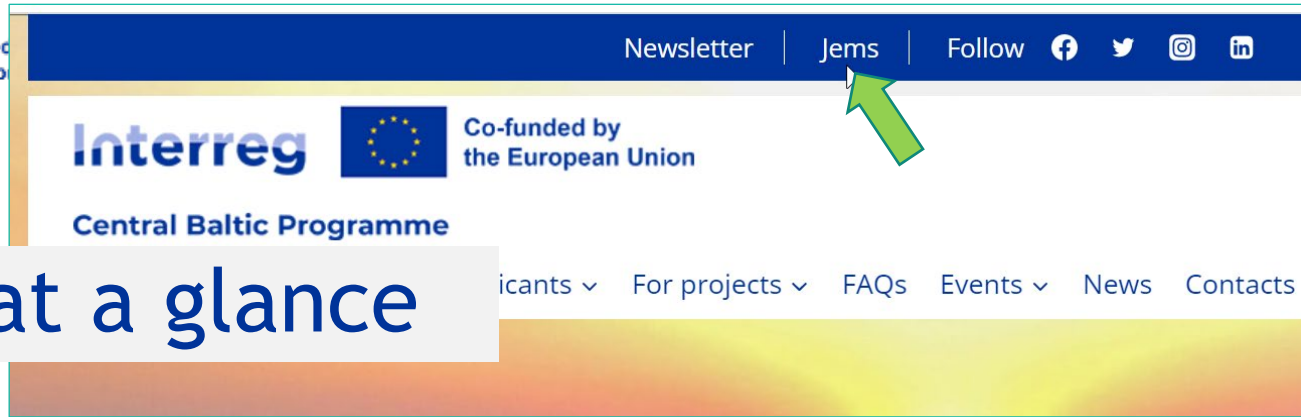
PP2 PPO

PP3 SPA

Application form

Export

Project privileges

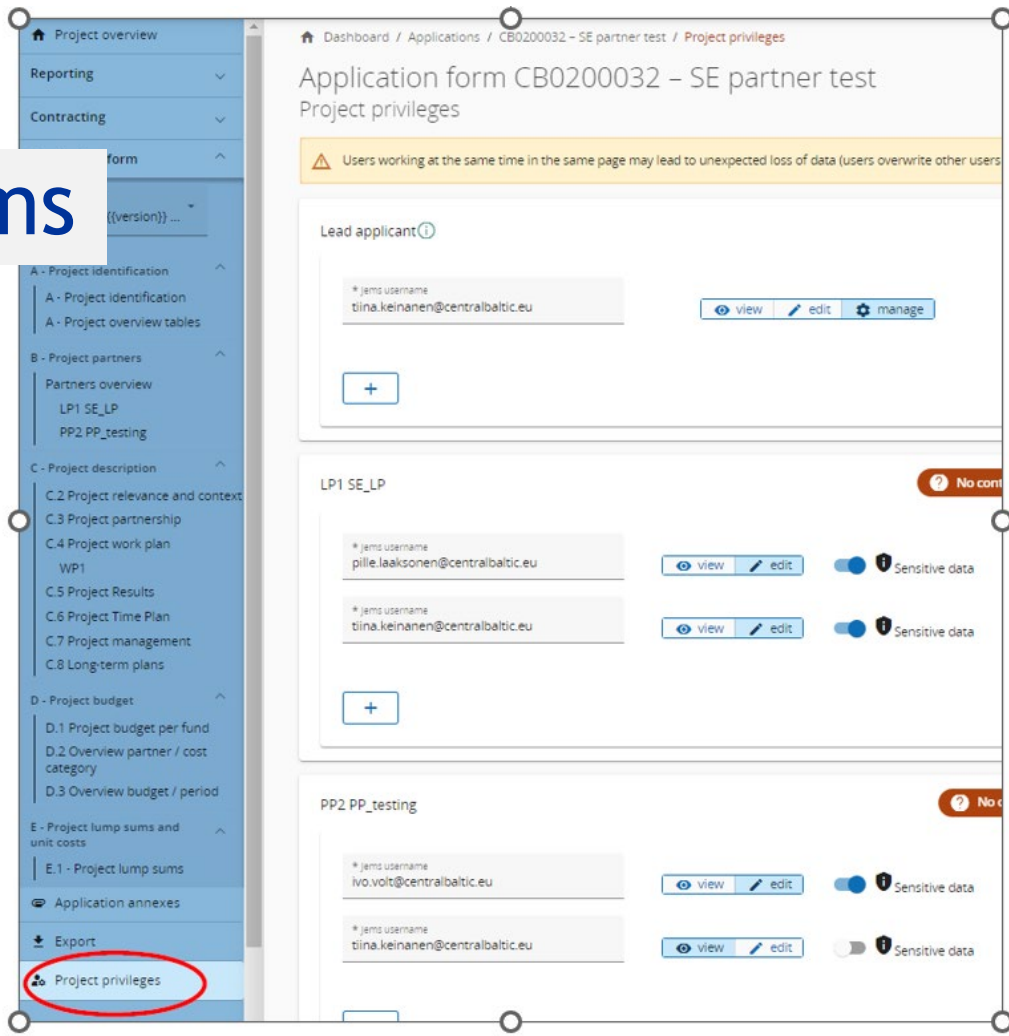


Reporting at a glance

- Partner and project reporting are done in the e-Monitoring System called **Jems**.
- Jems is jointly developed by and for Interreg programmes
- Each programme can (to an extent) customise the system based on their needs
- Jems is a web-based application that is **used with a web browser**.
- Jems can be accessed through the Programme website as well as directly at: <https://jems.centralbaltic.eu/>
- Both partner and project level **reporting are done bi-annually, one reporting period being six months**.

User privileges in Jems

- Each partner must register to Jems to be able to access the reporting.
- After that, the lead partner with manage rights must give user rights for each partner for reporting, including lead partner itself.
- Add email address of registered user who will fill in reports Jems under each partner.
- Lead partner Jems user should add his/her username under each partner with “view” rights for being able to see partner reports.
- Lead partner must not have access to sensitive data in partner reports.



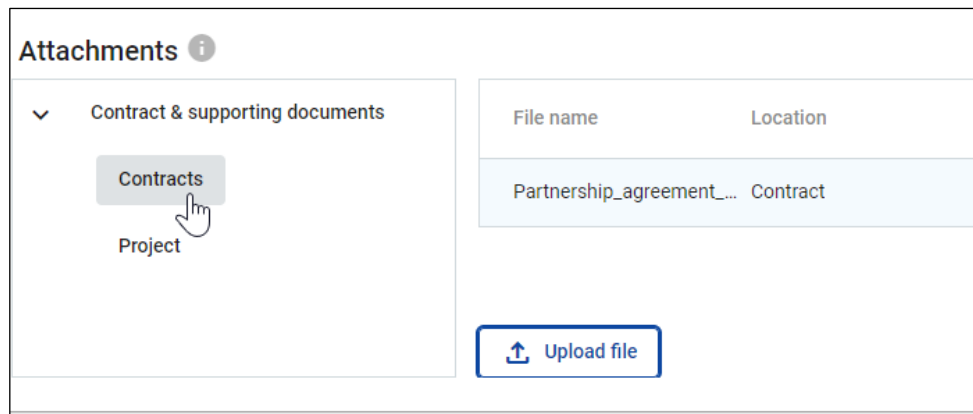
The screenshot displays the Jems application interface. On the left is a sidebar menu with the following sections:

- Project overview
- Reporting
- Contracting
- form
- form (version) ...
- A - Project identification
 - A - Project identification
 - A - Project overview tables
- B - Project partners
 - Partners overview
 - LP1 SE_LP
 - PP2_PP_testing
- C - Project description
 - C.2 Project relevance and context
 - C.3 Project partnership
 - C.4 Project work plan
 - WP1
 - C.5 Project Results
 - C.6 Project Time Plan
 - C.7 Project management
 - C.8 Long-term plans
- D - Project budget
 - D.1 Project budget per fund
 - D.2 Overview partner / cost category
 - D.3 Overview budget / period
- E - Project lump sums and unit costs
 - E.1 - Project lump sums
- Application annexes
- Export
- Project privileges** (highlighted with a red circle)

The main content area shows the 'Project privileges' page for application form CB0200032 - SE partner test. It includes a warning message: 'Users working at the same time in the same page may lead to unexpected loss of data (users overwrite other users)'. Below this, there are sections for 'Lead applicant', 'LP1 SE_LP', and 'PP2_PP_testing'. Each section contains a table of users with their Jems usernames and email addresses, and actions for 'view', 'edit', and 'manage'. The 'Sensitive data' toggle is visible for each user entry.

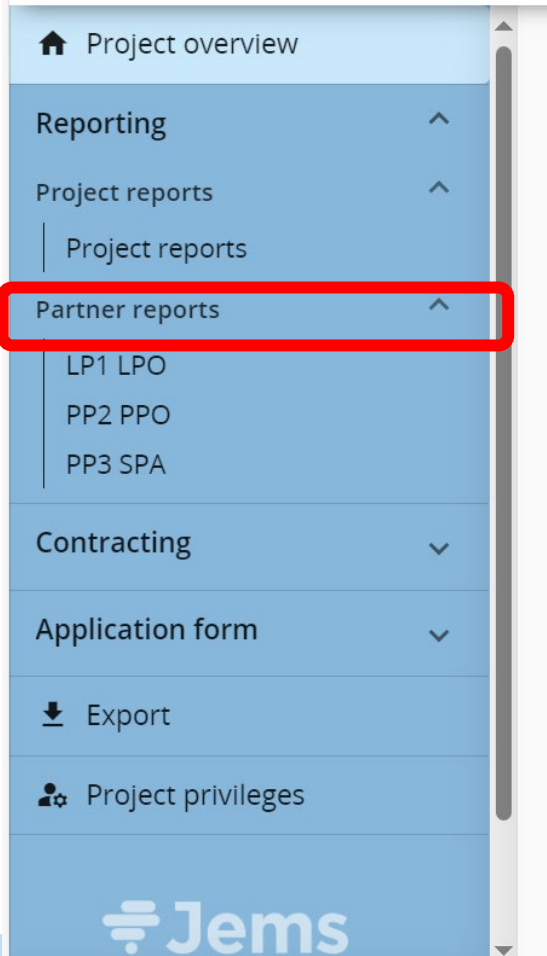
Contracting and Project managers

- Lead partner fills in the requested information.
- **Partnership Agreement(s) must be attached by the lead partner before the submission of the first partner reports**
- The lead partner fills in the contact information for the **Project manager, Financial manager and Communication manager.**



File name	Location
Partnership_agreement_...	Contract

← Please do inform your JS contact person in case project manager is to change



Project overview

Reporting ^

Project reports ^

Project reports

Partner reports ^

LP1 LPO

PP2 PPO


PP3 SPA

Contracting v

Application form v

Export

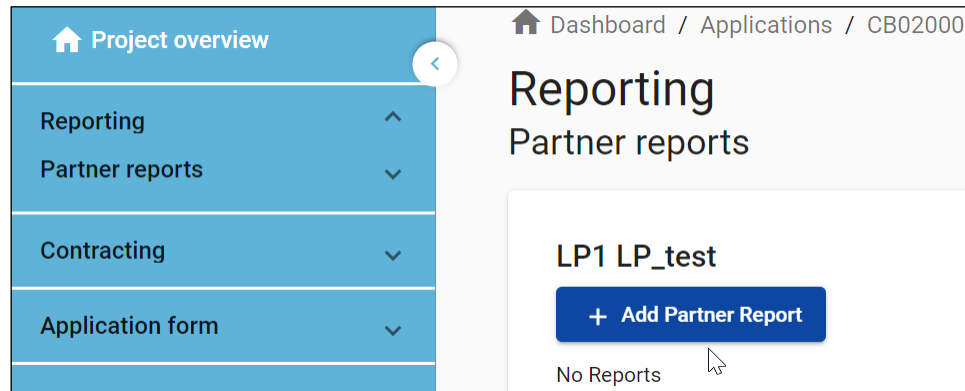
Project privileges



Report types (1/2)

- **Partner report**

- Each partner (including the lead partner) fills in their partner report.
- In the partner report, the **partner reports the activities they have implemented and the related costs made during the reporting period**



Project overview

Reporting ^

Partner reports v

Contracting v

Application form v

Dashboard / Applications / CB02000

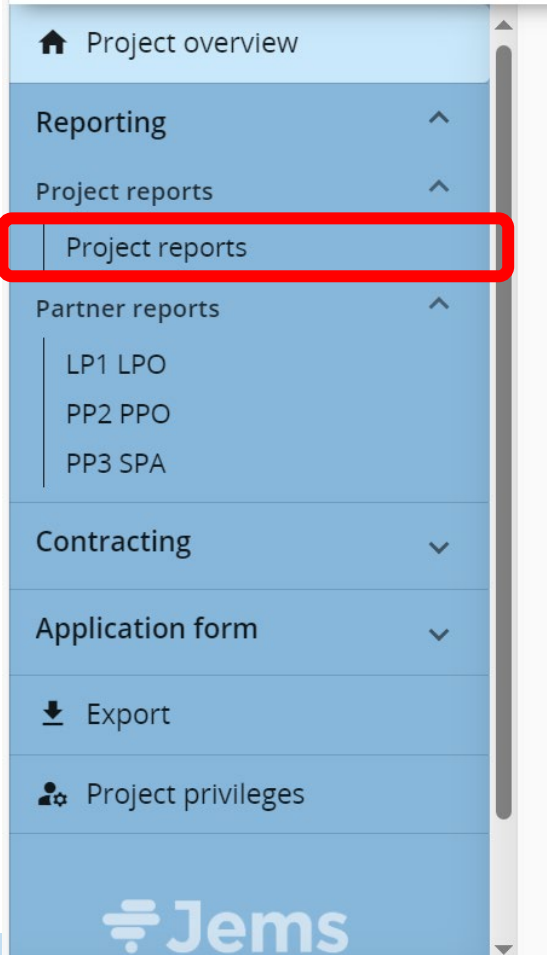
Reporting

Partner reports

LP1 LP_test

+ Add Partner Report

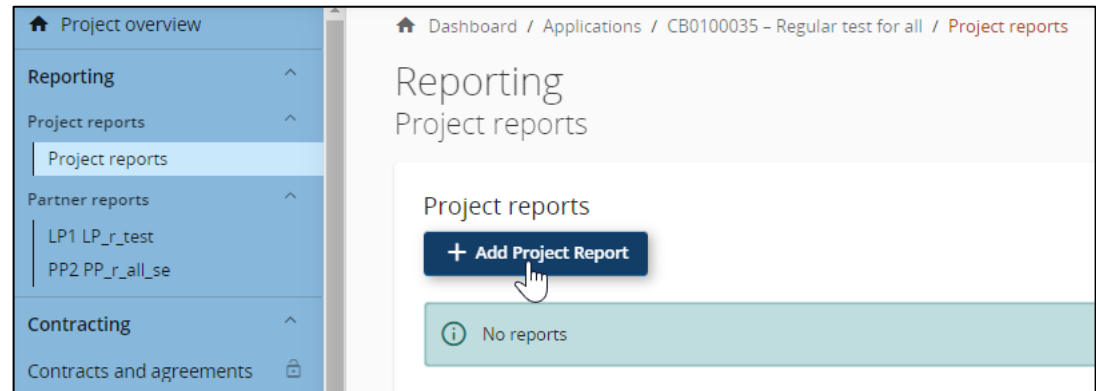
No Reports



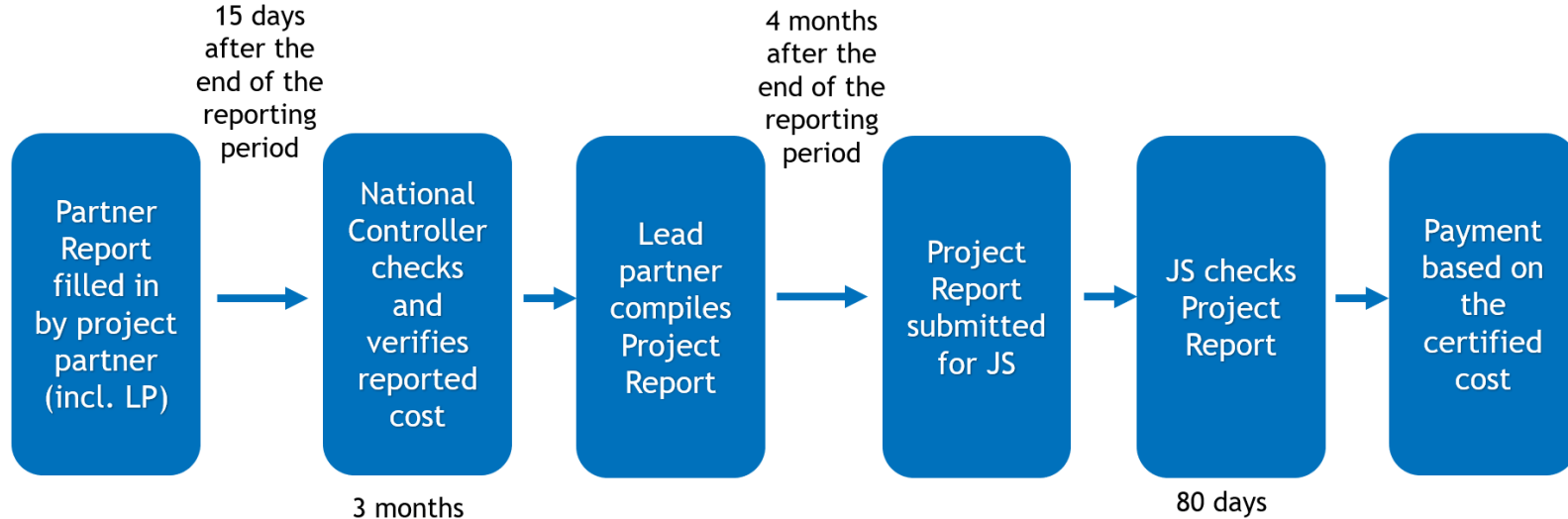
Report types (2/2)

- **Project report**

- The **lead partner prepares and submits the project report based on the partner reports that have been certified by the National Controller**
- Provides an overview of the project as a whole
- The content and the attachments are not automatically transferred from partner reports



Reporting procedure



NB! Both partner and project level reporting are done bi-annually, one reporting period being six months.

Reporting schedule

Project start date 01.04.2023
 Project duration in months 36
 Number of periods 6

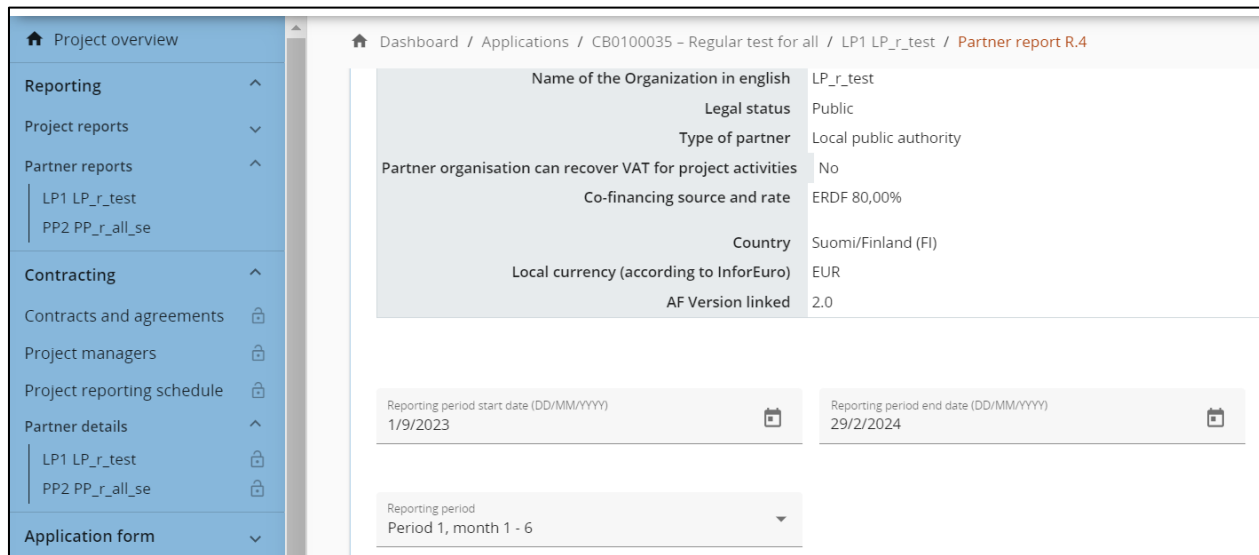
Preparation costs will be paid to the project after the subsidy contract has been signed and latest with the report of the first period.

Period number	Period Start date	Period End date	Deadline for submission of Partner Reports to National controllers	Deadline for submission of Project Report to Joint Secretariat by LP
Period n ^o 1	01.04.2023	30.09.2023	15.10.2023	31.01.2024
Period n ^o 2	01.10.2023	31.03.2024	15.04.2024	31.07.2024
Period n ^o 3	01.04.2024	30.09.2024	15.10.2024	31.01.2025
Period n ^o 4	01.10.2024	31.03.2025	15.04.2025	31.07.2025
Period n ^o 5	01.04.2025	30.09.2025	15.10.2025	31.01.2026
Period n ^o 6	01.10.2025	31.03.2026	15.04.2026	31.07.2026

- Contracting ^
- Contract monitoring
- Contracts and agreements** 🔒
- Project managers 🔒
- Project reporting schedule 🔒
- Partner details ^

NB! Reporting schedule for each project is to be found under Contracts and agreements in Jems

Report identification (1/2)



Dashboard / Applications / CB0100035 - Regular test for all / LP1 LP_r_test / Partner report R.4

Name of the Organization in english	LP_r_test
Legal status	Public
Type of partner	Local public authority
Partner organisation can recover VAT for project activities	No
Co-financing source and rate	ERDF 80,00%
Country	Suomi/Finland (FI)
Local currency (according to InforEuro)	EUR
AF Version linked	2.0

Reporting period start date (DD/MM/YYYY) 1/9/2023

Reporting period end date (DD/MM/YYYY) 29/2/2024

Reporting period
Period 1, month 1 - 6

Start filling in your partner report by adding reporting starting and ending date and selecting the correct reporting period

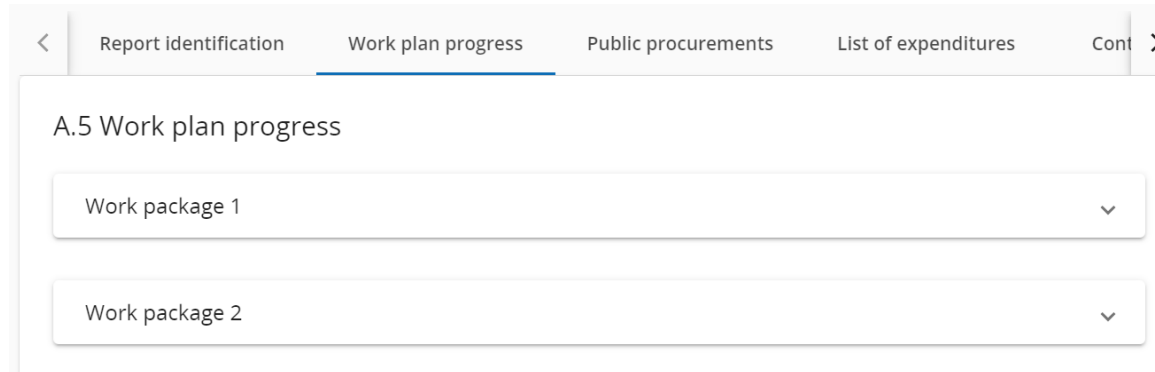
NB! Make sure that the dates are correct since it affects the eligibility of the reported costs.

Report identification (2/2)

- **In Partner report** fill in the ‘Summary of partner’s work in reporting period’, possible ‘Partner problems and deviations,’ ‘Partner spending profile’ and involvement of ‘Target groups’.
- **In Project report** fill in the following sections:
- Highlights of main achievements - Please describe project progress up to now including specific objectives reached and main outputs delivered by also highlighting the added value of the cooperation. The summary should highlight main achievements, be interesting and understandable for non-specialists.
- Overview of Project outputs and result overview - This section is filled in automatically based on the reported values of the programme output and result indicators. Output indicators are reported in Work plan progress section and result indicators in Project results & horizontal principles section.
- Partner problems and deviations - If applicable, please describe and justify any problems and deviations including delays from the work plan presented in the application form and the solution found.
- If applicable, please describe any deviations in the spending profile compared to the amounts indicated in the application form.
- Partner spending profile (in Euro) - This section will appear when partner certificate is added in project report. The section is filled in automatically.
- Target groups - Please explain for each target group in what way and to what extent they were involved in your project in this reporting period.

Work plan progress / Partner report

- Give information about the work progress according to the work packages defined in the application form.
- First give a short summary of your activities under the selected work package.
- Describe the progress of each implemented activity and attach the evidence document to deliverables and outputs.
- It is recommended that the evidence documentation is attached in pdf format. If there is a need to attach more than one document per deliverable or output, zip file can be used.



The screenshot shows a web application interface with a navigation menu at the top. The menu items are: Report identification, Work plan progress (which is the active tab), Public procurements, List of expenditures, and Cont. Below the navigation menu, the main content area displays 'A.5 Work plan progress'. Underneath this heading, there are two dropdown menus. The first dropdown menu is labeled 'Work package 1' and the second is labeled 'Work package 2'. Both dropdown menus have a downward-pointing arrow on the right side.

Work plan progress / Project report (1 / 3)



Project specific objective and communication objective - Please explain the progress of specific work package towards the objectives as defined in the application form. Select also progress status (not achieved, partly achieved, fully achieved).



Progress - Please explain the overall progress of the work package and how the partners were involved and contributed to the overall progress.

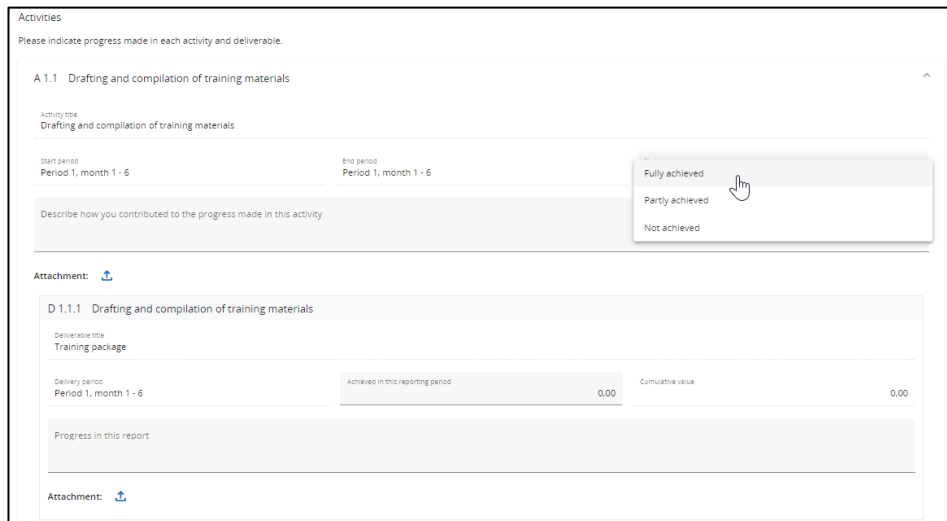


Investments - If the project includes investments, please describe the progress of investments in the reporting period.

Work plan progress / Project report (2/3)


Activities

- Please describe **progress made in each activity and deliverable**.
- Select also **progress status** (not achieved, partly achieved, fully achieved).
- **Attach the evidence document** to activities and deliverables.
- It is recommended that the evidence documentation is attached in pdf format. If there is a need to attach more than one document per deliverable or output, zip file can be used.




The screenshot displays a web-based form for reporting progress. It is divided into two main sections: 'Activities' and 'Deliverables'.

Activities Section:

- Title: A 1.1 Drafting and compilation of training materials
- Activity title: Drafting and compilation of training materials
- Start period: Period 1, month 1 - 6
- End period: Period 1, month 1 - 6
- Description: Describe how you contributed to the progress made in this activity
- Attachment: 

Deliverables Section:


- Title: D 1.1.1 Drafting and compilation of training materials
- Deliverable title: Training package
- Delivery period: Period 1, month 1 - 6
- Progress status: Achieved in this reporting period
- Cumulative value: 0,00
- Progress in this report: (empty text box)
- Attachment: 

A dropdown menu is open on the right side of the 'Activities' section, showing three options: 'Fully achieved', 'Partly achieved', and 'Not achieved'. A mouse cursor is pointing at the 'Partly achieved' option.

Work plan progress / Project report (3/3)

NB! There are no numerical values set for the deliverables in the application form.

Thus, numerical values related to the progress made in deliverables **should be left empty**.

D 1.1.1 Drafting and compilation of training materials		
Deliverable title	Training package	
Delivery period	Achieved in this reporting period	Cumulative value
Period 1, month 1 - 6	0,00	0,00
Progress in this report		
Attachment: 		

Reporting tips (1/2)



- **SAVE** - Due to technical characteristics of web applications, all changes must be saved regularly. You need to save at least before moving on to another section of the report or logging out.
- **FOLLOW THE APPLICATION FORM** - When implementing the project, always closely follow the project application form in Jems.
- **TEXT BOXES** - When filling in information in the Jems, please note that text fields have limited length. The number of available characters is indicated next to the text boxes.
- **Be precise: there is no need to use the maximum number of characters if you can provide sufficient and concise information with less characters.**
- **ENGLISH** - Reporting and project modifications in Jems are done in English. Annexes to the report can be also in national languages if English versions are not available.
- Regular reporting allows projects to follow their implementation. It is a tool also for the Joint Secretariat/ Managing Authority to get information about how the project is meeting its targets.

Reporting tips (2/2)



- **Provide concise, clear, and understandable information** about implemented activities and main achievements;
- **Avoid specific terminology and abbreviations** that hinder understanding for readers that are not familiar with your specific field;
- **Be honest** and provide information also about challenges and deviations encountered in project implementation. This helps the lead partner and programme staff to better tailor its support to projects and to prevent any future problems;
- When reporting, **closely follow and refer to the project work plan (activity plan in work packages)**;
- Remember to **attach relevant evidence documents**;
- **Limit information to the requested period**;
- **Start preparing the report in good time** before the reporting deadline;
- **Do not forget a final check** before submitting the report.

What else should there be known?



Please do check that you have filled all the required parts of the report before submitting.



Please do check even twice!!!



NB! Adding information to the report after it is submitted is not possible

Interreg



Co-funded by
the European Union

Central Baltic Programme

Project Implementation Webinar

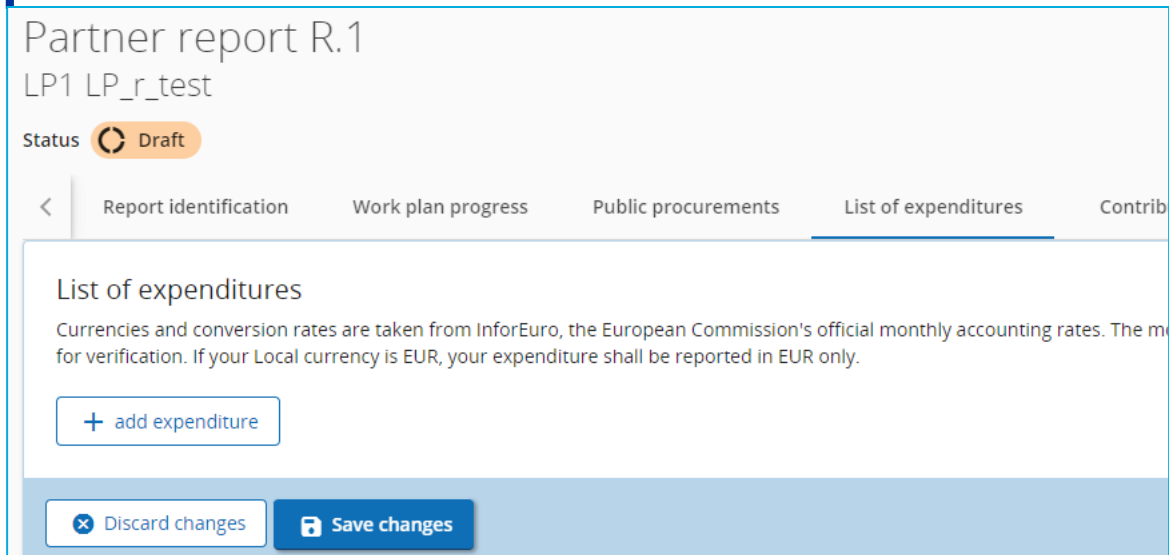
Eligibility and financial reporting

Tiina Keinänen and Laura Cunska-Aboma
12 October 2023 | Online


Reporting expenditure

- Partner report deadline 15 days after the end of reporting period
- All/only costs incurred and real costs paid during the reporting period are included in the project report
- If real costs are reported in the partner report attach book-keeping list/general ledger to ‘Report annexes’
- National Controllers check and certify the costs
- Project report (deadline 4 months after the end of reporting period) includes partner certificates

List of expenditure



Partner report R.1
LP1 LP_r_test

Status  Draft

< Report identification Work plan progress Public procurements **List of expenditures** Contrib

List of expenditures

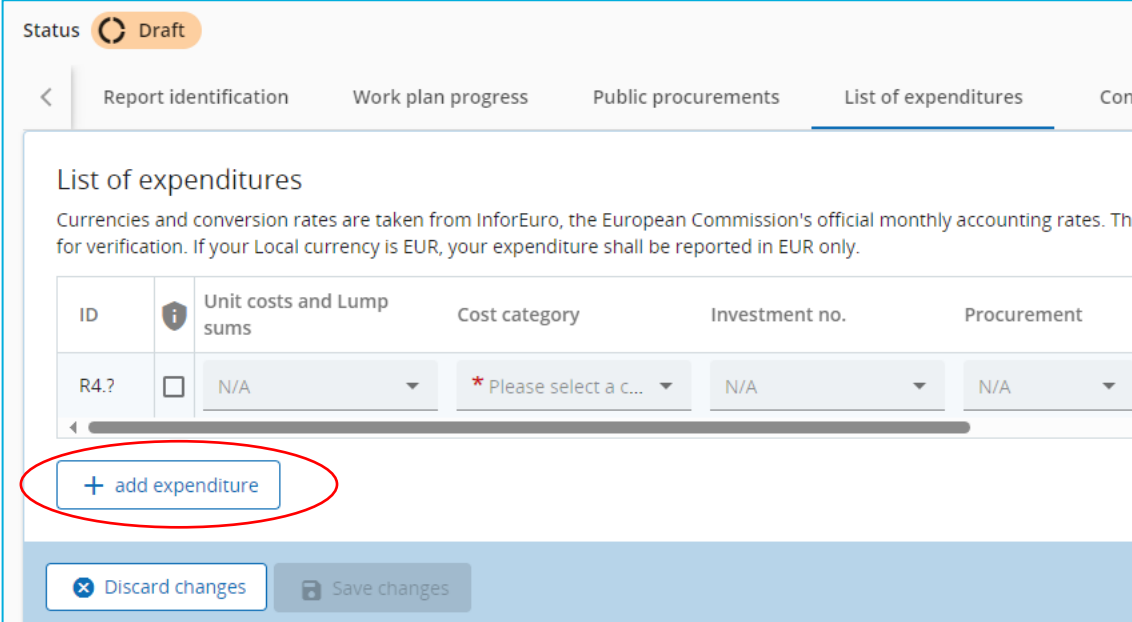
Currencies and conversion rates are taken from InforEuro, the European Commission's official monthly accounting rates. The m for verification. If your Local currency is EUR, your expenditure shall be reported in EUR only.


[+ add expenditure](#)

[✕ Discard changes](#) [Save changes](#)

- Expenditure can be filled in at any time when the report is in the 'draft' status

Adding expenditure




Status  Draft



Report identification Work plan progress Public procurements **List of expenditures** Cont

List of expenditures

Currencies and conversion rates are taken from InforEuro, the European Commission's official monthly accounting rates. The for verification. If your Local currency is EUR, your expenditure shall be reported in EUR only.

ID	 Unit costs and Lump sums	Cost category	Investment no.	Procurement
R4.?	<input type="checkbox"/> N/A	* Please select a c...	N/A	N/A

+ add expenditure

 Discard changes  Save changes

Each expenditure is added separately by clicking 'add expenditure'

Currency

- Finnish, including Åland, Estonian and Latvian partners report all costs in EUR
- Swedish partners report:
 - Staff hourly rate unit cost and real costs in SEK
 - Face-to-face event unit cost and Project management equipment unit cost in EUR

Staff costs

- Each project staff member must have a work contract or similar document which shows that the person is employed by the partner organisation and is working for the project
- The 'Report of hours and Employment Confirmation' must be filled in and signed for each staff member for the full reporting period (6 months)
- Only hours actually worked on project tasks are reported
- Maximum 1 720 hours per calendar year/860 hours per reporting period can be reported per full time employee
- Pro-rata of 1 720 hours calculated for employees working part-time
- Staff cost for each staff member must be reported as one item in the List of expenditure

Report of hours and employment confirmation

REPORT OF HOURS AND EMPLOYMENT CONFIRMATION

Version 2.0 of 30th September 2023

Technical instructions

1. Please only use ADOBE READER 10.0 or higher to fill in the form. When using other readers the form is not working properly.

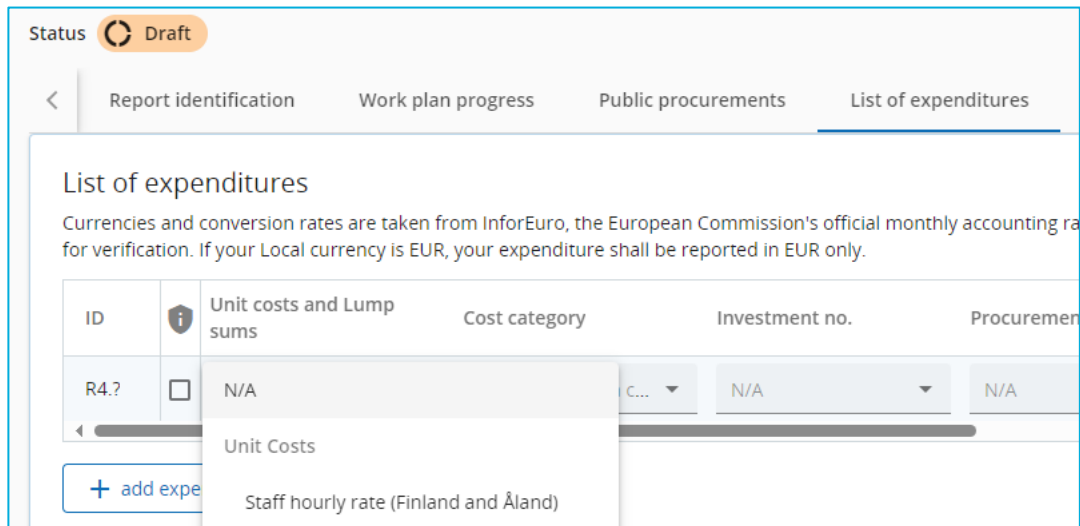
The latest version can be downloaded e.g. at <http://get.adobe.com/reader/>


2. Please ensure that JavaScript is enabled (check main menu > Edit > Preferences > JavaScript).

3. This is an interactive form. Some parts are only visible when you press certain buttons or

- Fill in one 'Report of hours' for each staff member

Staff cost




Status  Draft

< Report identification Work plan progress Public procurements List of expenditures

List of expenditures

Currencies and conversion rates are taken from InforEuro, the European Commission's official monthly accounting rate for verification. If your Local currency is EUR, your expenditure shall be reported in EUR only.

ID	 Unit costs and Lump sums	Cost category	Investment no.	Procurement
R4.7	<input type="checkbox"/> N/A	...	N/A	N/A

+ add expenditure

Unit Costs
Staff hourly rate (Finland and Åland)

- Choose 'Staff hourly rate' from the drop-down menu
- User with Sensitive data rights (Project privileges) can mark the expenditure as sensitive data

Staff cost

Status 🔄 Draft

- < Report identification
- Work plan progress
- Public procurements
- List of expenditures
- Contributions
- Report annexes
- Report export
- Financial overview

List of expenditures

Currencies and conversion rates are taken from InforEuro, the European Commission's official monthly accounting rates. The monthly rates are automatically updated until the month when the Partner Report is first submitted for verification. If your Local currency is EUR, your expenditure shall be reported in EUR only.

ID	Item	Description	Comment	Number of Units	Price per unit	Total invoice value	VAT	Declared amount
R1.?	<input type="checkbox"/>	Project manager	May - October 2023	200,00	36,00			7.200,00

+ add expenditure

✕ Discard changes

💾 Save changes

Staff position

Period of reported costs

Number of hours from Report of hours

Staff cost - Report of hours

4. SUMMARY OF DATA FOR THE PARTNER REPORT IN Jems:

First name	Last name	Position		Workload (incl. tasks and contracts outside the project)		No. of months for which staff costs are reported	Max. no. of hours	No. of hours worked for the project acc. the report of hours	No. of hours worked in total (all contracts)
				Working time/ week (hours)	Share of full-load (%) (full-time employee = 100%)				
First Name	Surname	Project employee		40	100 %	6	860.00	860.00	881.00




The reported hours worked on the project exceeded the maximum no. of hours. Therefore, the value for Jems has been reduced accordingly.

Number of hours from 'Report of hours' to be filled into the partner report

Staff cost

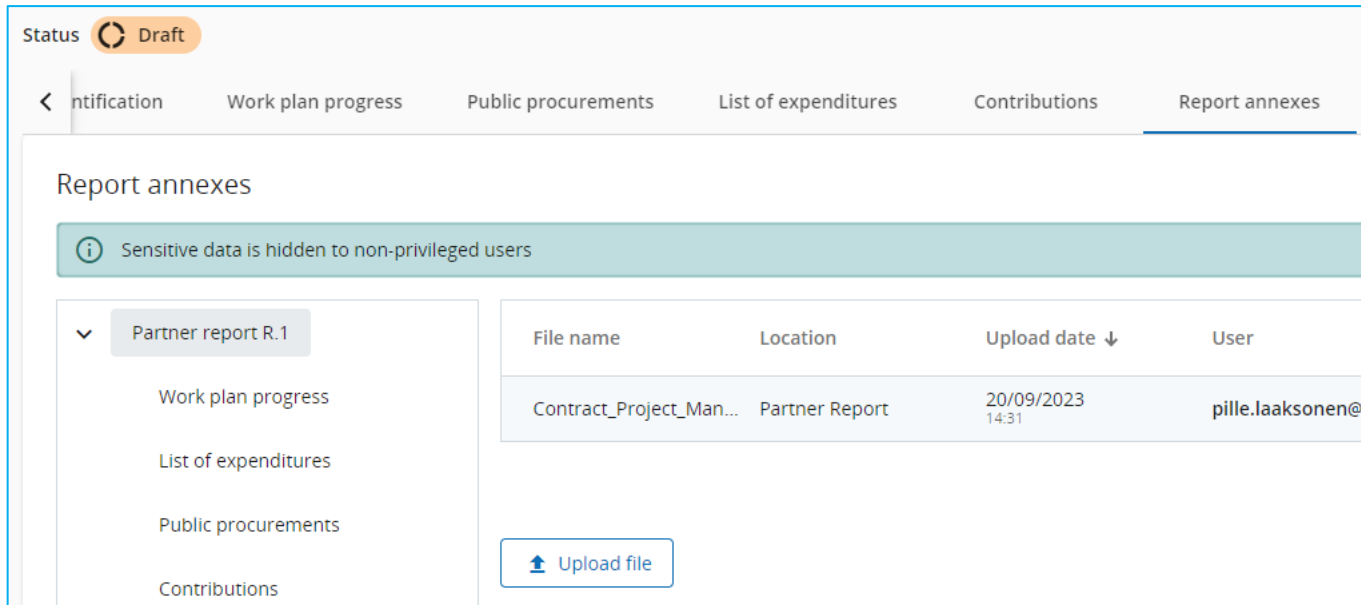
an progress Public procurements List of expenditures Contributions Report annexes Report export Financ


from InforEuro, the European Commission's official monthly accounting rates. The monthly rates are automatically updated until the month when the Par
JR, your expenditure shall be reported in EUR only.

	Number of Units	Price per unit	VAT	Declared amount	Currency	Conversion rate	Declared amount in EUR 	Attachments 
e	200,00	501,00	0,00	100.200,00	SEK	11.841	8.462,12	

- Swedish PPs: in column 'Currency' choose SEK
- Attach the 'Report of hours and Employment Confirmation' to 'attachments' in 'List of expenditure'


Staff cost



Status  Draft


< Notification Work plan progress Public procurements List of expenditures Contributions Report annexes

Report annexes

 Sensitive data is hidden to non-privileged users

- Partner report R.1
 - Work plan progress
 - List of expenditures
 - Public procurements
 - Contributions

File name	Location	Upload date ↓	User
Contract_Project_Man...	Partner Report	20/09/2023 14:31	pille.laaksonen@

 Upload file

- Attach work contract or similar document to the ‘Report annexes’ when the staff cost is reported for the first time and whenever there have been changes to it.

Management equipment unit cost

Status 🔄 Draft

< Notification Work plan progress Public procurements List of expenditures Contributions Re

List of expenditures

Currencies and conversion rates are taken from InforEuro, the European Commission's official monthly accounting rates. The month for verification. If your Local currency is EUR, your expenditure shall be reported in EUR only.

ID	📌	📅	Description ⁱ	Comment ⁱ	Number of Units
R1.1	<input type="checkbox"/>	<input type="checkbox"/>	Project manager	May - October 2023	200,00
R1.2	<input type="checkbox"/>	<input type="checkbox"/>	Teaching expert	May - October 2023	100,00
R1.3	<input type="checkbox"/>	<input type="checkbox"/>	N/A	May - October 2023	300,00

⏪

[+ add expenditure](#)

- Must be filled in always when staff costs are reported
- Fill in one expenditure item for all reported staff hours

Face-to-face event unit cost

Status 🔄 Draft

[Identification](#)
[Work plan progress](#)
[Public procurements](#)
[List of expenditures](#)
[Contributions](#)
[Report annexes](#)

List of expenditures

Currencies and conversion rates are taken from InforEuro, the European Commission's official monthly accounting rates. The monthly rates are automatically updated. If your Local currency is EUR, your expenditure shall be reported in EUR only.

ID	Unit costs and Lump sums	Cost category	Investment no.	Procurement	Internal reference no.	Invoice
R1.1	<input type="checkbox"/> Staff hourly rate (Finl) ▼	Staff costs	N/A	N/A		
R1.2	<input type="checkbox"/> Staff hourly rate (Finl) ▼	Staff costs	N/A	N/A		
R1.3	<input type="checkbox"/> Project management ▼	Equipment	N/A	N/A		
R1.?	<input type="checkbox"/> N/A		N/A	N/A		

+ add expenditure

- Unit Costs
- Staff hourly rate (Finland and Åland)
- Face-to-face events unit cost for Finlan...

Face-to-face event unit cost

Status 🔄 Draft[Notification](#) [Work plan progress](#) [Public procurements](#) [List of expenditures](#) [Contributions](#) [Report annexes](#) [Report export](#) [Financial overview](#) [Submit](#)

List of expenditures

Currencies and conversion rates are taken from InforEuro, the European Commission's official monthly accounting rates. The monthly rates are automatically updated until the month when the Partner Report is first submitted for verification. If your Local currency is EUR, your expenditure shall be reported in EUR only.

ID	Item	Description	Comment	Number of Units	Price per unit	Total invoice value	VAT	Declared amount	
R1.1	<input type="checkbox"/>	Project manager	May - October 2023	200,00	36,00	0,00	0,00	7.200,00	
R1.2	<input type="checkbox"/>	Teaching expert	May - October 2023	100,00	36,00	0,00	0,00	3.600,00	
R1.3	<input type="checkbox"/>	N/A	May - October 2023	300,00	0,23	0,00	0,00	69,00	
R1.4	<input type="checkbox"/>	1st training session	8-9.08.2023	20,00	81,00	0,00	0,00	1.620,00	

[+ add expenditure](#)

Name of the event









Dates of the event

Number of participants (10) x
number of event days (2) = 20

Face-to-face event unit cost

List of expenditures

Currencies and conversion rates are taken from InforEuro, the European Commission's official monthly accounting rates. The monthly rates are automatically updated until the month when the Partner Report is first submitted for verification. If your Local currency is EUR, your expenditure shall be reported in EUR only.

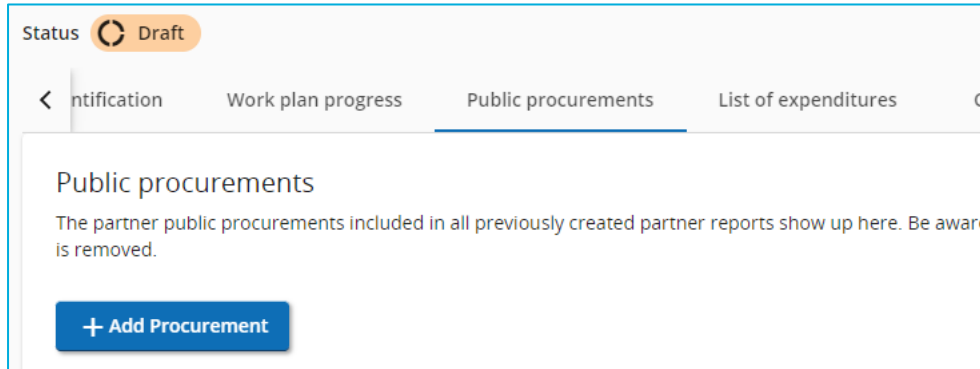
ID		Number of Units	Price per unit	Total invoice value	VAT	Declared amount	Currency	Conversion rate	Declared amount in EUR 	Attachments 
R1.1	<input type="checkbox"/>	200,00	36,00	0,00	0,00	7.200,00	EUR	1	7.200,00	  Contract...  
R1.2	<input type="checkbox"/>	100,00	36,00	0,00	0,00	3.600,00	EUR	1	3.600,00	  Contract...  
R1.3	<input type="checkbox"/>	300,00	0,23	0,00	0,00	69,00	EUR	1	69,00	
R1.4	<input type="checkbox"/>	20,00	81,00	0,00	0,00	1.620,00	EUR	1	1.620,00	  1st_trai...  

- Attach a signed participation list for each event day + agenda
- Only one attachment per expenditure is allowed, combine the documents in one pdf or zip file

Public procurement

- For costs that are estimated to exceed 10 000 EUR (excluding VAT) a price comparison must be made and documented. If national public procurement level applies with lower limits, those must be followed.
- In case Simplified Cost Options cover procured costs, the procurement documents will not be checked as part of the check of the SCO. Still, the public procurement rules should be followed.
- **Public procurements should always be done according to national rules or following EU rules, depending on the thresholds.**

Public procurements



All procurements to which the Programme, national and EU level thresholds apply must be added in 'Public Procurements' section in the Jems

Public procurement

Add Procurement

Created in
R.1

The contract name defined here can then be selected in the list of expenditures to link expenditure items to this contract.

* Procurement
Experts for training

Reference No.
121212

Contract Date (DD/MM/YYYY)
1/7/2023



Contract Type
Service contract

Contract Amount

30.000,00

* Please select a currency
EUR

Supplier Name
Training company












Make sure that all fields are properly filled in, the reference to the procurement will be used throughout the project lifetime!

External expertise and service real costs

Report identification Work plan progress Public procurements **List of expenditures** Contributions Report annexes Report export Financial

List of expenditures

Currencies and conversion rates are taken from InforEuro, the European Commission's official monthly accounting rates. The monthly rates are automatically updated until the month when the Partner F for verification. If your Local currency is EUR, your expenditure shall be reported in EUR only.

ID	 Unit costs and Lump sums	Cost category	Investment no.	Procurement	Internal reference no.	Invoice no.	Invoice date	Date of payment
R1.1	<input type="checkbox"/> Staff hourly rate (Finl ▾)	Staff costs	N/A	N/A				
R1.2	<input type="checkbox"/> Staff hourly rate (Finl ▾)	Staff costs	N/A	N/A				
R1.3	<input type="checkbox"/> Project management ▾	Equipment	N/A	N/A				
R1.4	<input type="checkbox"/> Face-to-face events t ▾	External expertise ...	N/A	N/A				
R1.7	<input type="checkbox"/> N/A ▾	External expertise ... ▾	N/A ▾	Experts for ... ▾			1/8/2023 	10/8/2023 

Drop-down menu (points to 'External expertise ...' in R1.7)

Name from Public procurements section (points to 'Experts for ...' in R1.7)

- Make sure that 'Invoice date' and 'Date of payment' are filled in

External expertise and service real costs

ID	Description	Comment	Number of Units	Price per unit	Total invoice value	VAT	Declared amount	Curren
R1.1	Project manager	May - October 2023	200,00	36,00	0,00	0,00	7.200,00	EUR
R1.2	Teaching expert	May - October 2023	100,00	36,00	0,00	0,00	3.600,00	EUR
R1.3	N/A	May - October 2023	300,00	0,23	0,00	0,00	69,00	EUR
R1.4	1st training session	8-9.08.2023	20,00	81,00	0,00	0,00	1.620,00	EUR
R1.5	Training Company	Training, August 2023, Helsinki			2.000,00	200,00	2.000,00	EUR

Service provider















What was purchased, when, to whom, where and/or how it relates to project activities

- Attach evidence documents as PDF or ZIP file

Equipment real cost

- Real costs for equipment must be directly identified in the Application Form to be eligible
- Only fixed investments in equipment and investments in infrastructure which remain in use by the partners and/or target groups after completion of the project
- Full cost is eligible for budgeted equipment items
- All costs are subject to public procurement procedures



Equipment real cost

ID		Unit costs and Lump sums	Cost category	Investment no.	Procurement	Internal reference no.	Invoice no.	Invoice date	Date of payment
R1.1	<input type="checkbox"/>	Staff hourly rate (Finl) ▾	Staff costs	N/A	N/A				
R1.2	<input type="checkbox"/>	Staff hourly rate (Finl) ▾	Staff costs	N/A	N/A				
R1.3	<input type="checkbox"/>	Project management ▾	Equipment	N/A	N/A				
R1.4	<input type="checkbox"/>	Face-to-face events  ▾	External expertise ...	N/A	N/A				
R1.5	<input type="checkbox"/>	N/A ▾	External expertise ... ▾	N/A ▾	Experts for ... ▾	333	33	1/8/2023 	10/8/2023 
R1.6	<input type="checkbox"/>	N/A ▾	Equipment ▾	I1.1 ▾	Big contract ▾	222	22	10/7/2023 	20/7/2023 

Drop-down menu: investments from application form

- Make sure that invoice and payment date are filled in

Equipment real cost

ID	<input type="checkbox"/>	Description 	Comment 	Number of Units	Price per unit	Total invoice value	VAT	Declared amount	Currency
R1.1	<input type="checkbox"/>	Project manager	May - October 2023	200,00	36,00	0,00	0,00	7.200,00	EUR
R1.2	<input type="checkbox"/>	Teaching expert	May - October 2023	100,00	36,00	0,00	0,00	3.600,00	EUR
R1.3	<input type="checkbox"/>	N/A	May - October 2023	300,00	0,23	0,00	0,00	69,00	EUR
R1.4	<input type="checkbox"/>	1st training session	8-9.08.2023	20,00	81,00	0,00	0,00	1.620,00	EUR
R1.5	<input type="checkbox"/>	Training Company	Training, August 2023, Helsinki			2.000,00	200,00	2.000,00	EUR
R1.6	<input type="checkbox"/>	SellerSeller	Laboratory equipment			10.000,00	2.000,00	10.000,00	EUR

Name of equipment item according to the budget

- Attach evidence documents as PDF or ZIP file

Value Added Tax (VAT)

- VAT is an eligible cost for all partners, despite the partner VAT status.
- *The exception is project partners to whom the funding is granted as State Aid under the General Block Exemption Regulation (GBER) Article 20:*
 - *If the partner cannot recover VAT, then it is part of the eligible cost*
 - *If the VAT can be recovered by the partner, the VAT is not an eligible cost*

Flexibility rule

- 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.
- Using flexibility rule must be agreed with the lead partner in advance
- The project or partner total budget may never be exceeded.
 - If the basis cost of a flat rate (staff cost) is increased or decreased, it will also affect the flat rates!
- The flexibility rule does not apply to the predefined calculation methods of Simplified Cost Options.

Communication rules

- The Interreg logo of the Central Baltic Programme and the flag of the EU with the textual reference 'Co-funded by the European Union' must be displayed correctly
- Info about project on partners' websites
- Information poster displayed in partners' organisations'
- Plaque or billboard, when required
- In case the communication rules are not respected and the situation cannot be corrected, a correction will be made

Audit trail

- 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.

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)

Second level audit and financial corrections

- Second level audit - Audit Authority and group of auditors, European Commission, other controls
- If a cost is found ineligible at any time during or after the project duration, a correction will be made.
- If the basis cost of a flat rate (staff cost) is found ineligible, it will also affect the flat rates.
- A project with investments may have to repay the ERDF contribution if the productive activity ceases or is relocated outside the programme area

Main documents:

- Programme manual
- Guide for project implementation
- www.centralbaltic.eu

Always refer to the last version of the documents on www.centralbaltic.eu

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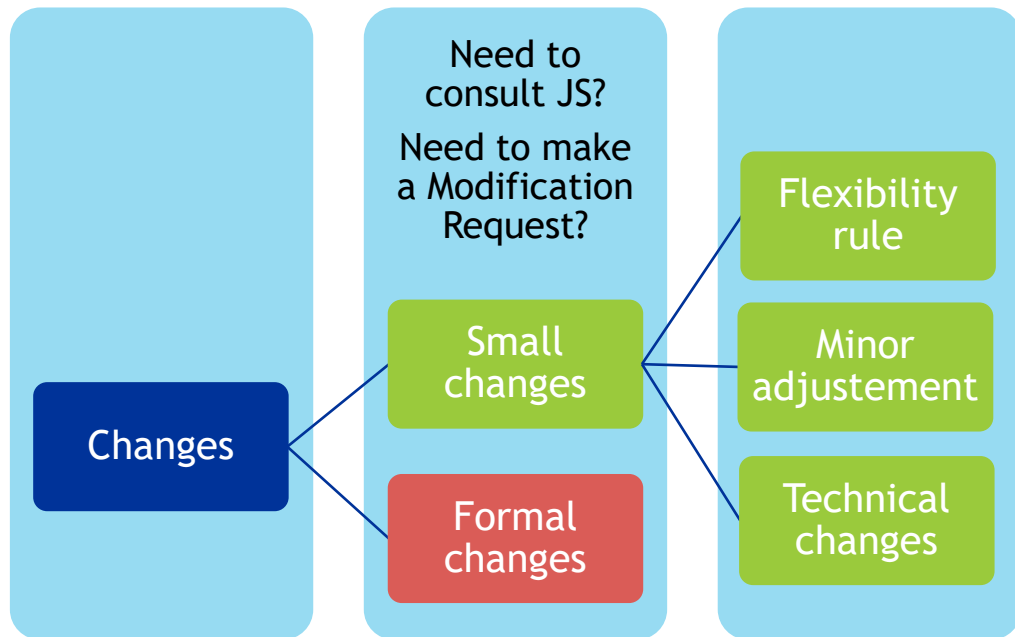
Project Implementation Webinar

Project Modifications

Tiina Keinänen

12 October 2023 | Online

Classification of project changes



Always!

- Plan in advance
- Think first, then act
- Read the Programme Manual
- Read the Guide for Project Implementation
- Contact the lead partner / JS contact person



Flexibility rule

- Individual budget lines can be exceeded by **max. 20%** or **40 000 euro at project level** (whichever is higher)
- Always **agree beforehand** with the lead partner
- Lead partner has the responsibility to follow the use of flexibility rule at project level
 - Cuts if the flexibility rule is exceeded

Flexibility rule - restrictions

- The total budget cannot be exceeded
 - Applies for both project and partner budget
- Changes related to equipment items must be approved by the JS contact person before applying them
- Unforeseen activities which are not planned in the project work plan of the approved application must be approved by the JS contact person before applying them
- New cost items added in the framework of the flexibility rule must always serve the implementation of the approved work plan

Flexibility rule - Simplified Cost Options

- Predefined calculation methods of Simplified Cost Options cannot be changed
- Due to the large number of Simplified Cost Options the real flexibility between cost categories is rather limited
 - Changes in the amount of Staff cost impact on Office and administration and Travel and accommodation cost categories as well as management equipment
- Unit number of face-to-face event cost can be increased/ decreased without JS contact person consultation when it follows other flexibility rules

Flexibility rule

- Always keep in mind the approved work plan
- If you are unsure, contact your lead partner or JS contact person



Minor adjustments in project activities

No need to inform the JS contact person:

- Small changes in timetable or place of the activities
 - Should be reported as part of the partner and project report
- Project management related activities which are explained in the application form does not need prior approval

To be approved by the JS contact person beforehand:

- Unforeseen activities which are not planned in the project work plan of the approved application (Application form - C.4 project work plan)

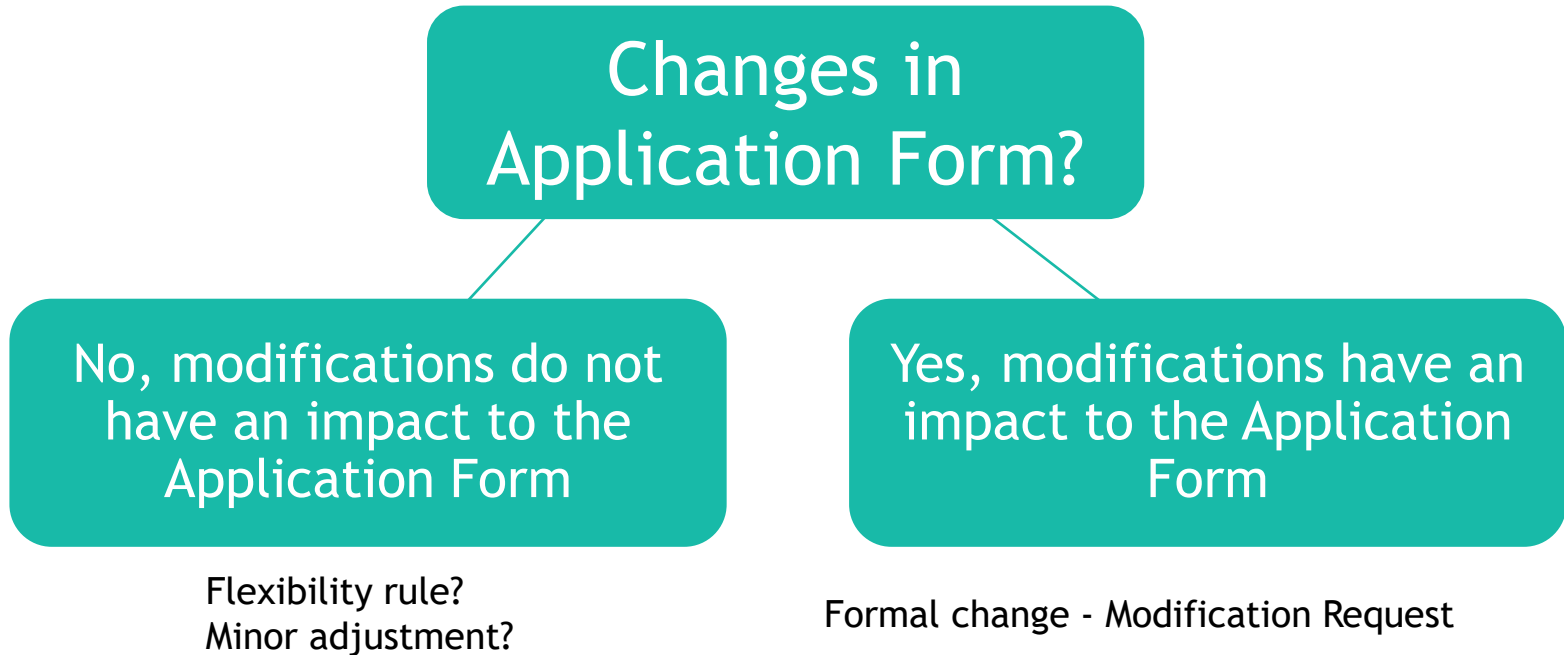
Technical modifications

- Change in bank data
 - Updated by the lead partner in “Partner details” in Jems

Contact your JS contact person:

- Technical mistakes in the application form
- Change of the partner’s name, legal status or contact person
- Change of the lead partner’s name, legal status, or hosting organisation need to be approved by the Managing Authority or Monitoring Committee

Formal Changes - Modification request



Formal changes - changes requiring Modification Request

- Activities having impact to project results
- Budget
- Partnership
- Duration of the project

- **IMPORTANT:** Always keep in mind your project aim and expected results!

Modification Request

- Partner should contact the lead partner to discuss the needs
- Collect as many changes to one Modification Request as possible
 - If flexibility rule has been used before, these changes must also be reflected
 - The lead partner must involve all partners in the discussions

Practicalities of Modification Request

- Justification is always needed
 - LP should approach the JS contact person first
- Modification Request template on the website
- Application form in Jems is opened and changes are done
 - Persons with lead applicant “manage” and/ or “edit” rights can do modifications
- Official approval by the Managing Authority (or Monitoring Committee)

Modification procedure

1. LP contacts
JS contact
person (CP)

- Needs discussed
- CP evaluates relevance, the type of modification and recommends next steps

2. Preparation
of Modification
Request

- Filling in templates
- Justifying the needs
- Submission of electronic version (including SG minutes)

Modification procedure in Jems

3. Modification request by the CP

- CP saves the supporting documents and opens Jems
- Description what will be changed

4. Updates in the Jems

- LP makes the applied changes in the Jems
- Also previously approved changes must be included

5. Approval in the Jems

- JS writes approval message
- JS informs MA by email
- MA confirms in the Jems

Practicalities of Modification Request

- Only two (2) Modification Requests are allowed during project implementation
- The last Modification Request must be submitted 6 months before the end of the project
- Project Steering Group has to handle official changes and approve them beforehand

Keep in Mind!

- Changes based on flexibility rule, minor adjustments and technical corrections must be updated to Application Form when formal project modification is done
- Project modifications are in force from the date of the decision
- No costs can be incurred before the decision has been made

Main documents in project implementation

- Programme Manual
- Guide for Project Implementation

<https://centralbaltic.eu/for-projects/documents/>

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All the best for your project
implementation and
Let's stay in touch!



Varsinais-Suomen liitto
Egentliga Finlands förbund
Regional Council of Southwest Finland