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Central Baltic Programme

Central Baltic Programme 2021-2027

Project Implementation Webinar

12 and 14 March 2024
Online

Aim of the webinar

- To provide support and tools for project implementation and reporting
- 2nd call small projects as a main target group
  - Lead partners
  - Project partners

Agenda – Tuesday 12.3.

- 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
- 15:50 – 16:00 Closing of the day

Agenda – Thursday 14.3.

- 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 – 15:30 Project modifications
- 15:30 – 15:50 Project closure and duties after the project ends
- 15:50 – 16:00 Closing of the day

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Project Implementation Webinar

Project Implementation

Samu Numminen
12 March 2024 | Online

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

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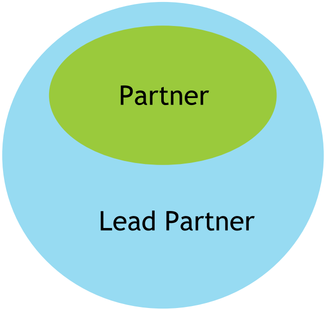
”Happy Project World“

Achieving RESULTS
outputs, activity plan

Being ELIGIBLE:
Budget,costs, procurements, reporting

Being VISIBLE:
Communication strategy, visibility rules

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
- 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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Project Implementation Webinar

Results and outputs in project implementation

Laura Cunska-Āboma |

12 March 2024 | Online

Content

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

Focus of todays presentation – PO6

Majority of projects present today are PO6.

Other POs have the same structure for output and result indicator counting and reporting, but need to check their specific indicators and indicator templates.

EXPECTED RESULTS

Programme objective	Expected result
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 and one result indicator only (Manual pg.8).

Indicators' logic

Result Indicators:

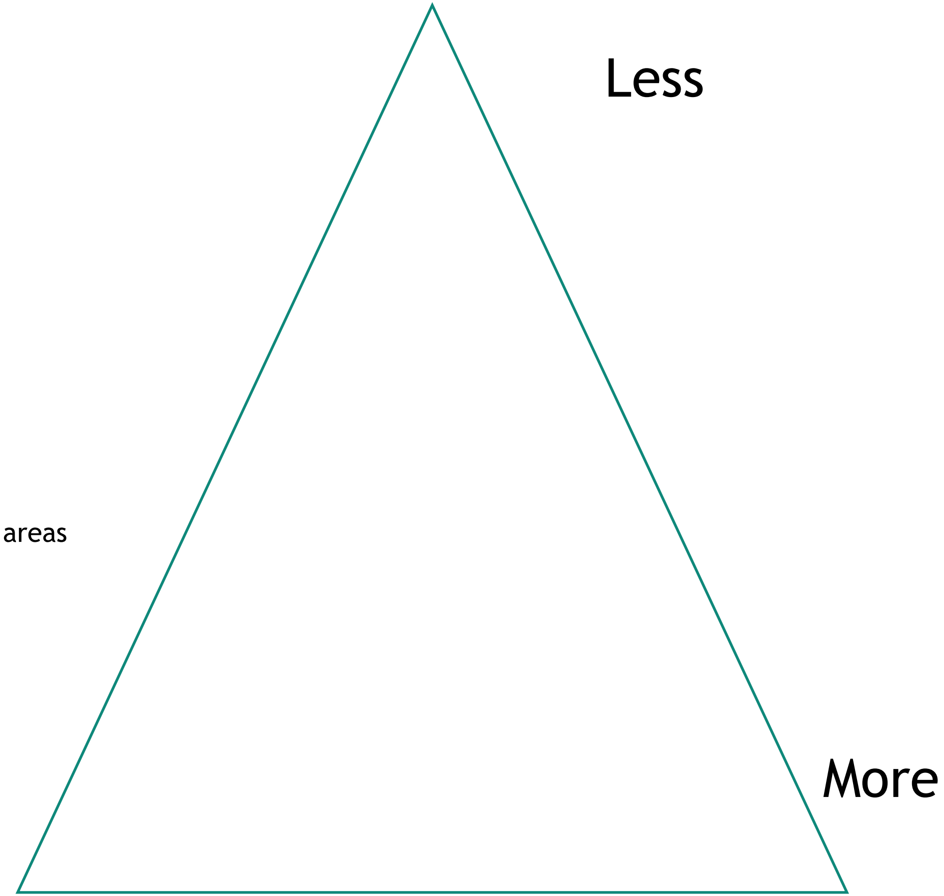
PO 1 - PSR1 – **companies with sales**
PO 2 - PSR2 - **companies scaled-up**
PO 3 - PSR3 – improved CE **chains**
PO 4 - PSR4 - improved **load sources**
PO 5 - PSR5 – improved transport **areas, nodes**
PO 6 - PSR6, PSR7, PSR8 – **people, organisations**
PO 7 - RCR104 public **services, solutions**

Output Indicators:

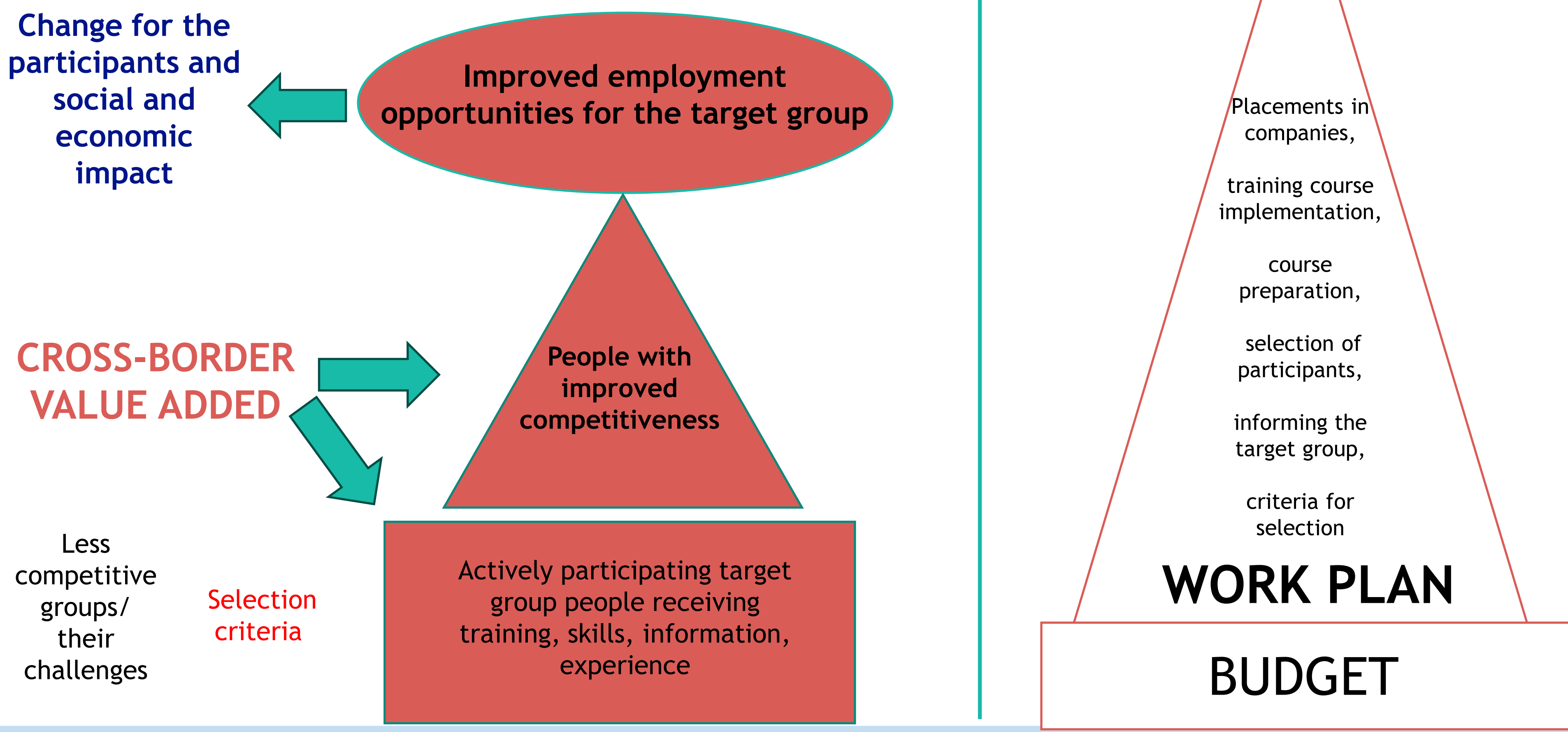
PO 1 – RCO4, RCR4 – participating companies, innovations
PO 2 – RCO4 – participating companies
PO 3 – RCO81, RCO84 – participants, pilot actions
PO 4 – RCO81, RCO84 - participants, pilot actions
PO 5 – RCO81, RCO84, PSO1 - participants, pilot actions, targeted nodes, areas
PO 6 – RCO81, RCO81 - participating 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 group people, organisations



Results and Impact PO6



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

Indicator Fiches and Templates

- Fiches as Programme Manual Annex 2 – starting from p 115
- Each Indicator has a Fiche

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Fiche – PO 6 – PSR6

Row ID	Field	Indicator metadata
1	Indicator code	PSR6, PSR7, PSR8
2	Indicator name	**PSR 6: Number of people with increased competitiveness on labor market** **PSR 7: Number of organisations with applied anti-discriminatory policies** **PSR 8: Number of people with increased entrepreneurship**
3	Measurement unit	PSR 6, PSR 8: People PSR 7: Organisations (incl. companies)
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)	1) 400 (10 projects in average each achieves 40) 2) 75 (5 projects in average each achieves 15) 3) 150 (10 projects in average each achieves 15)
8	Priority	**P 3 Improved employment opportunities**
9	Programme Objective	**PO 6 Improved employment opportunities on labour market**
10	Definition and concepts	There are 3 distinct focuses within this Programme Objective and therefore 3 programme specific result indicators are needed. The target values and achievements of the 3 result indicators are aggregated separately. PSR 6 and PSR 8 can be aggregated together. **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. **People with increased competitiveness:** work contract achieved; work affiliation achieved; new qualification gained, certificate proving the completion of study programme; actively job-searching. **Companies with anti-discriminatory policy applied:** policy prepared, approved and applied. **People with increased entrepreneurship:** successful completion of complex entrepreneurship programme.
		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 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)** – with PSR7

RCO81 - Participations in joint actions across borders **(the individuals)** – with PSR6 and PSR8

PO 6 templates for documenting outputs and results – different one for PSR

PO 6 results and outputs Template

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Participations in joint actions acr
Programme Objectives 6 - Improved er

Project id	CBXXXXXXX
Project acronym	XXXXXXXXXXX

Partner role / number	PPX
Partner name in English	XXXXXXXXXX

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

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

PARTICIPATIONS TO PARTNER ACTIVITIES		Activity 1 [Date] [Location] [Activity name]	Activity 2 [Date] [Location] [Activity name]	Activity 3 [Date] [Location] [Activity name]	Activity 4 [Date] [Location] [Activity name]	Activity 5 [Date] [Location] [Activity name]
[Insert participant name]	[Insert participant contacts]					
[Insert participant name]	[Insert participant contacts]					
[Insert participant name]	[Insert participant contacts]					
[Insert participant name]	[Insert participant contacts]					
[Insert participant name]	[Insert participant contacts]					
[Insert participant name]	[Insert participant contacts]					
[Insert participant name]	[Insert participant contacts]					
[Insert participant name]	[Insert participant contacts]					
[Insert participant name]	[Insert participant contacts]					

Achieved results PSR6 - Only if planned in the application form and a result of project participation					
0	0	0	0	0	Achieved people with increased competitiveness on labour market
Work contract achieved	Work affiliation achieved	New qualification gained	Certificate proving the completion of a	Actively job-searching	
☐	☐	☐	☐	☐	
☐	☐	☐	☐	☐	
☐	☐	☐	☐	☐	
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PO 6 results and outputs Template

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Participations in joint actions across borders & anti-discriminatory polici

Programme Objectives 6 - Improved employment opportunities on labour market

Project id	CBXXXXXXX
Project acronym	XXXXXXXXXXX

Partner role / number	PPX
Partner name in English	XXXXXXXXXXXXXXXXXX

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) c as activities. Fill in the names of participants and e-mail address or phone number from all beneficiary organisatic several project activities, but each organisation is counted as 1. The template should be filled in continuously an available to JS contact person upon request. Information from this template will be filled into Jems at periods d Implementation.

Nb of unique organisations taking part in project activities	0
Nb of organisations with applied additional anti-discriminatory polic	0

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	Achieved result PSR7? (policy prepared, approved and applied, successful participant)	Comments (Max 300 characters)
			[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 name]	[Insert participant name]														
[Insert participant name]	[Insert participant name]	[Insert participant name]														
[Insert participant name]	[Insert participant name]	[Insert participant name]													No	
[Insert participant name]	[Insert participant name]	[Insert participant name]														
[Insert participant name]	[Insert participant name]	[Insert participant name]														

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PO 6 results and outputs Template

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Participations in joint actions across borders & persons entrepreneurship

Programme Objectives 6 - Improved employment opportunities on labour market

Project id	CBXXXXXXX
Project acronym	XXXXXXXXXXX

Partner role / number	PPX
Partner name in English	XXXXXXXXXXXXXXXXXX

Fill in the information with participation in project activities. You add activities such as information events, trai
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 individu
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

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

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]													☐
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[Insert participant name]	[Insert participant contacts]													☐
[Insert participant name]	[Insert participant contacts]													

PO6 Output & result indicators

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, <u>it is mandatory to stick to output and result indicator definitions</u> 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.

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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.

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

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Project report – reporting outputs

Project report PR.1

Project report identification | Work plan progress | Project results & Horizontal prin... | List of partner certificates

Work plan progress

Work package 1

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 1.1 Number of participants at the training programmes

Output title
Number of participants at the training programmes

Programme output indicator
PO6O3: Participations in joint actions across borders (the individuals) - to be used with r

Measurement Unit
participations

Delivery Period
Period 6, month 31 - 36

Target Value
200,00

Achieved in two last reporting periods
0,00

Cumulative value
0,00

Progress towards outputs

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Project report – reporting results

Project report PR.1

Project report identification | Work plan progress | Project results & Horizontal prin... | List of partner certificates

Project results

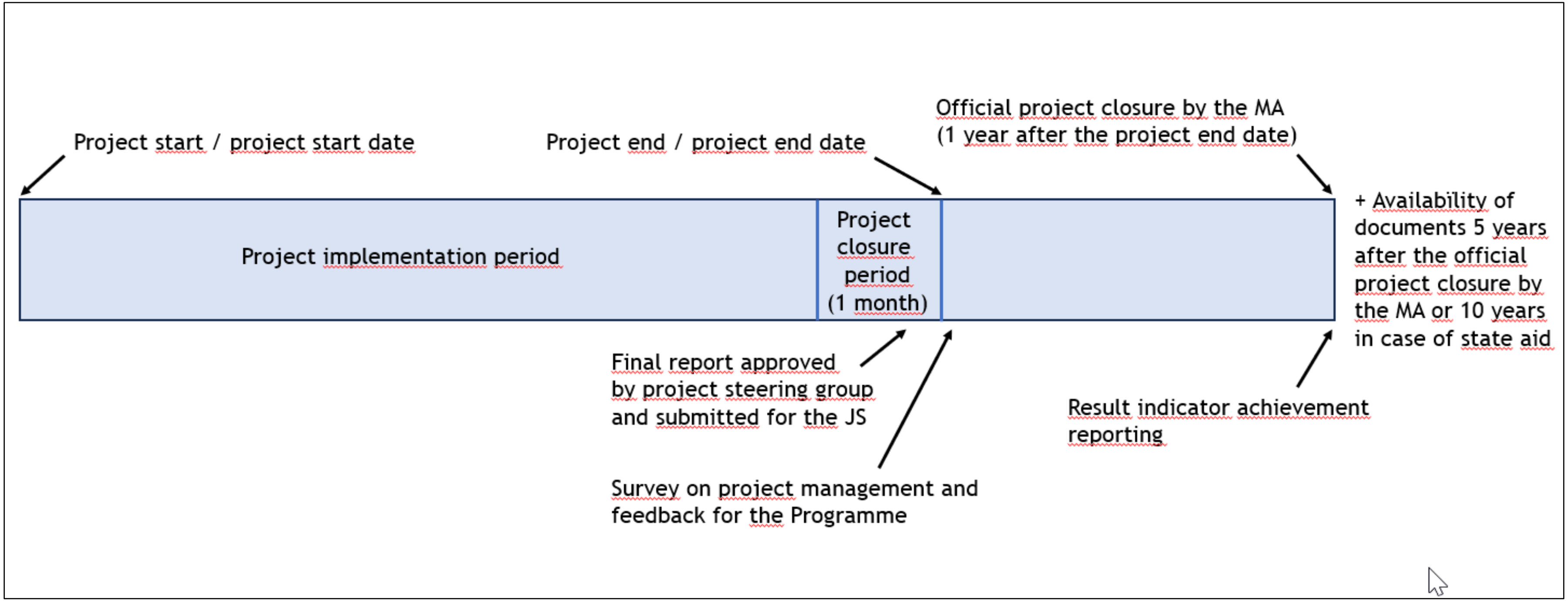
Result 1

Programme result indicator
PO6R1: PSR6 Number of people with increased competitiveness on labour market

Measurement Unit	Baseline	Delivery period
The number of people	0,00	Period 6, month 31 - 36

Target Value	Achieved so far	Cumulative value
150,00	0,00	0,00

Describe progress achieved


Project start / project start date
Project end / project end date
Official project closure by the MA (1 year after the project end date)
Project implementation period
Project closure period (1 month)
+ Availability of documents 5 years after the official project closure by the MA or 10 years in case of state aid
Final report approved by project steering group and submitted for the JS
Result indicator achievement reporting
Survey on project management and feedback for the Programme

Final report

The aim of the Final report is to tell about project achievements from the perspective of the project content.

The Final Report must be discussed and approved by the project steering group as well as submitted for the JS by the project end date. The JS contact person must be invited in the steering group meeting.

Annex 2. The Final Report content
GUIDE FOR PROJECT IMPLEMENTATION 3.0

3 Achieved results and outputs	**3.1 Describe project contribution to Programme Objective result indicator.** Please describe the achieved results behind the figures with concrete examples. **3.2 Describe project contribution to Programme Objective output indicator(s).** Please describe the achieved outputs behind the figures with concrete examples. **3.3 Describe what other relevant achievements the project has reached that are not measured by result indicator.** **3.4 What has been the impact on the target groups?** Please describe the involvement, participation and the benefits for the main target groups of the project.

Indicator achievements reporting after 1 year:

- The Programme Manual - **Projects will be asked to report on result indicator achievements and/or the sustainability of their outputs and results one year after the project ended** by a survey from the Managing Authority.

- There should always be someone available to settle all open questions with the Joint Secretariat/ Managing Authority. Changes in contact information must be communicated to the Joint Secretariat/ Managing Authority until the Managing Authority has closed the project.

Indicator achievements reporting after 1 year:

Result indicator achievement reporting One year after the project end (end date), the Managing Authority will send to the lead partner a request to report on result indicators. It is mandatory to answer the request.

Important to keep on monitoring and recording result indicators progress by using the output and result indicator template designed for the Programme Objectives 1, 2, 6 and 7. Result indicator achievement for Programme Objectives 3-5 will be asked through a separate questionnaire.

As part of the result indicator achievement reporting request, the Managing Authority will send a survey on the durability of achievements as well as follow-up activities after the project has ended.

Evaluation and impact assessment

- Evaluation of the programme and impact assessment is planned.
- Projects to be ready that partners and/or participants may be contacted for impact assessment.

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Project Implementation Webinar

Project steering group work and role in project implementation

Samu Numminen

12 March 2024| 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
- Approves the project final report

- Fees or compensation are not eligible for SG members

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Project Implementation Webinar

Project communication

Kersti Valde-Komp

12 March 2024

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 webspace

Communicate about your project

Important: one project logo

In a nutshell:

You have only one project logo (Interreg).

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ProjectAcronym

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.

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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.

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VARSINAIS-SUOMEN LIITTO
EGENTLIGA FINLANDS FÖRBUND
REGIONAL COUNCIL OF SOUTHWEST FINLAND

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.

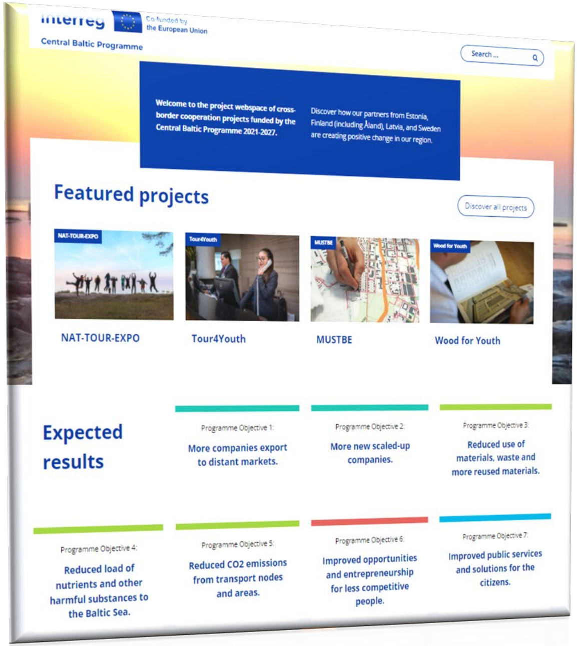
Requirements: where to find?

Programme Manual 5.0

Guide for Implementing a Project 3.0

Project logos are available on the website.

What about the Project Webspace?



Use your webspace actively!

36 projects are up and running
More coming up.

Important question

Who has been appointed to work with your Project webspace?

Where do you keep the user name and password

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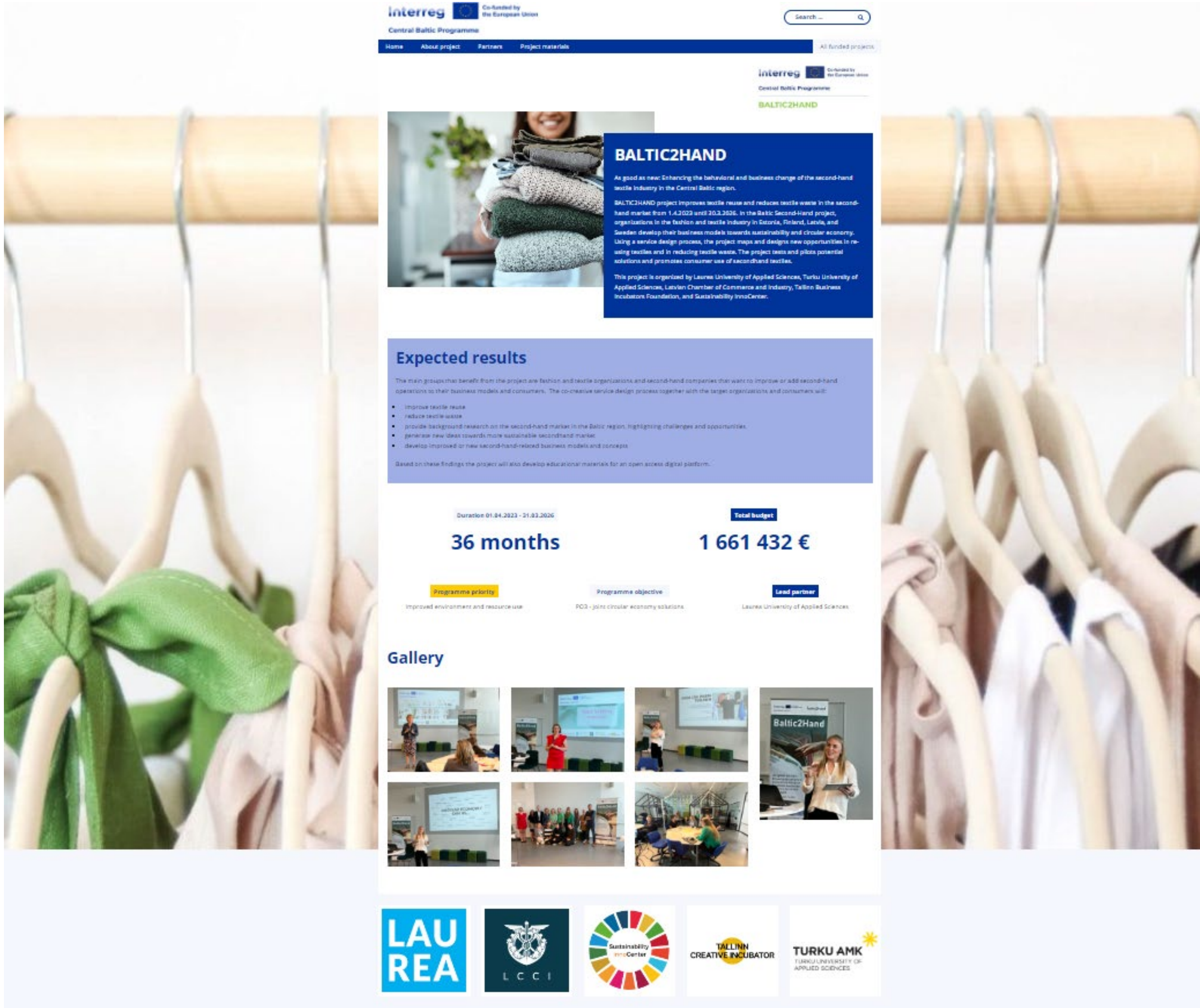
EXAMPLE

Home
Baltic2Hand



2. Project Webspace

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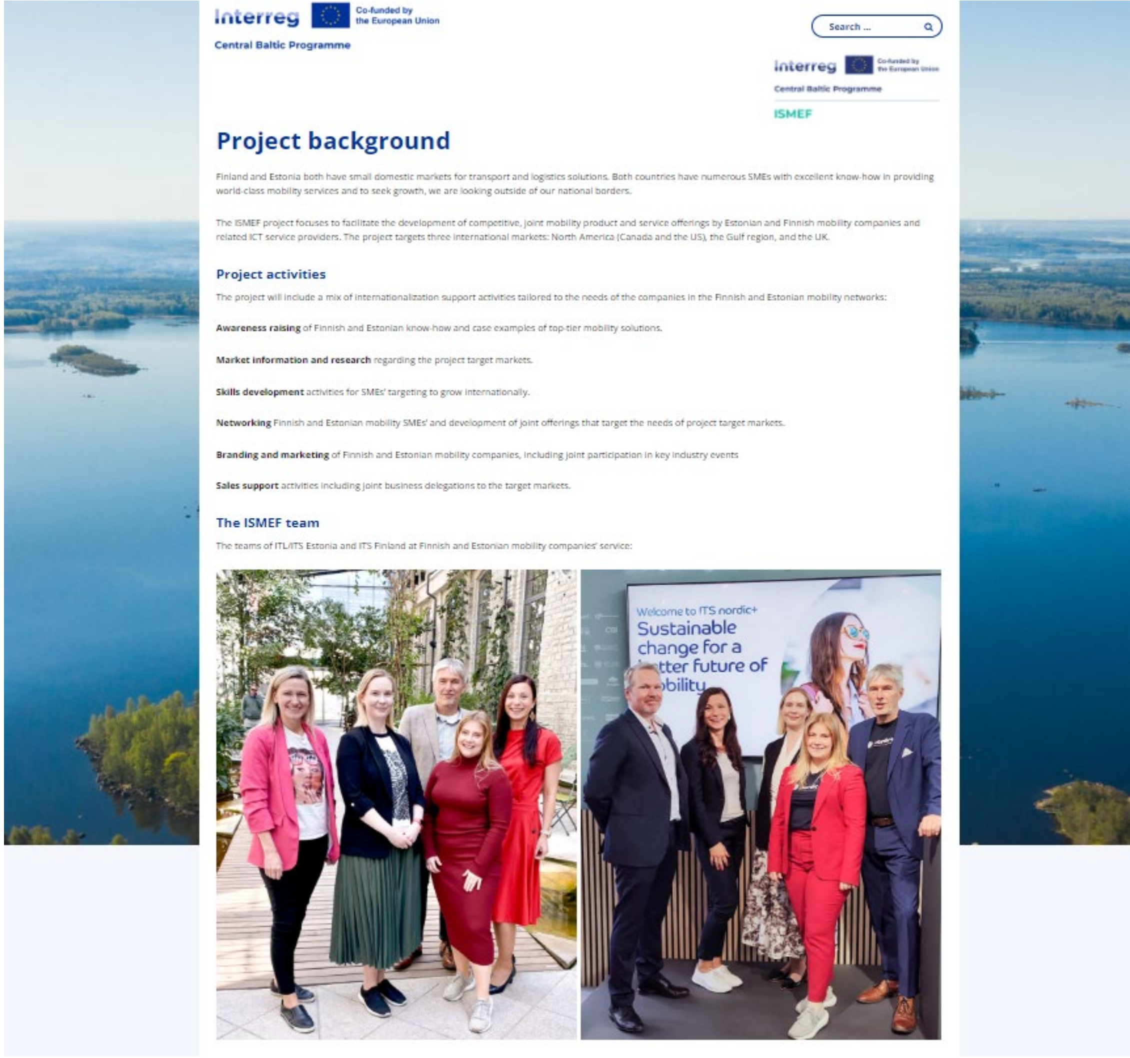
EXAMPLE

About project

ISMEF



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Search ...

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Central Baltic Programme

ISMEF

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:

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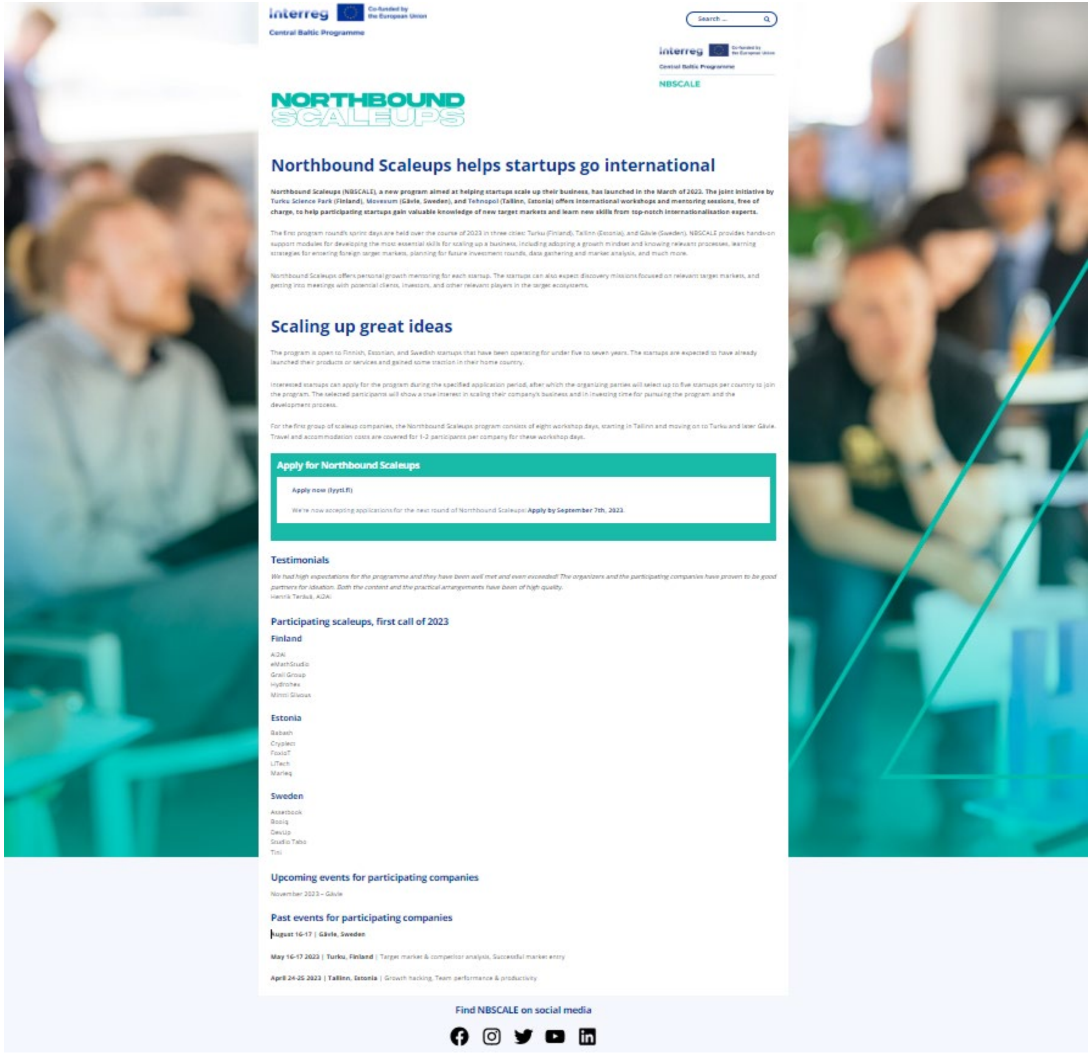
EXAMPLE

About project
NBSCALE



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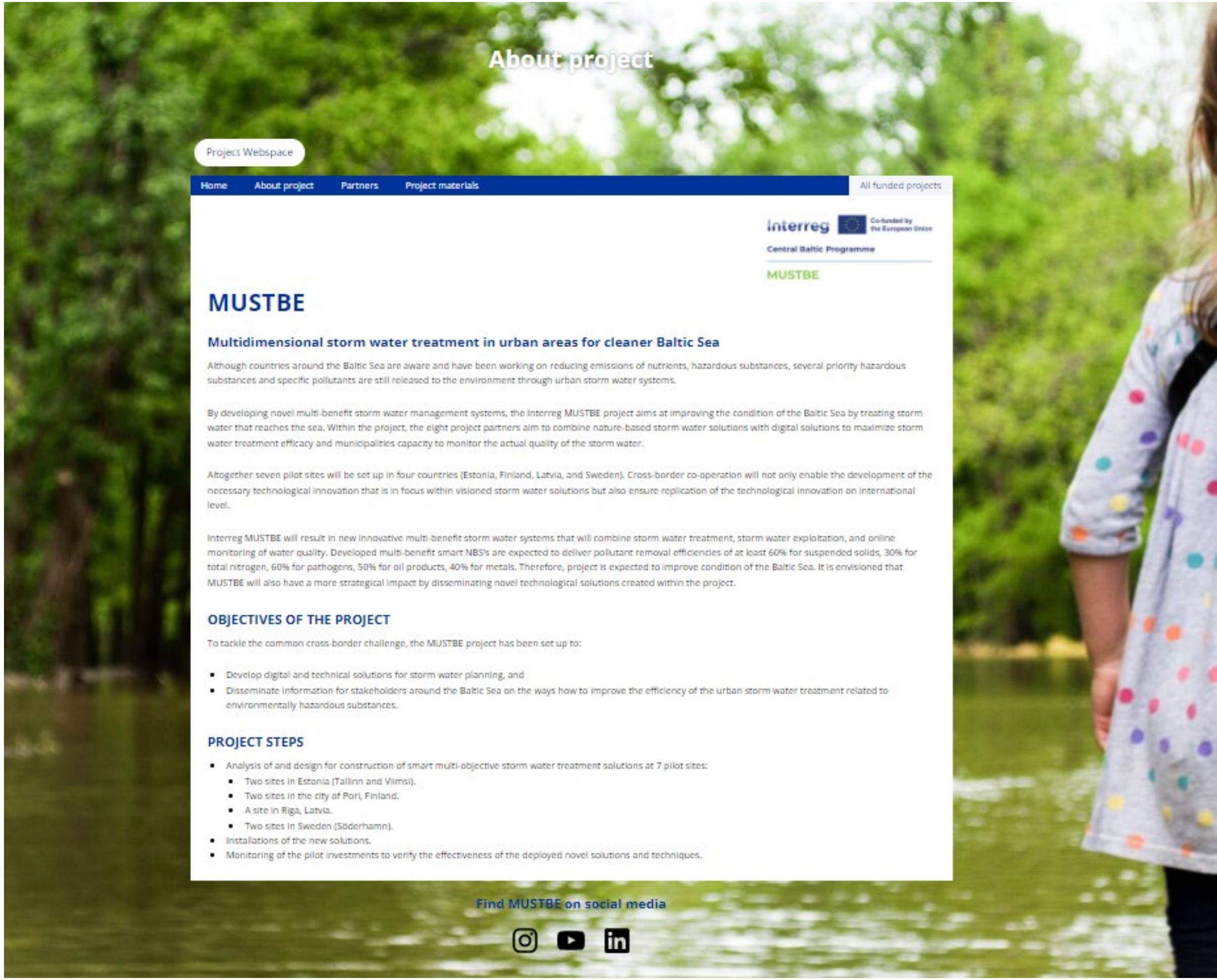
EXAMPLE

About project
MUSTBE

2. Project Webspace


About project

Project Webspace

Home | About project | Partners | Project materials | All funded projects

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Central Baltic Programme
MUSTBE

MUSTBE

Multidimensional storm water treatment in urban areas for cleaner Baltic Sea

Although countries around the Baltic Sea are aware and have been working on reducing emissions of nutrients, hazardous substances, several priority hazardous substances and specific pollutants are still released to the environment through urban storm water systems.

By developing novel multi-benefit storm water management systems, the Interreg MUSTBE project aims at improving the condition of the Baltic Sea by treating storm water that reaches the sea. Within the project, the eight project partners aim to combine nature-based storm water solutions with digital solutions to maximize storm water treatment efficacy and municipalities capacity to monitor the actual quality of the storm water.

Altogether seven pilot sites will be set up in four countries (Estonia, Finland, Latvia, and Sweden). Cross-border co-operation will not only enable the development of the necessary technological innovation that is in focus within visioned storm water solutions but also ensure replication of the technological innovation on international level.

Interreg MUSTBE will result in new innovative multi-benefit storm water systems that will combine storm water treatment, storm water exploitation, and online monitoring of water quality. Developed multi-benefit smart NBS's are expected to deliver pollutant removal efficiencies of at least 60% for suspended solids, 30% for total nitrogen, 60% for pathogens, 50% for oil products, 40% for metals. Therefore, project is expected to improve condition of the Baltic Sea. It is envisioned that MUSTBE will also have a more strategical impact by disseminating novel technological solutions created within the project.

OBJECTIVES OF THE PROJECT

To tackle the common cross-border challenge, the MUSTBE project has been set up to:

- Develop digital and technical solutions for storm water planning, and
- Disseminate information for stakeholders around the Baltic Sea on the ways how to improve the efficiency of the urban storm water treatment related to environmentally hazardous substances.

PROJECT STEPS

- Analysis of and design for construction of smart multi-objective storm water treatment solutions at 7 pilot sites:
  - Two sites in Estonia (Tallinn and Viimsi).
  - Two sites in the city of Pori, Finland.
  - A site in Riga, Latvia.
  - Two sites in Sweden (Söderhamn).
- Installations of the new solutions.
- Monitoring of the pilot investments to verify the effectiveness of the deployed novel solutions and techniques.

Find MUSTBE on social media

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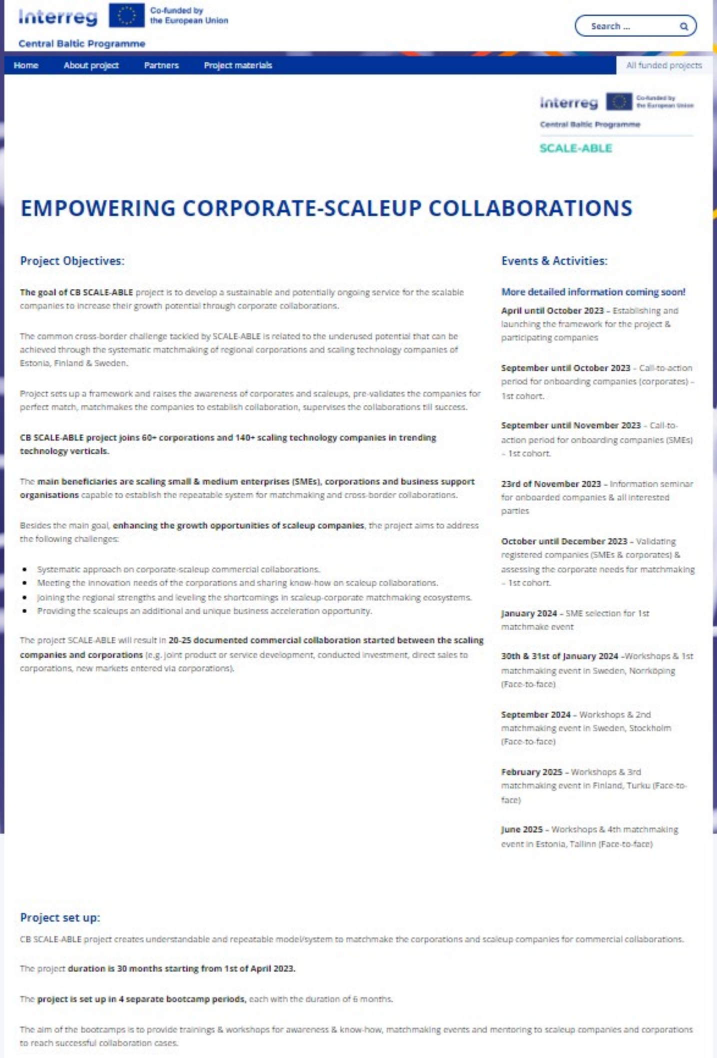
EXAMPLE

About project
SCALE-ABLE

2. Project Webspace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Search ...

Home | About project | Partners | Project materials | All funded projects

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SCALE-ABLE

EMPOWERING CORPORATE-SCALEUP COLLABORATIONS

Project Objectives:

The goal of CB SCALE-ABLE project is to develop a sustainable and potentially ongoing service for the scalable companies to increase their growth potential through corporate collaborations.

The common cross-border challenge tackled by SCALE-ABLE is related to the underused potential that can be achieved through the systematic matchmaking of regional corporations and scaling technology companies of Estonia, Finland & Sweden.

Project sets up a framework and raises the awareness of corporates and scaleups, pre-validates the companies for perfect match, matchmakes the companies to establish collaboration, supervises the collaborations till success.

CB SCALE-ABLE project joins 60+ corporations and 140+ scaling technology companies in trending technology verticals.

The **main beneficiaries are scaling small & medium enterprises (SMEs), corporations and business support organisations** capable to establish the repeatable system for matchmaking and cross-border collaborations.

Besides the main goal, **enhancing the growth opportunities of scaleup companies**, the project aims to address the following challenges:

- Systematic approach on corporate-scaleup commercial collaborations.
- Meeting the innovation needs of the corporations and sharing know-how on scaleup collaborations.
- Joining the regional strengths and leveling the shortcomings in scaleup-corporate matchmaking ecosystems.
- Providing the scaleups an additional and unique business acceleration opportunity.

The project SCALE-ABLE will result in **20-25 documented commercial collaboration started between the scaling companies and corporations** (e.g. joint product or service development, conducted investment, direct sales to corporations, new markets entered via corporations).

Events & Activities:

More detailed information coming soon!

April until October 2023 – Establishing and launching the framework for the project & participating companies

September until October 2023 – Call-to-action period for onboarding companies (corporates) – 1st cohort.

September until November 2023 – Call-to-action period for onboarding companies (SMEs) – 1st cohort.

23rd of November 2023 – Information seminar for onboarded companies & all interested parties

October until December 2023 – Validating registered companies (SMEs & corporates) & assessing the corporate needs for matchmaking – 1st cohort.

January 2024 – SME selection for 1st matchmake event

30th & 31st of January 2024 –Workshops & 1st matchmaking event in Sweden, Norrköping (Face-to-face)

September 2024 – Workshops & 2nd matchmaking event in Sweden, Stockholm (Face-to-face)

February 2025 – Workshops & 3rd matchmaking event in Finland, Turku (Face-to-face)

June 2025 – Workshops & 4th matchmaking event in Estonia, Tallinn (Face-to-face)

Project set up:

CB SCALE-ABLE project creates understandable and repeatable model/system to matchmake the corporations and scaleup companies for commercial collaborations.

The project **duration is 30 months starting from 1st of April 2023.**

The **project is set up in 4 separate bootcamp periods,** each with the duration of 6 months.

The aim of the bootcamps is to provide trainings & workshops for awareness & know-how, matchmaking events and mentoring to scaleup companies and corporations to reach successful collaboration cases.

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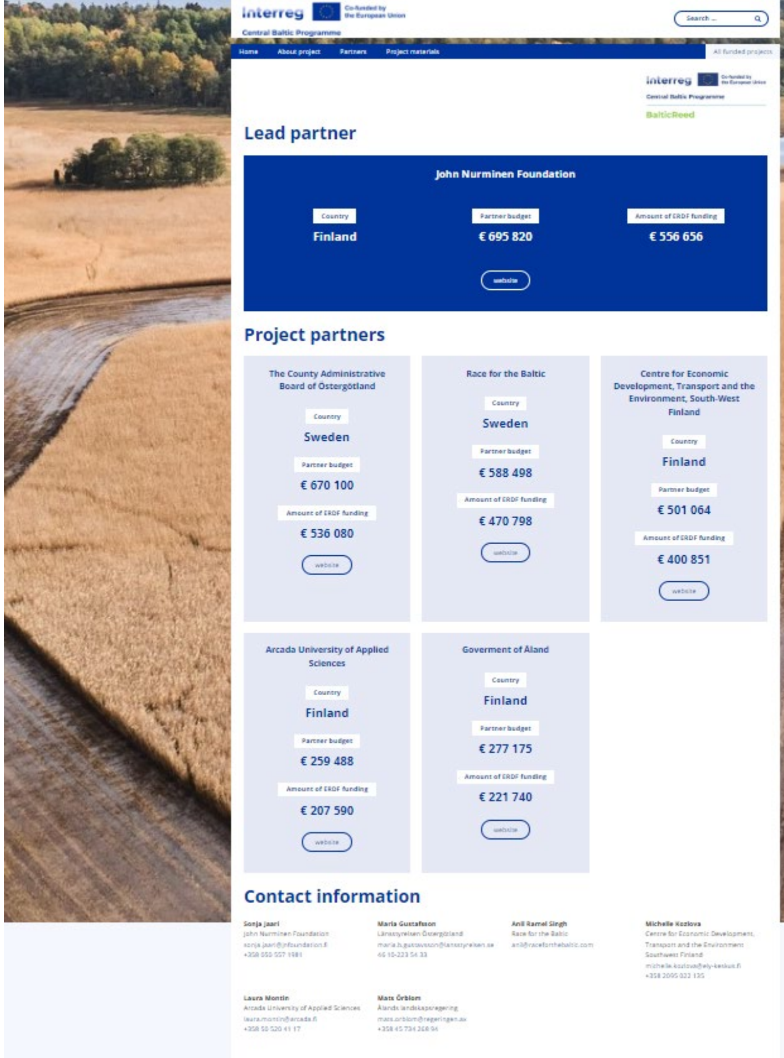
EXAMPLE

Partners
BalticReed



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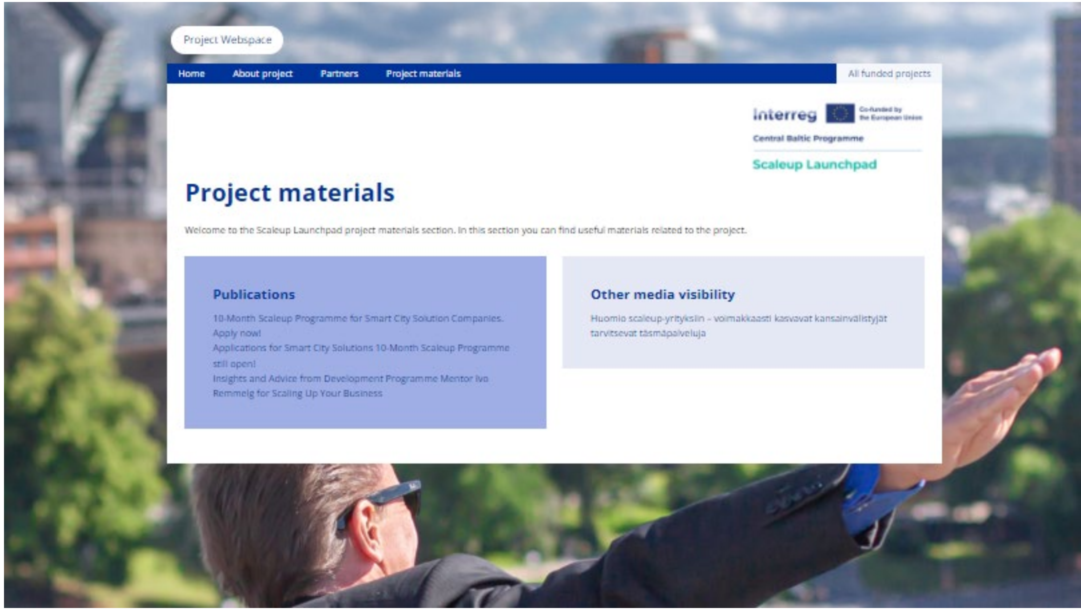
EXAMPLE

Project materials
Scaleup Launchpad



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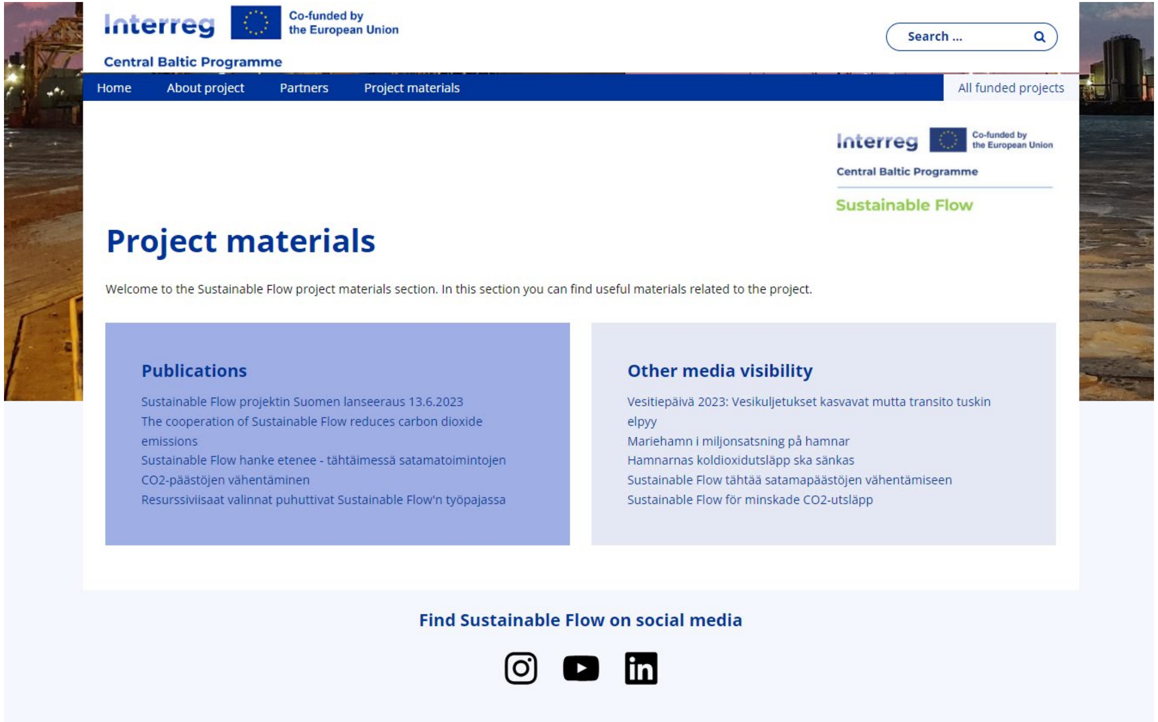
EXAMPLE

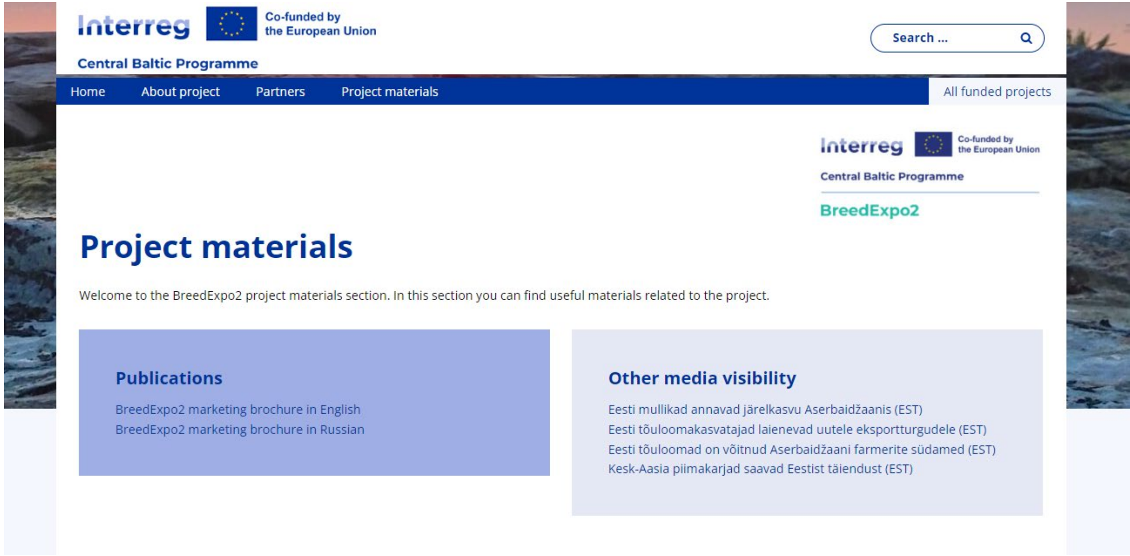
Project materials

Sustainable Flow



EXAMPLE

Project materials
BreedExpo



2. Project Webspace

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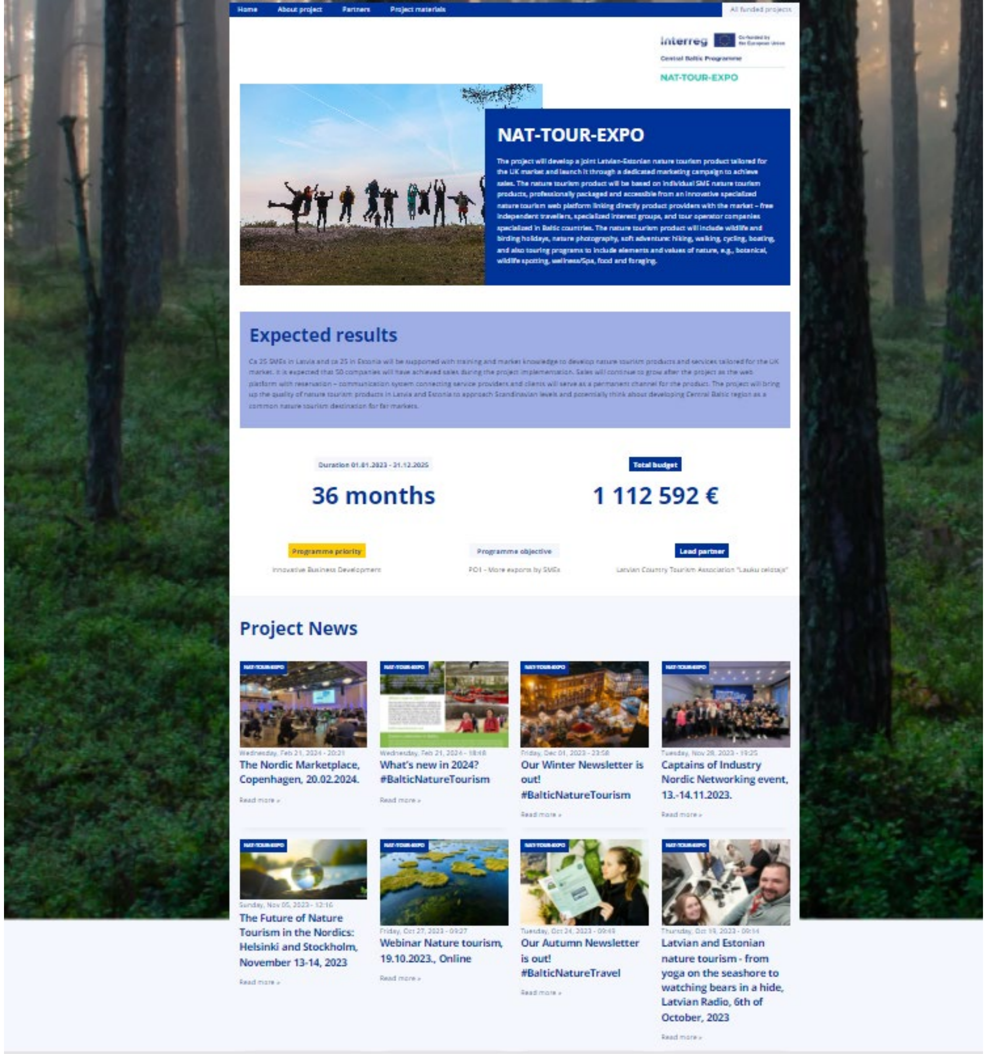
EXAMPLE

News
NAT-TOUR-EXPO



2. Project Webspace

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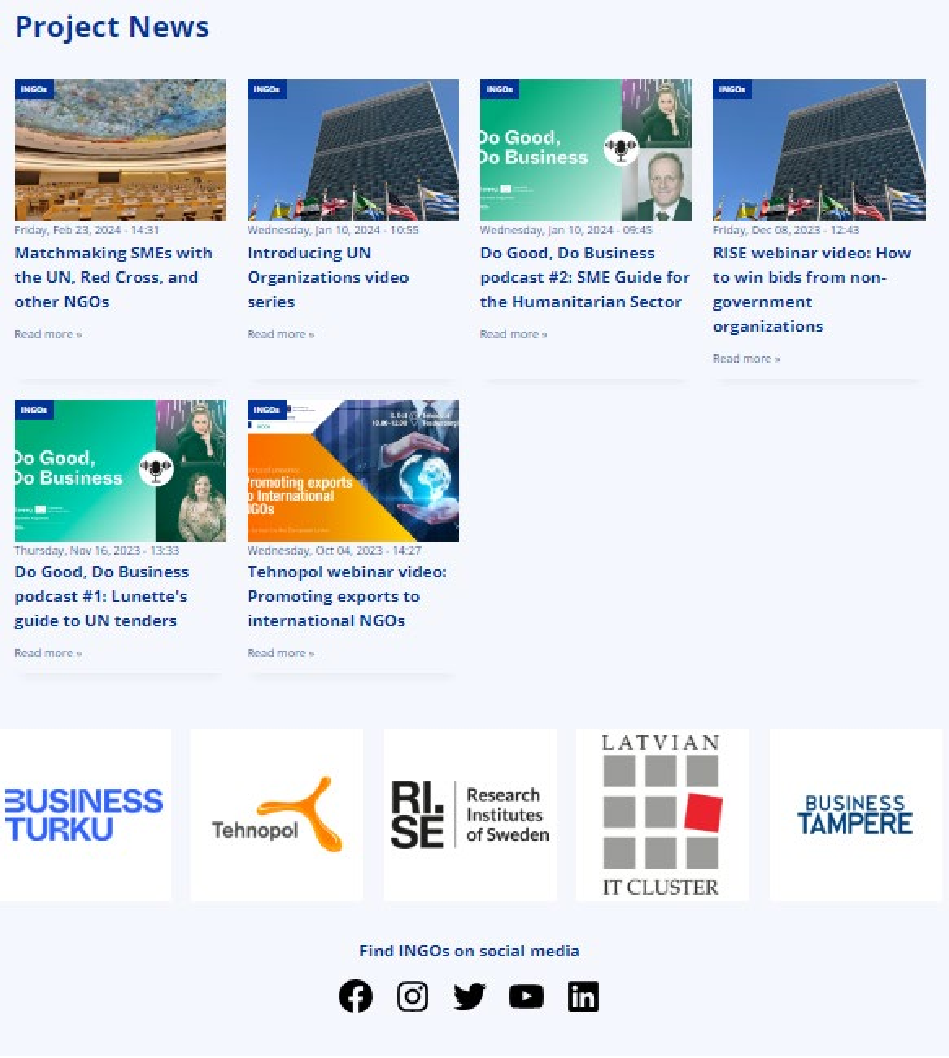
EXAMPLE

News

INGOs



2. Project Webspace

EXAMPLE

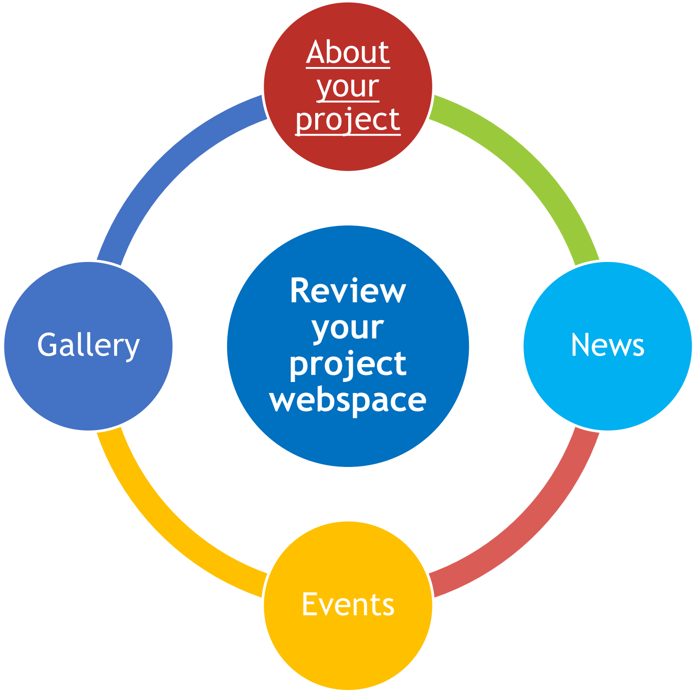
Social media
NBSCALE
Ce4Re

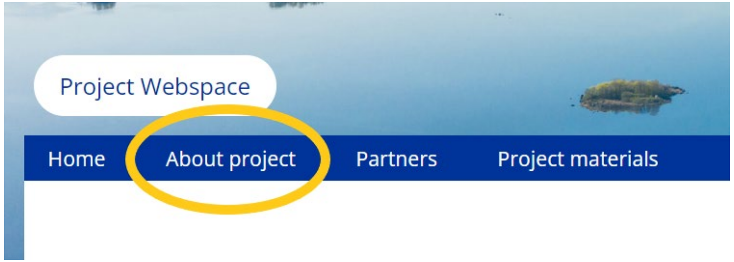
Find NBSCALE on social media

Find Ce4Re on social media

2. Project Webspace

Use your Project webspace





TIP: Project webspace user manual (available on the website)

Clear.
Then what?

- Share your progress!
- Utilise relevant social media and networks
- Be proactive!
- Tag @centralbaltic

How will we support you?

We will multiply your messages

- Project webspace (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.

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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?

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Project Implementation Webinar

State aid and reporting

Ivo Volt

12 March 2024 | 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 20 applies to project partners (direct state aid)
- Article 20a applies to final beneficiaries (state aid to third parties) of the project

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.

- No reporting from project/partners needed.

GBER Article 20a

- Article 20a is mainly used in business development (PO 1 & PO 2) projects to support target group SMEs. But it may apply for some other projects as well, if SMEs are foreseen as a final beneficiary.

- 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.

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

Project id	CB0001111
Project acronym	Uhhuuu

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

- Cost of the service provided to the beneficiary
  - cost of the consultant services
  - cost of participation fees on fairs/exhibitions
  - cost of travel
  - etc.
- Expenditures made for organising training divided per participant
- The amounts of aid given should be in correlation with the planned budget

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Central Baltic Programme 2021-2027

Jems practicalities and activity reporting

- Project implementation webinar
- **Normunds Strautmanis** | online
- March 14, 2024

Aims of this session

- Get to know **reporting requirements** (and reporting section of «Jems»)
- Get familiar with **activity reporting** information requirements
- *Session on output and result indicator reporting requirements held on March 12*
- *Separate session on eligibility and financial reporting to follow*
- Please follow Guide for Project Implementation for comprehensive guidance

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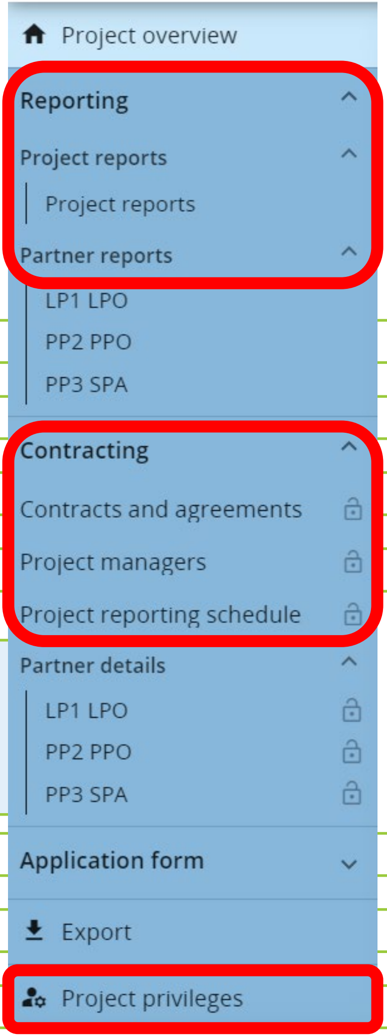
Topics we will cover today

- Reporting overview
- User privileges (access to reporting)
- Contracting section and Project managers
- Project reporting schedule
- Types of reports
    - Partner reports
    - Project reports
- Activity reporting (Work plan progress)
- Reporting tips
- What else should there be known



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Reporting at a glance

- Reporting is 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/

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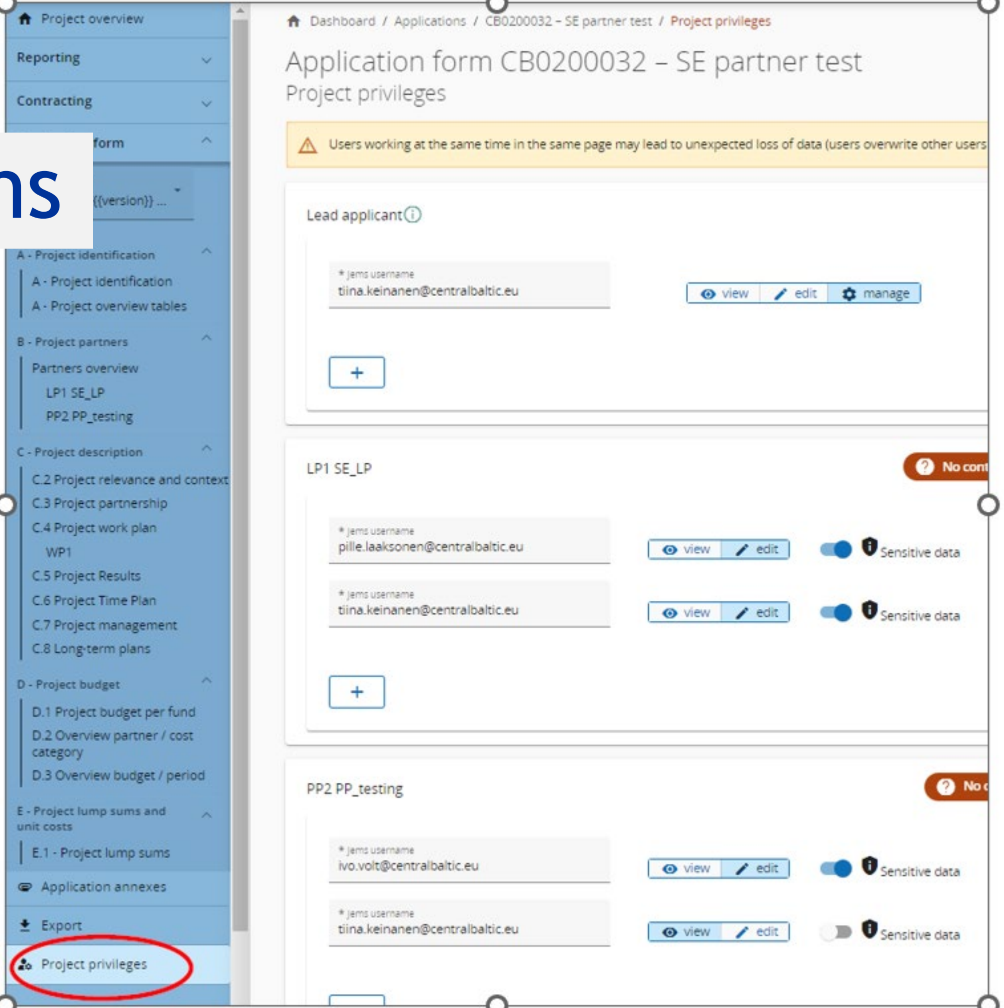
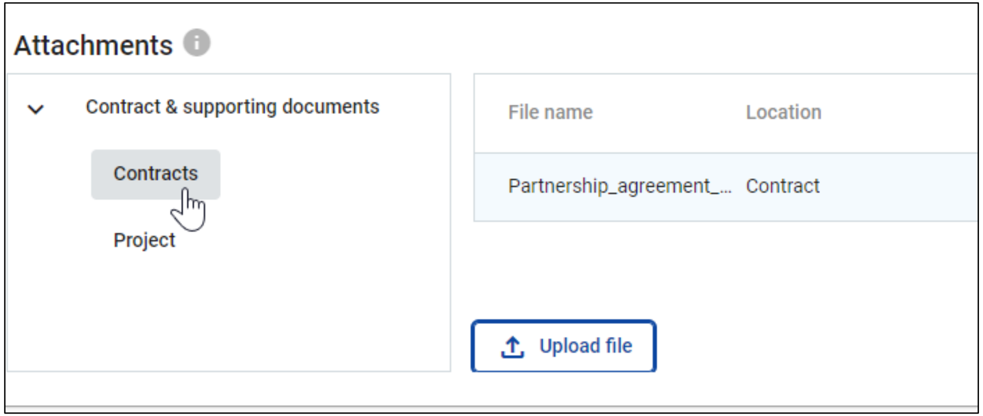
User privileges in Jems

- 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.



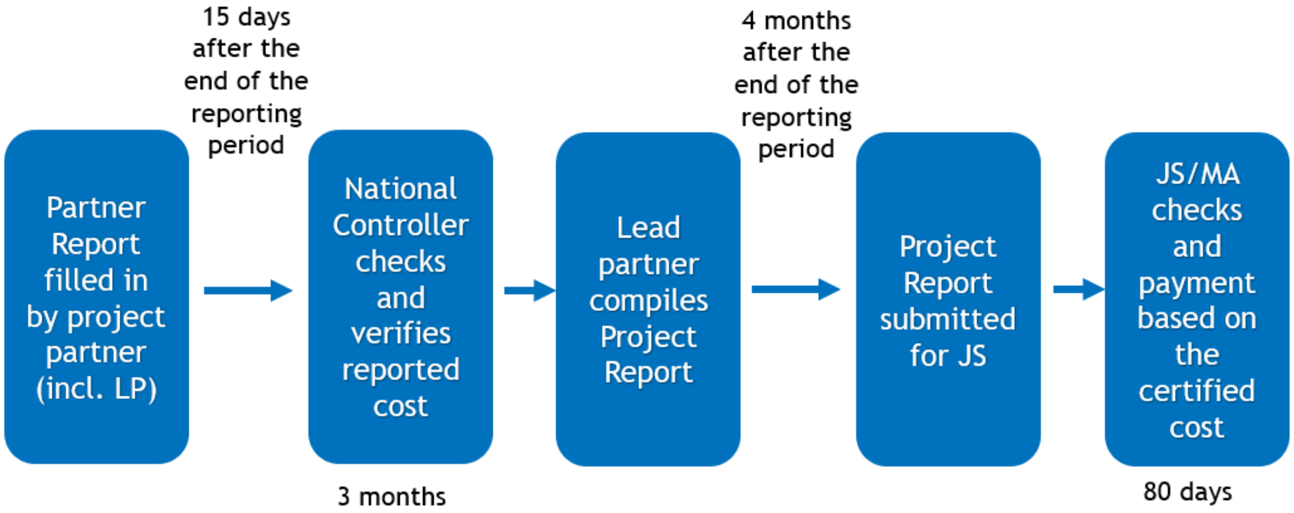
Contracting and Project managers

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



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

Reporting procedure



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

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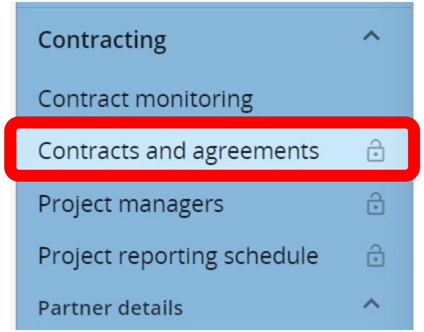
Reporting schedule

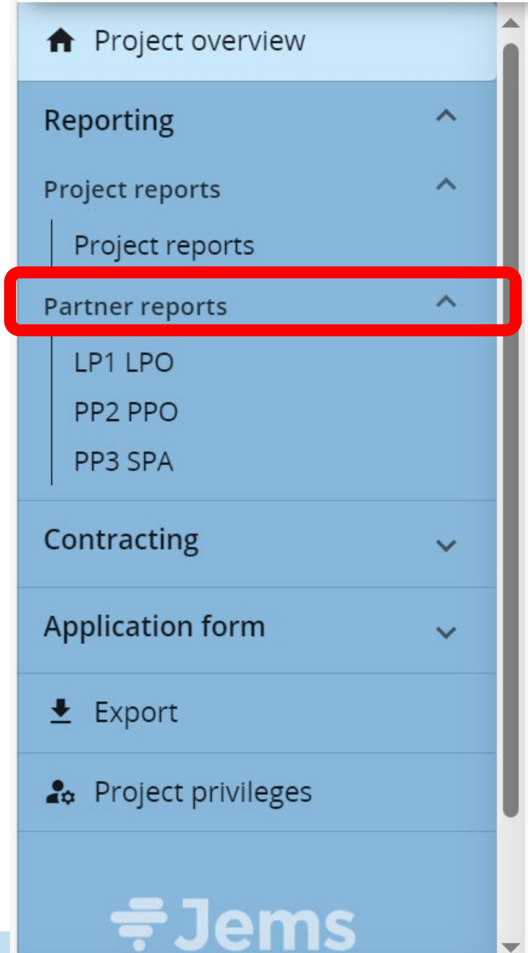
Project start date	01.04.2023
Project duration in months	36
Number of periods	6

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¤	1	01.04.2023	30.09.2023	15.10.2023	31.01.2024
Period n¤	2	01.10.2023	31.03.2024	15.04.2024	31.07.2024
Period n¤	3	01.04.2024	30.09.2024	15.10.2024	31.01.2025
Period n¤	4	01.10.2024	31.03.2025	15.04.2025	31.07.2025
Period n¤	5	01.04.2025	30.09.2025	15.10.2025	31.01.2026
Period n¤	6	01.10.2025	31.03.2026	15.04.2026	31.07.2026

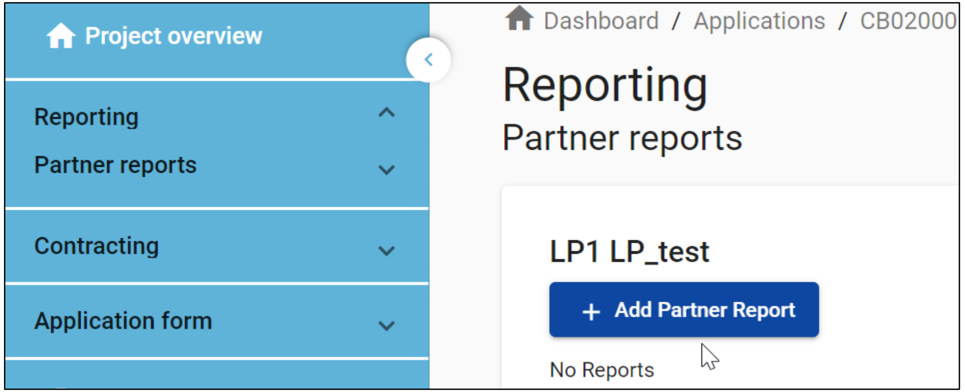


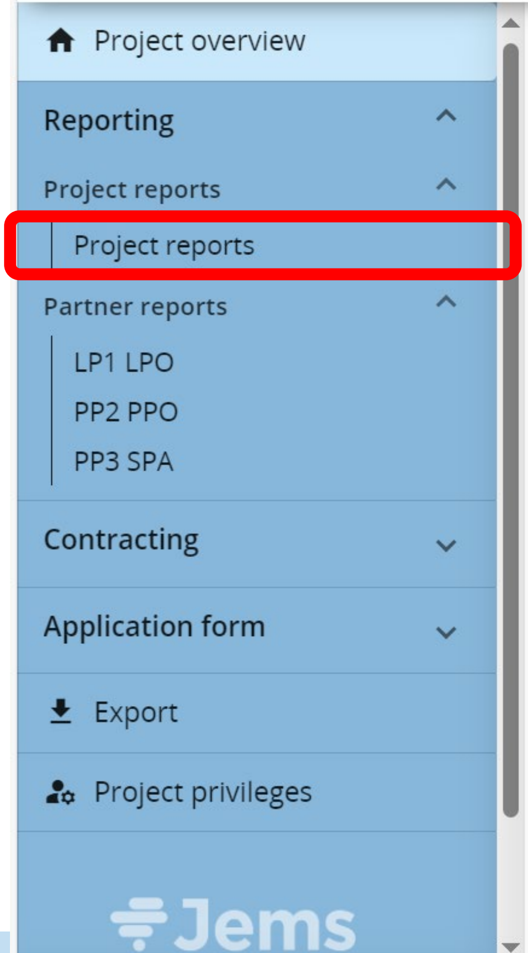
NB! Reporting schedule for each project is to be found under Contracts and agreements in Jems



Report types (1/2)

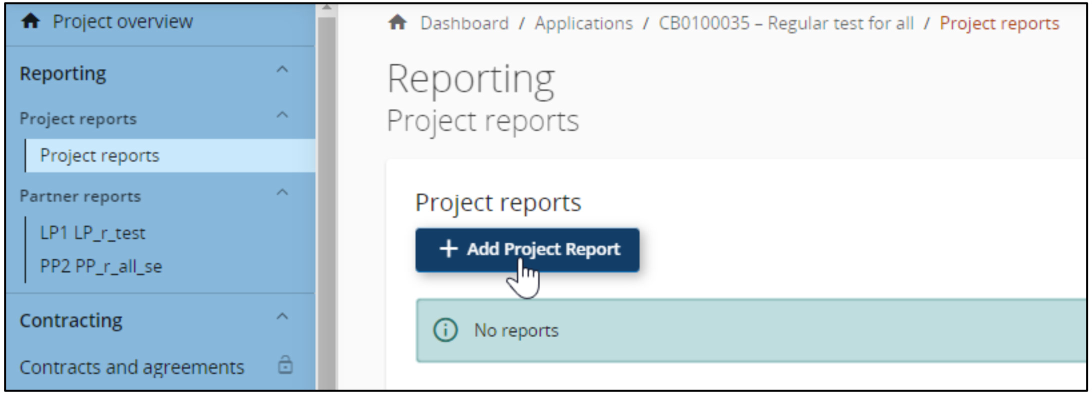
- **Partner report**
  - **Each partner** (including the lead partner) fills in their partner report.
  - In the partner report, the **partner reports the activities they have implemented, and the related costs made** <u>during the reporting period</u>



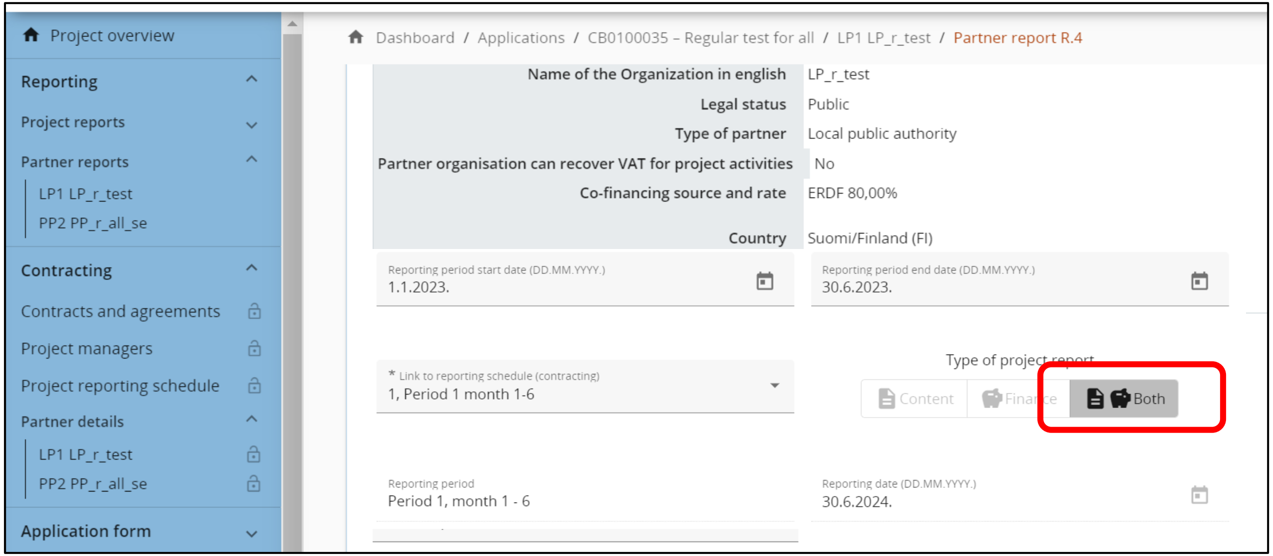


Report types (2/2)

- **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



Report identification (1/3)



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.

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Report identification (2/3)

- **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’.

Summary of partner's work in reporting period

Please describe your progress in this reporting period and how this contributes to other partners' activities, outputs and deliverables delivered in this reporting period.

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 solutions found.

Enter text here
No problems

Target groups

In the table below you will see a list of target group you indicated in the application form. Please explain which target groups you involved, in what way and to what extent.

Target Group	Description of the target group involvement
Local public authority	Enter text here ggd
Interest groups including NGOs	Enter text here gdgf

Report identification (3/3)

- **In Project report** fill in the ‘Highlights and main achievements’, possible ‘Partner problems and deviations’ distinguishing between deviations from work pan and deviations in spending rate, as well as involvement of ‘Target groups’.

Highlights of main achievements

Please describe project progress up to now including specific objectives reached and main outputs delivered by highlighting also the added-value of the cooperation. The summary should highlight main achievements, be interesting and understandable for non-specialists.

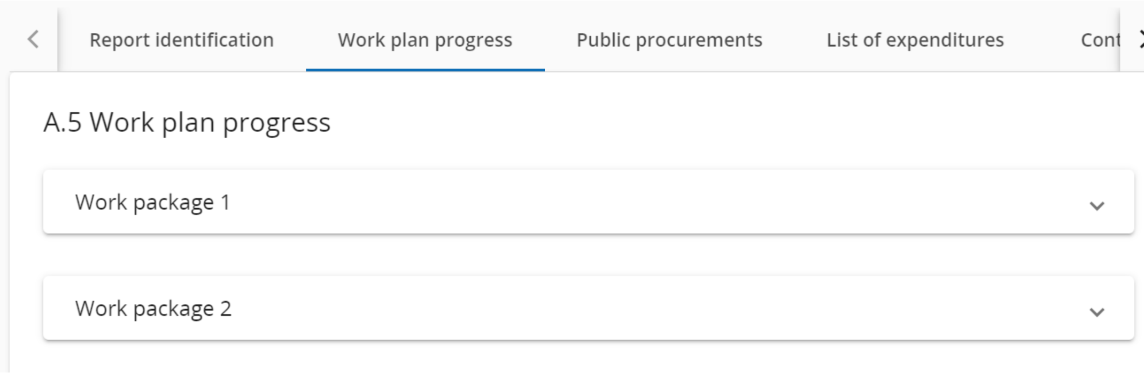
Partner problems and deviations

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 any deviations in the spending profile compared to the amounts indicated in the application form.

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.



Work plan progress / Project report (1/3)

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

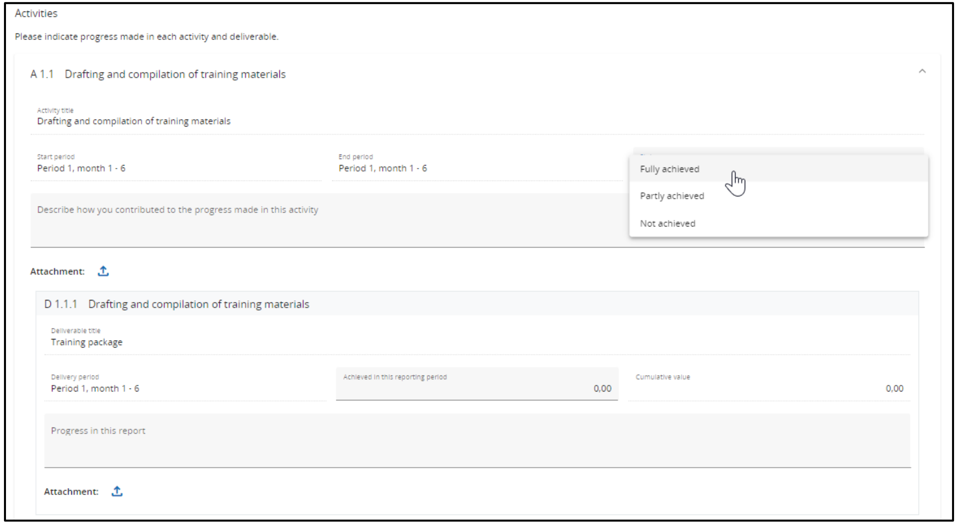
Progress - Please explain the overall progress of the work package and how the partners were involved and contributed to the overall progress.

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

Work plan progress / Project report (2/3)

Activities

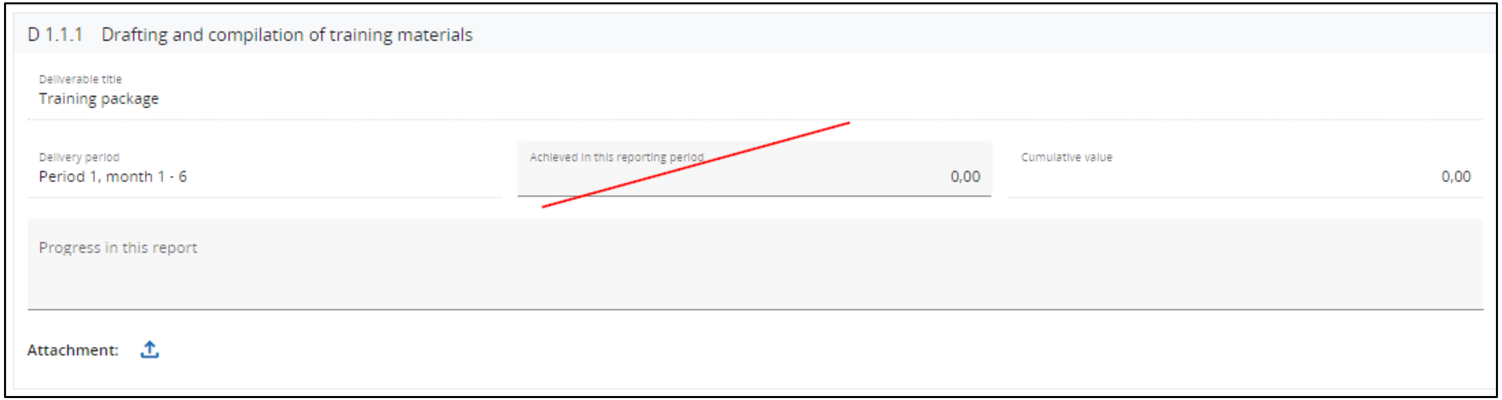
- Please describe **progress made in each activity and deliverable.**
- Select also **progress status** (not achieved, partly achieved, fully achieved).
- **Attach the evidence document** to activities and deliverables.
- It is recommended that the evidence documentation is attached in pdf format. If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



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**.



Attachments and Report Annexes

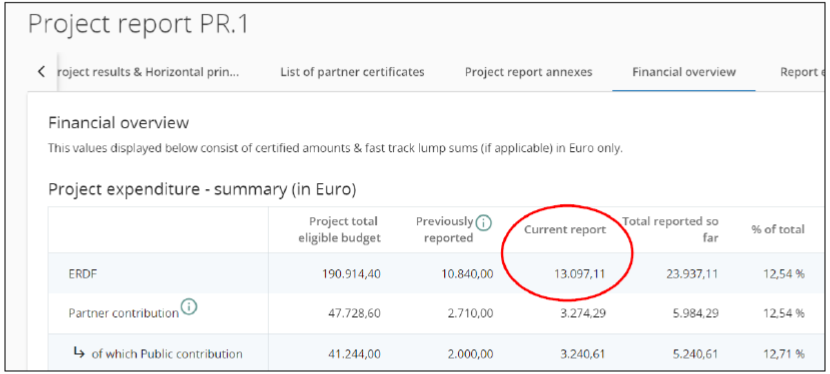
Partner Report

- Working contracts, once for each staff member
- Reports of Hours for staff for each project period
- Agendas and Signed lists of participants for f2f events
- Invoices for real costs
- Procurement related information, if relevant
- Other evidence and deliverables on what has been achieved
- Book-keeping list/ general ledger in case real costs are used (section Report Annexes)

Project Report

- Deliverables relevant for the period
- Signed Confirmation letter to Project report for each Project report

Lead partner must indicate the amount of applied ERDF in the Confirmation Letter. ERDF amount can be found from *Financial overview* section (figure 35).



	Project total eligible budget	Previously reported	Current report	Total reported so far	% of total
ERDF	190.914,40	10.840,00	13.097,11	23.937,11	12,54 %
Partner contribution	47.728,60	2.710,00	3.274,29	5.984,29	12,54 %
↳ of which Public contribution	41.244,00	2.000,00	3.240,61	5.240,61	12,71 %

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.

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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

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Project Implementation Webinar

Eligibility and financial reporting

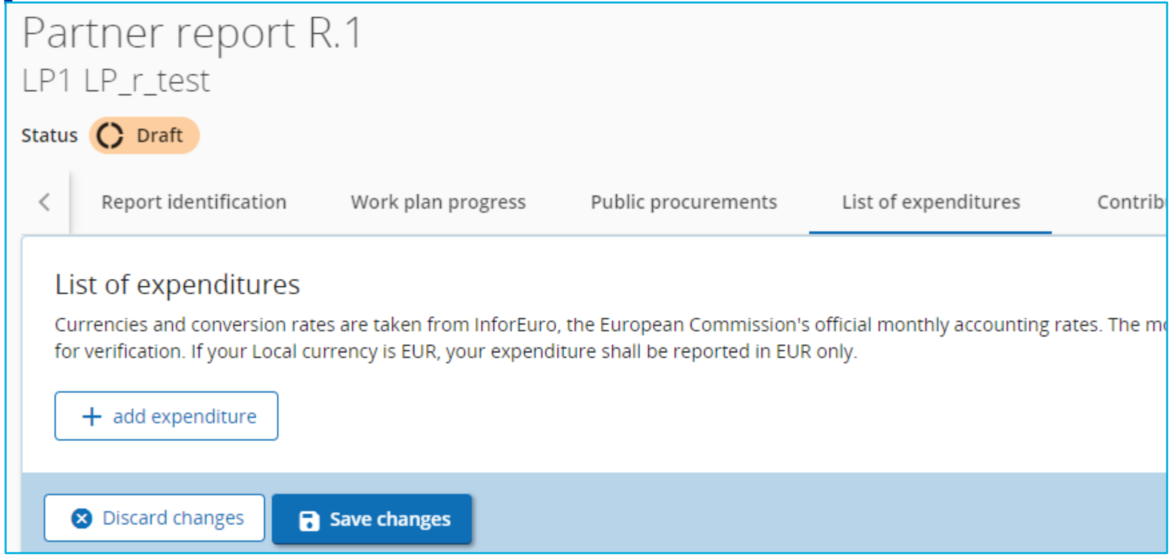
Pille Laaksonen

14 March 2024 | Online

Reporting expenditure

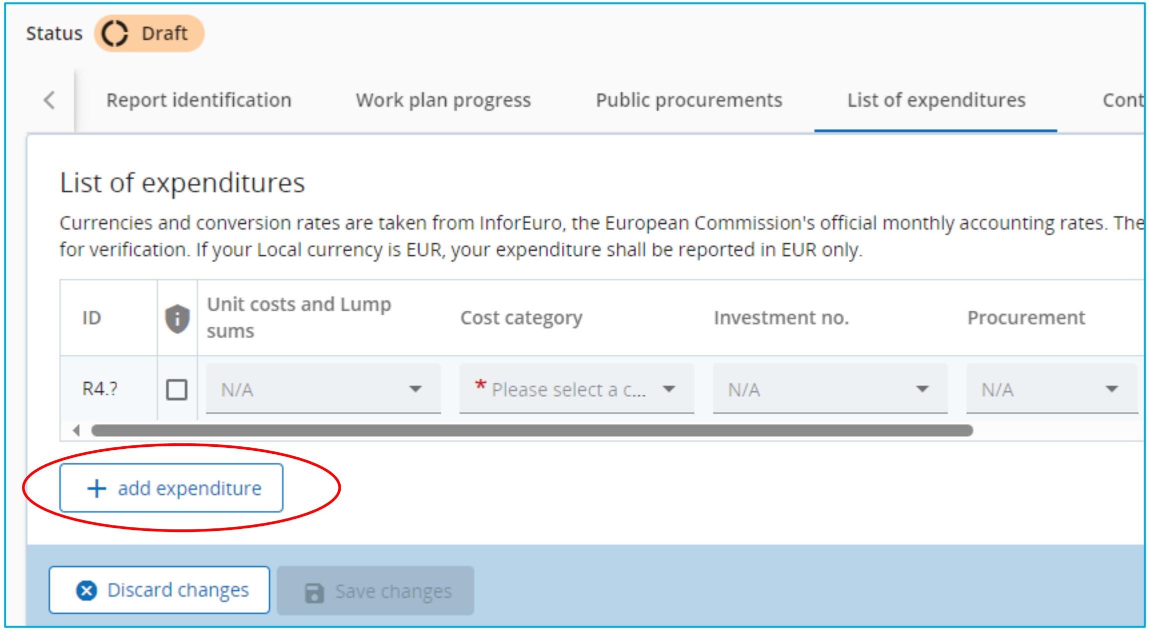
- Partner report deadline 15 days after the end of reporting period
- All/only costs incurred and real costs paid during the reporting period are included in the project report
- If real costs are reported in the partner report attach book-keeping list/general ledger to ‘Report annexes’
- National Controllers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

List of expenditure



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

Adding expenditure



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

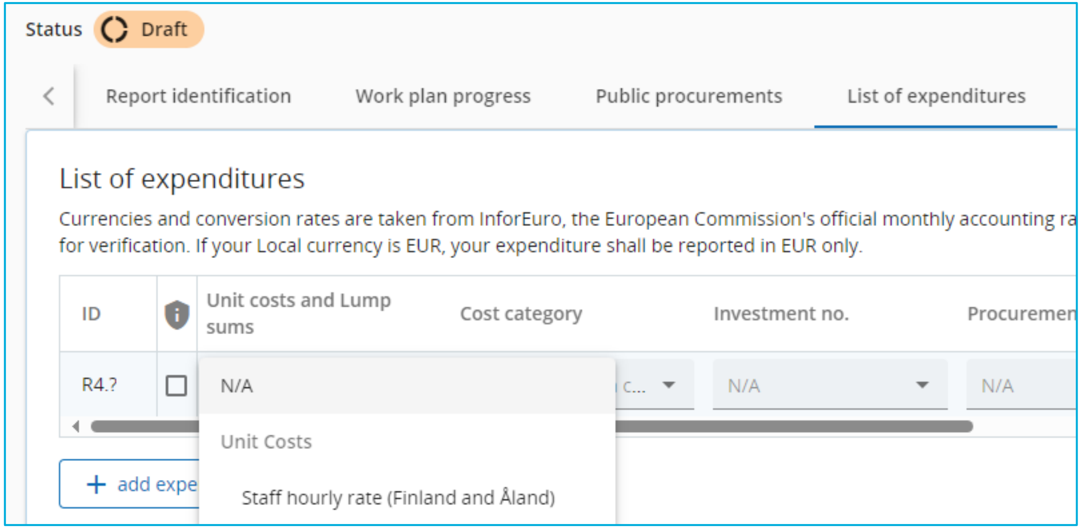
REPORT OF HOURS AND EMPLOYMENT CONFIRMATION

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



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

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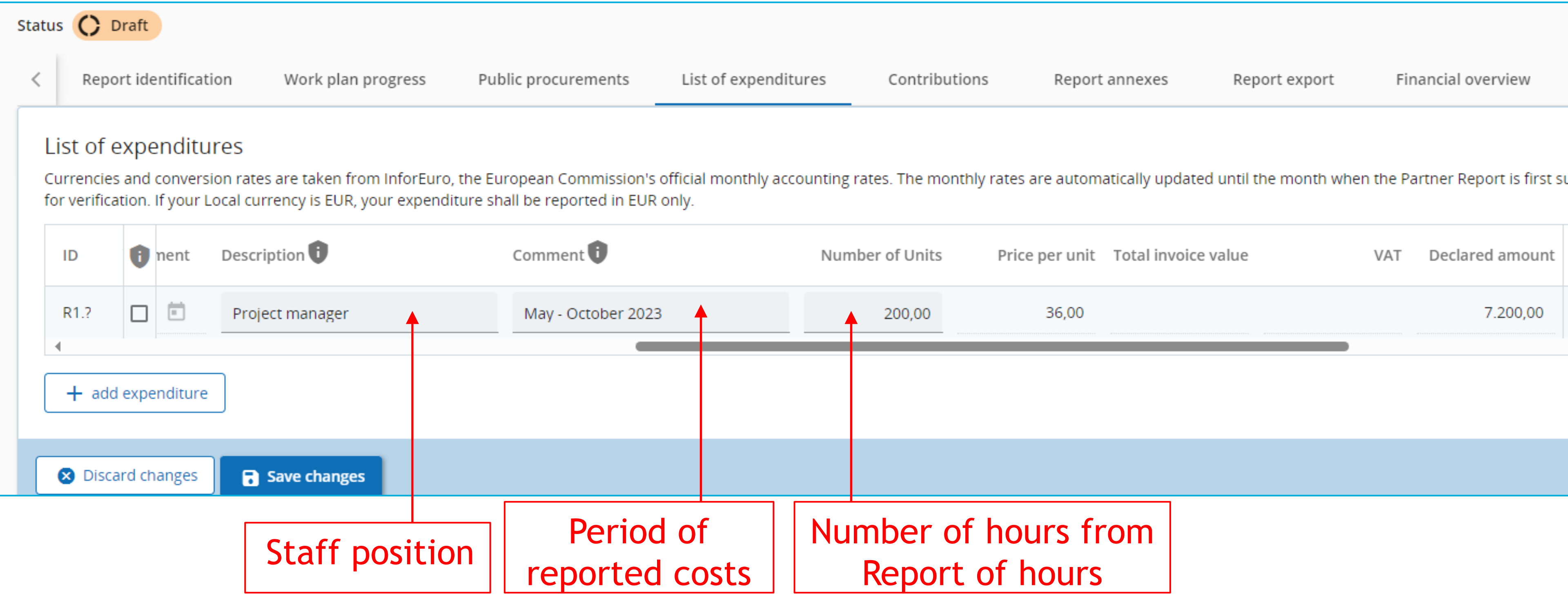
Staff cost



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Staff cost – Report of hours

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

				Workload (incl. tasks and contracts outside the project)					
First name	Last name	Position		Working time/ week (hours)	Share of full-load (%) (full-time employee = 100%)	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)
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

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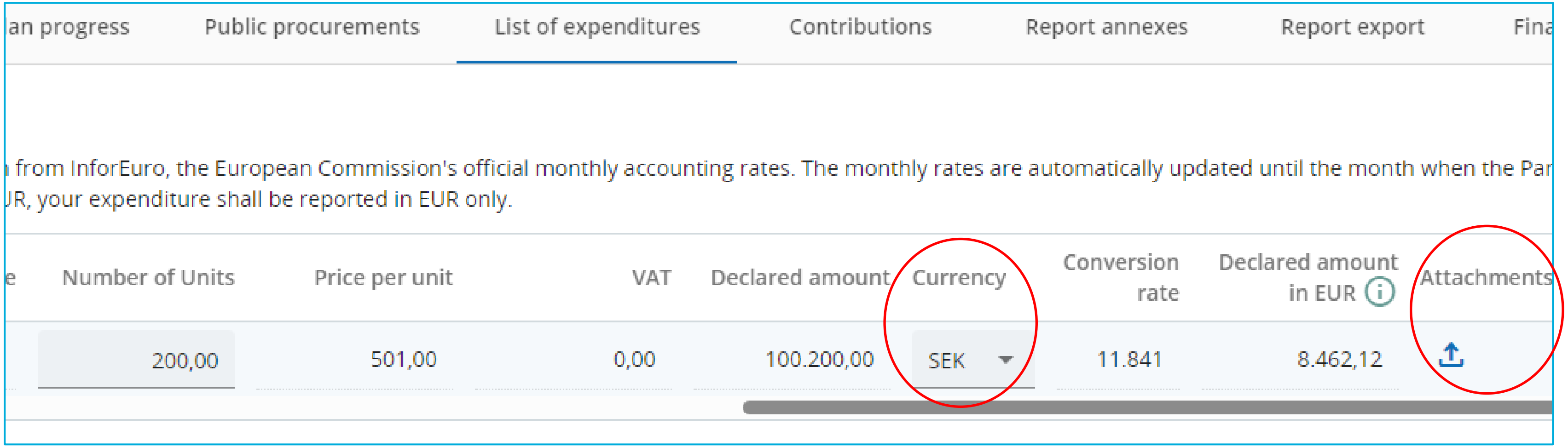
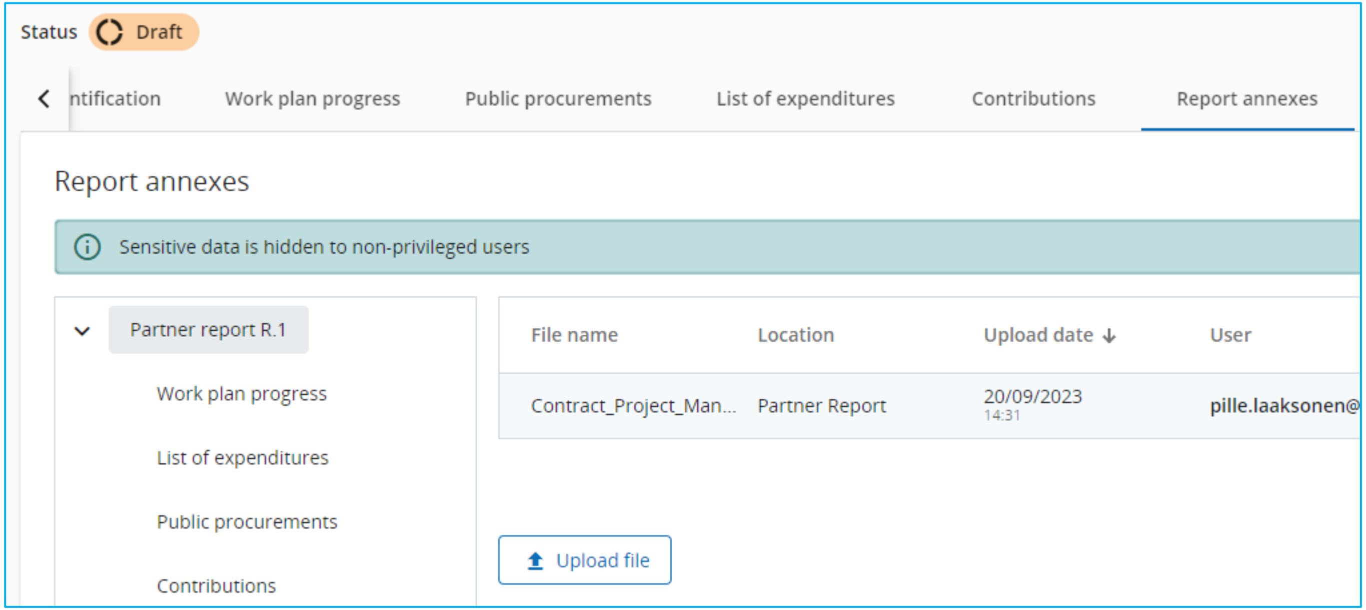
Staff cost



- Swedish project partners: in column ’Currency’ choose SEK
- All partners: attach the ‘Report of hours and Employment Confirmation’ to ‘attachments’ in ‘List of expenditure’

Staff cost



- 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.

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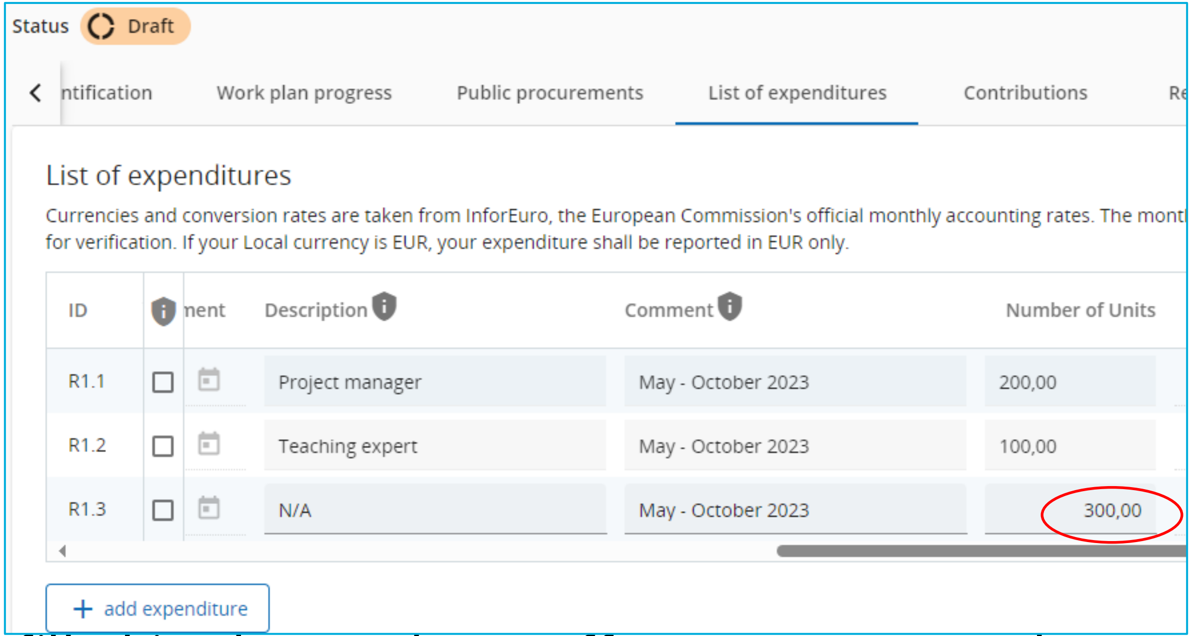
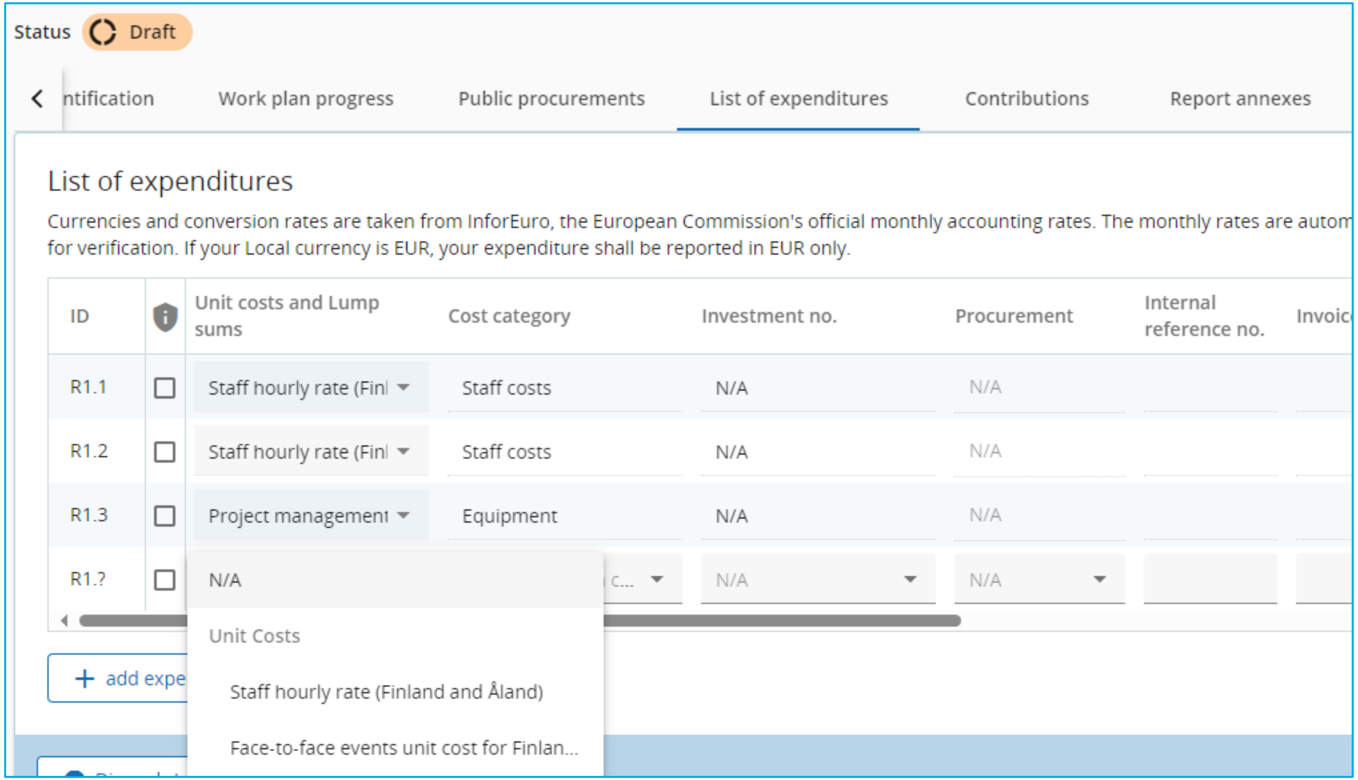
Management equipment unit cost



- 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



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Face-to-face event unit cost

Status Draft

ntification | 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		ment	Description	Comment	Number of Units	Price per unit	Total invoice value	VAT	Declared amount
R1.1			Project manager	May - October 2023	200,00	36,00	0,00	0,00	7.200,00
R1.2			Teaching expert	May - October 2023	100,00	36,00	0,00	0,00	3.600,00
R1.3			N/A	May - October 2023	300,00	0,23	0,00	0,00	69,00
R1.4			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

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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 submitte
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	☐	200,00	36,00	0,00	0,00	7.200,00	EUR	1	7.200,00	Contract...
R1.2	☐	100,00	36,00	0,00	0,00	3.600,00	EUR	1	3.600,00	Contract...
R1.3	☐	300,00	0,23	0,00	0,00	69,00	EUR	1	69,00	
R1.4	☐	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.

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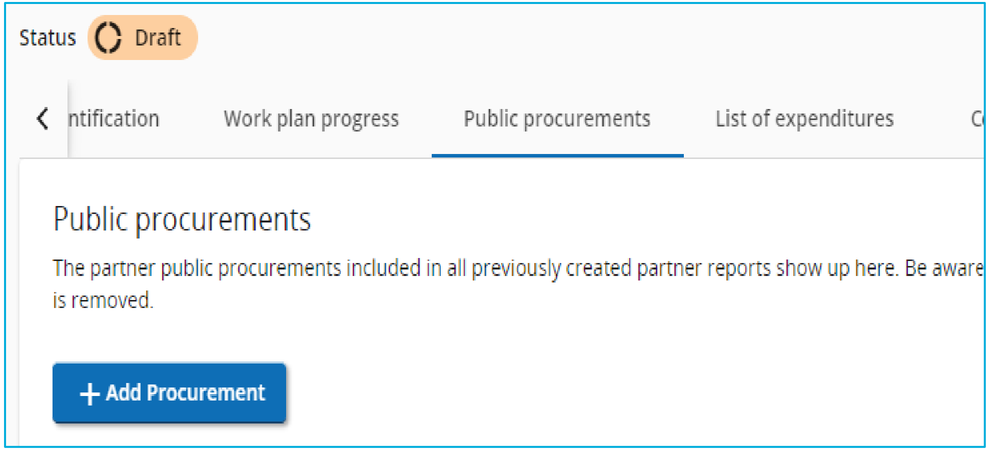
Public procurements



- 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

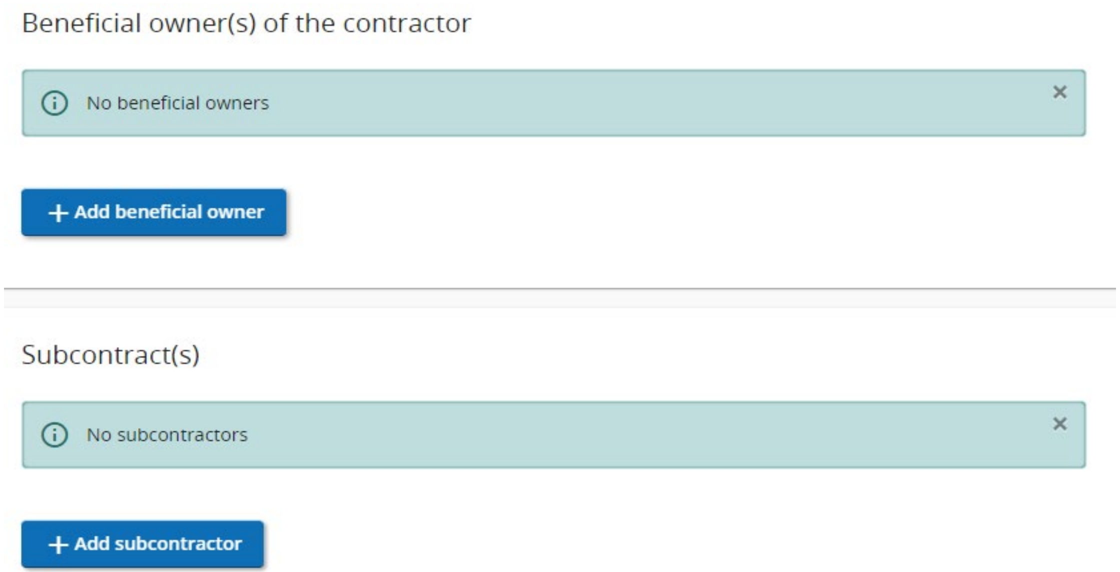
Contract Amount
30.000,00

* Please select a currency
EUR

Supplier Name
Training company

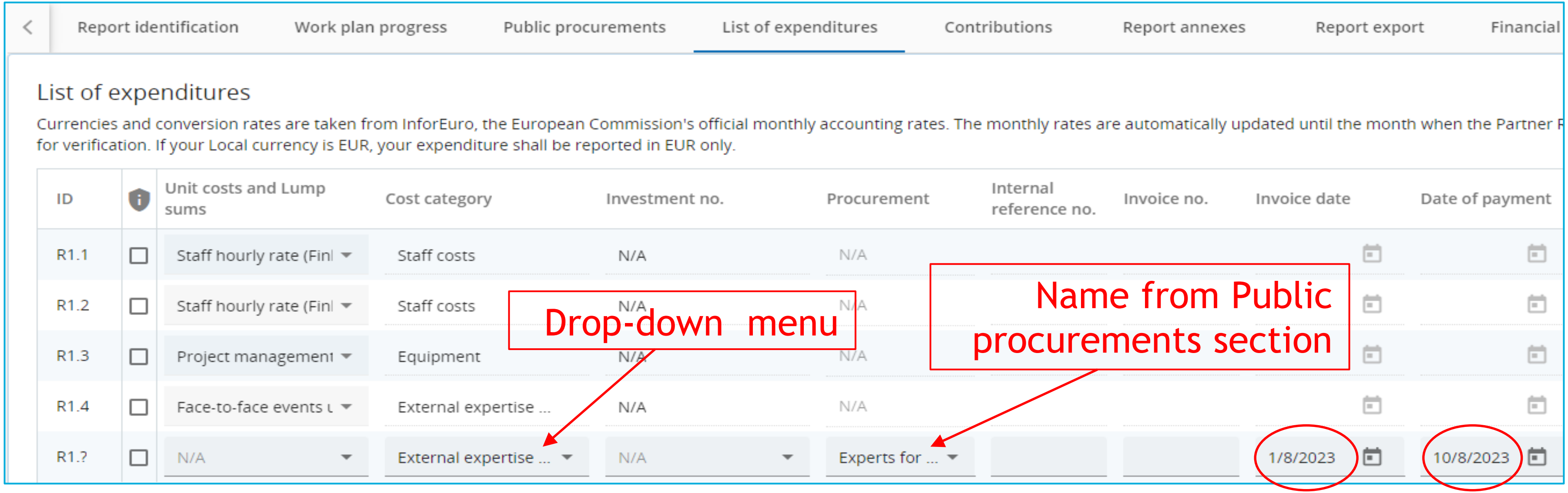
Make sure that all fields are properly filled in, the reference to the procurement will be used throughout the project lifetime!

Beneficial owner(s)



- For any procurements above EU-thresholds that are reported as real costs, fill in the section **Beneficial owner(s)** of the contractor. For any sub-contractor above 50 000 euro, fill in section Subcontractor(s).

External expertise and service real costs



- 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

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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	☐	Staff hourly rate (Finl	Staff costs	N/A	N/A				
R1.2	☐	Staff hourly rate (Finl	Staff costs	N/A	N/A				
R1.3	☐	Project management	Equipment	N/A	N/A				
R1.4	☐	Face-to-face events ι	External expertise ...	N/A	N/A				
R1.5	☐	N/A	External expertise ...	N/A	Experts for ...	333	33	1/8/2023	10/8/2023
R1.6	☐	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

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Equipment real cost

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
R1.6	☐	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 other project partners must ensure that all accounting documentation related to the project real costs is filed separately and 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
- Templates and supporting documents

- Documents for projects - Central Baltic
- www.centralbaltic.eu

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

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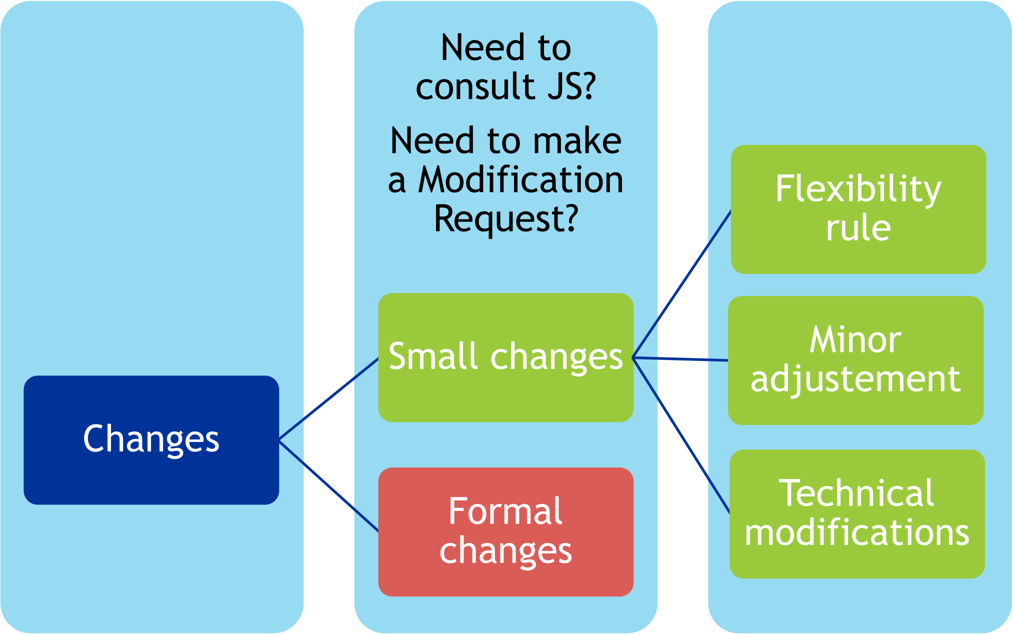
Project Implementation Webinar

Project Modifications

Tiina Keinänen

14 March 2024 | 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

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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 (lead) partner’s name, legal status or contact person

Formal Changes - Modification request

Changes in Application Form?

No, modifications do not have an impact to the Application Form

Yes, modifications have an impact to the Application Form

Flexibility rule?
Minor adjustment?

Formal change - Modification Request

Formal changes - changes requiring Modification Request

- Any modifications which goes beyond flexibility rule, minor adjustments or technical modifications
- Duration of the project
- Monitoring Committee decision is needed if
  - Increasing ERDF co-financing rate or amount
  - More than two partners withdraw or/and replaced
  - Objectives of the project changed, or the result indicator achievement reduced

- IMPORTANT: Always keep in mind your project aim and expected result indicators!

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 in Jems and opens the application form in Jems

4. Updates in the Jems

- LP makes the agreed changes to the application form in the Jems
- Also previously approved changes must be included

5. Approval in the Jems

- CP writes approval message
- CP 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 must 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

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Project Implementation Webinar

Project closure and duties after the project end

Tiina Keinänen

14 March 2024 | Online

Project closure and closure period

- Plan advance
- All content activities completed during the implementation period
- Closure period (the last month)
  - Only costs for the lead partner
  - Only on project management (salaries and linked flat rates)
- Financial and administrative closure
  - All costs must be paid out before the project end date

Final report

- Prepared in co-operation with the whole partnership
- Collecting the results, achievements and conclusions
- Lead partner fills in the Jems
- Content questions only; no cost are included
- Approved by the project Steering Group
- Submitted during the project closure period

- Content of the Final Report available in Guide for Project Implementation Annex 2

Survey after the project end

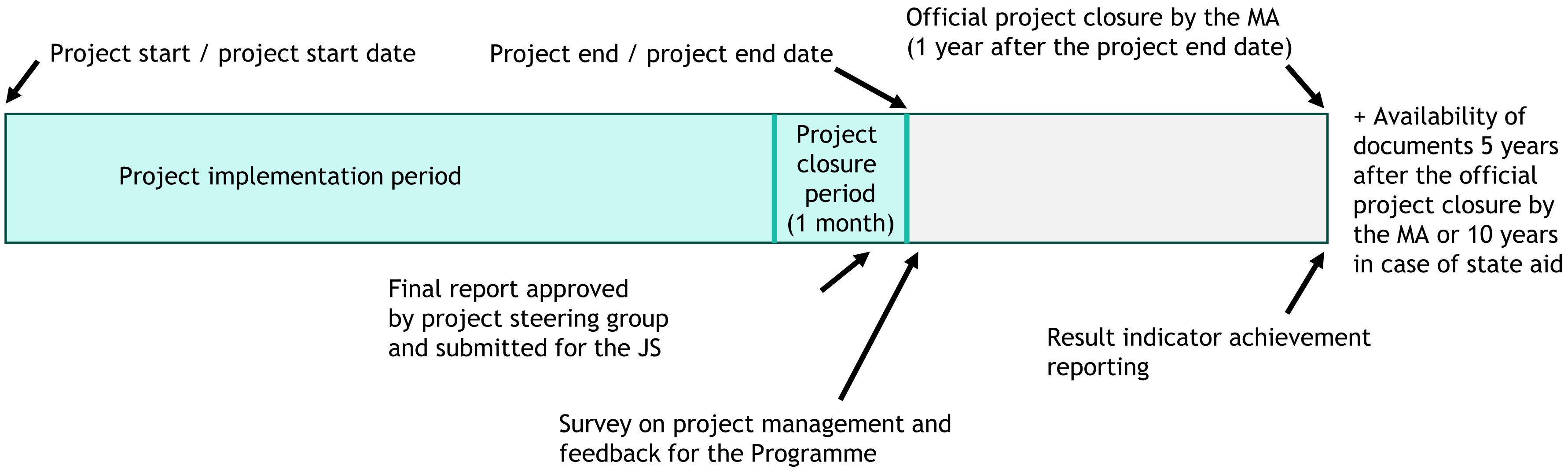
- Project management and admistration
- Feedback for the Programme
- Sent both for the lead partner and project partners

Duties after the project end

- All project outcomes should be publicly available
  - Update your project webspace by filling in the main outcomes and achivements
  - Plan well ahead how the project outcomes will be maintained and kept alive
- All project documents (audit trail) should be kept available 5 years after the official project closure by the Managing Authority (10 years if state aid or investments)
  - ”Location of documents” in Jems to be filled in
- Audits may happen also after the project closure
- Specific rules related to investments

Result indicator reporting

- Result indicator achivement 1 year after the project end date
  - Output and result indicator template for Programme Objectives 1, 2, 6 and 7
  - Separate questionnaire for Programme Objectives 3, 4 and 5
  - Including survey about durability of achievements and follow-up activities


Official project closure by the MA
(1 year after the project end date)
Project start / project start date
Project end / project end date
Project implementation period
Project closure period (1 month)
+ Availability of documents 5 years after the official project closure by the MA or 10 years in case of state aid
Final report approved by project steering group and submitted for the JS
Result indicator achievement reporting
Survey on project management and feedback for the Programme

Support to projects

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

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Central Baltic Programme

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