

Interreg



Co-funded by
the European Union

Central Baltic Programme

Central Baltic Programme 2021-2027 Project Implementation Webinar

- 3-4 September 2024, online

Agenda, 3 September

- 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, 4 September

- 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

Interreg



Co-funded by
the European Union

Central Baltic Programme

Project Implementation Webinar

Project Implementation

Samu Numminen

3 September 2024 | Online

Programme Principles

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

Result orientation

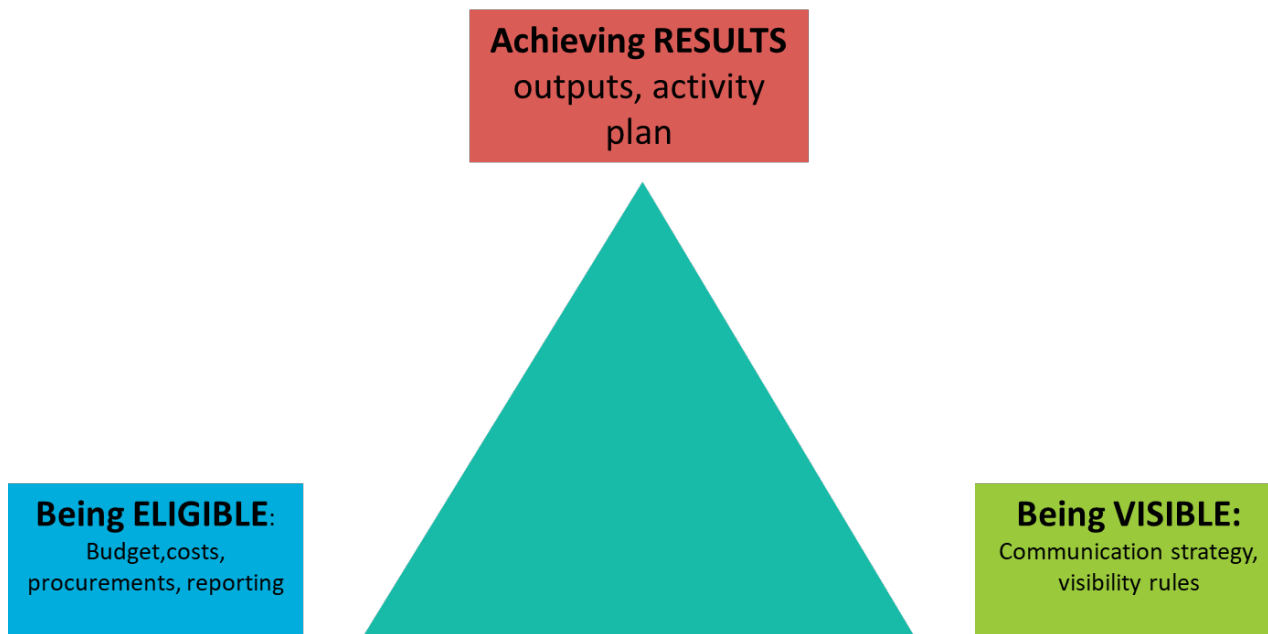
- Achieving changes together => cross-border partnerships

Programme objective - Result indicator - Target value

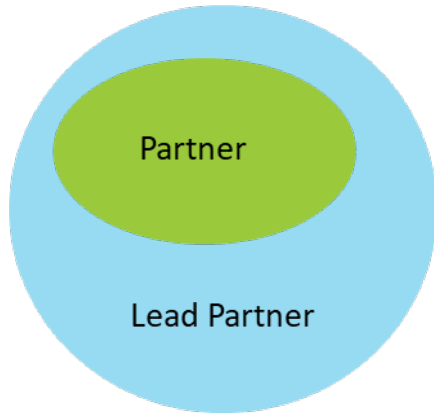
The change targeted together!

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

”Happy Project World“



The Lead Partner role



- Lead partner is also a project partner
- Lead partner responsibilities originate from:
 - The programme manual
 - The guide for Project Implementation
 - The project activity plan (application form)
 - The 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 and involved proactively in all activities - be on top of the project!
- Project event quality and feedback from participants, stakeholders
- Organise a system of recording outputs and results
- Keep records on state aid Article 20A when relevant
- Keep the deadlines and set them also internally
- If a problem occurs, take initiative:
 - Talk to partners → analyse the situation → work out a solution
 - Contact the JS if needed

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 the implementation of the whole project!

Communicate!

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



**Project Platforms.
Call open!**

Consolidate project outcomes, boost knowledge transfer & influence policies.

Project platforms

For details go to interreg-baltic.eu/gateway

The banner features a light blue background with a vertical grey pillar on the right. A brown arrow-shaped sign points to the right, attached to the pillar. The sign contains a cluster of white dots and the text 'Project platforms'. The main text is in white and blue, and the URL is in blue.

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 and technical or big and significant
- Plan well ahead
- Involve all project partners into modification discussions
- Communicate with your JS contact person

Meetings with the JS

- Annual meeting: initiated by JS contact person to cover all relevant aspects of project implementation
- A mid-term meeting about halfway through the project implementation between the JS contact person and the LP
 - Reaching the objectives, results, and outputs
 - Implementing the activities
 - Spending the budget
 - Project internal cooperation

Responsibilities after the project end

- Final report
- Feedback survey
- 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 request
- The 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
- Your 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!

Quoted from a presentation by Ms. Minna Keinänen-Toivola from Satakunta University of Applied Sciences, an experienced project manager.

Interreg



Co-funded by
the European Union

Central Baltic Programme

Project Implementation Webinar

Results and outputs in project implementation

Ülari Alamets

September 3rd 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?

EXPECTED RESULTS AND IMPACT

Result indicator & target value

More impact?

PROGRAMME OBJECTIVE 1
More exports by SMEs

As a result, **the number of companies which achieve sales** on distant markets.



Increased turnover, profits, jobs, more taxes, more wealth,...

PROGRAMME OBJECTIVE 2
More new scaled-up growth companies

As result, **the number of companies which achieve scaled-up statuses** (E.g. 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: **less virgin materials used and/or less waste produced and/or more waste reused.**

PROGRAMME OBJECTIVE 4
Improved coastal and marine environment

As a result, **decreased loads of nutrients and other harmful substances to the Baltic Sea is reduced**



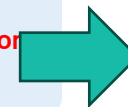
Improved water, air quality, more biodiversity, less harm caused to environment,...

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

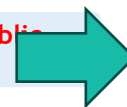
As a results:
- number of **people (less competitive) with increased competitiveness** on labor market;
- **number of organisations with applied additional anti-discriminator policies;**



Increased employment, decreased unemployment, lower social costs,...

PROGRAMME OBJECTIVE 7
Improved public services and solutions for the citizens

- **number of people with increased entrepreneurship**
As a result:
- **number of joint cross-border public services or digitalized public services,**
- **number of improved public services /small projects/**



Better integrated CB region, more efficient public sector, saved time, money by people,...

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.

Intervention logic elements - terminology

MUST HAVE

- Programme Results
- Programme Outputs
- Deliverables
- Activities

GOOD TO HAVE

- Other Results
- Project Outputs
- Outcomes
- ...

- Be aware that describing and reporting programme outputs goes via project outputs under Work packages section!

From Outputs to Results to more Impact

- Outputs - “milestones” on the way towards results or relevant achievements to count all over Europe
- Results - measurable realistic achievements towards impact => Impact models
- Impact after results - expected socio-economic impact to follow
- Sustainability - PO and project specific

Indicators' logic

Result Indicators:

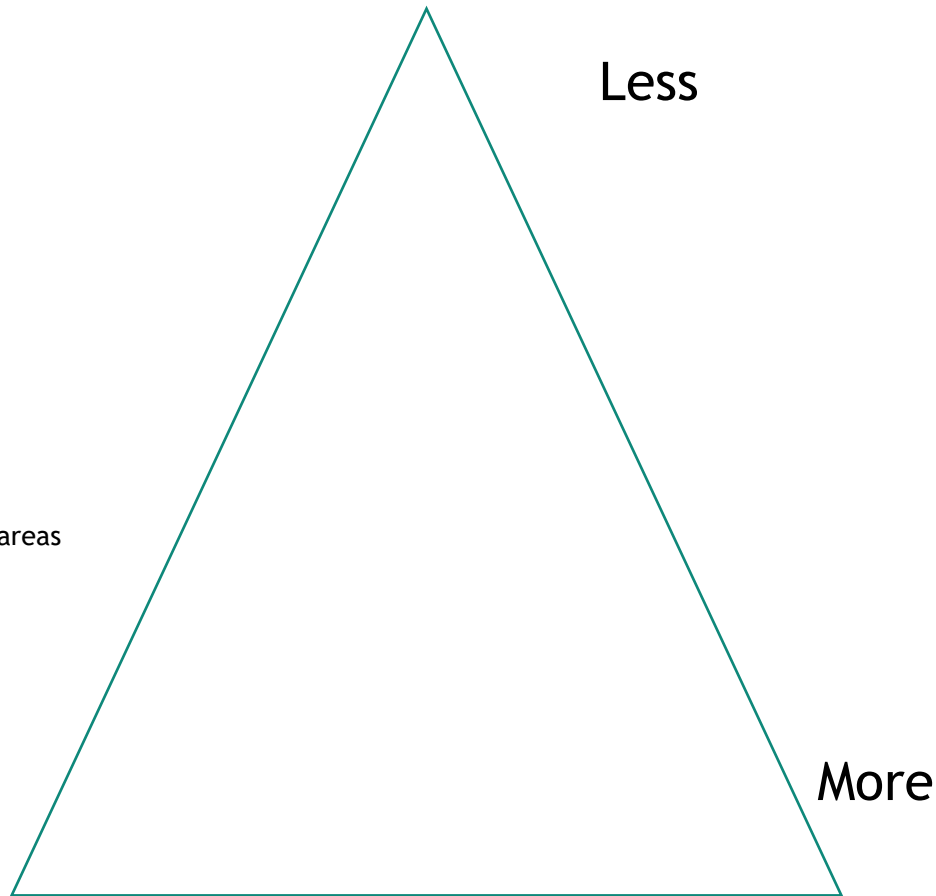
PO 1 - PSR1 -	companies with sales
PO 2 - PSR2 -	companies scaled-up
PO 3 - PSR3 -	improved CE chains
PO 4 - PSR4 -	improved load sources
PO 5 - PSR5 -	improved transport areas, nodes
PO 6 - PSR6, PSR7, PSR8 -	people, organisations
PO 7 - RCR104	public services, solutions

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 descriptions, Fiches and templates

- In Programme manual under each programme objective section
- Fiches as Programme Manual Annex 2 - starting from p 115
- Each Indicator has a Fiche

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	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	<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 - 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

Outputs and results reporting Templates?

www.centralbaltic.eu

Central Baltic Programme

[Home](#) [Programme](#) [For applicants](#) [For projects](#)

[For projects](#) / Documents for projects

Templates to follow-up the project progress

Output and result indicator templates for Programme Objectives

Template(s) to support the calculation of output
and results indicator contribution accumulation.

[PO1 Output and result indicators template](#)

[Download](#)

[PO2 Output and result indicators template](#)

[Download](#)

[PO3 Output indicators template](#)

[Download](#)

[PO5 Output indicators template](#)

PO 2 results and outputs

PSR2 - Number of scaled-up new growth companies

RCO4 - Enterprises with nonfinancial support

PO 2 integrated template for documenting outputs and results

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 (RCO81)

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 (RCO81)

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 (RCO81)

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 templates for documenting outputs and results (3 templates)

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 (RCR104, RCO116)

When and how to report indicators achievements?

- **Outputs** - starting with period 2 report => period 4 report => period 6 report/last report
- **Results** - starting with period 4 report => period 6 report/last report, 1 year after the project ends
- In Project report. There are no numeric fields in partner report for that
- LP consolidates data and enters into Project report relevant field
- ! Reported outputs and results achievements should match with data in recording template

Project report - reporting results

Project report identification

Work plan progress

Project results & Horizontal prin...

Project results

Result 1

Programme result indicator

PO1R1: PSR1 Companies with achieved sales and contracts to new markets

Measurement Unit	Company	0,00	Delivery period	Period 6, month 31 - 36
Target Value	Achieved so far	15,00	Cumulative value	0,00

Project report period 4 in Jems

PO 1 outputs and results reporting template

Fill in the information with pa
One company may participate
The template should be filled
Information from this templat
Where information about resu

Describe progress achieved

This KPI was not yet achieved in the second project period.

Supported enterprises	19
Including Micro	11
Including Small	5
Including Medium	1
Including Large	2
Marketing or organisational innovation introduced by SM	0
Achieved sales and contracts to new markets	0

PARTNER ACTIVITIES	Activity 1	Activity 2	Activity 3	Activity 4	Activity 5	Activity 6	Activity 7	Activ
	20-21.09.23 Tallinn, Estonia	22/11/2023 Ounine, Helsinki	30/11/2024 Ounine, Helsinki	27/03/2024 Helsinki, Finland	03/04/2024 Ounine, Helsinki	16-19.04.24 Amsterdam the	13/05/2024 Helsinki, Finland	[De [Loc
					BF UAE		KSA	

Support and guidance

- Programme manual with Annexes
- Guide for Project implementation
- CB website - “Documents to follow-up the project progress”
- <https://centralbaltic.eu/for-projects/documents/>
- JS contact person

Interreg



Co-funded by
the European Union

Central Baltic Programme

Project Implementation Webinar

Project steering group work and role in
project implementation

Samu Numminen

3 September 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 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

Interreg



Co-funded by
the European Union

Central Baltic Programme

Project Implementation Webinar

Project communication

Kersti Valde-Komp
3 September 2024
Online

Agenda

What do I have to remember about project communication?

1. Key requirements

2. Project Webpace

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 public and participant facing communication materials

Display a poster

(minimum A3 size) at each project partner's premises, visible to the public

Display a durable plaque or billboard visible to the public

For projects with a total budget over 100,000 EUR, display it when physical operations involving physical investments starts or purchased equipment is installed

Use the Project workspace for communication

do it regularly and link back to your page

Communicate about your project

tell about why your project is needed and what will it achieve



Important: one project logo

In a nutshell:

You have only one project logo (Interreg).



Which Interreg logo do I have to use?

Use one

Use one of the Interreg logo versions across your project materials. We recommend using your project logo.


Show
clearly

Feature your logo prominently: on the front page of publications, position at the top of the website, and ensure visibility without scrolling.



Reminder: use of supplementary visuals

Together with your Interreg logo, you can incorporate visuals and labels to enhance your project's communication if they add value.



No need to measure the EU emblem's size compared to other logos:
Ensure other logos do not overshadow the EU emblem (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.



Using (partner) organisation logos

Ensure the EU emblem meets the minimum size requirement in width or height compared to other logos.

- Example below



In a nutshell

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

Any visual elements used in your project, other than your official logo or other organisation logos, are considered diverse visual elements, not additional logos.

Be creative while ensuring the Interreg logo with the EU emblem is prominent and easily distinguishable.



Requirements: where to find?

Programme Manual 5.0

Guide for Project Implementation 3.0

Project logos are available on the website.

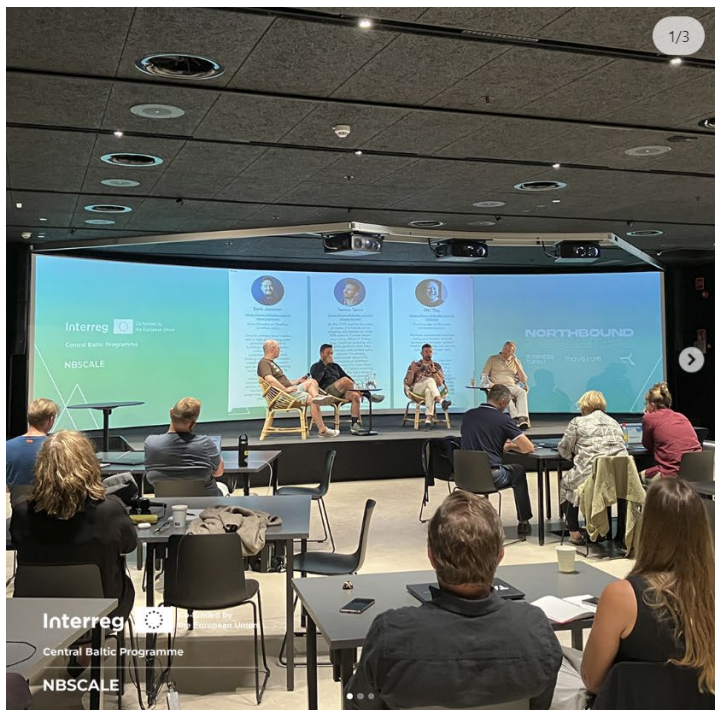
EXAMPLES

Showcasing project logos
on social media and other materials

Examples: On social media



Examples: On social media



businesstku • Follow



businesstku Another great #NorthboundScaleups meetup this week ✨

The collaborative effort between **fi** Business Turku, **se** Movexum and **ee** Tehnopol has already guided dozens of scaleups on an intensive journey towards their first international target markets — with proven results!

🇪🇺 This year we're fostering the growth of these high-potential companies:
Albus Care, Amplon, Crespect, Dealpotential, Gruff, Livful, NAICC, Patternsform, Phishbite, Rotazion, T&S Engineering Intelligence, Taiko, Wellgo Health, and VSHN Application Operations Marketplace.

✍️ The latest two-day event in Turku consisted of sessions on Target Market Analysis & Competitor Analysis by Antti Apunen, Successful Market Entry by Oki Tåg, as well as an engaging B2B Sales Keynote Panel featuring Eero Juvonen, Teemu Tervo and Oki Tåg. Thanks to all the speakers, and most importantly, the companies from the three countries working side by side on achieving their goals. Next stop: Gävle in October! **se**

🏠 Business Turku's services help you find funding opportunities.



9 likes

16 August



Add a comment...

Post

Examples: On social media

Interreg Co-funded by the European Union
Central Baltic Programme

SCALE-ABLE

COLLABORATE WITH CORPORATIONS FOR A GREENER FUTURE

Apply to the SCALE-ABLE project and enjoy the benefits of curated matchmaking with big corporations.

APPLY →

IONITE
Tehnopol
SWEDISH INCUBATORS & SCIENCE PARKS
Hörriköping Science Park
BUSINESS TURKU



businesstku • Follow



businesstku Scaleups and large corporations often seem like two separate worlds. However, the potential for collaboration between them is immense.

As a startup or scaleup, joining the Scale-Able project will connect you with the right decision-makers within Estonian, Finnish, or Swedish corporations.

We will facilitate introductions and create conditions for collaboration to flourish. This will provide you with new insights, an expanded network, access to new clients, and export markets.

Join us by May 22nd for the next matchmaking event focusing on green energy!
scale-able.tehnopol.ee/

#CentralBalticProgramme #ScaleAble #StartupTurku #Startupit

15 w



5 likes

13 May



Add a comment...

Post

Examples: On social media



Articles



People



Learning



Jobs



Games



Get the app

Join now

Sign in

Bridging4Growth

Bridging4Growth

International Trade and Development

Supporting innovative Central Baltic SMEs to expand to new markets: USA, Canada, Brazil & Uzbekistan

Follow

View 1 employee

About us

Bridging4Growth is an EU-funded growth project running between 2023 to 2025 to increase exports of smart solutions from the Central Baltic region to a selection of new markets outside the EU.

If you are a growth-oriented SME within the Central Baltic region addressing Global Sustainability Goals you are welcome to apply for a spot in the Bridging4Growth programme. We are looking for innovative

Similar pages

- Norrköping Science Park**
Non-profit Organization Management
- Arboair**
Software Development
Linköping, Östergötland
- Business Tampere**
Investment Management
- Central Baltic Programme**
Non-profit Organizations
Turku, Southwest Finland

Show more similar pages



Bridging4Growth

421 followers
2w

🗨️ Hybrid event: "Global Storytelling for SMEs: Mastering International Media"

Join in on a unique opportunity designed specifically for international-oriented SMEs, both within and outside the Bridging4Growth project.

📍 Whether you are in Estonia, Sweden, Latvia, or Finland, this event will offer invaluable insights on how to effectively communicate and share your company's stories in the international media.

Register: <https://lnkd.in/dgNiDcQx>

Business Tampere, Central Baltic Programme #centralbaltic #Globalstorytelling #Internationalmedia



6



BalticReed
166 followers
Smo · Edited

Welcome to the #BalticReed project page! 🌱 The project aims to improve the state of the Baltic Sea by long-term nutrient reductions from coastal waters with reed harvesting, and complements land-based measures by restoring coastal ecosystems. In collaboration with commercial stakeholders, the BalticReed project will analyze the main bottlenecks and opportunities for commercialization of reed-based value chains and products.

The partners in the project are [John Nurmisen Säätiö](#), [ELY-keskus - Centre for Economic Development, Transport and the Environment](#), [Arcada University of Applied Sciences](#), [Ålands Landskapsregering](#), [Länstyrelsen Östergötland](#) and [Race For The Baltic](#). The project is funded by the EU's INTERREG Central Baltic programme, which finances cross-border cooperation projects to improve the state of coastal and marine environment.

Read more about the project on the Central Baltic project website:
<https://lnkd.in/ds9jkZlj>

#BalticSea #reed #PhragmitesAustralis #Interreg #nutrients #circular #business #development



BalticReed
<https://centralbaltic.eu>

👍❤️🗨️ 50

👍 Like 🗨️ Comment ➔ Share

Bridging4Growth
421 followers
2w

Exciting news from [10LINES!](#) 🇺🇸

We are happy to share that 10Lines has secured a major sales contract with a U.S. striping company. Their autonomous pavement marking robots are boosting productivity by 7X!

This was made possible through the program with great support and mentorship from U.S. mentor [Eric Butterwick](#). Read more in our interview with 10Lines here: <https://lnkd.in/dmQcqUNF>

Central Baltic Programme #centralbaltic #salescontract #USmarket

New Sales Contract!


To the U.S market

10LINES


interreg Co-funded by the European Union
Central Baltic Programme
[Bridging4Growth](#)

👍❤️🗨️ 72 · 9 Comments

More examples



Bridging4Growth


interreg  Co-funded by the European Union
Central Baltic Programme


Bridging4Growth

International Trade and Development

Supporting innovative Central Baltic SMEs to expand to new markets: USA, Canada, Brazil & Uzbekistan


[Follow](#)

 View 1 employee



Silver Entrepreneurs

Redefining the golden years

interreg  Co-funded by the European Union
Central Baltic Programme

Silver Entrepreneurs

Silver Entrepreneurs

Empowering Silver Entrepreneurs

Professional Training and Coaching · 20 followers · 2-10 employees

[+ Follow](#) [Message](#) [...](#)



interreg  Co-funded by the European Union
Central Baltic Programme

Silver Entrepreneurs

Silver Entrepreneurs

11 likes · 22 followers

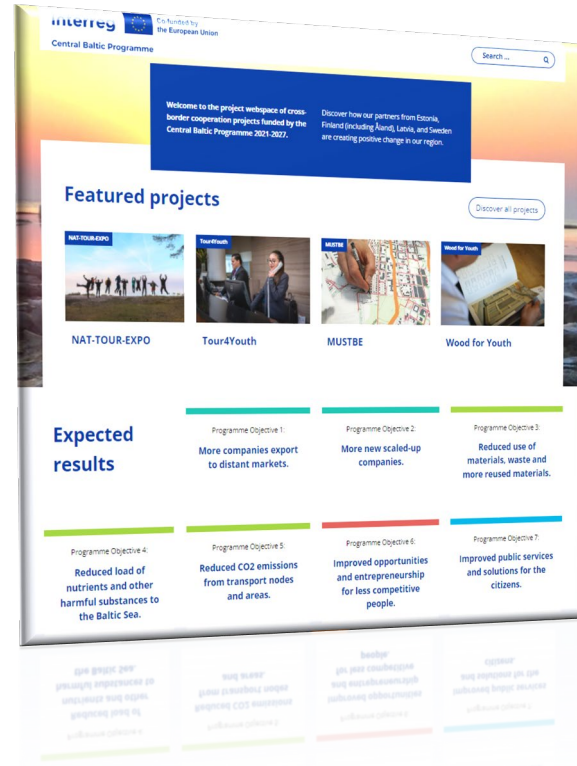
[Message](#) [Like](#) [Search](#)

On other materials





What about the Project Webspace?





Introduction to the Project workspace

**Purpose:**

Feature projects funded
by the Programme

**Dedicated space:**

Each project has its
workspace

**Visibility:**

For your project and its
results during and after
project closure



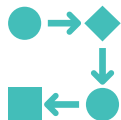
All 25 new projects
have it!



Importance of Active Project Communication



The Project workspace is a storage



Actively share information about your project beyond the workspace



Regular updates and outreach improve project visibility



Use social media, newsletters, and events alongside the workspace



Project workspace online training



Time: 10 September at 13:00 (EET)



Participants: Anyone from the project can join, ideally for the person responsible for project communication.



Focus: Technical training for working in the Project workspace.



Keep in mind!



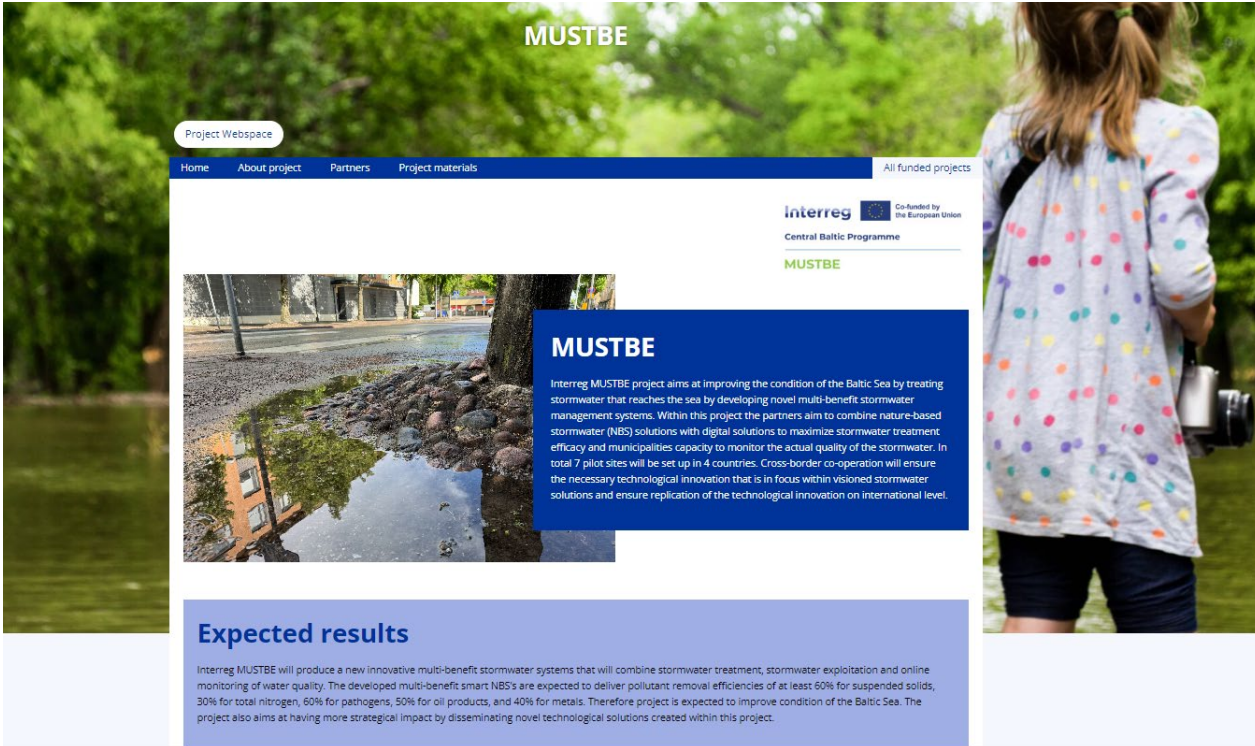
Appoint someone to work with your Project workspace!



Agree where do you keep the username and password

EXAMPLES


Home



MUSTBE

Project Webspace

Home About project Partners Project materials All funded projects

interreg  Co-funded by the European Union
Central Baltic Programme
MUSTBE

MUSTBE

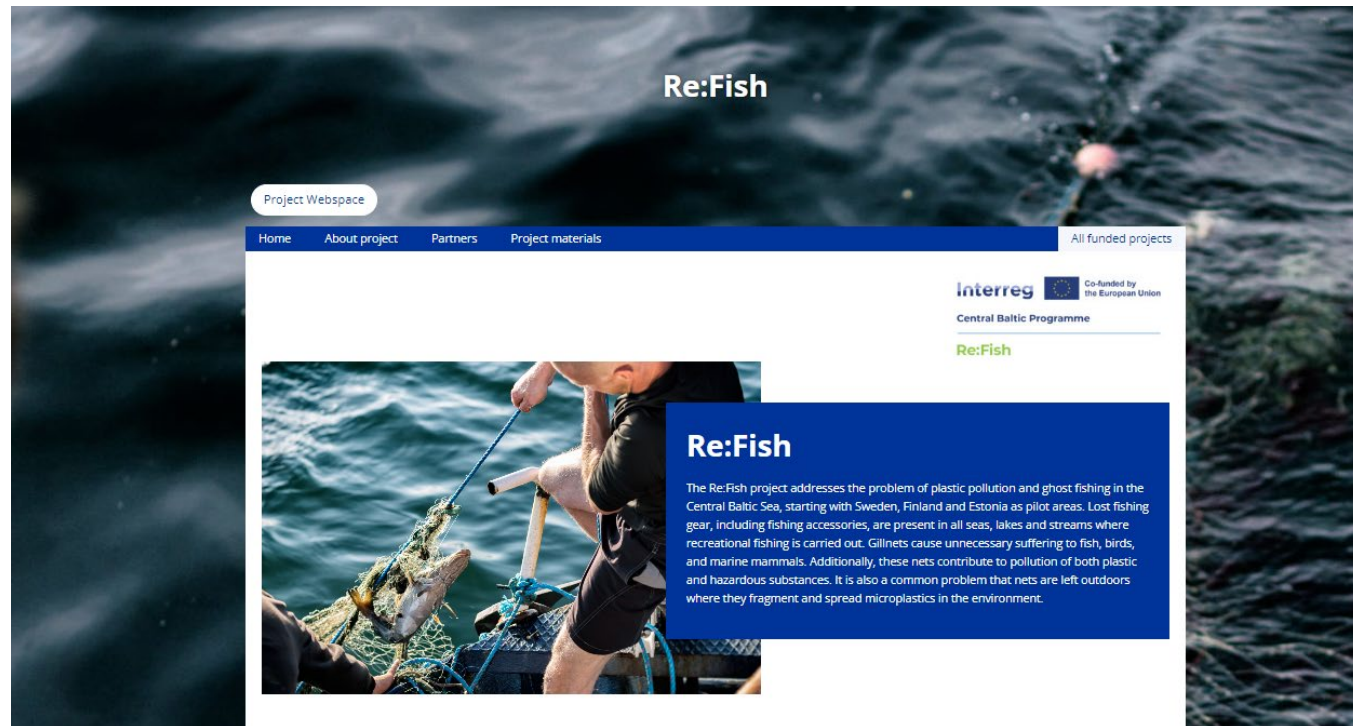
Interreg MUSTBE project aims at improving the condition of the Baltic Sea by treating stormwater that reaches the sea by developing novel multi-benefit stormwater management systems. Within this project the partners aim to combine nature-based stormwater (NBS) solutions with digital solutions to maximize stormwater treatment efficacy and municipalities capacity to monitor the actual quality of the stormwater. In total 7 pilot sites will be set up in 4 countries. Cross-border co-operation will ensure the necessary technological innovation that is in focus within visioned stormwater solutions and ensure replication of the technological innovation on international level.

Expected results

Interreg MUSTBE will produce a new innovative multi-benefit stormwater systems that will combine stormwater treatment, stormwater exploitation and online monitoring of water quality. The 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, and 40% for metals. Therefore project is expected to improve condition of the Baltic Sea. The project also aims at having more strategical impact by disseminating novel technological solutions created within this project.

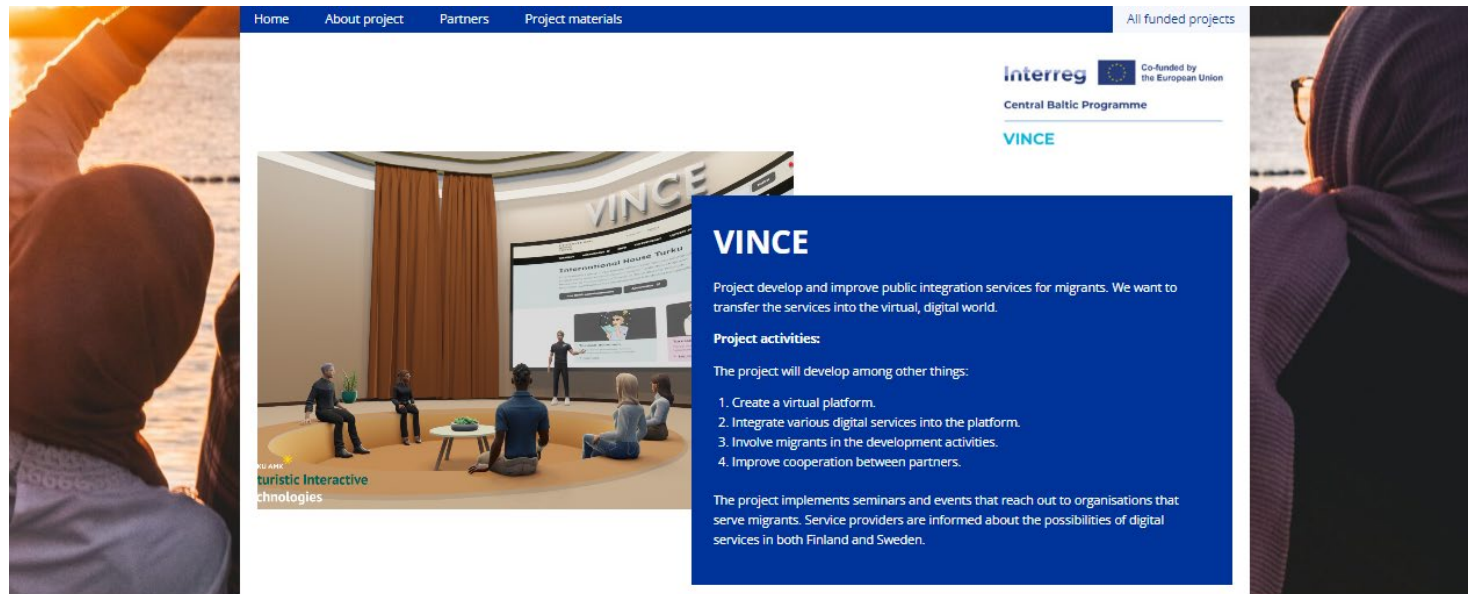
EXAMPLES

Home




EXAMPLES

Home



Home About project Partners Project materials All funded projects

Interreg  Co-funded by the European Union
Central Baltic Programme

VINCE

VINCE

Project develop and improve public integration services for migrants. We want to transfer the services into the virtual, digital world.

Project activities:

The project will develop among other things:

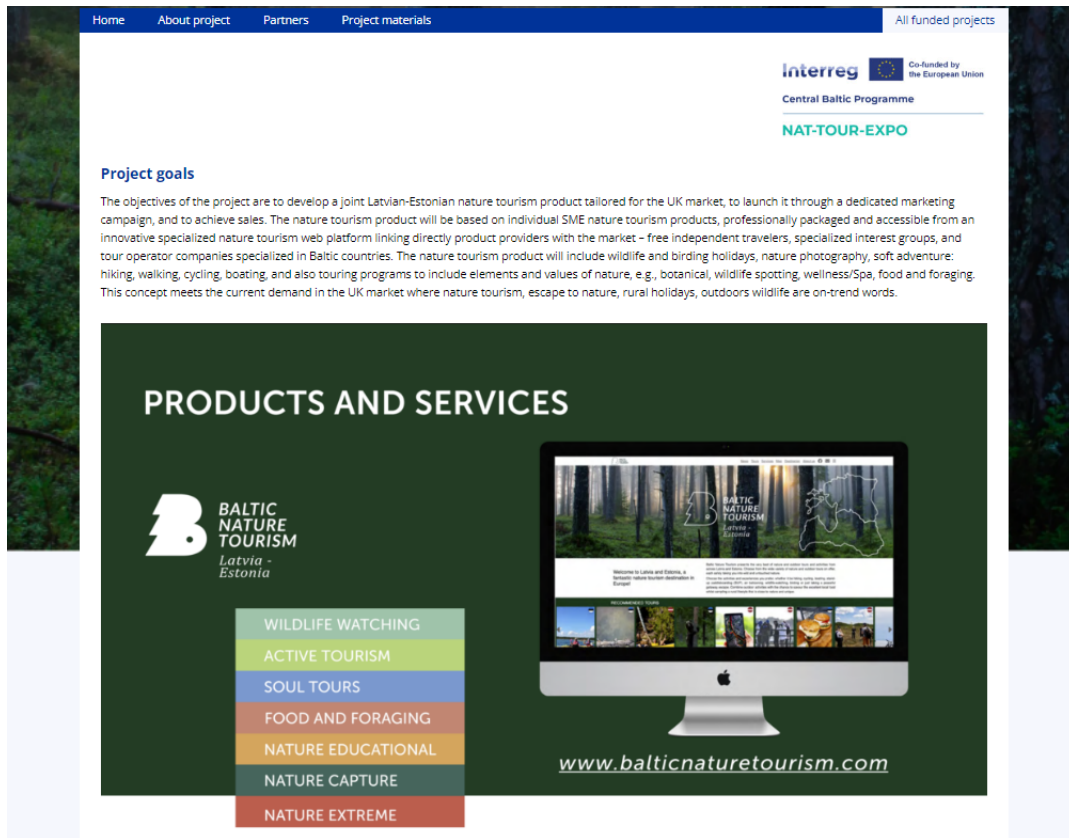
1. Create a virtual platform.
2. Integrate various digital services into the platform.
3. Involve migrants in the development activities.
4. Improve cooperation between partners.

The project implements seminars and events that reach out to organisations that serve migrants. Service providers are informed about the possibilities of digital services in both Finland and Sweden.

EXAMPLE

About project NAT-TOUR-EXPO

2. Project Workspace



The screenshot shows the website for the NAT-TOUR-EXPO project. The top navigation bar includes links for Home, About project, Partners, Project materials, and All funded projects. The Interreg logo and 'Co-funded by the European Union' text are present in the top right. The main heading is 'NAT-TOUR-EXPO'. Below this, the 'Project goals' section describes the project's objectives: to develop a joint Latvian-Estonian nature tourism product for the UK market, launch it through a marketing campaign, and base it on individual SME products. The product will include wildlife and birding holidays, nature photography, soft adventure (hiking, walking, cycling, boating), and touring programs. The website also features a 'PRODUCTS AND SERVICES' section with a list of offerings: Wildlife Watching, Active Tourism, Soul Tours, Food and Foraging, Nature Educational, Nature Capture, and Nature Extreme. A desktop monitor displays the website's interface, which includes a map of the Baltic region and various nature-related images. The website URL, www.balticnaturetourism.com, is displayed at the bottom right of the monitor.

EXAMPLE

About project MUSTBE

2. Project Workspace

About project

Project Workspace

Home About project Partners Project materials All funded projects

interreg Co-funded by the European Union
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 envisioned storm water solutions but also ensure replication of the technological innovation on an 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 NBSs 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 strategic 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

EXAMPLE

About project Bridging4Growth

2. Project Workspace



The screenshot shows the website for the Bridging4Growth project. At the top, there is a navigation bar with links for Home, About Project, Partners & contact, Delegations & material, and All funded projects. The Interreg logo and 'Co-funded by the European Union' are displayed in the top right. Below the navigation, the project name 'Central Baltic Programme' and 'Bridging4Growth' are prominently featured. The main content area has a sub-header 'BRIDGING 4 GROWTH' followed by the headline 'Take your SMEs business to markets outside of the EU'. A sub-headline asks if the user is ready to expand to USA, Canada, Brazil, or Uzbekistan. A blue button labeled 'Apply here' is positioned below the text. To the right, there is a photograph of a person walking on a modern concrete bridge with a metal railing, set against a blue sky with clouds.

Why B4G?

Bridging4Growth was born out of a simple yet critical realization – many **Small and Medium-sized Enterprises (SMEs)** have immense potential to thrive on a **global scale**, but they often face formidable barriers when trying to tap into international markets. The challenge lies in the lack of resources, expertise, and guidance. Our project sets out to address this issue head-on by serving as a catalyst for SMEs' international expansion.

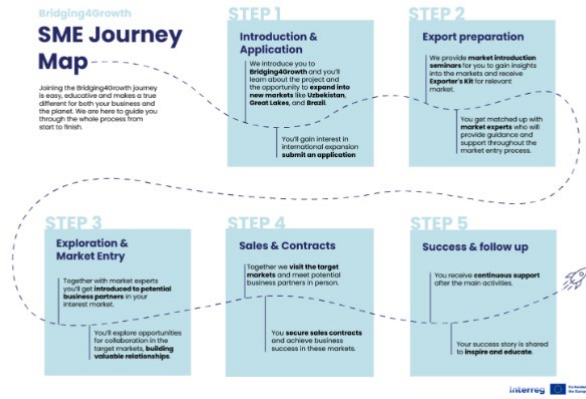
Our main focus is squarely on SMEs, the lifeblood of our project. We are committed to providing them with the **knowledge, mentorship, and resources** they need to successfully navigate the complexities of international growth. Our mission is clear – to witness **20 SMEs** secure concrete sales contracts in new markets by the end of our project. This achievement represents more than just numbers; it signifies the growth and sustainability of these businesses, which, in turn, contributes to regional economic development.

EXAMPLE

About project Bridging4Growth

2. Project Workspace

Your journey, step by step



Apply here

[Go to form →](#)

LEARN ABOUT THE MARKETS

Export kits for target markets

Entering a new market can be challenging, therefore we have gathered the knowledge and tools you need to succeed in USA, Canada, Brazil & Uzbekistan. A first step for your company to learn more about your new export market!



Brazil Export Kit →



USA Export Kit →



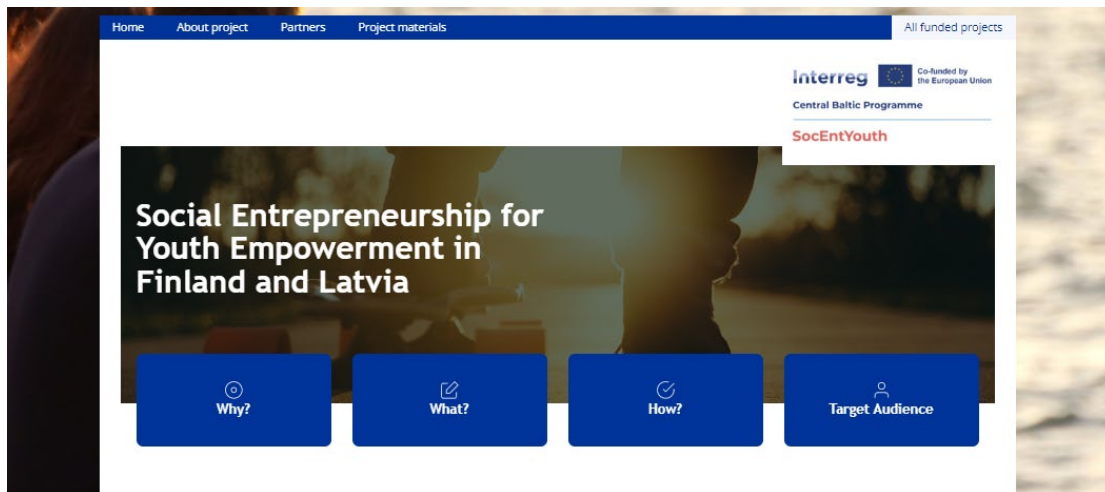
Canada Export Kit →



Uzbekistan Export Kit →

EXAMPLE

About project SocEntYouth



2. Project Workspace

EXAMPLE

Partners

BalticReed

2. Project Workspace

The screenshot displays the 'Partners' page of the BalticReed project website. The page is set against a background image of a rural landscape with a river and fields. The website header includes the Interreg logo and navigation links. The main content is organized into sections: 'Lead partner' (John Nurminen Foundation), 'Project partners' (a grid of six partner cards), and 'Contact information' (a list of contact details for various partners).

Lead partner

Country	Partner budget	Amount of ERDF funding
Finland	€ 695 820	€ 556 656

Project partners

<p>The County Administrative Board of Östergötland</p> <p>Country: Sweden</p> <p>Partner budget: € 670 100</p> <p>Amount of ERDF funding: € 536 080</p>	<p>Race for the Baltic</p> <p>Country: Sweden</p> <p>Partner budget: € 588 498</p> <p>Amount of ERDF funding: € 470 798</p>	<p>Centre for Economic Development, Transport and the Environment, South-West Finland</p> <p>Country: Finland</p> <p>Partner budget: € 501 064</p> <p>Amount of ERDF funding: € 400 851</p>
<p>Arcada University of Applied Sciences</p> <p>Country: Finland</p> <p>Partner budget: € 259 488</p> <p>Amount of ERDF funding: € 207 590</p>	<p>Government of Åland</p> <p>Country: Finland</p> <p>Partner budget: € 277 175</p> <p>Amount of ERDF funding: € 221 740</p>	

Contact information

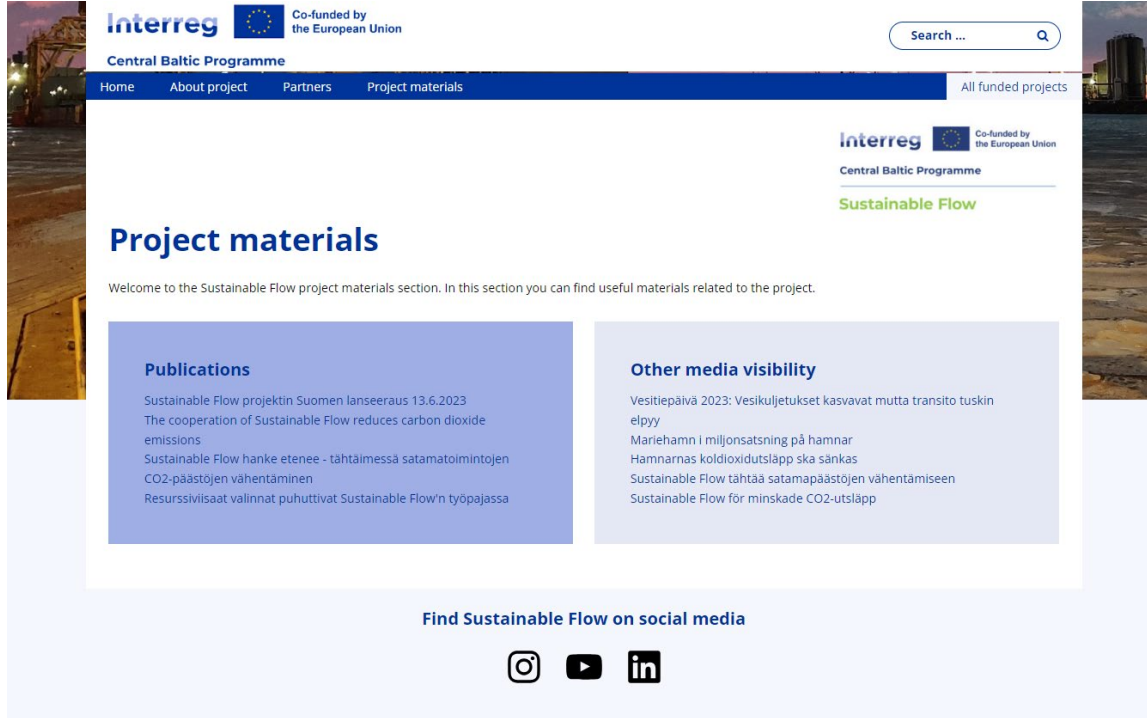
<p>Sinja Jaari John Nurminen Foundation sinja.jaari@fondation.fi +358 555 507 1981</p>	<p>Marja Gustafsson Race for the Baltic marja.h.gustafsson@natyrainen.se +6 16-223 54 33</p>	<p>Andi Ramel Singh Race for the Baltic andi@raceforthebaltic.com</p>	<p>Michelle Kesteven Centre for Economic Development, 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 55 520 41 07</p>	<p>Mari Örnlom Ålands landskapsregering mari.ornlom@regeringen.ax +358 45 754 248 04</p>		

EXAMPLE


Project materials

Sustainable Flow

2. Project Workspace




The screenshot shows the 'Project materials' section of the Sustainable Flow project website. The page features a dark blue navigation bar with links for Home, About project, Partners, and Project materials. A search bar is located in the top right corner. The main content area is white and includes a welcome message, a 'Publications' section with three entries, and an 'Other media visibility' section with three entries. The footer contains social media icons for Instagram, YouTube, and LinkedIn.

Interreg  Co-funded by
the European Union

Central Baltic Programme

Search ...

Home About project Partners Project materials All funded projects

Interreg  Co-funded by
the European Union

Central Baltic Programme

Sustainable Flow

Project materials

Welcome to the Sustainable Flow project materials section. In this section you can find useful materials related to the project.




Publications

- Sustainable Flow projektin Suomen lanseeraus 13.6.2023
The cooperation of Sustainable Flow reduces carbon dioxide emissions
- Sustainable Flow hanke etenee - tärkeissä satamatoimintojen CO₂-päästöjen vähentäminen
- Resurssivisaat valinnat puhuttivat Sustainable Flow'n työpajassa

Other media visibility

- Vesitiepäivä 2023: Vesikuljetukset kasvavat mutta transito tuskin elpyy
- Mariehamn 1 miljonsatsning på hamnar
- Hamnarnas koldioxidutsläpp ska sänkas
- Sustainable Flow tähtää satamapäästöjen vähentämiseen
- Sustainable Flow för minskade CO₂-utsläpp

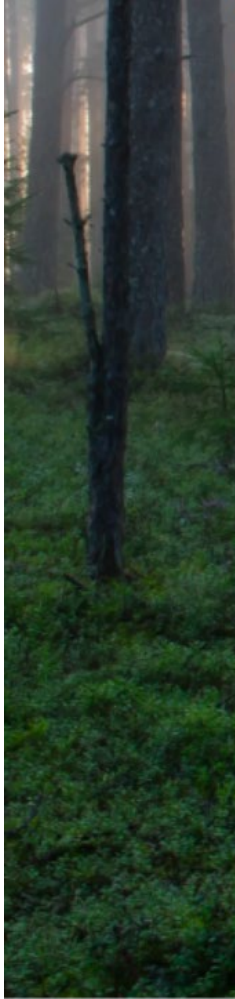
Find Sustainable Flow on social media

EXAMPLE


News NAT-TOUR-EXPO

2. Project Webpace



Home About project Partners Project materials All funded projects

interreg Co-funded by the European Union
Central Baltic Programme
NAT-TOUR-EXPO



NAT-TOUR-EXPO

The project will develop a joint Latvian-Estonian nature tourism product tailored for the UK market and launch it through a dedicated marketing campaign to achieve sales. The nature tourism product will be based on individual SME nature tourism products, professionally packaged and accessible from an innovative specialised nature tourism web platform linking directly product providers with the market – free independent travellers, specialised travel groups, and tour operator companies specialised in Baltic countries. The nature tourism product will include wildlife and birding holidays, nature photography, soft adventure hiking, walking, cycling, beaching, and also touring programs to include elements and values of nature, e.g., botanical, wildlife spotting, well-being, food and foraging.

Expected results

By 2025 in Latvia and in 2026 in Estonia will be equipped with training and market knowledge to develop nature tourism products and services tailored for the UK market. It is expected that 50 companies will have achieved sales during the project implementation. Sales will continue to grow after the project as the web platform with reservation – communication system connecting service providers and clients will serve as a permanent channel for the products. The project will bring up the quality of nature tourism products in Latvia and Estonia to approach Scandinavian levels and potentially think about developing Central Baltic region as a common nature tourism destination for far markets.

Duration 01.01.2022 - 31.12.2025

36 months **1 112 592 €**

Programme priority: Innovative Business Development

Programme objective: PO1 - More exports by SMEs

Lead partner: Latvian Country Tourism Association "Latvija 2020&1"

Project News

Thursday, Jul 11, 2024 - 10:05
Global Birdfair July 12-14, 2024, Rutland, UK.
Read more »

Tuesday, Jun 03, 2024 - 09:49
UK touroperator FAM trip in Latvia, 10.-13.06.2024.
Read more »

Wednesday, Jun 05, 2024 - 11:22
LNTA Nature Tourism Photography Masterclass 10.06.2024
Read more »

Saturday, Jun 29, 2024 - 14:52
Estonian-Latvian study trip to Finland Nature and active tourism April, 25.-28. 2024
Read more »

Tuesday, Apr 23, 2024 - 09:29
Reception at the Embassy, London, UK, 18.04.2024.
Read more »

Tuesday, Apr 09, 2024 - 21:01
Nature Tourism SME's Visit in Tallinn and Soomaa 11.-12.03.2024.
Read more »

Wednesday, Feb 21, 2024 - 10:01
The Nordic Marketplace, Copenhagen, 20.02.2024.
Read more »

Wednesday, Feb 21, 2024 - 10:48
What's new in 2024? #BalticNatureTourism
Read more »

EXAMPLE

News INGOs

2. Project Workspace

Project News



Friday, Feb 23, 2024 - 14:31

Matchmaking SMEs with the UN, Red Cross, and other NGOs

[Read more >](#)



Wednesday, Jan 10, 2024 - 10:55

Introducing UN Organizations video series

[Read more >](#)



Wednesday, Jan 10, 2024 - 09:45

Do Good, Do Business podcast #2: SME Guide for the Humanitarian Sector

[Read more >](#)



Friday, Dec 08, 2023 - 12:43

RISE webinar video: How to win bids from non-government organizations

[Read more >](#)



Thursday, Nov 16, 2023 - 13:33

Do Good, Do Business podcast #1: Lunette's guide to UN tenders

[Read more >](#)



Wednesday, Oct 04, 2023 - 14:27

Tehnopol webinar video: Promoting exports to international NGOs

[Read more >](#)



Find INGOs on social media



EXAMPLE

News and Events Re:Fish

2. Project Workspace

Project News



Tuesday, Jun 18, 2024 - 10:38

Estonian partner beach-cleaning events were showed in popular science broadcast "Osoon"

[Read more »](#)



Thursday, Apr 11, 2024 - 15:43

Beach clean up event in Audru beach, Pärnu

[Read more »](#)



Thursday, Mar 21, 2024 - 16:14

Keep Sweden Tidy at the Sportfishing Fair in Jönköping

[Read more »](#)

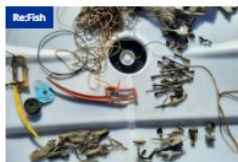


Thursday, Feb 22, 2024 - 14:51

Re:Fish at Vene 24 Båt Fair

[Read more »](#)

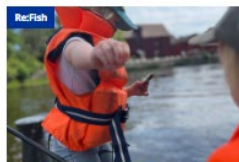
Project Events



13.05.2024 - 16.05.2024

Dragging operations on Finnish coast started in May

[Read more »](#)



16.06.2024 - 16.06.2024

Clean-up in Nyköping, Sweden

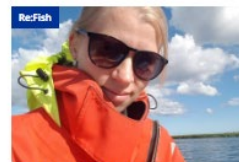
[Read more »](#)



07.06.2024 - 09.06.2024

International Sportsmen's Fair held in Riihimäki

[Read more »](#)



22.09.2023 - 22.09.2023

Presentation about the implementation at Kliiministerium in Estonia

[Read more »](#)

EXAMPLE

Partner logos

NBSCALE

Ce4Re



Find NBSCALE on social media



Find Ce4Re on social media



2. Project Workspace

EXAMPLE

Gallery

Gallery



2. Project Workspace

Find Sustainable Silage on social media



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 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



Co-funded by
the European Union

Central Baltic Programme

Project Implementation Webinar

State aid

Ivo Volt

03 September 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.
- NB! Support to SMEs, not to natural persons participating in project activities.

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.

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

- Cost of the service provided to the beneficiary SME
 - 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



Central Baltic Programme 2021-2027

Jems practicalities and activity reporting

- Project implementation webinar
- Normunds Strautmanis | online
- September 4, 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 September 3



Separate session on eligibility and financial reporting to follow



Please follow [Guide for Project Implementation](#) for comprehensive guidance

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

🏠 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 🔒

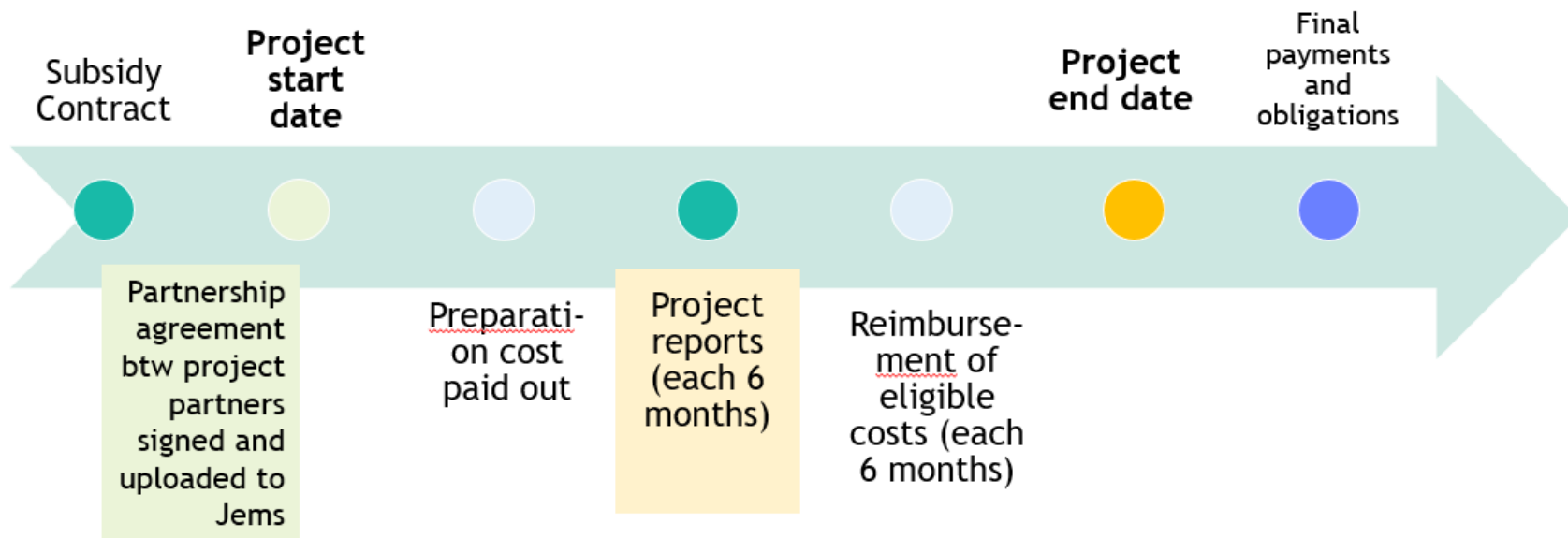
PP3 SPA 🔒

Application form v

↓ Export

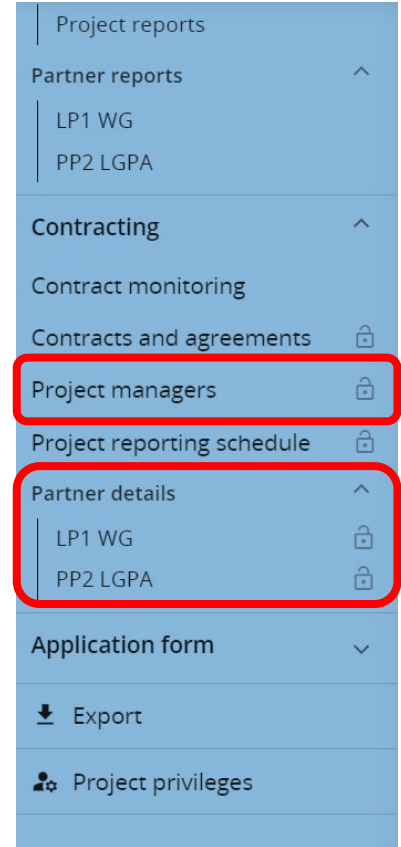
👤 Project privileges

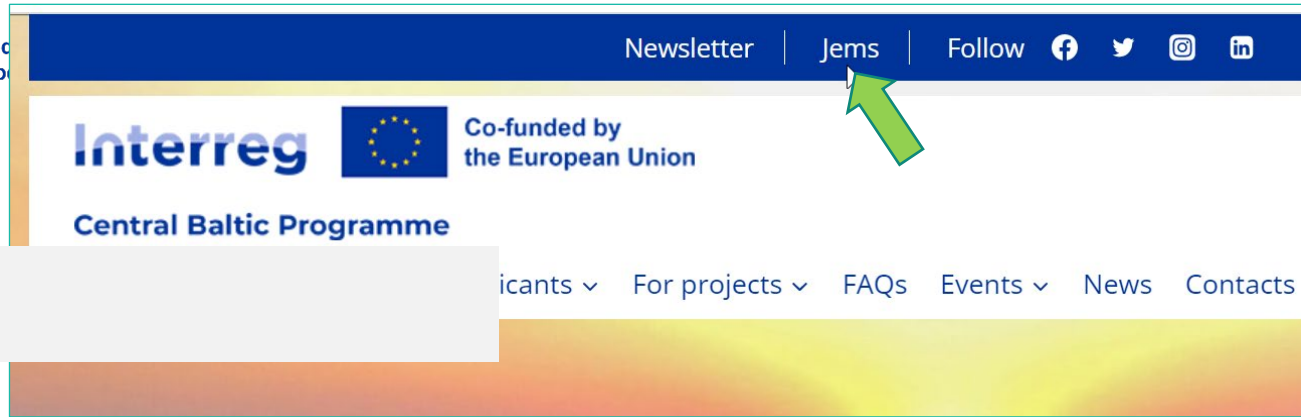
Project implementation and reporting timeline



Preparation costs

- Paid after Subsidy Contract is signed
- To receive the payment
 - Jems Partner details in Contracting section should be filled in
 - Bank details of lead partner
 - Location of documents
 - Financial identification document needs to be filled in, signed and submitted (attached in Jems)
- Project managers section to be filled in
 - Project manager
 - Financial manager
 - Communication manager





- 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/>

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.

Dashboard / Applications / CB0200032 – SE partner test / Project privileges

Application form CB0200032 – SE partner test

Project privileges

⚠ Users working at the same time in the same page may lead to unexpected loss of data (users overwrite other users)

Lead applicant

* jems username tina.keinanen@centralbaltic.eu	view edit manage
+	

LP1 SE_LP No cont

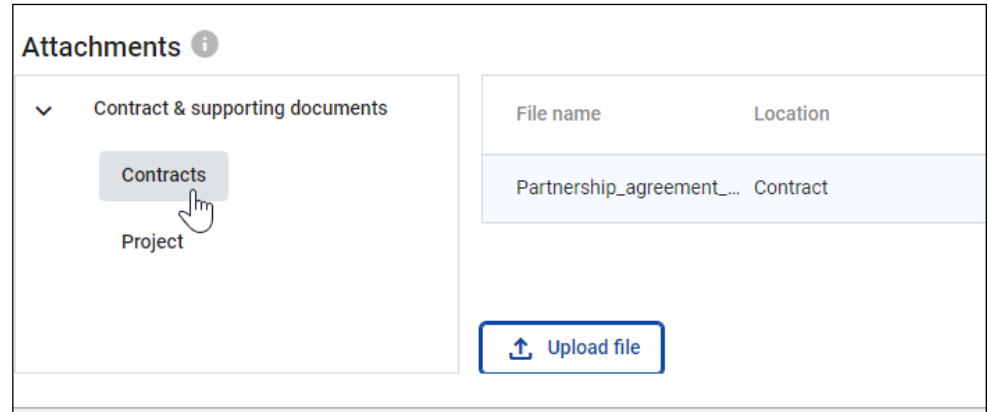
* jems username pille.laaksonen@centralbaltic.eu	view edit <input checked="" type="checkbox"/> Sensitive data
* jems username tina.keinanen@centralbaltic.eu	view edit <input checked="" type="checkbox"/> Sensitive data
+	

PP2 PP_testing No c

* jems username ivo.volt@centralbaltic.eu	view edit <input checked="" type="checkbox"/> Sensitive data
* jems username tina.keinanen@centralbaltic.eu	view edit <input type="checkbox"/> Sensitive data

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.**

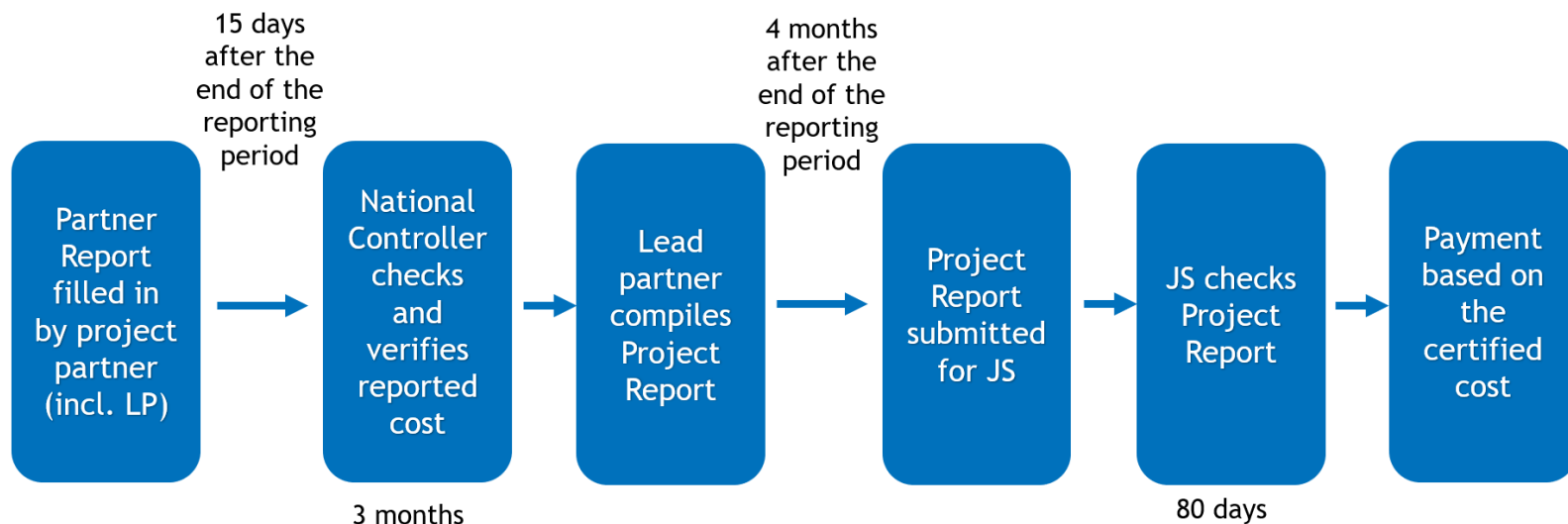


File name	Location
Partnership_agreement_...	Contract

Upload file

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.

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

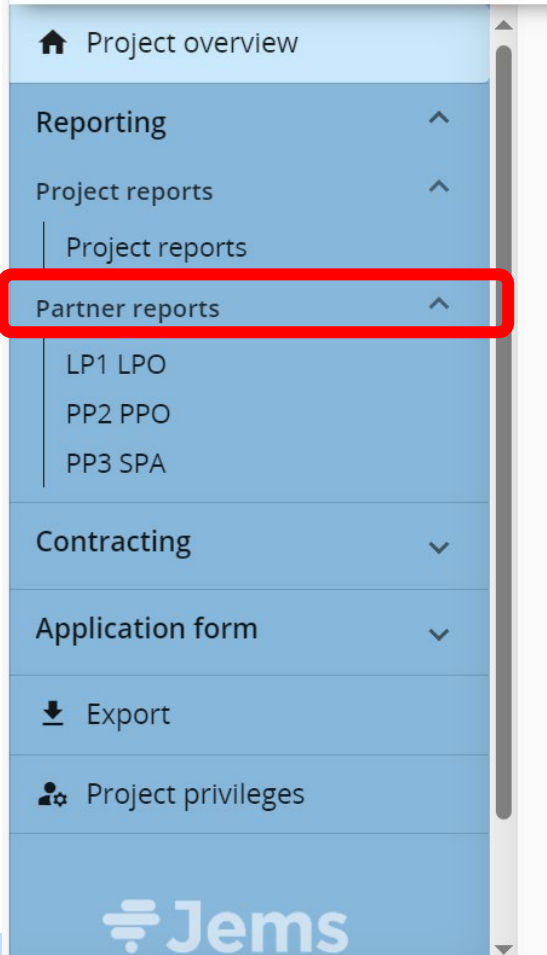
Contracts and agreements 

Project managers 

Project reporting schedule 

Partner details ^

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

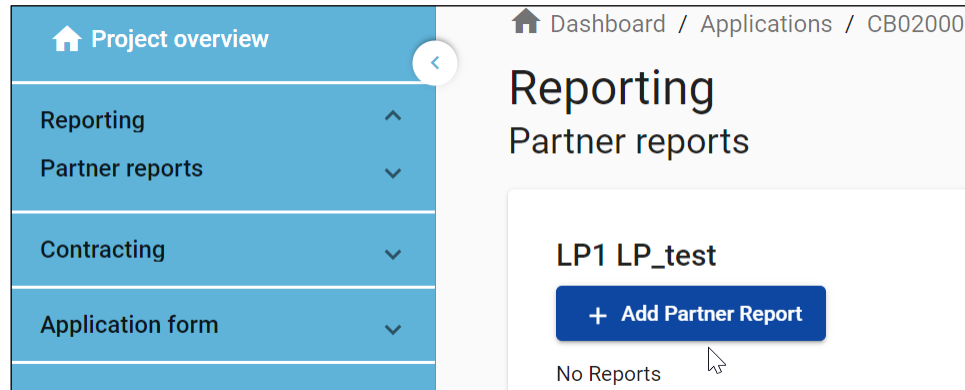


The screenshot shows the sidebar menu of the Jems application. The menu items are: Project overview (with a home icon), Reporting (with an up arrow), Project reports (with an up arrow), Partner reports (with an up arrow and highlighted by a red rectangle), LP1 LPO, PP2 PPO, and PP3 SPA. Below these are Contracting (with a down arrow), Application form (with a down arrow), Export (with a download icon), and Project privileges (with a gear icon). The Jems logo is at the bottom.

Report types (1/2)

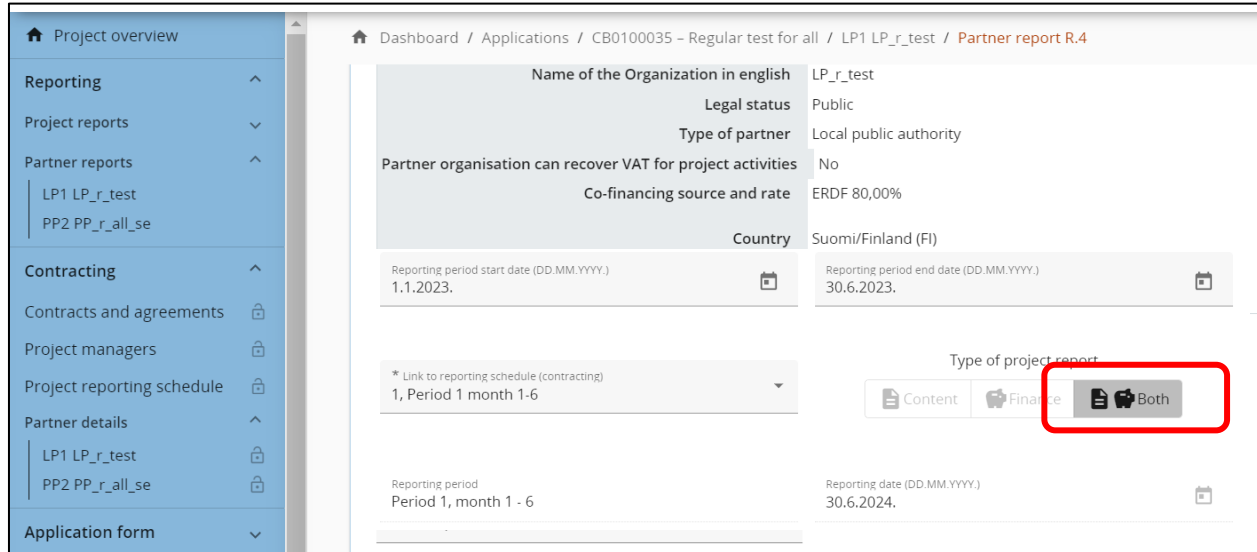
- **Partner report**

- 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**




The screenshot shows the main content area of the Jems application. The breadcrumb trail is: Dashboard / Applications / CB02000. The page title is 'Reporting' and the sub-page title is 'Partner reports'. The left sidebar menu is visible, with 'Partner reports' selected. The main content area shows 'LP1 LP_test' and a blue button labeled '+ Add Partner Report'. Below the button, it says 'No Reports' with a mouse cursor pointing at it.


Report identification (1/2) Partner report



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)


Reporting period start date (DD.MM.YYYY.) 1.1.2023. 

Reporting period end date (DD.MM.YYYY.) 30.6.2023. 

* Link to reporting schedule (contracting)
1, Period 1 month 1-6

Type of project report

Reporting period
Period 1, month 1 - 6

Reporting date (DD.MM.YYYY.) 30.6.2024. 

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,’ 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

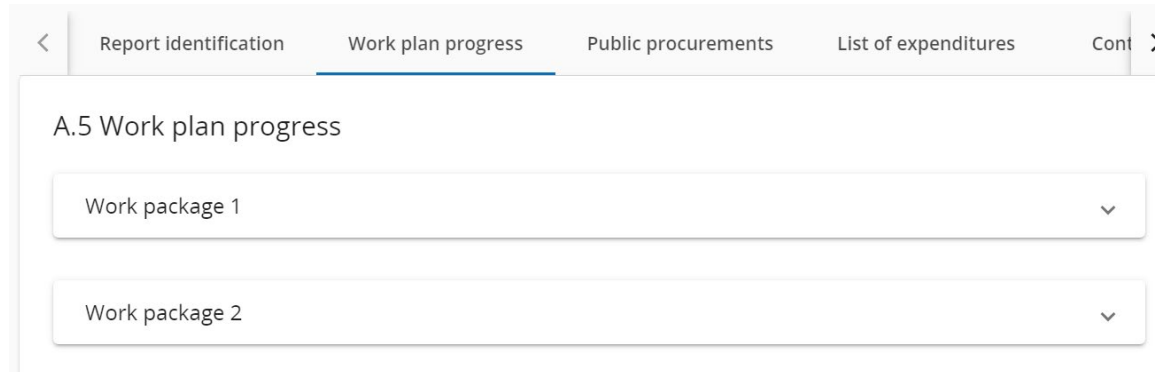
Target groups

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

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.



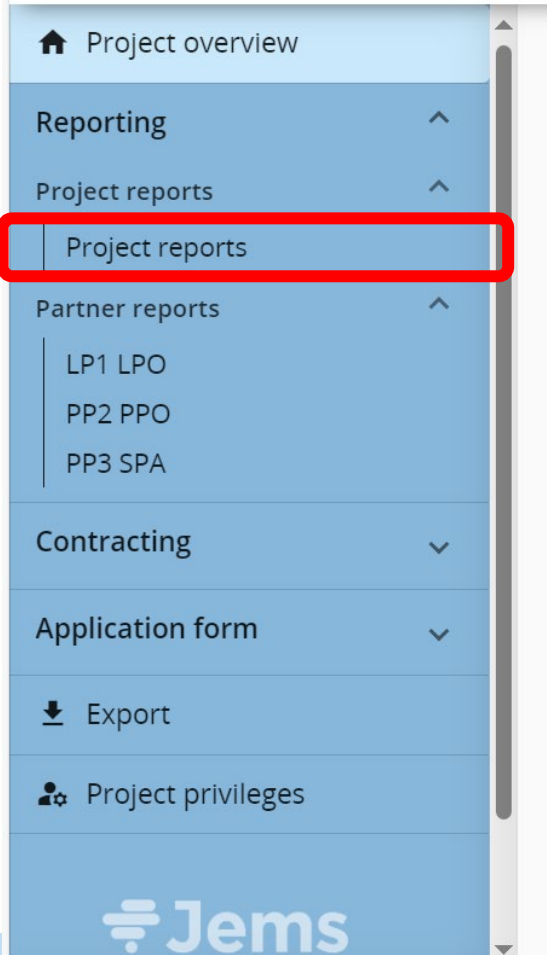
The screenshot shows a web application interface with a navigation menu at the top. The menu items are: Report identification, Work plan progress (which is the active tab), Public procurements, List of expenditures, and Cont. Below the navigation menu, the main content area displays 'A.5 Work plan progress'. 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.

Attachments and Report Annexes / Activity reporting

Partner Report / other sections

- Evidence and deliverables on what has been achieved



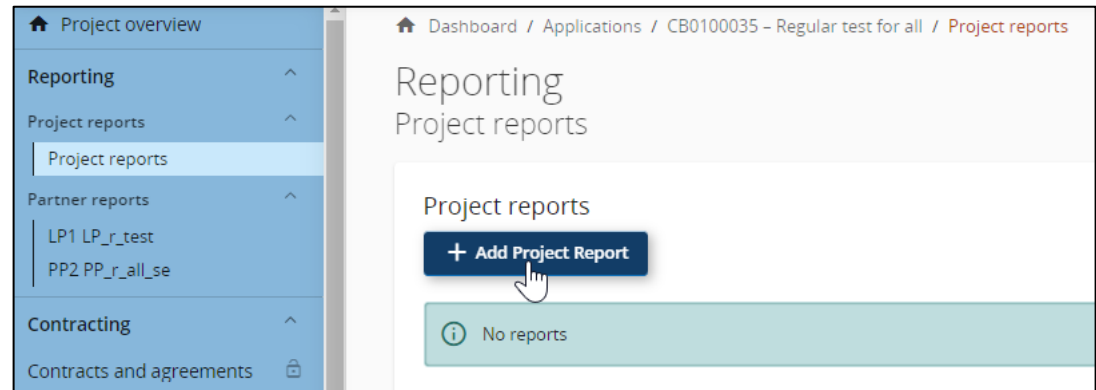


The screenshot shows the sidebar menu of the Jems application. The menu items are: Project overview (with a home icon), Reporting (with an up arrow), Project reports (with an up arrow), Project reports (highlighted with a red rectangle), Partner reports (with an up arrow), LP1 LPO, PP2 PPO, PP3 SPA, Contracting (with a down arrow), Application form (with a down arrow), Export (with a download icon), and Project privileges (with a gear icon). The Jems logo is at the bottom.

Report types (2/2)

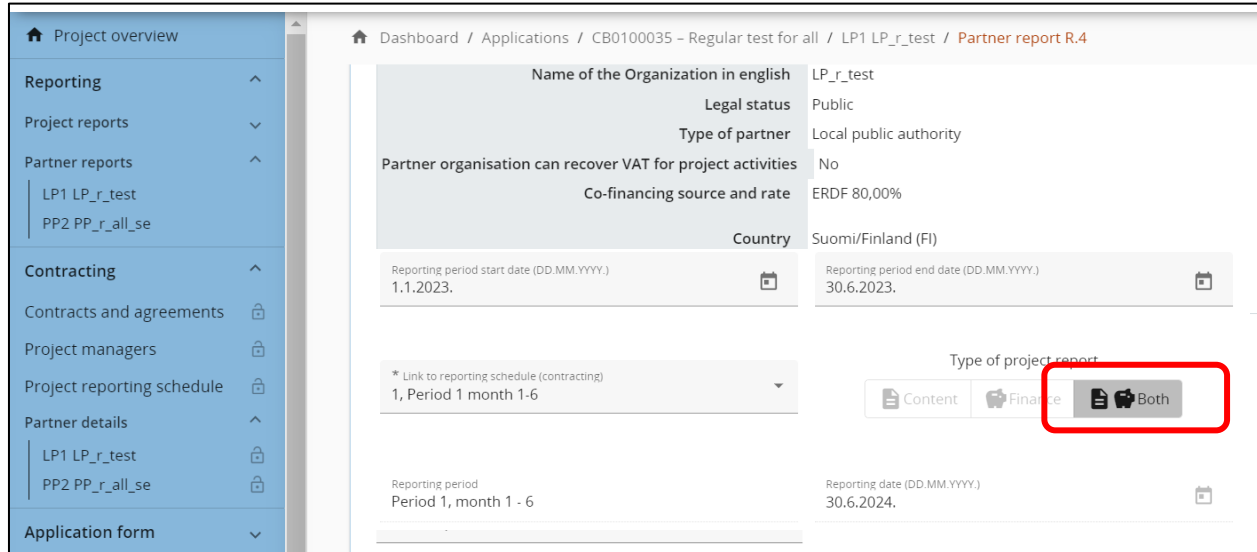
- **Project report**

- 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




The screenshot shows the main content area of the Jems application. The breadcrumb trail is: Dashboard / Applications / CB0100035 - Regular test for all / Project reports. The page title is 'Reporting Project reports'. There is a button labeled '+ Add Project Report' with a hand cursor over it. Below the button is a green box with an information icon and the text 'No reports'.


Report identification (1/2) Project report



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)


Reporting period start date (DD.MM.YYYY.) 1.1.2023. 

Reporting period end date (DD.MM.YYYY.) 30.6.2023. 

* Link to reporting schedule (contracting)
1, Period 1 month 1-6

Type of project report

Reporting period
Period 1, month 1 - 6

Reporting date (DD.MM.YYYY.) 30.6.2024. 

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 Project report** fill in the ‘Highlights and main achievements’, possible ‘Partner problems and deviations’ distinguishing between deviations from work plan 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 / Project report (1/3)



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

Work package 1

This work package is completed.

What is the progress towards the objectives in this work package as defined in the application form? Status should be cumulative.

Project specific objective

Project specific objective Status

Communication objective

Communication objective Status

Progress

Please describe the progress in this reporting period and explain how the partners were involved (who did what).

Investments



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).



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

I 1.1

Investment Location (Nuts 3)

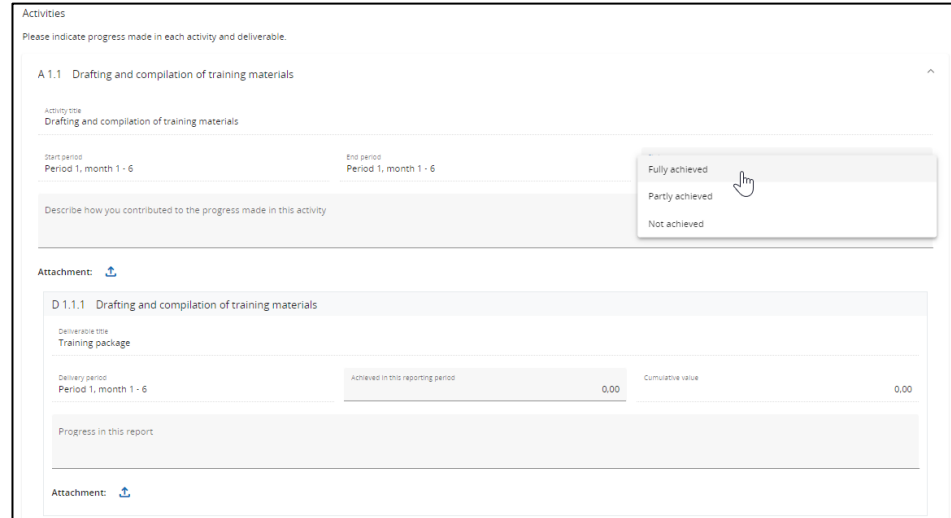
Please describe the progress or investment in this reporting period

Please describe progress of investment

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 project 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 field: Describe how you contributed to the progress made in this activity
- Progress status dropdown menu: Fully achieved (selected), Partly achieved, Not achieved
- Attachment icon: 


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
- Value: 0,00
- Cumulative value: 0,00
- Progress in this report field
- Attachment icon: 

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: 		

Attachments and Report Annexes / Activity Reporting

Project Report / Report Annexes

- Signed [Confirmation letter to Project report](#) for each Project report

Project report / other sections

- Deliverables relevant for the period

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 report PR.1

< Project results & Horizontal prin... List of partner certificates Project report annexes **Financial overview** Report

Financial overview
This values displayed below consist of certified amounts & fast track lump sums (if applicable) in Euro only.

Project expenditure - summary (in Euro)

	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.

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



Project Implementation Webinar

Eligibility and financial reporting

• Pille Laaksonen | 4.9.2024

Eligibility and financial reporting



Reporting procedure



Reporting simplified cost options



Reporting real costs



General rules

Interreg



Co-funded by
the European Union

Central Baltic Programme

1. Reporting procedure

Reporting



No advance payments



Costs paid by project partners, ERDF share reimbursed after report is approved



Reporting takes place in **Jems**



Lead partner gives project partners **rights for reporting** in Jems

Reporting timeline

Project partners incl. lead partners submit Partner Reports

15 days after the end of reporting period

National controllers check and certify the costs

3 months after the report is submitted

Lead partner compiles and submits the Project Report

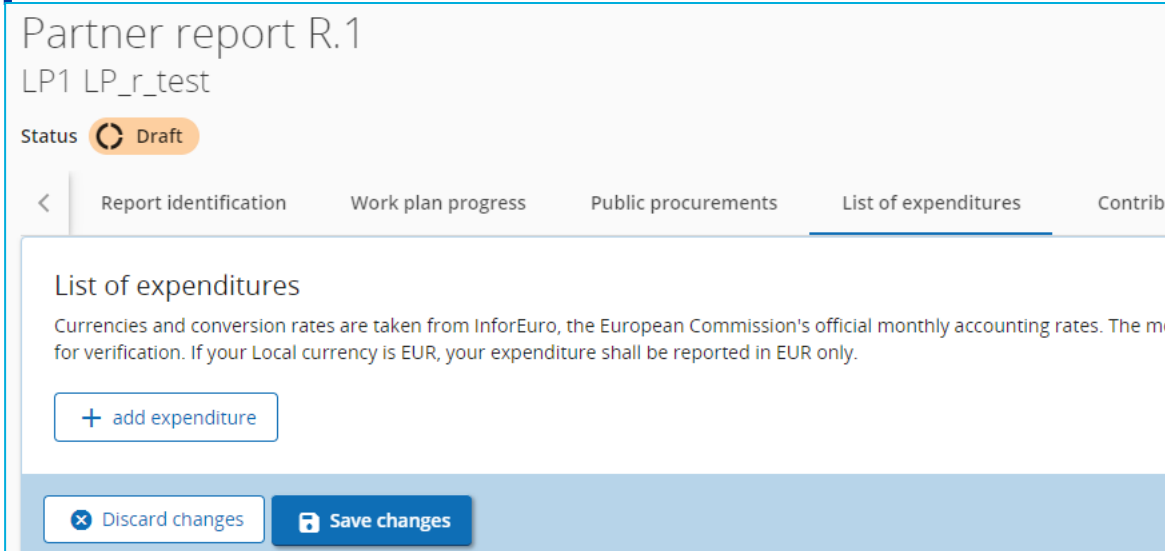
4 months after the end of reporting period

Joint Secretariat assesses the report


80 days after the project report is submitted

Managing Authority makes the payment to Lead Partner

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

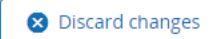
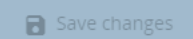
< Report identification Work plan progress Public procurements List of expenditures Cont

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 for reporting

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

Eligibility basics

Follow the principles
of **sound financial
management**

Follow the
**communication
requirements**
(official brand)

All costs must be **free
from partiality and
conflict of interest**

No double financing

Requirements for
documentation,
tendering or any
other relevant rules
apply for all partners

2. Reporting simplified cost options

Simplified cost options



The Simplified Cost Options are reported based on pre-defined calculation methods



Must be reported in the period when the activity financed by SCO was implemented



Costs covered by a Simplified Cost Option cannot be reported under any other cost categories as real costs

Staff costs

- Reported based on pre-defined hourly rate
- Hourly rate includes salary payments and other costs directly linked to salary payments and paid by the employer
- Staff cost for each staff member must be reported as one item in the List of expenditure
- Documents must be attached for **each project employee**:
 - **Employment document(s)** which show(s) that **1)** the person is employed by the partner (lead partner) organisation and **2)** is working for the project.
 - **Report of hours** and employment confirmation

Staff costs



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 costs

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.

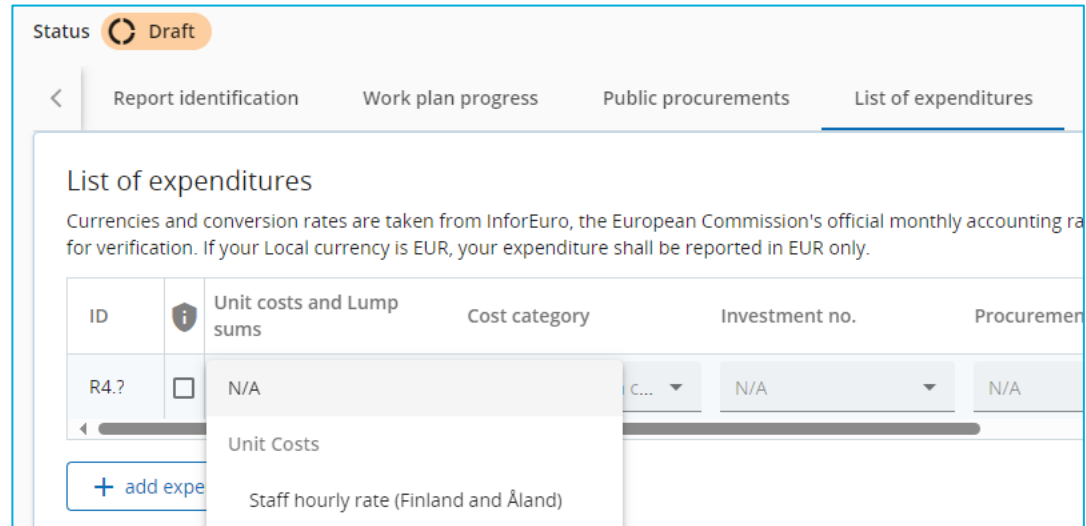
The latest version can be downloaded e.g. at <http://get.adobe.com/reader/>


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

- Use the latest version of the template

Staff costs




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 costs

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"/>	<input type="calendar"/>	Project manager	May - October 2023	200,00	36,00		7.200,00

[+ add expenditure](#)[✕ Discard changes](#)[💾 Save changes](#)

Staff position

Period of
reported costsNumber of hours from
Report of hours

Staff costs

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 costs

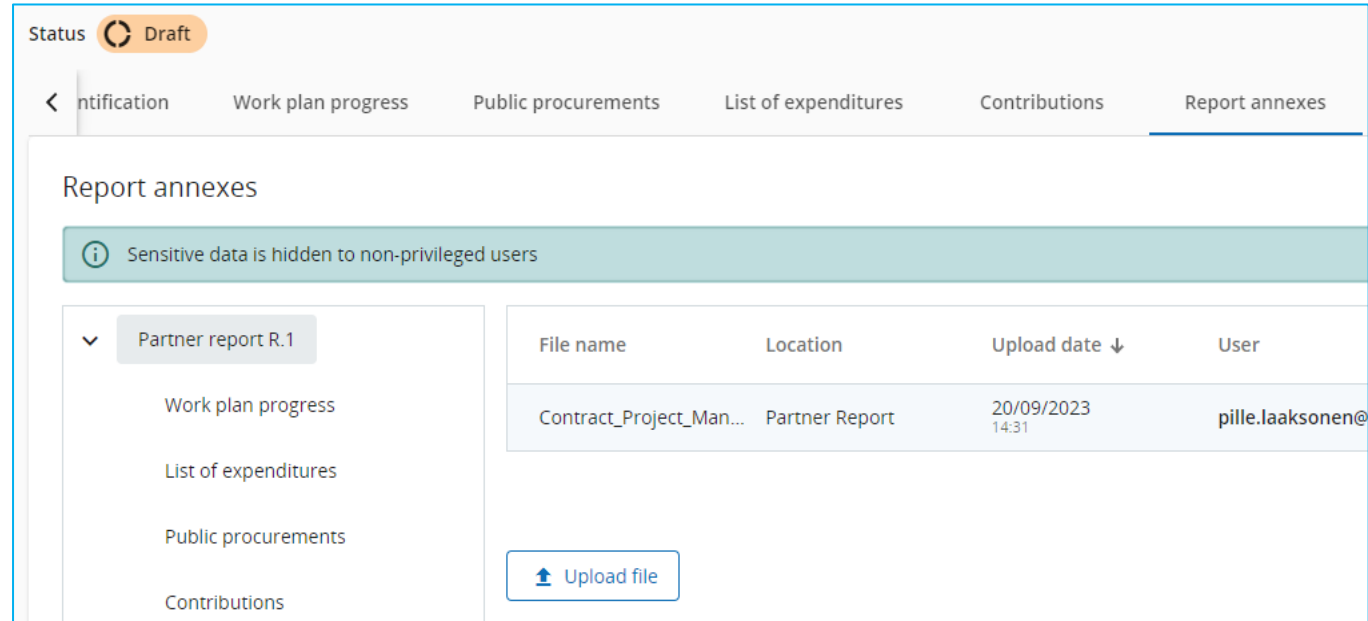
an progress Public procurements List of expenditures Contributions Report annexes Report export Final


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
200,00	501,00	0,00	100.200,00	SEK ▼	11.841	8.462,12	⬆

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


Staff costs



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 to the 'Report annexes' when the staff cost is reported for the first time and whenever there have been changes to the documents:

- Employment document(s) which show(s) that 1) the person is employed by the partner (lead partner) organisation and 2) is working for the project.

Management equipment unit cost

Status Draft

< Identification 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	ment	Description	Comment	Number of Units
R1.1	<input type="checkbox"/>	Project manager	May - October 2023	200,00
R1.2	<input type="checkbox"/>	Teaching expert	May - October 2023	100,00
R1.3	<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		

Unit Costs

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

[+ add expenditure](#)

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	Event	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



3. Reporting real costs

Real costs



Must be visible in the partner bookkeeping on a separate project account

Attach book-keeping list/general ledger to 'Report annexes'



Must be reported in the reporting period when the cost incurred and was paid out



Costs covered by a Simplified Cost Option cannot be reported under any other cost categories as real costs

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.

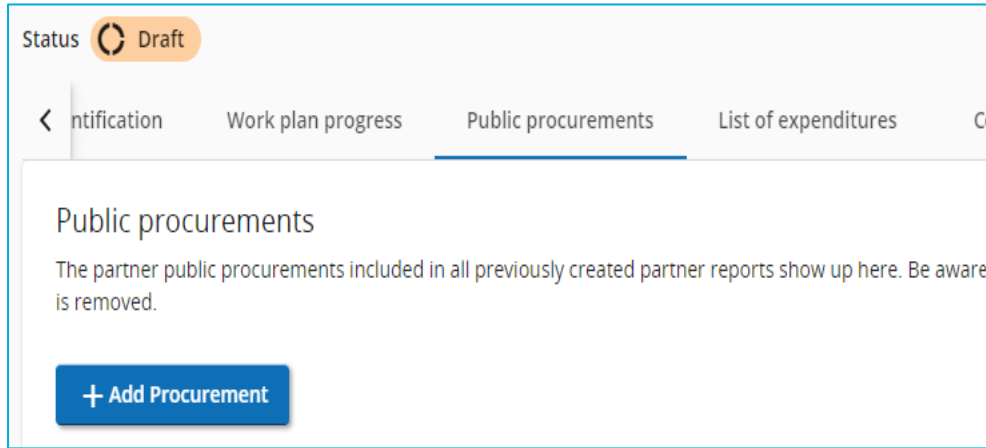


In case Simplified Cost Options cover procured costs, the procurement documents will not be checked as part of the check of the SCO. Still, the public procurement rules should be followed.



Public procurements should always be done according to national rules or following EU rules, depending on the thresholds.

Public procurement



- 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)


Beneficial owner(s) of the contractor

 No beneficial owners 

 Add beneficial owner

Subcontract(s)

 No subcontractors 

 Add subcontractor

- 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

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)

1/8/2023 and 10/8/2023 are circled in red.

- 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	<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	

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



Only real costs for equipment which are identified in the Application Form are 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 (Fin) ▾	Staff costs	N/A	N/A				
R1.2	<input type="checkbox"/>	Staff hourly rate (Fin) ▾	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

Name from public procurement section

- Make sure that invoice and payment date are filled in

Equipment real cost

ID	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

3. General rules

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

Communication rules

The project logo or Central Baltic Programme logo must be displayed correctly

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 must 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.

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

National controllers

- Estonia: The State Shared Service Centre (Riigi Tugiteenuste Keskus - RTK)
- Finland: Uusimaa Regional Council (Uudenmaan Liitto)
- Latvia: Ministry of Smart Administration and Regional Development (VARAM)
- Sweden: The Swedish Agency for Economic and Regional Growth (Tillväxtverket)
- Åland: The Government of Åland, Department of Trade and Industry (Landskapsregering)
- <https://centralbaltic.eu/for-projects/national-controllers/>

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

Interreg



Co-funded by
the European Union

Central Baltic Programme

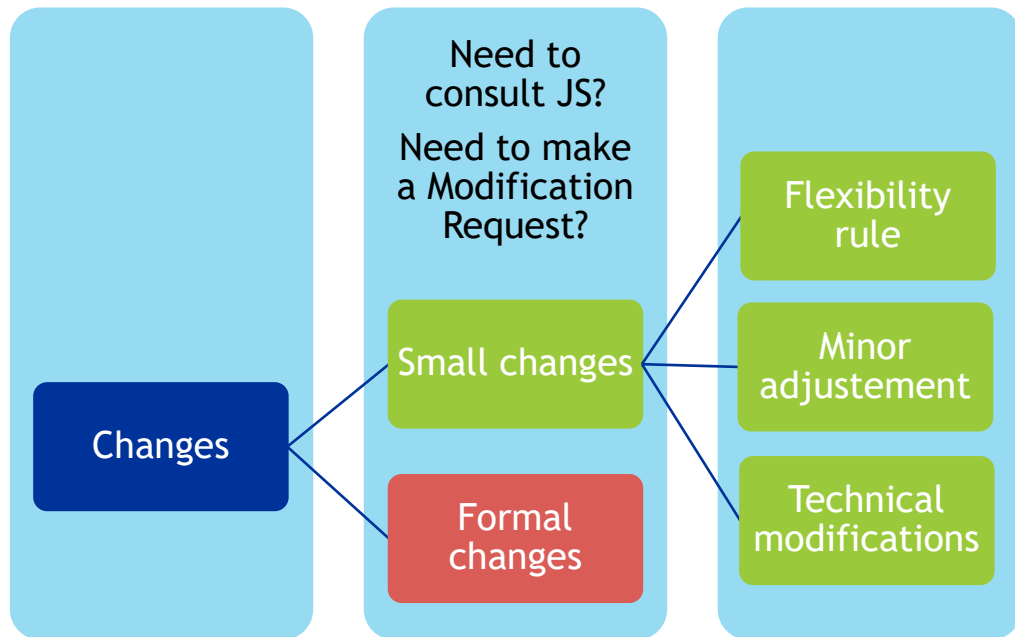
Project Implementation Webinar

Project Modifications

Tiina Keinänen

4 September 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 cost categories 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 (lead) partner’s name, legal status or contact person

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

Interreg



Co-funded by
the European Union

Central Baltic Programme

Project Implementation Webinar

Project closure and duties after the project end

Tiina Keinänen

4 September 2024 | Online

Content

- Sustainability of project results
- Project closure and closure period
- Final report
- Duties after the project

Sustainability of project

- Making lasting results/impact together
- Focus on results from the very beginning
- Programme objective specific and project specific



TARGET GROUPS'
INVOLVEMENT



USE OF OUTPUTS/
DELIVERABLES



MAINTENANCE OF
OUTPUTS/
DELIVERABLES



DISSEMINATION
AND
COMMUNICATION

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 template
 - 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 administration
- Feedback for the Programme
- Sent both for the lead partner and project partners

Duties after the project end

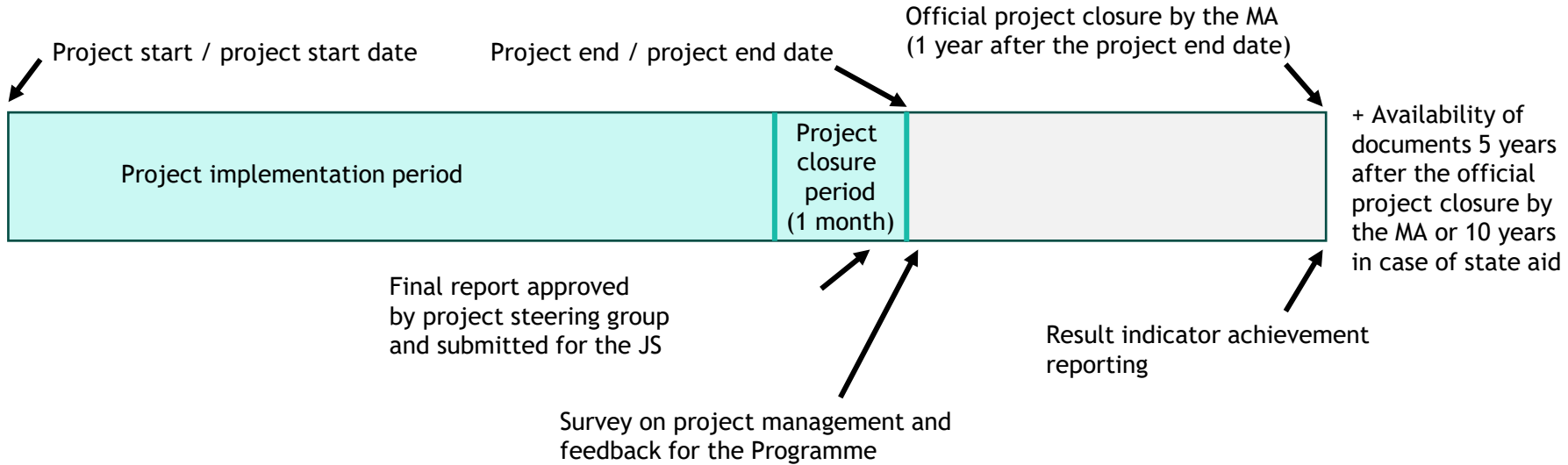
- All project outcomes should be publicly available
 - Update your project webspace by filling in the main outcomes and achievements
 - Plan well ahead how the project outcomes will be maintained and kept alive
- All project documents (audit trail) should be kept available 5 years after the official 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 achievement 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



Central Baltic 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

Interreg



Co-funded by
the European Union

Central Baltic Programme

www.centralbaltic.eu



CentralBaltic



Central Baltic Programme



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



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