

**Interreg**



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Central Baltic Programme

# Project Implementation Webinar

23. – 24.9.2025 | Online

# Aim of the webinar

- To provide support and tools for project implementation and reporting
- 4<sup>th</sup> call projects as the main target group
  - Lead partners
  - Project partners

# Agenda 23 September

- **13:00 - 13:05 Welcome**
- 13:05 - 13:45 Project implementation
- 13:45 - 14:20 Results and outputs in project implementation
- **14:20 - 14:40 Break**
- 14:40 - 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 24 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**

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# Project Implementation Webinar

Project Implementation – an overview

Samu Numminen | 23.9.2025 | Online

# Programme Principles

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

# Result orientation

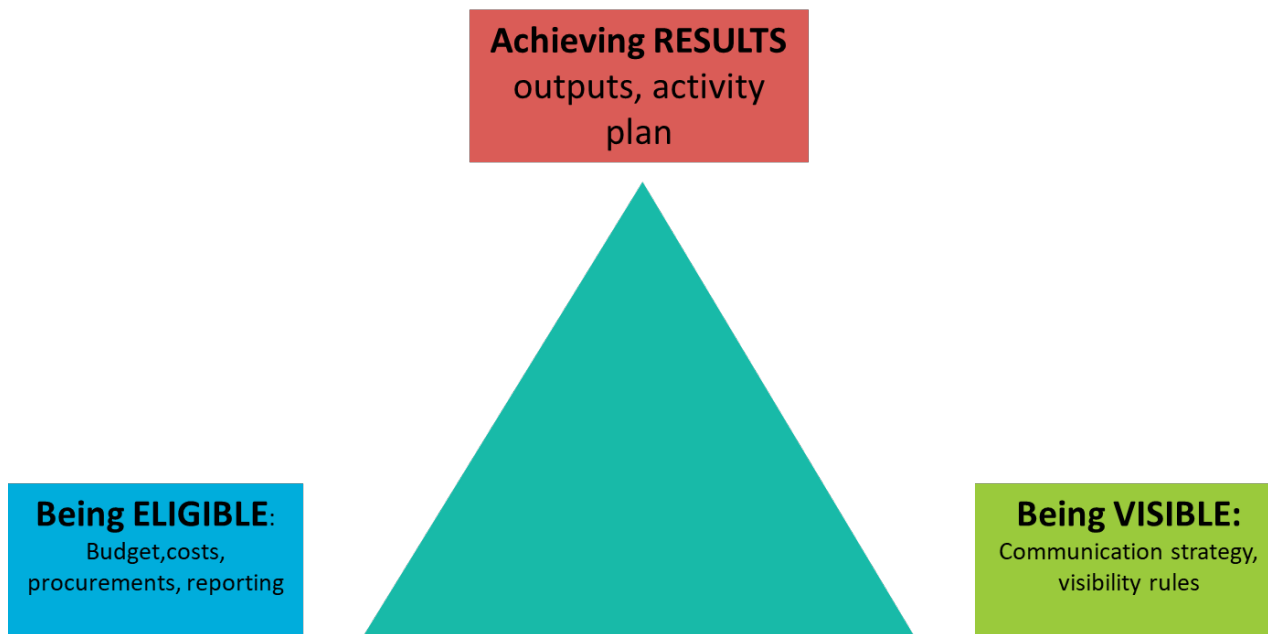
- Achieving changes together => cross-border partnerships

Programme objective - Result indicator - Target value

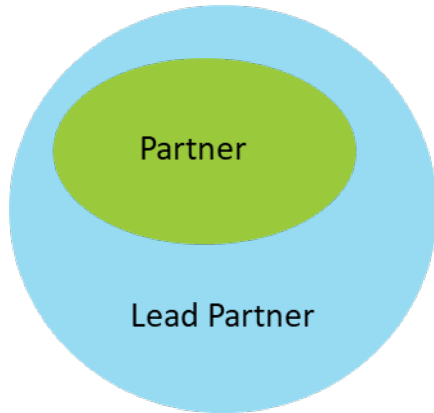
*The change targeted together!*

- **Projects** are the only means to achieve programme results  
=> the projects with the best results, 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 proactively 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/GBER 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

# 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 for achieving sustainable results



Keep 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 (regular projects)





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

 Updating your project webspace on the [centralbaltic.eu](http://centralbaltic.eu) website

 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!



# Project steering group work and role in the project implementation

# Roles in the implementation



A Project Steering Group (SG) 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



Fees or compensation are not eligible for SG members

# The SG focuses 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 tasks (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 tasks (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

# 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](http://www.centralbaltic.eu)

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

## Some common guidelines

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

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# Project Implementation Webinar

Results and outputs in project implementation

Ülari Alamets | 23.9.2025 | 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

Central Baltic Programme

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 a result, **the number of companies which achieve scaled-up statuses** ( E.g. attract investment, develop new product or expand their team).



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

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**

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



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

PROGRAMME OBJECTIVE 7  
Improved public services and solutions for the citizens

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 = cross-border value added
- Each project contributes directly to one Programme Objective.

# 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:

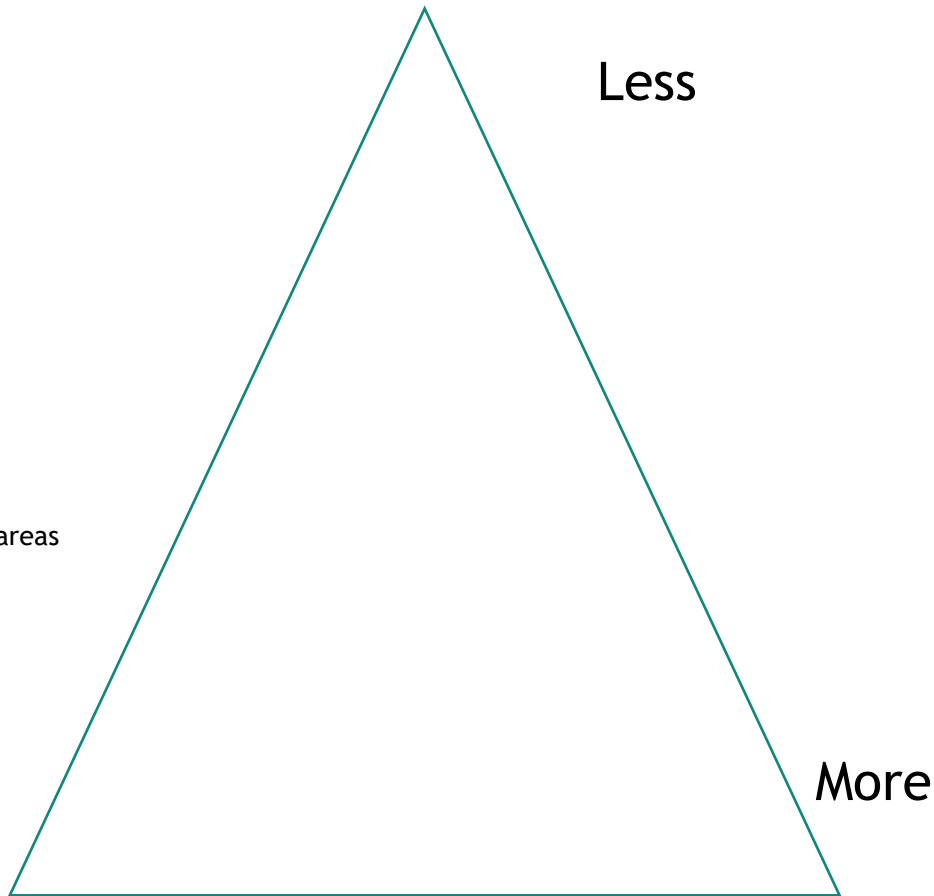
- PO 1 - PSR1 - **companies with sales**
- PO 2 - PSR2 - **companies scaled-up**
- PO 3 - PSR3 - **improved CE chains**
- PO 4 - PSR4 - **improved load sources**
- PO 5 - PSR5 - **improved transport areas, nodes**
- PO 6 - PSR6, PSR7, PSR8 - **people, organisations**
- PO 7 - RCR104 - **public services,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

Row ID	Field	Indicator metadata
1	Indicator code	PSO1
2	Indicator name	<b>The number of projects targeting intermodal transport nodes and areas</b>
3	Measurement unit	Organizations (incl companies)
4	Type of indicator	Programme Specific Output Indicator
5	Baseline	not required
6	Milestone 2024 (as 31.12.24)	0
7	Target 2029 (as 31.12.29)	9 (8-12 financed projects)
8	Priority	<b>P 2 Improved Central Baltic environment and resource use</b>
9	Programme Objective	<b>PO 5 Decreased CO2 emissions</b>
10	Definition and concepts	The outputs are measured as the number of financed and implemented projects
11	Data collection	MA monitoring system.
12	Time measurement	1 year (12 months).
13	Aggregation issues	All financed projects under PO 5 will be aggregated into one numeric value.
14	Reporting	Annually.
15		References
16	Corresponding corporate indicator	
17	Notes	
18		Examples: The current CB programme SO 3.1

# PO 1 results and outputs

Result:

PSR1 - Companies with achieved sales and contracts to new markets

Outputs:

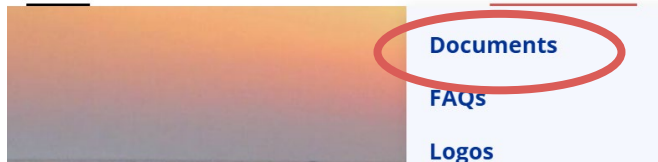
RCO4 - Enterprises with nonfinancial support

RCR04 - SMEs introducing marketing or organisational innovation

PO 1 integrated template for documenting outputs and results

# Outputs and results reporting Templates?

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



## Output and result indicator templates

### 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

**PO4 Output indicators template**



# PO 2 results and outputs

Result:

PSR2 - Number of scaled-up new growth companies - RESULT

Output:

RCO4 - Enterprises with nonfinancial support - OUTPUT

PO 2 integrated template for documenting outputs and results

# PO 3 results and outputs

Result:

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

Output:

RCO81 - Participations in joint actions across borders

RCO84 - Pilot actions developed

PO 3 template for documenting outputs (RCO81)

# PO 4 results and outputs

Result:

PSR4 - The number improved urban and agricultural load sources

Outputs:

RCO81 - Participations in joint actions across borders

RCO84 - Pilot actions developed

PO 4 template for documenting outputs (RCO81)

# PO 5 results and outputs

## Results:

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

## Outputs:

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

## Results:

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

## Outputs:

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

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

PO 6 integrated 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 integrated 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 table
- The Outputs/Results recording table should be attached to the project report in which achievements are reported

# Reporting outputs in project report

## Work plan progress

Work package 1

PO101: Enterprises with non-financial support

Company

Delivery Period	Target Value	Achieved in two last reporting periods	Cumulative value
Period 6, month 31 - 36	90,00	19,00	19,00

Project report period 2 in Jems

### Progress towards outputs

The project's second-period activities engaged a total of 19 companies (10 Estonian and 9 Finnish).

PO 1 outputs and results reporting template

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

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

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

# Project report - reporting results

## Project results

### Result 1

Programme result indicator

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

**Project report period 4 in Jems**

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

**PO 1 outputs and results reporting template**

Describe progress achieved

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

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

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

<b>PARTNER ACTIVITIES</b>	Activity 1	Activity 2	Activity 3	Activity 4	Activity 5	Activity 6	Activity 7	Activ
	20-21/09/23 Tallinn, Estonia	22/11/2023 Online, Helsinki	30/11/2024 Online, Helsinki	27/03/2024 Helsinki, Finland	03/04/2024 Online, 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

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# Project Implementation Webinar

Project communication

Kersti Valde-Komp | 23 September |

## Today's topics

- Requirements
- Project Webspace
- Communication
- Images
- Programme support
- Event quality
- 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 webpace  
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.



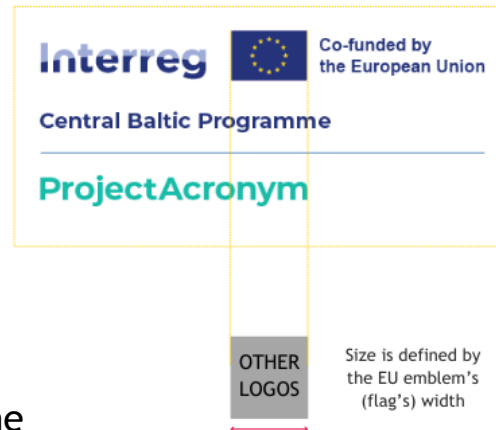
# Reminder: use of supplementary visuals

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).

# Correct sizing spacing of other logos



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

# Example of correct sizing with other logos



Central Baltic Programme

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**BalticReed**



## In a nutshell

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



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.

## EXAMPLES

Showcasing project logos  
on social media and other materials

# Examples: On social media



# Examples: On social media

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**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 →**

IGNITE, TAPPOOL, SWEDISH INCUBATORS & SCIENCE PARK, Nordenskiöld Science Park, BUSINESS TURKU



**businessstku** • Follow



**businessstku** 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.tehnapol.ee/](https://scale-able.tehnapol.ee/)

#CentralBalticProgramme #ScaleAble #StartupTurku #Startupit  
 15 w



5 likes  
 13 May

Add a comment...


Post

# Examples: On social media




Join now

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**Bridging4Growth**  
International Trade and Development  
Supporting innovative Central Baltic SMEs to expand to new markets: USA, Canada, Brazil & Uzbekistan

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## 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



**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](#), [Länsstyrelsen 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**

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Central Baltic Programme  
[Bridging4Growth](#)

👍❤️🗨️ 72 · 9 Comments

# More examples





**Bridging4Growth**

International Trade and Development

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

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**Silver Entrepreneurs**  
Redefining the golden years

**Silver Entrepreneurs**  
Empowering Silver Entrepreneurs  
Professional Training and Coaching · 20 followers · 2-10 employees

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**Silver Entrepreneurs**  
11 likes · 22 followers

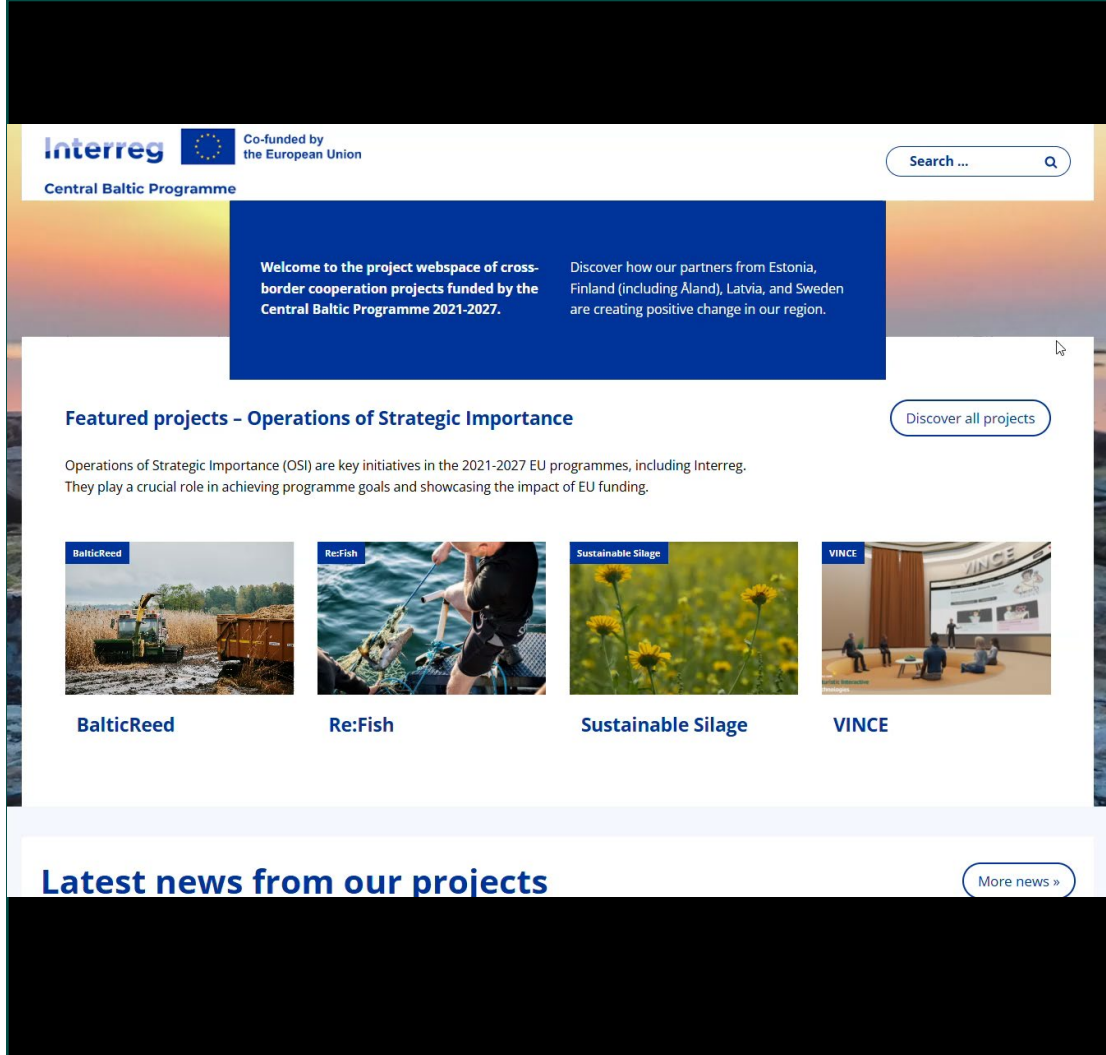
[Message](#) [Like](#) [Search](#)

# On other materials



# 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



The screenshot shows the website for the Interreg Central Baltic Programme. At the top, there is a navigation bar with the Interreg logo, the European Union flag, and the text 'Co-funded by the European Union'. Below this is the 'Central Baltic Programme' title and a search bar. A large blue banner contains a welcome message: 'Welcome to the project workspace of cross-border cooperation projects funded by the Central Baltic Programme 2021-2027.' and a sub-message: 'Discover how our partners from Estonia, Finland (including Åland), Latvia, and Sweden are creating positive change in our region.' Below the banner is a section titled 'Featured projects - Operations of Strategic Importance' with a 'Discover all projects' button. A paragraph explains that Operations of Strategic Importance (OSI) are key initiatives in the 2021-2027 EU programmes. Below this are four project cards: 'BalticReed' (a harvester in a field), 'Re:Fish' (a person fishing), 'Sustainable Silage' (sunflowers), and 'VINCE' (a meeting room). At the bottom, there is a 'Latest news from our projects' section with a 'More news »' button.

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Central Baltic Programme

Search ...

Welcome to the project workspace of cross-border cooperation projects funded by the Central Baltic Programme 2021-2027.

Discover how our partners from Estonia, Finland (including Åland), Latvia, and Sweden are creating positive change in our region.

Discover all projects

Featured projects - Operations of Strategic Importance

Operations of Strategic Importance (OSI) are key initiatives in the 2021-2027 EU programmes, including Interreg. They play a crucial role in achieving programme goals and showcasing the impact of EU funding.

**BalticReed**

**Re:Fish**

**Sustainable Silage**

**VINCE**

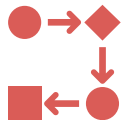
Latest news from our projects

More news »

# 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**

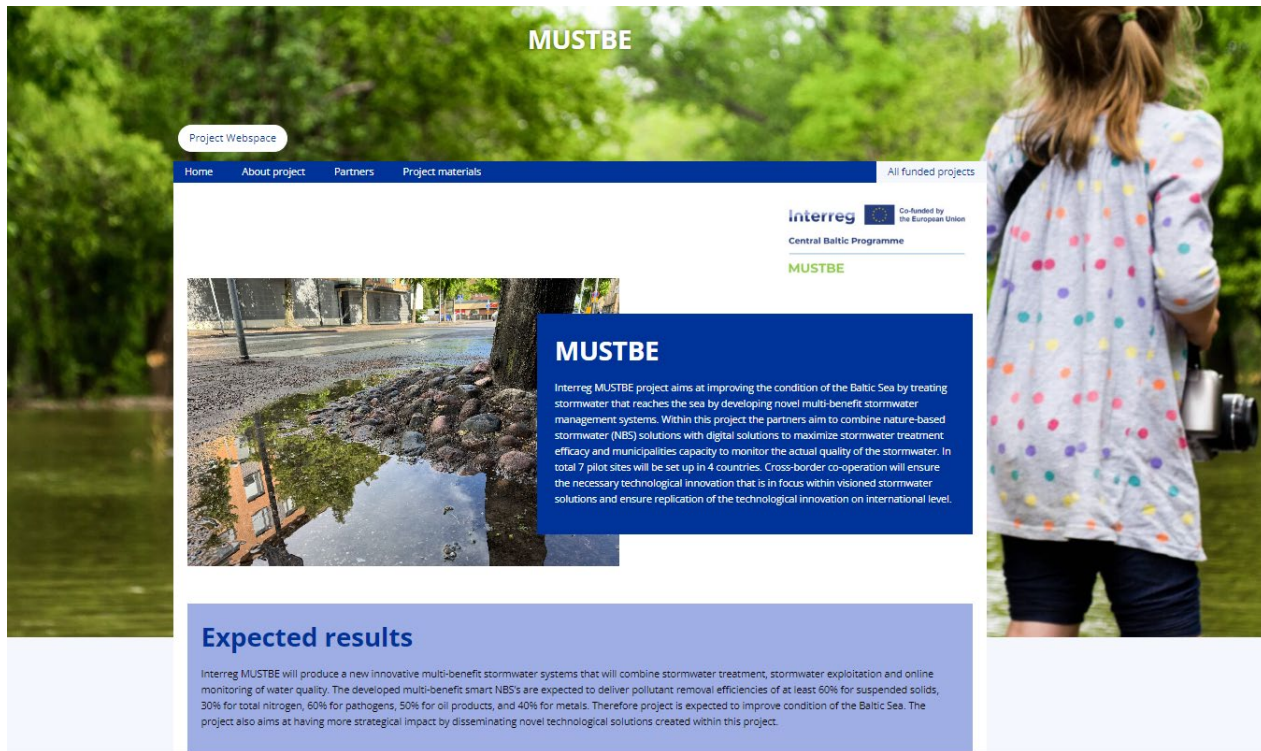
# Keep in mind!

- Appoint someone to work with your Project webspace!
- Agree where do you keep the username and password



# EXAMPLES


## Home



MUSTBE

Project Webspaces

Home About project Partners Project materials All funded projects

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

**MUSTBE**

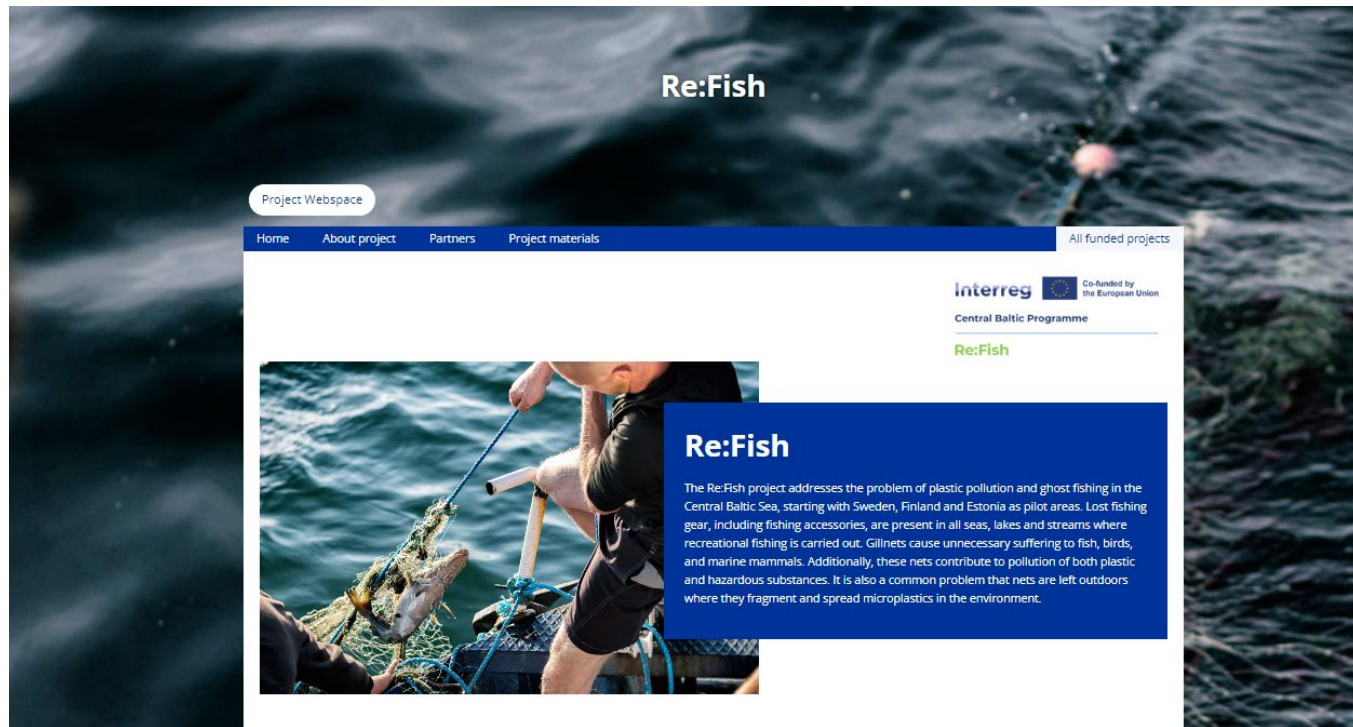
Interreg MUSTBE project aims at improving the condition of the Baltic Sea by treating stormwater that reaches the sea by developing novel multi-benefit stormwater management systems. Within this project the partners aim to combine nature-based stormwater (NBS) solutions with digital solutions to maximize 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.

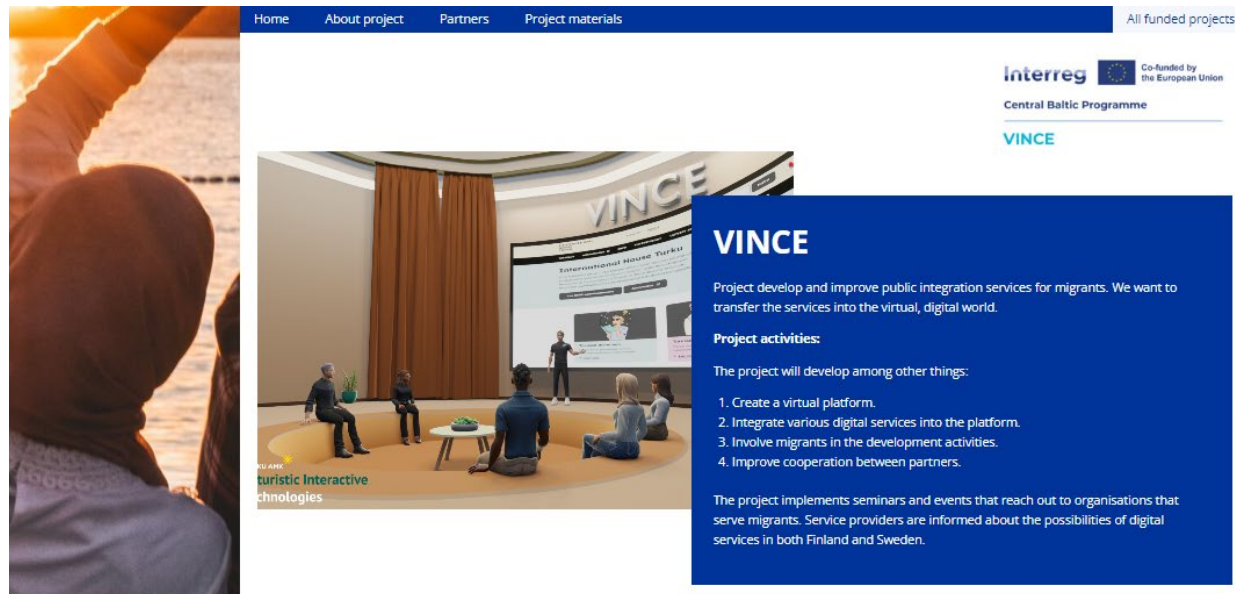
# EXAMPLES

## 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.

# „About project“ page



Every project must add content to the “About project” page when the implementation starts. Do not leave this page empty.



The About project page provides an opportunity to introduce your project to visitors and explain it in more detail.



Here are some suggestions for content:

Explain why you started the project and what problem you aim to solve.

Highlight the impact your project will have on your target groups.

# EXAMPLE

## About project NAT-TOUR-EXPO

Home About project Partners Project materials All funded projects

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

**Project goals**

The objectives of the project are to develop a joint Latvian-Estonian nature tourism product tailored for the UK market, to launch it through a dedicated marketing campaign, and to achieve sales. The nature tourism product will be based on individual SME nature tourism products, professionally packaged and accessible from an innovative specialized nature tourism web platform linking directly product providers with the market – free independent travelers, specialized interest groups, and tour operator companies specialized in Baltic countries. The nature tourism product will include wildlife and birding holidays, nature photography, soft adventure: hiking, walking, cycling, boating, and also touring programs to include elements and values of nature, e.g., botanical, wildlife spotting, wellness/Spa, food and foraging. This concept meets the current demand in the UK market where nature tourism, escape to nature, rural holidays, outdoors wildlife are on-trend words.

**PRODUCTS AND SERVICES**

**BALTIC NATURE TOURISM**  
Latvia - Estonia

- WILDLIFE WATCHING
- ACTIVE TOURISM
- SOUL TOURS
- FOOD AND FORAGING
- NATURE EDUCATIONAL
- NATURE CAPTURE
- NATURE EXTREME

[www.balticnaturetourism.com](http://www.balticnaturetourism.com)

# EXAMPLE

## About project MUSTBE

### 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



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 shown. The main content area features a large heading 'Take your SMEs business to markets outside of the EU' with a sub-heading 'BRIDGING 4 GROWTH'. A short paragraph describes the project's goal: 'Ready to expand your business to USA, Canada, Brazil or Uzbekistan? We provide you with the support you need to grow abroad and land your next sales contract.' Below this is a button labeled 'Apply here'. To the right of the text is a photograph of a person walking across a modern concrete bridge with a metal railing, set against a blue sky with clouds.

### Why B4G?

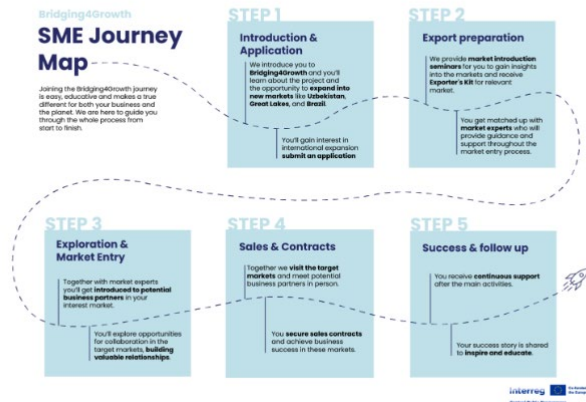
Bridging4Growth was born out of a simple yet critical realization – many **Small and Medium-sized Enterprises (SMEs)** have immense potential to thrive on a **global scale**, but they often face formidable barriers when trying to tap into international markets. The challenge lies in the lack of resources, 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

## 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

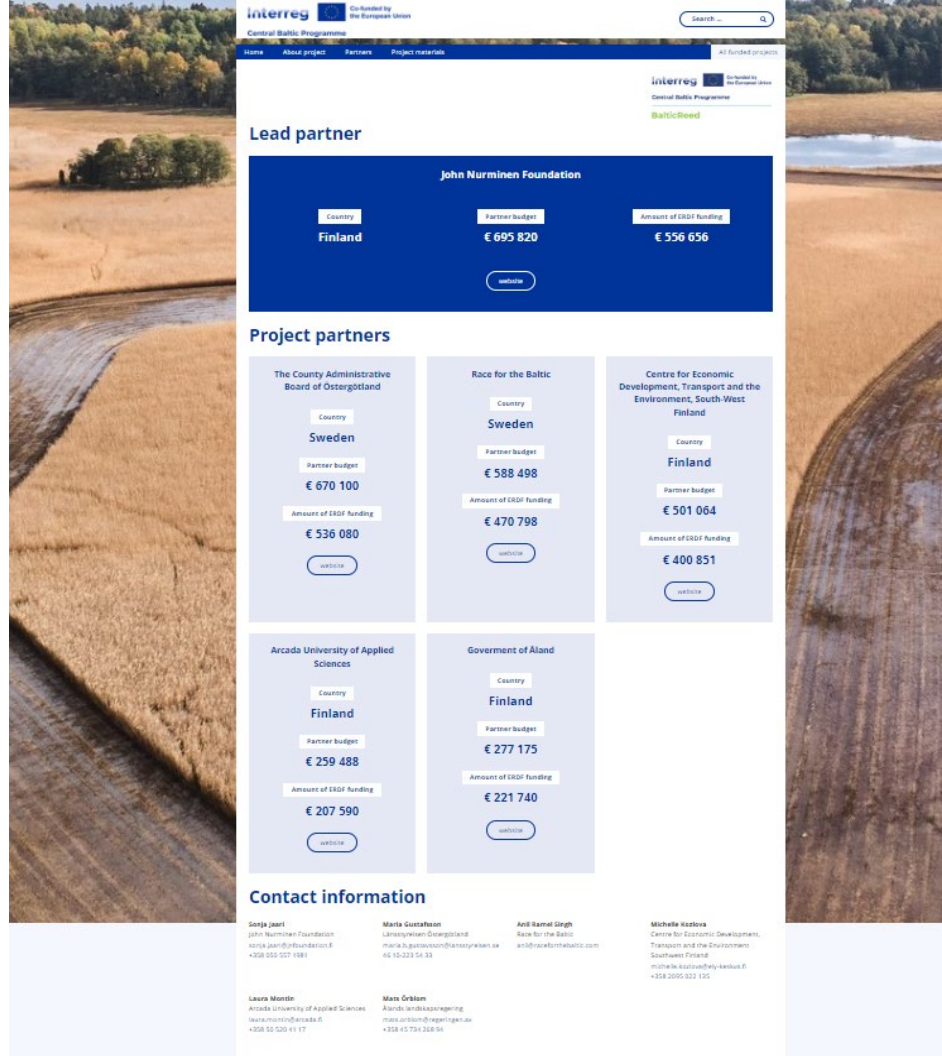


The screenshot shows a website for the 'SocEntYouth' project. At the top, there is a navigation menu with links for 'Home', 'About project', 'Partners', 'Project materials', and 'All funded projects'. The main header area includes the 'Interreg' logo, the European Union flag, and the text 'Co-funded by the European Union', 'Central Baltic Programme', and 'SocEntYouth'. The main content area features a large image of two people in profile, with the text 'Social Entrepreneurship for Youth Empowerment in Finland and Latvia' overlaid. Below this image are four blue buttons with white icons and text: 'Why?' (with a question mark icon), 'What?' (with a document icon), 'How?' (with a checkmark icon), and 'Target Audience' (with a person icon).

EXAMPLE

# Partners

## BalticReed



interreg Co-funded by the European Union

Central Baltic Programme

Home About project Partners Project materials All funded projects

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

### Lead partner

**John Nurminen Foundation**

<b>Country</b> Finland	<b>Partner budget</b> € 695 820	<b>Amount of ERDF funding</b> € 356 656
<a href="#" style="border: 1px solid white; border-radius: 10px; padding: 5px 15px; text-decoration: none; color: white;">website</a>		

### Project partners

**The County Administrative Board of Östergötland**

<b>Country</b>	Sweden
<b>Partner budget</b>	€ 670 100
<b>Amount of ERDF funding</b>	€ 536 080
<a href="#" style="border: 1px solid #003366; border-radius: 10px; padding: 5px 15px; text-decoration: none; color: #003366;">website</a>	

**Race for the Baltic**

<b>Country</b>	Sweden
<b>Partner budget</b>	€ 588 498
<b>Amount of ERDF funding</b>	€ 470 798
<a href="#" style="border: 1px solid #003366; border-radius: 10px; padding: 5px 15px; text-decoration: none; color: #003366;">website</a>	

**Centre for Economic Development, Transport and the Environment, South-West Finland**

<b>Country</b>	Finland
<b>Partner budget</b>	€ 501 064
<b>Amount of ERDF funding</b>	€ 400 851
<a href="#" style="border: 1px solid #003366; border-radius: 10px; padding: 5px 15px; text-decoration: none; color: #003366;">website</a>	

**Arcada University of Applied Sciences**

<b>Country</b>	Finland
<b>Partner budget</b>	€ 259 488
<b>Amount of ERDF funding</b>	€ 207 590
<a href="#" style="border: 1px solid #003366; border-radius: 10px; padding: 5px 15px; text-decoration: none; color: #003366;">website</a>	

**Government of Åland**

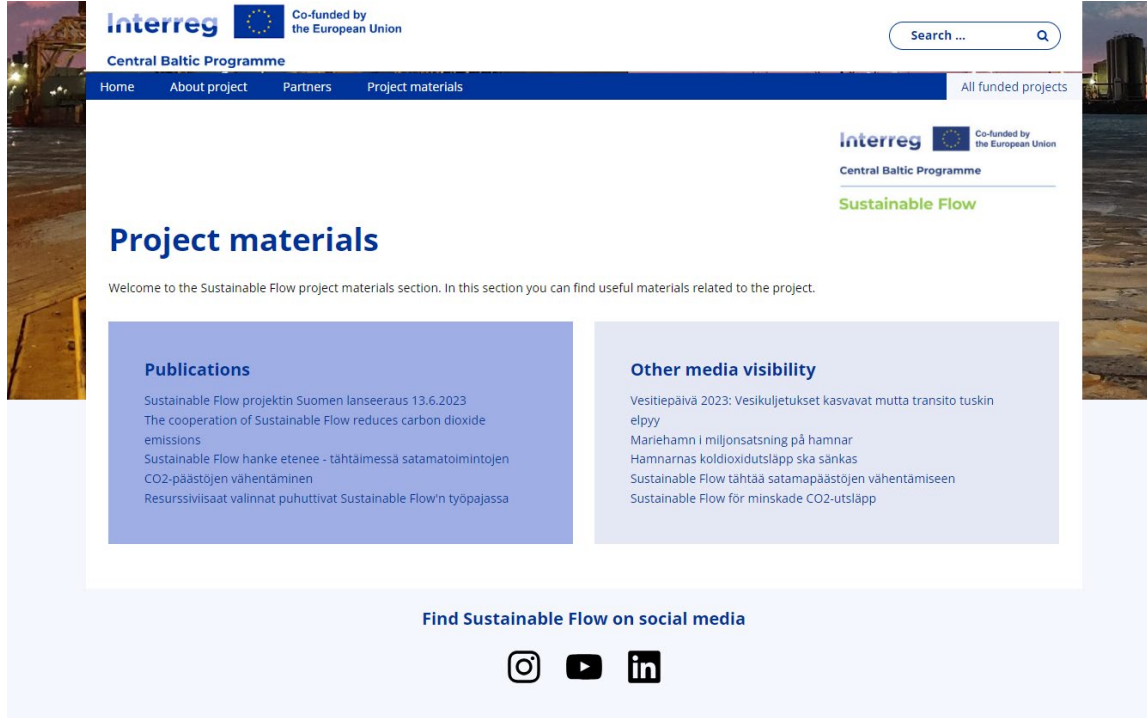
<b>Country</b>	Finland
<b>Partner budget</b>	€ 277 175
<b>Amount of ERDF funding</b>	€ 221 740
<a href="#" style="border: 1px solid #003366; border-radius: 10px; padding: 5px 15px; text-decoration: none; color: #003366;">website</a>	

### Contact information


<p><b>Senja Jaari</b> John Nurminen Foundation senja.jaari@foundation.fi +358 050 507 1981</p>	<p><b>Marja Gustafsson</b> Ålandsregion Östergötland marja.h.gustafsson@antalnyrmen.se +6 15-223 54 33</p>	<p><b>Andi Ramel Singh</b> Race for the Baltic andi@raceforthebaltic.com</p>
<p><b>Laura Montle</b> Arcada University of Applied Sciences laura.montle@arcada.fi +358 05 326 41 07</p>	<p><b>Mara Örnlén</b> Ålands landskapsregering mara.ornlén@regeringen.ax +358 45 754 248 64</p>	<p><b>Michelle Kesteven</b> Centre for Economic Development, Transport and the Environment, South-West Finland michelle.kesteven@yly.fi +358 2055 032 135</p>

# EXAMPLE

## Project materials Sustainable Flow




The screenshot shows the website for the Sustainable Flow project materials section. The page features a dark blue navigation bar with the Interreg logo, the text 'Co-funded by the European Union', and the 'Central Baltic Programme' title. A search bar is located in the top right corner. The main content area is divided into two columns: 'Publications' and 'Other media visibility'. The 'Publications' column lists three items related to the Sustainable Flow project's impact on carbon dioxide emissions and resource efficiency. The 'Other media visibility' column lists three media mentions from 2023, highlighting the project's role in reducing CO2 emissions and supporting sustainable development. At the bottom of the page, there is a section for social media links, including icons for Instagram, YouTube, and LinkedIn.

Interreg  Co-funded by  
the European Union

Central Baltic Programme

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 CO<sub>2</sub>-päästöjen vähentäminen
- Resurssivisaat valinnat puhuttivat Sustainable Flow'n työpajassa

#### Other media visibility

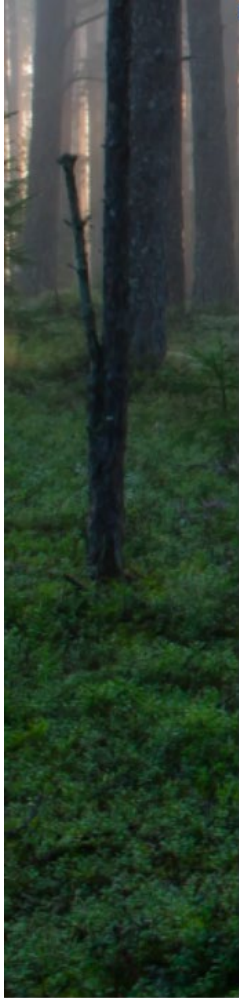
- Vesitiepäivä 2023: Vesikuljetukset kasvavat mutta transito tuskin elpyy
- Mariehamn 1 miljonsatsning på hamnar
- Hamnarnas koldioxidutsläpp ska sänkas
- Sustainable Flow tähtää satamapäästöjen vähentämiseen
- Sustainable Flow för minskade CO<sub>2</sub>-utsläpp

Find Sustainable Flow on social media

# EXAMPLE

# News NAT-TOUR-EXPO



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, boating and also touring programs to include elements and values of nature, e.g., botanical, wildlife spotting, well-being, food and foraging.

### Expected results

By 2024 in Latvia and in 2025 in Estonia will be achieved 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 zekojas"

### Project News

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

Tuesday, July 02, 2024 - 12:41  
**UK touroperator FAM trip in Latvia, 10.-13.06.2024.**  
Read more »

Monday, July 01, 2024 - 11:22  
**LNTA Nature Tourism Photography Masterclass 10.06.2024**  
Read more »

Sunday, June 23, 2024 - 14:52  
**Estonian-Latvian study trip to Finland Nature and active tourism April, 25.-28. 2024**  
Read more »

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

Tuesday, April 16, 2024 - 21:01  
**Nature Tourism SME's Visit in Tallinn and Soomaa 11.-12.03.2024.**  
Read more »

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

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

# EXAMPLE

# News INGOs

## 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

## 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 »](#)

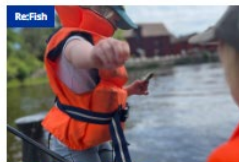
## Project Events



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**

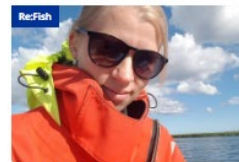
[Read more »](#)



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 Kliimaministerium in Estonia**

[Read more »](#)

# EXAMPLE

## Partner logos

NBSCALE

Ce4Re

NORTHBOUND  
SCALEUPS

movexum

BUSINESS  
TURKU



Find NBSCALE on social media



Pyhäjärvi-instituutti

EKOMAT  
CENTRUM



Find Ce4Re on social media



EXAMPLE

Gallery

## Gallery



Find Sustainable Silage on social media



# Remember the user manual!

[Project Webspaces User Manual 3.0](#)



# Communicating your project

Use  
appropriate  
channels

Highlight EU  
support

Tell a story

Use simple  
language

Collaborate

But did you see the elephant?



Talk about the  
ENTIRE elephant!

# Clear. Then what?

Share your  
progress!

Utilise  
relevant social  
media and  
networks

Be proactive!

Tag  
@centralbaltic

# Image licences and proper use



## Types of image licenses

- Public Domain, Creative Commons, Royalty-Free, and Rights-Managed are key image license types to know.

## Sourcing legal images

- Use free and paid platforms with clear licenses to find high-quality, legally safe images for projects.

## Correct attribution practices

- When attribution is required, include the author's name, source, license type, and a link.

# Where to find legal images?

## Free

- [Unsplash](#)
- [Pexels](#)
- [Pixabay](#)



Reliable sources include free platforms, which mostly offer public domain or CC0 images.

## Paid:

- [Shutterstock](#)
- [Adobe Stock](#)



For more specialised needs, paid platforms are great options.

# Unsplash

The screenshot shows a digital image gallery interface. At the top left, there are navigation icons: a close button (X), a grid view icon, a home icon, a search icon, a download icon, and a back arrow. The main content area features a large image of the words "SHARE BETTER" in white, blocky letters with small numbers below each letter, set against a solid green background. Above the image, the user's name "Edward Howell" and a blue "Available for hire" badge are visible. To the right of the image are icons for a heart, a plus sign, "Edit image", and a green "Download free" button. Below the image, statistics are shown: "Views 3,033,828" and "Downloads 20,919". To the right of these are "Featured in Photos, Health & Wellness" and buttons for "Share", "Info", and a menu icon. Below the statistics, the image's location "London, UK", publication date "Published on June 25, 2020", camera model "Canon, EOS 750D", and license "Free to use under the Unsplash License" are listed. At the bottom, a horizontal scrollable list of tags includes: Wallpaper, Background, Green, Quote, Sustainability, Renewable Energy, Sustainable, Words, Eco Friendly, Earth Day, Eco, Inspiring, Flat Lay, Mother Nature, Green Economy, Slow Fashion, Green Revolution, Sustainable Investing, London, Text, and HD Wallpapers.

# Pexels



   Edit in Canva NEW  Free download 



 Free to use  
 Modern Tractors Harvesting in Open Field

 More info  Share 

# Pixabay

pixabay

Search Pixabay

Photos

Explore

Log in

Join

Upload



Free for use under the Pixabay Content License

Edit image Download

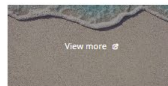
284 Save

Views 81,742  
Downloads 64,408  
[Show details](#)

RobertFrw  
46 followers Follow

Donate

Sponsored Images iStock LIMITED DEAL: 20% off with PIXABAY20 coupon



View more

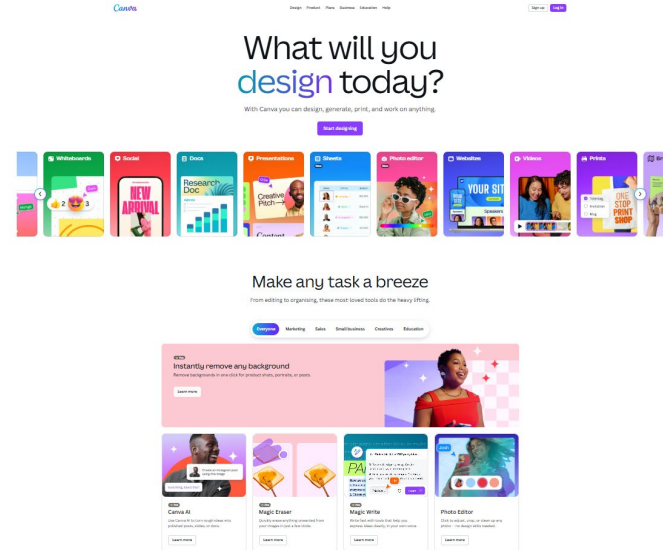
Sea, Beach, Sunrise image. Free for use.

# Take photos yourself!



# Canva

- Canva content is licensed, not copyright-free
- You're granted rights to use elements within Canva designs
- You do not own individual elements (photos, icons, etc.)
- **Permitted uses:** Presentations, social media, marketing materials
- Merchandise and digital products (as part of a design)
- Must be part of a unique, original composition



# How will we support you?

We will multiply  
your messages

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

Let us know if  
something  
happens

- Inform your Contact person at the JS

# Social media channels the programme uses

Facebook

X  
(Twitter)

LinkedIn

Instagram

# What about project events?



# 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 in our projects

Ivo Volt | 23.9.2025 | 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 is 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

Project id	CB0001111
Project acronym	Uhhuuu


Partner role / number	PP2
Partner name in English	Nice Organisation


<b>2</b>	<b>Total number of undertakings receiving aid</b>
----------	---

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

**Interreg**



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# Project Implementation Webinar

Jems Practicalities and Activity Reporting

Johanna Puhtila | 24.9.2025 | Online

# 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 23.9.



Separate session on eligibility and financial reporting to follow



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

# Topics today

Reporting overview

User privileges (access to reporting)

Contracting section and Project managers

Project reporting schedule

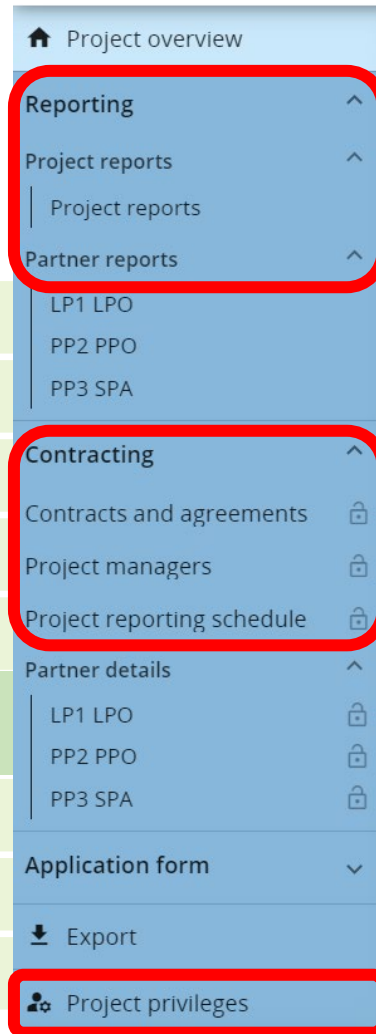
Types of reports

- Partner reports
- Project reports

Activity reporting (Work plan progress)

Reporting tips

Additional key points



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

# Reporting in Jems

- Jems <https://jems.centralbaltic.eu/>



- Access to reporting
  - Project privileges
  - Lead applicant with "manage" rights gives the access

# User privileges

- Each partner registers to Jems
- The lead partner assigns **user rights** for reporting and adds **user emails for each partner, including itself.**
- Lead partner adds his/her username under each partner with “view” rights.
- Lead partner must not have access to sensitive data in partner reports.

Reporting ^  
Overview ^  
Indicator Living Table  
Financial Living Tables  
Corrections  
Project reports ^  
Project reports  
Partner reports ^  
LP1 SE\_LP  
PP2 PP\_testing  
Contracting ^  
Contracts and agreements   
Project managers   
Project reporting schedule   
Partner details ^  
LP1 SE\_LP   
PP2 PP\_testing   
Application form v  
Export  
**Project privileges**  
Jems  
A harmonised tool  
by Interact

## Lead applicant

\* Jems username  
pille.laaksonen@centralbaltic.eu

view edit manage

\* Jems username  
tiina.keinanen@centralbaltic.eu

view edit manage

+

## LP1 SE\_LP

No control institution assigned

\* Jems username  
pille.laaksonen@centralbaltic.eu

view edit

Sensitive data

\* Jems username  
tiina.keinanen@centralbaltic.eu

view edit

Sensitive data

+

## PP2 PP\_testing

No control institution assigned

\* Jems username  
ivo.volt@centralbaltic.eu

view edit

Sensitive data

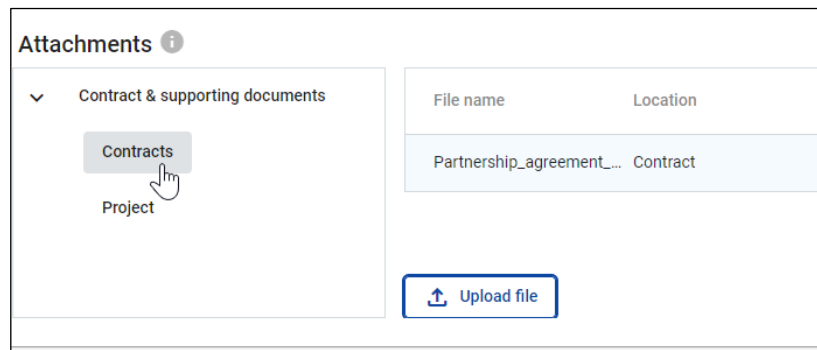
\* Jems username  
tiina.keinanen@centralbaltic.eu

view edit

Sensitive data

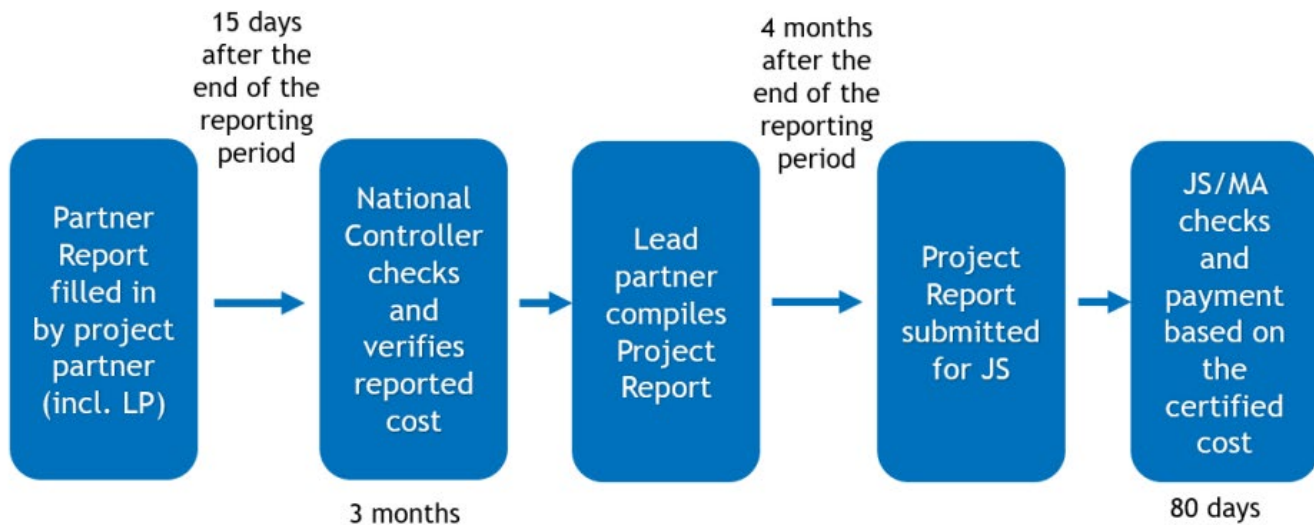
# Contracting and Project managers

- **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**.



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

# Reporting procedure






**NB!** The clock stops whenever a request for clarification is sent to lead partner. The duration needed to obtain the clarifications is not counted into the 80 days.

# 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.

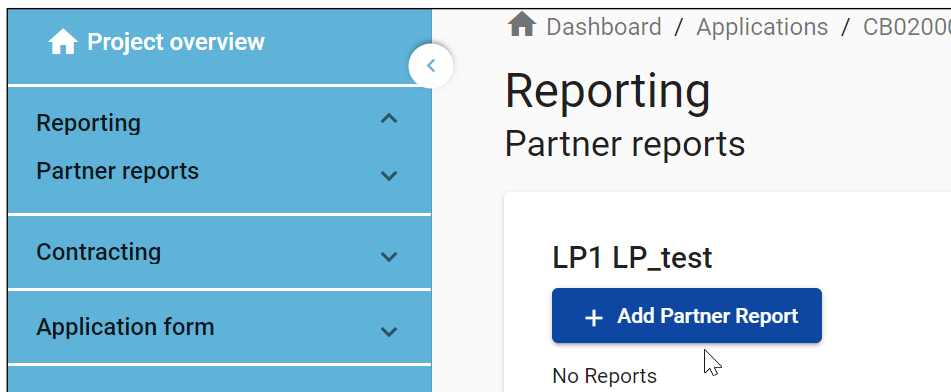
Period number	Period Start date	Period End date	Deadline for submission of Partner Reports to National controllers	Deadline for submission of Project Report to Joint Secretariat by LP
Period n <sup>o</sup> 1	01.04.2023	30.09.2023	15.10.2023	31.01.2024
Period n <sup>o</sup> 2	01.10.2023	31.03.2024	15.04.2024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

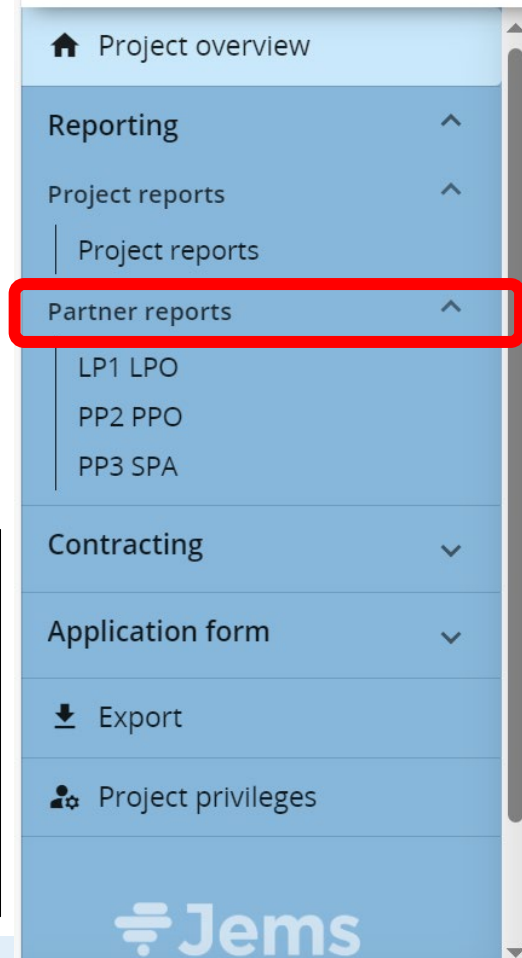
**NB!** Reporting schedule for each project is to be found under Contracts and agreements in Jems

# Partner Reports

- All partners, including the lead partner, report the **activities** they have implemented, and the **related costs** during the reporting period



The screenshot shows a web application interface. On the left is a sidebar menu with the following items: 'Project overview' (with a home icon), 'Reporting' (with an up arrow), 'Partner reports' (with a down arrow), 'Contracting' (with a down arrow), and 'Application form' (with a down arrow). The main content area has a breadcrumb trail: 'Dashboard / Applications / CB02000'. Below the breadcrumb, the page title is 'Reporting Partner reports'. There is a card for 'LP1 LP\_test' containing a blue button with a plus sign and the text '+ Add Partner Report'. Below the card, it says 'No Reports' with a mouse cursor hovering over it.



This screenshot shows a sidebar menu with the following items: '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', '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). At the bottom of the sidebar is the 'Jems' logo.

# Report identification

## 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.

Enter text here

## 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

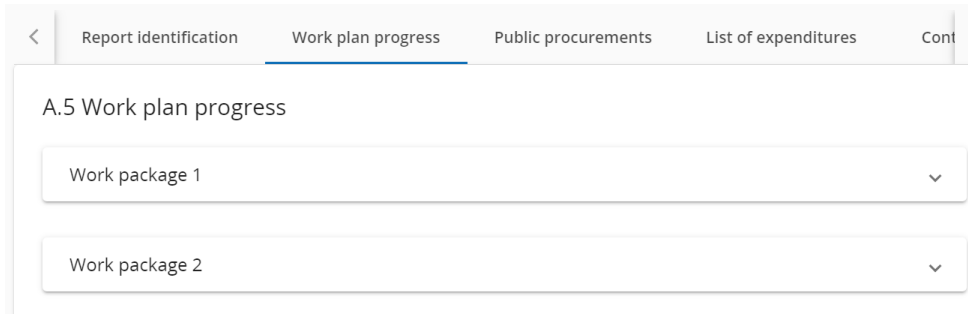
## Target groups

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

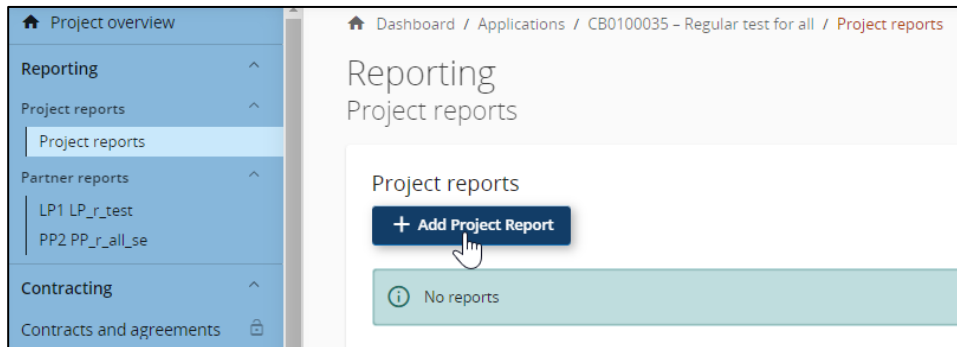
- Information about the work progress according to the work packages defined in the application form.
- A short summary of activities under the selected work package.
- **The progress of each implemented activity and evidence document to deliverables and outputs.**
- Recommended documentation format for the evidence is pdf format. Also 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 the heading 'A.5 Work plan progress'. Under this heading, there are two input fields, each containing a dropdown menu. The first dropdown menu is labeled 'Work package 1' and the second is labeled 'Work package 2'. Both dropdown menus have a small downward-pointing arrow on the right side.

# 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



🏠 Project overview

Reporting ^

Project reports ^

Project reports

Partner reports ^

LP1 LPO

PP2 PPO

PP3 SPA

Contracting v

Application form v

📄 Export

⚙️ Project privileges

# Report identification

- In **Project report** also the 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



**Progress** - the overall progress of the work package and the partners' involvement and contribution to the overall progress.



**Project specific objective and communication objective** - the progress of specific work package towards the objectives. Select also progress status (not achieved, partly achieved, fully achieved).



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

# Work plan progress / Project report

## Activities

- **Progress** made in each activity and deliverable.
- Select also **progress status**.
- **The evidence document** to activities and deliverables.  
Recommended documentation format for the evidence is pdf format. Also zip file can be used.

Activities

Please indicate progress made in each activity and deliverable.

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

Describe how you contributed to the progress made in this activity

Attachment: [📎](#)

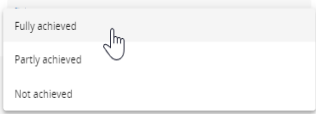
D 1.1.1 Drafting and compilation of training materials

Deliverable title  
Training package

Delivery period Period 1, month 1 - 6	Achieved in this reporting period	0,00	Cumulative value	0,00
--	-----------------------------------	------	------------------	------

Progress in this report

Attachment: [📎](#)



# Work plan progress / Project report

**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 Period 1, month 1 - 6	Achieved in this reporting period 0,00	Cumulative value 0,00
Progress in this report		
Attachment: <a href="#">📎</a>		

# Attachments and Report Annexes / Activity Reporting

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

## Report Annexes

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

## Other sections

- Deliverables relevant for the period

Project report PR.1

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

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 <sup>i</sup>	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 <sup>i</sup>	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

- **Save** changes regularly, especially before switching sections or logging out.
- **Follow the application form** in Jems during implementation and reporting.
- **Text fields** have a character limit, shown next to each box. Be precise: use only as many characters as needed to provide clear and concise information.
- Reporting in Jems is done in **English**. Annexes to the report may also be in national languages if English versions are not available.
- Regular reporting allows projects to monitor their implementation and progress. It also serves as a tool for the Joint Secretariat/Managing Authority to assess how well the project is meeting its targets.



# Reporting tips

- Provide **concise, clear, and understandable information** about implemented activities and main achievements;
- **Avoid specific terminology and abbreviations** unfamiliar to general readers;
- Provide information also about challenges and deviations encountered in project implementation. This helps the lead partner and programme staff tailor support and prevent future issues.
- **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 well in advance and don't forget a final check before submission.**

## Additional key points



Check that you have filled all the required parts of the report before submitting.



Please double check.



**NB!** Once the report has been submitted, no additional information can be added.

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# Project Implementation Webinar

## Eligibility and financial reporting

Pille Laaksonen | 24.9.2025 | Online

# Eligibility and financial reporting



Reporting procedure



Reporting simplified cost options



Reporting real costs



General rules

# 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

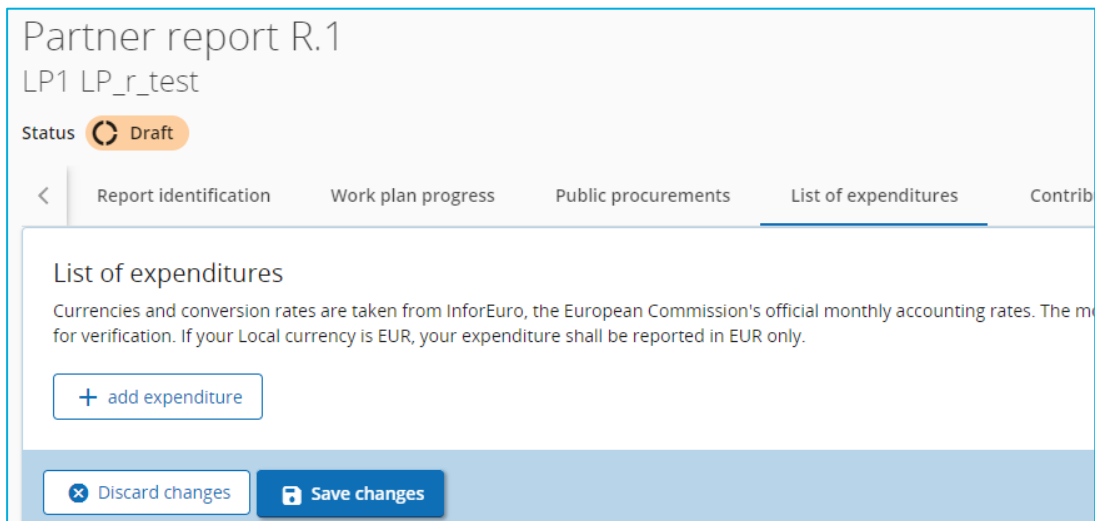
4 months after the end of reporting period

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

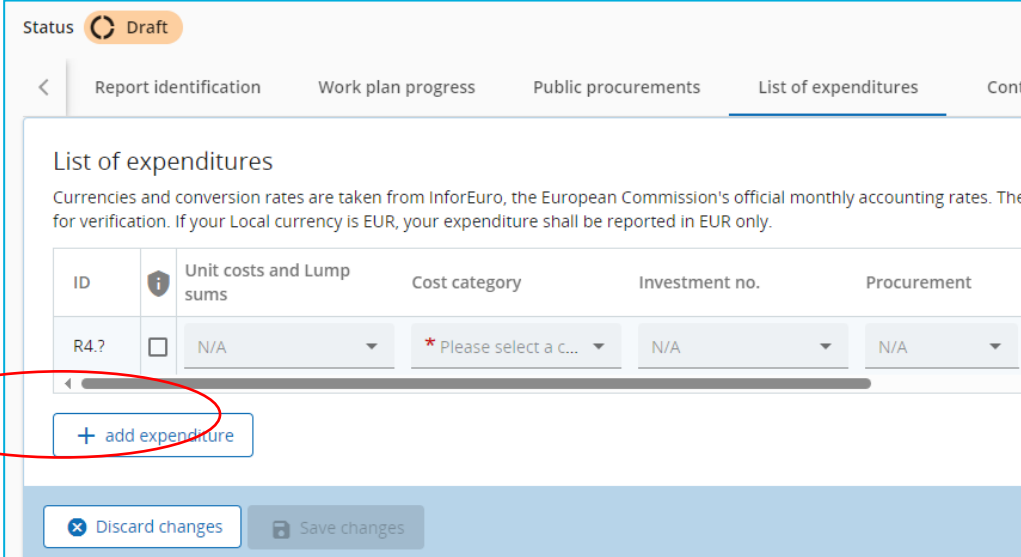
Currencies and conversion rates are taken from InforEuro, the European Commission's official monthly accounting rates. The m for verification. If your Local currency is EUR, your expenditure shall be reported in EUR only.


[+ 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

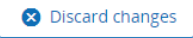
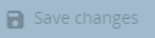
### List of expenditures

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 860 hours calculated for employees working part-time

# Staff costs

## REPORT OF HOURS AND EMPLOYMENT CONFIRMATION

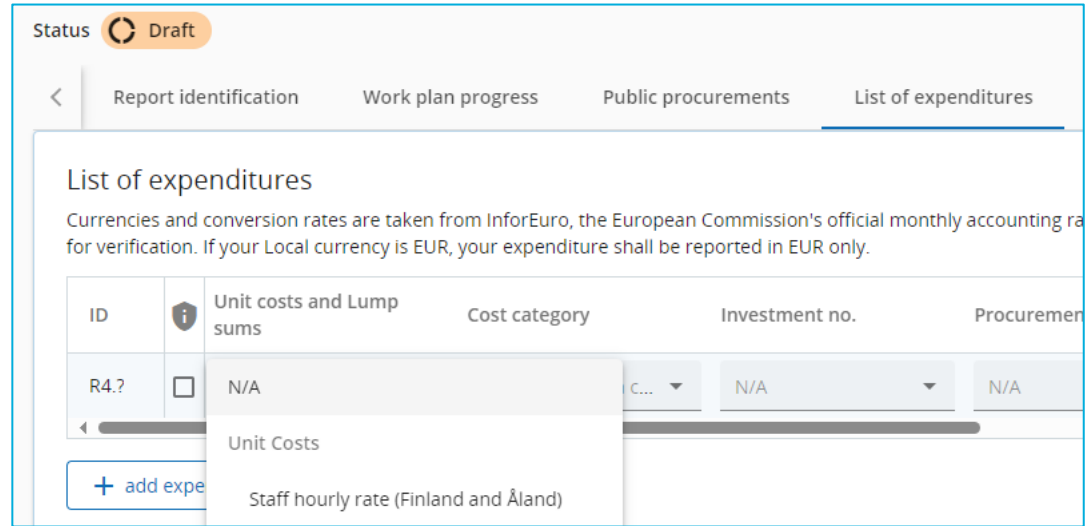
Version 3.2 of 8<sup>th</sup> September 2025


### ***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).*

- 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.?	<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	Working time/ week (hours)	Workload (incl. tasks and contracts outside the project)		No. of months for which staff costs are reported	Maximum hours	Figure to be entered in Jems	No. of hours worked in total (all contracts)
				Share of full- load (%) (full-time employee = 100%)					
Jane	Tester	Project Manager	20	50.00 %		2	143.33	143.33	344.00

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

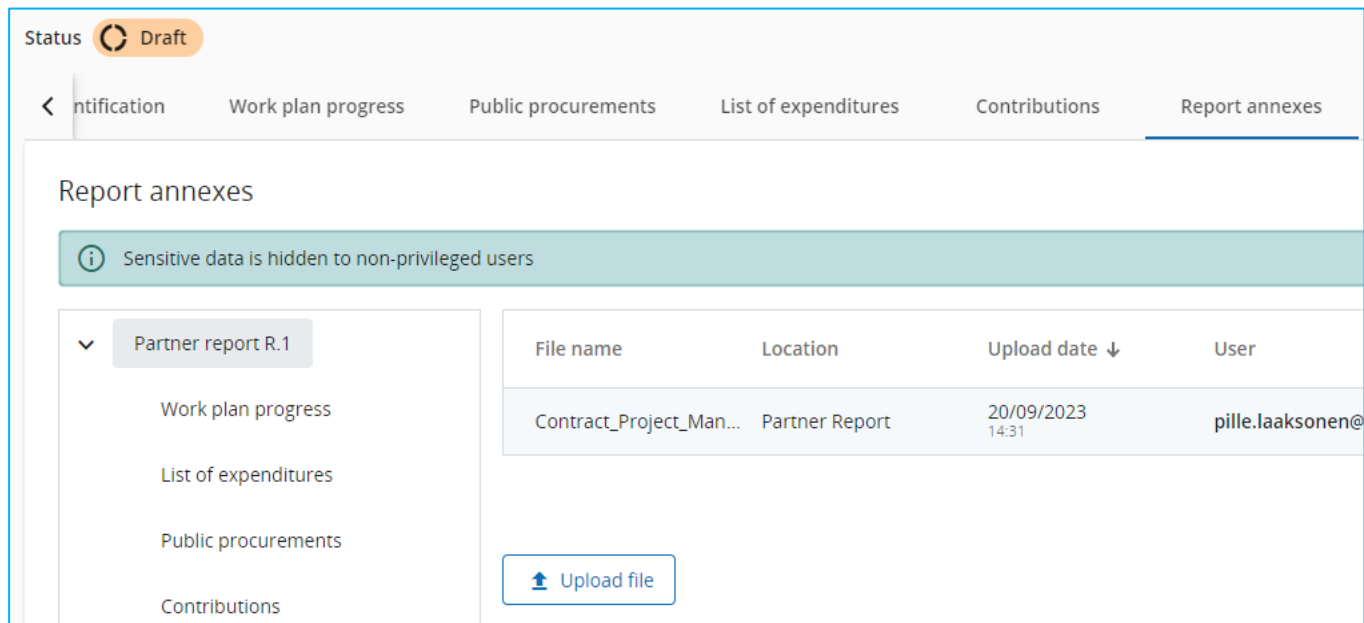
an progress   Public procurements   List of expenditures   Contributions   Report annexes   Report export   Final


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 signed '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.

# Flat rates

- 1) Office and administration (15% of reported staff costs)
  - 2) Travel and accommodation (15% of reported staff costs)
- Flat rates are added automatically for both cost categories
  - Costs included in flat rates cannot be reported as real costs







# 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		

+ add expenditure

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

# Face-to-face event unit cost

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

## List of expenditures

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

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

[+ add expenditure](#)

Name of the event

















Dates of the event

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

# Face-to-face event unit cost

## List of expenditures

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

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

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

# 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 Simplified Cost Options cannot be reported under any other cost categories as real costs

# Public procurement



For costs 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.

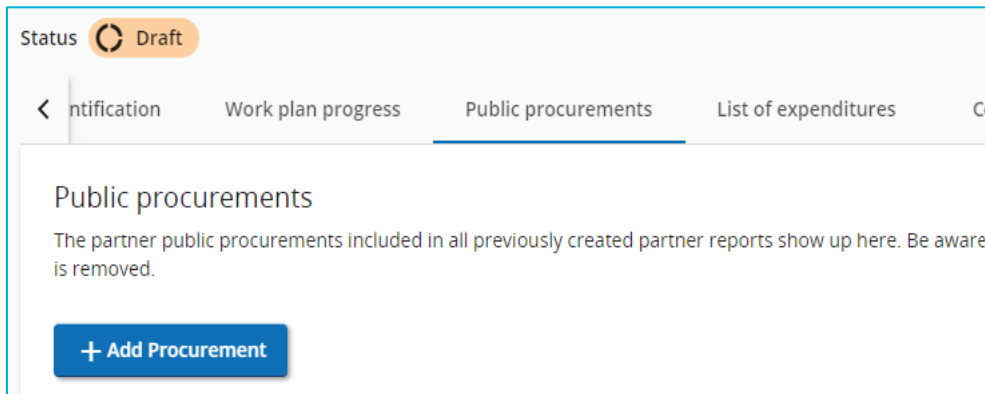


Public procurements should always be done according to national rules or following EU rules, depending on the thresholds.

Existing framework contracts can be used.

**Tendering/public procurement requirements apply to all partners!**

# Public procurement



- All procurements to which the Programme, national and EU level thresholds apply must be added in 'Public Procurements' section in the Jems
- Add procurements before reporting the related cost

# 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
Name from Public procurements section

- 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

Amount reported

- 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

Equipment items can be purchased, rented or leased. Depreciation of equipment is not eligible.

The full cost is eligible for purchasing investment type equipment items, which will remain in use by the partners and/or target groups after completion of the project.

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

Amount reported

- Attach evidence documents as PDF or ZIP file

# 4. 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](http://www.centralbaltic.eu)

Always refer to the last version of the documents on  
[www.centralbaltic.eu](http://www.centralbaltic.eu)

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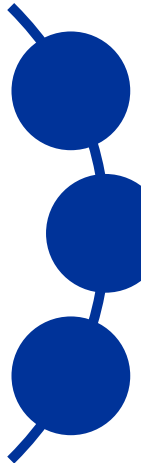
Central Baltic Programme

# Project Implementation Webinar

## Project modifications

Tiina Keinänen | 24.9.2025 | Online

# Types of project modifications

- 
- Minor changes
  - Flexibility rule
  - Formal project modifications

# 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

# Minor changes (1)

- Minor adjustments like
  - change of timetable for activities or deliverables
  - place of meetings (remember face-to-face event Simplified Unit Cost requirements)
- *communicated as deviations in Partner Report and Project Report*



# Minor changes (2)

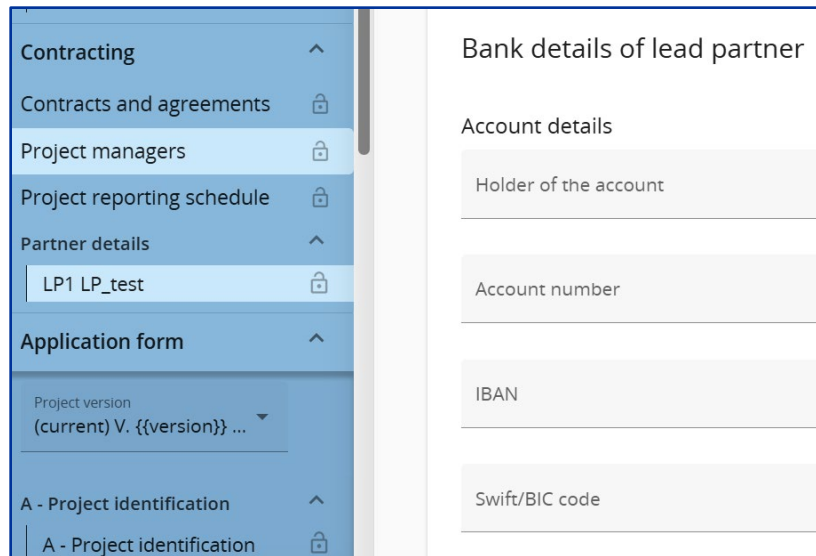
- **Technical modifications like**

- bank data change, lead partner project manager

➤ *updated in Jems by the lead partner*

- change of the partner's name, legal status, change of hosting organization etc.

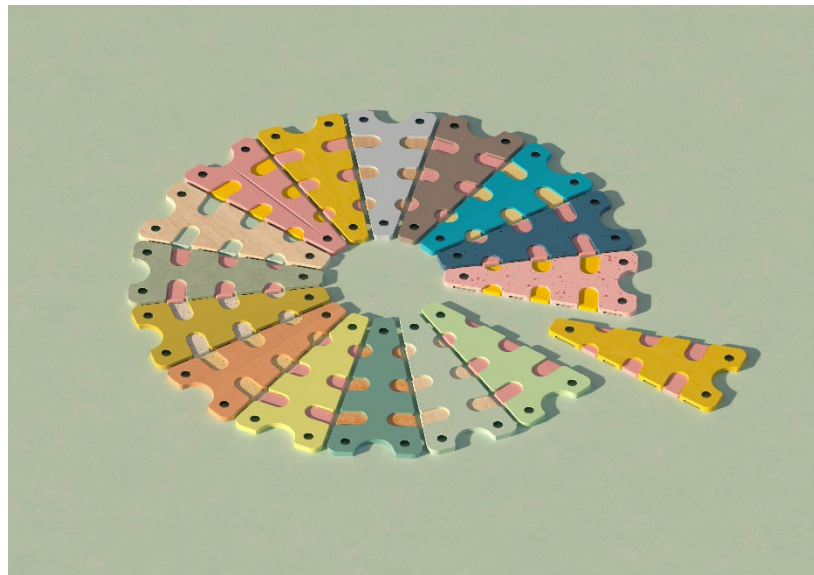
➤ *lead partner informs JS contact person*



The screenshot shows a web application interface. On the left is a sidebar menu with the following items: Contracting (with an up arrow), Contracts and agreements (with a lock icon), Project managers (with a lock icon), Project reporting schedule (with a lock icon), Partner details (with an up arrow), LP1 LP\_test (with a lock icon), Application form (with an up arrow), Project version (with a dropdown arrow), (current) V. {{version}} ... (with a dropdown arrow), A - Project identification (with an up arrow), and A - Project identification (with a lock icon). On the right is a form titled "Bank details of lead partner" with the following sections: Account details (with a sub-section "Holder of the account"), Account number, IBAN, and Swift/BIC code.

## Minor changes (3)

- **Small adjustment or technical corrections** related to the budget or activity plan
  - such as adding new activities or equipment items
    - *lead partner communicates with the JS contact person beforehand*
    - *JS contact person approval before the purchase is done and activity takes place*



# Flexibility rule (1)

- 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 (2)

- 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 (*see small adjustment*)
- 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 (3)

- Predefined calculation methods of Simplified Cost Options (SCOs) 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 examples (1)

- Partner wants to add a new staff position
  - if his/her tasks are already planned in the approved Application Form
  - Staff cost budget category will exceed because of the new position
  - OK, if flexibility rule limits are respected between the budget lines

Staff costs

Programme Unit costs	Staff function	Comments	Unit type	No. of units	Price per unit	Total
Staff hourly rate ... ▾	Hourly rate for staff costs	Project manager	Hourly rate	2.500,00	29,00	72.500,00
Staff hourly rate ... ▾	Hourly rate for staff costs	Content expert	Hourly rate	2.000,00	29,00	58.000,00
Staff hourly rate ... ▾	Hourly rate for staff costs	Communication manager	Hourly rate	1.500,00	29,00	43.500,00
+						174.000,00

Allowed

## Flexibility rule examples (2)

- Partner wants to have more face-to-face events than planned and less cost is needed for external expert services
  - OK, if flexibility rule limits are respected between the budget lines
  - budget changes between the cost items within the cost categories are not followed

### External expertise and services

Programme Unit costs	Description	Award procedures	Unit type	No. of units	Price per unit	Total
Face-to-face eve... ▾	Face-to-face events organis...	tin	Per participant per day	50,00	55,00	2.750,00
Face-to-face eve... ▾	Face-to-face events organis...		Per participant per day	250,00	55,00	13.750,00
N/A ▾	Expert for XXX developme	opr	training service	2,00	11.000,00	22.000,00
+						38.500,00

Not allowed

# Flexibility rule examples (3)

- Budget includes face-to-face events only in Estonia, but partner wants to organise an event in Sweden
  - NOT OK, as SCO units cannot be changed
  - Budget modification must be done

External expertise and services

Programme Unit costs	Description	Award procedures	Unit type	No. of units	Price per unit	Total
Face-to-face eve... ▾	Face-to-face events organis...	tir	Per participant per day	50,00	55,00	2.750,00
Face-to-face eve... ▾	Face-to-face events organis...		Per participant per day	250,00	55,00	13.750,00
N/A ▾	Expert for XXX developmei	opr	training service	2,00	11.000,00	22.000,00
+						38.500,00

Not allowed

# Flexibility rule examples (4)

- Partner wants to purchase a new equipment which is not planned in the budget
  - Adding new equipment will not exceed flexibility rule limits
  - NOT OK, as all new equipment must be always approved by the JS contact person beforehand

Equipment

Programme Unit costs	Description	Award procedures	Unit type	No. of units	Price per unit	Total
N/A	Equipment XXX		xxx	1,00	5.000,00	5.000,00
+						5.000,00

# Flexibility rule

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



# Formal project modifications (1)

- Any modifications beyond the scope of the flexibility rule and minor changes
- 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 would be changed, or the result indicator achievement reduced

## Formal project modifications (2)

- Two formal project modification are allowed during project implementation
- The last modification request must be submitted six months before the end date of the project
- Project Steering Group must approve the project modification before it is submitted for the Joint Secretariat

## Formal project modifications (3)

- Changes based on flexibility rule and minor changes must be updated to Application Form when the formal project modification is done
- Project modifications are in force from the date of the decision by the Managing Authority or the Monitoring Committee
- No costs can be incurred before the decision has been made

# Formal project modification procedure

- Lead partner and project partners discuss modification needs
- Lead partner contacts JS contact person to discuss the modification needs and fills in the [project modifications template](#)
- Project steering group handles and approves the modification
- Lead partner sends the modification documents with the steering group approval for the JS contact person
- JS contact person opens Jems for the modifications
- Lead partner makes the modifications in Jems
- Managing Authority/ Monitoring Committee approves/ rejects the modification

# Remember!

- Plan in advance
- Include whole partnership to discuss about the modification needs
- Include as many changes as possible in one formal project modification
- Be in contact with your JS contact person early enough



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Central Baltic Programme

# Project Implementation Webinar

## Project closure and duties after the project end

Tiina Keinänen | 24.9.2025 | Online

# Content

- 
- Sustainability of project
  - 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 in advance



All content activities completed during the implementation period



Closure period (the last month, before the project end date)

Only costs for the lead partner

Only on project management (salaries and linked flat rates)



Financial and administrative closure

All costs must be incurred and 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 costs are included



Approved by the project Steering Group



Submitted during the project closure period

# Survey after the project end



Project management and administration



Feedback for the  
Programme

To be answered both by the lead  
partner and project partners  
JS contact person sends the link

# 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 (or 10 years if state aid and investments)

- "Location of documents" in Jems to be filled in
- Remember also national rules



Audits may happen also after the project closure

# Result indicator reporting



Result indicator achievement 1  
year after the project end date

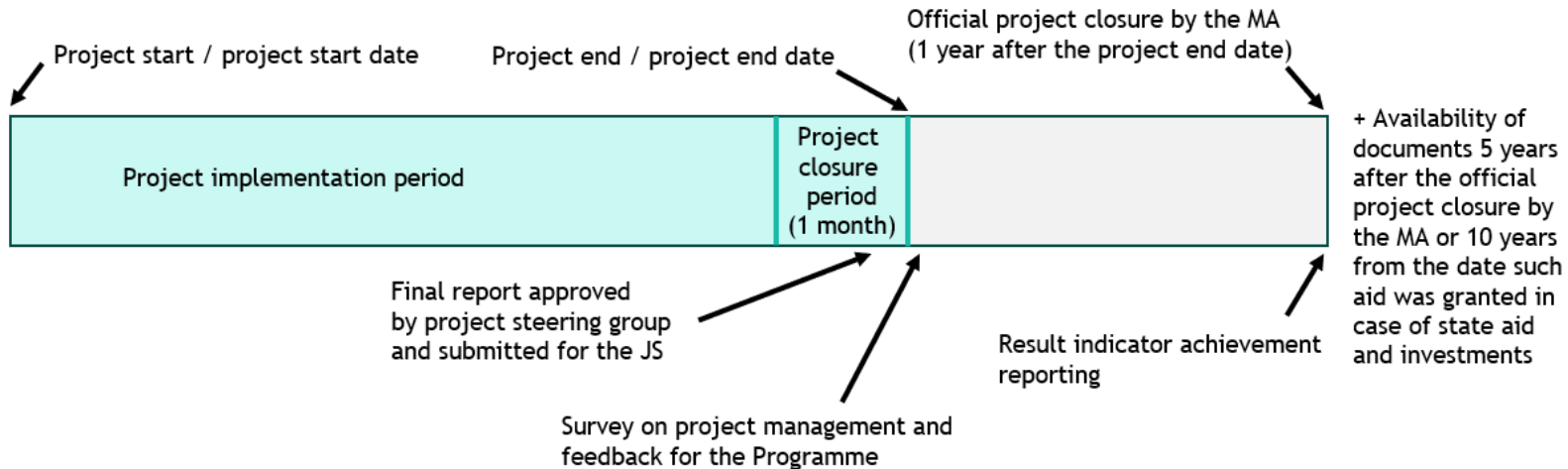
[Output and result indicator template](#) for  
Programme Objectives 1, 2 and 7

Separate questionnaire for Programme  
Objectives 3, 4 and 5



Survey about durability of achievements and follow-up  
activities for all projects

# Project timeline and duties



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[www.centralbaltic.eu](http://www.centralbaltic.eu)



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**Thank You!**