



SOCIAL-SEEDS

Exploiting Potentials of Social Enterprises through Standardized European Evaluation and Development System

**New features of INTERREG EUROPE Programme
& Progress – Financial Reporting**

Managing finances

- **Preparation costs**
 - EUR 15,000 lump sum
 - included in the first lead partner claim + Lead Partner training in Rotterdam
- **Eligibility period**
 - From: 9/2/2016 (approval by monitoring committee)
 - To: project end date
- **Submission date of last report = project end date = end date of eligibility of costs**
- **Last 3 months before project end date: administrative project closure**

Start the project implementation as soon as possible!

Reporting procedures

- Partner completes list of expenditure and supporting documents



- **Controller checks and confirms eligible expenditure**

- ✓ Control report including checklist
- ✓ Control confirmation



- **Lead partner checks and includes expenditure in report**

Set a realistic time frame!

Cost categories

- Staff (Programme manual section 7.2.1 & Delegated Regulation (EU) 448/2014, Article 3)
- Administration costs (Programme manual section 7.2.2 & Delegated Regulation (EU) 481/2014, Article 5)
- Travel and accommodation (Programme manual section 7.2.3 & Delegated Regulation (EU) 481/2014, Article 6)
- ~~Equipment~~
- External expertise and services (Programme manual section 7.2.4 & Delegated Regulation (EU) 481/2014, Article 6)

Only for staff directly employed by the partner organisations



Eligibility - points of attention

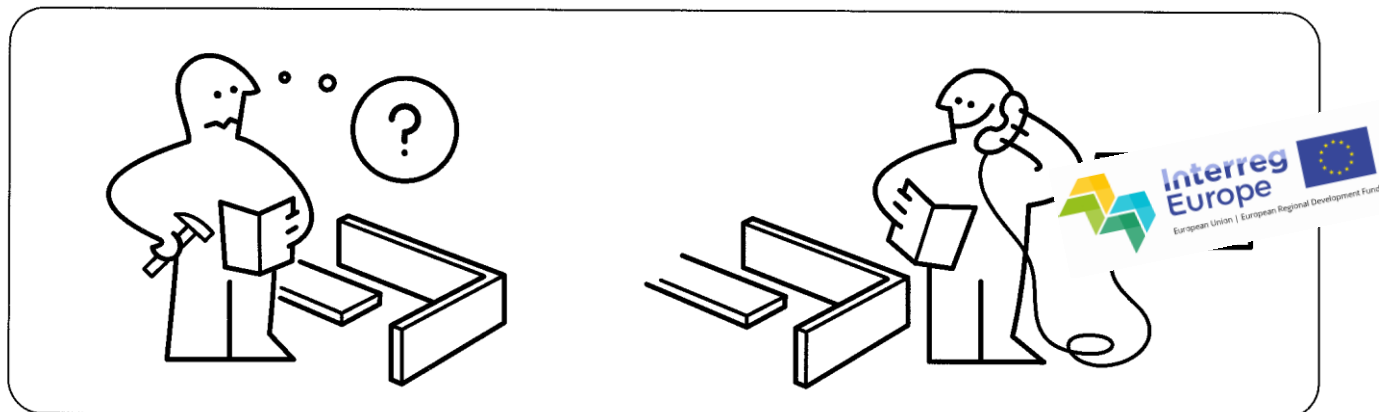


- Eligibility of costs is determined by the relevance of the activities

- **Not eligible costs:**
 - Gadgets and gifts
 - VAT – if recoverable by whatever means
 - In-kind contributions
 - Fines, financial penalties, expenditure on legal disputes and litigation, exchange rate fluctuation and interests on debt,
 - Expenditure already supported by other subsidies

No shared costs! Contracting partner principle applies.

- Prior approval from JS is necessary for items not already specified and approved in the application form, e.g.
 - Activities/travel outside the programme area
 - Promotional material
 - Equipment





Staff cost calculation methods



What does your contract say?

- **full-time on project?**
 - > Real cost charged (no timesheets)
- **fixed % on project?**
 - > % of real cost charged (no timesheets)
- **flexible hours on contract?**
 - > monthly salary / contractual hours or
 - > annual salary / 1,720 hours
- **hours + hourly rate fixed in contract?**

Special national rules might apply (NL + BE-VL)

- 1. Insight into achievements reporting**
- 2. Case study**
- 3. Final recommendations**



Why?

- To follow the project's progress not only in terms of activities / outputs but also in terms of results
- To demonstrate the project's / programme's success and usefulness

How is it carried out?

- Mainly through the progress reports (*under*
- Through project's website, publications and good practices
- Through the JS participation in project event(s)





Reporting: basic principles

- Same template for phases 1 and 2: only certain sections are modified according to the phase
- Two parts in the achievements reporting:
 1. Insight into project's IMPLEMENTATION
 2. Insight into project's RESULTS
- From first period, project can report on results



Part 1: implementation

Insight into project's **IMPLEMENTATION**

- Overview of day to day project implementation
- Consolidated information
- 3 sections: overview, story telling, work plan



Part 1: implementation

1. Overview

- Exchange of experience process
- Policy learning platforms participations

Exchange of experience process
<i>Please describe the involvement of partners during the reporting period. Is this involvement according to the plans?</i>
[2000 characters]
<i>Is the policy learning process progressing as initially planned? Do the partners learn from each other and is there any difficulty encountered in this regards during the reporting period?</i>
[2000 characters]
<i>How are the stakeholders involved in this learning process? Is this involvement ensured in all partner regions?</i>
[2000 characters]
Participation in Policy Learning Platform
<i>Please describe the project's participation in the activities of the Platform during the reporting period. Are there any benefits deriving from this participation.</i>
[2000 characters]



Part 1: implementation

2. Story telling

Any striking element to report from the reporting period?

What are you particularly proud of in this reporting period?

If possible, please develop one aspect of your project you have found particularly interesting during this reporting period (e.g. specific activity, exchange among partners, [testimony from a stakeholder](#)). Do not hesitate to use quotes or interviews, or insert a link to a picture, video or any other means which could provide a lively illustration of this aspect.

[4000 characters]



Part 1: implementation

3. Work plan

Overview of output indicators (7 indicators only)

Output indicators <i>(Pre-filled from AF)</i>	Current period	Achieved so far (cumulative)	Target
Number of policy instruments addressed (i)			<i>Pre-filled from AF</i>
Number of policy learning events organised (i)	xx		<i>Pre-filled from AF</i>
Number of good practices identified (i)	xx		<i>Pre-filled from AF</i>
<i>Please provide a link to the good practice database</i>			
Number of people with increased professional capacity due to their participation in interregional cooperation activities (i)	xx		<i>Pre-filled from AF</i>
Number of action plan developed (i)			
<i>Please provide a link to the action plans available on project website.</i>			
Number of appearances in media (e.g. press) (i)	xx		<i>Pre-filled from AF</i>
<i>Please provide a link to media appearances available on project website.</i>			
Average number of sessions at the project pages per reporting period	<i>Automatically filled in from website</i>		<i>Pre-filled from AF</i>



Part 1: output indicators

Changes compared with INTERREG IVC

N° of policy learning events organised

- Include stakeholder group meetings

N° of people with increased capacity

- Include active members of the stakeholder groups
- To be reported in the last semester of phase 1 only



Part 1: outputs indicators

Points of attention

Consistency of the information provided. Each figure reported needs to be justified:

- either through the description of the activities in the report
- or through information from the project website

Number of policy learning events organised (i)	xx		Pre-filled from AF
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Activities which took place during the reporting period(i) Describe in detail the activities related to a) exchange of experience (phase 1) / action plan implementation follow-up (phase 2), b) communication and dissemination and c) project management.
a) Exchange of experience
[3000 characters]



Part 1: implementation

3. Work plan

Activities reporting per semester

Activities of the current reporting period as originally planned
<i>Pre-filled from AF</i>
Main outputs of the current reporting period as originally planned
<i>Pre-filled from AF</i>

Activities which took place during the reporting period(i) Describe in detail the activities related to a) exchange of experience (phase 1) / action plan implementation follow-up (phase 2), b) communication and dissemination and c) project management.
a) Exchange of experience
<i>[3000 characters]</i>
b) Communication and dissemination
<i>[1500 characters]</i>
c) Project management
<i>[1500 characters]</i>



Part 1: implementation

3. Work plan

- Progress made in comparison with initial plans described in the application form
- Possibility to explain changes from these plans

Changes from the original plans

Describe and justify any changes from the original work plan and, in case of delays, outline the solutions found to catch up with the foreseen time plan.

[1000 characters]



Part 1: implementation

How to tackle changes from the original plans?

- Description of the change and the reason for the change
- Clarification on its consequence on project implementation (e.g. on finance)
- Solution proposed to face this change



Part 2: results

Insight into project's **RESULTS**

- Organised per policy instrument
- Distinction between 'policy change' (direct result of exchange of experience) and 'territorial impact' (longer term results)



Part 2: results

Overview of result indicators

Result indicators	Current period	Achieved so far (cumulative)	Target
Number of Growth & Jobs and/or ETC programmes where measures inspired by the cooperation were implemented in the field tackled by the project.	Pre-filled from AF + section 2.2	<i>Automatically calculated</i>	<i>Pre-filled from AF</i>
Amount (EUR) of Structural Funds (from Growth & Jobs and/or ETC) influenced by the project in the field tackled by the project.	Pre-filled from section 2.2	<i>Automatically calculated</i>	<i>Pre-filled from AF</i>
Number of other regional policy instruments where measures inspired by the cooperation were implemented in the field tackled by the project.	Pre-filled from AF + section 2.2	<i>Automatically calculated</i>	<i>Pre-filled from AF</i>
Amount (EUR) of other funds influenced by the project in the field tackled by the project.	Pre-filled from section 2.2	<i>Automatically calculated</i>	<i>Pre-filled from AF</i>



Part 2: result indicators

Points of attention

- Automatically calculated based on the information provided under each policy instrument
- To be completed only if the policy change has already occurred (intention does not count)
- Financial impact: funds directly influenced by the change



Part 2: results

Information per policy instrument:

A. General feature (including geographical scope)

Policy instrument 1	<i>Pre-filled from AF</i>	
General features		
Is this policy instrument a Structural Funds operational programme?	<i>Yes/No (Pre-filled from AF)</i>	
Is this policy instrument a European Territorial Cooperation programme?	<i>Yes/No (tick box)</i>	
Please indicate the geographical coverage of this policy instrument.	NUTS 1	<i>Drop down NUTS menu for the three different levels</i>
	NUTS 2	
	NUTS 3	



Part 2: results

B. Policy change

- Was the instrument influenced by the project and how?
- Direct results from the exchange of experience

Policy change		
Has the project succeeded in influencing this policy instrument?	Yes/No (tick box)	
If yes, please describe these measures.		
<i>Texts copied from previous reports (if justifications were provided in the past)</i>		
<i>[2000 characters]</i>		
If applicable, please estimate the amount of funding influenced by the project	Current period (EUR)	Cumulative (EUR) <i>Automatically calculated</i>
Please explain how the above amount was estimated.		
<i>[1 500 characters]</i>		



Part 2: results

C. Territorial impact

- What is the concrete impact of the change on the territory?
- Longer term results

Territorial impact			
If possible, please describe the territorial impact of this influence in the region (e.g. beneficiaries concerned, results achieved in terms of increased competitiveness or cleaner environment).			
<i>Texts copied from previous reports (if justifications were provided in the past)</i>			
<i>[2000 characters]</i>			
In case this influence can be reflected through indicators, please complete the following section. Please note that new self-defined indicators can be proposed.			
Self-defined performance indicator	Current period	Achieved so far (cumulative)	Target
<i>Name of self-defined performance indicator – pre-filled from AF</i>		<i>Automatically calculated</i>	<i>Pre-filled from AF</i>
<i>New self-defined indicator</i>		<i>Automatically calculated</i>	<i>xx</i>



Part 2: results

Last question on action plan implementation (phase 2)

Action plan implementation (phase 2 only)

Please describe the progress made in relation to the implementation of the action plan for this policy instrument.

[3000 characters].

Possibility to report any other achievements (i.e. not related to any policy instruments)

Beyond the above policy impact, are there any unexpected achievements of the project?

If applicable, please describe any other achievements like spin-off activities that resulted from the project although not planned at the application stage.

[3000 characters]



2. Case study



Points of attention

- The **geographical coverage of the policy instrument** refers to the NUTS level covered by the policy instrument itself



ROP Andalusia – NUTS 2

Municipal Mobility Plan – NUTS 3

- A policy change can be reported only when the **policy instrument has been successfully influenced**





implementation of new projects

change in the management of the policy instrument

change in the strategic focus



Points of attention

- The **policy change** has to be **very well described**:
 - What is the change (e.g. new call launched, new measure introduced in the OP, new monitoring system)

 - Source of the lessons learnt (Interregional workshops, Study visits, Staff Exchange, etc.)
- **Indicator ‘estimated amount of funding influenced’**
 Tangible, already defined and directly related to the change
- The **territorial impact and the self-defined indicators** will evolve during the project lifetime



3. Final recommendations



Recommendations

- To ensure the report is **self-explanatory**
- To ensure that the report is **understandable**
 - even when the theme tackled is quite specialised, non specialists should be able to understand
 - role of the LP to 'digest' and summarise information coming from the whole partnership
- To ensure **consistency** between output indicators and activities
- To ensure clear link between **activities** and **finance** reporting
E.g. description of the external expertise to be in line with activities



Recommendations

- To be as **precise** as possible
e.g. activities should be described in details (dates, location, content, participants)
- To provide '**qualitative**' information
Monitoring of outputs is important but not sufficient
Content-related information is also crucial for capitalisation



Conclusion

- Be proactive: do not wait for the Progress Report to inform the JS on important issues
- Be aware of the importance of the progress report, do not wait for the last minute to prepare it

Aim of the programme: to build a nice and constructive collaboration with each project

“Programme’s success relies on projects’ success”