



TAKING
COOPERATION
FORWARD

- Kicking off project implementation

THE CENTRAL EUROPE COMMUNITY

TAKING COOPERATION FORWARD

Interreg CENTRAL EUROPE is a funding programme that encourages cooperation beyond borders between public and private institutions. Financed through the European Regional Development Fund (ERDF), it helps innovative yet isolated ideas to grow into jointly developed, tested and accepted solutions for a better central Europe.

www.interreg-central.eu

COUNTRIES, REGIONS AND INHABITANTS COVERED



BUDGET INVESTED



= 0.07%
OF THE TOTAL EU REGIONAL POLICY
BUDGET OF 351.8 BILLION EUROS



FOR

Strategies/action plans

Pilot actions

Trainings

Tools

Innovation networks

PROJECTS



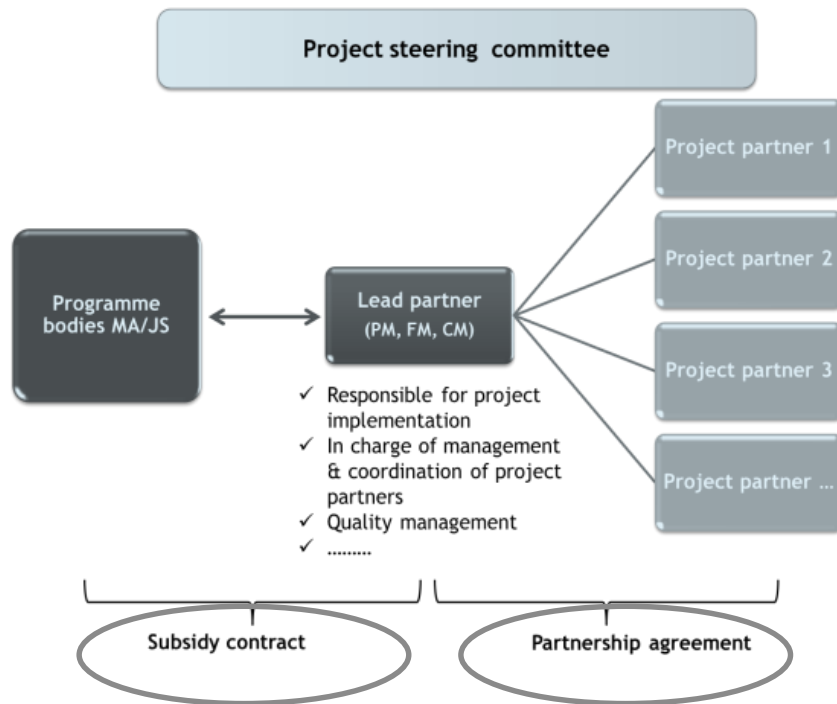
129
TRANSNATIONAL
COOPERATION PROJECTS

1345
PROJECTS PARTNERS



LEGAL FRAMEWORK

Project management structure



LEGAL FRAMEWORK

Subsidy contract



Legal base between Managing Authority and lead partner



Signed by Managing Authority and lead partner
("lead partner principle")



To be signed within 2 months after receiving the contract offer; remains valid as long as any duties linked to the ERDF subsidy might be claimed

LEGAL FRAMEWORK

Partnership agreement



Legal base between lead partner and project partners - it determines rights and responsibilities



Template available on programme website contains minimum requirements, can be adapted to individual needs



Signed by LP and PPs (either in one agreement signed by all PPs, or bilateral agreements between LP and each PP with a clause linking the agreements)

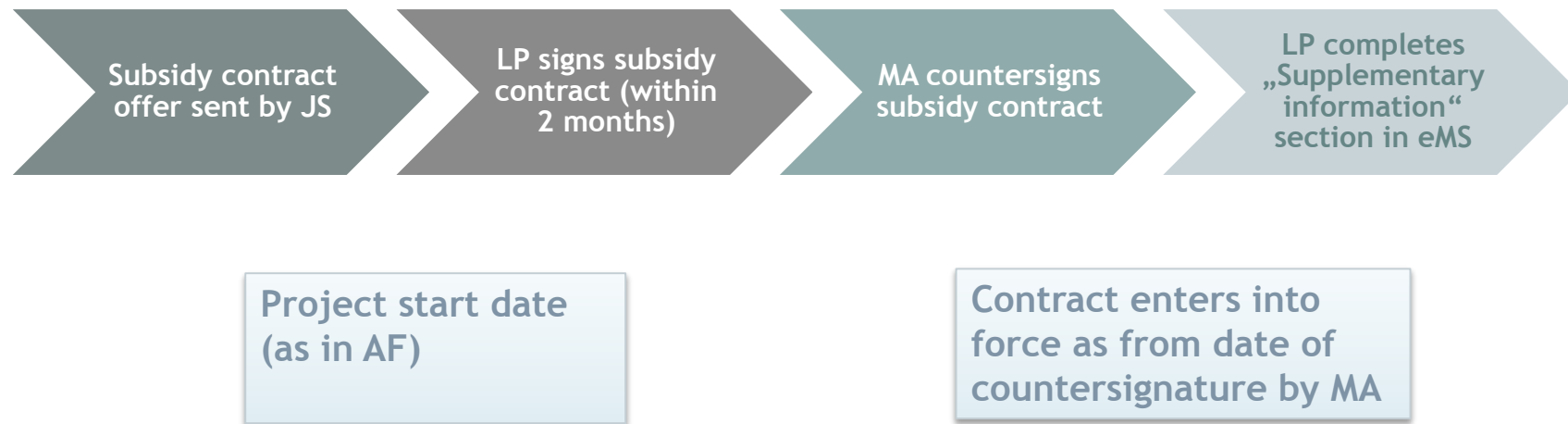


To be set up and signed no later than 3 months after concluding the subsidy contract



LEGAL FRAMEWORK

Timeline



START UP PHASE

First steps



Develop a sound management structure (e.g. steering committee) and establish internal information flows



Set up the project management team (project manager, finance manager, communication manager)



Each partner should contact its national control body



Start the necessary procurement procedures



In case of investment(s), clarify on required permits etc.

START UP PHASE

Supplementary information



To be inserted into eMS within 3 months after the subsidy contract entered into force



Required information:

- Name and contact details of project management team
- Location of official project documents for LP and each PP
- Bank information of LP
- Name and contact details of the national controllers of LP and each PP
- Evidence of all PPs having signed the partnership agreement



Funds will only be paid once this information is provided

GENERAL ELIGIBILITY PRINCIPLES



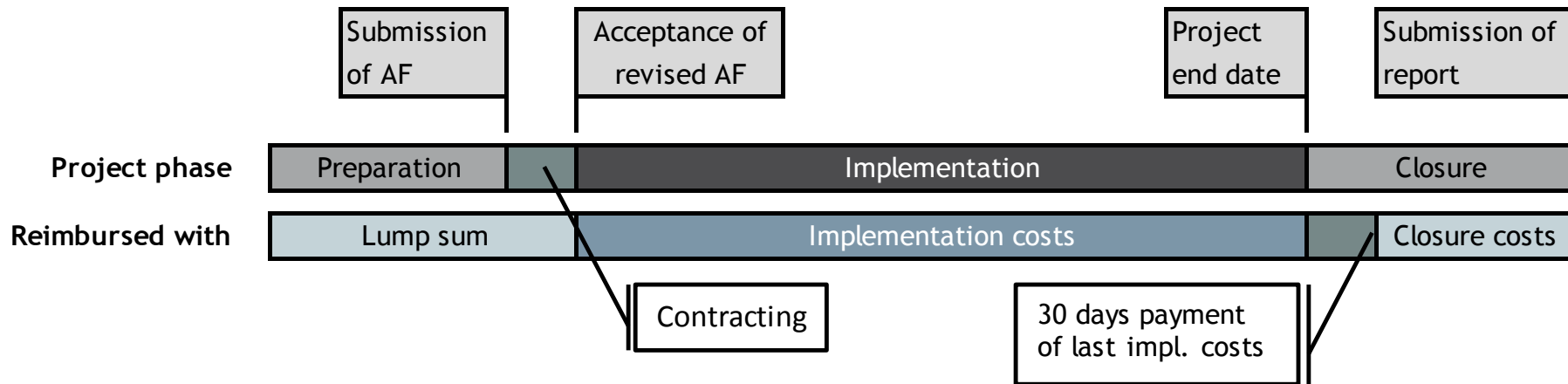
- The expenditure must be actually paid (proof of payment) and documented (adequate audit trail)
- It must refer to activities implemented within the scope of the project as approved by the MC
- Its amount must be adequate for achieving the purpose of the project
- It has to be incurred and paid within the relevant eligibility period
- It must apply with the applicable rules at all levels



General principles of sound financial management (i.e. expenditure is economic, efficient and effective) are respected

ELIGIBILITY

Time-wise eligibility of expenditure



ELIGIBILITY

Public procurement

For contracts of works, supplies or services from economic operators' rules on public procurement have to be followed.



EU
National
Programme

The stricter
rule applies



> 5.000 EUR
< national/EU
thresholds

Adequate
market search
is required
(applicable
also to private
beneficiaries)



Procurement
rules also
apply to
private
partners

A competitive
procedure is
required also from
private partners
when above
national/EU
thresholds

ELIGIBILITY

Branding and communication



Projects are obliged to follow the programme corporate design when **branding their activities**

Project brand manual provides brand guidelines and also includes set of templates that can project freely use



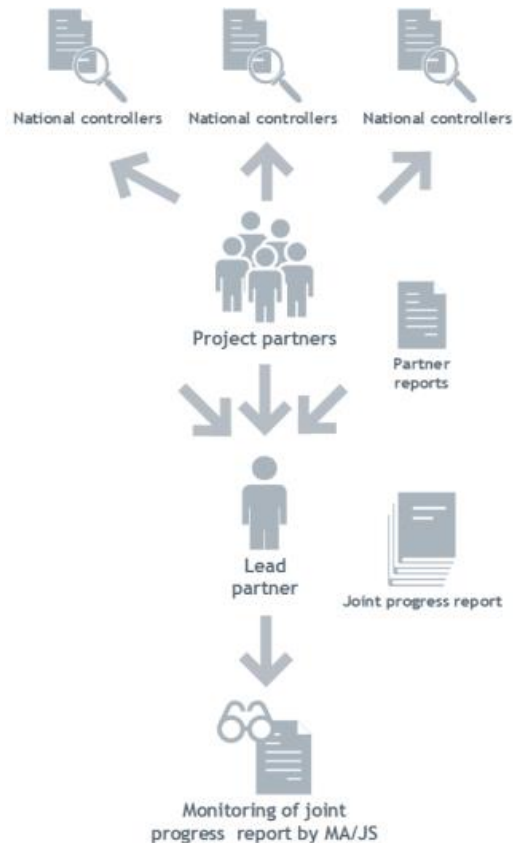
Project website is hosted on www.interreg-central.eu and project is responsible for its contents and updates



All partners have to:

- Include information on the project on their own websites
- Put up a project poster in a visible place on their premises (template available in project brand manual)

REPORTING



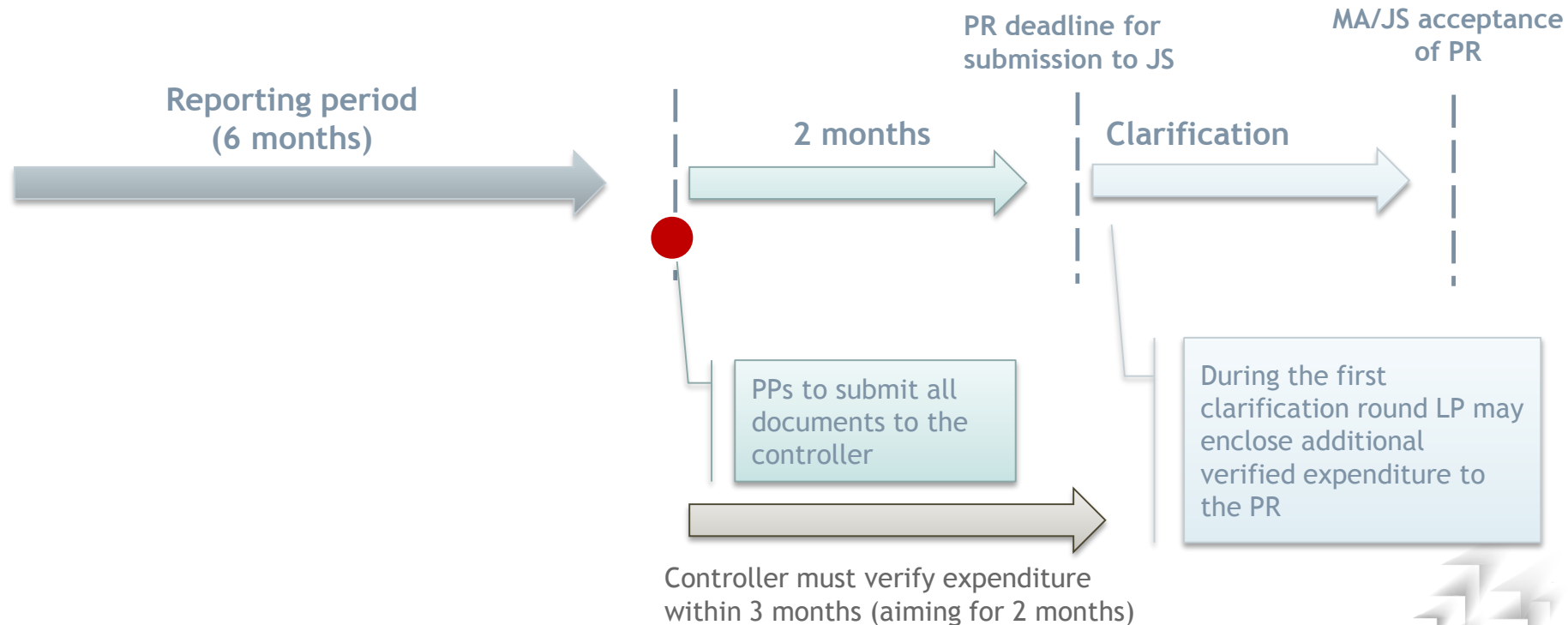
Partners submit partner reports to national controllers and LP

National controllers verify expenditure of partners

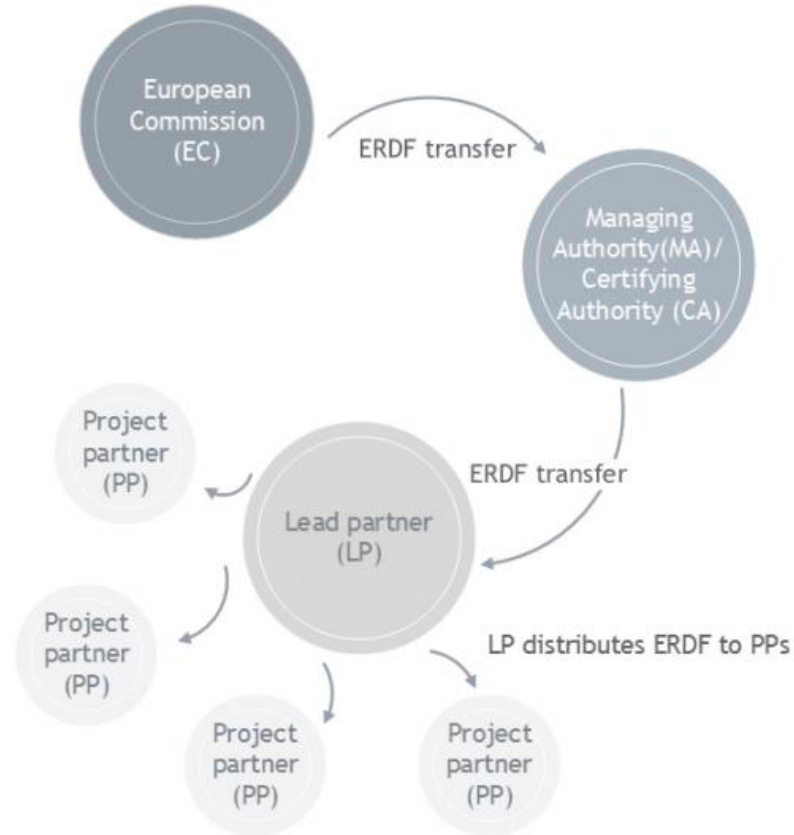
LP consolidates partner reports into a joint progress report and submits it to JS

REPORTING

Partners are to submit their partner report to their national controllers immediately after the end of the reporting period



PAYMENT PROCESS



REPORTING

Progress report



Provides programme bodies with an overview on project progress and is the basis for the reimbursement of funds



Submission through eMS - offline template available on programme website



Prepared by lead partner - based on information previously provided by all project partners (partner reports) in eMS.



To be submitted through eMS by lead partner at the latest 2 months after end of reporting period

REPORTING

Key annexes and progress report



Communication strategy with first report - template is published on our website

Documentation of outputs and deliverables achieved within the reporting period (not applicable for “light” reports)

Control documents for each PP: certificate of expenditure, control report, control checklist

Lead partner verifications checklist

LP payment request

PROJECT MODIFICATIONS

No major modifications (except partnership) are allowed before the mid-term review

Major modifications



Partnership



Activities/ deliverables/outputs



Budget



Extension of project duration

- ⇒ To be based on a formal modification request procedure (see Implementation Manual D.3) requiring a sound justification
- ⇒ Update of AF in eMS required
- ⇒ To be approved by the relevant programme bodies

PROJECT MODIFICATIONS

Minor modifications



Adjustments of the
work plan

⇒ To report as
deviation in the
progress report



Update of administrative
elements

⇒ To update the
supplementary
information in eMS,
if applicable



Budget flexibility
(below flexibility thresholds)

⇒ To report as
deviation in the
progress report

In case of doubt, please consult the JS to verify if the planned modification is minor or major.

SUPPORT

Implementation documents and
toolbox available on the website

www.interreg-central.eu

Project implementation training
(PIT) for the project management
team held in Vienna on 19 June
2019

Joint secretariat

National contact points



CONTACTS

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