

Interreg
*M*editerranean



EUROPEAN UNION

Partners and FLC Info day

Madrid, 22/06/2017

The Interreg MED Programme

General presentation

INTERREG = EUROPEAN TERRITORIAL COOPERATION

Cross-border

Transnational

Interregional

Interreg
Mediterranean



EUROPEAN UNION

Implementation of joint actions and policy exchanges between
national, regional and local actors from different Member States

TO

Promote a harmonious economic, social and territorial
development of the Union as a whole

Interreg
Mediterranean



EUROPEAN UNION



- **13** countries **57** regions in **MED**
- **10** EU MS + **3** IPA countries
- 122 million inhabitants
- 860 000 km² ⇨ 15 000 km coastal area
- **ERDF** funds: ≈ **224 M€**
- **IPA** funds: ≈ **9 M€**
- **TOTAL** including national co-funding: **265 M€**

Cooperation Programme adopted by the EC on
June, 3rd 2015

Interreg
Mediterranean



EUROPEAN UNION

Joint Secretariat Team

JS Coordination
Tarja RICHARD
Coordinator

Assistantes

Pascale LAGAYE Natalija MAHE
Chloé BARRANCO

Communication

Paulo
EMERENCIANO
Com. Officer

Laura PUGIEU
Com. Officer Jr.

Projects Unit

Curzio CERVELLI
Manager

Nicolas GARNIER
Project Officer



Roberta LIXIA
Project Officer



Sophie SCARVELIS
Project Officer



Francesca MARCATO
Project Officer



Nuno VAZ SILVA
Project and Programme
Development Officer



Maria GROUEVA
Project Officer



Patrizia BUSOLINI
Project Officer - Axis 4



Financial Unit

Ludivine LAVOINE
Financial
Officer

**Barbara LOPEZ
VILLAMATE**
Financial
Officer

Administrative Unit

Lyonel GÉRARD
Manager

Grégoire MORET
Administrative and
Financial Officer

James LARDY
Administrative and
Financial Officer

Nathalie PALENC
Administrative and
financial administrator

Programme priorities

The overall objective of the MED programme is to *promote sustainable growth in the Mediterranean area by fostering innovative concepts and practices (technologies, governance, innovative services...), reasonable use of resources (energy, water, maritime resources...) and supporting social integration through integrated and territorially based cooperation approach.*

PRIORITY AXIS

1:

Promoting Mediterranean innovation capacities to develop smart and sustainable growth



PRIORITY AXIS

2:

Fostering low carbon strategies and energy efficiency in specific MED territories: cities, islands and rural areas



PRIORITY AXIS

3:

Protecting and promoting Mediterranean natural and cultural resources areas



PRIORITY AXIS 4:

Enhancing Mediterranean Governance



Interreg
Mediterranean



EUROPEAN UNION

Interreg MED Programme architecture, types of projects and project lifecycle

Interreg
Mediterranean



EUROPEAN UNION

MED Architecture



AXIS 4 - GOVERNANCE

- HP Green Growth
- HP Blue Growth
- HP social innovation & creative industries

exchanges

- HP Energy Efficiency
- HP Renewable energy sources
- HP LC transport

exchanges

- HP sustainable tourism
- HP protected areas

Facilitation

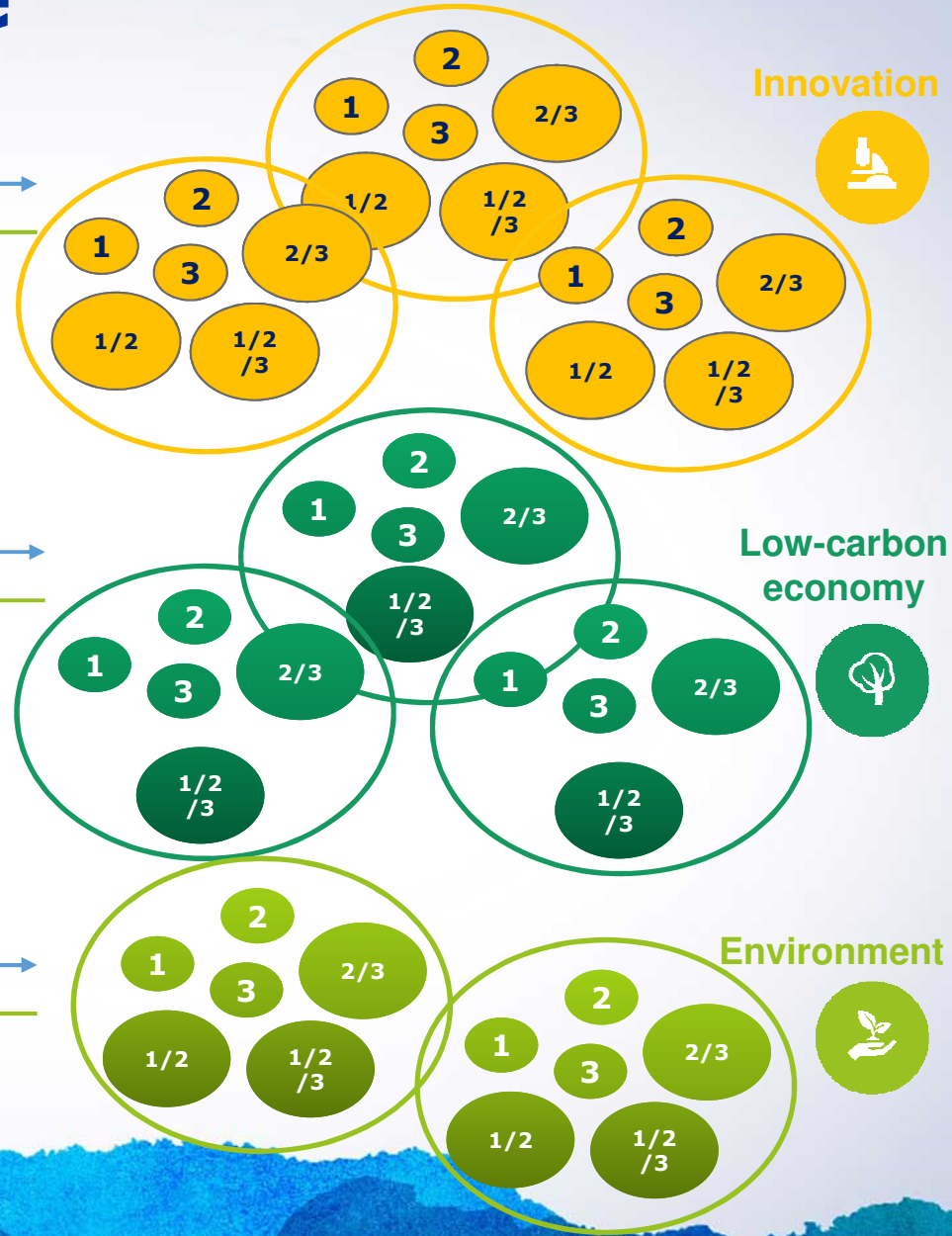
Results

Facilitation

Results

Facilitation

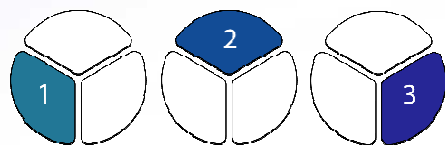
Results



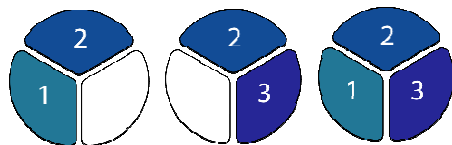
Types of projects

Modular Projects

Single Module



Combination of Modules



Module 1 *STUDYING*

Module 2 *TESTING*

Module 3 *CAPITALISING*

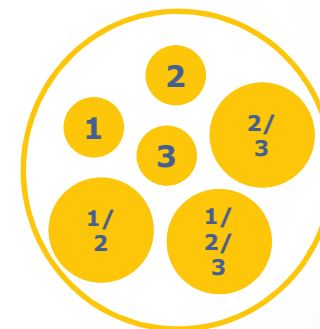
Horizontal Projects



HP Green Growth

Facilitation

Results



8 Specific Objectives

8 Thematic communities of MPs

8 Horizontal Projects

Interreg
Mediterranean



EUROPEAN UNION

Programme tools

SYNERGIE CTE : <https://synergie-cte.asp-public.fr/>

Monitoring tool for projects application, instruction and follow-up:

- ✓ Individual access for all programme actors
- ✓ Project application form and modifications
- ✓ Project key documents on the system (contractual documents)
- ✓ Reporting of activities
- ✓ Financial data (expenditures, controls and corrections)
- ✓ Model of FLC certificate /progress report /payment claim

Programme tools

Interreg Med webplatform: <https://interreg-med.eu/>

- ✓ Programme key documents (templates, factsheets/Manual, guidelines, national spaces)
- ✓ Information on programme/projects/calls
- ✓ Library
- ✓ Project's websites (activities and deliverables)
- ✓ Follow-up of project's activities by the JS

Programme tools



Synergie CTE MED Community Contact Search EN



Home > **Toolbox** > Reference documents

REFERENCE DOCUMENTS



PROGRAMME MANUAL

COOPERATION PROGRAMME

EXPLORE

FUND MY PROJECT

TOOLBOX

NEWS & EVENTS

Glossary

FAQ

Synergie Guides

Reference documents

Programme & project branding

MEM2 & ELEH12

Πρόγραμμα & project branding



Interreg
Mediterranean



EUROPEAN UNION

Programme Manual

PROGRAMME ARCHITECTURE

- ↓ Interreg MED strategic framework
- ↓ Interreg MED Modular project
- ↓ Interreg MED Horizontal project
- ↓ Axis 4 Platform project
- ↓ **Download all factsheets**

PROJECT MANAGEMENT

- ↓ Contracting procedures
- ↓ Project start up
- ↓ Support for project implementation
- ↓ Methodological tools for preparation and implementation
- ↓ Lead Partner role
- ↓ Reporting procedure
- ↓ Verification for multimodular projects
- ↓ Project modifications
- ↓ **Download all factsheets**

DEVELOPING A PROJECT

(Application procedures, eligibility criteria and assessment criteria)

- ↓ One-phase application procedure
- ↓ Two-phase application procedure
- ↓ Partnership architecture, requirement and relevance
- ↓ Partners co-financing and location of project activities
- ↓ Appraisal of project proposal (eligibility and assessment criteria)
- ↓ Sound project budget
- ↓ Types of activities and deliverables
- ↓ **Download all factsheets**

KEY PRINCIPLES AND STANDARDS

- ↓ Quality expectations and criteria
- ↓ Standards for activities and production
- ↓ Risk of fraud and conflict of interest
- ↓ Greening and Social inclusion
- ↓ **Download all factsheets**

Programme Manual

PROJECT COMMUNICATION

- ↓ Project branding, project information and publicity rules
- ↓ Designing your external communication strategy
- ↓ Internal communication and community building
- ↓ The interreg MED webplatform
- ↓ Download all factsheets

RESOLUTION OF COMPLAINTS

- ↓ Download factsheet

FINANCIAL ISSUES

- ↓ Eligibility of expenditures
- ↓ State Aid
- ↓ Public Procurement
- ↓ Control, audits and verifications
- ↓ De-commitment
- ↓ Net revenues
- ↓ List of staff (template)
- ↓ Job description declaration (template)
- ↓ Equipment exclusive use (template)
- ↓ Download all factsheets

WEBSITE: interreg-med.eu



- EXPLORE**
- FUND MY PROJECT**
- TOOLBOX**
- NEWS & EVENTS**

- What is Interreg MED?**
- Our thematics**
- The Cooperation area**
- Programme bodies**
- Our projects**
- Jobs & tenders**

Set up by each Member State up in coherence with their administrative system, the National Contact Points (NCPs) can be individuals or administrative bodies. Their role is to ensure the transnationality of the programme and help mainstreaming of projects.

They are in direct contact with national stakeholders and provide information on the programme, on the calls for projects and on administrative requirements for the submission of applications. NCPs are coordinated by their National Authorities. Decentralised structures of the programme might also be set up to support the programme implementation.



Financial trail and declaration of expenditure

Some previous clarification....

Main abbreviations usually used in our guidelines:

- AA = Audit Authority
- CA = Certifying Authority
- MA = Managing authority
- JS = Joint secretariat
- PO = Project Officer
- FLC = First level control
- FLCer = First level controller
- LP = Lead Partner
- PP = Project partner
- PR = Progress report – report of activities
- AF = Application form

Project lifecycle

Validation of call for proposals by the Programme Committee

Submission of proposals

Evaluation and selection

Contracting phase

Project start

Project implementation

Certification of expenditures/
Reimbursement

Project closure

Interreg
Mediterranean



EUROPEAN UNION

Reporting timing

LP must submit a payment claim to the JS maximum **3 months after the end of the implementation period**, according to the following timetable:

Article 5 of the Subsidy Contract

Implementation Period	Submission date
01/07/2016-31/12/2016	31/03/2017
01/01/2017-30/06/2017	30/09/2017
01/07/2017-31/12/2017	31/03/2018
01/01/2018-30/06/2018	30/09/2018
01/07/2018-31/12/2018	31/03/2019
01/01/2019-30/06/2019	30/09/2019
01/07/2019-31/12/2019	31/03/2020

- NO delays (in or out)
- NOT needed for the 1st implementation period (expenditure to be included in the 2nd one)
- Last period ends with the project; documents to be submitted 3 months after the end of the project, together with a Final Report

Reporting procedure

Each partner

- enters activities (PP Progress report) and expenditures on SYNERGIE CTE

Lead Partner

- checks partner's progress report
- validates the other partners' expenses on SYNERGIE CTE

First Level Control

- Checks partner expenditures and activities;
- validates the partner expenditures and fill-in the FLC checklist in SYNERGIE CTE
- validates in SYNERGIE CTE the FLC certificate

National Level*

- in some Participating States, the expenditures certified by FLC must be validated at national level before their inclusion in a project payment claim.

Lead Partner

- gathers all the certificates and produce a payment claim + project progress report on SYNERGIE CTE
- submits to the JS within the deadlines mentioned in the Subsidy Contract

Joint Secretariat

- verifies the project's payment claim, address the LP in case of doubts
- prepares the MA certificate

Managing Authority

- performs an additional control and ensures the precision of the payment claim,
- validates the MA certificate
- transfers the MA certificate to the Certifying Authority

Certifying Authority

- performs an additional control
- draws up payment order directly to each beneficiary

Project Partner

- Fill -in the partner activity report (for FLC and LP, not checked by the JS)
- Fill-in the list of expenditure on SYNERGIE CTE
- Ask the LP to validate expenditures
- Send the complete documentation to your FLC as soon as expenditures as been received by him



Do not wait the end of the reporting period for filling-in SYNERGIE-CTE

Contact your LP for validating expenditure

Fixe a planning with your LP and your FLC

Be reactive!



Lead Partner



- First step of the declaration process
- “Expenditure in validation process” by the Lead partner
- Not an eligibility check, but a verification of the conformity of the expenditure against the activities foreseen in the application form
- Once the Lead partner has validated the partner’s expenditure, it will appear in SYNERGIE CTE as “expenditures submitted to the FLC for certification”
- The First Level Controller will then be able to accept the expenditure >> “expenditures in certification process” and certify them



First Level Controller



- Accept partner expenditure on SYNERGIE CTE
- Ask for eventual clarifications from the PP
- Certify or reject partner expenditure based on :
 - Programme Manual (Factsheets)
 - Delegated regulation EC 481/2013
 - Subsidy Contract and Partnership Agreement
 - Project last approved Application Form
 - Programme guide for the use of Synergie CTE



TIME FOR ACTION

- ✓ Same deadlines for all the projects of the same call for proposals!!!
- ✓ Fix a strict timeframe for control with your partner

First Level Controller

- Include expenditure in an FLC certificate
- Fill in and Validate in Synergie CTE the FLC certificate
 - Official commitment
 - FLC Checklist
 - List of expenditure
 - Financial tables
- Print, sign and stamp the FLC certificate in order to be included in the partner audit trail.



Lead Partner



- Gather all partner's certificate (+ eventual national validation) signed and stamped
 - Fill in the project **progress report through SYNERGIE CTE**
 - Fill in the **Payment claim through SYNERGIE CTE**
 - Gather all partner's material
 - Submit the progress report and the payment claim to the JS **through SYNERGIE CTE**
 - Upload all deliverables on the project website via the Web Platform
- ✓ Fix internal deadlines for your partners
 - ✓ Avoid a partner per partner approach on your RoA
 - ✓ Be reactive!

Reporting procedure

Each partner

- enters activities (PP Progress report) and expenditures on SYNERGIE CTE

Lead Partner

- checks partner's progress report
- validates the other partners' expenses on SYNERGIE CTE

First Level Control

- Checks partner expenditures and activities;
- validates the partner expenditures and fill-in the FLC checklist in SYNERGIE CTE
- validates in SYNERGIE CTE the FLC certificate

National Level*

- in some Participating States, the expenditures certified by FLC must be validated at national level before their inclusion in a project payment claim.

Lead Partner

- gathers all the certificates and produce a payment claim + project progress report on SYNERGIE CTE
- submits to the JS within the deadlines mentioned in the Subsidy Contract

Joint Secretariat

- verifies the project's payment claim, address the LP in case of doubts
- prepares the MA certificate

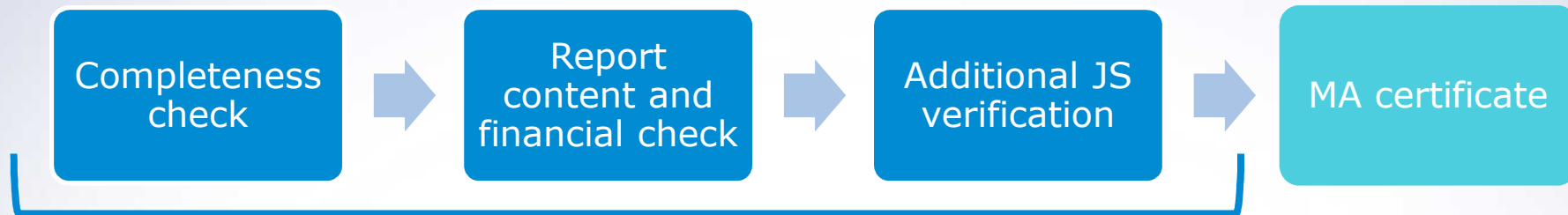
Managing Authority

- performs an additional control and ensures the precision of the payment claim,
- validates the MA certificate
- transfers the MA certificate to the Certifying Authority

Certifying Authority

- performs an additional control
- draws up payment order directly to each beneficiary

MA/JS administrative verifications

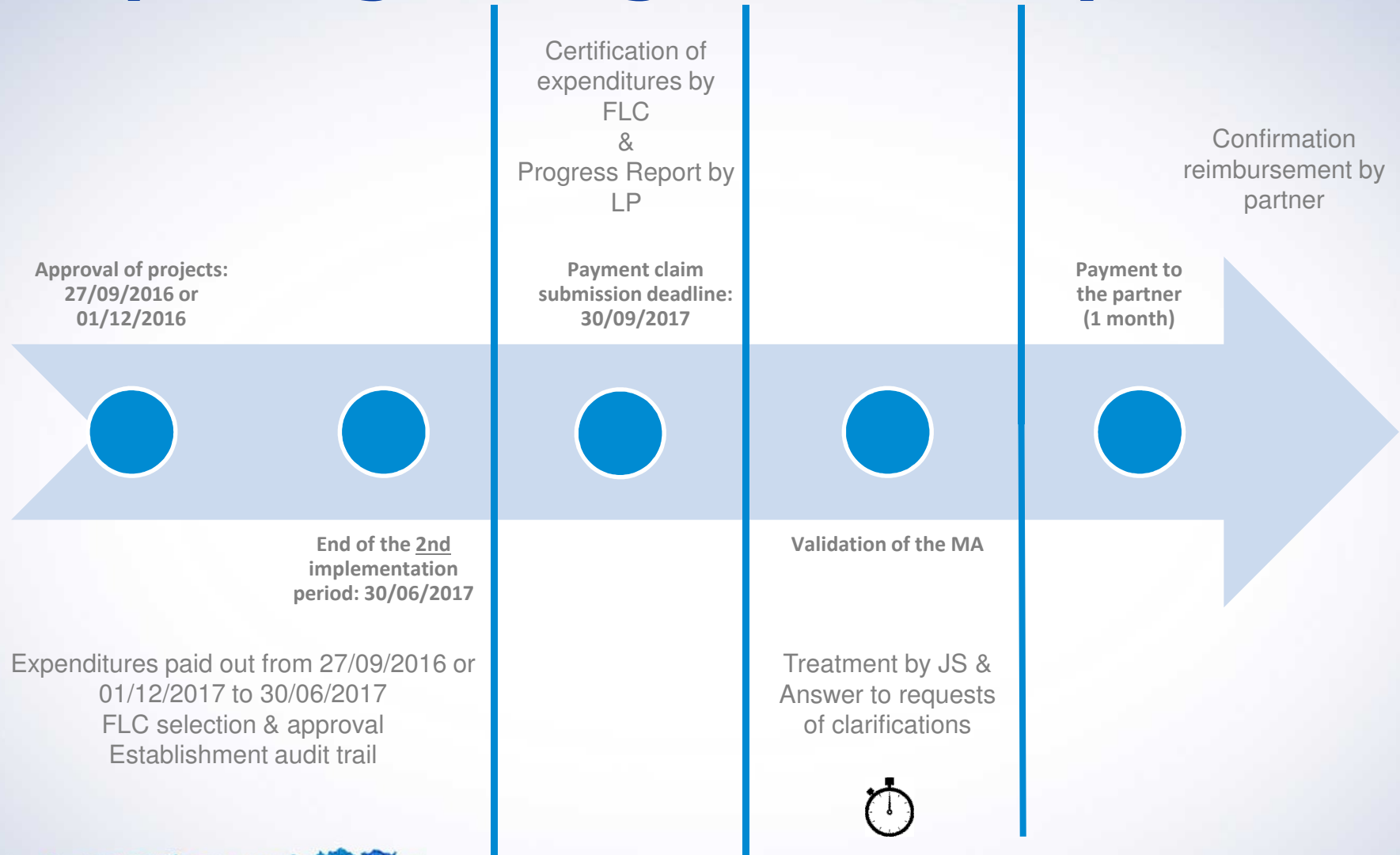


- JS requests clarifications to the partnerships through the LP → Q&A document
- Partners and FLC answer to JS request
- JS includes conclusions to each item
- Final Q&A document is uploaded in Synergie CTE

- Be reactive when JS requests clarifications
- In case of doubt contact the JS (Project officer)
- Check JS/MA conclusions in Synergie CTE



Reporting timing – summary



Eligibility of expenditure

Main novelties on eligibility of expenditure in MED Programme

- The use of simplified costs options:
 - Overheads = flat rate
 - Preparation costs = lump sum
- Direct application of Commission Delegated Regulation (EU) No 481/2014
 - 5 Budget Lines: Staff costs; Office and administrative expenditure; Travel and accommodation costs; External expertise and services costs; Equipment expenditure.
 - Exhaustive list of eligible expenditures for each Budget Line
 - Sub-Budget Lines not to be created
 - New general principles for the justification of Staff costs

SCOs in Interreg MED Programme

- Flat rates for « office and administrative costs » : **15% of eligible staff costs** (no method needed according to EU regulations)
- Lump sums for « preparation costs » : **EUR 30 000**
→ *The amount of EUR 30 000 established by the Interreg MED Monitoring Committee following the analysis of the preparation costs declared by the projects during the 2007/2013 programming period.*
- Standard scale of unit cost for « staff costs » : **1720** hours/year

Interreg
Mediterranean



EUROPEAN UNION

$$\text{Hourly staff cost} = \frac{\text{latest documented annual gross employment costs}}{1720}$$

Flat rate for Office and administrative expenditure (BL 2)

- Line automatically generated/calculated by Synergie CTE
- Represents **15 % of eligible staff costs**
- It covers all the operating and administrative expenses of the structure (e.g. rent, utilities, maintenance, equipment for general office use, phone, bank charges, etc...)
- No need to provide supporting documents
- No calculation method required

 Direct costs falling under this budget line are **not eligible**

Lump sum for preparation costs

- Lump sum **30.000€** (i.e **25.500€ ERDF**) to cover preparation cost
- Not automatic: breakdown per partners to be included in the application form (Not applicable for TA)

Only ERDF partners are entitled to budget and claim preparation costs.

- Co-financing rate to be applied per partner
- No possibility for projects to opt for real costs
- No need to report on activities and/or to produce further documentation; the output is the signed Subsidy Contract

Hierarchy of rules on eligibility

EU rules

Programme rules

COMPULSORY

National (and internal) eligibility rules

- When foreseen by Programme rule
- Matters not covered by EU and Programme rules

Programme rules...

Programme
Manuel

Factsheet "Eligibility of
expenditure"

Eligibility principles

BL description

Eligible cost items

BL general principles

Audit trail

Compulsory templates

Interreg
Mediterranean



EUROPEAN UNION

Expenditure eligibility period

Implementation cost :

incurred invoiced and paid between the day of approval of the project by Programme committee and the project ending date

In case implementation costs cannot be paid out within the date of project closure: 2 additional months for payment

Closure cost : engaged and paid out within two months after the official ending date of the project

Factsheet "Eligibility of expenditure"

Interreg
Mediterranean



EUROPEAN UNION

BL 1. Staff costs

- Costs of staff employed by the beneficiary for implementing the project; already employed by the beneficiary or contracted specifically for the project
- It includes **salary payments + any other costs directly linked to salary payments supported** by the beneficiary
- Calculated **based on real costs** using compulsorily one of the **4 methods established by the Programme:**
 - Method A: Full-time in the project
 - Method B: Part-time in the project – fixed % of time
 - Method C: Part-time in the project – flexible number hours
 - Method D: Contracted on an hourly basis

BL 2: Office and administrative expenditure

- Flat rate automatically calculated by the system based on the staff costs entered

➔ Direct costs falling under this budget line are **not eligible**

BL 3. Travel and accommodation costs

- Expenditure on travel and accommodation of the **staff of the beneficiary** for missions (e.g. participation in project meetings, project site visits, meetings with the programme bodies, seminars, conferences, etc.).
- Participation in events organised by the MED Programme, National Authorities, Horizontal Projects, other projects working on the same subjects, etc.
- In the case of travels outside of the MED area:
 - indicated in the approved Application Form
 - authorised by the MA/JS **prior to the travel**

BL 4. External expertise and services costs

- Costs of external expertise and services provided by a **body outside of the beneficiary organisation** (e.g. studies and surveys, translation, promotion and communication, services related to meetings and events, audits, travel of experts).
 - Sub-contracted entities/experts
 - In-house companies
- Full respect of EU, Programme and national (including stricter institutional) **public procurement rules** and compliance with the principles of transparency, non-discrimination and equal treatment.

No sub-contracting between project partners or associated partners is allowed.



BL 5. Equipment expenditure

- Equipment purchased, rented or leased by a beneficiary which are essential for the implementation of the project.
- Full respect of EU, Programme and national (including stricter institutional) **public procurement rules** and compliance with the principles of transparency, non-discrimination and equal treatment.
- Need to be specified in the Application Form or approved by the JS



Equipment for general office use not used exclusively for the project covered by the budget line OFFICE AND ADMINISTRATIVE EXPENDITURE = cost not eligible under equipment budget line



Eligibility focus: Staff costs

Interreg
Mediterranean



EUROPEAN UNION

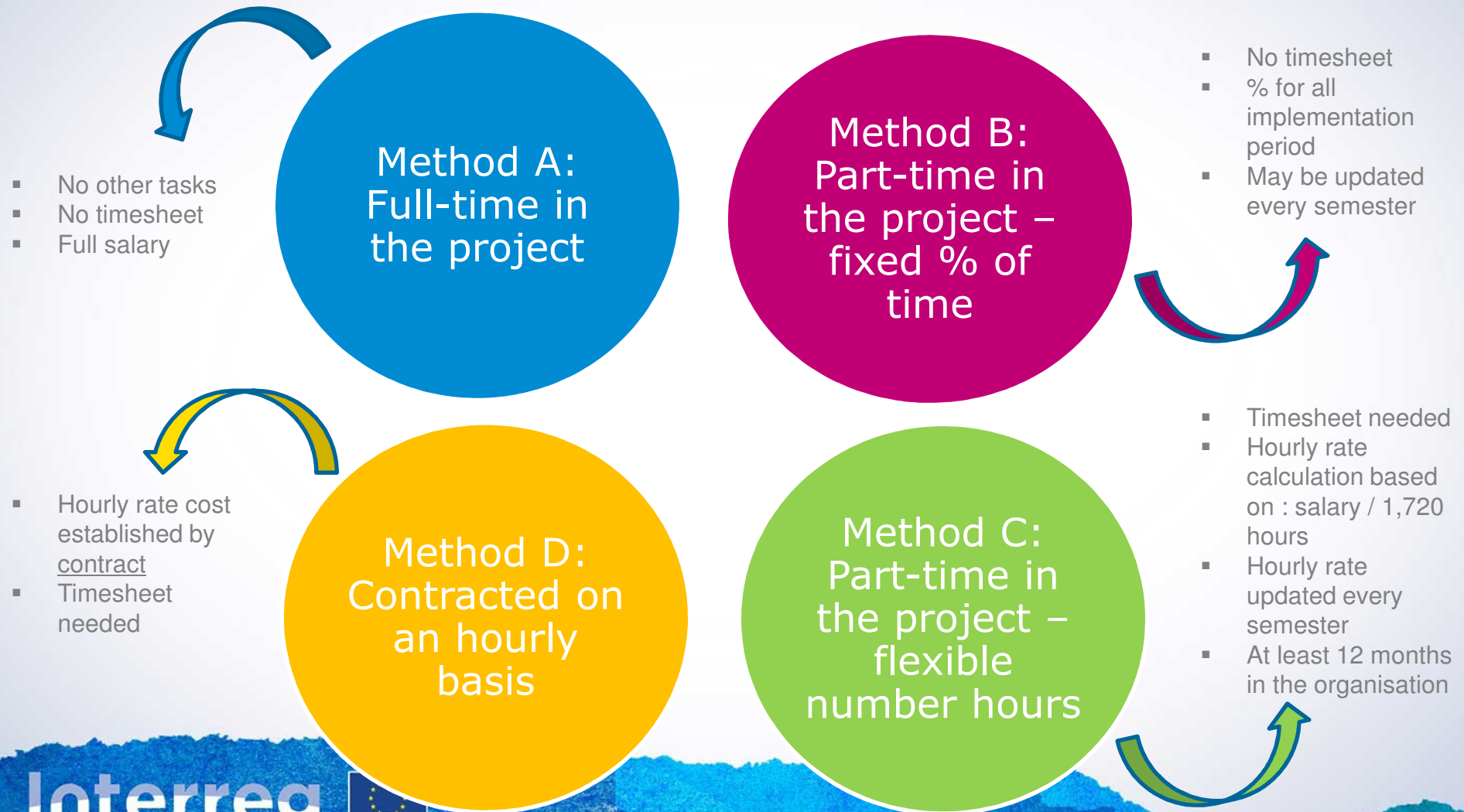
Staff costs

Simplification needed to avoid miscalculation
& to ensure equity among partners

- A goal for the EC → Regulation; SCO
- A principle for MED → Programme Manual
- Role of NA and FLCers necessary



4 methods for the calculation of staff costs



General principles

- One method for each staff member
- The adequacy of the staff costs must be ensured
- Taxable benefits, only if foreseen by contract or national/internal regulation
- Un-paid voluntary work, non eligible
- Overtime eligible, only if paid additionally to the salary

GOOD PRACTICES



- Use the same method for staff members participating in several MED projects
- Use the same method for staff participating in several Interreg projects (as far as possible)

Audit trail

* COMPULSORY templates made available by the Programme

- For Method A & B: full time or % can appear in this document
- For Method D: Hourly rate **must** appear in the contract

For all methods and all staff members

For Method A & B full time or % **must** appear at least in this document

Only for Methods C & D



Contract



List of **project** staff *



Job description

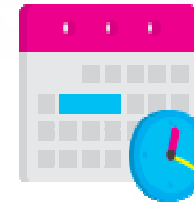
Declaration *



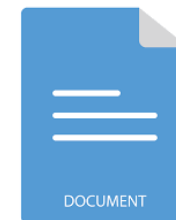
Payslip



Proof of payment



100% Time registration



Document justifying the calculation of hourly rate

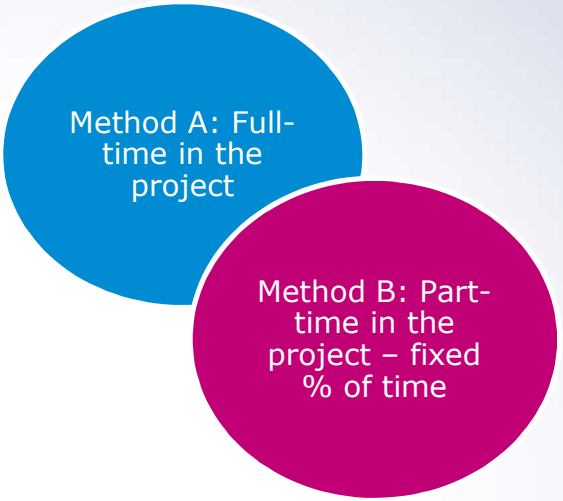
Only for Method C

Monthly timesheet requirements

- **No** programme **template**
- Should cover **100%** of the actual working time of the employee, including holidays, sick leaves, time working in other EU projects or tasks.
- Should be filled in separately for each employee involved in the project
- Should indicate the number of monthly hours worked for the project
- Be **signed** by the employee and his/her supervisor

METHODS A & B FULL-TIME / FIXED %

- Situation:
 - ✓ Regular involvement
- Calculation:
 - ✓ Full mensual salary
 - ✓ Employment cost * %
- Points of attention:
 - ✓ % adjusted if necessary (e.g. at the end of the implementation period)
 - ✓ **Method B: no recalculation against real involvement**
 - ✓ No changes of fixed % in the middle of a implementation period (*except cases of force majeure*)



Method A: Full-time in the project

Method B: Part-time in the project - fixed % of time

METHOD C FLEXIBLE HOURS - 1720H METHOD

- Calculation:
 - ✓ **Hourly rate:** Latest annual employment cost / 1720h (regardless any other data)
 - ✓ *The added value of this methodology is that the 1720 hours cannot be questioned (Guide on SCO)*
 - ✓ Hourly rate * real hours worked in project
- Points of attention
 - ✓ Payslip documenting **annual** salary costs
 - ✓ Person recently employed → wait until 12 months
 - ✓ Update for each reporting period
 - ✓ Timesheet requirements

Method C: Part-time in the project – flexible number hours

METHOD D. CONTRACTED ON AN HOURLY BASIS

- Calculation:
 - ✓ Hourly rate indicated in **contract** per number of hours worked on the project
 - ✓ Hourly rate * real hours worked in project
- Points of attention
 - ✓ Employment contract or equivalent document shall justify the working relationship + hourly rate
 - ✓ Payslip documenting **monthly** salary costs
 - ✓ Timesheet requirements
 - ✓ In some countries not possible

Method D:
Contracted on
an hourly basis

Is the change of calculation method possible?

YES but ONLY EXCEPTIONAL situations allow methods changes:

- Changes in the staff working in the project
- Changes in the employment documents
- Changes in the level of involvements of the partner (module passage)
- Changes in the participation of the partner (project change)
- Changes in the tasks and responsibilities of the employee

nonetheless ... some changes not allowed:

Part-time : impossible to pass from fixed % (B) to variable number of hours (C), and vice versa

Eligibility focus: Equipment

Interreg
Mediterranean



EUROPEAN UNION

BL 5. Equipment expenditure

- Equipment purchased, rented or leased by a beneficiary which are essential for the implementation of the project.
- Full respect of EU, Programme and national (including stricter institutional) **public procurement rules** and compliance with the principles of transparency, non-discrimination and equal treatment.
- Need to be specified in the Application Form or approved by the JS



Equipment for general office use not used exclusively for the project covered by the budget line OFFICE AND ADMINISTRATIVE EXPENDITURE = cost not eligible under equipment budget line

Interreg
Mediterranean



EUROPEAN UNION

Different rules for each sub-budget line of the A.Form



Specific issues

Interreg
Mediterranean



EUROPEAN UNION

Non-eligible expenditure

- In-kind contributions
- Shared costs
- Gadgets and gifts (> EUR 50)
- VAT – if recoverable by whatever means
- Fines, financial penalties, expenditure on legal disputes and litigation, exchange rate fluctuation and interests on debt
- Expenditure already supported by other subsidies

VAT

FLC is asked to verify the VAT status declared by the partner in the Application Form based on the application of national VAT legislation

- ⇒ **YES:** Partner **CAN** recover the VAT; in consequence, VAT is not eligible.
- ⇒ **PARTIALLY:** Partner can recover the VAT partially; in consequence, the part of the VAT that is recoverable is not eligible and the part of the VAT that cannot be recovered is eligible.
- ⇒ **NO:** Partner **CANNOT** recover the VAT; in consequence, VAT is eligible. Partner is entitled to claim expenditures with VAT.

To be validated in advance by the JS

... when not foreseen in the Application Form

- Travels outside of the MED area (always when outside of the EU)
- Organisation of events outside of the MED area (only possible for ERDF partners)
- External expertise and services of over EUR 30,000
- Equipment purchase

The proof of the validation **MUST** be kept by the LP and the partner as part of the project audit trail

Interreg
Mediterranean



Information and publicity requirements

To comply with Programme **AND** EU branding you need to use on all communication materials:

Project logo + ERDF ref (when necessary)



+ Project co-financed by the European Regional Development Fund

Factsheet "Project branding, project information and publicity rules"



Legal basis: Annex XII
Regulation (EU) No
1303/2013

Double funding

WHAT

Mechanism in place to avoid that same expenditures are reimbursed by different public funding (EU, national, regional). No method established by Programme.

WHO

Both partners and FLCers

WHERE TO REPORT

Checklist of FLC certificate
Compulsory to provide a brief and clear explanation of the method adopted no matter the answer provided

MAIN MISTAKES

- Declaring that the same expenditures won't be charged on more than 1 co-financed project. Any additional information provided.
- Check on double funding only on some cost categories (staff,...).

Exchange rate

- All financial reporting and project follow-up in Euros
- Reg (EU) No 1299/2013 Article 28: expenditure incurred in non-Euro currency by the partner organisation to be converted in Euros
- EC Exchange rate applicable in the month the partner reports are submitted for verification to the FLC → automatically calculated by Synergie CTE when accepting expenditure to control



Costs related to the fluctuation of foreign exchange rates are not eligible.

Location of the activities

“What are those 20%?”

Foreseen in the Application Form
or approved by the JS

ERDF partners:

Partners inside Programme area organizing an event outside Programme area :

- Organisation event: outside
- Travel and accommodation: inside

Partners outside Programme area: All budget outside (regardless location of the activity)

IPA partners:

→ All activities in IPA territories

- FLCer is asked to:
- Verify that the location of the expenditure is coherent with Programme rules
 - Ask the partner any correction
 - Verify the approval of the travel/activity

Interreg
Mediterranean



Legal basis: Article 20 (3)
Regulation (EU) No 1299/2013
+ Article 5 (5) (6) (7) (8)
Deleg. Regl. 481/2014

How to archive and for how long?

- How?

- ▶ Supporting documents have to be kept either in originals or certified true copies or in electronic versions.

- How long?

- ▶ Until 31/12/2028 (Subsidy Contract – article 16.1; Partnership Agreement – article 3.3.d).

Possibly longer archiving periods (e.g. national laws) have to be taken into account!!

Complying and controlling public procurement rules

Interreg
Mediterranean



EUROPEAN UNION

Public procurement

Levels of rules to be applied:

- EU rules
- National rules
- Internal rules of the partner organisation

- Interreg MED Programme recommendation

The **strictest rule** must always be applied.



For contracting amounts above **EUR 5.000,00** (excl. VAT) → kindly ask for **at least three offers** from three different providers

>>>> All partners, public and private

Private partners

- Private bodies (non-profit & profit, governed by private law)
 - Must comply with public procurement principles: transparency , non-discrimination, equal treatment and effective competition
 - Should respect national rules and internal partner rules (if they exist), in some countries direct application
 - Should be able to demonstrate good use of public funds
 - To avoid misunderstanding, in Synergie CTE PUBLIC PROCUREMENT = OUTSOURCING CONTRACT

Procurement and reporting

- PUBLIC PROCUREMENT = OUTSOURCING CONTRACT
- Partner lists all contracts over EUR 500 in Synergie CTE, and links related expenditure
- FLC checks compliance with public procurement rules by certifying related expenditure
- List of outsourcing contracts linked to certified expenditure reported in FLC certificate

Synergie guide "How to enter an outsourcing contract"

Project modifications

Non-substantial modification

Managed by the LP in cooperation with its partnership, validated by the project steering committee.

- Adjustment on activities and deliverables
- Budget deviation: 20% flexibility rule
- Final budget adjustment within the 10% flexibility rule

NO Modification of the Application Form

Substantial modification

Requesting official approval by Programme bodies.

- Partnership composition
- Budget
- Work plan, activities, deliverables and project outputs
- Extension of the project duration

Modification of the Application Form

Non-substantial modification

- LP keeps an overview on all the budget changes → problems may occur if budget flexibility not monitored closely
- Project steering committee decision
- Reporting to the JS via the progress report
- **Partner budget cannot be exceeded!!!**
- Modification of the Application Form not needed

20% flexibility rule

Each partner, in the limit of its total budget, has the possibility to shift funds between budget lines and work packages up to 20% of its total eligible budget. This means that overconsumption at budget line and work package level cannot exceed the 20% of the partner total eligible budget and that the total eligible budget of the partner has to remain unchanged.

- FLCer check is needed only regarding certified expenditure
- JS check focuses on project level

Thank you!!

Ludivine LAVOINE - lavoine@regionpaca.fr

programme_med@regionpaca.fr

www.interreg-med.eu