



INTERREG IVA 2 Mers Seas Zeeën Cross-border Cooperation Programme  
2007-2013

# Lead Applicant Seminar

Joint Technical Secretariat  
INTERREG IV A '2 Seas' Programme



Part-financed by the  
European Regional Development Fund (ERDF)

# Programme

- INTERREG IVA cross border cooperation: 2 Seas
- new since this programming period: 2007-2013
- cooperation between 4 MS: Belgium, the Netherlands, France, UK
- Managing Authority: Région Nord Pas-de-Calais
- Joint Technical Secretariat: Lille

## **“Regular” Cross-border cooperation Projects**

- Bring together partners from different countries in the programme area
- Develop or solve a shared cross-border issue in line with the objectives of the programme priorities
- Bottom-up approach initiated by the partners
- include joint development, joint implementation, joint staffing and joint financing



# Map of cooperation area

Programme transtrontalier des 2 Mers

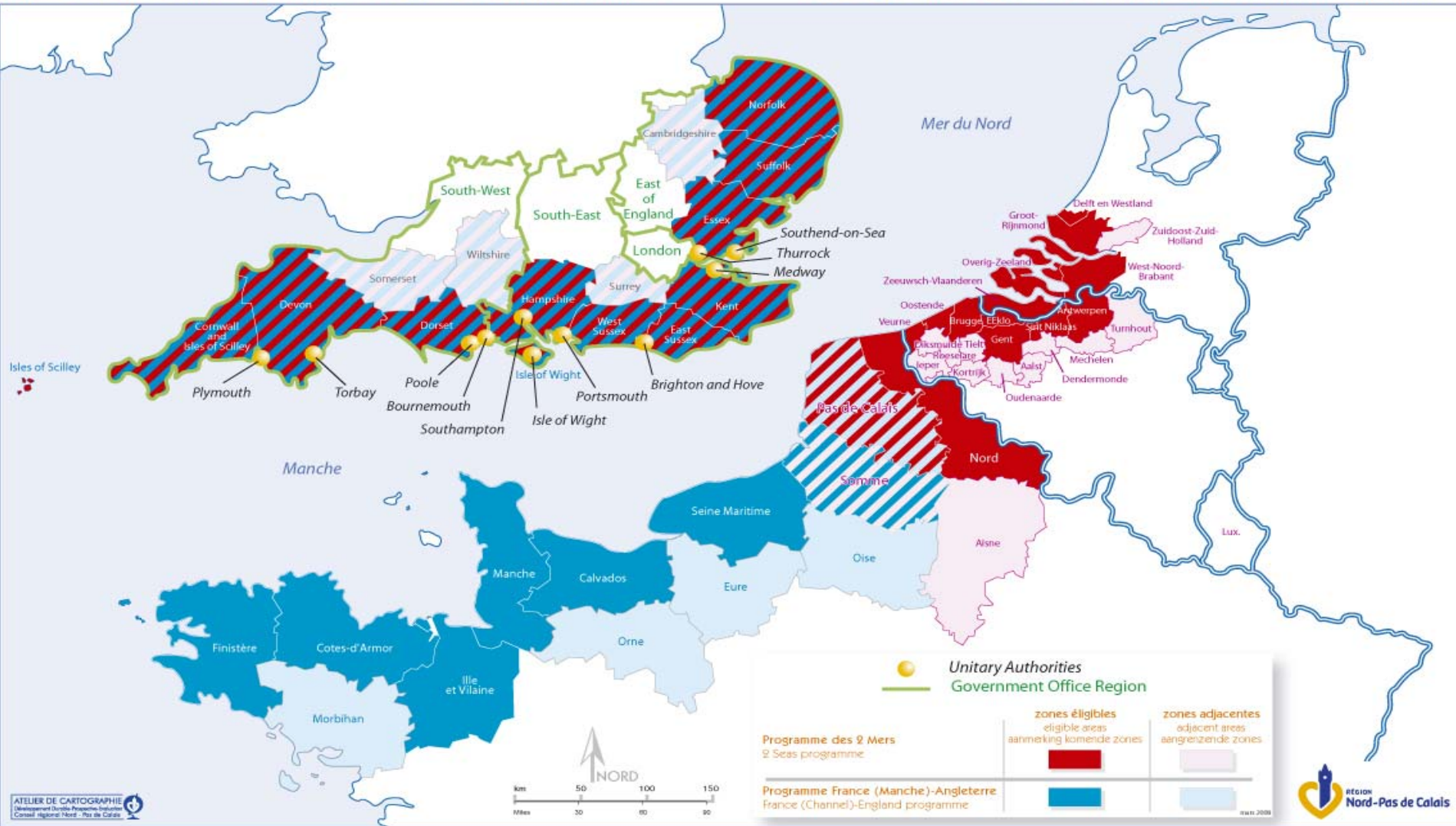
Zones éligibles à la priorité commune avec le programme France (Manche) - Angleterre

2 Seas cross-border programme

Eligible areas of the common priority with France (Channel) - England programme

2 Zeeën grensoverschrijdende programma aanmerking komende zones

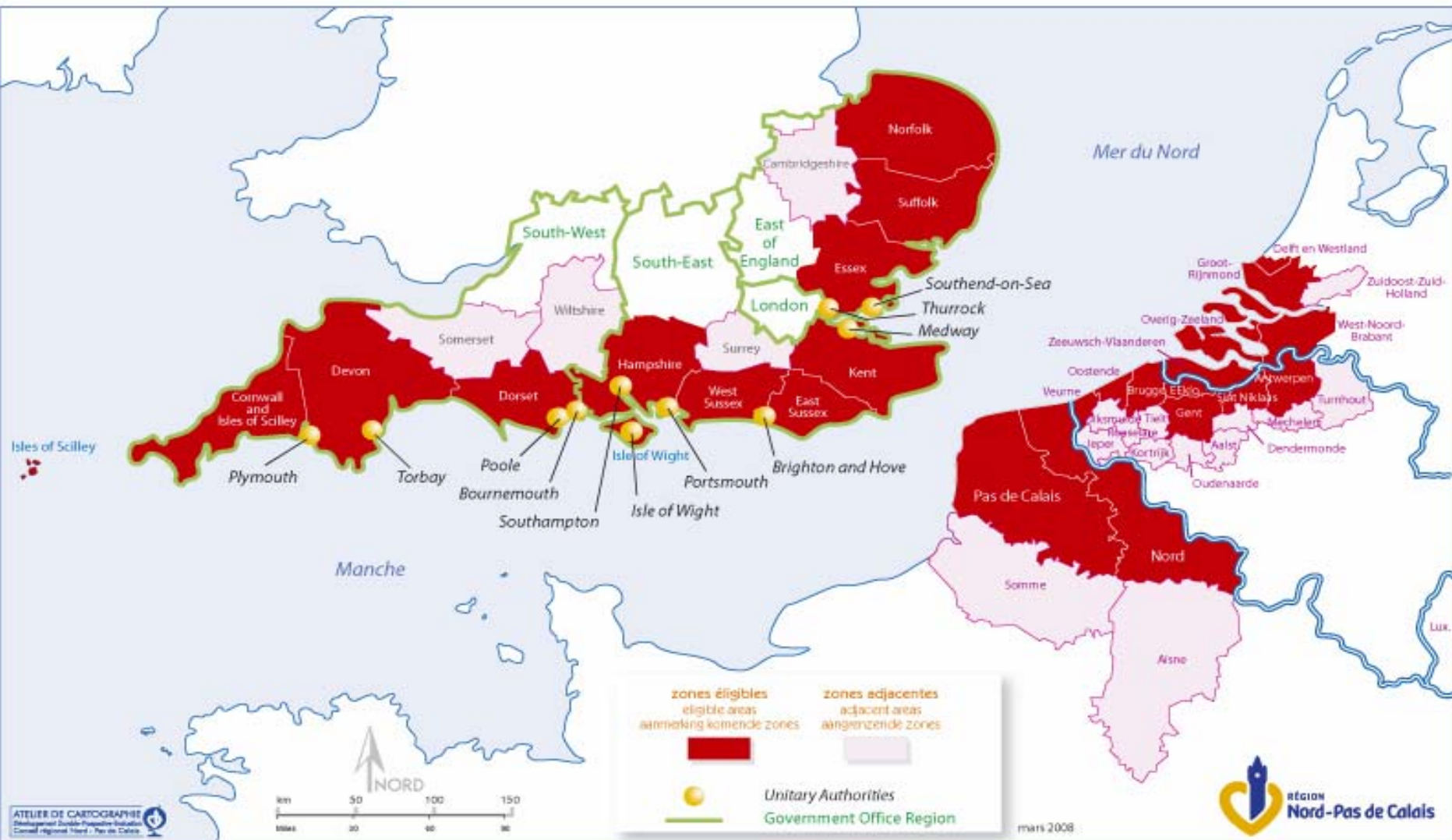
voor de gemeenschappelijke prioriteit met het Frans - Engels Kanaal programma



# 2 Seas Programme area

Programme transfrontalier des 2 Mers 2007 - 2013

2 Seas cross-border programme 2007 - 2013    2 Zeeën grensoverschrijdende programma 2007 - 2013



# Priorities

## 4 Priorities

- Priority 1 – Supporting an economically competitive, attractive and accessible area
- Priority 2 – Promoting and enhancing a safe and healthy environment
- Priority 3 – Improving quality of Life
- Priority 4- Common priority with the France-Manche Programme



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# Potential partners

## Legal status

- public body
- body governed by public law
- private body (micro, small, medium enterprises)
- not-for-profit-organisations

## Who is not eligible as a partner?

- Sub partners/umbrella partners
- Bodies without budget and not requesting ERDF from the programme
- Private companies exceeding the limits set for micro and SMEs



# Partnership

## Partnership Priority 1, 2, 3

- minimum 2 partners from different MS
- minimum 1 English partner
- In case a Lead Partner is in adjacent area, at least one partner must be in the eligible area

## Partnership Priority 4

- minimum 3 partners
- minimum 1 English partner
- 1 partner from the French area of the France-Manche Programme
- 1 partner from the “Two Seas Programme” (continental)
- In case a Lead Partner is in adjacent area, at least one partner must be in the eligible area



# Documentation

**Application form** (1 Excel file) EN, FR, NL

**Letters of support** of all partners EN, FR, NL

**Programme Manual** EN, FR, NL

1. Programme Guidance on eligibility

2. Programme Guidance on first level control

3. Programme Guidance on public procurement

**[1<sup>st</sup> PR] Partnership Agreement** EN, FR, NL

**[info] Subsidy Contract** template EN, FR, NL





# Results 1<sup>st</sup> call

- 23 projects submitted
- 22 were considered 'eligible'
  - Steering Committee of 12/11/08
    - 11 projects were approved
    - 5 projects were referred back
    - 6 projects were rejected
- In total, the approved projects represent together about 18.9 m EUR ERDF.



# Call schedule

**1/7/2007**  
 Start date of  
 eligibility of  
 expenditure

**10/10/2008**  
 Launch call

**10/12/2008**  
 End call

**March**  
 SC decision,  
 response  
 to Lead Partner,  
 contracts sent out  
 to LP

1<sup>st</sup> PR and  
 Partnership  
 agreement  
 to JTS

2<sup>nd</sup> PR and  
 Communication  
 Plan to JTS

**30/06/2012**  
 Closure of the  
 activities

**1/9/2012**  
 Submission  
 final report

31/12/2025

Project preparation, implementation and reporting

Eligible expenditure

Eligible costs:  
 communication,  
 dissemination,  
 coordination and  
 project  
 management  
**only**

JTS+ MS  
 Evaluation

Contracting

JTS Project management and monitoring

Closure  
 administrative  
 issues  
 3 months

Maintenance  
 accounting  
 documents



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# Where to find us!

[www.interreg4a-2mers.eu](http://www.interreg4a-2mers.eu)

Contacts

Thank you!



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# Project Finances



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# Programme funding

ERDF contribution is 50% of the **total eligible costs** of the **eligible partners** in the **eligibility period**

ERDF 50% is to be calculated at partner level

Remaining 50% must be covered with match-funding at partner level

Commitment of the PP to find match-funding (Letter of Support)

Eligible partners: only the partners listed in the application form are eligible for funding

Eligibility period (see chart)

No limit on project partner or project budget!

Recommendations: **keep partnerships small and “value for money”**



# Budget lines

- 1.Partner staff costs
- 2.Administration costs (direct and indirect general costs)
- 3.External consultants and suppliers
- 4.Travel and accommodation
- 5.Equipment
- 6.Investment
- 7.Validation of expenditure

Detailed description of the costs to be budgeted/reported under each BL is given in Programme Guidance on eligibility





# BL1 Personnel

Calculation based on gross salary

Use of timesheets when reporting the cost

Contribution in kind in terms of professional work/expertise accepted within limits given by the Guidance

## **Limits on the budgeting/reporting :**

No limits in the budgeting of this cost

No limit on the hourly rates used for personnel

Limits on the typology of contribution in kind



# BL2 Administration costs

Includes both direct general costs and indirect general costs

## **Limits in budgeting/reporting:**

BL2 budget cannot be higher than 25% of budget in BL1

For the indirect general costs, projects must adopt the Programme method and ratio, formal commitment in the letter of support of each partner



# BL3 Consultants and suppliers

Compliance with public procurement

Three –quotation for transparency if contracting is for amounts below the thresholds for public procurement

Contribution in kind provided by experts/suppliers is allowed

## **Limits on the budgeting/reporting :**

Consultants and experts fee per day: 800 euro as maximum amount

No limits in budgeting cost for suppliers of services (ex: translations) and goods (ex: consumables)

Limits on the typology of contribution in kind

Partners cannot supply services/expertise to each other



# BL4 Travel and accommodation

Travels within the Programme area

If travels outside the area, request with justification should be given in advance to the JTS

## **Limits in budgeting/reporting:**

Travels, accommodation and allowances must be in line with the allowances of the public authorities

Total amount of accommodation and daily allowance should not exceed the per diem of Commission



# BL5 Equipment

Exhaustive list of items in the Guidance on eligibility

## **Limits on the budgeting/reporting :**

Depreciation allowances if the lifetime of the item is longer than the project

Full cost of the item if its lifetime is shorter than the project



# BL6 Investment

Investment is:

- Purchase of land
- Purchase of real estate
- Infrastructure work
- a combination of the above elements

## Limits in budgeting/reporting:

At **project partner level**, the limit is given in the ERDF contribution to the total costs under BL6. ERDF request is either 25% of the total costs or 500.000 euro whichever is the lower.

Limits to the typology of contribution in kind





# BL 7 Validation of expenditure

FLC can be either internal or external, in all cases must be designated by the MS

Designation of the FLC must be requested before contracting the controller

Each PP has to have its expenditure validated by a FLC in compliance with the rules and the system established where the PP is located

If external, the FLC must be hired in compliance with public procurement rules

See questionnaire on the FLC filled in by MS on our web site



# Revenue

To be listed only if there is **profit** (net revenue!) generated by selling items/by provision of services

If there is no profit, but the revenue covers just the costs, it should not be listed in the application form



# Contribution in kind

- Allowed only under BL1 Personnel costs, BL3 External experts and suppliers, BL6 Investments
- In kind contributions must be listed in the BL breakdown as a **cost**
- At project level total amount of contribution in kind cannot be higher than the amount of the match funding
  
- Other in kind contributions in BL2, 4, 5 can be considered as “sources of match funding” and must be listed as such in the application in relevant parts, for each project partner, but must not appear in the costs’ lists



# Reporting deadlines

## 1<sup>st</sup> reporting period

Cost incurred from **1<sup>st</sup> January to 30<sup>th</sup> June** (year n)

Validation 1<sup>st</sup> July to 30<sup>th</sup> August maximum (year n)

Reporting deadline **1<sup>st</sup> September** (year n)

## 2<sup>nd</sup> reporting period

Cost incurred from **1<sup>st</sup> July to 31<sup>st</sup> December** (year n)

Validation 1<sup>st</sup> January to 28<sup>th</sup> February (year n+1)

Reporting deadline **1<sup>st</sup> March** (year n+1)

## Suggestions

Plan the validation carefully in advance with the FLC so not to miss the reporting deadline!

Extension of reporting deadline are possible for an extra month but payment will be processed later too!



# Eligibility of costs in reporting

Costs are eligible if they fulfil the conditions below:

Are incurred (paid out= defrayed date!)

Are incurred by the partners listed in the application form

Are directly linked to the project implementation as described in the application form

Are incurred and accounted in compliance with the Legal framework

Are incurred within the eligibility period

Are correctly reported under the budget lines

Have been validated by the First level controllers



# Validation of expenditure

MS responsibility to set up the first level control system: FLC designated by the MS

System centralised (BE) decentralised (UK, NL, FR)

FLC must validate the expenditure of each partner located in their territory

Tools for FLC being prepared by MS with support of the JTS and under supervision AA

JTS +MS training FLC on Programme requirements : compulsory participation of FLC in Lead Partner Seminars

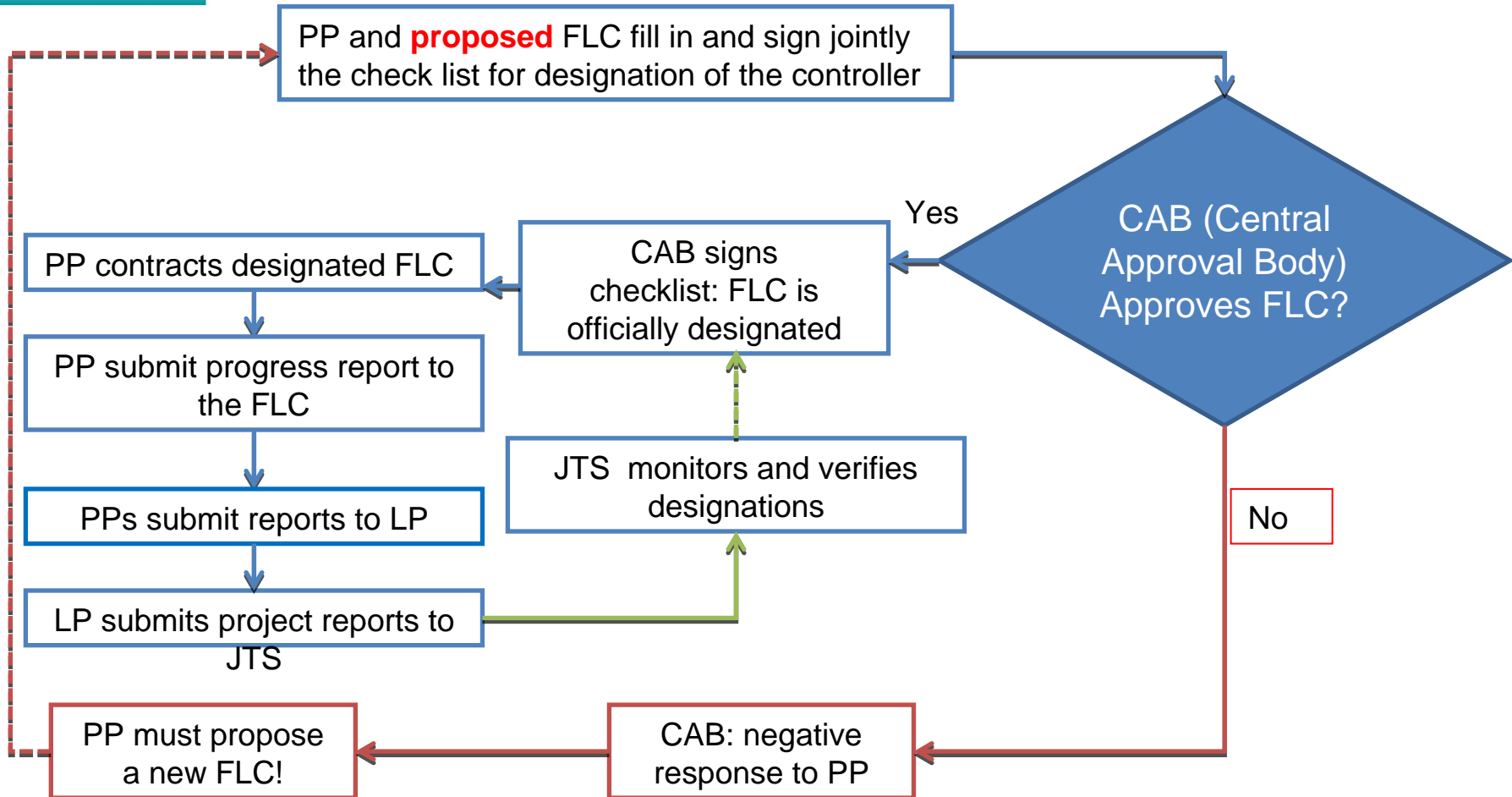
Programme Guidance on first level controls available for projects



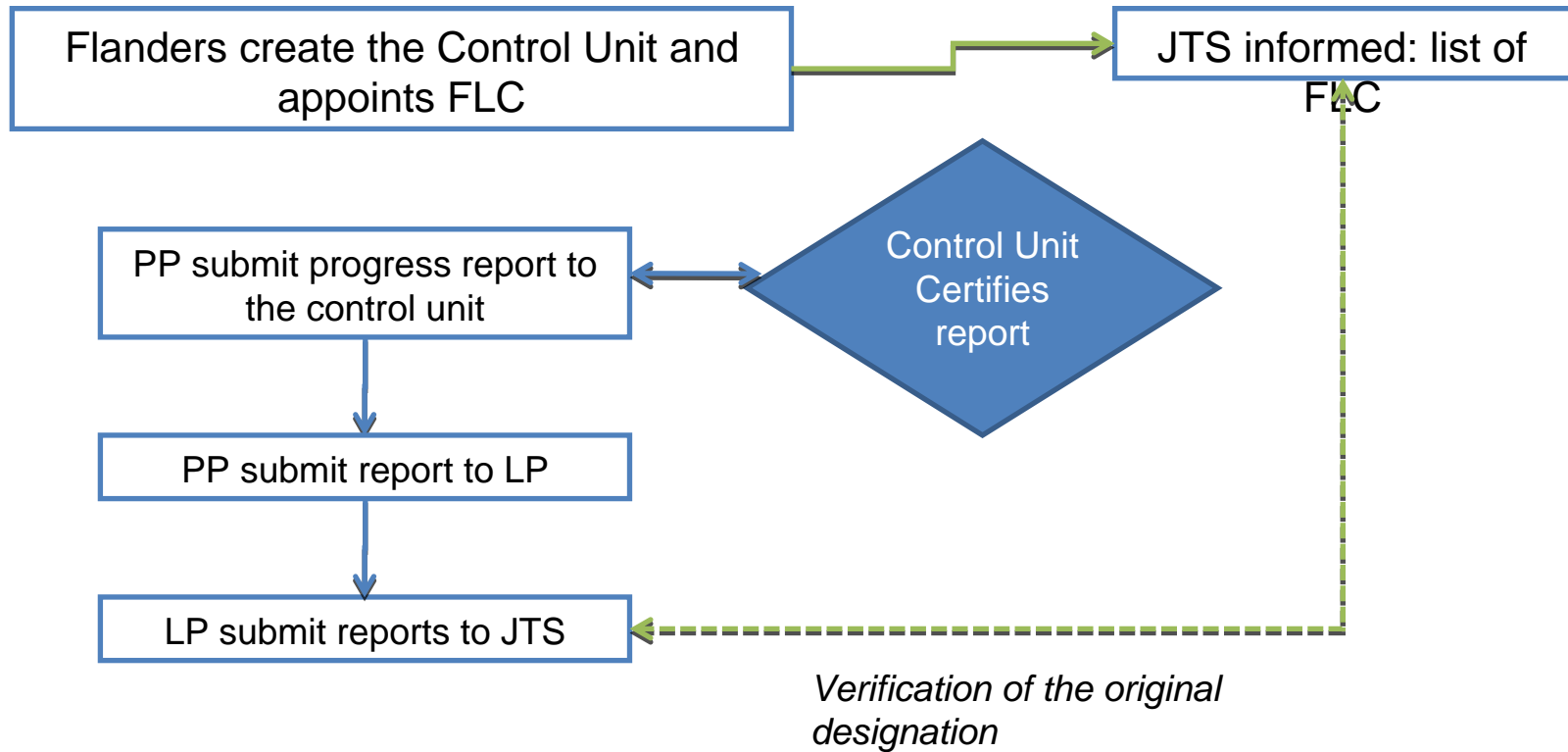
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# Designation FLC -UK, NL, FR



# Designation FLC- Flanders



# Project progress report

The **project progress report** includes:

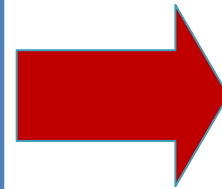
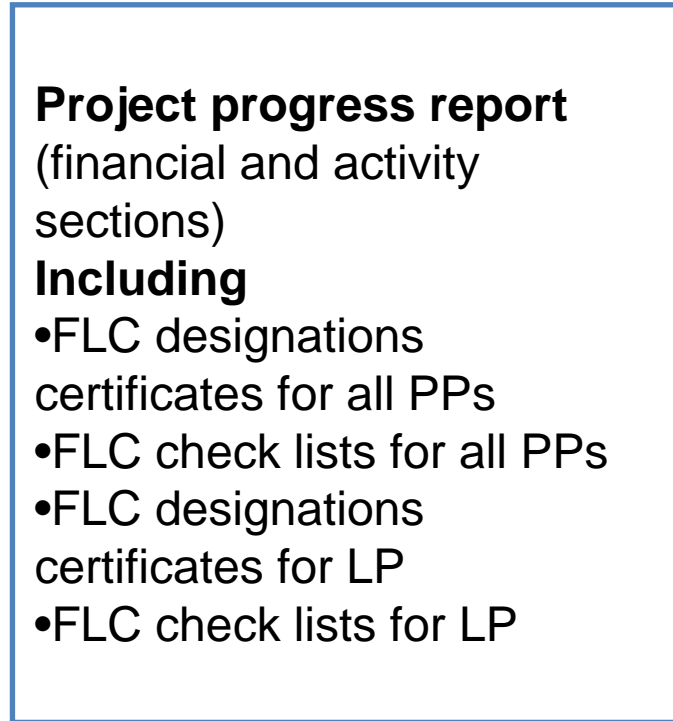
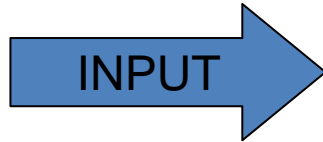
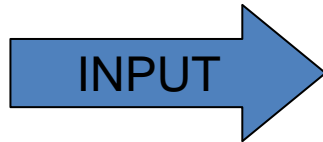
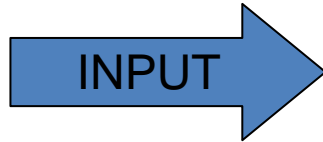
- activity report
- financial report
- payment claim
- proof of validations performed by first level controllers on LP and PPs expenditure (certificates, check list, designation of the controllers)

Templates will be prefilled by JTS and sent to the LP beforehand



Acronyms  
LP= Lead partner  
PP= project partner  
FLC= first level control  
JTS= Joint Technical Secretariat

PPn.2, 3,4,5...  
Progress  
report  
FLC validation  
certificate  
FLC  
designation  
FLC check list



**JTS**



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# Flow

CA approves/rejects the PR.  
 Payment order is prepared and transferred to the LP . If rejected, PR is sent back to MA/JTS

MA approves the PR and sends it to the CA. If MA rejects it, PR is sent back to JTS

JTS monitors progress reports

LP compiles PPs' reports into a single PR  
 Project expenditure verified by LP controller

Each PPs' expenditure must be validated by FLC

