

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

### **Summary of the modifications to the Programme Manual**

approved by the Monitoring Committee on 02 October 2009

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## 1. Introduction

As approved by the Programme Monitoring Committee on 02 October 2009, the following points in the Guidance on Eligibility have been **clarified**:

- Instructions and guidance for managing and claiming **personnel costs**;
- Instructions and guidance for managing and claiming **in-kind contribution**;
- Detailed guidelines to ensure compliance with **public procurement** rules.

As approved by the Programme Monitoring Committee on 02 October 2009, the following points in the Guidance on eligibility have been **modified**:

- Simplification of **project and partner ERDF rates** per budget line;
- Instructions and guidance for managing and claiming **shared costs**.

A short description of the clarifications and modifications apported to the last version of the Guidance on Eligibility follows here below. The amended document, including the clarifications and modifications approved by the Monitoring Committee, shall be **valid retroactively** for **all approved projects** in the framework of **all calls for proposals** launched by the INTERREG IVA 2 Seas Programme in the 2007-2013 programming period. The Guidance on Eligibility shall be called, from now on, **Programme Manual**.

## 2. Clarifications apported to the Guidance on Eligibility (Programme Manual)

### 2.1 Personnel costs

§ 4.3.1 of the Programme Manual is dedicated to staff costs. This section has been further developed and clarified. An additional Fact Sheet on staff costs is now available in Annex 6 of the Programme Manual.

### 2.2 In-kind contribution

The rules and procedures to follow in the case of in-kind contribution have been clarified and further developed. The rules concerning in-kind contributions **have not been changed**. Further detailed instructions and clarifications are now available in Annex 5 of the Programme Manual.

### 2.3 Public Procurement

The Programme guidance on Public Procurement is now part of the Programme Manual, Annex 8. The Fact Sheet provides further details about ceilings and procedures to comply with. The Programme does not impose any additional ceilings than those established by the European Directives and the national



legislations. The ceilings are updated every two years through a specific European Regulation; the next update will be in **January 2010**.

## 3. Modifications apported to the Guidance on Eligibility (Programme Manual)

### 3.1 Simplification of project and partner ERDF rates per budget line

On 02 October 2009, the Programme Monitoring Committee approved a simplification of the rules concerning projects' financial management. The modification consists of the following points:

- All project and partner budgets shall be funded up to 50% by ERDF.
- All expenditure claimed by project partners to the Programme will be refunded applying the average partner's ERDF rate.
- Every budget line shall be funded up to 50% by ERDF. This means that there are no longer additional ceilings for:
  - a. Budget line 6 (Investment): expenditure for investment shall be funded up to 50% (at project and project partner level); no limit to the total amount of investment per Project Partner any longer.
  - b. Budget line 7 (First level control): expenditure for First level control will now be reimbursed up to 50% by ERDF.
- The distribution of ERDF amongst budget lines remains a matter of internal accountancy at partner and project level;
- The projects approved before 02 October 2009, having different ERDF rates per budget line in their Application Forms, will be refunded applying on each claim the average ERDF rate of the partner. The Lead Partner shall transfer the correct ERDF amount to its Project Partners according to the Application Form and the Partnership Agreement.
- The Programme Manual and the templates of Progress Reports and Application Forms have been consequently amended to comply with this simplification.

### 3.2 Instructions and guidance for managing and claiming shared costs

Following a demand from several projects, the Monitoring Committee has approved on 02 October 2009 a specific procedure for managing shared costs. The procedure is available in Annex 7 of the Programme Manual. Shared costs and compensation of costs remain two different procedures.

## 4. Conclusion

The last revised version of the Programme Manual is available on the Programme web-site:



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

The Joint Technical Secretariat remains at your disposal for any additional clarification or assistance you might need.