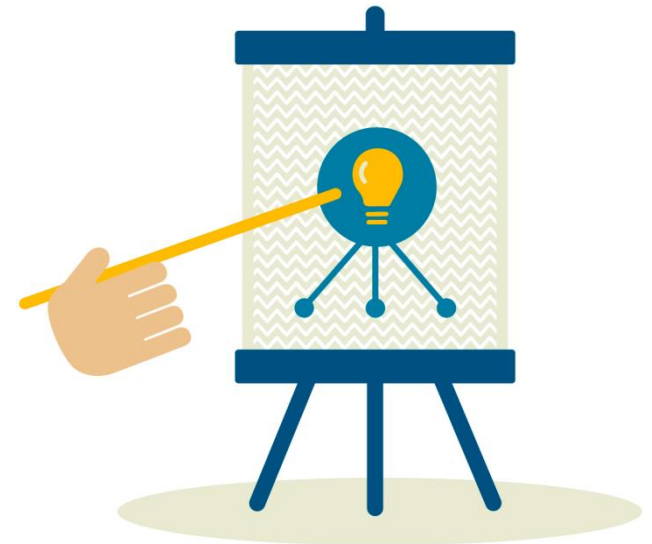


Starting the programme

Interact Programme Management for
Beginners

17-18 October 2017 | Madrid, Spain

Robert Mazurkiewicz,
Interact Programme



The programme is approved!

This is the moment when Programme can start its real implementation - selection, contracting and implementing projects.

But before...

Certain rules of the game must be set...

preferably in one place...

Programme Manual

The Monitoring Committee

Programme Manual

Is the ultimate reference book of the programme rules for anyone interested how the programme works.

for whom?

- Lead partners
- Project partners
- First level controles

why?

- how to apply for projects
- how to implement activities
- how to report to the programme

Application rules

Types of calls

- one step
- two steps
- ongoing

Preparatory costs

- no preparatory costs
- lump sum (if project approved) e.g. EUR 15 000
- seed money projects

Types of projects

Regular

- different understanding

Strategic

- strategic predefined
- flagship
- cluster project

Small scale

- small scale (e.g. up to EUR 50 000 with 2 partners)
- umbrella projects
- seed money projects

Types of partners

Involvement

- lead partner
- project partner
- sub-partner
- associated partner
- partners outside eligible area (internal, external)

Private partners

- no private partners
- all enterprises
- only SMEs
- limited or full involvement (e.g. only non-profit activities)

Implementation rules

Co-financing rates

- directly from the regulation (75%, 85%)
- reduced (50%, 60%, 70%)
- different types of projects, partners (e.g. SME, outside)

Reporting rules (timing)

- half-yearly
- quarterly
- on-going (amount)

Share costs

- no shared costs
- shared costs outside the project
- shared costs as part of the project

Hierarchy of rules

Rules on eligibility of expenditure!



Budget lines

1. Staff costs
2. Office and administration
3. Travel and accommodation
4. External expertise and services
5. Equipment
6. Infrastructure and works



6 fact sheets on budget lines

- WHAT costs
- HOW calculated
- HOW justified

Available on Interact website

Real costs

Simplified cost options

Flat rate

Standard scale of unit cost

Lump sum

- Options applied in 2007-2013
- Options in CPR 1303/2013 and ETC Reg. 1299/2013
 - Ex-ante calculations

Simplified cost options

Flat rate

e.g. BL Office and Administration = up to **15% of eligible direct staff costs**

Standard scale of unit costs (SSUCs)

e.g. BL Staff costs (categories based on responsibility in project)
project manager - € 50/h
project finance - € 55/h
specialist - € 70/h

Lump sum

single payment – maximum limit **EUR 100 000** of public contribution per project (e.g. preparatory costs)

Eligible cost

- full and part-time work on the project
- salary payments and other linked costs
 - all costs fixed in *employment document/ law*
 - salaries related to responsibilities specified in *job description*

Forms of reimbursement

- **real costs** (*payslips and proof of payment*)
- **simplified cost options (SCOs)**
 - flat rate
 - standard scale of unit costs

SCOs - Staff costs

Flat rate (Article 19 of ETC Reg.)

Staff costs of an operation may be calculated at a flat rate of up to 20 % of the direct costs other than the staff costs of the operation

- can apply on individual partner level
- partners do not need to provide audit trail for staff costs (but for direct costs)

Each partner can decide on the reimbursement option, unless applicable options are set at programme level.

Standard scale of unit costs (Article 67 of CPR)

Ex-ante calculation based on a fair, equitable and verifiable calculation method

Eligible cost

- operating and administrative expenses of the partner organisation that support delivery of the project
- exhaustive list of costs defined in Delegated Regulation 481/2014

Forms of reimbursement

- real costs
- flat rate

Office and administration – Flat rate

Article 68(1) of CPR

Indirect costs may be calculated at a flat rate of:

Up to 25% of eligible direct costs

fair, equitable and verifiable calculation method

Up to 15% of eligible direct staff costs

no calculation method required from the programme

- can apply on individual partner level
 - partners do not need to provide any audit trail



Eligible cost

- travel and accommodation costs of **staff of partner organisations** that relate to delivery of the project
- exhaustive list of costs defined in Delegated Regulation 481/2014



General principles

- travel and accommodation of external experts under *External Expertise and Services*
- daily rates for hotel and subsistence should be respected, in line with national legislation or internal policy of the partner organisation
- cost related to travel outside the programme area (Article 5 of Delegated Regulation 481/2014) – location of the partner

Eligible cost

- external expertise and services provided by a **public** or **private body** or a **natural person** outside of the partner organisation
- open list of costs defined in Delegated Regulation 481/2014
...; other specific expertise and services needed for operations

Eligible cost

- equipment **purchased, rented or leased** by a partner, necessary to achieve objectives of the project
- may include costs of equipment already in possession by the partner
- exhaustive list of costs defined in Delegated Regulation 481/2014 ...; *other specific equipment needed for operations*

General principles

- second-hand equipment is eligible (under conditions, Delegated Regulation 481/2014), unless decided otherwise by the programme
- depreciation is eligible (under conditions, Article 69 of CPR)

Infrastructure and works

Rules on eligibility of infrastructure expenditure

- Covers costs related to investments in infrastructure that do not fall into the scope of other budget lines
- Some general rules defined in CPR 1303/2013; e.g., purchase of land, durability of operations
- No specific rules defined in the Del. Reg. 481/2014

See the fact sheet on the budget line "Infrastructure and works"

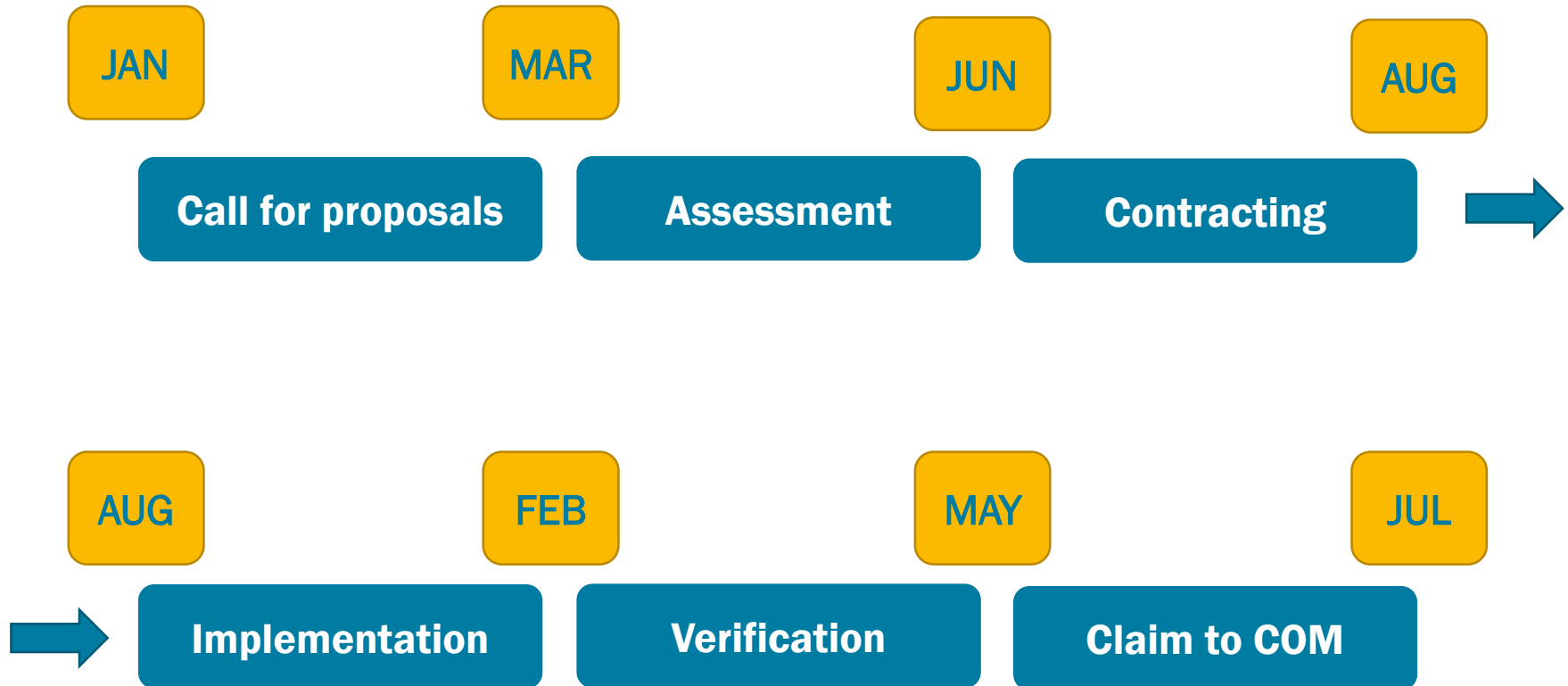
Planning cash flow at programme level

Elements to be taken into account:

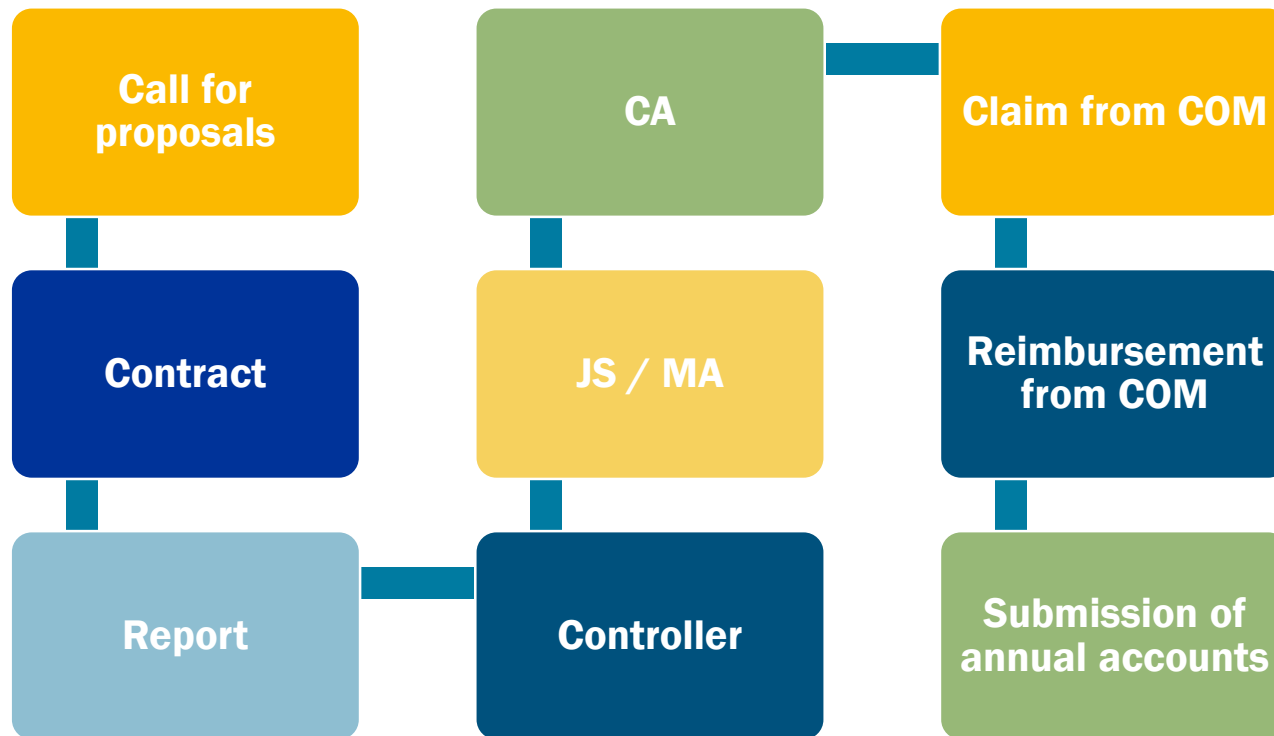
- Spending per priority axis (targeted calls, changes of Operational Programme, waiting list of projects)
- Spending per calendar year (additional calls, interim project reports)
- Avoiding de-commitment
- Ensuring programme liquidity (claims from COM and getting reimbursement on regular basis, bridging the 10% of funds claimed and not reimbursed)



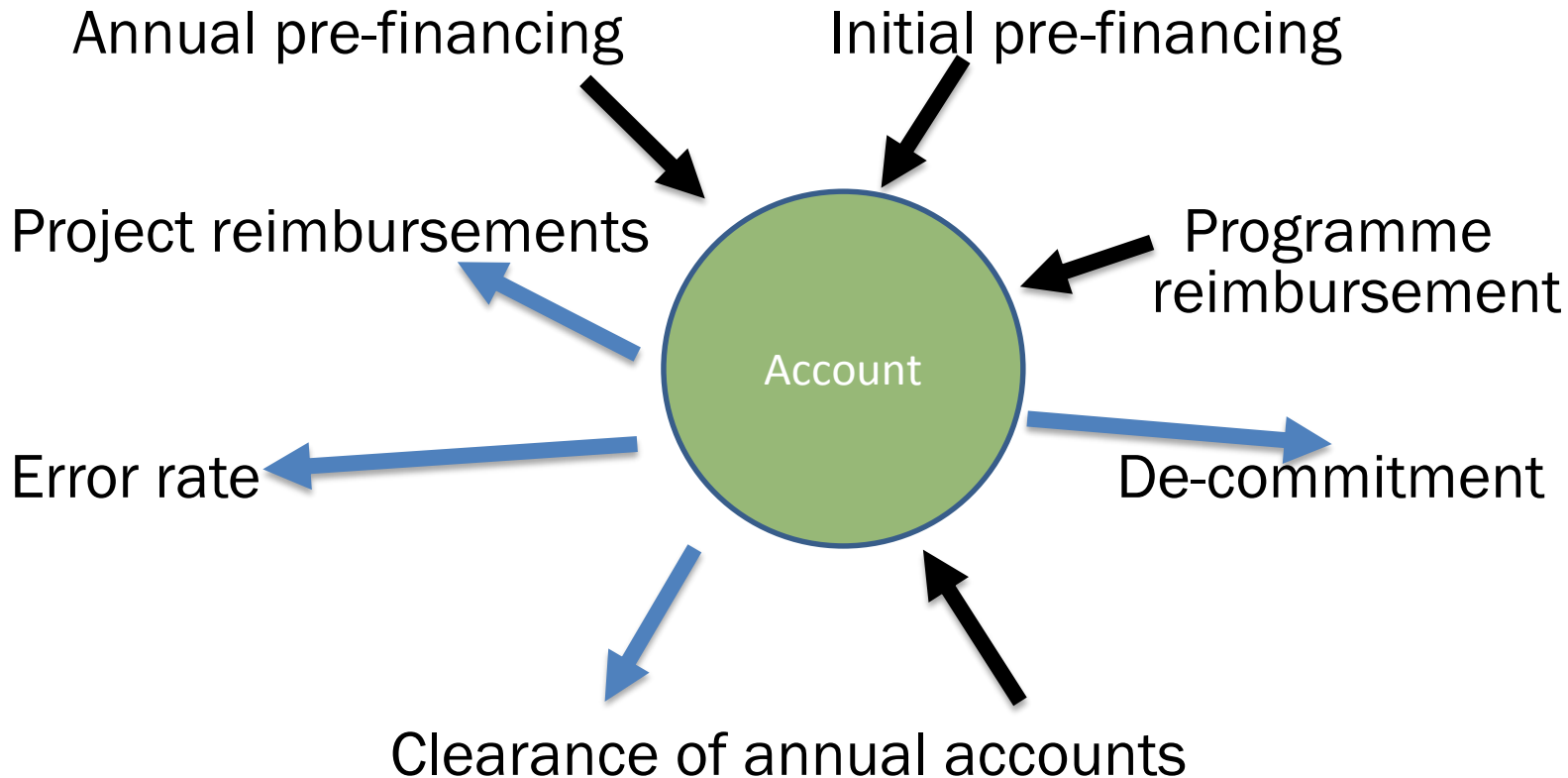
Timing of processes



Processes to get reimbursement from COM



Cash flow at programme level



Cooperation works

All materials will be available on:

www.interact-eu.net