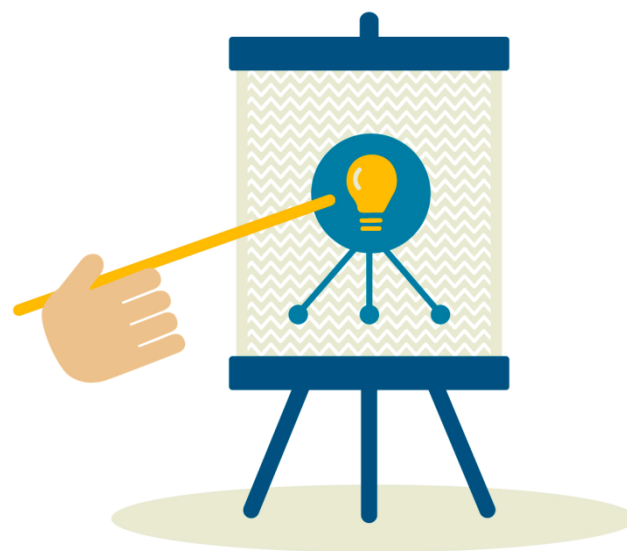


Allocation of funds

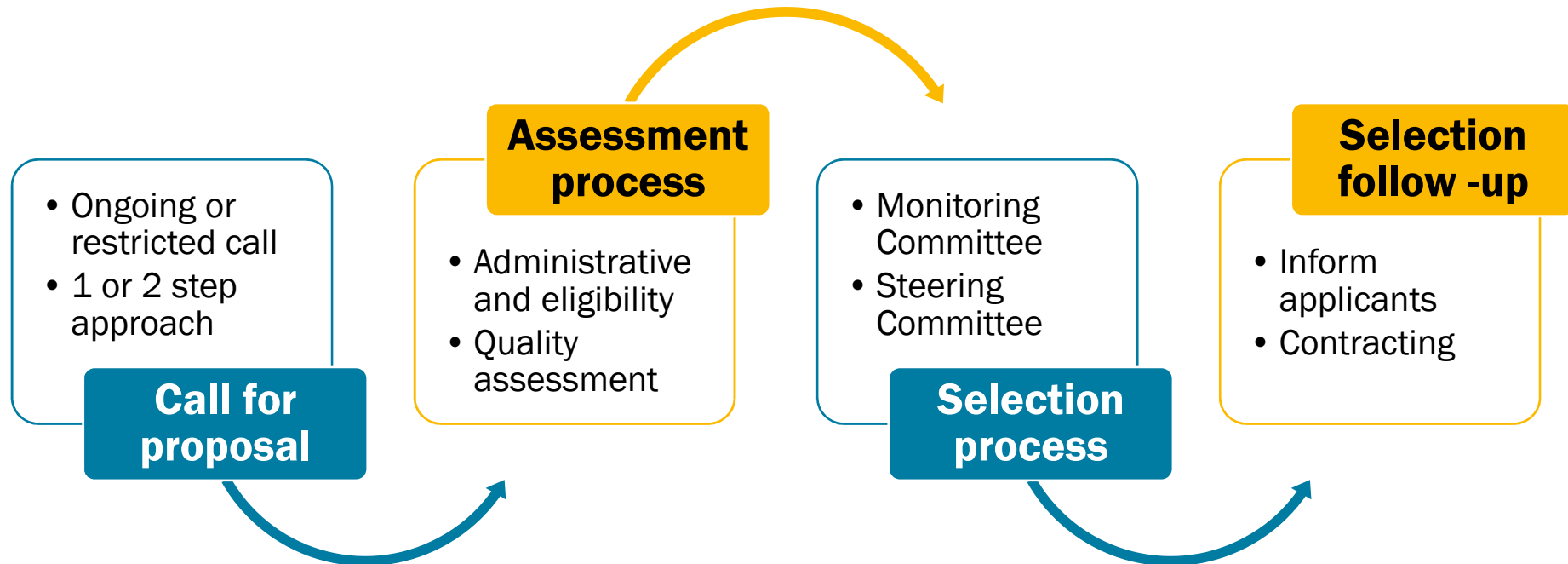
Interreg Programme Management for
Beginners

24 - 25 April 2018 | Budapest, Hungary

Robert Mazurkiewicz, Interact Programme



Allocation of funds the process



Calls for proposals

We are ready to announce our first call for proposals!



Programme Manual - check



Application form - check



Internal harmonogram - check

How to achieve the best outcomes out of this process?

- appropriate calls for proposals
- effective assessment procedure
- well-prepared team of assessors
- relevant assessment criteria & methodology
- guidance and support



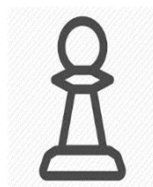
Types of calls for proposals

I – Based on focus

OPEN CALL 

TARGETED CALL 

CALL FOR
STRATEGIC PROJECTS



CALL FOR SMALL
PROJECT FUND



Open vs targeted calls

OPEN CALLS

- + flexibility
- + a wide range of opportunities for applicants
- + easier for new beneficiaries
- + strong interest

BUT...

- high number of applications to deal with
- competitive context
- no strong strategic character

TARGETED/STRATEGIC CALLS

- + stronger response to programme objectives (due to specific requirements)
- + more focused projects
- + more and better control at programme level

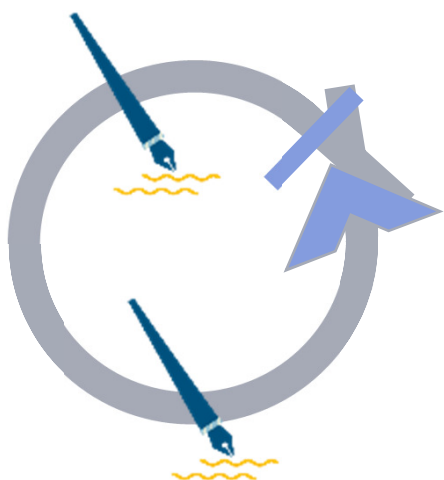
BUT...

- more ambitious and more demanding
- political back-up
- capacity of regions to develop projects
- less applicants

Types of calls for proposals

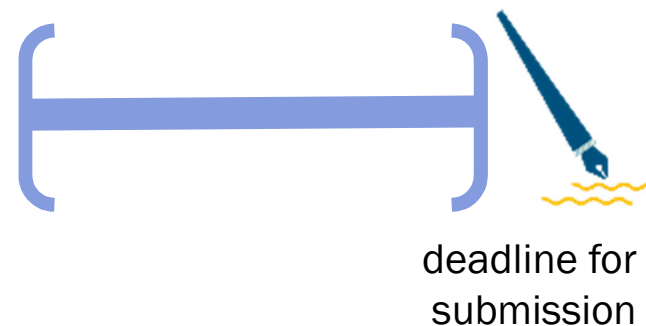
II – Based on the duration of the submission phase

ONGOING CALL



call launched,
no deadline

RESTRICTED CALL



Ongoing vs restricted calls

ONGOING CALLS

- + reasonable workload
- + easier procedure for applicants
- + flexibility

BUT...

- conditions can be changed (topics, etc.)
- less publicity
- less support provided

RESTRICTED CALLS

- + conditions can be changed (topics, etc.)
- + more control
- + more publicity
- + more support & guidance

BUT...

- high workload (peaks)
- less user-friendly
- more demanding

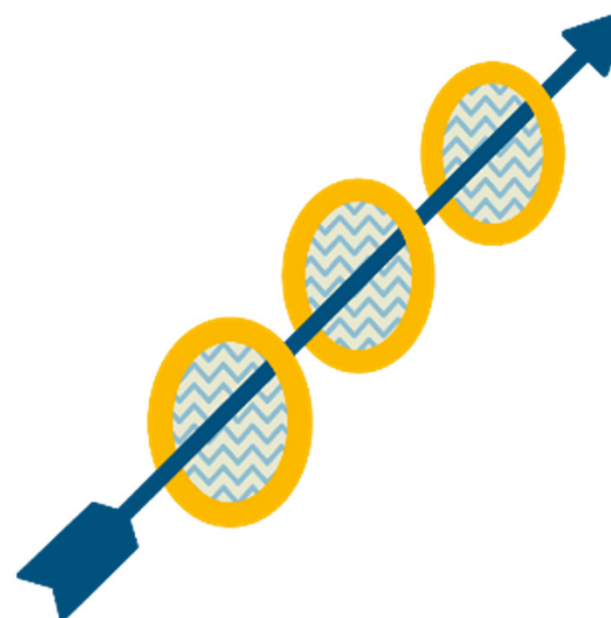
Types of application procedures

One-step procedure

- full application package submitted
- complete assessment

Two-step procedure

- more common practice in the programming period 2014-2020
- closer follow-up & support



2-step procedure - HOW does it work?

1st step → submission of an Expression of Interest (Eoi) / Concept Note (CN) incl. a general description of project objectives, expected outputs and results, work plan, overall budget, and structure of the partnership.



2nd step → submission of the full application. Project data from the Eoi can only be changed to a certain extent.

2-step procedure - WHY does it work?

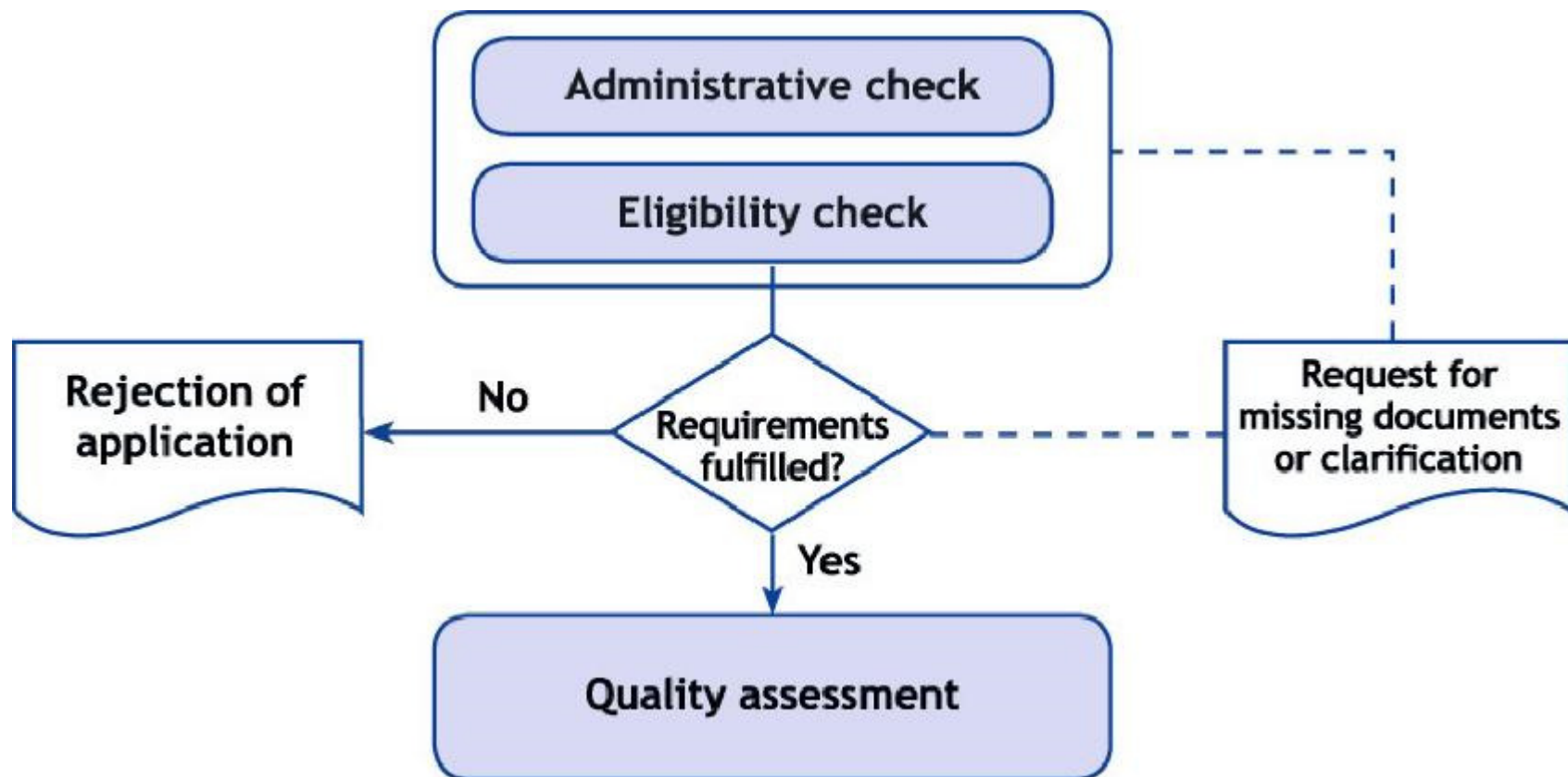


- less resources needed as not all projects are assessed in depth
- better time management
- saved time and costs at applicant level;
- close support to applicants offered (if only limited number of proposals are invited to submit the full project proposal, the programme can advise project more into details)
- decreasing risk of receiving low-quality projects

The catch: how detailed Expression of Interest / Concept Note should be

Assessment

Assessment process



Assessment – who takes care?

Internal assessors

- employees of the joint secretariat and managing authorities

External assessors

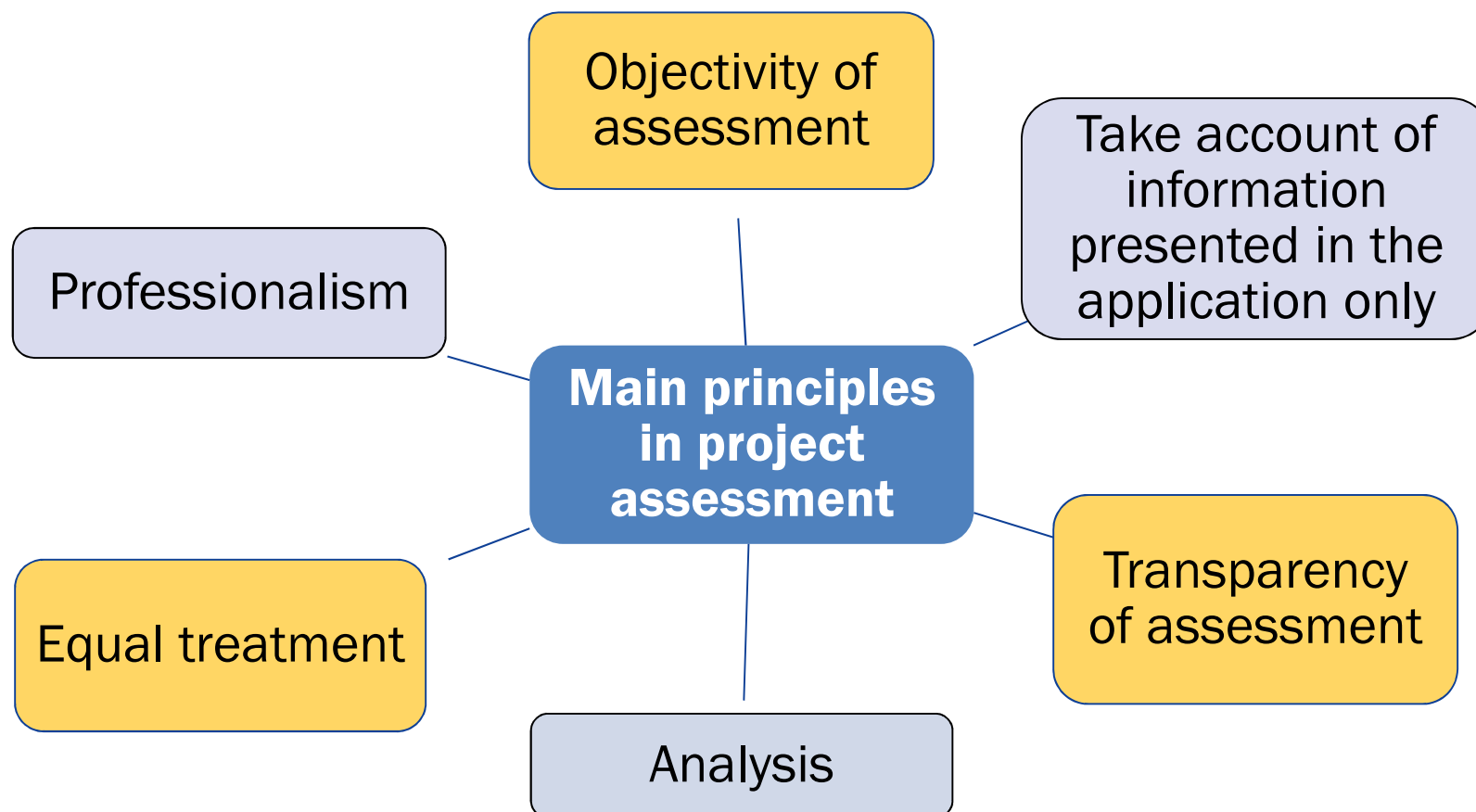
- thematic experts/ horizontal issues
- ministry staff
- National CPs
- regional bodies



Internal vs. external assessors

INTERNAL ASSESSORS	EXTERNAL ASSESSORS
<ul style="list-style-type: none"> + involved in identifying programme priority/objectives + good knowledge of the programme/projects + better understanding + more experience in terms of what does/doesn't work + can detect early warning signs + higher commitment 	<ul style="list-style-type: none"> + necessary professional background + thematic knowledge + fresh eyes + no conflict of interest + anonymous
BUT...	BUT...
<ul style="list-style-type: none"> - conflict of interest/impartiality - lack of sectorial experience - staff turnover/inexperienced staff - capacity when too many applications received 	<ul style="list-style-type: none"> - lack of knowledge about the programme - lack of understanding on territorial cooperation - tend to focus on their field of expertise - costly

Assessment principles



Assessment systems numerical vs. descriptive

Criteria	Numerical assessment	Descriptive assessment	Comments
	Max points = 5	High – Medium – Low	
Contribution to transnational and regional development	2 points	Low	<p>The project does not apply a comprehensible transnational approach as most pilot project activities contribute to limited urban, but not transnational, regional development.</p> <p>The actions taken to deliver an EU level agenda are not convincing, benefits generated are not clearly defined.</p>

Assessment systems numerical

Scale 1	Scale 2	Scale 3
1 – poor / very poor	-2 – very poor	0 – insufficient
2 – fair / poor	-1 – poor	1 – sufficient
3 – good / adequate	0 - fair	3 – appropriate
4 – very good / good	+1 – good	5 – completely appropriate
5 – excellent	+2 – excellent	

Numerical assessment – weighting

Criterion	Max score	Weighting	Weighted final score
1. STRATEGIC CRITERIA			
1.1 Project's context (relevance and strategy)	10	X3	30
1.2 Cooperation character	10	X3	40
1.3 Project's contribution to programme's objectives, expected results and outputs	10	X4	40
1.4 Partnership relevance	10	X1	10
2. OPERATIONAL CRITERIA			
2.1 Management	10	X3	30
2.2 Communication	10	X1	10
2.3 Work plan	10	X2	20
2.4 Budget	10	X2	20
TOTAL			200
QUALITY THRESHOLD (65 %)			130

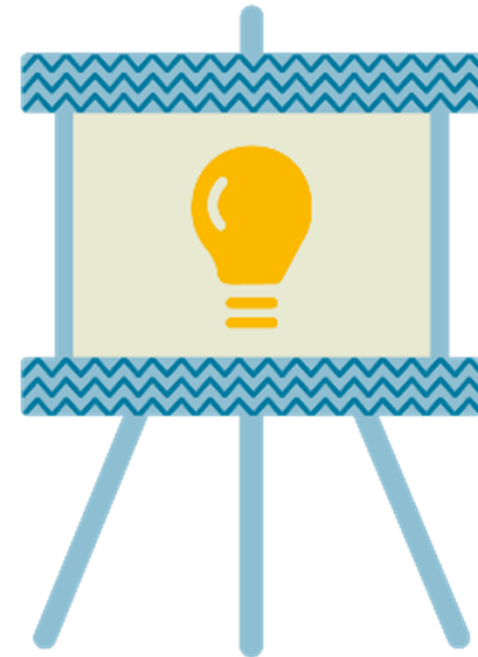
Guidance & tools for assessors

Assessment manual:

- understanding/agreement among programme partners about topics
- joint approach whether external or internal, experienced or less-experienced for a coherent assessment
- basic rules and main principles
- more detailed information for external assessors

Assessment tools:

- assessment grids, reports
- templates, standard letters
- sheets



Practical tips & further considerations

- provide detailed documentation and support to applicants
- encourage applicants to take JS advice/self-assessment
- invest & train new staff (case studies)
- constant use of assessment guidance/available tools/documents
- 4-eyes principle
- internal review/discussion after each call for proposals
- learning by doing process
- exchange practices with other programmes on assessment approaches, test!
- set up a team of assessors that works
- well-written projects are not always the best projects when it comes to implementation!

Selection

Main bodies and actors involved



Main bodies and actors involved



Joint Secretariat

- Provides information on scoring and ranking on projects after assessment.
- Provides recommendations on which projects are good enough to be approved.

National subcommittees/Regional bodies

- Allow relevant actors to express opinion regarding the projects
- Formulate national/regional opinion and priorities
- Consultative body
 - Who can participate?
 - How does it work?

Programme Monitoring / Steering Committee



Regulation 1299/2013 in the article 12 (1) says that operations under cooperation programmes shall be selected by a monitoring committee which may set up a steering committee that **acts under its responsibility** for the selection of operations.

Monitoring Committees are the **ultimate** programme's decision-maker on project selection. They act on behalf of the Member States. As such they have a key quality assurance role!

Monitoring vs. Steering Committee

Monitoring Committee	Steering Committee
<ul style="list-style-type: none"> • Decision-making body • Compulsory for each programme • Secures and oversees programme implementation • Each country/region of the programme is represented • Takes decision on list of projects to be funded • Takes decision about programme management issues, e.g. discusses and reviews criteria for selecting of projects; reviews criteria following the programme needs; reviews progress on targets, etc. 	<ul style="list-style-type: none"> • Optional programme body • Set at the first meeting of the MC • Responsible for the selection of projects • Reports its task to the MC • Usually implies wider representation

Follow-up and contracting

Types of selection decisions

1. Approved
2. Approved with conditions
3. Rejected (not approved)
4. Rejected with a recommendation to re-apply

Transparency requirements

Following **standard transparency** requirements, the **selection decisions** need to be **communicated** to **all projects assessed** and to the **general public**.

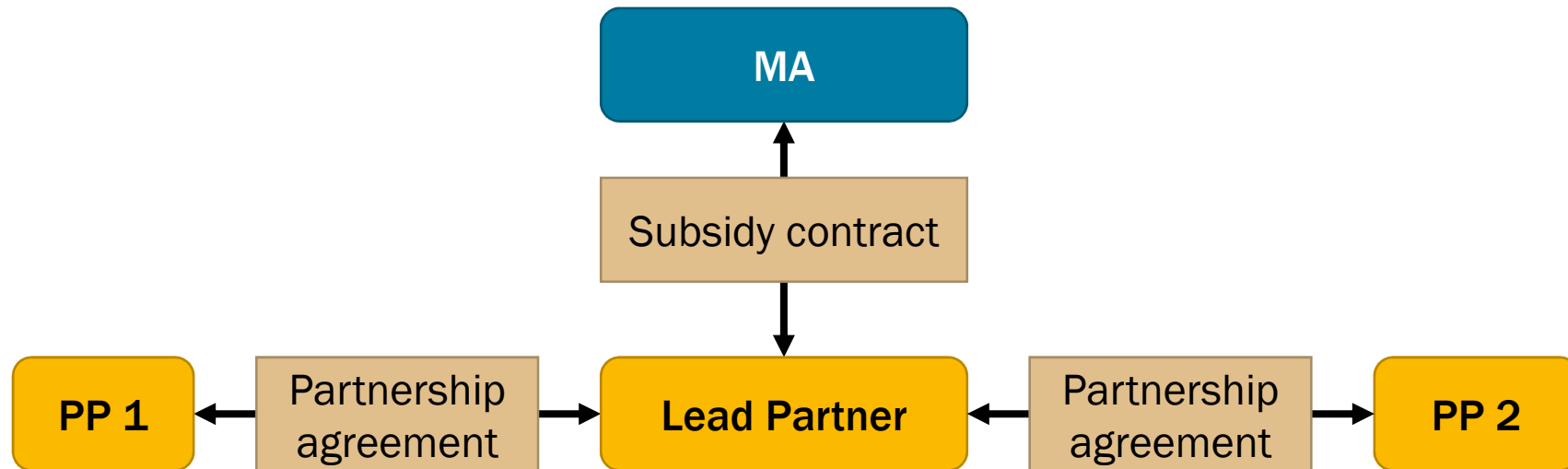
The projects are notified by the Joint Secretariat about the selection decisions made at the Monitoring/Steering Committee meeting

Negotiations before signing the contract

Negotiations typically take place after the approval letter is sent and before the contract is signed and can relate to:

- Budget
- Content related
- Timing

Legal agreements



Subsidy contract with the **Programme**

Project **partnership agreement** within the **partnership**

Subsidy contract

Legal basis of the Subsidy Contract:

Article 125.3.c CPR; Article 12.5. ETC Reg.

OP or other relevant programme documents

Background info:

Subsidy Contract is offered by MA to LP in form of

- Bilateral contract
- Unilateral notification (or subsidy order)

Aim of a Subsidy Contract?

To guarantee the project's compliance with the OP

To describe the rights and duties of the LP + the authorities involved in the implementation of the programme

Project Partnership agreements



Legal basis of the Project Partnership Agreement:

- Article 13 ETC Reg.
- OP or other relevant programme documents

Background info:

- The project partnership agreement is signed between the LP and all project partners (PP), either in the form of a bilateral or multi-lateral contract, or as a unilateral notification.

Aim of a Project Partnership Agreement:

- To guarantee the project's compliance with the Operational Programme
- To stipulate rights and obligations of each PP and of the LP Contracting Project Partnership agreements

Complaints procedure

CPR Art. 74(3)

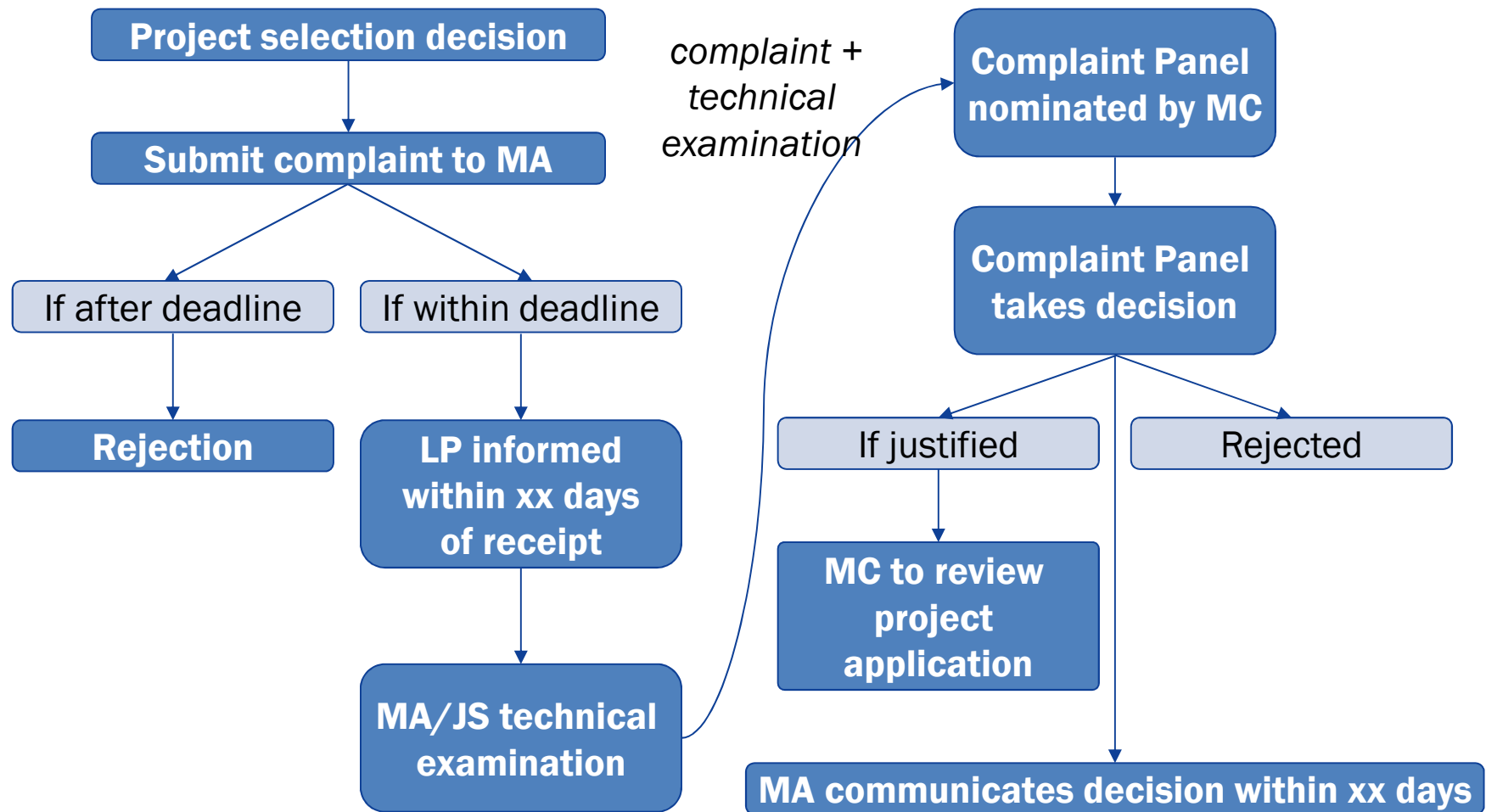
“Member States shall ensure that effective arrangements for the examination of complaints concerning ESI Funds are in place.”

- Complaints procedure to be set up **within the programme**
- Not replacing (national) **court procedures**, but in the best case rather avoiding such
- Therefore, CPR Art. 74(3) providing degree of freedom to MS to decide on a procedure

Types of complaints

- Complaint against **MC/SC** funding decision → internal programme procedure
- Complaint against a decision of the **MA/CA** during project implementation → follows the rules laid down in the subsidy contract
- Complaints related to **FLC, Second Level Control** and **Audit** → responsible national authority according to the applicable national rules

Complaints process



Cooperation works

All materials will be available on:

www.interact-eu.net