

Make Headway - Enhancing SCO's



Draft Agenda
04 - 05 February 2020
Bratislava, Slovakia





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Outline

The need for simplification and reduction of administrative burden for beneficiaries of the ESI funds have been already widely recognised – it is time to move on to its practical implementation with the help of Simplified cost options (SCOs).

After the autumn’s workshop in Tallinn (September 2019) which brought together both content and finance project managers and kicked off joined work on designing SCOs, this event invites programmes to move forward. We will work further on the Interreg specific SCOs, which were jointly agreed at the workshop in Tallinn, i.e., lump sum for preparation, lump sum for closure costs, SCOs for meetings and events, along with moving forward in deciding for the most optimal simplified option for staff costs.

Participants will also receive information on the latest developments related to SCOs from different working areas and stakeholders (e.g., results of HIT, eMS, network meetings, post2020, advisories, TN SCOs meeting, etc., as well as developments from the legislative framework). Once again, we will jointly reflect on what does it take and which efforts it require to set up and implement the SCOs (readiness to gain/ loose, SCOs and innovation, simplifications for the project).

Furthermore, we will look in detail on the SCOs and their implications in the quality assessment and project changes (e.g., assessing value for money; different types of project changes and SCOs). We will also discuss what (if any) changes SCOs bring to the project lifecycle, in particular, to such processes as contracting, reporting, monitoring (both programme and project perspective).

Objectives

We will seek to:

- reflect on SCOs and discuss willingness to use SCOs,
- decide on how to move forward to simplify staff costs for projects,
- finalise the work on lump sums for preparation costs and closure costs,
- define and agree on activities to be covered by SCOs for meetings & events,
- discuss on how to approach quality assessment when it comes to SCOs,
- discuss on how to deal with SCOs in the implementation phase.

Target group

The event is dedicated and limited to the experienced Interreg programmes’ staff. To ensure participation of a wide range of programmes, the participation is limited to 2 representatives per programme (involved in finance and/or content). Participants from the Tallinn workshop and “newcomers” are invited to participate.



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Day one

Tuesday, 04 February 2020

09.00 – 09.30

Registration & Welcome coffee/tea

09.30 – 10.00

Introduction

- Work plan & practicalities
- Objectives and working agreements

10.00 – 11.00

Where are we and where we want to go

Interact & Interreg programmes

- Summary of Tallinn meeting
- What has happened since Tallinn (results from other meetings, e.g. HIT, eMS, networks, post2020, advisories, AAs & SCOs, TN SCOs, meetings with COM) & what's going in programmes, e.g., 40% flat rate implementation, lump sums
- Developments from the legislation (DA for TA flat rate, updates for Appendix 2?)
- Reflection on using SCOs: what do I want to achieve with what effort? Is this really a simplification for the project? Will my SCOs prevent innovation? Am I willing to do this? What am I willing to gain vs. to lose?

With this session, participants will be updated on the latest developments from different working areas and stakeholders. This aims at bringing all participants on the same page, but also to provide some input for the overall workshop.

11.00 – 11.30

Coffee break

11.30 – 13.00

What is the best way forward for staff costs?

Programme & Interact, presentation & discussion

- Review of Tallinn
- Examples from programmes
- Unit costs for staff: experimentation – how do we move forward?
- Q&A & work-groups: what are the efforts to establish a unit costs for staff, cost-benefit/reality check

After this session, participants will have exchanged and decided on how to move forward to simplify staff costs for projects.

13.00 – 14.00

Lunch

14.00 – 15.00

Continuing working on closure lump sum, preparation lump sum

Interact key-note input & group work

- What's in the box and what's not? Identification
- Defining eligibility periods for preparation, implementation & closure



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- Reaching agreement in the room

The aim of this session is to finalise the work on lump sums for preparation costs and closure costs. The objective is to define and agree on activities and eligibility period for those activities.

15.00 – 15.30 **Coffee break**

15.30 – 17.00 **Setting up SCOs for meetings & events**

Interact, all/group work

- What is a meeting? What types of meetings we need to cover?
- Defining what's in the box and what's not? Cost items, comparing lump sum and unit cost approaches
- Measurements: unit costs? Lump sum? (participants vs. meetings)
- Available data, next steps

The aim of this session is to continue the work on SCOs for meetings & events. The objective is to define and agree on activities to be covered by SCOs for such activities. And to set-up guidance how to avoid overlaps and find the most suitable approach (i.e., lump sum or unit costs).

17.00 **Wrap up and closure of day 1**

Day two **Wednesday, 05 February 2020**

09.00 – 09.30 **Reflection on day 1**

Interact, all

- Dotting results and add-ons from day 1

With this session, participants will have had a chance to reflect on the activities and results from day 1. We will also take note on still open points.

09.30 – 11.30 **SCOs quality assessment and project changes**

**incl. coffee
break**

Interact, programmes, working groups

- Session A) Assessment:
 - Programmes' examples on how to approach assessment when it comes to SCOs
 - Focus & questions in assessment (value for money, activities - tools & guidance)
- Session B) How to deal with SCOs when it comes to project changes - Discussing the impact on:
 - type of changes and impact on SCOs
 - results/objectives



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- flexibility rules
- monitoring system

After this session, participants will have discussed the question of how to approach project quality assessment when it comes to the use of SCOs. Afterwards, additional tools could be developed to support this work. For project changes, the objective is to identify areas which could be problematic when using SCOs and to work on potential solutions.

11.30 – 12.30 SCOs in the project lifecycle

Group work

- (Group 1) What do SCOs change for processes in:
 - assessment
 - contracting
 - change management
 - reporting/monitoring
- (Group 2) Taking the project side: what does SCOs change for them?
 - Application
 - Reporting

With this session, we will try to further establish practices and guidance on how to deal with SCOs in the implementation phase.

12.30 - 13.00 Next steps and wrap up

13.00 – 14.00 Farewell lunch