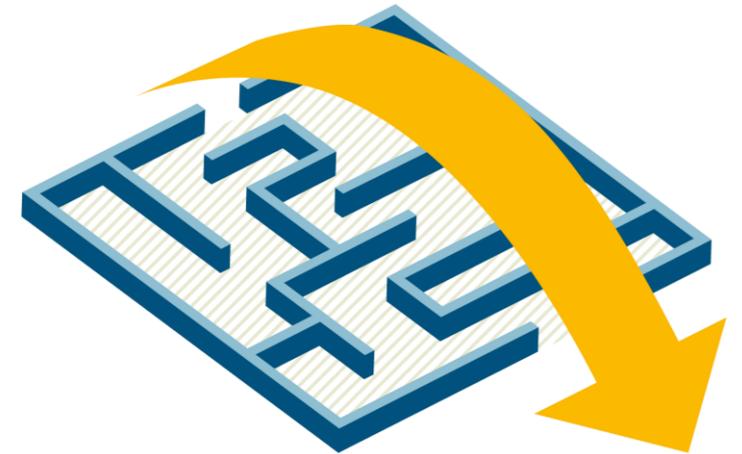


# Keeping up with SCOs - Report

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07-09 July 2020 | Online, Zoom

**Interact**



# Take-aways from day 1

- Interreg community – we are almost 90 and growing – includes SCOs related discussions (e.g. Appendix 2), programme experiences, documents, materials (including all ppts from this online event);
- SCOs embedded in future HIT and MS post 2020;
- New publications (Road map for a programme-specific SCO, Report - Simplified Cost Options in the context of small cross-border programmes, Draft budget fact sheet) available online – please check the [Interact library](#) and SCOs community.
- Preparation cost lump sum – this is not the end...
- Unit costs events – lessons learned from looking into Interact events data;
- Staff costs updates – solid data base needed & other ways of simplifications beyond SCOs;
- Lots of inspiration from Romania Bulgaria CBC – [have a look](#).

Please find below some points for Interact to follow-up from the event and where you input is welcome.

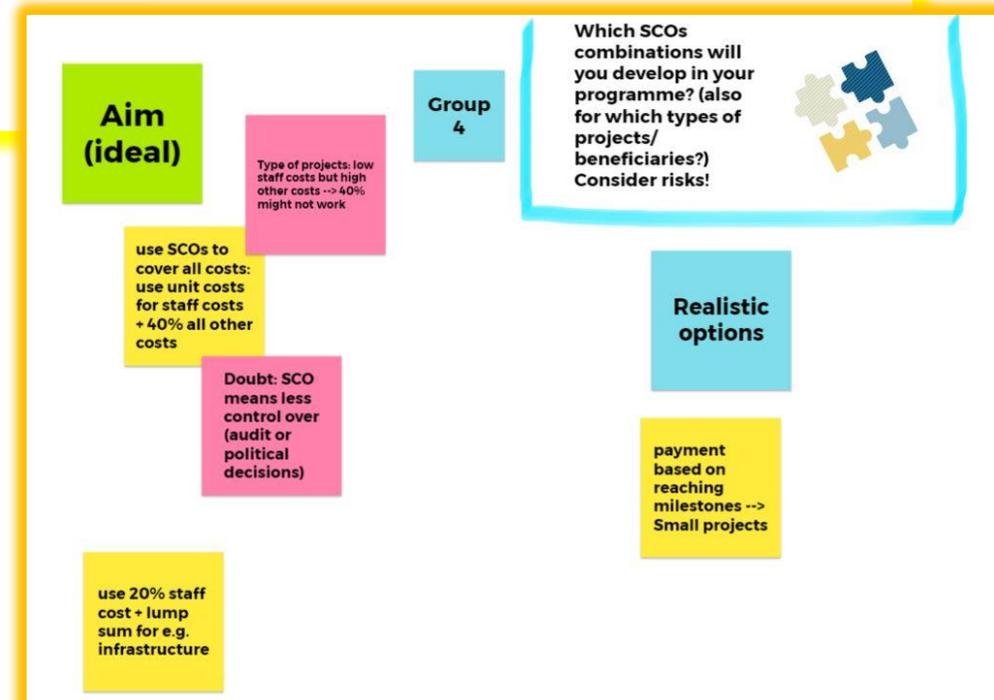
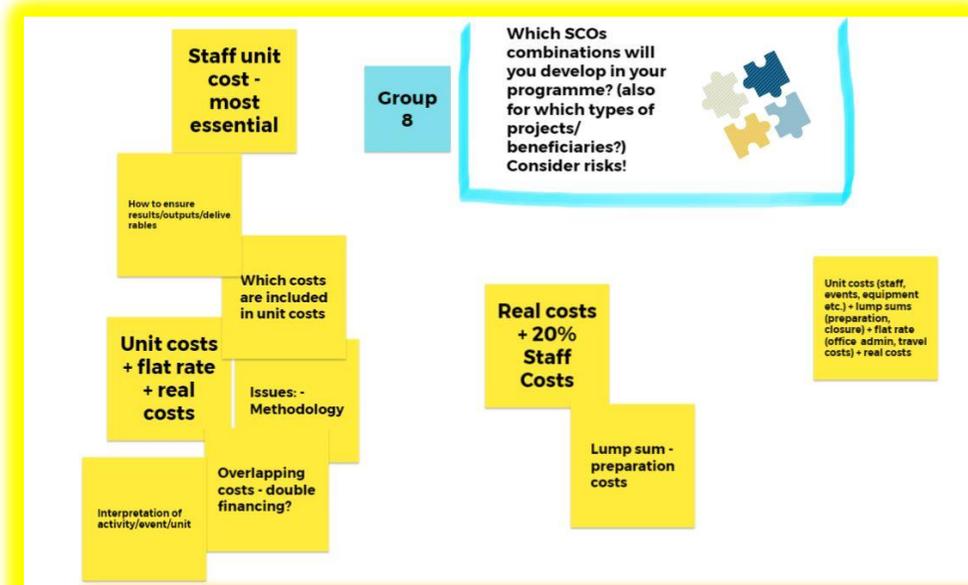
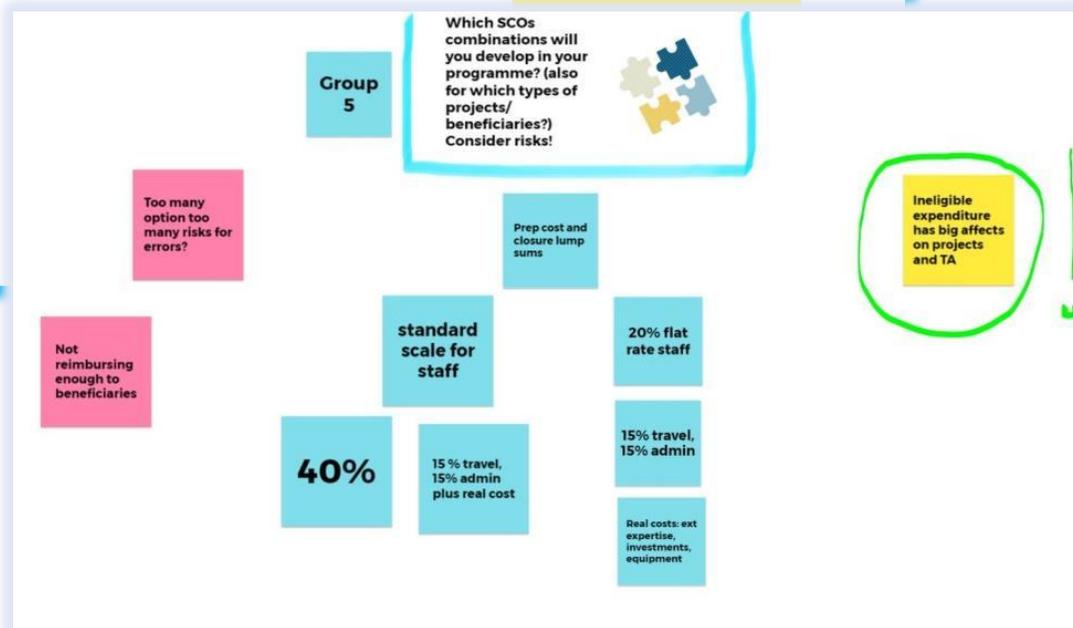
- We found the format of exchanging in **online-workshops** suitable to target specific issues and are wondering if you share that impression and if you have topics you would like to address. We created [a wiki-page in the community](#) for this and invite you to share your interests with us. In case you are not a member of the community, but are interested in the work, please get in touch under [sco@interact-eu.net](mailto:sco@interact-eu.net).
- Several of you have indicated their interest to work on a **SCO for closure costs**. To get a better idea of the details, we invite you to share with us some more information to better assess the need for this and the directions you would like to go. We created [a thread in the community](#) for this and invite you to share your ideas. In case you are not a member of the community, but are interested in the work, please get in touch under [sco@interact-eu.net](mailto:sco@interact-eu.net).

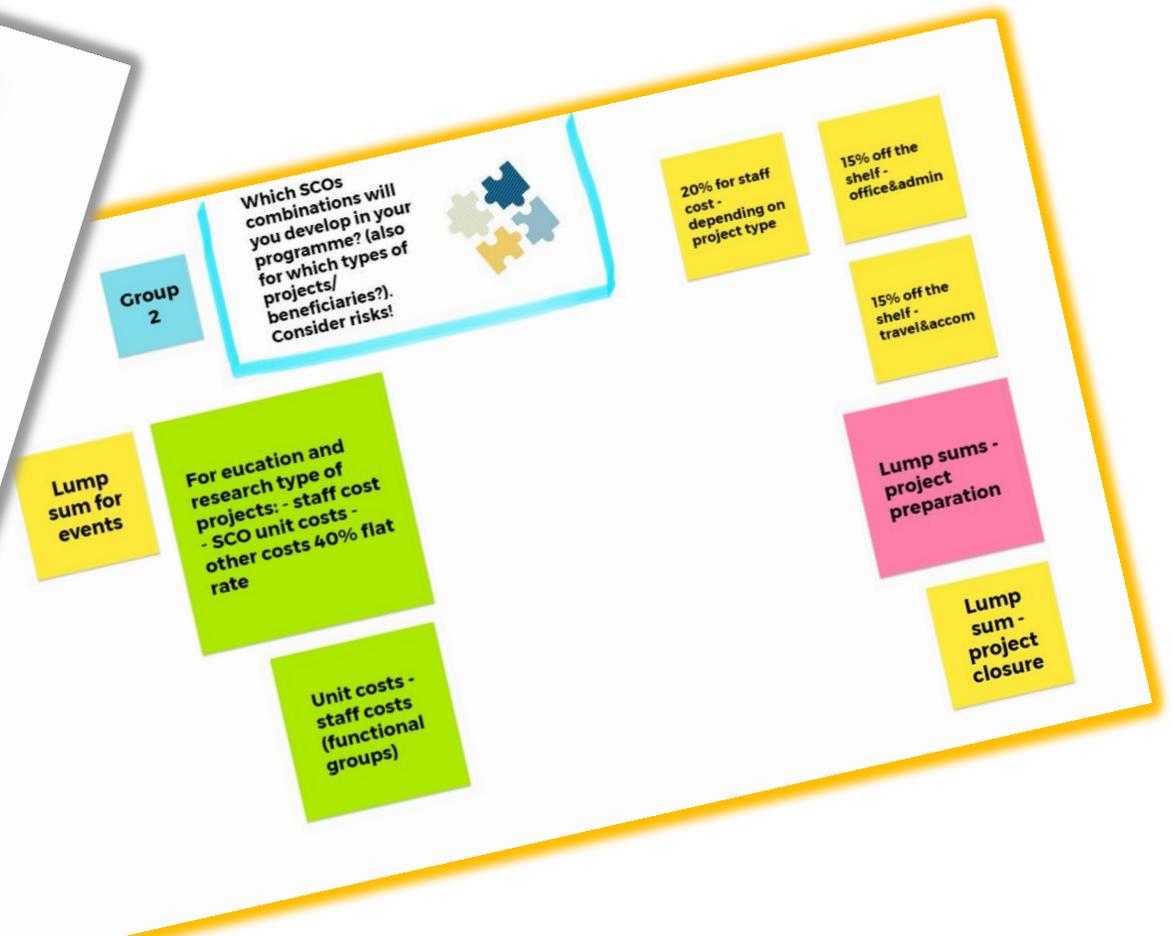
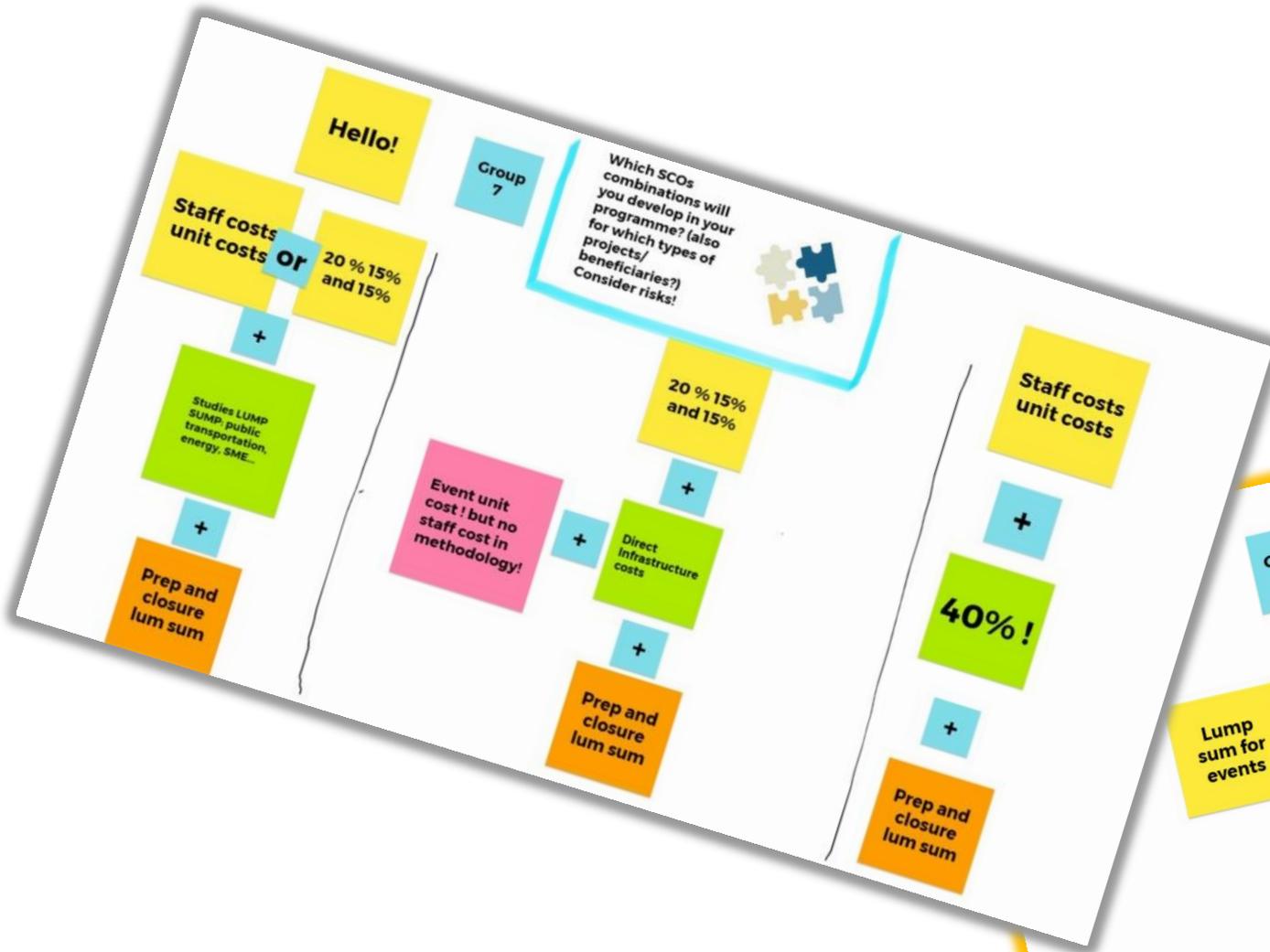
# Workshop Peer-Review of programme specific methodology (audit perspective)

Doubts	Questions	Improvements needed
<ul style="list-style-type: none"> <li>• What are the criteria for paying the lump sum ?</li> <li>• Who decides if the project is <i>innovative</i> ?</li> </ul>		
<ul style="list-style-type: none"> <li>• What is the output which triggers the payment?</li> <li>• What is in the box and what is not?</li> </ul>	<ul style="list-style-type: none"> <li>• Who writes the methodology?</li> <li>• What is expected from the panel: identify an amount or working on the methodology?</li> <li>• What is the feedback needed to end up with an amount for the lump sum?</li> <li>• What is the next step?</li> <li>• Average calculation?</li> <li>• How do you find good experts?</li> </ul>	<ul style="list-style-type: none"> <li>• Identify people who have this knowledge/information</li> <li>• Geographic representation of peers</li> <li>• Who does what</li> </ul>
<p><u>Lump sum</u></p> <ul style="list-style-type: none"> <li>○ The project size is different, why did you decide for one lump sum which implies the same budget for all?</li> </ul> <p><u>Expert judgement</u></p> <ul style="list-style-type: none"> <li>○ How do you justify the 6 experts is sufficient for establishment of a lump sum?</li> </ul> <p><u>Management verifications</u></p> <ul style="list-style-type: none"> <li>○ Clear criteria needed for the report to be delivered</li> </ul> <p><u>Category of costs based on which the lump sum is established?</u></p> <p><u>Indexation in 2024</u></p> <ul style="list-style-type: none"> <li>○ To which year?</li> <li>○ Why only once? Why not every year?</li> </ul> <p><u>Follow-up:</u></p> <ul style="list-style-type: none"> <li>○ Why are FLCs not involved in follow-up?</li> <li>○ What do you do if the feedback from the field is negative? How will you be able to change the lump sum after your experts established it?</li> <li>○ Is the follow-up part of the methodology?</li> </ul>	<div data-bbox="1049 596 2502 959" style="border: 1px solid black; padding: 10px; text-align: center;"> <p>To follow-up on the possibility to create a network for <b>peer-review sessions</b>, we created a <a href="#">wiki-page in the community</a>. In case you are not a member of the community, but are interested in such an exercise, please get in touch under <a href="mailto:sco@interact-eu.net">sco@interact-eu.net</a>.</p> </div>	
<ul style="list-style-type: none"> <li>• How to do quality assurance: experts not reimbursed but working on voluntary basis (on in detailed level; another one in very general, the knowledge of the Interreg regulations);</li> <li>• Conflict of interest of experts;</li> </ul>		<ul style="list-style-type: none"> <li>• Will there be experts found?</li> <li>• What if there shall be not enough experts?</li> <li>• What do experts need to deliver that can also be used as a proof towards the AA (heading only towards generating categories, or also values - if second: based on what?)?</li> <li>• To define the scope of the work in the very beginning and maybe better that MA/JS should define the deliverables for the lump sum which has to be set or at least to clarify the purpose of the expert work</li> </ul>

Group 1
Group 2
Group 3
Group 4

# Workshop Combinations of SCOs: risks, points of attention (1/2)



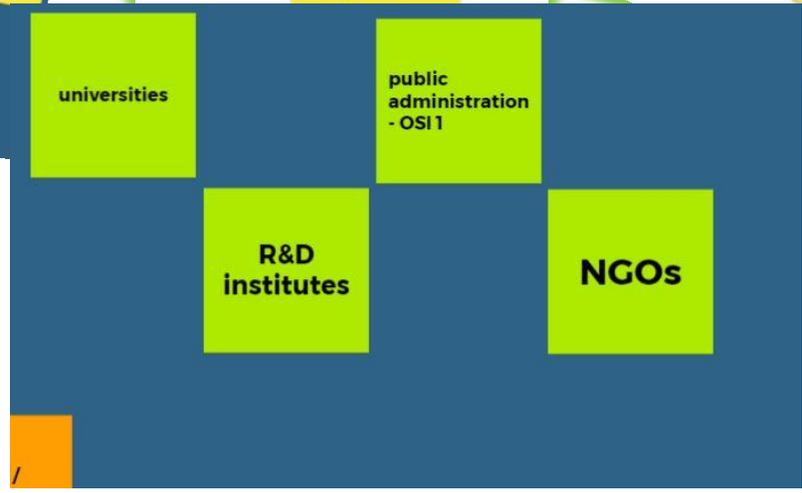
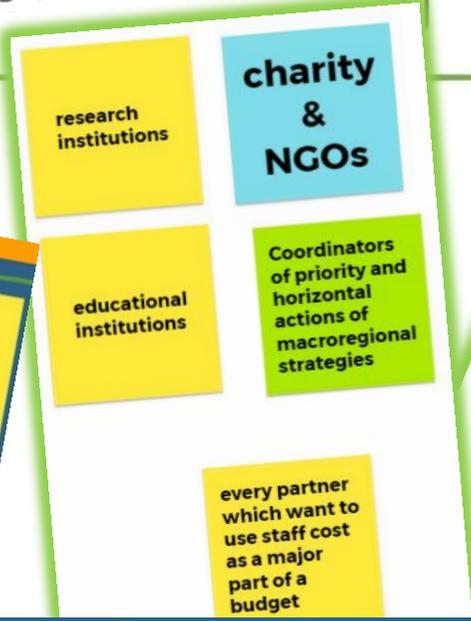


# Project type

# Partner type

Research, education, other soft projects, PO1+ ISO projects, etc

Research institutions, universities and other educational institutions, public institutions, NGOs, SMEs (partially), charity,



# Workshop Preparation cost lump sum – way forward for a joint methodology?

What are activities (budget categories) you want to cover?	How can you get data for those?
Staff (drafting) Travel (partner meetings) External Expertise (studies?, external drafter)	other programmes - CBC/national OP national legislation thresholds (travel/per-diem) previous use of lump sum in the Programme (if case) national staff rates Eurostat/national statistical data Hours worked are unclear Expert opinion
Staff + travel external	data from similar programmes survey (risk: defining the information needed, records of real costs available at the projects?, proof of project assumptions?)
Meetings, partner search, writing and submission of AF, translation (if needed) BL1, BL2, BL3, BL4 Investment prep (?) Time covered (until submission, approval or subsidy contract) (?)	Get data from beneficiaries Get data from other programmes that are similar Statistical data (how?) Contrast data from different sources Subcontract services for expert opinion
Staff costs Travel & Accommodation External costs	Use data from contract from current period (for two programmes such data were available)
staff costs administration costs travel & accommodation external consultancy?	historical data from 2007-2013 (corrected for some statistical outliers and indexed for inflation) what to use for 2021-2017? <ul style="list-style-type: none"> <li>can we update the old methodology using inflation indexation?</li> <li>concise survey project partners regarding time and money spent on preparing a project bid</li> </ul>
How much of data is needed (proportionality)?	How can you validate the data?
Experts form all MS involved in the Programme (feasible only for small Programmes)	the external experts ensure the data is valid/reliable - if the data source is real&verifiable is there a need to validate data ? That's what the experts do
data from similar programmes: no issue survey: ?	validate data from similar programmes with a short survey among own projects recheck survey results with own projects (others than in the sample for the survey)
depend on: <ul style="list-style-type: none"> <li>quality of data</li> <li>if the responses are in line</li> <li>differences between member states (e.g. % partners per MS responding survey)</li> </ul> Significant sample	Get the AA on board
As much as we have!	Validation is the historic data
Used all data available in terms of certified cost for the original methodology	through having it checked in advance by AA (and EC thereafter?)

<b>WG1</b>
<b>WG2</b>
<b>WG3</b>
<b>WG4</b>
<b>WG5</b>

Following the discussions in the workshop for a **preparation costs lump sum**, we would like to know, if programmes are interested in setting-up a working group for designing a survey for projects/project partners to support collecting data for a preparation cost lump sum. For this we created [a wiki page in the community](#). In case you are not a member of the community, but are interested in such an exercise, please get in touch under [sco@interact-eu.net](mailto:sco@interact-eu.net).

# Workshop Draft budget - from budget to SCOs with a practical example (1/3)

## Draft budget EXAMPLE 1 – Local cooperation

<b>Partners:</b>	Municipality Foxtown Municipality Hens Creek
<b>Context:</b>	Small municipalities in the border area have to face outmigration and ageing population; leisure time offers, infrastructure, number and variety of events have improved considerably in the past years but this is hardly known by local residents
<b>Objectives:</b>	Awareness-raising and increased use of leisure time offers across the border; reducing barriers
<b>Activities:</b>	Trilingual website including chat forum and shared event calendar Joint actions of bilingual kindergarten, youth fire brigades, vine-growers Organisation of two cross-border field days Cultural events

<b>Budget:</b>		<b>Amount in EUR</b>
Voluntary work	Voluntary work (10 € per hour)	3,000.00
External cost	Catering	2,000.00
	Printing costs	900.00
	Advertisements, media	1,200.00
	Homepage	11,000.00
	Translation, interpretation	3,500.00
<b>Total:</b>		<b>21,600.00</b>

	<b>Notes Group 1</b>	<b>Notes Group 2</b>
<b>Reference costs; recurrent costs</b>	<ul style="list-style-type: none"> <li>Compare costs with projects with similar activities</li> <li>Recurrent costs: translation, staff,</li> </ul>	<ul style="list-style-type: none"> <li>Catering, translation, printing costs</li> </ul>
<b>Costs which require further justification (comparison offers?..)</b>	<ul style="list-style-type: none"> <li>All external costs (market research? Historical data? Framework contract?) -&gt; especially with regards the homepage</li> </ul>	<ul style="list-style-type: none"> <li>Advertisement, homepage</li> </ul>
<b>Which SCOs could be established based on the draft budget?</b>	<ul style="list-style-type: none"> <li>Lump sum for homepage (but very specific features planned)</li> <li>Unit cost for a field day / event</li> <li>Unit cost for voluntary work: 10 € / h</li> <li>Or only one Lump sum for total project budget</li> </ul>	<ul style="list-style-type: none"> <li>Standard unit costs: For all cost types which we mentioned under 'reference costs'</li> </ul>
<b>Milestones, triggers for payment?</b>	<ul style="list-style-type: none"> <li>Implemented activities (clarify number of activities to be achieved before contracting): homepage online, implemented events /actions (field days, other events)</li> </ul>	<ul style="list-style-type: none"> <li>Homepage: 11.000</li> <li>Field days:                             <ul style="list-style-type: none"> <li>Further information on the joint actions is needed and on the cultural events is needed</li> </ul> </li> <li>Triggers:...                             <ul style="list-style-type: none"> <li>Homepage must be online</li> </ul> </li> </ul>
<b>Quality assessment - general remarks</b>	<ul style="list-style-type: none"> <li>Timeframe of the project? Reporting?</li> <li>Joint actions planned = 2 fields trips = cultural events</li> <li>Translation: needed what for?</li> </ul>	<ul style="list-style-type: none"> <li>Documentation</li> </ul>

# Workshop Draft budget - from budget to SCOs with a practical example (2/3)

## Draft budget EXAMPLE 2 – The secret life

<b>Title:</b>	<b>The secret Life of pirates</b>
<b>Partners:</b>	Association Creativity Regional school Landlock City
<b>Context:</b>	In times of smartphone and computer games it is important to show kids other activities and to get in touch with kids across the border. A joint musical production means skills development for the kids and the rewarding experience to be on stage.
<b>Objectives:</b>	Musical production with about 50 kids 4-5 shows
<b>Activities:</b>	26 rehearsals (dancing, choir) 2 days camp in spring 4-5 days camp in summer

<b>Budget:</b>		<b>Amount in EUR</b>
Voluntary work	Voluntary work (10 € per hour)	0.00
External cost	Translation, interpretation provided by bilingual staff	0.00
	Printing (2.000 flyers, 200 posters)	600.00
	Graphic design	300.00
	External experts (dancing, singing, choreography)	6,200.00
	3 bus transfers	4,800.00
	Catering and accommodation for workshops, camps (195 overnight stays for kids; 35 for adults)	7,700.00
	Advertisement in local and regional media	500.00
	Materials for scenery (stairs, ship)	400.00
	Venue (rent for 4-5 shows and dress rehearsals)	3,000.00
	Roll-up (promoting EU-support)	250.00
<b>Total:</b>		<b>23,750.00</b>

	<b>Notes Group 3</b>	<b>Notes Group 4</b>
<b>Reference costs; recurrent costs</b>	<ul style="list-style-type: none"> <li>External experts (dancing, singing, choreography)</li> <li>Catering and accommodation for workshops, camps (195 overnight stays for kids; 35 for adults)</li> <li>Advertisement in local and regional media</li> <li>Venue (rent for 4-5 shows and dress rehearsals)</li> </ul>	<ul style="list-style-type: none"> <li>Printing</li> <li>Catering + accommodation</li> <li>Bus transfers</li> <li>Venue</li> <li>Roll up</li> </ul>
<b>Costs which require further justification (comparison offers?..)</b>	<ul style="list-style-type: none"> <li>All items, special focus on:                             <ul style="list-style-type: none"> <li>External experts (dancing, singing, choreography)</li> <li>Bus transfers</li> <li>Catering and accommodation for workshops, camps (195 overnight stays for kids; 35 for adults)</li> <li>Venue (rent for 4-5 shows and dress rehearsals)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Bus transfers - why 3, distance, number of people, time</li> <li>External experts - number of experts, for how many days/hours</li> <li>Catering and accommodation - more detailed description - workshops, camps</li> <li>Materials for scenery (stairs, ship)</li> </ul>
<b>Which SCOs could be established based on the draft budget?</b>	<ul style="list-style-type: none"> <li>Unit rate per person attending to the camp (night)</li> <li>Or Lump sum for event (camp day)</li> <li>Musical productions included in the camps</li> </ul>	<ul style="list-style-type: none"> <li>Lumps sum per show</li> <li>Alternative: unit costs per participant - calculated separately for camps, rehearsals, shows</li> </ul>
<b>Milestones, triggers for payment?</b>	<ul style="list-style-type: none"> <li>Spring camp (all rehearsals included)</li> <li>Summer camp, including musical productions</li> </ul>	<ul style="list-style-type: none"> <li>Rehearsals, camps</li> </ul>
<b>Quality assessment - general remarks</b>		<ul style="list-style-type: none"> <li>In general it should be more detail described the relation between costs and activities</li> </ul>

# Workshop Draft budget - from budget to SCOs with a practical example (3/3)

## Draft budget EXAMPLE 3 – Wayside crosses

<b>Title:</b>	<b>Wayside crosses</b>	
<b>Partners:</b>	Association Cultural Heritage Association for Heritage Protection	
<b>Context:</b>	Wayside crosses are important testimonials of the past in the cross-border region and can be considered as micro-heritage indicating important former connections between villages and towns crossing borders	
<b>Objectives:</b>	Documentation of wayside crosses in the cross-border region Awareness-raising for this micro-heritage	
<b>Activities:</b>	Field trips to document sites Brochure, internet and video PR	
<b>Budget:</b>		
<b>Direct cost</b>		
Travel and accommodation	4 working meetings, 30 field trips including (30 days, approx. 250 km per trip; basis to calculate mileage fee)  Accommodation (10 nights)	3,800.00  450.00
External expertise	Graphic design for brochure (80 pages) and flyer Printing (500 brochures and 1,000 flyers) Literature research (15 hours; 40 EUR per hour)  Editorial and proof reading (30 hours; 40 EUR per hour)  Internet presentation on existing website Video PR, marketing, advertisements in local and regional press	4,500.00 3,700.00 600.00  1,200.00  500.00 1,000.00 4,500.00
<i>Total direct cost</i>		<i>20,250.00</i>
<b>Staff cost</b>	20% flat rate	4,050.00
<b>Office and administration</b>	15% flat rate	607.5
<b>Grand total</b>		<b>24,907.50</b>

	Notes Group 5	Notes Group 6
<b>Reference costs; recurrent costs</b>	<ul style="list-style-type: none"> <li>Lump sums &amp; unit cost; flat rates</li> </ul>	<ul style="list-style-type: none"> <li>brochure, video, field trip</li> </ul>
<b>Costs which require further justification (comparison offers?...)</b>	<ul style="list-style-type: none"> <li>External expertise</li> </ul>	<ul style="list-style-type: none"> <li>using available data in other projects, are they similar</li> <li>can we have data for some unit cost for brochure per page, unit cost for project video</li> </ul>
<b>Which SCOs could be established based on the draft budget?</b>	<ul style="list-style-type: none"> <li>Lump sum for graphic design &amp; printing, literature research &amp; proof reading,</li> <li>another lump sum for PR &amp; video &amp; Internet presentation,</li> <li>unit cost for travel</li> </ul>	<ul style="list-style-type: none"> <li>Unit cost,</li> <li>Lump sum for field trip</li> </ul>
<b>Milestones, triggers for payment?</b>	<ul style="list-style-type: none"> <li>Brochure &amp; flyers; video &amp; published articles, reported units for travel</li> </ul>	<ul style="list-style-type: none"> <li>Materials available: promotional brochures, videos, documented crosses,</li> <li>In case of crosses clear definition is needed what is meant by the documentation.</li> </ul>
<b>Quality assessment - general remarks</b>		<ul style="list-style-type: none"> <li>Outcomes should be specified.</li> </ul>

# Draft budget & project changes

## What if the draft budget is subject to changes?

We recommend to explicitly anchor the option for change in the ERDF contract. Preferably the change management can rely strongly on the monitoring system in order to keep change procedures lean and efficient.

Key question:

- Does the change affect any of the outputs /results 7 payment triggers which have been agreed?

In order to contain risk & impact of changes:

- Agreement on intermediate milestones (split into several lump sums) to contain risks for recipients / impact of changes

# Cooperation works

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