

European Regional Development Fund  
(2007 - 2013)



## **INTERREG IVC**

Commission Decision  
C(2007) 4222 of 11 September 2007

## **ANNUAL IMPLEMENTATION REPORT**

**2008**



30 June 2009

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## 1 Identification and executive summary

<b>OPERATIONAL PRO-GRAMME</b>	<b>Objective concerned</b>	Territorial cooperation
	<b>Eligible area concerned</b>	Whole EU plus Norway and Switzerland
	<b>Programming period</b>	2007-2013
	<b>Programme number (CCI No)</b>	CCI 20007 CB 163 PO 046
	<b>Programme title</b>	INTERREG IVC
<b>ANNUAL IMPLEMENTATION REPORT</b>	<b>Reporting year</b>	2008
	<b>Date of approval of the annual report by the monitoring committee</b>	29 June 2009

The year 2008 was the first full implementation year of the INTERREG IVC programme. The main activities were grouped around the further set-up of the programme structures, the assessment and approval of the first call for proposals and the preparation and opening of the second call for proposals.

INTERREG IVC JTS has been completed with additional staff members that allow an appropriate response to the immense interest for interregional cooperation. Further programme documents have been finalised or updated like application pack, the subsidy contract or the management and control system description, the audit strategy and the audit methodology. Also a template for the partnership agreement has been provided.

The other main activity was the assessment of almost 500 applications. The attractiveness of the programme led to a huge number of applications from regions from all over Europe. The popularity is underlined by the fact that the applications submitted only in the first call asked for ERDF funding of about EUR 900 million, about three times as much as the programme could offer. Only 8.3 % of the projects submitted in the first call were approved by the MC, however this represents already 23 % of the programme budget available.

The events organised in the preparation of the second call indicated early that the interest for the programme did not decrease and that the MC and the MA/JTS will again be busy in coping with the extraordinary number of applications by European Regions in the year 2009.

## 2 Overview of the implementation of the Operational Programme

### 2.1 Achievement and analysis of the progress

#### 2.1.1 Information on the physical progress of the Operational Programme:

Based on the indicator system approved by the Member States of the INTERREG IVC Programme and outlined in section 4.5 of the Operational Programme (OP), the table below shows the achievements in the relevant sections until the year 2008. The baseline value for all indicators is zero.

**Table 1: Selected indicators on the physical progress of the OP**

Indicator		2007	2008	Total	
<b>1. Operations' performance (Priorities 1 and 2) (see chapter 3 below)</b>					
<b>2. Programme management performance (Priority 3)</b>					
<b>2.1 Support project generation and provide advice to project applicants</b>	<b>Output:</b> No. of "Individual Consultations" (IC) with applicants	Achievement	248	446	694
		Target			900
	<b>Output:</b> No. of participants in "Individual Consultations" (IC)	Achievement	620	875	1495
		Target			1,800
	<b>Result:</b> No. of applications submitted	Achievement	0	492	492
		Target			800
<b>2.2. Ensure the evaluation of applications, prepare the approval decisions and contract approved projects</b>	<b>Output:</b> No. of applications approved and contracted	Achievement	0	41	41
		Target			240
	<b>Output:</b> Total INTERREG IVC budget of the approved operations	Achievement	0	MEUR 88.7	MEUR 88.7
		Target			MEUR 380
	<b>Output:</b> Average INTERREG IVC budget of the approved operations	Achievement	0	MEUR 2.2	MEUR 2.2
		Target			MEUR 1.58
	<b>Output:</b> Total ERDF budget of approved operations	Achievement	0	MEUR 69.2	MEUR 69.2
		Target			MEUR 302
	<b>Output:</b> % of total ERDF budget committed to operations	Achievement	0	22.9 %	22.9 %
		Target			94 %
	<b>Result:</b> % of approved applications compared with submitted applications (success rate)	Achievement	0	8.3 %	8.3 %
		Target			40 %

Indicator		2007	2008	Total	
2.3 Ensure monitoring / advice to running projects	Not available yet				
2.4 Ensure capitalisation of operations' results for both types of intervention;	<b>Output:</b> Number of approved operations working on similar themes identified and capitalisation activities requested	Achievement		5	5
		Target			10
2.5 Organise meetings and events for applicants, partners, auditors, experts, Member States and other bodies to inform them about the programme, to discuss specific aspects of its implementation, disseminate and capitalise on operations' results	<b>Output:</b> No. of brochures (no. of issues created, not no. of copies printed or disseminated)	Achievement	0	1	1
		Target			4
	<b>Output:</b> No. of newsletters (no. of issues created, not no. of copies printed or disseminated)	Achievement	0		0
		Target			34
	<b>Output:</b> No. of events organised	Achievement	7	13	20
		Target			80
	<b>Output:</b> No. of other events participated in (with presentations/stands etc. about the programme activities)	Achievement	14	42	56
		Target			50
	<b>Output:</b> Estimated no. of participants in events participated in	Achievement	1705	4901	6606
		Target			5,000
	<b>Result:</b> No. of press releases on programme activities disseminated	Achievement	2	2	4
		Target			20
	<b>Result:</b> No. of copies of newsletters disseminated	Achievement	0		0
		Target			10,000
	<b>Result:</b> No. of copies of brochures disseminated	Achievement	0	4,000	4,000
		Target			10,000
	<b>Result:</b> No. of articles/appearances published in the press and in other media	Achievement	9	35	44
		Target			20
<b>Result:</b> Estimated no. of participants in events organised	Achievement	1395	1993	3388	
	Target			5,500	
<b>Result:</b> Average no. of visits per month on the programme website	Achievement	37,284	35,270	36,277	
	Target			10,000	
2.6 Ensure the reporting to the Member States and the European Commission.	<b>Output:</b> No of Monitoring Committee meetings	Achievement	1	2	3
		Target			15
	<b>Result:</b> Average no. of visits per month on the programme intranet site	Achievement	40	200	120
		Target			50

## 2.1.2 Financial information (in EUR)

**Table 2: Financial information on the priority axes by source of funding (2007 + 2008)**

	Expenditure paid out the beneficiaries included in payment claims sent to the managing authority	Corresponding public contribution	For information		Private expenditure (1)	Expenditure paid by the body responsible for making payments to the beneficiaries	Total payments received from the Commission
			Norwegian contribution	Swiss contribution			
<i>Priority 1:</i> Innovation and the Knowledge Economy ERDF, Public Funding	0.00	0.00	0.00	0.00	0.00	0.00	8,836,348.46
<i>Priority 2:</i> Environment and Risk Prevention ERDF, Public Funding	0.00	0.00	0.00	0.00	0.00	0.00	6,265,774.35
<i>Priority 3</i> Technical Assistance ERDF, Public Funding	1,815,669.43	1,780,755.03	23,276.26	11,638.14	0.00	1,040,090.32	963,965.29
<b>Grand total:</b>	<b>1,815,669.43</b>	<b>1,780,755.03</b>	<b>23,276.26</b>	<b>11,638.14</b>	<b>0.00</b>	<b>1,040,090.32</b>	<b>16,066,088.10</b>
Total in transitional regions in the grand total	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total in non-transitional regions in the grand total	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ESF type expenditure in the grand total where the operational programme is co-financed by ERDF (2)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
(1) Only applicable for operational programmes expressed in total cost							
(2) This field shall be completed where the operational programme is co-financed by the ERDF or the ESF where use is made of the option under Article 34(2) of Regulation (EC) No 1083/2006							

### 2.1.3 Information about the breakdown of use of the Funds

**Table 3: Information about the breakdown of the use of Funds 2007 + 2008**

<b>Code (*) Dimension 1 Priority theme</b>	<b>Code (*) Dimension 2 Form of finance</b>	<b>Code (*) Dimension 3 Territory</b>	<b>Code (*) Dimension 4 Economic activity</b>	<b>Code (*) Dimension 5 Lo- cation</b>	<b>Amount (**)</b>
09 Priority 1: <i>Innovation and the Knowledge Economy</i>	01	10	00	inter- regional	0.00
54 Priority 2 <i>Environment and Risk Prevention</i>	01	10	00	inter- regional	0.00
85 Priority 3 <i>Technical Assistance</i>	01	10	00	inter- regional	926,679.05
86 Priority 3 <i>Technical Assistance</i>	01	10	00	inter- regional	319,849.46
<b>Total:</b>					<b>1,246,528.51</b>
(*) The categories should be coded for each dimension using the standard classification.					
(**) Allocated amount of the Community contribution for each combination of categories.					

### 2.1.4 Assistance by target groups

Under the implementation of the programme in 2008, no specially targeted groups and sectors could be identified, since the only expenditure occurred was under Technical Assistance.

### 2.1.5 Assistance repaid or re-used

No assistance repaid or re-used during the implementation of the programme in 2008.

### **2.1.6 Qualitative analysis**

The first call for proposals was closed on 15 January 2008. 492 applications were received asking for ERDF funding of more than EUR 893 million while the total programme budget for projects only provides EUR 302 million. 13 applicants submitted proposals for capitalisation projects, 479 were applications for regional initiative projects.

In the eligibility assessment 94, or 19 %, of the applications submitted were declared not eligible. About half of the not eligible applications had problems submitting a correct co-financing statement.

The quality assessment was carried out in two steps. The JTS first evaluated the eligible applications for Capitalisation projects and then continued with the appraisal of the proposal for the regional initiative projects.

During the Monitoring Committee meeting in Ljubljana, Slovenia, on 24 April 2008 the six capitalisation projects recommended by the JTS were approved. They account for an ERDF funding of EUR 9.7 million. The European Commission labelled five of the approved Capitalisation projects as fast track projects. They will benefit from additional expertise by the European Commission in order to contribute to the Regions for Economic Change initiative.

The Monitoring Committee approved during the meeting in Marseille on 18 and 19 September 2008 all 35 Regional initiative projects recommended by the JTS. The total ERDF amount committed to capitalisation and regional initiative projects summed up to approximately EUR 70 million or 24 percent to the total budget available for projects. A list of all approved projects is attached as Annex 1.

On 27 October 2008 the second call for proposals was launched during the second EU Inter-regional cooperation forum. More than 1,000 people participated during this event. The activities in the remaining months of the year focused on the promotion of the programme and the consultations with potential applicants. Events were organised all over Europe and consultations were offered by the Information Points in Katowice, Lille, Rostock and Valencia and carried out with the support of the JTS in Lille.

For the second call the demand for consultations exceeded even the already high number of request for the first call. About 2,000 persons participated in the various events organised by



the JTS and the four Information Points. The website as main information tool had, with about 35,000 visits per month, a much greater impact than initially expected. Further information is provided in Chapter 5.

During the 50 or so consultations given more than almost 900 people took the chance to present and discuss their ideas. The JTS underlined in these consultations, as well as in the information events, that a clear focus is given to the aims of the Lisbon and Gothenburg agendas. Advice was also given on how to improve proposals and if necessary it was made clear if a proposal would not fit into the programme.

Concerning the promotion of equal opportunities for men and women and the protection of the environment, the applicants are requested in several fields of the application form to indicate the effects of the project on equal opportunities and environmental sustainability in general but also how the day-to-day implementation affects these horizontal policies. The evaluation of these responses was taken into account when approving projects. The Monitoring Committee as decision body of the programme is obliged in accordance to chapter 8.3 of the programme to ensure that the requirements of equal opportunities for men and women and the protection of the environment are fulfilled.

Chapter 6.4 of the Operational Programme (OP) underlines the need for the Member States to organise where appropriate and in accordance with current national rules and practices a partnership with the respective authorities on regional, local and urban level, with economic and social partners and other appropriate bodies.

## ***2.2 Information about compliance with Community law***

No problems relating to the compliance with Community law have been encountered in the implementation of the operational programme and the measures taken to deal with them.

## ***2.3 Significant problems encountered and measures taken to overcome them***

No significant problems were encountered in implementing the operational programme.

## 2.4 Complementarity with other instruments

During various information events and the consultations with potential partners, the programme always underlined the specific criteria of the INTERREG IVC programme. It was made clear that INTERREG IVC can not be a substitute programme for proposals to be co-financed by ESF or other programmes.

## 2.5 Monitoring arrangements

The Monitoring Committee, the JTS, the Managing Authority and the Auditing Authority set up efficient measures and procedures to ensure the implementation of the programme in accordance to the various relevant regulations and the Operational Programme.

### 2.5.1 Meetings and decision of the Monitoring Committee (MC)

In 2008 the MC held two meetings in which information on the programme implementation was given and decisions made. Further decisions were made in five written procedures. An overview of the meeting and the decisions in written procedure is provided in table 4 below.

**Table 4: Monitoring Committee meetings and decisions in written procedure**

Meetings/ Written procedures	Date & Location/ Approval date	Main issues
Written procedure	25 March 2008	<ul style="list-style-type: none"><li>▪ Technical assistance: Approval of the expenditure report 2007 and of the budget 2008</li></ul>
Monitoring Committee Meeting	24 April 2008, Ljubljana, Slovenia	<ul style="list-style-type: none"><li>▪ Approval of the subsidy contract for projects</li><li>▪ Agreement to allow the Information points to be involved in the assessment procedure</li><li>▪ Confirmation of the results of the eligibility assessment</li><li>▪ Approval of six capitalisation projects</li><li>▪ Information on implementation of financial control systems and mandate to the Managing Authority to contract an external audit firm following a European wide tender</li><li>▪ Agreement on date of next Partner search</li></ul>

Meetings/ Written procedures	Date & Location/ Approval date	Main issues
		event and period for the second call
Written procedure	27 June 2008	<ul style="list-style-type: none"> <li>▪ Approval of the annual report 2007</li> </ul>
Monitoring Committee Meeting	18/19 September 2008, Marseille, France	<ul style="list-style-type: none"> <li>▪ Agreement to update the Subsidy contract based on requirements of the Auditing Authority</li> <li>▪ Approval of the updated operational programme</li> <li>▪ Decision to open a new assistant position</li> <li>▪ Update given on implementation of the financial control and audit system</li> <li>▪ Agreement that assessment sheets should remain confidential until the decision is taken by the MC on the proposals submitted</li> <li>▪ Agreement on procedure for approval of projects</li> <li>▪ Approval of 35 Regional initiative project proposals</li> <li>▪ Proposal by the JTS for additional requirements for the second call were rejected</li> <li>▪ Decision to set up a working group to propose changes in the rules of procedure and the requirements for the second call</li> </ul>
Written procedure	10 October 2008	<ul style="list-style-type: none"> <li>▪ Approval of the updated application pack (programme manual, application form and co-financing statements)</li> </ul>
Written procedure	17 October 2008	<ul style="list-style-type: none"> <li>▪ Agreement of the updated rules of procedure and reinforced communication concerning the application process and the assessment of applications</li> </ul>
Written procedure	12 December 2008	<ul style="list-style-type: none"> <li>▪ Rejection to limit the involvement of the same organisation to a maximum of five. The programme manual had been updated to reflect the rejection mentioned.</li> </ul>

The decision notes of the monitoring committees in Ljubljana and Marseille are attached as Annex 2 and 3.

## 2.5.2 Monitoring procedures

In 2008, the programme developed the procedures for monitoring the first running projects. An important pre-requisite in this context was setting up of a first level control system. According to Article 16 of the Regulation (EC) No 1080/2006, the EU-MS and Norway designate the controllers responsible for verifying the legality and regularity of the expenditure declared by each beneficiary participating in the project. In accordance with Article 6(1) of the Agreement between the EU Member States, Norway and Switzerland, the MA and the CA, each EU-MS and Norway will do its utmost to ensure that the validation of expenditure by the controllers is carried out within a period of two months so that the LP is in a position to submit the Progress Report to the MA/JTS within three months after the end of each reporting period.

In principle, four general first level control (FLC) models were proposed to the EU-Member States and Norway:

1. centralised control at MS level through a public administrative body,
2. centralised control at MS level through a private audit firm,
3. decentralised control through controllers selected by the project partner from a central short list,
4. Decentralised control through an internal or external controller proposed by the project partner and approved at central level by the MS FLC approbation body after verification of qualification and independence.

Each EU-MS and Norway submitted to the MA a description of the control system set up and the list of designated controllers according to a questionnaire. The submission of this questionnaire was a pre-requisite for signing the Agreement between the EU-MS, Norway, Switzerland, the MA and CA. The EU-MS and Norway shall without delay inform the MA of any changes of responsible body and the control system set up.

The INTERREG IVC monitoring procedure can be summarised as follows:

1. Each partner sends a report to the LP within the deadlines agreed with the LP and ensures that their part of the reported activities and expenditure has been independently verified by a controller in compliance with the country-specific requirements. The report sent to the LP has to be accompanied by a control confirmation signed by the partner's authorised controller.

2. On the basis of the individual report, the LP compiles the joint Progress Report for the whole partnership.
3. The LP's controller performs the checks on the LP's activities and expenditure as well as verifying that the information provided by the partners has been verified and confirmed by an independent body in compliance with the country-specific control requirements and that the partner's information has been accurately reflected in the joint Progress Report.
4. For the audit trail the LP retains the inputs to the Progress Report received from the partners.
5. The LP submits the Progress Report to the JTS. The LP also has to submit the partners' individual control confirmations. The JTS checks the report and if necessary sends clarification requests to the LP. Once all points have been clarified, the Progress Report is approved.
6. The CA executes payment to the LP after further verifications and without delay. The agreement between the MA and the CA stipulates that payment is made by the CA within five working days after receipt of the signed payment order Certificat de service fait / ordre de paiement from the MA. In practice this means that the payment is made within approximately 4 weeks after the approval of the progress report by the JTS (the JTS establishes the Certificat de service fait / ordre de paiement, sends it to the MA for signature and then the MA sends it to the CA who pays within 5 working days)

In order to ensure a harmonised approach and common quality standards, the JTS developed the following standard programme documents to be used for reporting and control purposes:

- progress reporting form with information partly pre-filled by the programme (Annex 4)
- programme manual incl. control guidelines (see Chapter 4.3.4 of the programme manual, attached to the annual report as part of the application pack, see Annex 5) and control templates such as
  - standard control confirmation to be signed by the Lead partner and partner controllers (Annex 5 of the programme manual, attached to the annual report as part of the application pack, see Annex 5)
  - audit report incl. control checklist (Annex 6 of the programme manual, attached to the annual report as part of the application pack, see Annex 5).

The Progress Report template consists of an activity report and a financial report, including a table indicating the expenditure relating to each budget line. The financial report has to be

signed by a controller in compliance with the country-specific control requirements described in point 2.2.4. In addition, each progress report is accompanied by the partners' individual controller's confirmations.

The project and finance officers of the JTS check the Progress Reports. After an initial verification of formalities and completeness of the report, the project officers of the JTS assess the activity report and monitor the proper implementation of the operations as approved by the MC. The finance officer of the JTS verifies whether the control is properly done and certified, and whether the requested payments are within the budget lines of the approved application. He or she also undertakes plausibility checks comparing the operations' expenses with the corresponding activities of the operations. Both officers follow an Internal Monitoring Checklist.

Once all checks are done, the finance officer of the JTS sends a "Certificat de Service Fait – Ordre de Paiement". The "Certificat de Service Fait" is signed by the JTS and the "Ordre de Paiement" by the MA. The document is then transmitted to the CA that effects the payments from the programme's bank accounts (ERDF + Norwegian national funding) to the LPs of the projects in accordance with the Subsidy Contract. The payment is recorded and approved by the JTS and the CA in the joint management database. The LPs are responsible for transferring the different shares of the ERDF/Norwegian national funding amount to the relevant project partners.

The actual monitoring process started in 2009 with the submission of the first project progress reports on 1 April 2009.

### **2.5.3 Programme documents and related meetings**

In 2008, the MC, the Managing Authority, the JTS and the Audit Authority worked towards setting up a transparent and efficient management and control system. A particular emphasis was given to the following documents and related meetings:

#### **2.5.3.1 Operational programme**

After the initial approval of the operational programme on 26 July 2007 the MC agreed on an update of the programme during the meeting in Marseille on 18 and 19 September 2008. The changes concerned the following main items:

- In order to allow partners from Norway and Switzerland an equal participation in the programme, the restriction mentioned in section 7.3 of the initial operational programme concerning Article 21.3 of regulation 1080/2009 for the Norway and Switzerland was deleted.
- The map under section 2.4 was updated to correct the name of the Former Yugoslav Republic of Macedonia
- Recommendations of the ex-ante evaluation were incorporated in chapter 5.
- The wording concerning the composition of the MC was updated in section 6.1.4 to reflect the changed rules of procedure.
- The assessment of applications was added as task of the Information Points in section 6.1.6.

### **2.5.3.2 Rules of Procedure**

The Member States realised in 2008 that the requirement to reach consensus for decisions on management-related issues hindered the effective implementation of the programme. Therefore the MC agreed to change § 4 point 3 to allow that decisions be made on the basis of a five-sixths majority in case consensus can not be reached. The updated Rules of Procedures are attached as Annex 6.

### **2.5.3.3 Management and Control System Description**

According to Article 71 of Regulation (EC) 1083/2006, a description of the management and control system shall be submitted by the Audit Authority to the Commission at the latest within twelve months of the approval of each operational programme (i.e. 11 September 2008 for INTERREG IVC programme). This description was drafted in accordance with the template designed in the Annex XII of Regulation (EC) 1828/2006 and details the tasks of the Managing Authority, the Certifying Authority and the Audit Authority relating to the management and control of the programme. A report in which the Audit Authority gives its opinion on the description also accompanies this description. The approbation of the description by the Commission is a prerequisite for triggering the first interim payments.

The Managing Authority submitted the description of the INTERREG IVC Management and Control System to the Audit Authority on 30 April 2008. After a feedback phase between the Audit Authority and the Managing Authority, a final version of the description was submitted

to the European Commission by 11 September 2008 together with the Audit Authority's compliance assessment. As long as not all Member States had provided their description of the first level control system and further legal questions related to the first level control arrangements were still pending, the Audit Authority expressed a reserve for these countries in its compliance assessment (and in the annual opinion accompanying the annual control report afterwards). As a consequence, the European Commission (EC) informed the programme with its letter of 31 October 2009 that the analysis of the Management and Control system description was blocked and thus also any payments to the programme.

The Managing Authority and JTS therefore focused its efforts on solving the outstanding questions with the Member States for whom a reserve had been expressed in order to facilitate the resubmission of the system description as quickly as possible.

Projects were informed that partners from the countries concerned by the reservation could not report any expenditure. In case the Lead Partner was located in any of these countries the whole project could not submit a progress report and thus not receive any ERDF funds.

#### **2.5.3.4 Agreement between the EU-Member States, Norway, Switzerland, the Certifying Authority and the Managing Authority**

The text of the agreement had been agreed by the INTERREG IVC Monitoring Committee during its meeting on 11 September 2007. On this basis and as soon as the Member States and Norway had provided the description of the first level control system and the information about the Group of Auditors representative, the final Agreement was sent to each Member State and Norway for their signature. The signature of the Agreement was the pre-requisite for the Managing Authority to sign the subsidy contracts with the first approved projects and for the projects to receive a first payment. The JTS thus worked closely with the Member States to resolve any outstanding issues and to get all agreements signed as quickly as possible. By the end of 2008, one agreement was still outstanding.<sup>1</sup>

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<sup>1</sup> The signature is currently underway and the Managing Authority is confident to receive the signed agreement before the end of June 2009. In any case, no payments will be made to any project partners from the Member State concerned as long as the Agreement has not been signed.



### **2.5.3.5 Group of Auditors (GoA) meeting**

In 2008, the INTERREG IVC Group of Auditors (GoA) met twice. During its first meeting in Paris, France, on 17 and 18 March 2008, the rules of procedures of the GoA, the audit work, the terms of reference for tendering an audit firm and the audit strategy were discussed.

A second meeting was held on 26 November 2008 in Luxembourg. The discussion focused on the audit methodology: A first draft was presented by Ernst & Young, which had been selected as the external auditor supporting the GoA with the audit work following an EU-wide tender. The annual control report 2008 was also presented and the discussion of the audit strategy closed.

### **2.5.3.6 Audit strategy / externalisation of the audit work**

According to Article 62(1)(c) of Regulation (EC) No1083/2006, the Audit Authority shall present “to the Commission within nine months of the approval of the operational programme an audit strategy covering the bodies which will perform the audits, the methods to be used, the sampling method for audits on operations and the indicative planning of audits to ensure that the main bodies are audited and that audits are spread evenly throughout the programming period.” The Audit Authority submitted the audit strategy to the European Commission on 8 July 2008.

The audit strategy expressed the MC’s and GoA’s decision to externalise the audit work. In Ljubljana, Slovenia, the MC gave the mandate to the MA to contract an external audit firm following a Europe-wide tender and on the basis of a technical expertise decided by the Group of Auditors on the selection of the firm (see item 14 of the final decision note of the MC2 meeting). The tender for the selection of the externalisation of the audit work was published in the Official Journal of the EU on 27 June 2008. In total, 2 bids were submitted to the JTS.

As a first step for the selection of the external audit firm, a GoA Task Force met on 3 September 2008 in Paris, France, to review the two bids. This task force was composed of voluntary representatives of the Group of Auditors from Austria, Belgium, France, Luxembourg, Poland and Sweden who had signalled their availability to participate in this Task Force along with the Audit Authority. The Task Force proposed their advice concerning the selection of the audit firm to the Group of Auditors in written procedure that was afterwards

submitted to the Managing Authority as the body in charge of public procurement and contracting with the audit firm.

Ernst and Young Paris (E&Y) was finally contracted on 25 October 2008. The contract award notice was published in the Official Journal of the EU on 5 December 2008.

### **2.5.3.7 Annual control report and annual opinion**

According to Article 62(1)(d)(i) of Regulation (EC) No1083/2006, the Audit Authority shall submit “to the Commission an annual control report setting out the findings of the audits carried out during the previous 12-month period ending on 30 June of the year concerned in accordance with the audit strategy of the operational programme and reporting any shortcomings found in the systems for the management and control of the programme. The first report to be submitted by 31 December 2008 shall cover the period from 1 January 2007 to 30 June 2008.” The Audit Authority submitted the “Annual Control Report” on 19 December 2008.

Similarly, the Audit Authority also delivered on 19 December 2008 the first annual opinion in compliance with Article 62(1)(d)(ii) in which it concludes “whether the management and control system functions effectively”. The document mentioned reserves concerning France and Italy. These reserves were subsequently lifted on 14 April 2009 after all outstanding issues concerning France and Italy had been solved.

### **2.5.3.8 Audit methodology**

A first meeting between E&Y, the Audit Authority, and the INTERREG IVC JTS took place in Paris, France, on 31 October 2008 to present the programme and its specificities. Following this meeting, E&Y submitted a first draft of the audit methodology to the Group of Auditors in Luxembourg on 26 November 2008. The members of the Group of Auditors took the opportunity to make their comments. Additional comments were formulated by the Group of Auditors members after the meeting to amend the methodology.<sup>2</sup>

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<sup>2</sup> The methodology and the checklist for the system audits were finally submitted to the Group of Auditors members in written procedure that ended on 17 April 2009. Comments are currently reviewed by the Audit Authority supported by the MA/JTS. As a next step and according to the methodology, the first system audit will start at the beginning of July 2009.

### **2.5.3.9 Meeting of bodies in charge of the first level control system in the 27 EU-Member States and Norway**

As indicated in the previous Monitoring Committee of Ljubljana, Slovenia, on 24 April 2008, the first level control has been identified as the most sensitive point of the system. To further improve the first level control system it was proposed to standardise the documents to be used at different levels of control and to make their use compulsory.

To achieve this objective, 40 representatives in charge of the first level control system in the EU-Member States and Norway met in Lille, France, on 10 June 2008. They discussed the INTERREG IVC first level control system and gave their opinion on standardised control documents to be used by the Lead Partner and Project Partner controllers. The European Commission (Unit 'Control and Audit', DG Regio) and the Audit Authority also participated in the meeting.

As a result of this fruitful meeting, it was proposed to the Monitoring Committee to include the control guidance as well as the control templates drafted as an outcome of this meeting into the programme manual. This proposal to include the control guidance directly into the programme manual is based on the assumption that it is more secure and efficient to have only one reference document for the stakeholders of the INTERREG IVC programme.

Similarly, standardised documents to be used in the Member States that have opted for a decentralised system have been proposed during this meeting and circulated afterwards by the MA/JTS.

As a next step the updated version of the programme manual will be available on INTERREG IVC website to fully ensure the diffusion of the templates.

### **2.5.3.10 Application Pack**

In preparation of the second call the application pack, which includes the terms of reference, the programme manual, the application form and the co-financing statement, was updated. The changes are summarised below.

Terms of reference:

- Update of the terms of reference to include new features concerning the second call.

Programme manual:

- Clarification of wording concerning the cross-sectoral approach and the participation of private partners
- Additional information on first level control and publicity and information requirements
- Clarification on the eligibility criteria
- Precisions on the INTERREG IVC themes covered by Region for Economic change
- Additional recommendations based on the lessons learned from the first call

Application form

- Updates to take into account clarifications on the eligibility criteria

Co-financing statement

- Merging of the “Co-financing Statement for Partners from EU Member States and Norway applying for INTERREG IVC funding” and the “Co-financing Statement for Partners not applying for INTERREG IVC funding” into one single document and adding clear instructions in the form to avoid mistakes

The final updated version is attached as Annex 5

#### **2.5.3.11 Subsidy contract**

The subsidy contract is the legal link between the Managing Authority and the Lead Partner of an approved project. The template, based on the experience of the INTERREG IIIC West programme and adjusted to the requirements of the INTERREG IVC programme, has been approved on 24 April 2008 and updated during the MC meeting in Marseille, France, on 18 and 19 September 2008. The updated version of September 2008 is attached as Annex 7.

#### **2.5.3.12 Partnership Agreement**

A model partnership agreement was also developed by the JTS for the projects' use. The document made available through the website is considered to be an example that has to be negotiated between the partners and tailored to the partnership's individual needs. The template is attached as Annex 8.

### 3 Implementation by priority

#### 3.1 Priority 1 and 2

Table 5: Operations' performance indicators

Indicator	2007	2008	Total		
<b>1. Operations' performance (Priorities 1 and 2) (total of all operations in the programme)</b>					
<b>1.1. Contribution of operations to programme objectives</b>					
<b>1.1.1 Improve- ment of regional and local policies</b>	Not available yet				
<b>1.1.2 Exchange of experience and improvement of capacities and knowledge of re- gional and local stakeholders in particular by matching less experienced re- gions with re- gions with more experience (in accordance with chapter 4.2, specific horizon- tal objectives 3 and 4)</b>	<b>Output:</b> No. partners involved ○ public authorities ○ bodies governed by public law	Achieve- ment	0		
		Target			1,400
	<b>Output:</b> % of approved operations where both 'Objective Convergence' re- gions and 'Objective Competitive- ness' regions are involved in the partnership	Achieve- ment	0		
		Target			80%
	<b>Result:</b> % of partners by legal status (pub- lic authorities/bodies governed by public law )	Achieve- ment	0		
		Target			70/30 %
<b>1.1.2 Exchange of experience and improvement of capacities and knowledge of re- gional and local stakeholders in particular by matching less experienced re- gions with re- gions with more experience (in accordance with chapter 4.2, specific horizon- tal objectives 3 and 4)</b>	<b>Output:</b> No. partners involved • public authorities • bodies governed by public law	Achieve- ment	0	440	440
		Target			1,400
	<b>Output:</b> % of approved operations where both 'Objective Convergence' re- gions and 'Objective Competitive- ness' regions are involved in the partnership	Achieve- ment	0	100 %	100 %
		Target			80 %
	<b>Result:</b> % of partners by legal status (pub- lic authorities/bodies governed by public law )	Achieve- ment		55/45	55/45
		Target			70/30 %

Indicator		2007	2008	Total	
1.1.3 Identification, sharing and transfer of good practices into regional policies in particular EU Structural Funds mainstream programmes		Not available yet			
1.1.4 Contribution to horizontal EU policies	<b>Result:</b> % of operations with positive effects on equal opportunities	Achievement	0	63 %	63 %
		Target			10 %
	<b>Result:</b> % of operations with positive effects on the environment	Achievement	0	54 %	54 %
		Target			60 %
<b>1.2. General performance of operations</b>					
Not available yet					

### 3.1.1 Information on the physical progress

**Table 6: Commitment of funds to projects**

Priority/Sub theme	ERDF committed to projects (in EUR)	Programme Budget (in EUR)	% of programme budget
<b>1. Innovation and knowledge economy:</b>	<b>39,659,196.83</b>	<b>176,726,969</b>	<b>22.4 %</b>
• <i>Employment, human capital and education</i>	6,883,952.38		
• <i>Entrepreneurship and SMEs:</i>	16,422,436.53		
• <i>Information society</i>	5,609,350.81		
• <i>Innovation, research and technology development</i>	10,743,457.11		
<b>2. Environment and risk prevention:</b>	<b>29,494,875.90</b>	<b>125,315,487</b>	<b>23.5 %</b>
• <i>Biodiversity and preservation of natural heritage (including air quality):</i>	2,685,956.45		
• <i>Cultural heritage and landscape</i>	2,982,842.53		
• <i>Energy and sustainable transport:</i>	15,375,673.23		
• <i>Natural and technological risks (including climate change):</i>	8,450,403.69		
<b>Total</b>	<b>69,154,072.73</b>	<b>302,042,456</b>	<b>22.9 %</b>

The commitment of funds after the first call in the two priorities for projects was in line with the budget allocation. The 25 projects approved in priority one, Innovation and Knowledge Economy resented MEUR 39.7 or 22.4 % of the budget available. In priority two, Environment and Risk prevention, 16 projects accounted for MEUR 29.5 or 23.5 % of the budget provided in the programme. The overall commitment sums up to MEUR 69.2 or 22.9 % of the budget provided for projects.

The percentages indicated in the table above, show that the shares of programme funds allocated to the two priorities almost perfectly match the demand shown in the first call.

All projects were approved under conditions. The projects were mostly able to fulfil these additional requirements within two months. Afterwards the subsidy contract was issued. By end of 2008 all 41 projects approved had signed the subsidy contract.

Although most of the projects were only approved in September 2008, the JTS received not less than 12 requests for changes from 10 projects (see full view in Annex 9 attached). All changes were related to the partnership. Partners dropped out and had to be replaced due to internal difficulties to start or continue the participation in the projects implementation or because they were declared not eligible by the Member States in which the partner was located.

In Article 5.1 of the Agreement between the Member States, the Managing Authority and the Certifying Authority, the MC gave the JTS the mandate to approve the following changes:

- the modification of a partnership, the withdrawal or replacement of up to two partners, or if more, up to 10 % of the partners in a project,”
- a reallocation of the budget by up to 20% of total costs as stated in the approved application
- changes in activities which do not change the aim of the project
- an extension of the duration of the project not extending the programme deadline

As all changes were within the limits mentioned above, they were approved by the JTS. The MC was informed about these changes during the MC meeting in Prague, Czech Republic, on 14 and 15 May 2009.

### 3.1.2 Qualitative analysis

A summary table for all projects committed which includes information of the sub-theme tackled, the Lead Partner, budget committed and a brief description of the projects activities is attached in Annex 10.

At this stage of the programme, it is too early to report on the achievements of the 41 projects approved in the first call. The majority of these projects (i.e. 35 Regional Initiative Projects) were approved under conditions. Even if most of the subsidy contracts were signed before the end of the year, the activities that took place in 2008 were only related to the administrative start-up of each project (e.g. signature of partnership agreement, organisation of the first Steering Group meeting). In addition, French and Italian Lead Partners could not report on time because of the reserve expressed by the Audit Authority concerning the set-up of the first level control system in these countries (see section 2.5.3.3 above). Therefore, the present annual report takes into consideration only 27 progress reports (out of the 41 expected). This also means that only half of the Capitalisation projects (3 out of 6) were in a position to report on time.

Even if the Capitalisation projects started earlier (subsidy contract signed before summer 2008), no major achievements can be reported after only six months of implementation. The three concerned projects (i.e. ESF6 CIA, PIKE and RAPIDE) have successfully started the mainstreaming process and the collaboration with the respective Managing Authorities. The project ESF6 CIA even reported an interesting spin-off activity. One of the partners, the Italian network AICCRE, is facilitating the development of the action plan of the Abruzzo Region. It has decided also to involve another Managing Authority (Lazio Region). This partner is therefore now supporting the elaboration of two actions plans, one for the Abruzzo Region as initially planned and an additional one for the Lazio Region.

Despite the above remarks, a short preliminary analysis can still be carried out based on the target figures estimated by the approved projects for a few core indicators (see table in Annex 11). When comparing these figures to the targets of the Operational Programme, it appears that most of the targets set for priority one and two should in principle be reached. For instance, with less than 25 % of the programme's funds allocated, the projects have already committed themselves to organising 789 interregional events which represents 56% of the programme's target. Similarly, 902 practices are also supposed to be identified by Regional Initiative Projects which represents 37% of the programme's target. Concerning the result indicators, some target figures are already almost reached (e.g. 'n° of staff members with in-



creased capacity') or even exceeded for two core indicators ('n° of regional/ local policies and instruments improved or developed'; 'n° of good practices successfully transferred within Regional Initiative Projects'). It is clear that the figures estimated by the approved projects are only target value and that these results are not achieved yet. However, it seems already now that the programme should easily be able to reach its objective.

As far as the six Capitalisation projects are concerned, the estimated amount of mainstream funds dedicated to the implementation of good practices (MEUR 225.5) represents 9% of the programme's target (MEUR 2,500). This estimated amount already clearly reflects the leverage effect of Capitalisation projects which were granted a total amount of ERDF MEUR 9.6 by the INTERREG IVC programme.

### **3.2 Priority 3**

Information on the implementation of priority axes 3 (Technical Assistance) is given in the section 4 below.

#### 4 Technical Assistance

The total amount spent on Technical Assistance in 2008 amounts to EUR 1,423,151.05, which corresponds to EUR 977,049.20 ERDF. That is 0.3% of the total ERDF budget of the total programming period of EUR 321,321,762.

In 2008, the available technical assistance funds allowed to finance ten JTS staff members, for positions in the field of general management, assistance, communication, projects and finance. The costs related to these positions were reported on a full-time basis except for the programme director, programme deputy director, the communication and IT officers as well as for the senior finance and project officers, who were also partly financed from the INTER-REG IIIC West programme according to their division of tasks.

Besides the staff costs mentioned above, the JTS also assisted the programme in carrying out the following activities financed from the technical assistance budget:

- Providing assistance to project applicants and after the approval of project to the lead partners (advice given by e-mail, phone and through lead applicant seminars/lead partner seminar, by individual consultations)
- Organisation and implementation of programme meetings – two Monitoring Committee meetings, two Group of Auditors meetings, one Task Force meeting, one seminar for the bodies in charge of the first level control system in the 27 EU-Member States and Norway
- Costs related to communication and dissemination in relation with the INTER-REG IVC programme such as organising one INTERREG IVC Partner Search Forum, setting up the website, developing and printing programme information brochures and the further development of a corporate design (e.g.: programme logo)
- coordination and implementation of accounting, paying and certifying procedures with the legal employer of the Secretariat (GEIE GECOTTI) and also with the Certifying Authority.
- JTS office-related expenditure for office material such as office equipment, stationery, maintenance and utilities.
- IT related expenditures (office IT equipment such as hardware and software as well as the development of a project administration database).

The 2008 Technical Assistance expenditure also included expenditure for running the four Information Points to cover their staff and travel costs as well as the costs for the organisation of regional Lead applicant/Lead partner seminars. EUR 63,215.33 was reimbursed to the Information Points North and East for these purposes. No reimbursement had been made before the end of 2008 to the Information Point South due to delayed receipt of first level control confirmation. The information point West is part of the JTS and thus included in the expenditure directly paid by the JTS.

## **5 Information and publicity**

In line with the importance placed on information and publicity in the Structural Funds in general, and the INTERREG IVC programme in particular, a comprehensive communication strategy was devised. The resulting communication plan and budget was submitted to the European Commission for approval four months after the programme was approved. Approval was secured from the EC on 19 February 2008.

The year was characterised by two main periods. The first projects were approved in 2008, in two decisions in April and September. One part of activities focused on communication towards lead partners. In addition, the second call for project applications was launched in October 2008, and many activities were geared towards assisting project applicants in the second half of the year.

Due to the unexpectedly high number of applications received for the first call, more emphasis was put on communicating the rationale of the INTERREG IVC programme, in order to have an impact on the relevance of the applications received. Dedicated presentations during the annual partner search forum, along with clear guidelines for the individual consultations with applicants were developed.

### **5.1 Events**

#### **5.1.1 Partner search/dissemination event**

The largest event of 2008 was the second EU Interregional cooperation forum, held on 27 and 28 October 2008. The event gathered together over 1,000 participants in Lille, France, coming from every European country. This two day event combined plenary sessions that presented the programme's main features, with smaller information sessions on key components such as financial management, communication, and exchange of good practice. One new feature to improve partner search was the introduction of speed dating sessions. Pairs of project promoters had two minutes to present their project idea, before moving on to the next person. Each session allowed the maximum contact between different project promoters on the same theme. An exhibition area was in place with 40 thematic stands, allowing regions and local authorities to present themselves. A specific stand area was dedicated to presenting the two newest Member States to the programme – Bulgaria and Romania.

## **5.1.2 Information seminars**

Two types of information seminars were organised by the Information Points and the JTS in 2008. One concerned a seminar for lead partners of approved projects, the other being an information seminar for lead applicants preparing to submit an application during the second call for proposals.

### **5.1.2.1 Lead partner seminars**

Three lead partner seminars were organised in 2008. The first was held on 21 May in Lille, France, for the lead partners of the six approved Capitalisation projects. The remaining two seminars were held in Lille on 16 October and Madrid, Spain, on 20 October for the lead partners of the Regional Initiative projects (approved in September 2008). The seminar in Madrid catered for the lead partners from the South area, who made up almost half of all lead partners. The seminar in Lille addressed the lead partners from North, East and West together.

The seminars included presentations from the JTS and IPs on the administrative, financial and publicity requirements, and allowed time for individual consultations with each of the project partners to discuss their conditions for approval.

### **5.1.2.2 Lead applicant seminars**

Each Information Point organised seminars for lead applicants from their area, to present key features to keep in mind when applying to the INTERREG IVC programme. Following a request from the Monitoring Committee, an extra emphasis was placed on informing applicants of the eligibility requirements of the programme.

A total of six lead applicant seminars were organised. For the North area, a meeting was held in Munich, Germany, on 10 November 2008 and in Riga, Latvia, on 3 December 2008. In the East area, seminars were held in Bucharest, Romania, on 5 November 2008 and in Katowice, Poland, on 5 December 2008. One seminar was held in Rome, Italy, on 18 November 2008 for applicants from the South area. Brussels, Belgium, was the location of the seminar for West lead applicants, on 24 November 2008.

In all cases, lead applicant seminars were followed with individual consultations on project ideas, where the JTS and IP advisers gave feedback on the relevance of the idea for the programme. More details on the individual consultations can be found below.

### **5.1.3 Participation in events**

Beyond the events organised by the JTS and the Information Points, the staff also participated in information days organised by external stakeholders. Due to the high number of requests, preference was given to national events, organised by the programme's national contact points or Member States representatives. The dates of these events were coordinated as far as possible by each relevant Information Point. To ensure coverage as wide as possible, preference was also given to states who had not benefitted from the JTS/IP presence in 2007 under the series of events for the first call. Information days were attended in Copenhagen (DK), Berlin (DE), Helsinki (FI), Sofia (BG), Maribor (SI), Bratislava (SK), Vienna (AT), Tropea (IT), La Valetta (MT), Nicosia (CY), Valencia (ES), Tullamore (IE), Arnhem (NL), Leeds (UK), and Nottingham (UK). In addition, staff were also present at different fora that presented European territorial cooperation, such as the Swedish INTERREG forum in Stockholm, Sweden, and Polish information days on transnational and interregional cooperation.

The programme was also present at the annual Regions for Economic Change event, held in Brussels, Belgium, on 25 and 26 February 2008. As one of the two networking programmes that funds projects under the 'Regions for Economic change' initiative, INTERREG IVC were present with an exhibition stand, information material, and organised an informal networking discussion during the lunch break on the challenges of interregional cooperation with current and previous project partners. INTERREG IIIC West project 'Clusters Linked Over Europe' (CLOE) presented its experiences as a pilot Fast Track project and lessons learned for the deployment of this new type of project. In addition, several INTERREG IIIC projects were nominated for the newly-launched RegioStars Award 2008, which aims to highlight original and innovative projects which could be attractive and inspiring to other regions.

Finally, another recurring event in the INTERREG IVC agenda was the Open Days for Cities and Regions event, organised jointly by the Committee of the Regions and the EC's DG Regio. Taking place from 6 to 9 October 2008, this series of workshops and networking events gathers many of the key target groups of the programme. INTERREG IVC was invited to present a workshop on Capitalisation, where one of these innovative projects – ERIK AC-

TION – also presented their experience. A side event, organised by ERRIN Network on innovation, was the occasion for the programme to clearly identify what ‘innovation’ means in the context of interregional cooperation.

## **5.2 *Project Consultations***

During the period of the open second call in the second half of 2008, a total of 446 individual consultations were organised alongside information events, but also at dedicated times for this in each Information Point area. In addition, written feedback was also provided when requested using the Project Assistance Form. Over the four Information Points, more than 350 project ideas received feedback.

## **5.3 *Printed and promotional material***

### **5.3.1 *Promotional objects***

In order to ensure effective visibility during events, an exhibition stand along with its counter was produced following the graphic identity of the programme. This portable structure, easy to set up, allows good visibility while providing clear programme information.

Promotional objects were produced for participants attending the EU Interregional Cooperation Forum in October 2008. It was important that these objects carry the key messages of the programme, while at the same time remaining cost-effective. An eco-friendly conference bag was produced, along with a stylish pencil made from recycled material. A packet of sunflower seeds, bearing the programme logo, was designed to vehicle not only an environmentally-friendly image, but also the idea of dissemination and growth linked with the kinds of project the programme funds.

Due to the positive response received on the 2007 agenda, this item was reproduced in 2008 with updated figures on the programme implementation, and sent to almost 1,000 stakeholders and contacts along with the 2008 Christmas/New Year wishes card.

### **5.3.2 Printed material**

In terms of publicity information, an attractive 15x15 cm flyer was produced, summarising the key features of the programme. This was completed at the end of 2008, but distributed in January 2009. It can be seen in Annex 12 of this document.

The INTERREG IVC fact sheet with key questions on the programme was updated, and a second fact sheet produced, on the relationship between the programme and the Regions for Economic Change initiative. This was first distributed at the Regions for Economic Change annual conference detailed above.

### **5.3.3 Website and news alerts**

The programme acquired the domain name “www.interreg4c.eu”, previously unavailable for purchase. This domain was preferred to the existing “www.interreg4c.net”, for reasons of visibility on an EU level and coherence with the funding received for the programme. The “.net” address was redirected to the “.eu” address, and staff emails similarly treated. To ensure there was no loss of communication, the “.net” domain was not deleted but redirected to “.eu”.

The website was updated regularly with mainly programme news, such as dates of open calls, details on how to apply, dates for events and consultations etc. Important updates to programme documents were consistently communicated also via the website. The list of beneficiaries was also published here, with details of the first call approved projects: <http://www.interreg4c.net/projects.html>. A more user-friendly, searchable database will be put in place for the publication of the second call project beneficiaries.

An open tender process to select a web developer was carried out in 2008, and work began on developing the back office, and new functions for the website. This will continue in 2009.

The INTERREG IVC programme does not produce a printed newsletter, however news alerts are sent by email to the database of contacts. Four such news alerts were sent in 2008, to almost 1,000 contacts.



#### **5.4 Media**

Two press releases were sent in 2008 concerning the launch of the second call at the EU Interregional Cooperation Forum, and the decision on the approval of the first round of projects. A press book was produced for the forum, in addition to a press conference, which unfortunately was cancelled due to a conflicting news story. A media partnership with the Brussels-based magazine 'Regional Review' was also negotiated for the forum. In return for a full page advertisement in a high-circulation publication, the Regional Review team had a stand at the forum to promote their magazine.

In terms of media monitoring, most references were related to the programme, considering that the majority of projects were approved in September 2008. An online monitoring system using Google alerts revealed 33 mentions of the programme in national and regional press and news portals.

Articles were requested and published in a variety of publications, such as the 'Liaison Énergie Francophonie' which is attached in Annex 13 as example.

## **Annexe 01: Approved applications**









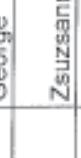


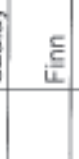








## First Call - Approved applications















Ref	Acronym	LP Country	Type Of Intervention	Fast Track	Subtheme	ERDF Funding	Norwegian Funding	IVCBudget applied	Average Score	Status
0055C1	ERIK ACTION	IT	Capitalisation Project	Yes	Entrepreneurship and SMEs	1 464 640,00	,00	1 893 784,00	4.17	APPROVED
0224C1	B3 Regions	IT	Capitalisation Project	Yes	the Information Society	2 857 109,19	,00	3 531 765,69	3.83	APPROVED
0259R1	PASE	IT	Regional Initiative Project	No	Entrepreneurship and SMEs	1 408 923,00	,00	1 834 412,00	3.67	APPROVED
0376R1	POWER	UK	Regional Initiative Project	No	Energy and sustainable	4 432 604,80	,00	5 789 856,00	3.67	APPROVED
0405R1	IES	IT	Regional Initiative Project	No	Employment, human capital	1 444 000,00	,00	1 719 757,18	3.67	APPROVED
0003R1	Creative Growth	SE	Regional Initiative Project	No	Entrepreneurship and SMEs	1 479 267,20	,00	1 921 108,00	3.50	APPROVED
0117R1	SEE	UK	Regional Initiative Project	No	Entrepreneurship and SMEs	1 198 682,66	,00	1 577 024,41	3.50	APPROVED
0138R1	CeRamiCa	HU	Regional Initiative Project	No	Cultural heritage and	1 751 300,00	,00	2 140 600,00	3.50	APPROVED
0147R1	MMOVE	IT	Regional Initiative Project	No	Energy and sustainable	1 438 007,60	,00	1 859 321,23	3.50	APPROVED
0154R1	SUGAR	IT	Regional Initiative Project	No	Energy and sustainable	2 884 348,75	,00	3 641 565,00	3.50	APPROVED
0317R1	CAPRICE	DE	Regional Initiative Project	No	Energy and sustainable	885 467,95	,00	1 110 367,95	3.50	APPROVED
0006R1	MORE4NRG	NL	Regional Initiative Project	No	Energy and sustainable	903 382,99	,00	1 160 867,99	3.33	APPROVED
0018R1	CASTLE	IT	Regional Initiative Project	No	Entrepreneurship and SMEs	1 804 250,00	,00	2 275 000,00	3.33	APPROVED
0230C1	RAPIDE	UK	Capitalisation Project	Yes	Innovation, research and	1 430 473,71	,00	1 810 099,37	3.33	APPROVED
0291R1	CLUSNET	FR	Regional Initiative Project	No	Innovation, research and	1 369 845,40	,00	1 816 260,00	3.33	APPROVED
0323R1	PIMMS TRANSFER	UK	Regional Initiative Project	No	Energy and sustainable	2 607 000,00	,00	3 567 748,57	3.33	APPROVED
0045R1	NEEBOR	HU	Regional Initiative Project	No	Entrepreneurship and SMEs	1 106 530,90	,00	1 336 703,65	3.17	APPROVED
0081R1	CITIES	LT	Regional Initiative Project	No	Entrepreneurship and SMEs	1 369 207,19	,00	1 714 100,00	3.17	APPROVED
0086R1	CLIQ	FI	Regional Initiative Project	No	Innovation, research and	1 520 000,00	,00	1 547 226,00	3.17	APPROVED
0098R1	FUTUREforest	DE	Regional Initiative Project	No	Natural and technological	1 501 000,00	,00	2 055 655,95	3.17	APPROVED
0108R1	GRaBS	UK	Regional Initiative Project	No	Natural and technological	2 280 000,00	,00	3 954 300,00	3.17	APPROVED
0120R1	I4W	ES	Regional Initiative Project	No	Innovation, research and	3 732 570,90	,00	4 804 754,00	3.17	APPROVED
0226R1	EVITA	GR	Regional Initiative Project	No	Entrepreneurship and SMEs	1 391 126,80	,00	1 708 110,00	3.17	APPROVED
0264R1	Gender4Growth	FR	Regional Initiative Project	No	Employment, human capital	1 317 116,15	,00	1 689 094,20	3.17	APPROVED
0271R1	CREATIVE	LV	Regional Initiative Project	No	Entrepreneurship and SMEs	1 775 000,00	129 298,50	2 810 551,00	3.17	APPROVED
0326R1	NANO4M	ES	Regional Initiative Project	No	Innovation, research and	1 384 419,00	,00	1 845 892,00	3.17	APPROVED
0330C1	PIKE	IE	Capitalisation Project	Yes	the Information Society	1 282 438,45	,00	1 665 523,00	3.17	APPROVED
0340R1	COMMONS	FR	Regional Initiative Project	No	Biodiversity and preservation	1 168 561,00	,00	1 491 740,00	3.17	APPROVED
0415C1	ICHNOS PLUS	IT	Capitalisation Project	No	Entrepreneurship and SMEs	1 548 415,78	,00	1 943 014,80	3.17	APPROVED
0004R1	MINI EUROPE	NL	Regional Initiative Project	No	Entrepreneurship and SMEs	1 560 000,00	,00	2 253 675,98	3.00	APPROVED
0111R1	EuroPROC	ES	Regional Initiative Project	No	Entrepreneurship and SMEs	1 475 740,95	,00	1 862 745,00	3.00	APPROVED
0126R1	FLIPPER	IT	Regional Initiative Project	No	Energy and sustainable	2 106 000,00	,00	3 010 000,00	3.00	APPROVED
0180R1	PRESERVE	FR	Regional Initiative Project	No	Cultural heritage and	1 222 160,23	,00	1 589 281,22	3.00	APPROVED
0192R1	REGIOCLIMA	CY	Regional Initiative Project	No	Natural and technological	1 620 000,00	,00	2 158 370,00	3.00	APPROVED
0216R1	PEOPLE	ES	Regional Initiative Project	No	Employment, human capital	3 022 000,00	,00	3 960 000,00	3.00	APPROVED
0266R1	DC	GR	Regional Initiative Project	No	the Information Society	1 286 000,00	,00	1 560 000,00	3.00	APPROVED
0279R1	MITKE	ES	Regional Initiative Project	No	Entrepreneurship and SMEs	1 480 943,13	,00	1 925 799,89	3.00	APPROVED
0301R1	RSC	HU	Regional Initiative Project	No	Natural and technological	1 659 000,00	,00	2 210 426,71	3.00	APPROVED
0355R1	PRoMPt	GR	Regional Initiative Project	No	Natural and technological	1 244 847,80	,00	1 517 423,30	3.00	APPROVED
0408R1	CITEAIR II	FR	Regional Initiative Project	No	Biodiversity and preservation	1 517 414,95	,00	1 988 739,00	3.00	APPROVED
0427C1	ESF6 CIA	DE	Capitalisation Project	Yes	Employment, human capital	1 124 016,00	,00	1 445 248,00	3.00	APPROVED
<b>Total approved</b>						<b>70 053 812,48</b>	<b>129 298,50</b>	<b>91 697 911,09</b>		

## **Annexe 02: Decision notes Ljubljana**



Country	Membership/Status	Lastname	Firstname	Signature
Austria	IVC MC Member	Schrötter	Robert	
Austria	IVC MC Member	Holzinger	Ernst	
Belgium	IVC MC Member	Rousseau	Philippe	
Belgium	IVC MC – IIIC West MC/SC/SG Member/NCP	Leton	Christine	
Belgium	IVC MC – IIIC West MC/SC/SG Member/NCP	Wasseige	Manoëlle	
Bulgaria	IVC MC Member	Tanchev	Svetlen	
Certifying Authority	IVC MC – IIIC West MC/SC/SG Adviser	Cazabonne	Sébastien	
Committee of Regions		Cannellini	Lucia	
Cyprus	IVC MC Substitute Member	Theophilou	Artemis	
Czech Republic	IVC MC Member	Kalassová	Helena	
European Commission	IVC MC Adviser	Wolfe	Colin	
European Commission	IVC MC Adviser	Baudelet	Olivier	
European Commission	IVC MC Adviser	Torre	Aldo	
European Commission	IVC MC Adviser	Hartog	Eddy	
Estonia	IVC MC Substitute Member	Kivirand	Anneli	
Estonia	IVC MC Member	Spirkina	Olga	
Finland	IVC MC Member	Haapalainen	Petri	
France	IVC MC Substitute Member	Grosse	Nicolas	

Country	Membership/Status	Lastname	Firstname	Signature
France	IVC MC – IIIC West MC/SC/SG Member	Gerbaud	Stéphane	
France	IVC MC – IIIC West MC/SC/SG Member	Marconi	Claude	
Germany	IVC MC Member	de Meulenaer	Michael	
Germany	IVC MC – IIIC West MC/SC/SG Member - LP	Meisel	Ilka	
Greece	IVC MC Member	Bouligarakis	Maria	
Greece	IVC MC Substitute Member	Simos	George	
Hungary	IVC MC Member	Drahos	Zsuzsanna	
Hungary	IVC MC Substitute Member	Hegyesi	Béla	
Hungary	IVC MC Member	Szalay	Monika	
Ireland	IVC MC – IIIC West MC/SC/SG Member	Finn	Gerry	
Ireland	IVC MC – IIIC West MC/SC/SG Member	Blair	Stephen	
Italy	IVC MC Member	Marino	Marinella	
Italy	IVC MC Member	Rusca	Rossella	
IP West	Communication and project advisor	Szabo	Akos	
IP East		Stol	Anna	
IP North	Project Manager	Lieske	Ronald	
IP North	Communication adviser	Lani	Marit	
IP South	Project instruction and development officer	Montan Montesinos	Amparo	

Country	Membership Status	Surname	Firstname	Signature
IP South	Communication and project development officer	Zielniewski	Kelly	
JTS	Senior Finance Officer	Geitner	Petra	
JTS	Senior Project Officer	Singer	Nicolas	
JTS	Communication Officer	Morgan	Nuala	
JTS	Deputy Programme Director	Siweris	Erwin	
JTS	Programme Director	Lamblin	Michel	
JTS	IT Officer	Tamimi	Aous	
Latvia	IVC MC Member	Andreicka	Arina	
Lithuania	IVC MC Member	Gavenas	Tomas	
Lithuania		Cilciute-Zaleckiene	Diana	
Luxembourg	IVC MC – IIIC West MC/SC/SG Member	Stölb	Sabine	
Managing Authority	IVC MC – IIIC West MC/SC/SG Adviser	Spriet	Thomas	
Managing Authority	IVC MC – IIIC West MC/SC/SG Adviser	Siauve	Pascale	
Malta	IVC MC Member	Borg	Caroline	
Netherlands	IVC MC Member	Pels	Bob	
Netherlands	IVC MC – IIIC West MC/SC/SG Member	Overman	Mark	
Norway	IVC MC Member, NCP	Eide	Jon Harald Eide	
Poland	IVC MC Member	Marcinów	Teresa	

Country	Membership Status	Lastname	Firstname	Signature
Portugal	IVC MC Member	Nogueira	Fernando	
Romania	IVC MC Communication Contact	Tutuianu	Andreea	
Romania	IVC MC Substitute Member	Despan	Florian	
Slovakia	IVC MC Substitute Member	Jackaniová	Linda	
Slovakia	IVC MC Member	Hajduk	Marek	
Slovakia	IVC MC Member	Sladok	Marcel	
Slovenia	IVC MC Member	Remic	Anja	
Slovenia	IVC MC Member	Reber	Tanja	
Slovenia	IVC MC Member	Resinovic	Vesna	
Spain	IVC MC Member	Uriarte Brizuela	Marian	
Sweden	IVC MC Substitute Member	Notstam	Birgitta	
Sweden	IVC MC Member	Ottoson	Håkan	
Sweden	IVC MC Member	Eriksson	Maria	
Switzerland	IVC MC Member	Jacob	Eric	
United Kingdom	IVC MC Member	Coleman	Anna	
United Kingdom	IVC MC Member	Jalvingh	Heleen	

Bulgaria IVC MC substitute member Hristova Asya  
 Bulgaria IVC MC substitute member Rangelova Irim  
 France IVC MC Substitute Bernard Marie-José



## INTERREG IVC Programme

### 2<sup>nd</sup> Monitoring Committee

Thursday 24 April 2008 (from 09:00 till 18:00)

Ljubljana, Hotel Union,

Agenda (draft)

(08.30) *Registration of participants*

(09.00) Opening and approval of the agenda

#### **Procedures**

1. (09.05) Follow-up of the Monitoring Committee's written procedures launched
2. (09.15) Agreements between Member States the MA and the CA
3. (09.30) Subsidy contract

(10.30) *Coffee break*

#### **Management**

4. (11:00) a) Certifying Authority  
b) JTS and Information Points
5. (11:35) IVC database
6. (11.50) Communication Strategy & Work plan 2008
7. (12.10) Forecast of Payment Applications 2008 + 2009
8. (12.15) National Contributions to the Technical Assistance Budget 2007+2008
9. (12.20) Financial Control and Audit

(12.30) *Lunch*

#### **Operations** (First call for proposals)

10. (14.00) Overview of all applications received (first round)
11. (14.10) Assessment procedure
12. (14.20) Key results of first round
  - Eligibility Assessment (all applications)
  - Quality Assessment (Capitalisation Projects)
13. (14.30) Approval of capitalisation projects (including Fast Track)

(16.30) *Coffee break*

#### **AOB**

14. (17.00) Upcoming Agenda
  - Training for the National Contact Points
  - MC3
  - Opening of the second call for proposals
  - 2<sup>nd</sup> INTERREG IVC Partner Search Forum
15. (17.15) Presentation of the Lisbon Monitoring Platform (by the Committee of the Regions)
16. (17.45) Update of the MC contact list
17. (17.50) Miscellaneous

(18.00) *End of meeting*

# Subsidy Contract

for the implementation of the INTERREG IVC operation

<operationindex> <operationtitle>  
(<operationacronym>)

The following contract between

**Conseil Régional Nord-Pas de Calais**  
**Hôtel de Région, 59555 Lille Cedex, France**

acting as Managing Authority of the European Territorial Cooperation programme INTERREG IVC, hereinafter referred to as MA (assisted by the INTERREG IVC Joint Technical Secretariat, hereinafter referred to as JTS) and

<lpinstitution> with its office at  
<lpaddress>  
<lppostalcode>  
<lptown>  
<lpcountryname>

acting as Lead Beneficiary as referred to in article 20 of Regulation (EC) No 1080/2006 and hereinafter referred to as **Lead Partner (LP)**, .

is concluded on the basis of

- the EU Regulations laying down provisions on the Structural Funds, in particular Council Regulation (EC) No 1083/2006 of 11 July 2006 (OJ L 210, 31.7.2006, p. 25), as last amended by Regulation (EC) No 1989/2006 of 21 December 2006 (OJ L 411, 30.12.2006, p. 6), Regulation (EC) No 1080/2006 of the European Parliament and of the Council of 5 July 2006 (OJ L 210, 31.7.2006, p. 1), Commission Regulation (EC) No 1828/2006 of 8 December 2006 (OJ L 371, 27.12.2006, p. 1), No 643/2000 of 28 March 2000 (OJ L 78, 29.03.2000, p. 4);
- the EU legislation laying down provisions on public procurement, in particular Directive 2004/17/EC of the European Parliament and of the Council of 31 March 2004 (OJ L 134, 30.4.2004, p. 1–113), as last amended by Council Directive 2006/97/EC of 20 November 2006 (OJ L 363, 20.12.2006, p. 107–128), Directive 2004/18/EC of the European Parliament and of the Council of 31 March 2004 (OJ L 134, 30.4.2004, p. 114–240) as last amended by Council Directive 2006/97/EC of 20 November 2006 (OJ L 363, 20.12.2006, p. 107–128), Commission Regulation (EC) No 1564/2005 of 7 September 2005 (OJ L 257, 1.10.2005, p. 1–126), as last amended by Commission Regulation (EC) No 1792/2006 of 23 October 2006 (OJ L 362, 20.12.2006, p. 1–66), Commission Directive 2005/51/EC of 7 September 2005 (OJ L 257, 1.10.2005, p. 127–128), Council Directive 92/13/EEC of 25 February 1992 (OJ L 76, 23.3.1992, p. 14–20) as last amended by Council Directive 2006/97/EC of 20 November 2006 (OJ L 363, 20.12.2006, p. 107–128), Council Directive 89/665/EEC of 21 December 1989 (OJ L 395, 30.12.1989, p. 33–35) as last amended by Council Directive 92/50/EEC of 18 June 1992, OJ L 209, 24.7.1992, p. 1–24.
- the European Territorial Cooperation Operational Programme INTERREG IVC (Document No CCI 2007 CB 16 3 PO 046), approved by the European Commission on 11 September 2007

- the agreement between the EU Member States, Norway and Switzerland, the Managing Authority (Nord-Pas de Calais Regional Council) and the Certifying Authority (Caisse des Dépôts et Consignations) on the implementation of the INTERREG IVC Programme.
- Programme specific guidance laid out in the Programme Manual and the Audit Guidelines as approved by the Monitoring Committee (hereinafter referred to as MC).

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Article 2 Object of use, eligibility of expenditure.....4

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**Article 1**  
**Award of subsidy**

1. In accordance with the decision of the MC of the programme, hereinafter referred to as MC, dated <mcmeetingdate>, and the amendments as referred to in Article 2(2)(b) of this contract, an earmarked subsidy is awarded to the LP for the operation <operationindex>, <operationtitle> from funds of the European Territorial Cooperation programme INTERREG IVC <norwegianaddedtext>.

Approved European Regional Development Fund (ERDF) contribution/ Contribution Fonds European de développement régional (FEDER) approuvée:	<erdffund>	Euro
Approved Norwegian funding/ Financement national norvégien approuvé:	<norwegianfund>	Euro
<b>Maximum amount of funding awarded</b> <b>Montant maximum du financement accordé:</b>	<b>&lt;operationfund&gt;</b>	<b>Euro</b>

<b>Approved INTERREG IVC (ERDF) budget of the operation /</b> <b>Budget (FEDER) INTERREG IVC de l'opération approuvé:</b>	<b>&lt;operationbudget&gt;</b>	<b>Euro</b>
Average grant rate of the funding (ERDF + Norwegian Funding/Taux d'octroi moyen du financement:	<cofinancingrate>	%

2. Grant rate of the funding is understood as being the percentage rate which results from dividing the funding awarded from the programme (ERDF funding + Norwegian funding) by the INTERREG IVC budget of the operation (ERDF funding + national cofinancing by EU Member States + Norwegian funding + Norwegian national cofinancing).

The grant rate can change in the course of the implementation of the operation. However the maximum amount of approved ERDF contribution and Norwegian funding cannot be exceeded.

3. Based on Article 53 of Regulation (EC) No 1083/2006 and on Chapter 7.4 of the IVC Operational Programme, the grant rate for the operation is up to 85% of the eligible expenditure for partners of the following EU Member States : Bulgaria, Czech Republic, Cyprus, Estonia, Greece, Hungary, Lithuania, Latvia, Malta, Poland, Portugal, Romania, Slovakia and Slovenia.

The grant rate for the operation is up to 75% of the eligible expenditure for partners of the following EU Member States: Austria, Belgium, Denmark, Finland, France, Germany, Ireland, Italy, Luxemburg, Netherlands, Spain, Sweden, UK.

For partners from Norway, the grant rate is 50%.

4. Disbursement of the subsidy is subject to the condition that the European Commission and, if Norwegian partners are participating in the operation, the Kingdom of Norway make the funds available to the extent described above.
5. If the European Commission and/or the Kingdom of Norway fail to make the funds available, the MA is entitled to terminate this contract and any claim by the LP against the MA

for whatever reason is excluded.

6. Disbursement of the subsidy is subject to the condition that this subsidy contract is signed by all parties to this contract.

## **Article 2**

### **Object of use, eligibility of expenditure, reallocation**

1. The subsidy is awarded exclusively to the operation as it is described in the latest version of the Application Form approved by the MC. The approval decision including its annexes forms an integral part of this contract.

Expenditure, which qualifies for a subsidy pursuant to Article 1(1), exclusively consists of eligible expenditure as listed in the latest approved version of the Application Form. The eligibility of expenditure for ERDF and Norwegian funding are regulated in Article 56 of Regulation (EC) No 1083/2006, in Article 7 of Regulation (EC) No 1080/2006, in Article 48 to 53 of Regulation (EC) No 1828/2006, national regulations and rules laid down in the latest version of the INTERREG IVC Programme Manual. In case of contradictions between the rules mentioned above, the stricter rule applies.

Activities and related expenditure for the operation are eligible if they are carried out and paid from <mcmeetingdate> (date of approval by the MC) to the end of the month quoted as "finalisation month" in the latest approved version of the Application Form. Preparation costs can only be eligible if they were incurred on or after 1 January 2007 and before the date on which the first Application Form has been submitted. These costs must be paid out before they are reported in the first progress report.

2. Changes in budget lines, component budgets and partner budgets are allowed as long as the maximum amount of ERDF and Norwegian funding awarded as stipulated in Article 1(1) is not exceeded.
  - a) Without prior notification of the MA, the LP is entitled to exceed the budget lines, the component budgets and the budgets of partners, as stated in the latest approved version of the Application Form. The excess spending is limited to a maximum of EUR 20,000, or 10% of the original amount in the respective budget line, component or partner budget, whichever is greater.
  - b) Only once during the operation period and in duly justified cases, the LP is entitled to reallocate the budget between budget lines, components and partners up to 20 % of the total budget as stated in the latest approved version of the Application Form; such reallocation requires an application to the MA. It will enter into force only after approval by the MA/JTS.

## **Article 3**

### **Request for payments**

1. The LP may only request payments by providing proof of progress of the operation as described in the latest approved version of the Application Form, in particular as described in the individual components of the latest approved version of the Application Form. Therefore the LP has to present progress reports, consisting of an activity report and a financial report, to the MA/JTS. The MA/JTS will provide reporting forms which must be used by the LP. Instructions as laid down in the reporting forms, in the latest version of the Programme documents must be observed.

2. Twice a year Progress reports shall be submitted by the LP to the MA/JTS. These reports shall be submitted by 1 October for the reporting period of January to June and by 1 April of the following year for the reporting period of July to December. The progress report shall be submitted in both electronic and paper form to the JTS. The paper version is duly signed and stamped by the LP and the LP's controller.
3. The LP and LP's controller shall ,in compliance with Regulation (EC) No 1080/2006, Article 20 (1) d, ensure that expenditure of its partners have been independently verified and confirmed in accordance with their Member State control requirements, as indicated on the INTERREG IVC website.
4. In addition, the first progress report shall be accompanied by the partners' individual controller's confirmations. Any change of controller shall be communicated to the JTS and requires the submission of the new partner's controller's confirmation.
5. Preparation costs as defined in section 2 of the latest version of the INTERREG IVC Programme Manual shall be reported in the first progress report of the operation.
6. Based on the fact that payments by the European Commission will only be made in accordance with the corresponding budget commitments (Title VII in conjunction with Articles 75(1) to 76(2) of Regulation (EC) No 1083/2006), the LP must request the payments as indicated in the following table:

<b>Year: reporting deadline</b>	<b>Expected total eligible expenditure to be reported</b>	<b>Expected funds (ERDF + Norwegian funding) to be claimed</b>
2008:	Euro	Euro
2009:		
2010		
2011		
2012		
2013		
2014		

\* based on an average grant rate of <cofinancing rate>%

Payments not requested in time and in full as indicated in the payment forecast above may be lost.

7. The funds will be disbursed in Euro (EUR; €) only and transferred to an account indicated by the LP without delay. Any exchange rate risk will be borne by the LP.

#### **Article 4 Project partnership**

Partners are listed in the latest approved version of the Application Form. Only expenditure paid and borne by organisations listed as partners in the approved latest version of the Application Form are eligible to ERDF and Norwegian funding. The only exception concerns the expenditure of participants in sub-projects of mini-programme which will be included in the expenditure of the main partner on whose territory the sub-project participant is located.

In accordance to Article 20 of Regulation (EC) No 1080/2006 the partnership shall be governed by a Partnership Agreement signed by all partners.

**Article 5**  
**Representation of partners, liability**

1. The LP shall, in compliance with Article 20(1) of Regulation (EC) No 1080/2006 for each operation:
  - a) be responsible for ensuring the implementation of the entire operation
  - b) be responsible for transferring the ERDF and Norwegian funding to the partners participating in the operation as soon as possible after receiving the payment from the Certifying Authority.
2. The LP guarantees that it is entitled to represent all partners participating in the operation and that it will establish with the partners the division of the mutual responsibilities in the form of a partnership agreement. The LP guarantees furthermore that it has complied with all requirements under the law which applies to the LP and to its partners and that all necessary approvals have been obtained.
3. The LP is liable towards the MA for ensuring that all of its partners have a legal status that is in line with the definition given in the INTERREG IVC Operational Programme and in the latest version of the Programme Manual. Moreover the LP is liable towards the MA for ensuring that its partners fulfil their obligations under this contract. The LP is also liable towards the MA for infringements of obligations under this contract by its partners in the same way as for its own conduct.
4. If the MA demands repayment of subsidy funds in accordance with this contract (Article 8), the LP is liable towards the MA for the total amount of the subsidy.

**Article 6**  
**Additional obligations**

In addition to the obligations of the LP as already stated the LP undertakes:

1. to implement the operation according to the description in the latest approved version of the Application Form by the MC. The project activities may start on the date of approval by the MC.
2. to inform the MA/JTS immediately if costs are reduced, or one of the disbursement conditions ceases to be fulfilled, or circumstances arise which entitle the MA/JTS to reduce payment or to demand repayment of the subsidy wholly or in part;
3. to inform the MA/JTS through the six monthly progress reports on changes in the contact information, the rescheduling of activities and on budget deviations as regulated in Article 2 (2a);
4. to request approval from the MA if there are changes to: the partnership; the actions as described in the individual components in the latest approved version of the Application Form; or, in cases not regulated in Article 2(2), the budget of the operation on which this contract is based;
5. to comply with the regulations referred to in the preamble to this contract as well as with relevant national legislation.
6. to invite the MA/JTS in case of a mini-programme to their Steering Group meetings as an observer. Minutes of these meetings have to be sent to the MA/JTS.

7. to ensure that the partners report expenditure checked and confirmed according to their Member State control requirements.

## **Article 7 Publicity**

1. Unless the MA requests otherwise, any information and publicity measures aimed at beneficiaries, potential beneficiaries and the public must specify that the operation has received a subsidy from the programme funds as defined in Article 1(1) within the framework of the European Territorial Cooperation programme INTERREG IVC. Provisions of Regulation (EC) No 1828/2006 of 27 December 2006, Chapter II, Section 1 (in particular articles 8 and 9) relating to information and publicity measures concerning assistance from the Structural Funds and the MA/JTS' guidelines as provided in the latest version of the Programme Manual and on the website must be observed.
2. Furthermore, it must be clearly stated that the project has been co-financed by ERDF through the INTERREG IVC Programme in addition to using the European flag and programme logo and slogan.
3. Any notice or publication by the operation, in whatever form and on or by whatever medium, including the Internet, must specify that it reflects the author's views and that the MA is not liable for any use that may be made of the information contained therein.
4. The MA/JTS shall be authorised to publish, in whatever form and on or by whatever medium, including the Internet, the following information:
  - the name of the LP and its partners,
  - the purpose of the subsidy,
  - the amount granted and the proportion of the total cost of the operation accounted for by the funding,
  - the geographical location of the operation,
  - progress reports including the final report,
  - whether and how the operation has previously been publicised.
5. The operation undertakes to send three (3) copies of any publicity and information material produced to the JTS. The operation furthermore authorises the JTS, MA and the European Commission to use this material to showcase how the subsidy is used.
6. Any information, media appearance, or other publicity of the operation shall be communicated to the JTS for potential website updates or showcases.
7. The operation shall ensure that at least one member of the JTS will be invited to present the programme during the operation's Final Conference or other closing event.
8. Operations are requested to appoint a permanent contact for Information and Publicity purposes.

## **Article 8 Right of termination**

1. In addition to the right of termination as laid down in Article 1(5) the MA is entitled, in whole or in part, to terminate this contract and to demand repayment of subsidy, if
  - a) the LP has obtained the subsidy through false or incomplete statements; or



- b) the operation has not been or cannot be fully implemented by achieving the planned outputs and results, or it has not been or cannot be implemented in due time; or
  - c) the LP has failed to countersign this subsidy contract, or to submit required reports or proofs, or to supply necessary information, provided that the LP has received a written reminder setting an adequate deadline and explicitly specifying the legal consequences of a failure to comply with requirements, and has failed to comply with this deadline; or
  - d) the LP has failed to immediately report events delaying or preventing the implementation of the operation funded, or any circumstances leading to its modification; or
  - e) the LP has impeded or prevented the auditing (Article 9); or
  - f) the subsidy awarded has been partially or entirely misapplied for purposes other than those agreed upon; or
  - g) insolvency proceedings are instituted against the assets of the LP or insolvency proceedings are dismissed due to lack of assets for cost recovery, provided that this appears to prevent or risk the implementation of the programme objectives, or the LP closes down; or
  - h) subject to the provisions of Article 10(2) and (3) - the LP wholly or partly sells, leases or lets the operation to a third party; or
  - i) it has become impossible to verify that the final progress report is correct and thus the eligibility of the operation to INTERREG IVC funding; or
  - j) the LP has failed to fulfil any other conditions or requirements for assistance stipulated in this contract and the provisions it is based on, notably if these conditions or requirements are meant to guarantee the successful implementation of the programme objectives.
2. If the MA exercises its right of termination, the LP is obliged to transfer the requested repayment of funds to the MA. The repayment of funds is due within one month following the date of the letter by which the MA asserts the repayment claim; the due date will be stated explicitly in the order for recovery.
  3. If the MA exercises its right of termination, the LP is only entitled to set off undisputed claims against the MA.
  4. If the MA exercises its right of termination, the amount repayable shall be subject to interest, starting on the day the payment was made and ending on the date of actual repayment. The interest rate will be determined in accordance with Regulation (EC) No 1083/2006, Article 102.
  5. If any of the circumstances indicated in Article 8(1) occurs before the full amount of subsidy has been paid to the LP, payments may be discontinued and there shall be no claims to payment of the remaining amount.
  6. Any further legal claims shall remain unaffected by the above provisions.

**Article 9**  
**Audit rights, evaluation of the operation**

1. The responsible auditing bodies of the EU (notably the European Court of Auditors) and, within their responsibility, the auditing bodies of the participating EU Member States and the Kingdom of Norway or other national public auditing bodies as well as the MA/JTS/CA/AA are entitled to audit the proper use of funds by the LP or by its partners or arrange for such an audit to be carried out by authorised persons.
2. The LP and its partners will produce all documents required for the audit, provide necessary information and give access to their business premises. The LP and its partners are at all times obliged to retain for audit purposes all files, documents and data about the operation on customary data storage media in a safe and orderly manner for a minimum period of three years after the payment of the final balance by the European Commission to the INTERREG IVC Programme. This balance will only be transferred in an as yet unspecified period of time after 2015, when the programme implementation is finalised. This period shall be interrupted either in the case of legal proceedings or at the duly motivated request of the Commission. Other possibly longer statutory retention periods, as might be stated by national law, remain unaffected.
3. According to Article 48 of Regulation (EC) No 1083/2006 the LP undertakes to provide independent experts or bodies carrying out projects programme evaluation with any document or information necessary to assist the evaluation.
4. The LP is obliged to guarantee that both the LP and all of its partners fulfil the duties stipulated above.

**Article 10**  
**Assignment, legal succession**

1. The MA is entitled at any time to assign its rights under this contract. In case of assignment the MA will inform the LP without delay.
2. The LP is allowed to assign its duties and rights under this contract only after prior written consent of the MA and the MC.
3. In case of legal succession, e.g. where the LP changes its legal form, the LP is obliged to transfer all duties under this contract to the legal successor. The LP shall notify the MA about any change beforehand.

**Article 11**  
**Concluding provisions**

1. All correspondence with the MA/JTS under this contract must be in the English language and has to be sent to the following address:

**INTERREG IVC**  
**Joint Technical Secretariat**  
**Les Arcuriales – 5D**  
**45 rue de Tournai**  
**59800 Lille**  
**France**

- 2. If any provision in this contract should be wholly or partly ineffective, the parties to this contract undertake to replace the ineffective provision by an effective provision which comes as close as possible to the purpose of the ineffective provision.
- 3. Amendments and supplements to this contract must be in written form.

**Article 12  
Applicable law - Disputes**

- 1. This contract is governed by French law.
- 2. Any dispute between the parties which could not be resolved amicably concerning their contractual relationship and, more specifically, the interpretation, performance and termination of this contract, shall be referred to the Administrative Tribunal of Lille (Tribunal administratif de Lille) which shall have exclusive jurisdiction.
- 3. According to French law No 94-665 of 4 August 1994, a French version of the contract shall also be provided. The English and French versions of the present contract shall be deemed authentic. The contracting parties will be able to avail of both versions.<sup>1</sup>

**Article 13  
Signatures**

This Subsidy Contract is issued in three copies. Each copy must be countersigned by the LP. To be considered valid, two copies of this subsidy contract shall be returned to the JTS, and one copy shall be kept by the LP.

.....  
(Place + Date)

.....  
(Place + Date)

.....  
(Name(s) Signer(s) Lead Partner)

.....  
(Name(s) Signer(s) MA)

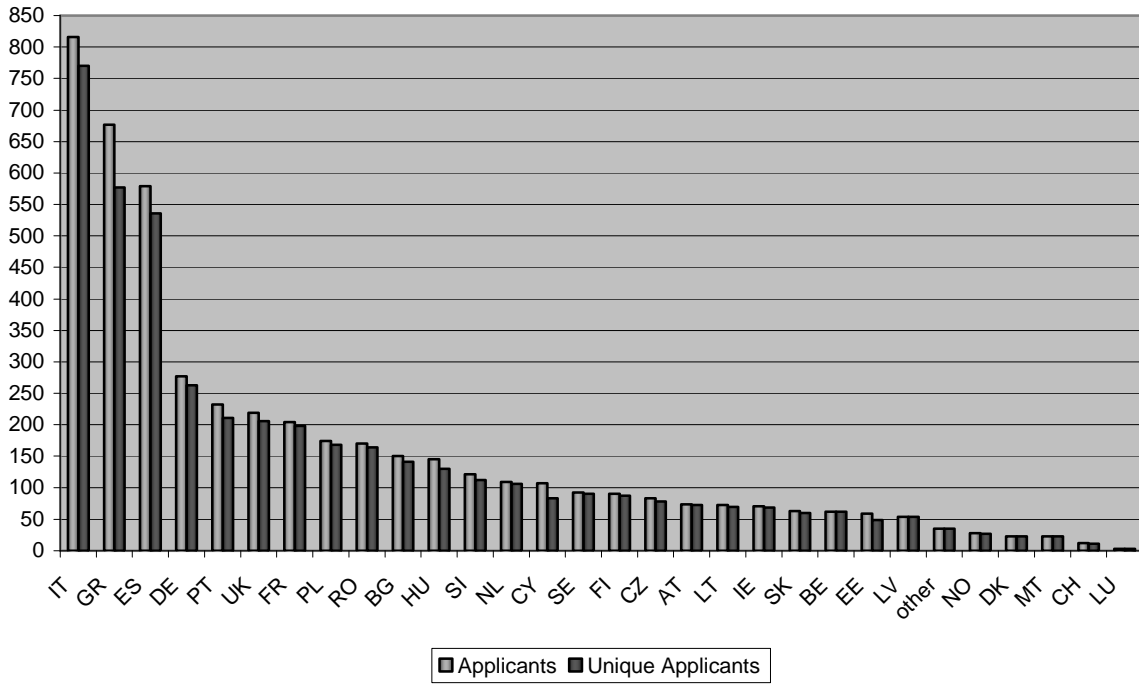
.....  
(Signature + Stamp, if available)

.....  
(Signature + Stamp)

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<sup>1</sup> Due to French legislation, the final version of the subsidy contract will be bilingual (English/French).

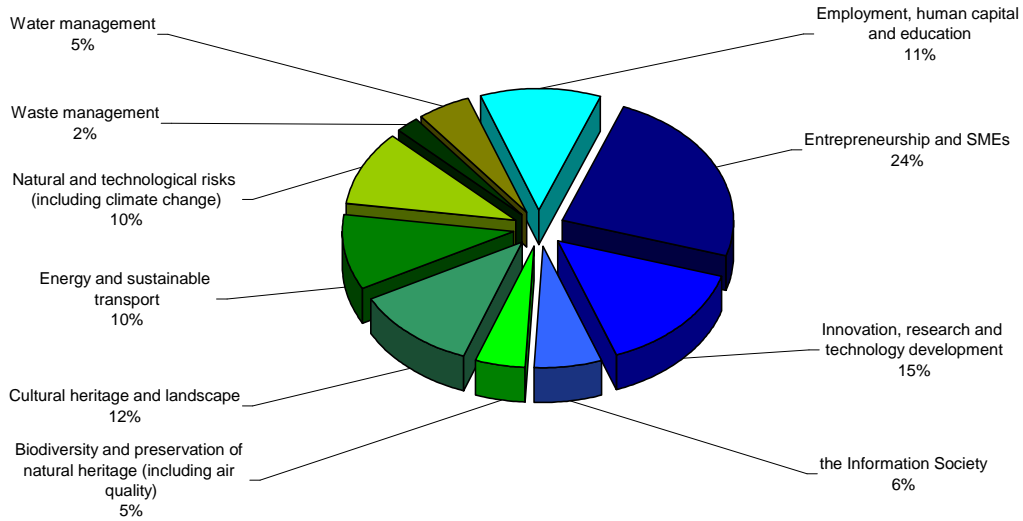
### Applicants and Unique Applicants Per Country



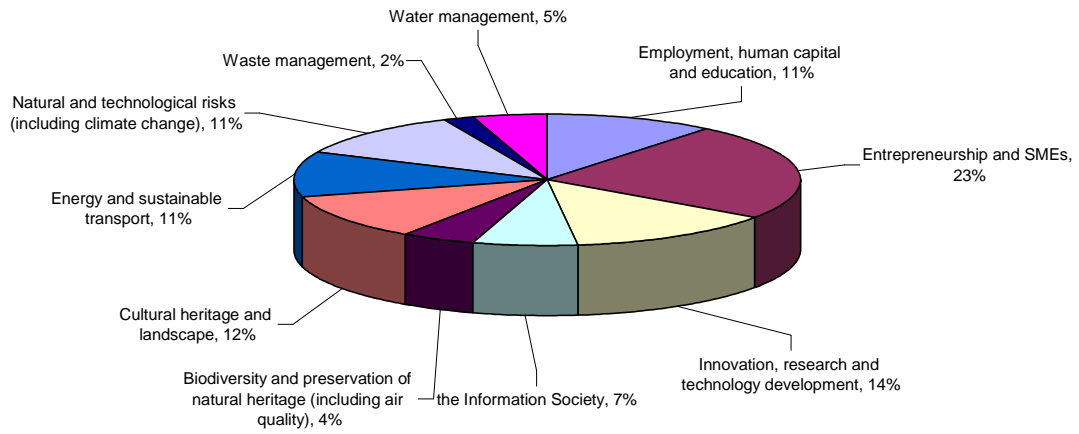
### Subthemes of applications

Priority 1: 56%

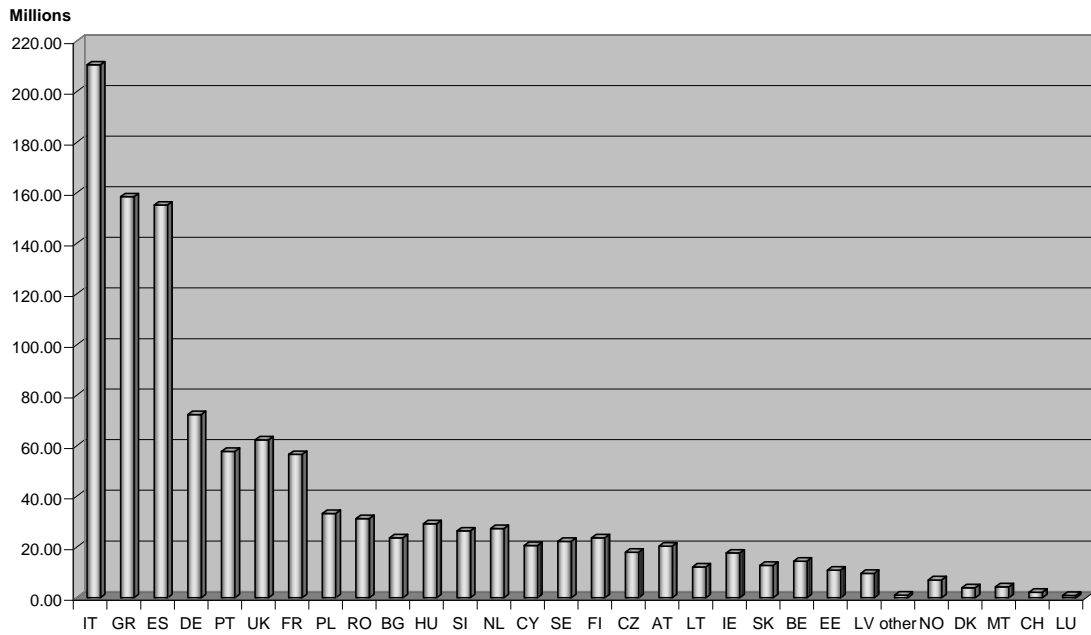
Priority 2: 44%



### Subthemes ERDF



### Total € per Country





EUROPEAN REGIONAL  
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# FIRST CALL FOR PROPOSALS

## ASSESSMENT PROCEDURE

## OVERVIEW

**First call for proposals:** 21 September 2007 / 15 January 2008

### Two-step procedure

- Eligibility assessment (from 15 January to 15 February)
- Quality assessment
  - Regional Initiative Projects (from 12 February to summer 2008)  
Two stages: main assessment (1 person) then review (another person); participation of the IPs  
Systematic external thematic analysis (call for experts)
  - Capitalisation Projects (from 25 February to 28 March)  
Internal assessment without external thematic expertise  
Cooperation with DG REGIO



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## Eligibility Overview

Michel Lamblin | Programme Director



## Principles:

- Yes or No process
- Equality of opportunity
- Proofs of evidence

## I- What is eligibility under INTERREG IVC?

1. AF submitted in due time in original (official) and electronic versions;
2. Application complete:
  - a. the Application Form itself
  - b. the co-financing statement for each partner,
  - c. the Project time plan.
3. Application fully and properly filled in;
4. All co-financing statements in;
5. Project supported by partners from at least 3 countries, from which at least 2 partners are from EU MS and financed by IVC;
6. For mini-programmes, maximum of 8 partners involved.

Yes / No ?



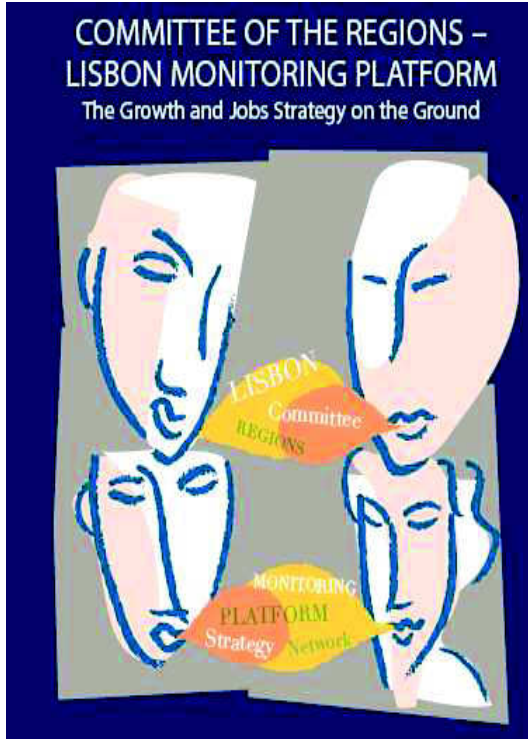
## II- Results

<b>Criterion</b>	<b>Total n° of not eligible</b>	<b>Reasons</b>	<b>N° of not eligible</b>
Submitted due time	<b>3</b>	- Post stamp dated later than 15/01/2008	<b>3</b>
AF complete	<b>8</b>	- Co-financing Statement missing (including LP) - Page 2 missing	<b>7 (6)</b> <b>1</b>
AF properly filled in	<b>26</b>	- No message but not properly filled in ('to do'; 'N/A'; 'ww') - Signature page scanned - Incomplete /error message - Paper version incoherent	<b>7</b> <b>6</b> <b>9</b> <b>4</b>
Co-financing Statement correct	<b>47</b>  less than 1 % of all co-financing statements	- Amount in Co-financing Stat is below (mini identified €15) - Wording not respected / wrong template - Name in Co-financing Stat does not correspond to AF - National co-financing specified - Not signed	<b>32</b> <b>23</b> <b>11</b> <b>1</b> <b>1</b>

## Comments

- **out of 492 applications (involving 4870 partners), 96 were finally declared ineligible:**
  1. the JTS received a few letters/emails requesting explanations
  2. only 3 applicants or partners did not agree
- **no flexibility or room for manoeuvre in this process**
- **however, it was considered that the rules and criteria were respected in the following cases:**
  1. the paper version of the AF is correct (Programme Manual)
  2. the identification of the organisation signing a co-financing statement is ensured
  3. the minimum amount of national co-financing is guaranteed for the programme





# COMMITTEE OF THE REGIONS Lisbon Monitoring Platform





# Lisbon, Cities and Regions

“Greater ownership...

Lisbon needs the Regions  
as much as the Regions need Lisbon.”

President Barroso





# The Lisbon Monitoring Platform – bridging the gap

- **Platform aims** to involve regional and local authorities in the Lisbon governance process for a better implementation of policies linked to Lisbon goals
- **Platform to monitor** progress at regional and local level
- **104 regions and cities** involved – next enlargement round May 2008 (requests for membership received)
- **Platform to assess** the synergy between the Lisbon agenda and **Cohesion Policy**
- Interactive **web platform**





### Members of the Lisbon Monitoring Platform (to date)

- Austria**  
Steiermark (Styria)  
Wien (City of Vienna)  
Oberösterreich (Upper Austria)
- Belgium**  
Vlaanderen (Flanders)
- Bulgaria**  
Crana Zadra (Municipality of Stara Zadra)
- Cyprus**  
Ενω된 Δήμοι Κύπρου (Union of Cyprus Municipalities)
- Czech Republic**  
Zlín (City)  
Liberecký kraj (Liberec Region)  
Olomoucký kraj (Olomouc Region)
- Germany**  
München (City of Munich)  
Arnsberg (City of Arnsberg)  
Nordrhein-Westfalen (Northrhine-Westphalia)
- Denmark**  
Næstved (Næstved Municipality)  
Midtjylland (Central Denmark)  
Syddanmark (South Denmark)  
Sjælland (Zealand)
- Estonia**  
Tartu Maakalitsus (Tartu Municipality)  
Pärnu linna (Town of Pärnu)  
Tallinn

- Spain**  
Madrid (City)  
Segovia  
Navarra  
Guipuzcoa  
Madrid (Region)  
Barcelona (Province)  
Andalucía  
Valencia (Region)  
Castilla y León  
Catalunya
- Finland**  
Helsinki Region  
Oulun Kaupunki (City of Oulu)  
Pohjois-Suomi (North Finland)  
Itä-Suomi (East-Finland)
- France**  
Basse-Normandie  
Lorraine  
Dunkerque  
Rhône-Alpes  
Bretagne  
Nord-Pas de Calais  
Aquitaine  
Provence-Alpes-Côte d'Azur (PACA)  
Île-de-France  
Limousin
- Greece**  
Αθήνα (Drama-Kavala-Xanthi)  
Αναπτυξιακή Ημερήσια Α.Ε.  
(Development Agency of Heralklion)
- Hungary**  
Eszak-alföldi régió (Great Plain Region)  
Nyugat-dunántúli Régió (Westpannon Region)
- Ireland**  
Border Midland and Western

- Italy**  
Abruzzo  
Provincia di Pisa  
Liguria  
Basilicata  
Provincia di Arezzo  
Lombardia  
Emilia-Romagna  
Langhe Monferrato  
Puglia (Apulia Region)  
Piemonte  
Provincia di Torino  
Toscana
- Lithuania**  
Vilniaus miesto savivaldiybė (Vilnius City Municipality)
- Latvia**  
Rīgas reģions (Riga City & Region, LV)
- Malta**  
Nadur
- Netherlands**  
Noord Nederland (Northern Netherlands Provinces)  
Den Haag  
Eindhoven  
Provincie Overijssel  
Provincie Gelderland  
Eenschede
- Poland**  
Województwo Zachodniopomorskie (Westpomeranian Region)  
Łódź (City of Lodz)  
Ostrołęka  
Urząd Marszałkowski Województwa Dolnośląskiego (Lower Silesia)  
Województwo Warmińsko-Mazurskie (Warmia and Masuria Province)  
Województwo Opolskie

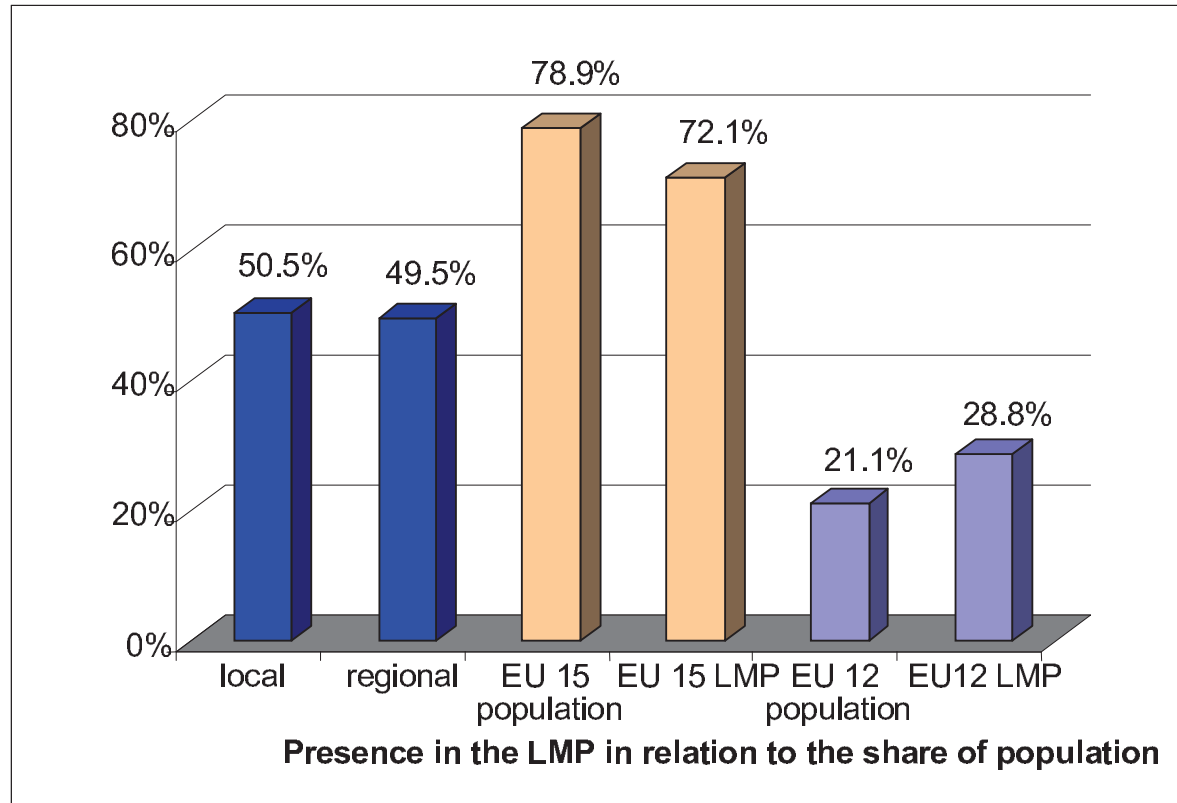
- Opole Province)**  
Województwa Wielkopolskiego (Greater Poland)  
Województwo Pomorskie (Pomerania)  
Województwo Kujawsko-Pomorskie (Kujawy-Pomerania)  
Województwo Śląskie (Silesia)
- Portugal**  
Tavira  
Madeira
- Romania**  
Brasov  
Cluj-Napoca  
Timisoara
- Sweden**  
Sörmland  
Solna  
Jämtland  
Mellersta Norrland (Mid-Sweden)  
Östsm
- Slovenia**  
Skupnost občin Slovenije (Association of Municipalities and Towns of Slovenia)
- Slovakia**  
Prešovský kraj (Prešov Region)  
Žilinský kraj (Žilina Region)  
Košický kraj (Košice Region)
- United Kingdom**  
Cornwall  
Yorkshire & Humber  
Lancashire  
Warwickshire  
Leicestershire  
Nottingham  
South East England  
West Midlands  
East of England





# Lisbon Monitoring Platform - 104 Regions and cities members

Distribution of Local & Regional Authorities (LRAs) in the LMP

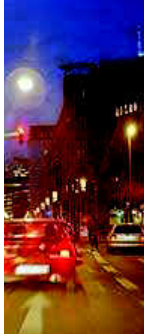




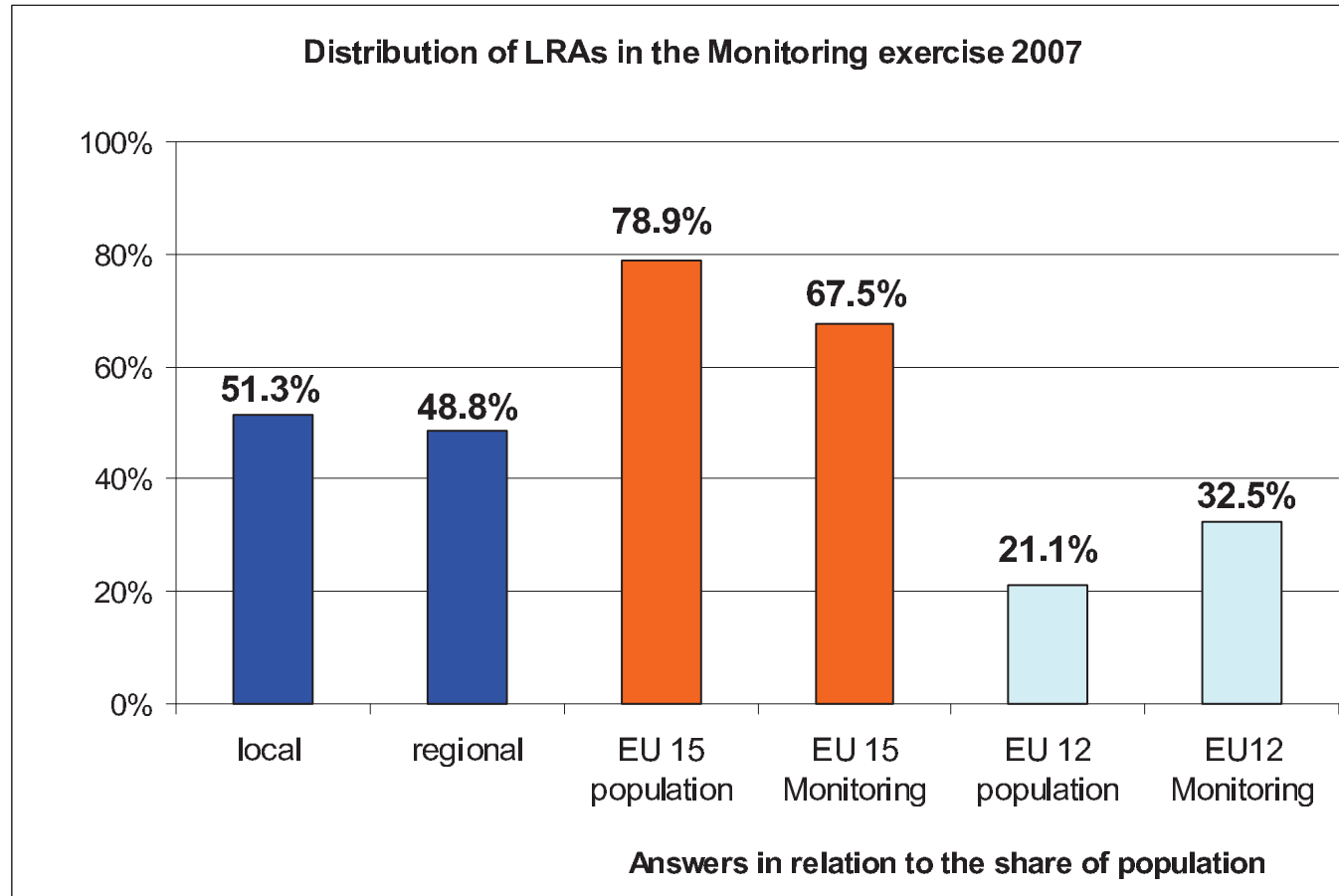
## Spring Eu Council 23-24 March 2006

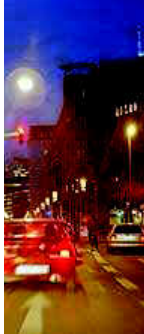
the CoR was asked to submit a summary report in support of the Partnership for growth and jobs in early 2008

towards the end of the first 3-year Lisbon governance cycle.



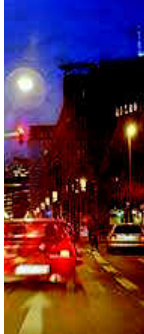
# Monitoring 2007 – the sample





# Key Results of the LMP Monitoring Exercise 2007 (I)

- 80 out of 104 members of the LMP took part in the monitoring exercise 2007.
- **Lisbon Paradox:**  
Regions and cities are engaging in virtually all Lisbon-related policy areas, but they do not perceive the Lisbon Strategy as such as contributing to their regional or local development to the same degree.
- **Top priorities of regions and cities are**  
Improving the business environment and fostering entrepreneurship and innovation while promoting employment and human capital and protecting the environment
- **Emerging priorities are**  
adapting to climate change, Facing the demographic challenge, Ensuring better regulation
- 53% of the respondents see the **Lisbon Strategy as making low or fairly low contribution to their goals**

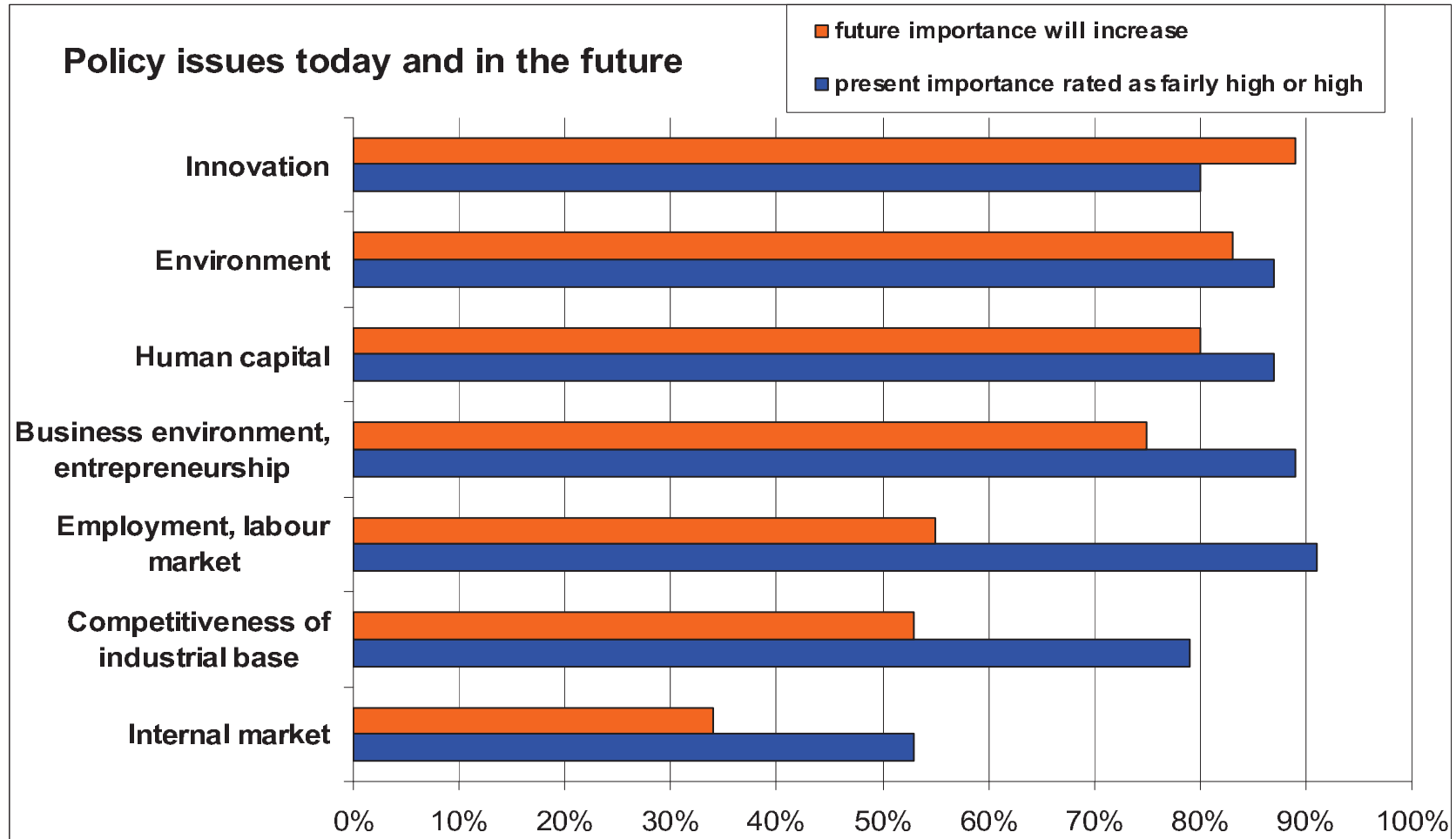


# Key Results of the LMP Monitoring Exercise 2007 (II)

- Although the rate has fallen from 67% in 2006 to 55% in 2007 **dissatisfaction with the overall level of involvement still prevails**
- **Regions and cities are highly committed and ready to contribute to the Lisbon objectives**, 96% of the regions and cities see a potential to step up their role in the implementation process
- **Regional policy and Structural Funds are considered to be fundamental tools** for achieving the goals of the Lisbon Strategy
- **Earmarking introduced relevant and major changes in spending plans** for 57% of the regions and cities, mainly leading to an increase in innovation expenditure

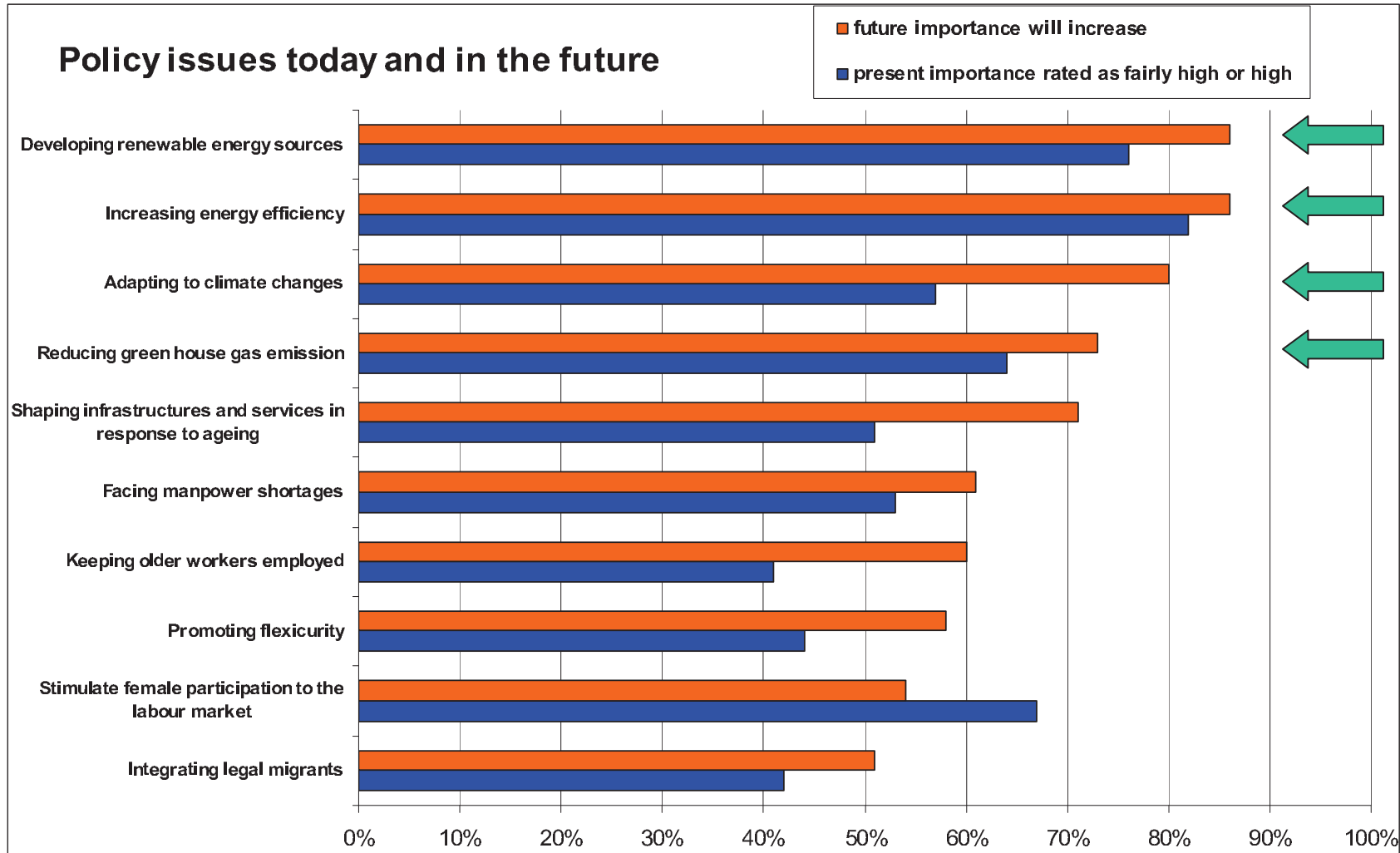


# Regions & cities preparing for the future





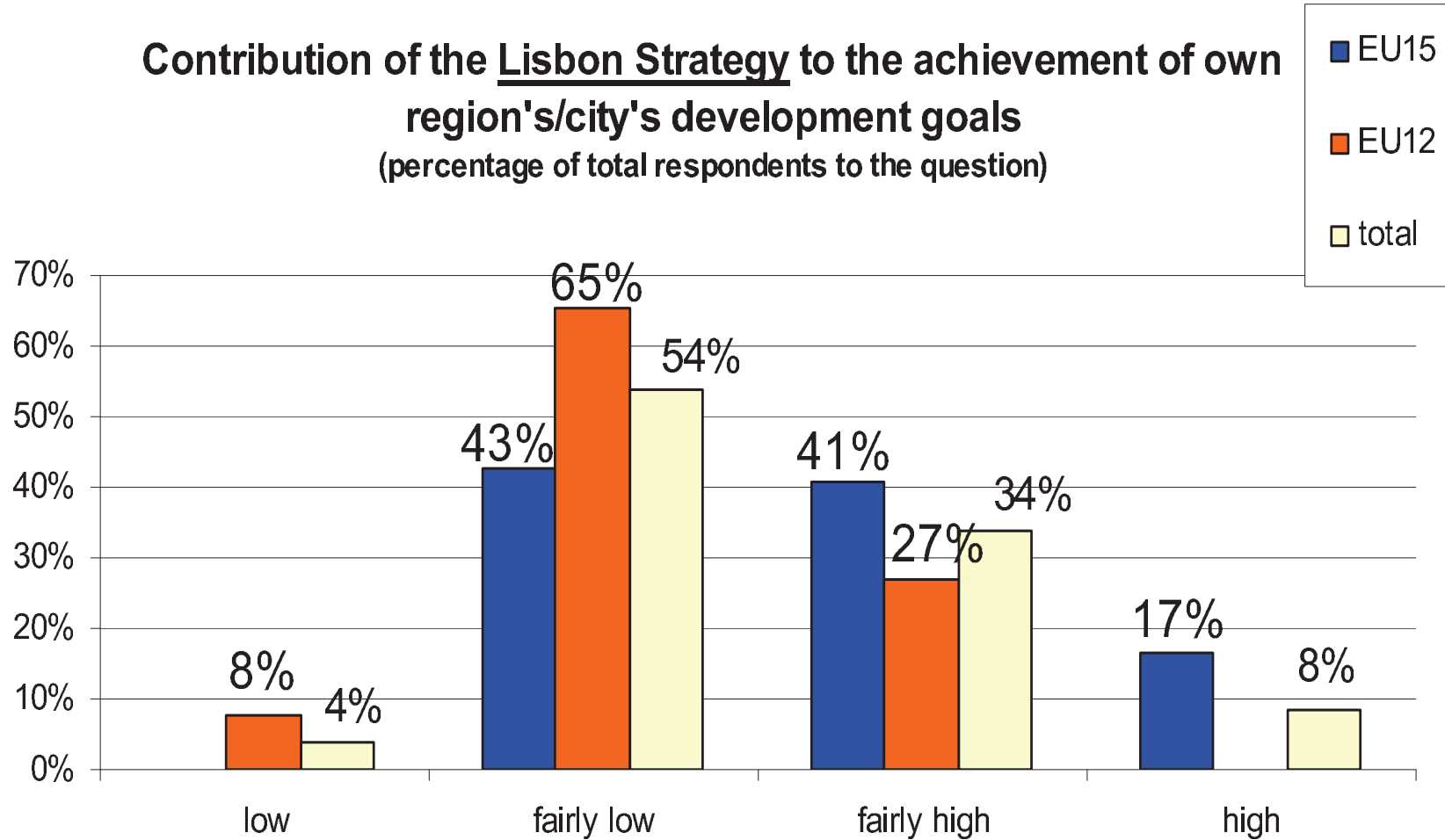
# Emerging Policy issues





# Contribution of Lisbon Strategy to regional development goals

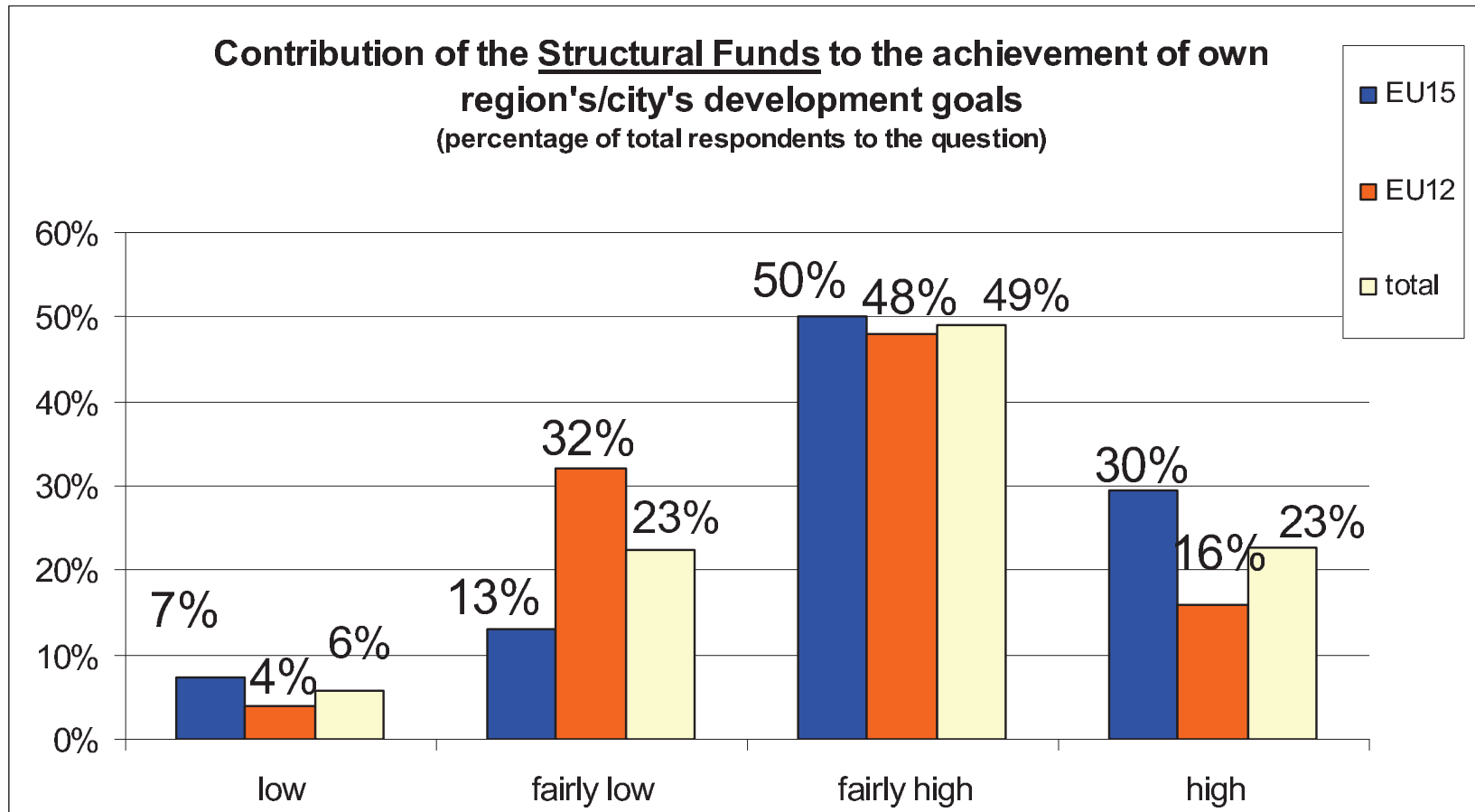
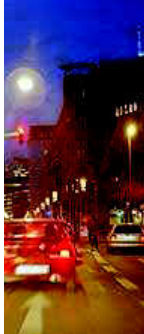
**Contribution of the Lisbon Strategy to the achievement of own region's/city's development goals**  
(percentage of total respondents to the question)







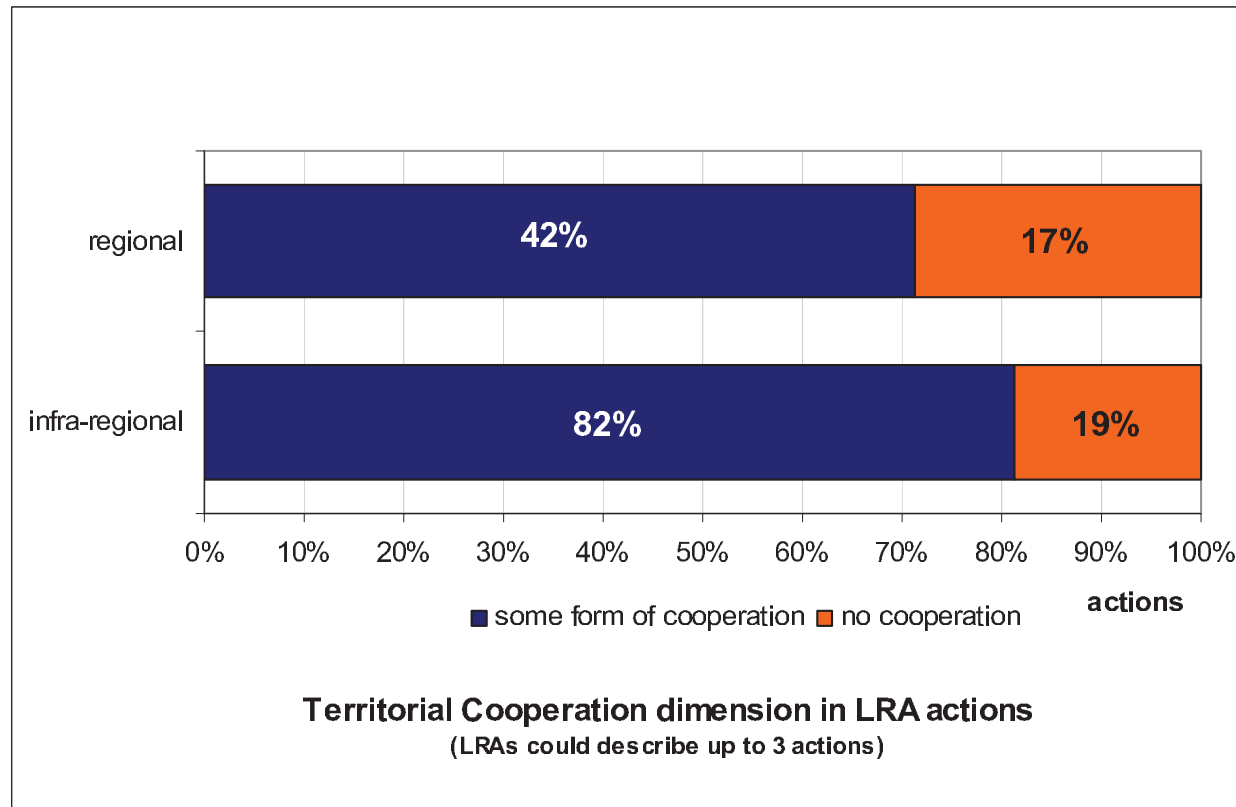
# Contribution of the Structural funds to regional development goals

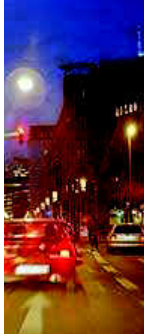




# Territorial cooperation

Territorial cooperation, in all form (cross-border, transnational, interregional) play an important role in most of the Lisbon related actions



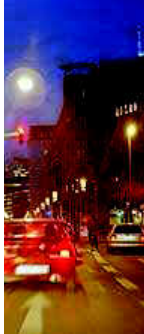


# What did we observe?

- Lisbon-related policy areas are of highest importance but the Lisbon Strategy a lot less
- Contribution of the Lisbon Strategy to regional/local development is only relevant when coupled with Structural Funds
- Lisbon Strategy is about the perception that LRAs, MS and EU share priorities and put them into practice (implementation gap)



- Almost all respondents (96%) can envisage a more relevant role in the implementation

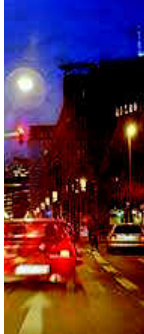


# Territorial Dialogue 4 March 2008

■ **President Barroso:** « Most cities and regions are dissatisfied with their level of involvement. It seems that many MS are not working closely enough with the sub-national level. The Commission will continue to press for a strong regional role...»

■ **Dr. Žagar (Slovenian Presidency):** “SF provide the necessary funding channels and coordination mechanism which contribute to achieving territorial cohesion and the Lisbon objectives”

Follow-up letter from **Commissioner Verheugen:** “I attach a high importance to the CoR continuing work with the regions and cities and regularly reporting on the implementation of the LS”

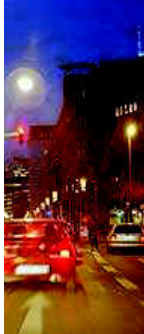


## Eu Council 13-14 March 2008

- recognizes the role of the local and regional level in delivering growth and jobs; increased ownership of the growth and jobs agenda at all levels of government will lead to more coherent and effective policymaking;



# The vision



- The **Lisbon Strategy needs to continue beyond 2010** to ensure an EU-wide coordinated and inclusive policy of economic reforms for growth and jobs.
- Increased ownership means that the **different levels of government share the same priorities and act accordingly in a coordinated manner**. This is possible only on the basis of a closer involvement of the regional and local authorities in the implementation, monitoring and evaluation of the National Reform Programmes.
- The **CoR could support a European-wide awareness campaign** in cooperation with the European Commission to foster awareness and backing for the Lisbon Strategy.



For further information please  
consult the website or contact us  
at the Unit for Policy Analysis

<http://lisbon.cor.europa.eu>

[analysis@cor.europa.eu](mailto:analysis@cor.europa.eu)

### First Call - Capitalisation Projects - Quality Assessment overview

Reference	Acronym	LP Country	Sub-theme selected	INTERREG IVC budget (EUR)	ERDF funding (EUR)	Average score	Status before MC	Labelled as fast track (if approved)	Approved by MC
0055C1	ERIK ACTION	IT	Entrepreneurship & SMEs	1 893 784,00	1 464 640,00	4.17	Recommended under conditions	Yes	Yes
0224C1	B3 Regions	IT	Information Society	3 531 765,69	2 857 109,19	3.83	Recommended under conditions	Yes	Yes
0230C1	RAPIDE	UK	Innovation & RTD	1 810 099,37	1 430 473,71	3.33	Recommended under conditions	Yes	Yes
0330C1	PIKE	IE	Information Society	1 665 523,00	1 282 438,45	3.17	Recommended under conditions	Yes	Yes
0415C1	ICHNOS PLUS	IT	Entrepreneurship & SMEs	1 943 014,80	1 548 415,78	3.17	Recommended under conditions	No	Yes
0427C1	ESF6 CIA	DE	Employment & Human Capital	1 445 248,00	1 124 016,00	3.00	Recommended under conditions	Yes	Yes
0332C1	IMMODI	IT	Information Society	2 553 800,00	2 064 815,00	2.67	Not recommended	No	No
0041C1	RIVER	FR	Biodiversity & Natural Heritage	852 059,00	659 695,65	2.50	Not recommended	No	No
0377C1	SME INNO JUMP	SI	Entrepreneurship & SMEs	2 788 422,86	2 212 155,07	2.50	Not recommended	No	No
0091C1	POLITEC	ES	Innovation & RTD	1 707 350,00	1 391 247,50	2.33	Not recommended	No	No
0321C1	HERIPRO	SI	Cultural Heritage & Landscape	1 011 400,00	805 850,00	2.17	Not recommended	No	No
0215C1	AQUA-LINKS	BG	Water Management	1 960 198,00	1 573 823,90	2.00	Not recommended	No	No
<b>TOTAL</b>				<b>23 162 664,72</b>	<b>18 414 680,25</b>				
<b>TOTAL of recommended projects*</b>				<b>12 289 434,86</b>	<b>9 707 093,13</b>				

\* total before the fulfilment of conditions





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## CDC as Certifying Authority



## Presentation overview

- Caisse des Dépôts
- CDC and European programmes
- Financial situation of the programme

## **Caisse des dépôts is a public financial institution. It is:**

- The leading administrator of : French saving deposits, retirement saving funds and private funds that are protected by French Law,
- The leader in financing low-income housing and urban development in France,
- The long- term partner of local and regional authorities,
- A leading long-term institutional investor.

## **CDC and European programmes : our aims**

- Develop our activity on a European scale
- Be a partner of public authorities in this area
- Contribute to improve the implementation of public policies

## **2000-2006 : CDC is the Paying Authority for:**

- 10 INTERREG programmes + URBACT
- 9 URBAN programmes
- 1 Objective II programme (Alsace)
- 7 Regional Programmes of Innovative Actions

In addition, since 2004, CDC is also administrative coordinator of several consortia involved in the Sixth Framework Programme for Research and Technological Development.

## **2007-2013 : Strengthen and develop the activity within the new Objective 3 framework (European territorial cooperation)**

- Support our partners – Managing Authorities of the following programmes : INTERREG IVC, NWE (B), Upper Rhine (A), French-British (A), France-Switzerland (A) and URBACT
- Develop new partnerships - Managing Authorities of “Two seas” (A) and Med (B)

At this stage, CDC is the Certifying Authority of 8 Objective III programmes, corresponding to a total amount of 1.2 billion €.

## CDC provides a range of services

- Programme Treasurer
- Payer of grants to the lead partners of the programmes
- Certifying body of the programme expenditures

## CDC = Treasurer

- Financial management of the programme
  - Opening of interest-bearing accounts for the ERDF funding, national contributions to the TA, Norwegian project funding
  - Check of all financial movements (payments to LPs, reception of intermediate payments from EC, ...)
  - Regular reporting to JTS
- Budget Monitoring of the programme
  - Monitoring of recoverable amounts
  - Monitoring of the programme budget commitments (mainly to avoid automatic decommitment)

## CDC = Paying Body

- Check of the statements of expenditures, validated by the Managing Authority
  - Verification of
    - ➔ *The certificates attesting that the service has been delivered*
    - ➔ *The payment orders*
  - Compliance with the project budget
- Payment of grants to beneficiaries as quickly as possible following the reception of complete documents (in average 5 working days)



## CDC = Certifying Authority

- Certify regularly and submit to the EC the programme expenditures
  - Prepare and send to the EC the payment claims (Certifications)
- Make sure of the effective functioning of the audit trail
  - Taking account of audits and controls carried out
  - Operating random quality checks

## Our Team

- 28 programmes managed
- In addition, 8 new programmes within the new Objective III framework,
- 7 consortia included in the Sixth Framework Programme for Research and technological Development,
- 1 dedicated correspondent for each programme.

## Financial situation IVC

### ● ERDF Account

- Advance from EC of 6 426 435.24€ (2% of budget) received on 22nd October 2007
- Balance (mid april) : 6 239 873.03€
- Interests : 88 200.66€

### ● Technical Assistance Account

- National contributions (received at mid-april) : 1 371 453.81€
- Balance (mid april) : 1 264 133.90€
- Interests : 10 435.50€



EUROPEAN REGIONAL  
DEVELOPMENT FUND

## **JTS and Information Points**

Michel Lamblin, Programme Director

Nuala Morgan, IP Coordinator

## Agenda

- JTS – brief presentation
- Organisation of Information Points
- Role & tasks of Information Points
- IP North
- IP South
- IP West
- IP East





- **NORTH Rostock (IBSH), Germany:**

**Denmark, Estonia, Finland, Germany, Latvia, Lithuania, Sweden, Norway;**

- **EAST Katowice (MRD), Poland, with support from the City of Vienna:**

**Austria, Czech Republic, Hungary, Poland, Slovak Republic, Slovenia, Bulgaria, Romania;**

- **SOUTH Valencia (GV), Spain:**

**Cyprus, Greece, Italy, Malta, Portugal, Spain**

- **WEST Lille (RNPC), France:**

**Belgium, France, Ireland, Luxembourg, Netherlands, United Kingdom, Switzerland**

### Project Activities

- Advice to project applicants (by email, phone, project idea forms)
- Support project generation & development
- Maintain database of good practices
- Coordinate & support national and regional contact points
- Assist JTS in project assessment



### Communication Activities

- Organise LA / LP events in IP area
- Help JTS organise annual event for all EU
- Implement targeted communications campaign based on needs analysis
- Provide input to website, newsletter, communication tools
- Develop and maintain publicity contacts

## Management & Coordination

- IPs prepare annual work plan of activities
- IPs will report activities and budget to the JTS
- IPs participate in regular briefings with JTS
- IPs are equipped to work with JTS from a distance



**Name:** Ronald Lieske

**Position:** Project Adviser

**Email:** [ronald.lieske@interreg4c.eu](mailto:ronald.lieske@interreg4c.eu)

**Telephone:** +49 381 45484 5284

## Personal background & experience

Ronald Lieske has been working for the JTS INTERREG IIIB Baltic Sea Region and INTERREG IIIC North JTS since 2001. In four INTERREG IIIC application rounds he was the main adviser for applicants, by phone, email and in individual consultations. Together with his JTS team he carried out numerous info activities and applicant seminars in the Baltic Sea Region. Ronald Lieske was managing the assessment of more than 100 applications received under INTERREG IIIC North as well as carrying out the activity monitoring of 35 approved projects. As Head of JTS he has been responsible for overall programme and staff management at the INTERREG IIIC North JTS. For the INTERREG IVC North IP he is working as coordinator and info point adviser with focus on project activities.





**Name:** Marit Lani

**Position:** Communication Adviser

**Email:** [marit.lani@interreg4c.eu](mailto:marit.lani@interreg4c.eu)

**Telephone:** +49 381 45484 5292

## Personal background & experience

Marit Lani joined the INTERREG IVC Info Point North in February 2008. Before she worked for the European Territorial Cooperation Bureau of the Estonian Ministry of the Interior for two years. There she was mainly responsible for the communication activities of the INTERREG-programmes. Concentrating more on transnational and international co-operation programmes, she was also the national contact person for the INTERREG IVC programme.

Marit has studied political science and public administration and is currently finishing her graduate studies in public management at Tartu University.

For INTERREG IVC IP North she is working as an Info Point adviser with focus on communication.



## Main issues faced by IP area

The joint office of the INTERREG IVC Info Point North with the JTS of the Baltic Sea Region Programme 2007-2013 and a South Baltic Contact Point facilitates the exchange between different territorial cooperation programmes and the creation of synergies. Further, it functions as a “switch board” for potential applicants who have not decided on the most suitable funding scheme. As the area of the IP North mainly represents countries with a traditionally low number of Lead Applicants, the IP will put efforts into reaching and motivating new target groups and supporting them in preparing high quality applications.



**Name:** Amparo Montán

**Position:** Project Adviser

**Email:** [amparo.montan@interreg4c.eu](mailto:amparo.montan@interreg4c.eu)

**Telephone:** +34 96 315 35 93

### **Personal background & experience**

After completing a degree in Law and specialising in European Institutional Affairs, Amparo worked several years for the Regional Government in Valencia, Spain. She has a deep knowledge in Interregional Cooperation Programmes. In 2003, she joined the INTERREG IIC South JTS and was responsible for assessing and monitoring approved operations. Beginning of 2008, Amparo was hired as a Project Adviser for the IVC Information Point South.





**Name:** Kelly Zielniewski

**Position:** Project & Communication Adviser

**Email:** [kelly.zielniewski@interreg4c.eu](mailto:kelly.zielniewski@interreg4c.eu)

**Telephone:** +34 96 315 33 18

### **Personal background & experience**

Kelly studied International Negotiations and Languages (English and German). She first spent one year and a half at the INTERREG IIC West Secretariat working on all communication matters. In April 2007, she joined the IIC South JTS, where she became responsible for communication activities and for monitoring approved operations. Kelly now works as Communication and Project Adviser for the IVC Information Point South.



**Name:** Pilar Diez de Rivera

**Position:** Assistant

**Email:** pilar.diez@interreg4c.eu

**Telephone:** +34 96 315 33 19

### **Personal background & experience**

Pilar holds a diploma in Translation (English and French). She worked for various European training programmes (Lingua, Force, Comett) from 1992 to 1996. Before joining the IVC Information Point South, she worked as a management secretary for different private companies and has also several years of experience as technical assistant in projects management.





## Main issues faced by IP area

Set up in January 2008, the IP South faces a series of very demanding tasks. Firstly, the high interest of the Southern stakeholders in interregional cooperation. This leads to many consultations and high levels of applications. The main challenge is to assist the lead partners properly in this very active area while dealing with the time constraints of consultations and answering emails in a reasonable delay. Secondly, the IP South shares the premises with the MED-ENPI Liaison Office, which allows the potential partners or lead partners to get information on both INTERREG IVC and MED Programmes and to distinguish between them.





**Name:** Akos Szabo

**Position:** Communication & Project Adviser

**Email:** akos.szabo@interreg4c.eu

**Telephone:** +33 328 144 104

## Personal background & experience

Akos Szabo graduated as an economist from the faculty of non-profit organisations and diplomacy of the West-Hungarian University in Sopron, Hungary in 2002. He started his professional career in the Prime Minister's Office in Budapest, Hungary, where among other tasks, he dealt with financial control and monitoring of EU funds and the national budget. In 2004 he joined the Joint Technical Secretariat of the Slovenia-Hungary-Croatia INTERREG IIIA Neighbourhood Programme in Ljubljana, Slovenia as the Hungarian member. Currently he is working in Lille, France as Communication & Project Adviser for the Information Point West.



## Main issues faced by IP area

Compared to the rest of Europe, the West area is characterized by a very high density of population and consequently a significant number of large cities, airports, important infrastructures and economic centres. The high interest was also represented under the former INTERREG IIC programme, since this area had the highest number of project partners (34%). In order to ensure the success of the present INTERREG IVC programme, the Information Point West needs to fulfil the high demand for information towards project applicants and to secure also the differentiation of INTERREG IVC from other cooperation programmes



**Name:** Teresa Marcinów

**Position:** Coordinator (temporary)

**Email:** IP-East@interreg4c.eu

**Telephone:** +48 (32) 253 90 08

### **Personal background & experience**

Teresa Marcinów has been involved in INTERREG since 1999. Initially, as a project partner in transnational operations in the framework of INTERREG II C CADSES, then working on programme level as national representative in INTERREG III B CADSES and INTERREG III C East committees and as National Contact Point. She has been also participating in implementation of two cross-border programmes. Teresa is experienced project adviser and coordinator of publicity actions.

As head of Transnational and Interregional Cooperation Unit at the Ministry of Regional Development of Poland (host of the IP East) Teresa is responsible for coordination of the IP East tasks.





**Name:** Anna Stol

**Position:** Communication & Project Adviser  
(temporary)

**Email:** IP-East@interreg4c.eu

**Telephone:** +48 (32) 253 90 08

### **Personal background & experience**

Anna Stol studied political science and a postgraduate course in public relations. She has been working for public administration since 1998. As National Contact Point of the INTERREG III B CADSES programme she provided advice to applicants and was responsible for promotion of the programme. She participated in project assessment and supported national committee while preparing national recommendations. Anna was also member of the Polish National Steering Group for promotion of the programmes co-financed by structural funds.

Anna is involved in advisory and communication activities of the IP East. She also participates in project assessment.





**Name:** Katrin Stockhammer

**Position:** Project Adviser (temporary)

**Email:** IP-East@interreg4c.eu

**Telephone:** +48 (32) 253 90 08

### **Personal background & experience**

Katrin Stockhammer has been working for the JTS of the INTERREG IIIC East programme since 2002. She is programme manager responsible for providing assistance to applicants, as well as for assessment and monitoring of the operations. As an expert she cooperates also with other EU programmes (Central Europe, INTERACT). Currently, on the basis of the external expert contract, Katrin provides support for the IP East participating in project assessment and providing assistance to applicants.

Katrin holds Master degree in regional planning and in molecular biology and a doctorate in ecology.



## Main issues faced by IP area

It is clear that despite significant interest of prospective project partners and applicants from the area, many of them were not ready for the first call. Most of the countries belonging to the IP East need intensive publicity activities and support for applicants to ensure more active participation in the next calls. In many cases what is needed is basic information on the Programme principles, but also providing more specific trainings for potential leaders is necessary. In the following months promotion activities of the programme will focus on Bulgaria and Romania. IP East finds it important to establish better links with the National Contact Points in the area in order to better define demands for different type of supporting activities.

**Thank you for your attention!**



INTERREG IVC - MC Lubljana, 24 April 2008

Pascale Siauve – Introduction to the item on Communication

When we meet local authorities, citizens, politicians, stakeholders and talk about INTERREG IVC, we are encouraged to see that it's more and more well-known, even among small sized bodies. The high number of projects submitted under the first call shows this in a very clear way.

The challenge continues however to ensure the programme is really understood; to show what it's for and what benefits can be had, and indeed already exist, from the C strand.

This emphasis on communication is particularly visible in the Commission regulation N° 1828 2006 (eighteen twenty eight - two thousand and six). The MA, as responsible for communication, is paying more attention to this major challenge.

We support the JTS to develop the most important tools of the programme: annual events, publications, website, information to potential beneficiaries... which are all detailed in the communication strategy that you approved in the MC1.

I would like to underline how important the projects themselves will be at the heart of good communication. The application form – where the communication plan is now an essential component; and the subsidy contract – which explicitly details partners' obligations in terms of publicity and dissemination should help ensure a flow of communication on what is being done, a high visibility for project results and, ultimately, what will be delivered to the citizens.

I'm happy to tell you that the European Commission approved the Communication Plan in January 2008. Nuala will come back on the details of this strategy in a few minutes.

I will simply highlight that in 2008 we already put emphasis on communicating to the new Member States of the C strand. Romania and Bulgaria are for the first time full partners of the programme. The JTS organised therefore dedicated seminars in London (March 2008) and Lille (April 2008).

I'd like now to let Michel and Nuala go more in the details of our strategy and tools.

## Key points concerning INTERREG IVC Communication Strategy (ML)

Thank you Pascale for outlining the main principles concerning INTERREG IVC Communication.

I would like to focus on some key points of interest for you over the coming years:

I'll begin with the programme level.

Firstly, you will have seen our change of domain name to interreg4c.eu. This applies to our website address, and to all email addresses. More than a technical change, this really conveys the image of our programme as **the** EU-wide programme for interregional cooperation.

Secondly, we reiterate our wish to plan actions in advance with the rotating presidencies of the EU. For example, we have been in contact with the French representatives concerning the Partner Search Forum we plan to hold in autumn of this year. We are interested in knowing the presidency priorities in advance, and where they match the priorities of INTERREG IVC, we can foresee an action.

In terms of Programme communication, the key principle to keep in mind is one of flexible, targeted actions with measurable results. This is essential to meet the objectives of wide regional participation and high quality projects.

The full statistics from the first call (which I will present to you a little later) will be carefully analysed, and targeted actions made according to the results of this analysis.

This could mean organising information seminars in particular regions, countries or groups of countries to stimulate applications. If a thematic unbalance appears, an event could be organised on that theme.

On a project level, as Pascale has already underlined, communication planning is also important. The visibility of the programme is only assured through the visibility of its projects. That is why we have put a strong focus on integrating communication from the beginning of projects.

From the very first Lead Partner Seminar, the projects will receive guidelines on communication and dissemination, and throughout the life of the programme we will provide them with the tools to help them show their results.

On this note, I pass to Nuala to present the approved communication plan to you, and to detail how this takes shape for 2008.



EUROPEAN REGIONAL  
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## **From Communication Strategy to Work Plan**

Pascale Siauve, Managing Authority

Michel Lamblin, Programme Director

Nuala Morgan, Communication Officer



## Agenda

- Introduction
- Objectives of Communication Strategy
- Key messages
- Tools
- Work plan 2008



## Introduction

- Importance of communication & dissemination for programme
- Emphasis on communication for projects
- Communication plan presented to EC for approval: approved Jan 08
- Strategic focus on RO / BG in 2008

## Key points

- Programme level strategy
  - Change to .eu
  - Forward planning with EU presidencies
  - Targeted, flexible strategy
- Project level strategy
  - Communication integrated to strategic plan for projects
  - Insist on dissemination from outset
  - Updated communication tools & guidelines for projects

## Communication Strategy Objectives

- raise awareness of the programme, its impact, and activities
- attract potential project promoters
- ensure partners receive clear & timely information
- demonstrate transparently role of EU

## To potential project partners

- How much funding is available, for whom, when, what for?
- What are the objectives of the programme, its benefits and results?

## To project partners

- How do I manage an INTERREG IVC project?
- How do I publicise and disseminate my results?

## To MS, NCPs

- What advice can I give to (potential) partners in my country?
- What success stories can I show?

## To EC, EP, CoR

- What are the benefits of interregional cooperation?
- What are the objectives of the programme, its benefits and results?

## To general public

- What are the benefits of interregional cooperation?
- What is the role of European community funding?



## Tools

- awareness-raising events: Partner search forum, information days, lead applicant seminars
- publications: information brochures, examples of successful IIC projects
- media relations
- communication kit for partners

## How does this translate into a plan for 2008?

- Awareness-raising: focus on BG & RO
- Targeted campaign per IP area
- Reinforce network
- Partner search tools
- Project partner tools
- Project applicant tools

2008 Communication Workplan				
	Planned dates	Activity	Location	Budget
<b>Jan</b>				
<b>Feb</b>	25-26	RfEC conference	Brussels, Belgium	
<b>March</b>		BG/UK Info day	London, UK	
<b>April</b>	23-24	MC meeting	Ljubljana, Slovenia	30,000
		RO counties info session	Lille, France	
<b>May</b>	8	CH Info Day	Lucerne, Switzerland	
	21	LP seminar - Capitalisation	Lille, France	
	ongoing	National/regional info days		
<b>June</b>				
<b>July</b>				
<b>August</b>				
<b>September</b>	10	NCP briefing	Lille, France	8,000
	11-12	MC meeting	Lille, France	30,000
		LP Seminar (1st call)	1 per IP area	12,000
<b>October</b>	27-28	PSF	Lille, France	206,000
<b>November</b>		Individual Consultations		30,000
<b>December</b>		LA Seminar, Individual consultations	1 per IP area	

**Thank you for your attention!**



# INTERREG IVC Database

## Guide



EUROPEAN REGIONAL  
DEVELOPMENT FUND

April 2008

Aous TAMIMI - JTS



**INTERREG IVC**

INNOVATION & ENVIRONMENT  
REGIONS OF EUROPE SHARING SOLUTIONS

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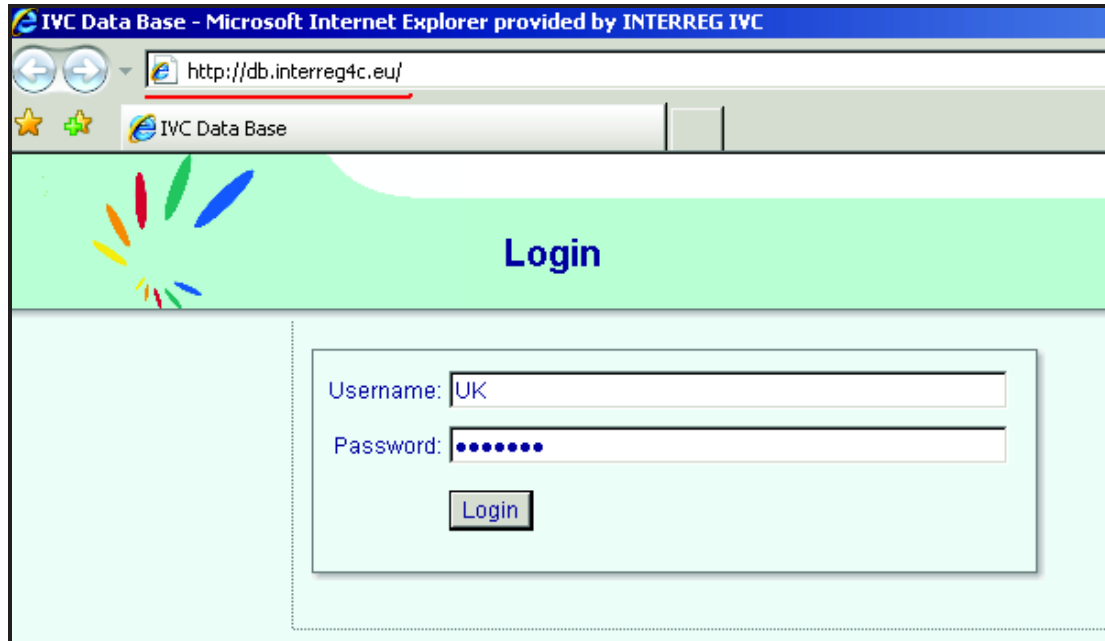
## Login:

Each Member State has its own user name and password, please treat it confidentially.

Address: <http://db.interreg4c.eu>

User:

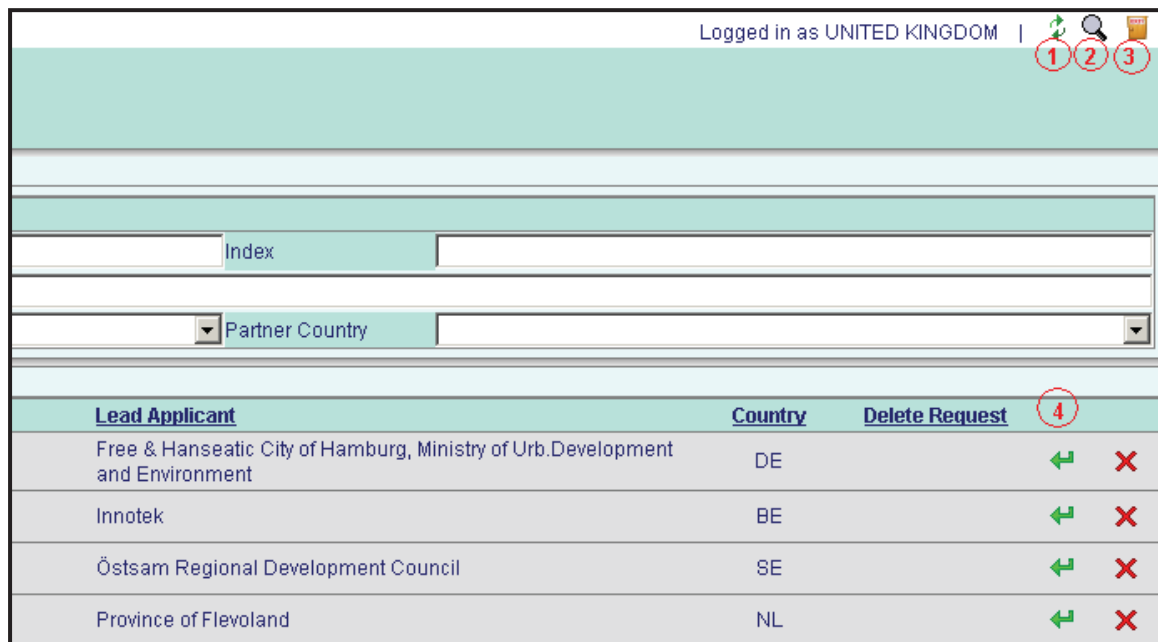
Password



*image1 login example*

## Buttons :

The command buttons are in the top right-hand corner for common functions or aligned to the field; see print screen below (*image2*)



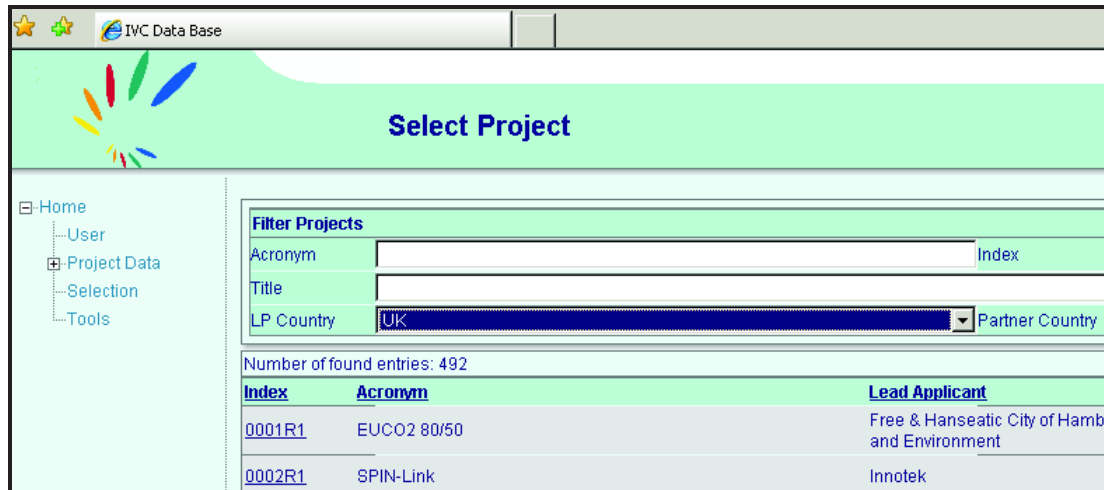
*image2 first page*

- Button 1: Refresh the page according to the filter criteria (search by acronym, country.. etc.)
- Button 2: Back to the main search page (shows all projects)
- Button 3: Log out of the Database
- Button 4: Select this project

## Searching Project(s):

The search criteria (in this version) are:

1. Index of the project (allocated by the JTS)
2. Acronym of the project
3. Title of the project
4. Lead Applicant Country (referred to here as LP Country)
5. Partner Country



The screenshot shows the 'Select Project' interface. The search filter section includes the following fields:

- Index:
- Acronym:
- Title:
- LP Country:  (dropdown menu)
- Partner Country:

Number of found entries: 492

Index	Acronym	Lead Applicant
<a href="#">0001R1</a>	EUCO2 80/50	Free & Hanseatic City of Hambu and Environment
<a href="#">0002R1</a>	SPIN-Link	Innotek

image3 – Search fields

Space can be used as a “wild card”.

Examples:

1. Introducing “C1” in the Index and pressing button1 (see section “Buttons”) will result in all “Capitalisation Projects”
2. Introducing the word “RISK” in the acronym field and pressing button1 will result in all projects that has this word in its acronym
3. Introducing “environment” in the title field and pressing button1 will result in all projects with “environment” in its title
4. Selecting the “LP Country” from the drop-down menu and pressing button1; will result in all projects with the country selected as Lead Applicant (see image4 below)



The screenshot shows the search results for the LP Country filter set to 'UK'. The results table is as follows:

Index	Acronym	Lead Applicant	Country
0015R1	DITE	Business Support Kent CIC	UK
0017R1	INFORM	Marchmont Observatory, University of Exeter	UK
0023R1	WCS	Coventry University Enterprises Limited	UK
0025R1	EURIDEA	Coventry University Enterprises	UK
0028R1	BIGGER	Edinburgh Chamber of Commerce	UK
0029R1	EMUCENT	Edinburgh Metropolitan Business Council	UK

image4 – Search results



## Project Data:

Once the needed project is found, it can be selected by clicking the index or the green button on the same line (button4), see image5 below.









Filter Projects				
Acronym	<input type="text"/>	Index	<input type="text"/>	
Title	<input type="text"/>			
LP Country	UK	Partner Country	<input type="text"/>	
Number of found entries: 25				
Index	Acronym	Lead Applicant	Country	Delete Request
<a href="#">0015R1</a>	DITE	Business Support Kent CIC	UK	 
<a href="#">0017R1</a>	INFORM	Marchmont Observatory, University of Exeter	UK	 
<a href="#">0023R1</a>	KICS	Coventry University Enterprises Limited	UK	 
<a href="#">0025R1</a>	EURIDEA	Coventry University Enterprises	UK	 

image5 – Selecting project

The “Project Data” menu includes the same 5 sections as the Application Form; its main page is the “Project Summary”; and other sections follow (2. Detailed Description, 3.Components, 4. Budget and 5.Partnership)

The Index, Acronym and the country of the Lead Partner are always shown in the header (see image6 below). To go back to the main search page, button2 (top right) or “Home” (left menu) can be clicked (see image6 below)



image6 – Project info and links to Home and button2

Some sections include sub-sections; these are presented by “tabs” to navigate through (see image7 below)

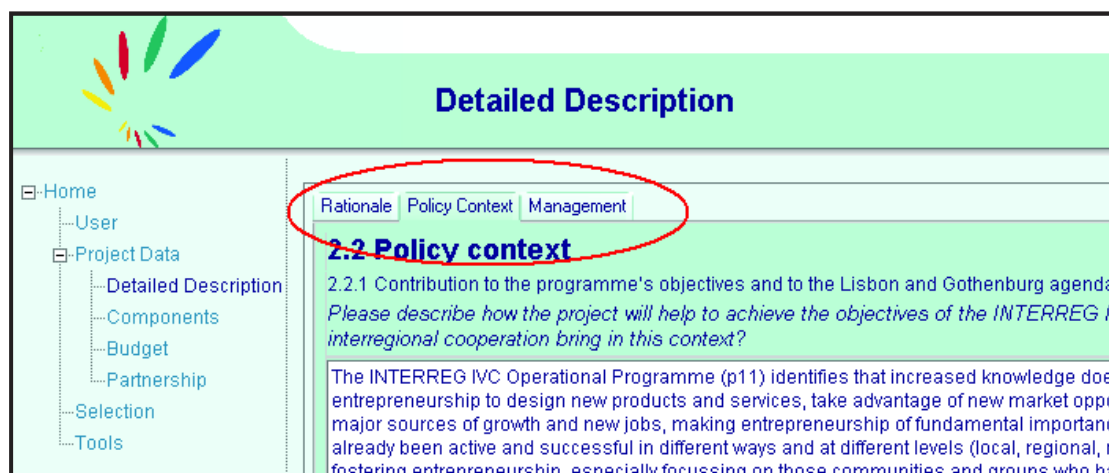


image7 - navigating sub-sections through tabs

The partnership section shows a summary of the project partners; to see or hide the details of a specific partner, click that partner (see image 8 and 9 below)



**Partnership**

Home

- User
- Project Data
  - Detailed Description
  - Components
  - Budget
  - Partnership
- Selection
- Tools

	Institution	Country
<a href="#">LP</a>	Business Support Kent CIC	UK
<a href="#">P2</a>	Langhe Monferrato Roero Societa Consortium	IT
<a href="#">P3</a>	WESTBIC Business and innovation centre	IE
<a href="#">P4</a>	Company for the economic development of Debabarrena DEBEGESA	ES
<a href="#">P5</a>	Cetre for Innovation and Technology Ltd	DE

image8 – Summary of project partners



**Partnership**

Home

- User
- Project Data
  - Detailed Description
  - Components
  - Budget
  - Partnership
- Selection
- Tools

Institution	Country	ERDF Funding
<a href="#">LP</a> Business Support Kent CIC	UK	298,595.25

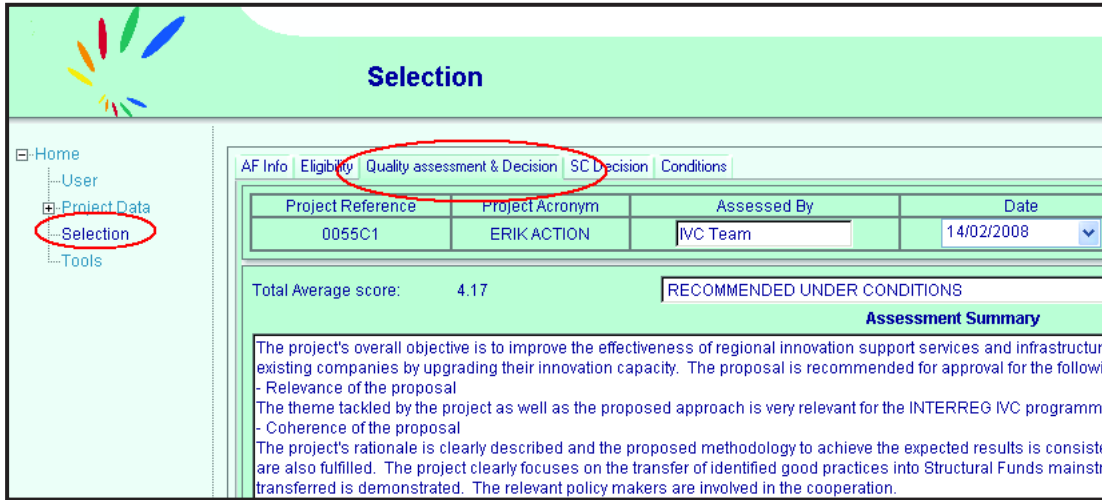
**Contact details of the Lead Partner**

Institution (original language)	Business Support Kent CIC
Institution (EN)	Business Support Kent CIC
Legal status	Body governed by public law
Address	34 Tower View
Postal code	ME19 4UY
Town	West Malling
Country	UK
NUTS 1	SOUTH EAST

image9 – details of a partner

## **Selection:**

This database section includes the steps of selecting projects (eligibility, quality assessment, SC decision...); the navigation by tabs, is similar to the previously described sections (see image10)



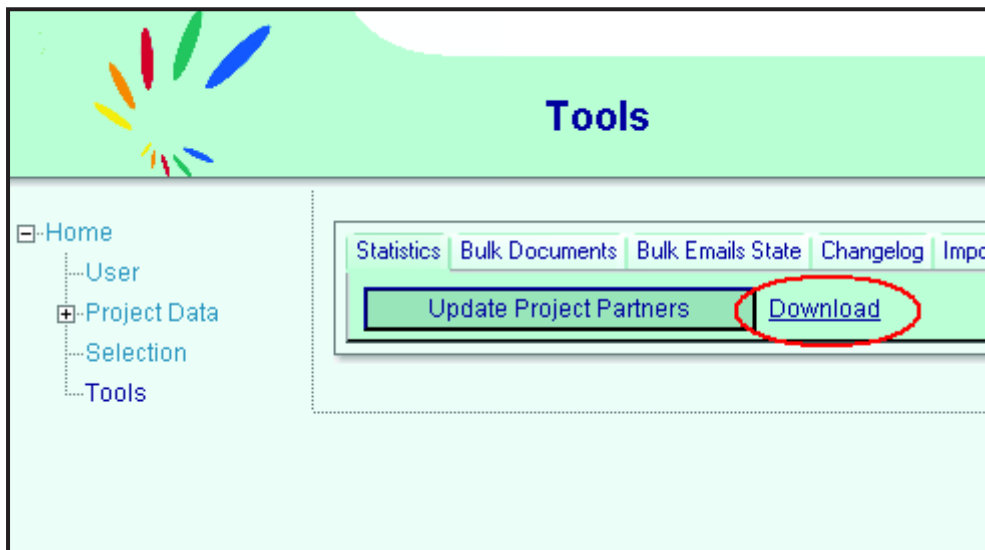
*image10 – Selection section*

## **Tools:**

This section includes statistics, bulk documents and other functions.

### **Download a table of partners**

A downloadable table of partners (country, budget, themes.. etc) is available; this information is extracted from the application forms. (see image11)



*Image11 – Downloading “Project Partners” Table*

## Download multiple files (AF, QA)

Another function is “Bulk Documents”, to download several files at the same time after selecting. To download all application from one MS, for example, the following steps need to be taken (see image12):

1. Select “LP Country”
2. Press the filter button – the results appear in the “Available” column
3. Select all projects by clicking the first and while pressing “shift” click the last
4. Press the green arrow to transfer them to the “Selected” column
5. Check the type of the document to download under “From Template”
6. Press the download button

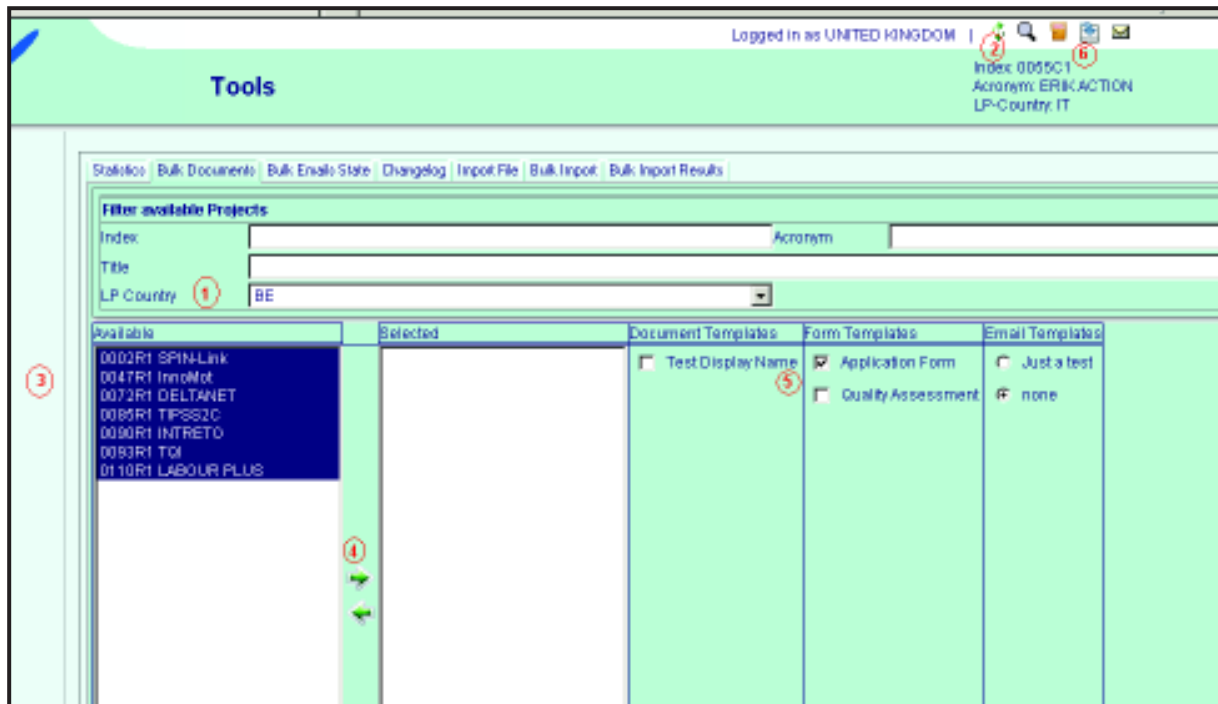


image12 – downloading application forms

For any questions and suggestions, contact:

Aous TAMIMI – IT Officer  
Tel.: +33 (0)3 28 14 41 05  
e-mail: [aous.tamimi@interreg4c.eu](mailto:aous.tamimi@interreg4c.eu)



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## 9. Financial Control and Audit

## Financial control / First level control

**Legal basis: Art. 16 of R. 1080/2006:**

*It is the responsibility of the Member States to designate the controllers responsible for verifying the legality and regularity of the expenditure declared by each beneficiary participating in an operation*

↳ **Member States (MS) shall design their own system to ensure that expenditure is correctly checked by the PP/LP before the submission of progress reports by the operations**

## Steps to the establishment of INTERREG IVC FLC system

- **Guidance by JTS to EU-MS + Norway on how to meet the Regulation requirements (Guidance note + questionnaire)**
- **Each EU-MS + Norway described FLC system in the questionnaire and sent it to the JTS (prerequisite to signature of the Agreement MS+Norway/MA/CA)**
- **JTS made the information on FLC available on its website for the use of applicants**
- **The FLC description is submitted as part of the management and control system description to the Audit Authority on 30/04/08 for compliance assessment.**



## MA/JTS' agenda on first level control

- Development of programme's control guidelines
- Bodies responsible of FLC system in each MS+Norway will be invited to a meeting on 10 June 2008
- Programme's control guidelines sent for MC approval in written procedure afterwards



## Measures to further improve quality of FLC system

- standardisation of certificates, control reports and checklist
- providing training on programme for LP and PP
- reinforcement of the quality checks by CA, MA/JTS, MS

## Second Level Audit

### Legal basis:

#### Art. 62 of R. 1083/2006:

*The **Audit Authority** of an operational programme shall be **responsible** for:*

- *Checking the effective functioning of the management and control system of the operational programme*
- ***Checking the expenditure declared***

#### Art. 14 of R. 1080/2006:

*The **Audit Authority** for the operational programme shall be **assisted** by a **group of auditors** carrying out the duties provided for in Article 62 of R. 1083/2006.*

## Group of auditors

- Officially constituted on 21 December 2007
- Composed of 2 representatives per MS+Norway and chaired by the Audit Authority
- 1st meeting in Paris 17-18 March 2008 where:
  - Rules of procedures of the Group of Auditors were decided
  - Externalisation of the audit work was decided
  - Terms of reference for tendering the audit firm were agreed
  - The audit strategy was also discussed

## Work to be carried out by the external firm

- **Carry out system audits**
- **Carry out audits on operations**
- **Prepare and propose to the Audit Authority**
  - ✓ The audit methodology
  - ✓ Annual updates of the audit strategy, risk analysis and samples
  - ✓ Annual control reports and annual opinion
  - ✓ The final control report and closure declaration

## Agenda on externalisation of the audit work

- **Launch of a Europe-wide tender procedure by MA/JTS (May 2008)**
- **Selection of the audit firm by GoA and contracting by MA (expected in Sept. 2008),**
- **Audit firm presents its audit methodology (Nov. 2008)**
- **First audits carried out in 1<sup>st</sup> semester 2009**

### Decision to be taken:

**To give the mandate to the MA to contract an external audit firm following a Europe-wide tender and on the basis of the decision by the Group of Auditors on the selection of the firm. The mandate is limited to the budget of EUR 1 million already approved by the MC.**



## **INTERREG IVC Programme 2<sup>nd</sup> Monitoring Committee**

Thursday, 24 April 2008  
9.00 to 18.00

Grand Union Hotel  
Miklošičeva 1, 1000 Ljubljana, Slovenia

### **Final DECISION NOTES**

**Chaired by:** Tanja Renner, Governmental Office for local self-government and Regional development, Slovenia

**Participants:** See Participants List in Annex 1. Denmark was excused.

**Minutes:** INTERREG IVC JTS

#### **0. Opening and approval of the agenda**

**Chair** welcomed participants, and proposed a modification in the order of the agenda, to discuss the section Operations in the morning. This change was approved, and the modified agenda can be found in Annex 2.

#### **1. Follow-up of Monitoring Committee's written procedures**

**JTS** updated the MC on the results of written procedures launched since the last meeting, with the result that the TA report 2007 and budget for 2008 have been approved and that the Programme Manual is updated concerning the status of Norwegian partners. Further information on the Regions for Economic Change themes will be provided in the next updated version that is due for the second call.

Issues still pending concern the definition of bodies governed by public law, a matter that is with the European Commission; and the eligibility of expenses on NO/CH territory. In principle activities and related expenditure in these countries can be co-financed by ERDF within the 10% rule (like for any other non EU-MS), but the OP currently excludes this for Norway and Switzerland. Further exchanges will be required, perhaps leading to a request to delete this exclusion from the OP.

**DE** requested that written procedures be sent separately from informational emails to avoid the risk of procedures being overlooked. **JTS** understood this proposition and will implement it in the future.

#### **2. Agreements between MS, MA and CA**

JTS presented a table detailing the status of agreements signed between the MA, EU-Member States, Norway and Switzerland. The MC was reminded that the MA may not be in the position to sign the subsidy contracts with approved Capitalisation projects if all Agreements have not been signed. Clarification was requested from MS whose electronic versions of the questionnaires with the first level control system description (being a pre-requisite for signing the Agreement) have not yet been received by the JTS.



### Summary of discussion:

- **DE** announced that the description of the system is ready. However one point that remains to be clarified between the Federal level and the states (Länder) to ensure FLC standards, is taking longer than expected. While a precise timetable could not be communicated, DE hoped that advances should be made in two to three weeks.
- **GR** advised that a first draft has been sent to the MA, but that a new law concerning National Structural Funds in Greece meant that MAs and procedures are being restructured. A final version should be provided by the Minister of the Economy by the end of May, but due to the urgency of this request GR may provide a basic structure and complete with further information as it is received.
- **IT** informed the MC that it provides regular informal updates on the situation to the JTS. A second level control auditor has been appointed but there are problems with first level control due to the complexity of the institutional framework. The following time-schedule was outlined by the Italian delegation: the basic description was approved Dec 2007, a meeting was held with Minister of Finance on this issue on 18 April, final comments from the regions are due by 7 May. Two points are still under clarification: 1) responsibility for irregularities, and compensation in case of irregularity; 2) choice of external independent controllers as the current Italian system goes against competition rules so need to implement clearer procedures and a system of call for tenders.
- **UK** will transmit the urgency of this decision to the UK bodies.

### 3. Subsidy Contract

#### Summary of discussion:

- Upon request by **DE**, it was clarified that updates or changes to the Application Form would be notified in the Approval letter to the Lead Partner, who would have to inform the project partners. Therefore it is not necessary to add the date of the latest approved version and another clause on the need for the LP to inform the project partners to the Subsidy contract.
- **IT** requested clarification of last sentence of Article 3 point 6 as to which timeline was referred to.
- **RO** requested addition of specific time-frame in point 7, without which the Subsidy contract could not be approved. While the JTS pointed out that it was impossible to guarantee an exact date for payment, a reference would be made in the footnotes of the programme manual to the approximate timeframe for payment from approval by the CA.
- **IT** requested that reference to the regulation be added in last sentence of Article 4.
- Upon requests from several MS, to have access to the subsidy contract the JTS subsequently confirm that unsigned electronic versions of the Subsidy contract will be available to download from the database.

#### Decisions:

INTERREG IVC Subsidy Contract approved with the following modifications:

- Article 3, point 6, last sentence changed to: "Payments not requested in time and in full as indicated in the payment forecast above may be lost."
- Article 3, point 7 'without delay': In the programme manual (Chapter 4.3.2 "Procedure", it will be mentioned that "as an indication, payment from the Certifying Authority to the Lead Partner takes approximately four weeks from approval".
- Article 4, last sentence, refer to Regulation (EC) No. 1080/2006 Article 20

The updated Subsidy Contract is attached in Annex 3.

#### 4. Overview of all applications received (first round)

**JTS** presented some statistics concerning applications received during the first call for proposals. The particular context of the first call was underlined: as IVC was the first territorial programme to be approved, this may have led to a high number of not necessarily relevant applications.

The figures and graphs are available in Annex 4. The full table of results is available for download in the INTERREG IVC database.

#### 5. Assessment procedure

**JTS** presented an overview of the procedure applied to treat the first call. The presentation can be found in Annex 5.

##### Summary of discussion:

- **LU**, supported by **DE**, pointed out that the extra tasks assigned to the Information Points, namely assistance in project assessment, were not foreseen in the OP. **IT** expressed its concern that IPs should rather focus on communication and dissemination to improve quality of proposals for 2<sup>nd</sup> call. The potential conflict of interest between advice given by the IPs and the subsequent assessment of these projects was also raised by **IE**. The **JTS** underlined the exceptional situation of the first call, the heavy workload it implied and the necessity to involve the IPs. **JTS** was also confident that no conflict of interest would occur. Firstly, the level of assistance given by both the IPs and the **JTS** is very limited. For instance, feed-back on completed application form is not possible and the **JTS/IPs** can only react on a 2-page standard document provided by the programme. Secondly, each application is always checked by two different people. Finally, each application will be thematically assessed by an external expert. It could of course be arranged that the IPs in future do not assess projects with Lead Partners from their area as proposed by **IE**.
- **LU** requested clarification on the Fast Track assessment procedure, as the supporting documents stated that thematic analysis was not necessary, having been provided by DG REGIO. **JTS** assured the MC that all Capitalisation applications had undergone a full assessment by the **JTS**, including thematic criteria.
- **LV** requested clarification on the fact that co-financing statements higher than the budget amount in AF were accepted as eligible. **JTS** stressed that higher co-financing statements ensure at least the amount of co-financing stated in the Application Form, whereas those below the amount do not guarantee the stated amount of co-financing.
- **IE** and **UK** echoed their regret that that small amounts missing from co-financing statements rule out projects from the next stage. Also the **EC** highlighted that the rejection of application for formal errors may lead to disappointment and may have a negative impact in terms of image for the programme and more generally for the EU. Therefore, and for the next calls, the **EC** invites strongly the **JTS** to be more flexible in the application of the rules for the eligibility assessment. The **JTS** confirmed that within the requirements defined by the MC the most flexible approach were already applied without breaking the rules. However, the **JTS** understands this reasoning and will make a proposal in the next MC to further clarify the requirements so that the number of applications rejected for formal errors can be reduced.
- **MA** recommended that no exceptions be made in the eligibility process as this could create a legal risk concerning the whole procedure.
- **EE** asked who is responsible for checking the eligibility status of partners. **JTS** confirmed that it is the responsibility of each Member State to confirm the legal status of partners on their territory. By approving projects during the Committee, Member States also confirm in principle their agreement on the legal status of the partners involved in these projects. MS who were not aware of this obligation could have three more weeks to object to status of partners in projects approved today.

##### Decisions:

The Monitoring Committee has no objection to the implication of IPs in the first round assessment. Future implication of the IPs should be discussed at the next MC meeting.

## 6. Key results of first round

### 6.1. Eligibility Assessment (all applications)

JTS presented an overview of the eligibility process (Annex 6) and an updated table of ineligible applications (all applications).

### 6.2. Quality Assessment (Capitalisation Projects)

JTS presented results of quality assessment on Capitalisation projects only.

### 6.3. Fast track

EC presented result of their analysis of Capitalisation Projects, and the projects they would like to label Fast Track.

#### Summary of discussion:

- **EC** confirmed that they have provided the most essential information to the MC, and that any further information would be provided directly to the LP, as the EC would be an active partner in the project.
- **IE** requested clarification on the 'conditions' for Fast Track projects set by the EC, and whether they formed further conditions for approval by the MC. The **EC** acknowledged room for confusion and will work on the wording to ensure that this does not occur. The 'clarifications' requested by the EC have no impact on the funding decision of the MC.
- **NL** accepted that the exceptional circumstances of the first call led to Capitalisation projects being tabled separately from Regional Initiative Projects, but that in the future both types should be presented together. **JTS** understood this remark and ensured that both types of interventions will be decided together in future calls.

#### Decision:

The Monitoring Committee (MC) confirmed the result of the eligibility assessment.

## 7. Lisbon Monitoring Platform

The **COR** presented the Lisbon Monitoring Platform, available in Annex 7.

## 8. Approval of Capitalisation Projects, including Fast Track

#### Summary of discussion:

- **DE** requested clarification on the risk of double funding for projects with similar themes, especially as one partner is named in two projects presented for approval. **JTS** proposed to follow a bottom-up approach and request that projects discuss possible synergies. It is a condition for projects with one partner involved in two projects to submit a statement detailing the risks of double funding.
- **ES** wondered what information would be included in the notification letter to the non-approved projects. The JTS answered that these applicants would receive the assessment summary which highlights the main reasons for non-approval.
- As **EE** queried the nature of some of the conditions imposed, **JTS** assured that no projects were recommended if fundamental problems existed. The conditions are of a technical nature.
- **ES** drew attention to the assessment summary of POLITEC, where it is described as not a Capitalisation project. The **JTS** made the precision that the approach was not in line with what was expected from Capitalisation projects

**Decision:**

- **Chair** draws attention to the fact that approving the recommended projects also approves the legal status of partners. Member States have from the decision date three weeks to object to the status of partners. The six projects recommended for approval with conditions by JTS are approved
- There is no objection to the six projects not recommended by the JTS

The final table of approved and non-approved projects can be found in Annex 8.

**9a. Management presentation - Certifying Authority**

The **CA** presented the role and tasks of this body as well as on the situation of the programme accounts. The presentation is available in Annex 9.

**9b. Management presentation - JTS and Information Points**

The full JTS will be presented during the following MC meeting, however this was the opportunity to introduce the staff of the Information Points. The presentation is in Annex 10.

**Summary of discussion:**

- **NL** requested clarification on role of IPs in assisting National events. **JTS** confirmed that national events are of utmost importance to communication plan, and IPs would assist MS in planning and organising.
- **IT** commented on the importance of coordinating National Contact Points by IPs. **JTS** agreed this is of great importance, pointed out the training to be organised for NCPs with the IPs, and underlined the fact the IPs have been up and running since late 2007, and that they will be in a better position to coordinate NCPs from now on.

**10. Communication Strategy**

**MA** introduced this point by recalling the importance given to communication in EU regulations. **JTS** presented the Communication Strategy and work plan 2008. The corresponding elements can be found in Annexes 11-13.

**Summary of discussion:**

- **LU** requested a more performing partner search database, with keyword search. **LU** proposed also that applicants should be required to add basic project information into this database to ensure that potential other partners but also the respective Member States are aware of project under development. **IT** also insisted on analysing the effectiveness of this tool in general, as their research has shown that the projects who applied for funding were not in this database. **JTS** informed the committee that the partner search tool is being developed as part of the IVC website and that further brainstorming will be continued with the MS to develop the most useful tools taking into account the proposals made by **LU** and **IT**.
- **DE** commented that the Communication plan is still based on the hypothesis of 5 calls, and that perhaps this should be redefined. **JTS** agreed but will make this decision based on the budget allocated after the first call, when an informed decision can be made about re-allocating resources.

**11. INTERREG IVC Programme Database**

**JTS** presented the programme's database. Each MS received a personalised guide with their own login and password. A generic copy of this guide is available in Annex 14. The password information for further potential users in the Member States will be provided by Aous Tamimi ([aous.tamimi@interreg4c.eu](mailto:aous.tamimi@interreg4c.eu)). Only Members and Substitute Members of the MC can request this password information to be sent to other MS representatives.

## 12. Forecast of payment applications

**JTS** informed the MS about the forecast of payment applications which is to be submitted to the EC by 30 April 2008. Although the programme most likely won't face any decommitment in 2010 (n+3), the presentation highlighted the importance of keeping payments on target for the following years and especially for 2013, when two instalments have to be spent following the move from n+3 to n+2.

## 13. National contributions

The **JTS** presentation note kindly reminded the Monitoring Committee to complete national co-financing payments for 2007 + 2008.

## 14. Financial control

**JTS** presentation (see Annex 15) gave an update on first level control matters and covered the details of the first Group of Auditors meeting, and the proposal to externalise the audit work for second level audit with the pre-approved budget of €1 million.

### Summary of discussion:

- Upon request from **NL**, the JTS confirmed that the GoA decision had to respect the €1 million budget.
- Following a query from **IE** on whether the Group of Auditors would have a role in compliance assessment, the JTS confirmed that compliance assessment is a task of the Audit Authority, who would complete this without the assistance of the GoA, and it would not be externalised.
- **JTS** agreed to send the audit guidelines to the MC at the same time as sending to FLC network group. Member States can send comments to be considered during the planned first level control meeting in Lille on 10 June 2008. Model documents (control confirmation, checklist and report) will be included in the annex to these guidelines.
- Attention was drawn to the special case of Brussels by **BE**, as many European bodies are based there, Brussels does not want to take responsibility for any irregularities made by these organisations. **JTS** proposed bilateral discussions to resolve this particular issue.
- **UK** advised to pay attention to the wording used in the contracting documents concerning the role of the MA and the GoA in deciding on the service provider and contracting it.

### Decision:

The MC gave the mandate to the MA to contract an external audit firm following a European wide tender and on the basis of a technical expertise decided by the Group of Auditors on the selection of the firm. The mandate is limited to the budget of EUR 1 million.

## 15. Proposed agenda

### Summary of discussion:

- Proposed dates for 3<sup>rd</sup> MC meeting are too close to end of summer holidays, certain MS would not have the time to study documents

### Decision:

Calendar approved with two amendments:

- Chair and MA/JTS is given the mandate to propose new dates found for MC3 meeting, after 15 September 2008.
- Date for National Contact Point briefing moved to day before MC3 meeting date

Without amendments the following dates were approved:

- Partner search forum will be held in Lille on 27-28 October 2008.
- The second call will be launched on 27 October, and will close on 30 January 2009.

## 16. Update of MC Members List

An updated Monitoring Committee members list is attached in Annex 16.

## 17. Miscellaneous

### Summary of discussion:

- **NL** requested a discussion on the procedures to follow during the next MC meeting for approving RI projects and on budget amounts to approve. **JTS** advised that the decision on budget will depend on projects recommended by JTS, and whether this exceeds Member States expectations or not. **DE** requested to have the amount of ERDF for approval as soon as possible. JTS advised that it is impossible to give an idea of the budget at the moment, the rate of recommendation is currently around 10%, but as soon as a clearer idea is available, estimation could be communicated to the MC perhaps in July.
- Procedurally, **JTS** proposed that decisions could be made by blocks (recommended, not recommended) with opportunity for questions. More discussion could focus on certain projects for which the MC asked for clarifications. **JTS** also provided information on scoring, as only scores of 3 or more will be recommended. It was also highlighted by the JTS that the first criterion of assessment (relevance) could be a useful guideline for the MC.
- **LU** proposed to have a pre-meeting before the MC3, to discuss procedural issues and informally clarify these questions, before the official decision-making meeting.

### Decision:










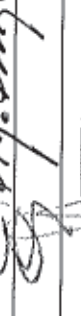







The next MC meeting will be held over two days, to give sufficient time for a discussion on procedure and to clarify questions followed by official decision making process. JTS was asked to prepare a proposal concerning a possible procedure which would be a basis for the discussion on the first day of the next MC meeting.

### End of Meeting


























**Chair** thanked all participants for their fruitful meeting. **EC** echoed these thanks. **MA** thanked Chair for her professionalism and support, and thanked JTS for their work during assessment period and in preparing this meeting.

## **Annexe 03: Decision notes Marseille**


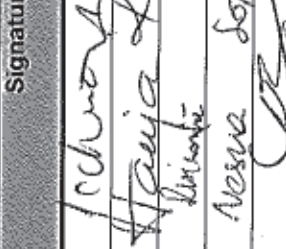








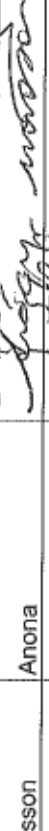



Country	Membership Status IVC MC Member/NCP	Last name	First name	Signature
Austria	NCP	Gruber	Kathrin	
Austria	IVC MC Member	Holzinger	Ernst	
Austria	IVC MC Member	Schrötter	Robert	
Belgium	IVC MC - IIIC West MC/SC/SG Member	Leton	Christine	
Belgium	IVC MC Member	Rousseau	Philippe	
Belgium	IVC MC - IIIC West MC/SC/SG Member	Wasseige	Manoëlle	
Bulgaria	IVC MC Substitute Member	Atanasov	Stefan	
Bulgaria	IVC MC Substitute Member/NCP	Hristova	Asya	
Certifying Authority	IVC MC - IIIC West MC/SC/SG Adviser - CA	Cazabonne	Sébastien	
Cyprus	IVC MC Substitute Member	Theophilou	Artemis	
Czech Republic	IVC MC Member	Lukes	Pavel	
Czech Republic	IVC MC Substitute Member	Matuskova	Kamila	
Czech Republic	IVC MC Member	Palicka	Vaclav	
Denmark	IVC MC Member	Koch-Larsen	Michael	
Denmark	IVC MC Member	Korgaard	Kaja	
European Commission	IVC MC Adviser	Baudelet	Olivier	
Estonia	IVC MC Member	Kampus	Krista	
Estonia	IVC MC Member	Spirkina	Olga	
Finland	IVC MC Member	Haapalainen	Petri	
Finland	IVC MC Member	Pakarinen	Kari	
France	IVC MC Substitute Member	Arpin Pont	Thierry	
France	IVC MC Substitute Member	Bernard	Marie-José	
France	IVC MC - IIIC West MC/SC/SG Member	Gerbaud	Stéphane	
Bulgaria	MC member	Tanchev	Svetlen	



Country	Membership Status IVC MC Member/NCP	Last name	First name	Signature
France	IVC MC Substitute Member	Grosse	Nicolas	
France	IVC MC – IIIC West MC/SC/SG Member	Marcori	Claude	
France	IVC MC – IIIC West MC/SC/SG Member	Ullasz	Christophe	
Germany	IVC MC Member	de Meulenaer	Michael	
Germany	IVC MC – IIIC West MC/SC/SG Member - LP	Meisel	Ilka	
Greece	IVC MC Member	Vidalis	Evangelos	
Greece	MA INTERREG III	Samaras	Alexandros	
Hungary	IVC MC Member	Drahos	Zsuzsanna	
Hungary	IVC MC Substitute Member	Hegyesi	Béla	
Hungary	IVC MC Substitute Member	Mikulás	Brigitta	
IP East	INTERREG IVC Information Point East	Stol	Anna	
IP North	INTERREG IVC Information Point North	Lani	Marit	
IP South	INTERREG IVC Information Point South	Zielniewski	Kelly	
IP West	Communication&Project Advisor	Szabo	Akos	
Ireland	IVC MC – IIIC West MC/SC/SG Member	Blair	Stephen	
Ireland	IVC MC – IIIC West MC/SC/SG Member	Finn	Gerry	
Ireland	EU Policy Section - INTERREG and North/South Coord	O'Keeffe	Paul	
Italy	IVC MC Member	Rusca	Rossella	
Italy	Regione Umbria	Santovecchi	Nadia	
JTS	Project Officer	Brocks	Silke	
JTS	Project Officer	Dalbert	Benoit	
JTS	Project Officer	Ferraro	Elena	
JTS	Programme Assistant	Gavelle	Aline	
JTS	Senior Finance Officer	Geitner	Petra	
JTS	Programme Director	Lamblin	Michel	

Country	Membership Status IVC MC Member/NCP	Last name	First name	Signature
JTS	Project Officer	Michelini	Carla	<i>Carla Michelini</i>
JTS	Communication Officer	Morgan	Nuala	<i>Nuala Morgan</i>
JTS	Senior Project Officer	Singer	Nicolas	<i>Nicolas Singer</i>
JTS	Deputy Programme Director	Siweris	Erwin	<i>Erwin Siweris</i>
Latvia	IVC MC Member	Andreicka	Arina	<i>Arina Andreicka</i>
Latvia	IVC MC Substitute Member	Jakovleva	Julija	<i>Julija Jakovleva</i>
Latvia	IVC MC Substitute Member	Zane	Duze	<i>Duze Zane</i>
Lithuania	IVC MC Member	Cilciute-Zaleckiene	Diana	<i>Diana Cilciute-Zaleckiene</i>
Lithuania	IVC MC Substitute Member	Gudaite	Laura	<i>Laura Gudaite</i>
Luxembourg	IVC MC - IIIC West MC/SC/SG Member	Stöb	Sabine	<i>Sabine Stöb</i>
Managing Authority	IVC MC - IIIC West MC/SC/SG Adviser - MA	Siauve	Pascale	<i>Pascale Siauve</i>
Managing Authority	IVC MC - IIIC West MC/SC/SG Adviser - MA	Spriet	Thomas	<i>Thomas Spriet</i>
Malta	IVC MC Member	Borg	Caroline	<i>Caroline Borg</i>
Managing Authority	Député Européen	Lienemann	Marie-Noëlle	<i>Marie-Noëlle Lienemann</i>
Netherlands	IVC MC - IIIC West MC/SC/SG Member	Overman	Mark	<i>Mark Overman</i>
Netherlands	IVC MC Member	Pels	Bob	<i>Bob Pels</i>
Netherlands	IVC MC Member	Van der Ham	Judith	<i>Judith Van der Ham</i>
Norway	IVC MC Member	Eide	Jon	<i>Jon Eide</i>
Poland	IVC MC Member	Marcinów	Teresa	<i>Teresa Marcinów</i>
Portugal	IVC MC Member	Nogueira	Vitor	<i>Vitor Nogueira</i>
Portugal	IVC MC Member	Nogueira	Fernando	<i>Fernando Nogueira</i>
Région PACA	Vice-Président	Castaner	Christophe	<i>Christophe Castaner</i>
Romania	IVC MC Substitute Member	Raeovita-Jalova Voinea	Maria Magdalena	<i>Maria Magdalena Raeovita-Jalova Voinea</i>
Romania	IVC MC Communication Contact	Tutuianu	Andreea	<i>Andreea Tutuianu</i>
Slovakia	IVC MC Member	Hajduk	Marek	<i>Marek Hajduk</i>
Nobor	IVC MC Member (Sub)	Goebel	Oda	<i>Oda Goebel</i>

Country	Membership Status IVC MC Member/NCP	Last name	First name	Signature
Slovakia	IVC MC Substitute Member	Jackaniová	Linda	
Slovenia	IVC MC Member	Rener	Tanja	
Slovenia	NCP	Resinovic	Vesna	
Slovenia	IVC MC Member	Sotlar	Vesna	
Spain	IVC MC Member	Uriarte Brizuela	Marian	
Spain	IVC MC Member	Ledesma Sanchez	Manuel	
Sweden	IVC MC Member	Eriksson	Maria	
Sweden	IVC MC Substitute Member	Notstam	Birgitta	
Sweden	IVC MC Member	Ottoson	Håkan	
Switzerland	IVC MC Member	Bittner-Priez	Veronique	
United Kingdom	IVC MC Communication Contact	Vazquez-Masson	Anona	
United Kingdom	IVC MC Member	Coleman	Anna	



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## 6. JTS - Meet the team

Michel LAMBLIN | Programme Director



**Michel Lamblin**  
Programme Director



**Erwin Siweris**  
Deputy Programme Director



**Aous Tamimi**  
IT Officer



**Nuala Morgan**  
Communication Officer



**Laure Lesec**  
Programme Assistant



**Nicoleta Creanga**  
Programme Assistant



**(to be recruited)**  
Programme Assistant



**Nicolas Singer**  
Senior Project Officer



**Silke Brocks**  
IIIC West/IVC Project Officer



**Benoît Dalbert**  
IVC Project Officer

**Elena Ferrario**  
IIIC West/IVC Project Officer



**Carla Michelini**  
IVC Project Officer





**Petra Geitner**  
Senior Finance Officer



**Anne-Cécile Renard**  
IIIC West/IVC Finance Officer



**Martina Bacova**  
IIIC West/IVC Finance Officer



**Dominique Bouchez**  
Financial Control & Audit Officer



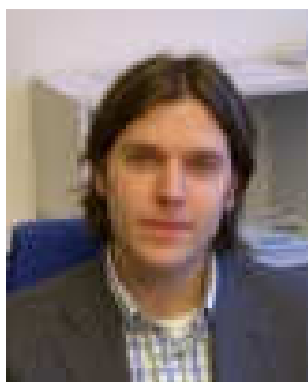
**Katja Ecke**  
IVC Finance Officer



**György Alföldy**  
IVC Finance Officer



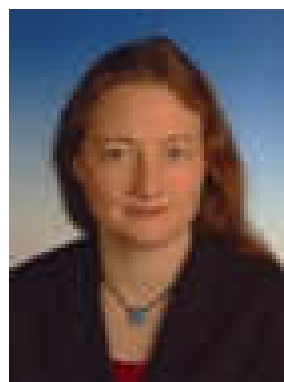




**Ronald Lieske**  
Project Adviser



**Marit Lani**  
Communication Adviser



**Valeria Jana Schwanitz**  
Project Adviser (starting from January 2009)





**Kelly Zielniewski**  
Project & Communication Adviser

**Manuel Gonzalez**  
Project Adviser



**Pilar Diez de Rivera**  
Programme assistant





**Anna Stol**  
Project Adviser



**Agnieszka Kmieciak-Mikusek**  
Communication Adviser



**Zornitsa Tsoneva**  
Communication & Project Adviser  
(from 1<sup>st</sup> October 2008)



**Agnieszka Błasiak**  
Programme Assistant



**Akos Szabo**  
Communication & Project Adviser





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## 7. Communication activities

Nuala Morgan, Communication Officer



## Events

- EU Interregional Cooperation Forum
- Lead partner seminar
- Lead applicant seminar
- National information days
- Participation in external events

## Website

- Development
- Project idea database



## EU Interregional Cooperation Forum

- registration opened mid-August
- Almost 1000 pre-registrations, from all 29 countries concerned by INTERREG IVC
- Registrations currently being confirmed, priority for regional & local authorities, limited to 2 people per organisation

## Plenary session – 27/10/2008

- Introductory/Keynote speakers:
  - Daniel Percheron; Michel Delebarre; Jan Olbrycht;
  
- Programme speakers
  - Michel Lamblin; Erwin Siweris; Nicolas Singer; Petra Geitner
  - Re-inforce programme logic; aims and objectives
  - Present figures from first call & conclusions
  - Present application pack for second call



## Project focus & Partner search – 28/10/2008

- How to complete application form
- Information sessions on horizontal themes
  - Management & Finance
  - Communication & Dissemination
  - Exchanging good practice
- Networking and partner search
  - Exhibition area divided by theme
  - Speed-dating sessions
  - Informal networking rooms



## Romania & Bulgaria

- Both countries have been invited to hold a stand in exhibition area
- Reinforced communication via national contact points to encourage Romanian/Bulgarian participation
- Automatic acceptance for requests to participate from these countries



## Lead Partner seminar

- Following decision on RIPs at this committee
- Based on projects recommended for approval, seminars are planned in Lille (West LP); Madrid (South LP) and Berlin (North & East LP)
- Provisional calendar:
  - Week of 13 November: North & East joint LP seminar, Berlin
  - Week of 13 November: West LP seminar, Lille
  - 20 November: South LP seminar, Madrid

## Lead Applicant seminars

- At least one per IP
- Provisional calendar:
  - 17 November: North LA seminar, Germany
  - 18 November: South LA seminar, Rome
  - 24 November: West LA seminar, Brussels
  - November: East LA seminar, Bucharest



## National information days

- Organised by national/regional contact points
- Coordinated by IPs to maximise involvement
- Message and public adapted according to local context
- Current calendar:
  - 2 October – Calabria, Italy
  - 14 October – Tullamore, Ireland
  - 12 November 2008 – Arnhem, Netherlands
  - 13 November 2008 – Leeds, United Kingdom
  - 13 November 2008 – Cyprus
  - 14 November 2008 – Nottingham, United Kingdom
  - 1 December 2008 – Valencia, Spain



## External events

- Open Days 2008
  - Workshop dedicated to INTERREG IVC – fully booked
  - Participation in ERRIN workshop on capitalisation





## Trainings & briefings

- NCP briefing 17/09/2008
- IP briefing 29/10/2008 (tbc)



## Selection of web developer

- Six offers received by deadline of 25 August
- Analysis currently underway
- Provisional calendar:
  - 23 September – selection
  - End October – publish approved projects database
  - End November – functioning CMS and electronic newsletter
  - End December – project idea database



## Project idea database

- Tool put at use of project partners, 'uncontrolled' by JTS
- Q: what use for projects seeking partners?
- Q: can / should project ideas be filtered? By whom?
- Proposition: mix project idea/partner search elements to create a useful database of potential partners AND project ideas.
  - Create email alerts per theme
  - Search per project idea (theme, objective) or per partner (location)
  - Leave process optional for project partners
- For second call: can request applicants to submit project idea before downloading application form, but cannot enforce



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## 10. Financial Control and Audit

## State of play of the submission of the FLC questionnaires:

- Questionnaires of 26 MS + Norway have been validated by the Audit Authority
- For 2 MS, the AA put a reserve in its report attached to the Description of Management and Control System submitted to the European Commission.

## First level control Networking meeting:

**LILLE, 10 June 2008**

### Participants

- 40 Representatives in charge of first level control system in their respective MS / Norway
- 2 representatives of the European Commission (DG REGIO)
- 2 representatives of the Audit Authority

### Results

- Opinion on the use of standardised documents by LP and PP controllers to be inserted into the programme manual
- Standardised documents to be used for Member states that opted for a decentralised control system were discussed

## **Audit**

### **Audit Strategy**

- **To be presented in the 9 months following the approval of the operation programme**
- **Discussed in GoA meeting in Paris on 17/18 March 2008**
- **Submitted on 8 July 2008 to the European Commission**
- **Accepted on 21 August 2008 in principle accepted by the European Commission.**
- **Still to be formally approved by the GoA in a written procedure**

## Externalisation of the Audit work: state of play

- **EU-wide tender launched on** 27 June 2008
- **2 bids received by** 18 August 2008
- **Analysis by GoA Task Force** 3 September 2008
- **GoA written procedure** from 12 September 2008  
to 26 September 2008
- **Contracting of audit firm by MA**  
**before GoA meeting** 26 November 2008

## **Next Group of Auditors agenda**

**Luxembourg, 26 November 2008**

- **Approval of the annual control report 01/01/2007-30/06/2008**
- **Reminder on audit strategy, risk analysis, sampling**
- **Presentation of the audit methodology, work plan by the successful tenderer + approval by GoA**



## 12. Overview of the 1st Call for proposals

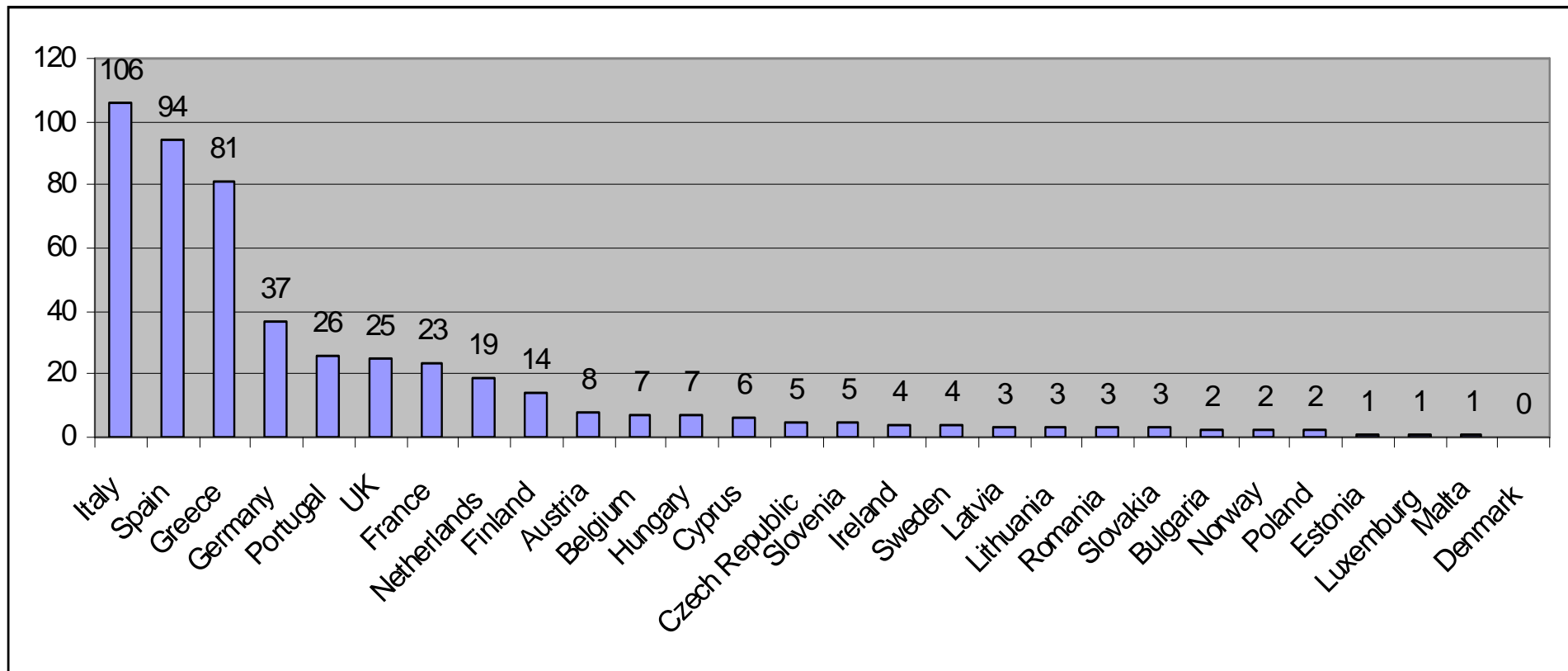


- 1. Applications received**
- 2. Eligibility assessment**
- 3. Quality assessment**
- 4. Conclusions**

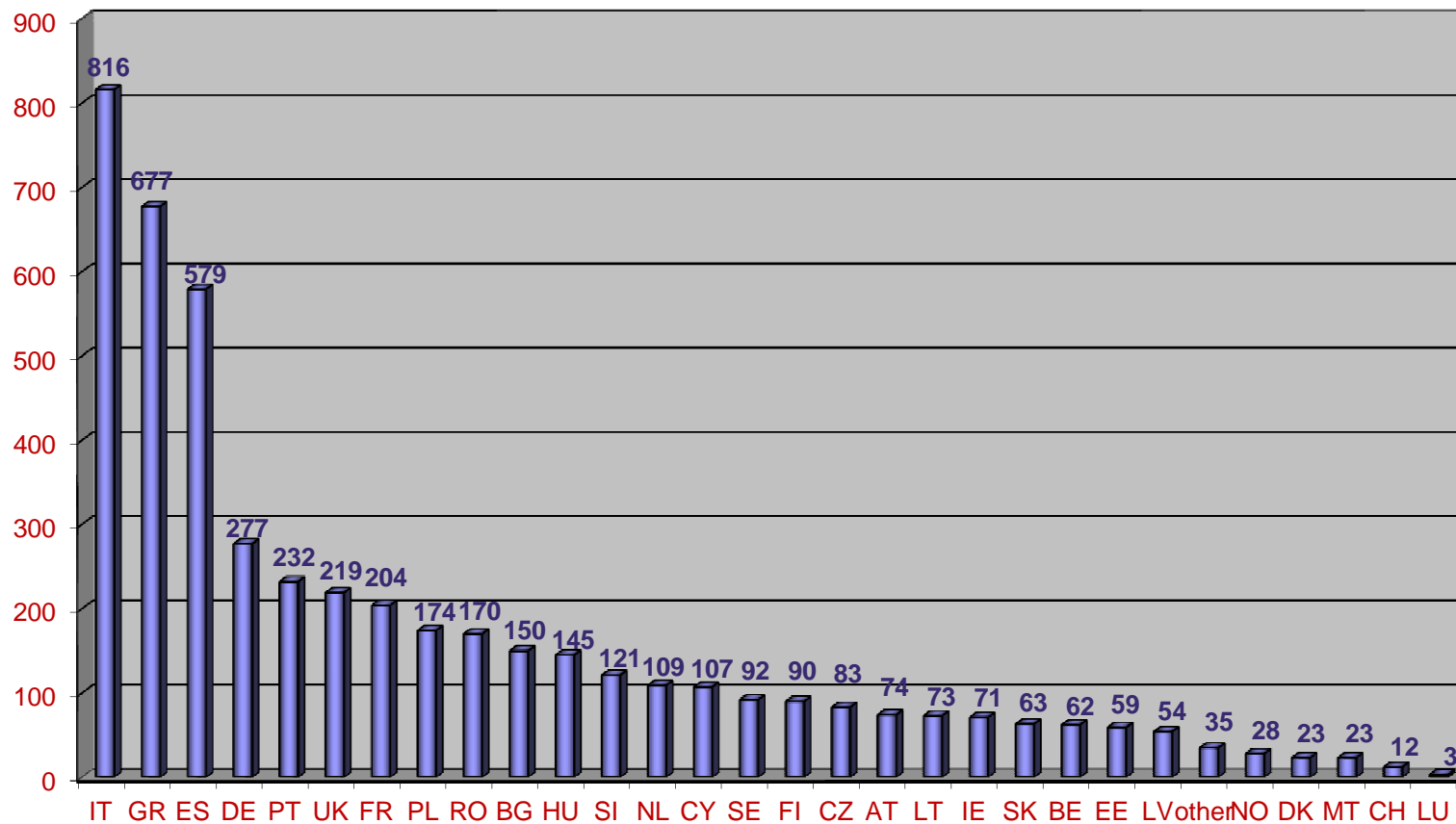
## 15 January 2008 – 492 applications received



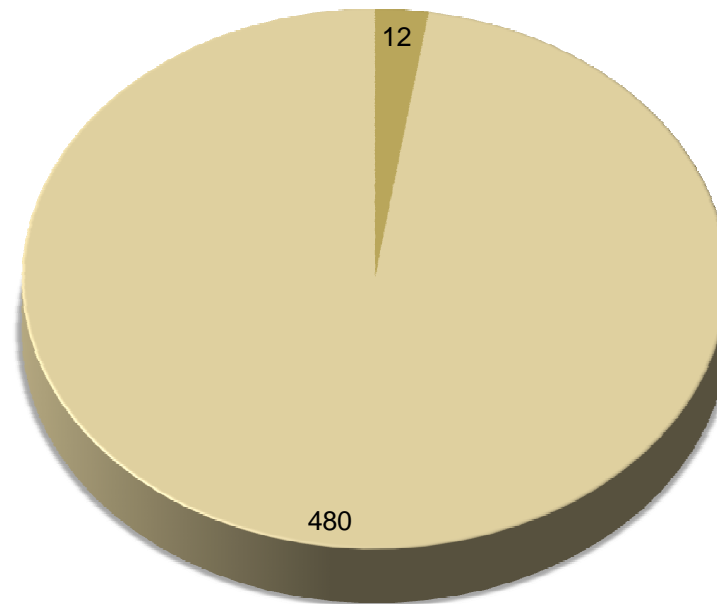
## Lead Applicants per country



## Partners per country



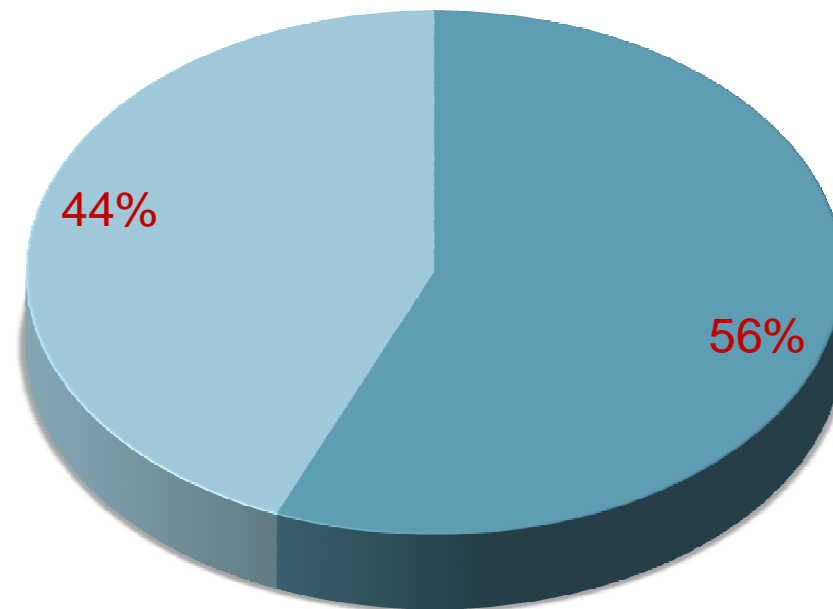
## per Type of Intervention



■ Capitalisation Projects    ■ Regional Initiative Projects

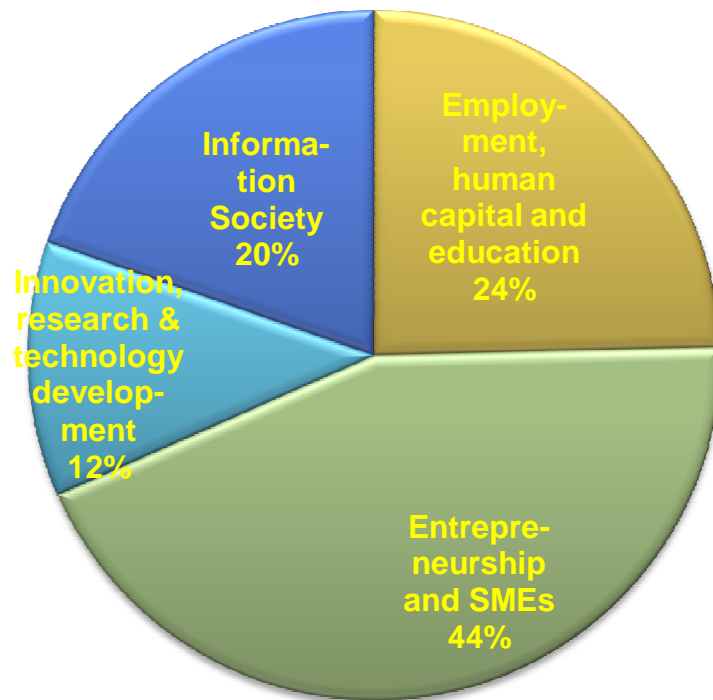
## per Priority

- 1: Innovation and the knowledge economy
- 2: Environment and risk prevention

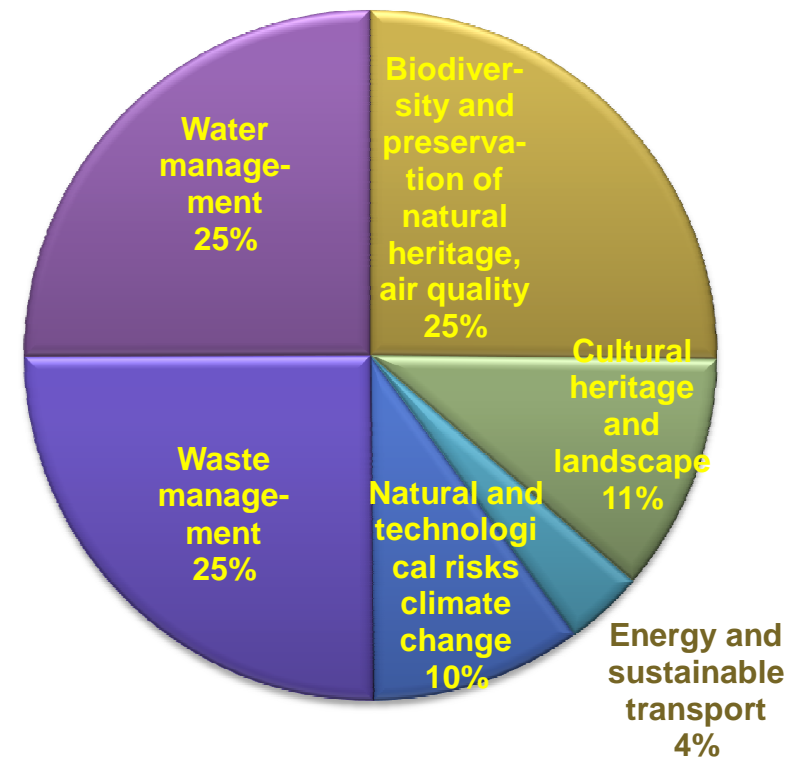


## per sub-theme

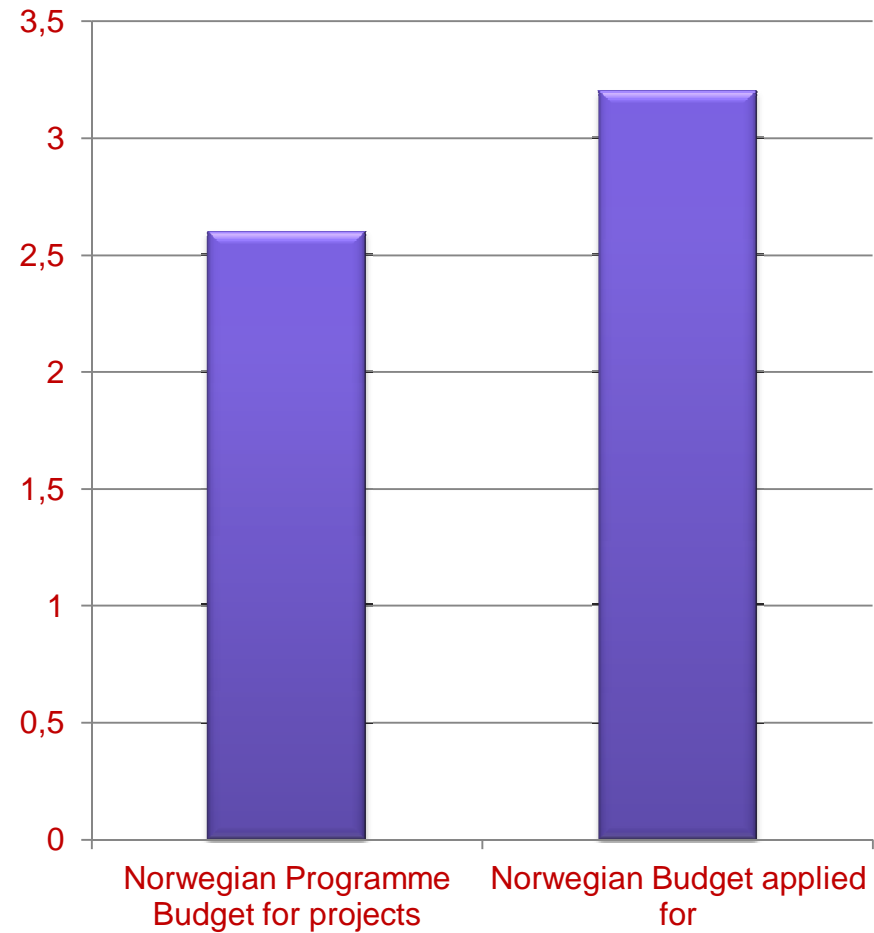
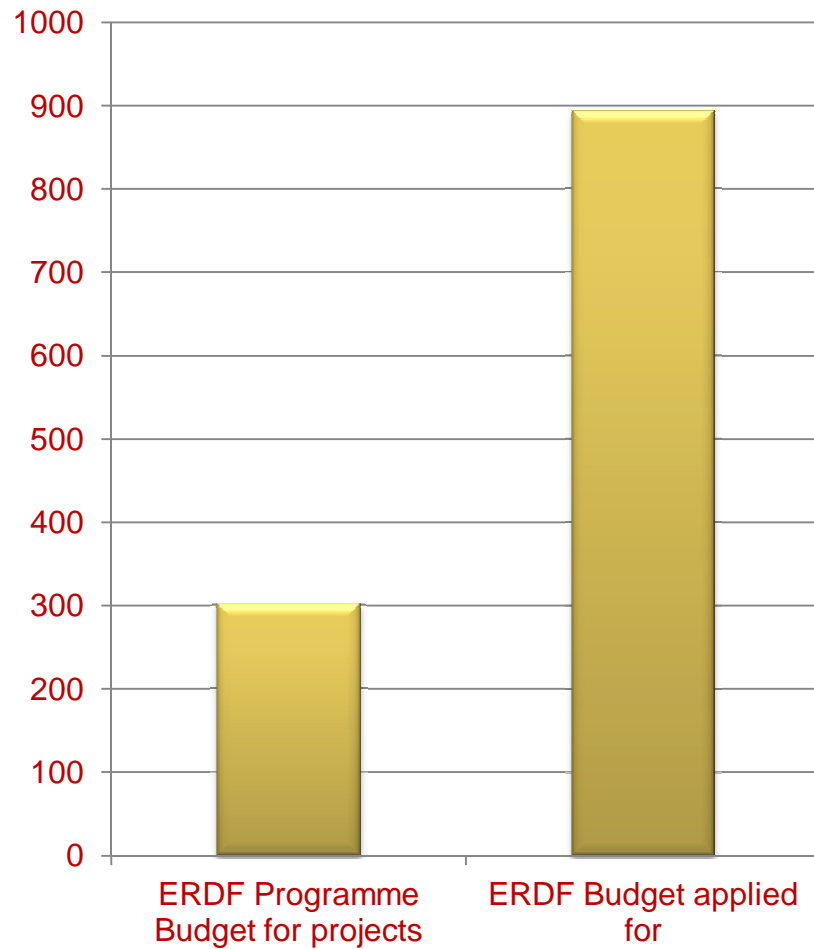
### Innovation & Knowledge economy



### Environment & Risk prevention

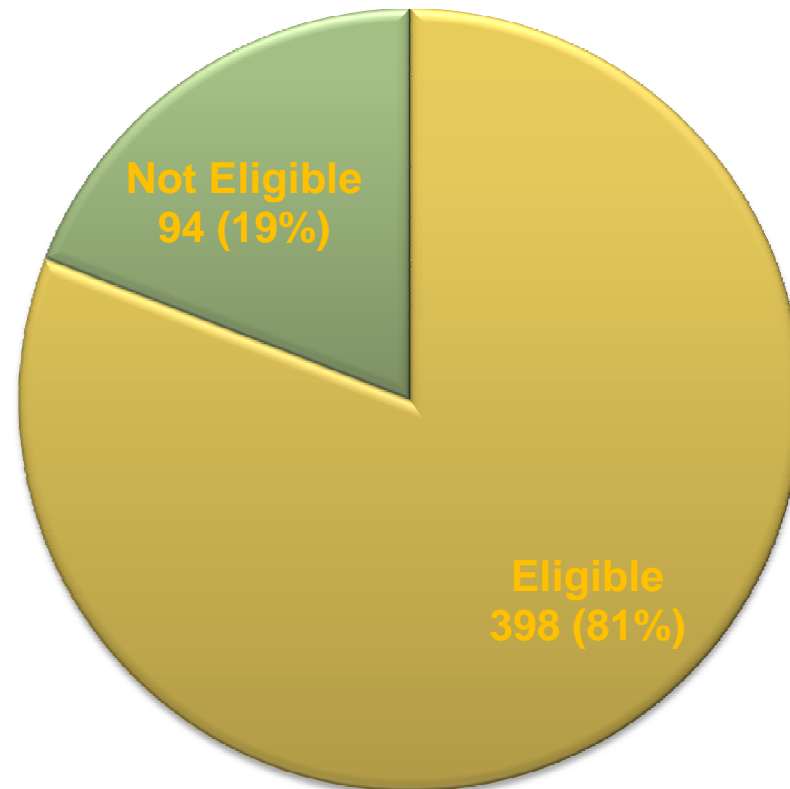


## Budget (M€)

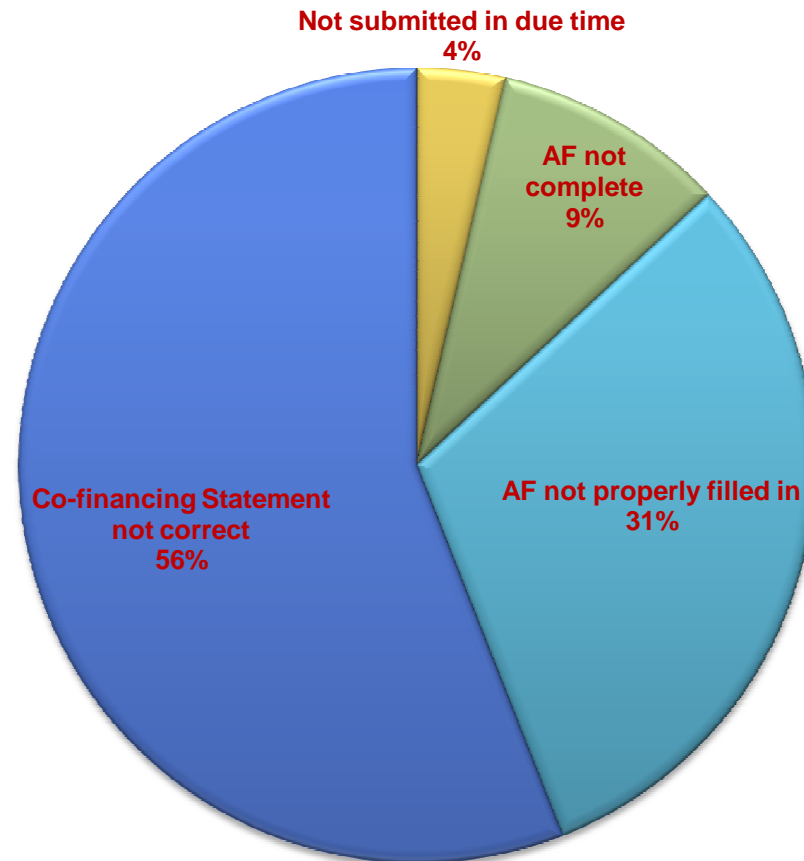




### Result

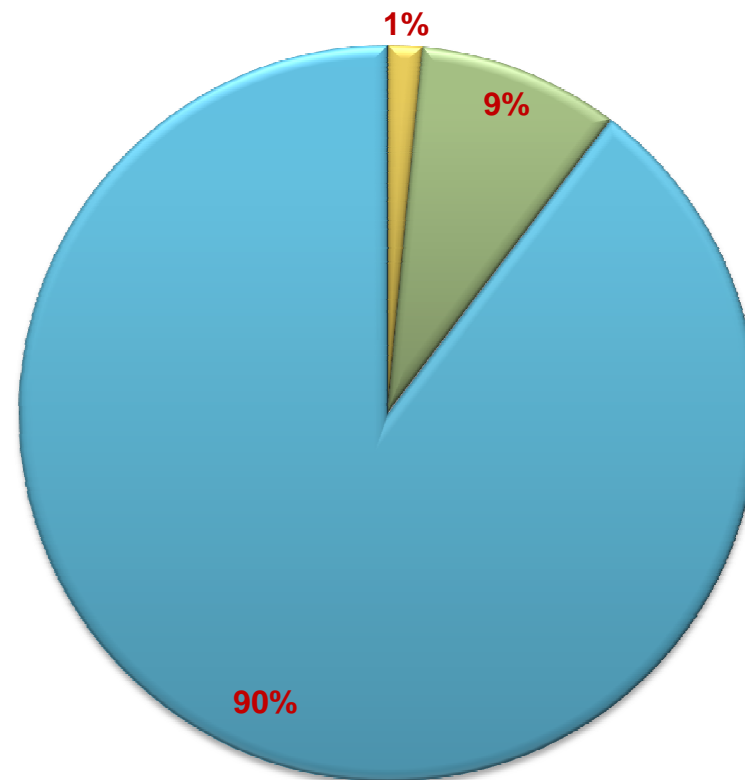


### Reasons for ineligibility

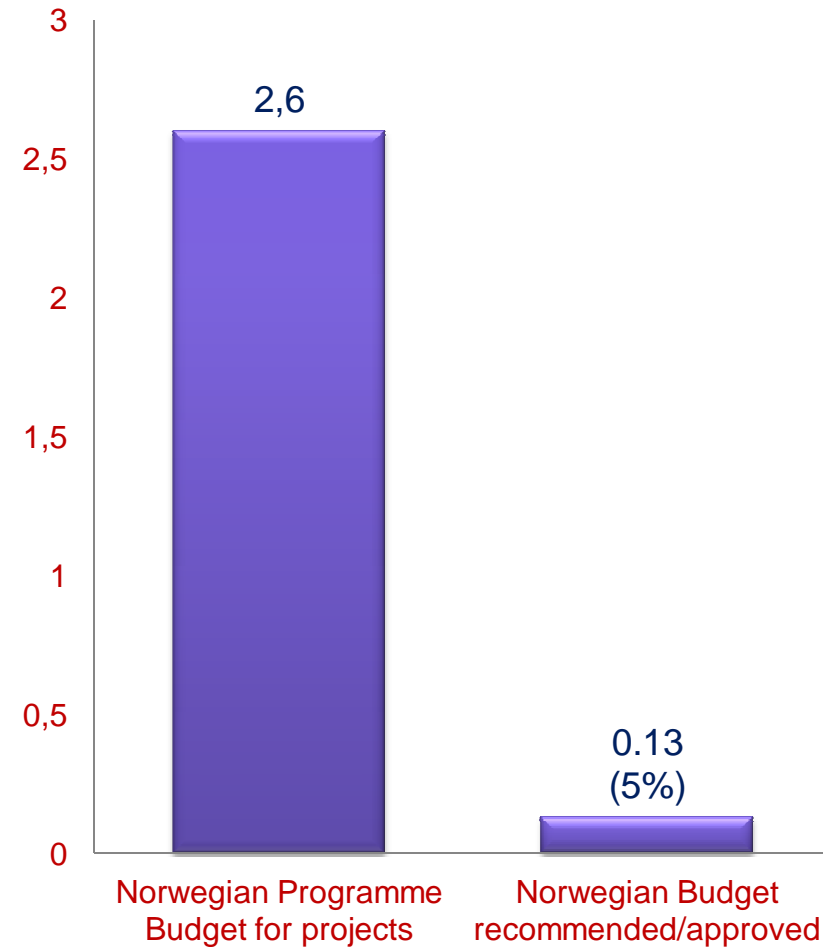
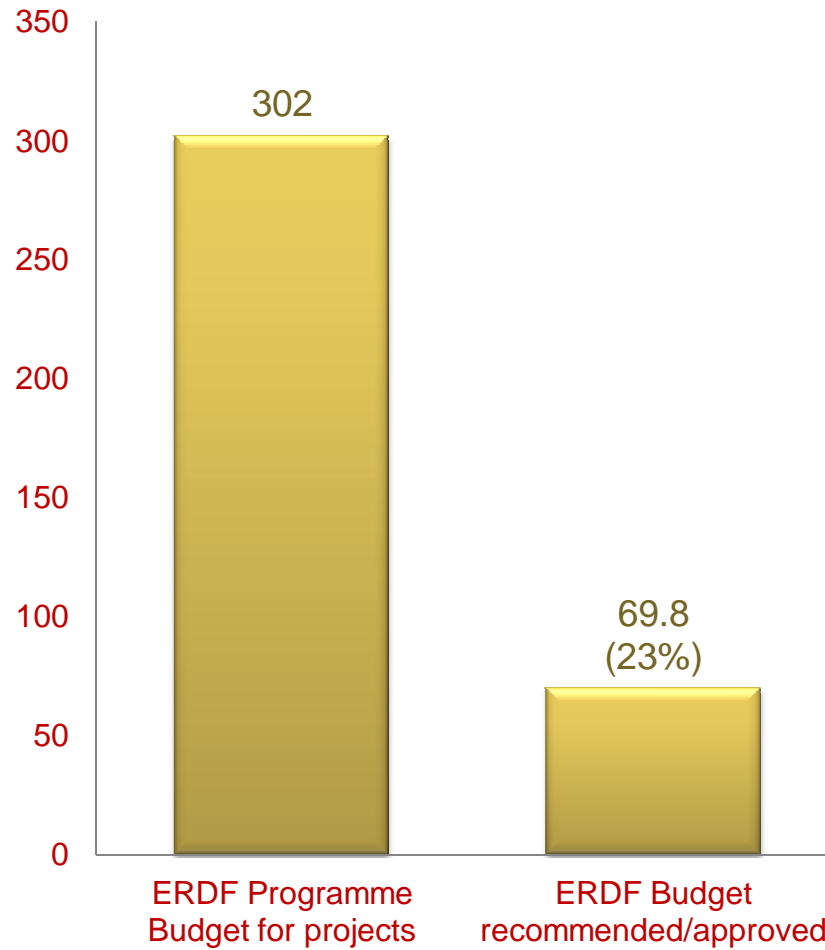


## Eligible applications recommended/approved

■ Approved capitalisation projects   ■ Recommended for approval   ■ Not recommended

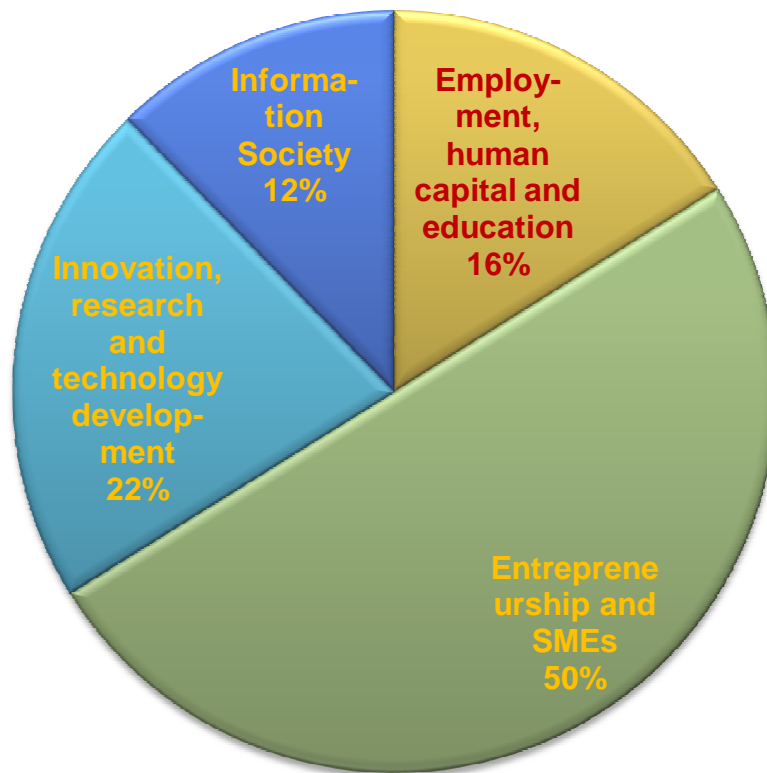


## Budget recommended/approved

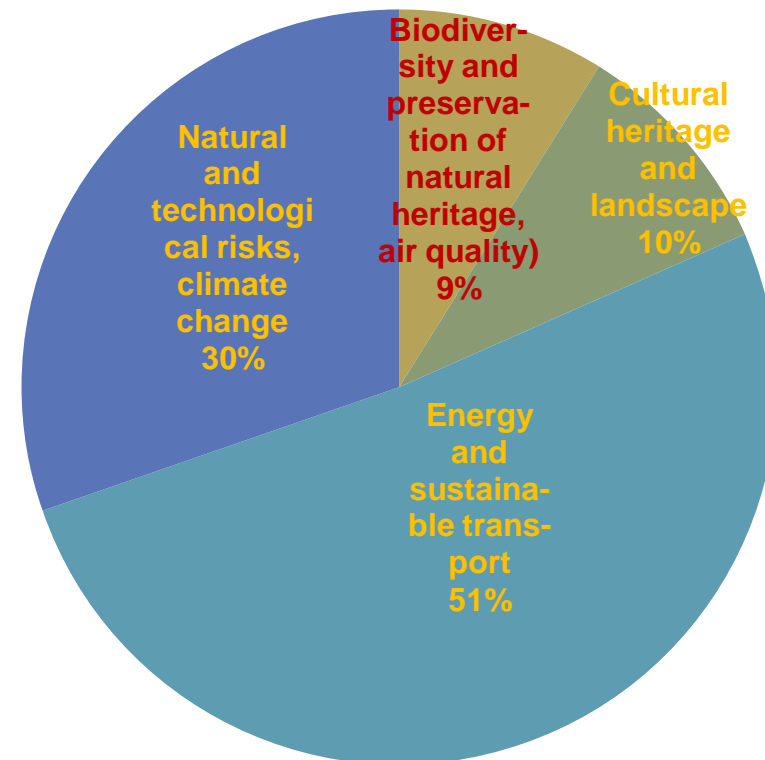


## Budget recommended/approved

Innovation & knowledge economy



Environment & risk prevention



- **What is a recommended project?**

- The MC decided on the Programme, its objective and its different features
- The JTS applies these decisions, as a mirror of the MC
- Those projects which have an average score of 3 or more are therefore recommended, as they are adequate to fulfil the conditions posed by the MC
- All projects recommended are recommended with conditions
- What is a recommended project?

- **What is a MC decision on projects?**

- A decision taken by 2/3 of the MC members

=> the JTS provides the MC members with food for their thoughts and decisions regarding the Programme implementation

### **Next steps, further Calls**

- **To reduce ineligibility**
- **To improve the quality of projects**

### **How?**

- **Reinforced communication**
- **Clarification of eligibility criteria**
- **Limit on involvement of organisations per call**

**Thanks for your attention!**

**[www.interreg4c.eu](http://www.interreg4c.eu)**





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## **13. Assessment procedure for the first application round**

Third Monitoring Committee Meeting  
Marseille

- 1. Overview on the procedure**
- 2. Points of attention related to Quality Assessment**

# 1. Overview on the procedure

## Two-step procedure:

- Eligibility assessment
- Quality assessment

## Eligibility assessment reminder

- Carried out from 15 January to 15 February 2008
- Performed by the JTS (each application checked twice)
- Results sent to MC members on 29 February 2008
- Notification letters sent to the ineligible applicants on 14 March 2008

**Results:** out of 492, 398 eligible applications

## Quality assessment (Regional Initiative Projects)

- Carried out between 12 February 2008 and 21 August 2008
- Involvement of the four Information Points (IPs) because of the high number of applications
- 10 assessors involved in total
- Briefing meeting in Lille (12, 13 and 14 February 2008) between the JTS and the IPs to discuss and finalise the detailed methodology and guidelines

## Quality assessment (Regional Initiative Projects)

- 3 principles:
  - ✓ minimum requirement: each application would be assessed by one main assessor and then reviewed by another assessor
  - ✓ each application would be subject to a thematic evaluation by an external expert
  - ✓ both the review process and the integration of the external expertise analysis would remain the responsibility of the JTS team in Lille
- Additional harmonisation worked was also carried out

## Quality assessment (Regional Initiative Projects)

### External experts' contribution: reminder

- Based on a MC decision (11 September 2007)
- Aim: to improve the quality of the assessment through an external expert's analysis on thematic related issues **only**
- Call for experts launched on 24 January and closed on 22 February 2008
- Results: 528 applications / 47 external experts selected
- Results sent to MC members on 30 May 2008

## Quality assessment (Regional Initiative Projects) External experts' contribution

- An average number of 20 applications to be assessed by each expert
- Integration of external experts thematic evaluations carried out by the Lille JTS from the end of June until mid-August



## Quality assessment (Regional Initiative Projects) External experts' contribution

Integration into three main selection criteria:

- ✓ 'Relevance of the theme tackled', under Criterion 1  
'Relevance of the proposal'
- ✓ 'Added-value of expected results', under Criterion 3  
'Quality of results'
- ✓ 'Coherence of the partnership', under Criterion 5  
'Quality of partnership'

## Quality assessment (Regional Initiative Projects) External experts' contribution

### Main results

- 88% of the experts' analysis in line with JTS assessment
- 12% partly in contradiction with JTS initial's opinion

In most cases, contradictions related to the 'innovative character of the expected results' or to the 'relevance of the partnership'

When justified, assessment modified accordingly

## Quality assessment (Regional Initiative Projects) External experts' contribution

Examples of situations where contradictions did not lead to modification of the assessment:

- expert's opinion is not clearly justified (no evidence provided)
- expert's opinion is not relevant (e.g. private involvement in a IVC cooperation)
- JTS's choice to highlight a specific feature of the project that was not known or taken into consideration by the expert (e.g. lack of innovative character for follow-up projects)

## Quality assessment (Regional Initiative Projects)

### External experts' contribution: conclusion

#### Strengths

- Overall good quality of expert's analysis
- Make the JTS more confident in its final recommendation

#### Weakness

- Value for money (EUR 80,000 but only minor impact on the final assessment)?

## 2. Points of attention on quality assessment

## Complexity of the process

- ‘Relevance of the proposal’ (criterion 1) based on two elements:
  - relevance of the theme (also based on experts’ opinion)
  - relevance of the approachRelevance of the theme alone not sufficient and vice versa
- Difference between relevance of the approach (criterion 1) and coherence of the approach (criterion 2)

## Complexity of the process

- Interrelation between selection criteria (e.g. ‘relevance of the proposal, quality of results and quality of partnership)
- Consequence of similar weaknesses may vary depending on project’s features
  - e.g. - lack of information on pilot actions is assessed taking into consideration the importance given to these actions (in particular in financial terms)
  - lack of information on a mainstreaming process is assessed taking into consideration the partnership

## Equal treatment

- ‘Application Form’: the only basis for assessment
  - same information requested for all
  - same technical requirements for all (e.g. text limit)
- Final individual assessment: end result of an harmonisation process (e.g. each main assessor analysed a minimum of 40 applications!)



## Final score and recommendations

- Projects recommended only when overall quality considered as adequate (i.e. core programme's requirements are met)
- Even for recommended projects, proposed conditions can be 'heavy'
- Reasons for low 'recommendation' rate:
  - high number of poor applications (first INTERREG programme to start & high co-financing rate),
  - IVC programme's requirements in terms of quality

**Thank you for your attention!**



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## **16.1 Proposed improvements for the second call**

Third Monitoring Committee Meeting

Marseille

## Context

Almost half of 392 eligible applications scored 2 or below

- Significant time and resources dedicated to poor quality project
- Impact in the quality of the programme's implementation
  - limited time for content related work
  - delays (unfair for 'good' projects; decommitment risk)

- 1. Measures proposed prior to the call**
- 2. Measures envisaged after the call**

## 1. Prior to the call

- a) **To reinforce the communication concerning the application process**
  
- b) **To limit the involvement of the same organisation in the number of applications per call**

## 1. Prior to the call

- a) **To reinforce the communication concerning the application process**
- on the website
  - during Lead Applicant seminars and other events organised by JTS, IPs and NCPs
  - Improved programme manual

## 1. Prior to the call

**b) To limit the involvement of the same organisation in a maximum of three applications per call**

- Setting of clear priorities
- Contribution to the openness of the programme
- Involvement of 'big' organisations in more than 3 projects is still possible throughout the lifetime of the programme



## When an organisation is involved in more than 3 applications per call:

- If the organisation is Lead Partner

=> application is not eligible

- If the organisation is not Lead Partner

=> application eligible but partner not eligible

## 2. After the call

- a) To widen the notion and use of knock-out criterion
- b) To lighten the quality assessment procedure

## 2. After the call

### **a) To widen the notion and use of knock-out criterion**

- Insufficient quality of the proposal
- Insufficient relevance of the theme tackled
- Insufficient geographical coverage
- Insufficient proportionate financial involvement of the partners

**Applications where a knock-out criterion is applied will not benefit from a full assessment**

## 2. After the call

### b) To lighten the quality assessment procedure

Quality assessment less exhaustive

Focus on the core issues per selection criterion

**Thanks for your attention!**

## **INTERREG IVC Programme 3<sup>rd</sup> Monitoring Committee**

Thursday 18 and Friday 19 September 2008

Hôtel de Région  
27 place Jules Guesde, Marseille, France

### **Final DECISION NOTES**

- Chaired by:** Claude Marcori, DIACT, France, and  
Nicolas Grosse, Préfecture de Région Nord-Pas de Calais, France
- Participants:** See Participants List in Annex 1.
- Decision Notes:** INTERREG IVC JTS

#### **1. Opening and approval of the agenda**

**Mrs Marie-Noëlle Lienemann**, Vice-President of the Région Nord-Pas de Calais, and **Mr Christophe Castaner**, Vice-President of the Région Provence-Alpes-Côte d'Azur, welcomed participants and introduced the working session. **Chair** presented the agenda which was approved by the Monitoring Committee..

#### **2. Follow-up of Monitoring Committee's written procedures launched**

**JTS** updated the MC on the results of written procedures launched since the last meeting, with the result that the Annual Report for 2007 has been approved on 27<sup>th</sup> June 2008.

#### **3. Update on signing of the Agreements between MS, MA and CA**

**JTS** presented a table detailing the status of agreements signed between the MA, EU Member States, Norway and Switzerland. The MC was reminded to take all necessary steps to sign the Agreements. Otherwise, partners from these countries would not be able to report any expenditure, either for themselves as partner or for the whole partnership if they are Lead Partner. As soon as the MS sends the signed Agreement to the MA, costs of the partners concerned can be retrospectively reported from the start date of their project.

#### **Summary of discussion:**

- **DE** stated that the agreement is about to be signed.
- **EL** informed that the JTS will receive by letter a description of the system within 10 days.
- **HU** confirmed it has received the JTS document which should be signed and posted back.
- **IT** apologised for the delay but still asked for further clarification on the role, tasks and responsibilities of the 1<sup>st</sup> level control network group.
- **LT** declared that the agreement will be signed and returned to the JTS by the end of September.
- **RO** declared that the agreement will be signed and returned to the JTS by the end of September.

- **PT** provided the JTS with the signed version of the agreement on the day of the meeting. However, an incorrect version of the second level control questionnaire had been signed previously and thus had to be resubmitted.
- **JTS** stated that as long as the agreement is not yet signed, funds cannot be released to partners of projects located in these countries. In case the respective partner is the Lead Partner the whole project can not receive any funds.
- **MA** underlined the afore mentioned statement of the JTS and asked the respective Member States to sign soon the agreements.
- **EC** also hoped that all countries will have signed the agreement soon, in particular with regard to the running capitalisation projects. For instance, Italian partners are leading 3 capitalisation projects.

#### 4. Description of the Management and Control System

**JTS** delivered a presentation on the status of the description of the management and control system. The description was submitted to the EC on 10 September 2008. The compliance assessment of the description by the Audit Authority (AA) was positive with the reservation that some first level control systems descriptions are still missing. In addition, the AA required that besides the LP control confirmation, the individual partner's control confirmations are submitted to the JTS with each progress report and not only for the first one. This requirement leads to a change in the wording of the subsidy contract on page 5, Article 3, paragraph 4.

##### **Decision:**

**MC** approved the change in Article 3 paragraph 4 of the Subsidy Contract.

#### 5. Update of the Operational Programme

**JTS** presented the modifications in the Operational Programme.

##### **Summary of discussion:**

- **NL** proposed to delete the words 'side effect resulting from' in section 4.3 – Agreed.
- **DE** raised the issue of IPs' involvement in the assessment procedure and expressed concerns about the quality of their consultation work during this time-consuming assessment procedure.
- **JTS** answered that the need for consultation is very low once the call for proposals is closed. Moreover, not only does IPs' involvement help to speed up the assessment process, but it also increases the quality of advice delivered during individual consultations.
- **DE** raised the issue of conflict of interest.
- **JTS** explained that this issue is also true for the whole JTS. However, each application is assessed by 3 different assessors and an external expert, in order to avoid any risk.
- **EE** also raised the issue of conflict of interest and asked whether the advising body can also take part in the assessment. Ideally, JTS should concentrate on technical checks and leave the assessment of the content to external experts.
- **JTS** explained that this would imply a complete change of the assessment procedure. Moreover, in 80% of the cases, external experts did agree with JTS.
- **IT** declared its support to DE and EE.
- **IE** stated that this assessment process is transparent and has been tested successfully under INTERREG IIIC, so the need for changing the whole system is not obvious
- **JTS** proposed to shift the final decision on this issue to a latter stage, under item 13.
- **EC** raised the issue of eligibility and rejection of applications and asked for more flexibility.
- **JTS** explained that this specific item is on tomorrow's agenda.

##### **Decision**

**MC** approved the changes in the Operational Programme

## 6. JTS, Information Points and Human Resources

**JTS** presented the complete INTERREG IVC structure (JTS + IP) and explained the main reasons underlying the need for recruiting a 3<sup>rd</sup> assistant on INTERREG IVC, i.e. the unexpectedly high number of questions and applications received together with the weight of the regulatory constraint in general (public tenders, audit and controls). The presentation is attached as Annex 2.

### Decision:

**MC** agreed on the opening of a new position of Assistant to start on 1 January 2009. The selection and recruitment procedure will start in the week following the MC meeting with the publication of the job profile on the INTERREG IVC website.

## 7. Communication

**JTS** presented the programme communication work plan for the 2<sup>nd</sup> semester of 2008, highlighting that all resources will be mobilised to ensure maximum coverage (Annex 3). The main event of this semester will be the annual EU Interregional Cooperation Forum, held on 27 and 28 October in Lille Grand Palais. As agreed in the Communication Plan, a focus on Bulgaria and Romania this year will be translated by prioritising stands or project developers from these countries and inviting their respective National Contact Points to hold national stands. Following this event, Lead Applicant Seminars and National Information Days will be organised by the IPs.

## 8. Update on TA Budget and actual expenditure 2008

**JTS** updated the MC on TA Budget and actual expenditure 2008 underlying that spending targets should be reached by the end of this year, as important payments for items such as the annual EU Interregional Cooperation Forum, the experts for the assessment of applications and Information Points have not been effected yet.

## 9. National Contributions to the Technical Assistance Budget 2007+2008

**JTS** presented a table detailing updated EU Member States' and Partner States' contributions to the TA budget. There are still outstanding national contributions. A reminder was sent on 11 June 2008. Following an update by the CA, on the day of the MC meeting the contribution of 4 MS was still missing. The invoice for the next instalment will be sent at the end of October 2008. The JTS kindly requested the MS to take all necessary steps to ensure regular, timely and full payment of their 2007+ 2008 + 2009 instalments to the TA Budget.

## 10. Financial Control and Audit

**JTS** reminded the MC about the latest developments in the field of first-level control and the positive outcomes of the first-level control networking meeting which was held on 10 June 2008 in Lille. **JTS** summarised the key developments in the audit field, namely the submission and acceptance of the Draft Audit Strategy to the EC, the launch of the tender for the externalisation of the Audit Work as well as the preparation of the next Group of Auditors meeting to take place on 26 November 2008 in Luxembourg. The presentation is attached as Annex 4.

### Summary of discussion:

- **IT** asked clarification about the exact scope of responsibilities of the first-level control group and reassurance that this group is not entitled to take any decision.
- **JTS** underlined the advisory capacity of the first-level control network group. Any decision is taken by the Monitoring Committee.
- **IE** asked whether the Audit Authority could be the contractor of the selected audit firm to ensure transparency and independence.



- **JTS** explained that only the Managing Authority, the Région Nord-Pas de Calais, can contract the audit firm, but based on the GoA decision, thus ensuring full transparency and independence.

## 11. Report on running operations

**JTS** presented a table highlighting the current status of the six approved capitalisation projects. It was added that three of them – ERIK ACTION, PIKE and B3 Regions – have already organised their kick-off meeting with the active participation of the JTS and EC.

### Summary of discussion:

- **SE** asked if the subsidy contract can be signed although the 1<sup>st</sup> level control is not yet in place.

**JTS** answered that the MA is willing to sign the contract; however, a letter was added to specify the restrictions concerning the payments to partners as mentioned under item 2 of agenda.

## 12. Overview of the 1<sup>st</sup> call for proposals: key results

**JTS** presented the key results of the INTERREG IVC 1<sup>st</sup> call for proposals stressing two main issues (Annex 5):

- The high ineligibility rate (94 applications out of 492 were declared ineligible, 19%);
- The large number of low quality applications (357 out of 398 were not recommended, 91.2%).

However, it should be noted that with 35 projects scoring 3.00 and above, about 23% of the total ERDF available for the overall programme – EUR 70 million – would be committed.

**JTS** concluded by underlying the two key challenges to be overcome for the 2<sup>nd</sup> call for proposals:

- The need to reinforce communication on capitalisation projects;
- The need to improve the quality of submitted project proposals.

### Summary of discussion:

- **LU** asked how many projects that have applied had previously benefited from assistance from JTS/IPs.
- **JTS** replied that this specific data is unfortunately not available.
- **MS** if the assessment sheets should be forwarded to the applicants or should remain confidential till the decision on the MC is taken.

### Decision:

**Member States** agreed that the assessment sheets should remain confidential and should not be forwarded to the applicants before the decision is taken by the MC.

## 13. Assessment procedure

**JTS** reminded the MC briefly about the eligibility assessment, before detailing the quality assessment procedure which took place between 12 February and 21 August 2008 (see Annex 6). **JTS** reported that 11 Member States filled in clarification forms and answers were sent back to the MS. Concerning the quality assessment, **JTS** highlighted the following elements::

- IPs were solicited to take part into the assessment procedure (approved by MC2 in Ljubljana)
- External experts provided a thematic analysis on three main issues:
  - Relevance of the theme tackled under Criterion 1 'Relevance of the proposal';
  - Added-value of the expected results under Criterion 3 'Quality of results';
  - Coherence of the partnership under Criterion 5 'Quality of partnership'.
- In more than 85% of the cases, the feed-back of the experts was in line with the assessor's analysis. The 'contradictory cases' were treated case by case and, when justified, the final assessment was modified accordingly. The integration of the external expert's analysis did not lead to any major changes in the final assessment.

- The methodology adopted for quality assessment is a complex process. Several examples of this complexity were presented by JTS who also reminded the MC of the fundamental principle of equal treatment of all applications submitted.

**Summary of discussion:**

- **EE** stated that it was not convinced by the quality of the assessment procedure. On this basis, **EE** argued in favour of a greater involvement of external experts.
- **JTS** indicated that the presentation aimed to provide **MC** with additional information on the whole assessment process. JTS also reminded MC of the past experience of working with external experts. These experts were usually required to provide a full assessment of the applications. This approach was not considered as very successful and explained the new methodology adopted in IVC.
- **DE** also stressed the need to improve the quality of the assessment procedure.
- **IE** reminded **MC** about the successful long-lasting experience of this assessment procedure.

#### 14. Procedure for approval of projects

Chair presented proposal for the procedure for the approval of projects. It was proposed that the Member States in principle take a decision en bloc to approve recommended and to reject not recommended applications. For any application put in opposition for a bloc agreement by a Member States an individual decision should be taken.

**Discussion:**

MS requested to limit the block decision on non-recommended projects up to a certain score and make a decision on the remaining projects.

**Decision:**

Proposal was approved as presented with the limitation of the block decision of non-recommended projects up to a certain score as proposed during the discussion as mentioned above.

#### 15. Approval of Regional Initiative Projects

**JTS** stated that the current wording of the rules of procedures – in particular § 4, No 4, – could be misleading. JTS proposed to amend them, so that no Member State could exert a veto right on the whole project under the current Rules of procedure.

**Summary of discussion:**

- **MC** rejected JTS proposal and agreed on proceeding with project approvals.
- **MC** approved by block decision regional initiative projects having a score of 3.00 and above.
- **MC** decided by block decision to disregard projects having a score of 2.33 and below.
- **MC** could not reach any agreement on the approval of projects scored 2.83, 2.67 and 2.5

**Decision:**

**MC** agreed on approving the 35 recommended projects having a score of 3.00 and above. Together with the results of MC2, 41 cooperation projects amounting to about 23% of the total ERDF – EUR 70 million – were approved. None of the projects having a score below 3.00 was approved.

#### 16. Second call for proposals

##### 16.1. Improvements for the second call

**JTS** delivered a presentation on potential improvements for the second call for proposals (Annex 7).

**Decision:**

**MC**, rejected recommendations made by **JTS**.

#### **16.2. Presentation updated Programme Manual, Application Form and Annexes**

**JTS** presented updated Programme Manual, Application Form and Annexes.

#### **Decision:**

**MC** agreed to prolong the deadline of the running written procedure for the approval of the updated Programme Manual, the Application Form and the Annexes to 10 October 2008.

### **17. Upcoming Agenda**

#### **17.1. 2<sup>nd</sup> INTERREG IVC Partner Search Forum**

The EU Interregional Cooperation Forum will be held on 27-28 October 2008 in Lille Grand Paris. Member States not yet registered were requested to do so a.s.a.p.

#### **17.2. Working Group**

**MC** decided to set up a working group composed of the troika and any Member/Partner State willing to participate. The 1<sup>st</sup> meeting of this advisory working group was set for Friday 26<sup>th</sup> September 2008 in Paris. Among other things, the following themes were put on the agenda with view to finding solutions for the 2<sup>nd</sup> call for proposals:

- Analysing the decision-making procedures on operations and improving MC rules of procedures;
- Improving for the 2<sup>nd</sup> call for proposals.

Based on the outcome of this meeting, a written procedure will be launched with new proposals for approval by the EU Member States and Partner States.

### **18. Update of the MC and NCP contact list**

Members States were requested to check and if needed to update the contact details for the national contact point and the Monitoring Committee. Where regional contact points are also in place, MC members were requested also to update this information. MS are also kindly requested to check and update the information that has been extracted from the first level control questionnaires and published in the country specific information section on the INTERREG IVC website [http://www.interreg4c.net/programme.html#\\_444](http://www.interreg4c.net/programme.html#_444).

### **19. Miscellaneous / End of Meeting**

**Chair** thanked all participants for the fruitful meeting.

**EC** echoed these thanks and the current desk officer announced that his position will be taken over by Mr Jean-Marc Venineaux.

**MA** thanked Chair for his professionalism and support, and thanked **JTS** for their work during assessment period and in preparing this meeting.

## Annexe 04: Progress report





# PROGRESS REPORT

<b>Acronym:</b>	
<b>Project title:</b>	
<b>Index:</b>	
<b>Type of intervention:</b>	
<b>Priority:</b>	
<b>Sub-theme:</b>	
<b>Lead Partner:</b>	

<b>Reporting period:</b>	<b>Start:</b>	Day: <input type="text"/>	Month: <input type="text"/>	Year: <input type="text"/>
	<b>End:</b>	Day: <input type="text"/>	Month: <input type="text"/>	Year: <input type="text"/>

**Colour code**

*white field*

Fields to be completed by Lead Partner

*grey field*

Fields not to be completed or data automatically transferred / calculated from another field

Form to be filled in and returned by post and e-mail to:  
 INTERREG IVC Joint Technical Secretariat  
 Les Arcuriales - 5D  
 45 rue de Tournai  
 59000 Lille, France  
 E-mail: info@interreg4c.eu

## PROGRESS REPORT SUMMARY

*This part of the report provides a synthetic overview of the progress report. Information is inserted automatically, either by transferring data from other parts of the report or through automatic calculations.*

### 1. Summary of the project's achievements so far



**2.4 National co-financing by location of partners/participants**

Rate	Budgeted amount	Previous reports	Current report	Accumulated	%	Remaining
for A (25%)	0,00	0,00	0,00	0,00	0,00	0,00
for B (15%)	0,00	0,00	0,00	0,00	0,00	0,00
for C (50%)	0,00	0,00	0,00	0,00	0,00	0,00
<b>Total</b>	0,00	0,00	0,00	0,00	0,00	0,00

**2.5 Reported expenditure by partner**

*(for mini-programmes incl. expenditure of sub-project participants)*

	Institution	Country	Eligible co-fin. exp.	Exp. not co-financed	Total
<u>LP</u>			0,00 €	0,00 €	0,00 €
<u>P2</u>			0,00 €	0,00 €	0,00 €
<u>P3</u>			0,00 €	0,00 €	0,00 €
<u>P4</u>			0,00 €	0,00 €	0,00 €
<u>P5</u>			0,00 €	0,00 €	0,00 €
<u>P6</u>			0,00 €	0,00 €	0,00 €
<u>P7</u>			0,00 €	0,00 €	0,00 €
<u>P8</u>			0,00 €	0,00 €	0,00 €
<u>P9</u>			0,00 €	0,00 €	0,00 €
<u>P10</u>			0,00 €	0,00 €	0,00 €
<u>P11</u>			0,00 €	0,00 €	0,00 €
<u>P12</u>			0,00 €	0,00 €	0,00 €
<u>P13</u>			0,00 €	0,00 €	0,00 €
<u>P14</u>			0,00 €	0,00 €	0,00 €



	Institution	Country	Eligible co-fin. exp.	Exp. not co-financed	Total
<u>P15</u>			0,00 €	0,00 €	0,00 €
<u>P16</u>			0,00 €	0,00 €	0,00 €
<u>P17</u>			0,00 €	0,00 €	0,00 €
<u>P18</u>			0,00 €	0,00 €	0,00 €
<u>P19</u>			0,00 €	0,00 €	0,00 €
<u>P20</u>			0,00 €	0,00 €	0,00 €
<u>P21</u>			0,00 €	0,00 €	0,00 €
<u>P22</u>			0,00 €	0,00 €	0,00 €
<u>P23</u>			0,00 €	0,00 €	0,00 €
<u>P24</u>			0,00 €	0,00 €	0,00 €
<u>P25</u>			0,00 €	0,00 €	0,00 €
<u>P26</u>			0,00 €	0,00 €	0,00 €
<u>P27</u>			0,00 €	0,00 €	0,00 €
<u>P28</u>			0,00 €	0,00 €	0,00 €
<u>P29</u>			0,00 €	0,00 €	0,00 €
<u>P30</u>			0,00 €	0,00 €	0,00 €
<u>P31</u>			0,00 €	0,00 €	0,00 €
<u>P32</u>			0,00 €	0,00 €	0,00 €

PROGRESS REPORT Checksum: BAFD7322C6E97D25B629B5D6FE8920B

	Institution	Country	Eligible co-fin. exp.	Exp. not co-financed	Total
<u>P33</u>			0,00 €	0,00 €	0,00 €
<u>P34</u>			0,00 €	0,00 €	0,00 €
<u>P35</u>			0,00 €	0,00 €	0,00 €
<u>P36</u>			0,00 €	0,00 €	0,00 €
<u>P37</u>			0,00 €	0,00 €	0,00 €
<u>P38</u>			0,00 €	0,00 €	0,00 €
<u>P39</u>			0,00 €	0,00 €	0,00 €
<u>P40</u>			0,00 €	0,00 €	0,00 €
<u>P41</u>			0,00 €	0,00 €	0,00 €
<u>P42</u>			0,00 €	0,00 €	0,00 €
<u>P43</u>			0,00 €	0,00 €	0,00 €
<u>P44</u>			0,00 €	0,00 €	0,00 €
<u>P45</u>			0,00 €	0,00 €	0,00 €
<u>P46</u>			0,00 €	0,00 €	0,00 €
<u>P47</u>			0,00 €	0,00 €	0,00 €
<u>P48</u>			0,00 €	0,00 €	0,00 €
<u>P49</u>			0,00 €	0,00 €	0,00 €
<u>P50</u>			0,00 €	0,00 €	0,00 €

PROGRESS REPORT Checksum: BAFD7322C6E97D25B629B5D6FE8920B

### 3. Lead Partner control confirmation

Based on our and the project partner controllers' examination, we confirm the following:

1. For this report the total paid and confirmed expenditure amounts to 0,00 €
2. The rules listed in the subsidy contract have been observed, including, but not limited to rules governing the eligibility of expenditure (Article 56 of Regulation (EC) No 1083/2006, Article 7 of Regulation (EC) No 1080/2006, Article 48 to 53 of Regulation (EC) No 1828/2006, relevant national and internal regulations of the partners and rules laid down in the latest version of the INTERREG IVC programme manual).
3. The costs reported in this report refer to activities paid from the date of approval by the Monitoring Committee to the end of the reporting period. Costs reported under the component 'preparation activities' were incurred between 1 January 2007 and the date on which the first version of the application form approved by the Monitoring Committee has been submitted. They were paid out by the end date of the first reporting period.
4. Receipts and payments are accurately recorded in the project's accounting system, expenditure in another currency other than the Euro was correctly converted, assets are properly recorded and amounts are correctly reflected in demands for payment. Any revenues generated were deducted from the eligible expenditure. The necessary audit trail exists for all activities, providing evidence in the form of contracts, invoices and payment records. In case of staff costs, administration costs, the necessary evidence exists in the form of timesheets, listings of costs or formula descriptions and cost calculations.
5. Services, supplies and works have been procured on the basis of proper call for tenders in compliance with European, national, internal or other relevant rules, sound controls have been exerted over the opening of the tenders and all tenders have been fully evaluated before the final decision has been made on the service provider, supplier or works contractor.
6. Progress made has been fully and fairly reflected in the report. There is evidence that the reported activities have taken place, delivery of services and goods, and works are in progress or have been completed. The expenditure exclusively refers to activities listed in the latest approved version of the application form and completed at the latest by the end of the approved finalisation month.
7. The partners have complied with Community rules and policies including publicity, information, equal opportunities, protection of environment, state aid, competition and public procurement.
8. All inputs for the progress report received from the partners were confirmed by an authorised controller in respect of the country specific control requirements as announced on the INTERREG IVC website (in respect of Article 16 of Regulation (EC) No 1080/2006). The partner control confirmations for the expenditure reported by each partner in this report were provided by the project partners and signed by the authorized controllers.
9. The project's activities have started and are implemented in accordance with the stipulations of Article 6 (1) of the subsidy contract.

I hereby confirm that I / the company is independent from the project's activities and financial management and authorized to carry out the control in the EU-Member State/Norway on whose territory the Lead Partner is located.

<b>Place,</b>	
<b>Date,</b>	
<b>Name and title of the controller,</b>	
<b>Signature of the controller,</b>	
<b>Official stamp<sup>1</sup></b>	

<sup>1</sup> If according to internal procedures, a stamp is not used, please state it.



## **Annexe 05: Application pack 2 call**



**Acronym**

**Title of the project**

**Type of intervention**

Type 1: 'Regional Initiative Project'

Type 2: 'Capitalisation Project'

**Colour code**

*white field*

Fields to be completed by Applicant

*grey field*

Fields not to be completed or data automatically transferred / calculated from another field

**The Excel protection must not be removed.  
Damaged Application Forms will be declared ineligible.**

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<u>General Instructions for filling in the application form</u>	
<u>Checklist for submission</u>	INCOMPLETE
<u>Section 1: Project Summary</u>	INCOMPLETE
<u>Section 2: Detailed Description of the Project</u>	INCOMPLETE
<u>2.1 Rationale</u>	INCOMPLETE
<u>2.2 Policy context</u>	INCOMPLETE
<u>2.3 Management and coordination</u>	INCOMPLETE
<u>Section 3: Components</u>	INCOMPLETE
<u>3.0 Component 'Preparation activities'</u>	
<u>3.1 Component 1</u>	INCOMPLETE
<u>3.2 Component 2</u>	INCOMPLETE
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<u>4.1 Budget overview by budget lines and components (in EUR)</u>	INCOMPLETE
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<u>4.3 Specification of budget line 'External expertise and services'</u>	
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<u>Section 5: Partnership</u>	INCOMPLETE

## General Instructions for filling in the application form

This application form is part of the "application pack" for INTERREG IVC applicants. Before filling in this Form, please also read all programme related documents, especially:

- a) the INTERREG IVC **Operational Programme** and
- b) the **programme manual**.

In particular, the programme manual will provide you with further guidance on the way to develop an INTERREG IVC project and to prepare the application form. The two above mentioned documents are available on the programme web site ([www.interreg4c.eu](http://www.interreg4c.eu)).

### **Paper version**

#### Application form

The application form must be completed, printed out, dated, signed by a duly authorised representative of the Lead Partner, and stamped with the stamp of the Lead Partner's institution. It should be sent together with the annexes (co-financing statements) by mail/courier to the INTERREG IVC Joint Technical Secretariat (JTS) at the latest by the end date of the call. This will be checked through the date of postal stamp on the envelope. The JTS address can be found on the programme's web site: [www.interreg4c.eu](http://www.interreg4c.eu)

#### Co-financing statements

Co-financing Statements in original or fax version must be included in the mail sent to the JTS for all partners listed in Section 5 of the application form. The standard form of the co-financing statement available on the Programme website must be used, no amendments to the text are allowed. Any amendments to the text of the form will lead to the ineligibility of the application. The amount of national co-financing indicated in the co-financing statements must be **identical** to the amount indicated for each partner in section 5 of the application form.

### **Electronic version**

An electronic version of the completed application form must be sent by email to the JTS at the latest by the end date of the call at the following address: [application@interreg4c.eu](mailto:application@interreg4c.eu)

The electronic and paper version of the application form must be identical.

### **Technical instructions**

- Applicants are asked to complete only the white fields of this application form. For technical reasons, most of the white fields have been split up into 2 or 3 sub-fields. As soon as the first sub-field is filled in, please continue in the next sub-field.
- Grey fields are not to be completed. For the grey fields, certain information will automatically be transferred to these sections after details are entered in other fields of the application form. Formulae for automatic calculations have been included in the relevant fields. These fields cannot be changed or edited.
- All input fields (white fields) are locked in order to ensure that all applicants have the same amount of space for describing their project and answering the questions. The number of characters (with spaces) is limited to 1000 characters per field. Any text exceeding this space will not be visible in the printout and therefore cannot be taken into account when assessing the operations.
- All input fields must be filled in unless stated otherwise in the instructions field. As different Sections of the application form depend on the type of interventions, it is strongly recommended that the applicants start by selecting the type of intervention they are applying to.
- Certain questions in the application form must be answered by marking a tick-box. When clicking on the box, an arrow will appear. Please click on the arrow and select the option provided in the drop-down field, which will appear on the screen.
- If you want to use a bullet point list in any of the input fields, please press 'Alt+Enter'.
- **If you want to paste and copy information in the document, please select the content of the cell and not the cell itself.**

**Application forms with error messages or with uncompleted sections will automatically be declared ineligible.**



## Checklist for submission

Please make sure that you have fulfilled the requirements listed below before submitting the documents.

1. The electronic version of the completed application form is submitted via e-mail to application@interreg4c.eu by the end date of the call at the latest.
2. The paper version of the completed application form and the relevant annexes (co-financing statements) is sent to the JTS in Lille by the end date of the call at the latest (proof of the sending date has to be provided).
3. The electronic and paper versions of the application are identical.
4. All documents are in the working language of the programme (English).
5. The paper version includes the completed application form and the relevant annexes (co-financing statements) in one single package/envelope.
6. The paper version is not bound in order to ease later photocopying for the JTS.
7. Co-financing statements in original or fax version are submitted for all partners including the Lead partner. They are dated and signed by hand. The standard form presented in the programme manual has been used and besides the fields to be filled no amendments to the text have been made. The information in the fields to be filled (acronym, title, name of institution, partner no and co-financing amount) corresponds exactly to the information provided in the application form.
8. All partners participating in the operation, i.e. including partners from third countries, are listed in section 5 of the application form with their institution's name in original and English languages.
9. The application form is dated and signed by hand by a duly authorised representative of the Lead Partner.
10. The application form is dated and if available stamped.
11. The applicant has verified the compliance of the application with the eligibility criteria of the INTERREG IVC programme described in the programme manual.
12. The applicant has verified that all fields have been filled in and no error messages appear.

**Section 1: Project Summary****1.1 Acronym:****1.2 Title of the project:****1.3 Type of intervention:****1.4 Duration**

Please indicate when the operation will start and finalise its activities. Concerning the start date, the following elements should be taken into consideration. Projects should be ready to start their implementation as soon as possible after the decision of the IVC Monitoring Committee and in any case within a maximum of two months from the date of decisions. Decisions on projects are expected to be taken within eight months after the end date of each call. For the recommended duration of projects, please refer to the programme manual.

Start: beginning of Closure: end of TOTAL N°MONTHS: **1.5 Sub-theme selected:**

Please select the sub-theme the project focuses on. Please note that only one sub-theme can be chosen.

**Priority:**

**Sub-theme:**

**1.6 Brief summary of the project**

*Please provide a brief summary of the project's background, objectives, partnership, main activities and expected outputs and results. It is strongly advised that this field is filled in after the entire Application Form has been completed. Should the project be approved, this summary will be published on the programme's website. Thus, it should be clear, self-explanatory and without references to other parts of the Application Form or to other documents.*

## 1.7 Partnership information

Number of partners not financed under INTERREG

Number of partners financed under INTERREG IVC

IVC

Austria:	0
Belgium:	0
Bulgaria:	0
Cyprus:	0
Czech Republic:	0
Denmark:	0
Estonia:	0
Finland:	0
France:	0
Germany:	0
Greece:	0
Hungary:	0
Ireland:	0
Italy:	0
Latvia:	0
Lithuania:	0
Luxembourg:	0
Malta:	0
Netherlands:	0
Poland:	0
Portugal:	0
Romania:	0
Slovak Republic:	0
Slovenia:	0
Spain:	0
Sweden:	0
United Kingdom:	0
<b>Total:</b>	<b>0</b>
Norway:	0

EU-MS:	0
Switzerland:	0
Others:	0

**Total number of partners:**

Overview of project partners (details of the partnership have to be filled in in Section 5)

LP	Institution	country	Partner budget			TOTAL:
			ERDF Funding:	EU Nat. Cofi	Other:	
			0,00 €	0,00 €	0,00 €	0,00 €
<u>P2</u>			ERDF Funding: 0,00 €	EU Nat. Cofi 0,00 €	Other: 0,00 €	TOTAL: 0,00 €
<u>P3</u>			ERDF Funding: 0,00 €	EU Nat. Cofi 0,00 €	Other: 0,00 €	TOTAL: 0,00 €
<u>P4</u>			ERDF Funding: 0,00 €	EU Nat. Cofi 0,00 €	Other: 0,00 €	TOTAL: 0,00 €

Acronym:

<u>P5</u>			ERDF Funding: 0,00 €	EU Nat. Cofi 0,00 €	Other: 0,00 €	TOTAL: 0,00 €
<u>P6</u>			ERDF Funding: 0,00 €	EU Nat. Cofi 0,00 €	Other: 0,00 €	TOTAL: 0,00 €
<u>P7</u>			ERDF Funding: 0,00 €	EU Nat. Cofi 0,00 €	Other: 0,00 €	TOTAL: 0,00 €
<u>P8</u>			ERDF Funding: 0,00 €	EU Nat. Cofi 0,00 €	Other: 0,00 €	TOTAL: 0,00 €
<u>P9</u>			ERDF Funding: 0,00 €	EU Nat. Cofi 0,00 €	Other: 0,00 €	TOTAL: 0,00 €
<u>P10</u>			ERDF Funding: 0,00 €	EU Nat. Cofi 0,00 €	Other: 0,00 €	TOTAL: 0,00 €
<u>P11</u>			ERDF Funding: 0,00 €	EU Nat. Cofi 0,00 €	Other: 0,00 €	TOTAL: 0,00 €
<u>P12</u>			ERDF Funding: 0,00 €	EU Nat. Cofi 0,00 €	Other: 0,00 €	TOTAL: 0,00 €
<u>P13</u>			ERDF Funding: 0,00 €	EU Nat. Cofi 0,00 €	Other: 0,00 €	TOTAL: 0,00 €
<u>P14</u>			ERDF Funding: 0,00 €	EU Nat. Cofi 0,00 €	Other: 0,00 €	TOTAL: 0,00 €
<u>P15</u>			ERDF Funding: 0,00 €	EU Nat. Cofi 0,00 €	Other: 0,00 €	TOTAL: 0,00 €
<u>P16</u>			ERDF Funding: 0,00 €	EU Nat. Cofi 0,00 €	Other: 0,00 €	TOTAL: 0,00 €
<u>P17</u>			ERDF Funding: 0,00 €	EU Nat. Cofi 0,00 €	Other: 0,00 €	TOTAL: 0,00 €
<u>P18</u>			ERDF Funding: 0,00 €	EU Nat. Cofi 0,00 €	Other: 0,00 €	TOTAL: 0,00 €
<u>P19</u>			ERDF Funding: 0,00 €	EU Nat. Cofi 0,00 €	Other: 0,00 €	TOTAL: 0,00 €

Acronym:

<u>P20</u>			ERDF Funding: 0,00 €	EU Nat. Cofi 0,00 €	Other: 0,00 €	TOTAL: 0,00 €
<u>P21</u>			ERDF Funding: 0,00 €	EU Nat. Cofi 0,00 €	Other: 0,00 €	TOTAL: 0,00 €
<u>P22</u>			ERDF Funding: 0,00 €	EU Nat. Cofi 0,00 €	Other: 0,00 €	TOTAL: 0,00 €
<u>P23</u>			ERDF Funding: 0,00 €	EU Nat. Cofi 0,00 €	Other: 0,00 €	TOTAL: 0,00 €
<u>P24</u>			ERDF Funding: 0,00 €	EU Nat. Cofi 0,00 €	Other: 0,00 €	TOTAL: 0,00 €
<u>P25</u>			ERDF Funding: 0,00 €	EU Nat. Cofi 0,00 €	Other: 0,00 €	TOTAL: 0,00 €
<u>P26</u>			ERDF Funding: 0,00 €	EU Nat. Cofi 0,00 €	Other: 0,00 €	TOTAL: 0,00 €
<u>P27</u>			ERDF Funding: 0,00 €	EU Nat. Cofi 0,00 €	Other: 0,00 €	TOTAL: 0,00 €
<u>P28</u>			ERDF Funding: 0,00 €	EU Nat. Cofi 0,00 €	Other: 0,00 €	TOTAL: 0,00 €
<u>P29</u>			ERDF Funding: 0,00 €	EU Nat. Cofi 0,00 €	Other: 0,00 €	TOTAL: 0,00 €
<u>P30</u>			ERDF Funding: 0,00 €	EU Nat. Cofi 0,00 €	Other: 0,00 €	TOTAL: 0,00 €
<u>P31</u>			ERDF Funding: 0,00 €	EU Nat. Cofi 0,00 €	Other: 0,00 €	TOTAL: 0,00 €
<u>P32</u>			ERDF Funding: 0,00 €	EU Nat. Cofi 0,00 €	Other: 0,00 €	TOTAL: 0,00 €
<u>P33</u>			ERDF Funding: 0,00 €	EU Nat. Cofi 0,00 €	Other: 0,00 €	TOTAL: 0,00 €
<u>P34</u>			ERDF Funding: 0,00 €	EU Nat. Cofi 0,00 €	Other: 0,00 €	TOTAL: 0,00 €

Acronym:

<u>P35</u>			ERDF Funding: 0,00 €	EU Nat. Cofi 0,00 €	Other: 0,00 €	TOTAL: 0,00 €
<u>P36</u>			ERDF Funding: 0,00 €	EU Nat. Cofi 0,00 €	Other: 0,00 €	TOTAL: 0,00 €
<u>P37</u>			ERDF Funding: 0,00 €	EU Nat. Cofi 0,00 €	Other: 0,00 €	TOTAL: 0,00 €
<u>P38</u>			ERDF Funding: 0,00 €	EU Nat. Cofi 0,00 €	Other: 0,00 €	TOTAL: 0,00 €
<u>P39</u>			ERDF Funding: 0,00 €	EU Nat. Cofi 0,00 €	Other: 0,00 €	TOTAL: 0,00 €
<u>P40</u>			ERDF Funding: 0,00 €	EU Nat. Cofi 0,00 €	Other: 0,00 €	TOTAL: 0,00 €

Acronym:

**1.8 Project budget (in EUR)** (based on the partner budget described in Section 5)

	Amount
ERDF Funding	0,00 €
National Public Co-financing	0,00 €
<b>Total budget eligible to ERDF</b>	<b>0,00 €</b>
Norwegian Funding	0,00 €
Norwegian Co-financing	0,00 €
<b>Total Budget Norway</b>	<b>0,00 €</b>
<b>INTERREG IVC BUDGET</b>	<b>0,00 €</b>
Other funding	0,00 €
<b>TOTAL BUDGET</b>	<b>0,00 €</b>

**1.9 Lead Partner confirmation**

By signing the Application Form the Lead Partner hereby confirms that

- the project neither in whole nor in part has or will receive any other complementary EU funding (except for the funding indicated in this Application form) during the whole duration of the project.
- the project is in line with the relevant EU and national legislation and policies of the countries involved.
- all partners in the partnership receiving funding from the INTERREG IVC programme (ERDF or Norwegian funding) fulfil the criterion of a public body or a body governed by public law as defined in the Programme Manual.
- all partners described in Section 5 of the Application Form are committed to taking part in the projects' activities
- the information is accurate and true to the best knowledge of the Lead Partner

Signature of the Lead Partner	Official stamp of the Lead Partner's institution if available
Application form is incomplete or contains Error messages.	Application form is incomplete or contains Error messages.
Name of the signatory	
Title of the signatory	
Lead Partner's institution	
Date of signature	



**Section 2: Detailed Description of the Project**

**2.1 Rationale**

**2.1.1 Brief history of the project**

*Please describe how the project idea and partnership was developed and how the partners were involved in developing the project proposal.*

Acronym:

**2.1.2 Problem description / issue addressed**

*Please describe what problem(s) and/or issue(s) the project will address. Explain the background of the problem(s) / issue(s) and their relevance to the partnership and the INTERREG IVC programme. Please justify the choice of the selected sub-theme.*

Acronym:

**2.1.3 Objectives of the project**

*Please describe the overall objective and sub-objectives of the project.*

Acronym:

**2.1.4 Expected outputs and results of the project**

a) Please describe the outputs and results the project intends to produce. For further information, please refer to the Programme Manual.

( **Outputs** are tangible deliverables and visible outcomes or products of the project. They directly result from the activities carried out in the project. Output indicators are typically measured in concrete units such as number of seminars, study visits, conferences, participants, publications, good practices identified, policies addressed. **Results** are direct and immediate effects resulting from the project and from the production of the outputs. Compared to outputs, results imply a qualitative value. They should be also measured in concrete units such as the number of staff with increased capacity, the number of good practices successfully transferred, the number of policies improved.)

Acronym:

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b) Please explain the innovative character of the expected results. In particular, for projects deriving from past INTERREG experiences (follow-up projects), please clarify the added-value of these results compared to the achievements of the previous experience.

Acronym:

**Field depends on Type of intervention (cover sheet), please select**

*Field depends on Type of intervention (cover sheet), please select*

**2.1.6 Approach and methodology**

*Please describe the approach and the methodology (e.g. sequence, combination and interrelation between the activities; logic behind the different Components) proposed to achieve the project's objectives and to produce the intended outputs and results.*

Acronym:

### 2.1.7 Components of the project

Activities have to be organised logically into a certain number of components. The description of these components is provided in section 3 of the application form. For further information on the components, please refer to the programme manual.

Acronym:

Component 'Preparation Activities'	Title	Preparation activities
	Responsible partner	
Component 1	Title	Management and coordination
	Responsible partner	
	Planned results	A well managed project reaching its objectives, without serious conflict between the partners, without irregularities and with smooth reporting to the programme
Component 2	Title	Communication and dissemination
	Responsible partner	
	Planned results	
Component 3	Title	Field depends on Type of intervention (cover sheet), please select
	Responsible partner	
	Planned results	
Component 4	Title	
	Responsible partner	
	Planned results	
Component 5	Title	
	Responsible partner	
	Planned results	

**2.1.8 Durability of the project results**

*Please describe how the durability of the project's achievements will be ensured. How, when and by whom will the outputs be used and how will they be maintained after the end of the project? How will the results/impacts of the project be sustained?*

Acronym:



**2.2 Policy context**

**2.2.1 Contribution to the programme's objectives and to the Lisbon and Gothenburg agendas**

*Please describe how the project will help to achieve the objectives of the INTERREG IVC programme and contribute to the Lisbon and Gothenburg agendas. What added value will interregional cooperation bring in this context?*

Acronym:

**Field depends on type of intervention (cover sheet), please select one.**

*For the Capitalisation Projects, please explain how, in each participating region, the relevant bodies responsible for the Operational Programme will be involved? These explanations will be complementary to the information provided in section 5 ('Relevance of the partner'). For further information, please refer to the programme manual.*

Acronym:

Empty grey rectangular area for input.

Empty grey rectangular area for input.

Empty grey rectangular area for input.

Empty light green rectangular area for input.

2.2.3 Consistency of the project with EU horizontal policies

a) Equal opportunities

Please state if the project will:

- have its main focus on equal opportunities
- be positive in terms of equal opportunities
- be neutral in terms of equal opportunities

b) Environmental sustainability

Please state if the project will:

- have its main focus on environmental sustainability
- be positive in terms of environmental sustainability
- be neutral in terms of environmental sustainability

c) Consistency of the project's theme with EU horizontal policies

*Please explain how the theme tackled by your project will address directly or indirectly each of the two EU horizontal policies.*

**d) Consistency of the project's implementation with EU horizontal policies**

*Please explain how the day-to-day implementation of your project may address equal opportunities and how it may impact the environment.*

Acronym:

## 2.3 Management and coordination

### 2.3.1 Coordination

a) Will coordination be sub-contracted?

b) Details of the coordinator

Name			
Institution			
Address			
Postal code			
Town			
Country			
Phone (office)		(mobile)	
Fax			
Email			

### c) Management and coordination

*Please describe the main coordination tasks and the way the day-to-day management of the project will be organised.*

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Acronym:

**2.3.2 Financial management**

a) Will financial management be sub-contracted?

b) Details of the Financial Manager

Name			
Institution			
Address			
Postal code			
Town			
Country			
Phone (office)		(mobile)	
Fax			
Email			

**c) Financial management**

*Please describe the main tasks of the financial manager and the way the day-to-day financial management of the project will be organised.*

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Acronym:

**2.3.3 Strategic level**

*Please describe the decision-making, monitoring and evaluation structure of the project, including the composition of the steering group, its competences and procedures.*

Acronym:

**2.3.4 Roles and tasks among the partners**

*Please describe if there is any division of roles and tasks among the partners as far as coordination is concerned (e.g. partners responsible for administrative and/or financial tasks, components and/or activities).*

Acronym:



### Section 3: Components

#### 3.0 Component 'Preparation activities'

Title	Preparation activities
Total eligible costs	0,00 €
Responsible partner	

Please describe the preparation activities which have taken place

#### 3.1 Component 1

##### 3.1.1 Component main features

Title	Management and coordination	
Total eligible costs	0,00 €	
Responsible partner		
Planned results	A well managed project reaching its objectives, without serious conflict between the partners, without irregularities and with smooth reporting to the programme	
Output indicators	Indicators	Target
	Average number of Steering Committee (SC) meetings organised per year	

##### 3.1.2 Component general description

Information on the way the management and coordination will be carried out has to be provided in section 2.3 of the Application Form.

Acronym:

### 3.1.3 Detailed work plan

Please describe as precisely as possible the activities planned per semester as well as the related outputs. Outputs should be quantified and in line with the information provided in sections 2.1.4 and 3.2.1 of the application (if no activities and outputs are planned in a semester, please indicate 'not applicable' in the relevant fields).

Acronym:

Activities  
Jan-Jun 2008

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Output(s)

--

Activities  
Jul-Dec 2008

--

Output(s)

--

Activities  
Jan-Jun 2009

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Output(s)

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Activities  
Jul-Dec 2009

Output(s)

Activities  
Jan-Jun 2010

Output(s)

Activities  
Jul-Dec 2010

Output(s)

Acronym:

Activities  
Jan-Jun 2011

Output(s)

Activities  
Jul-Dec 2011

Output(s)

Activities  
Jan-Jun 2012

Output(s)

Acronym:

Activities  
Jul-Dec 2012

Output(s)

Activities  
Jan-Jun 2013

Output(s)

Activities  
Jul-Dec 2013

Output(s)

Acronym:

Acronym:

Activities  
Jan-Jun 2014

Output(s)

Activities  
Jul-Dec 2014

Output(s)

<b>3.2 Component 2</b>		Acronym:	
3.2.1 Component main features			
Title	Communication and dissemination		
Total eligible costs	0,00 €		
Responsible partner			
Planned results			
Output indicators	<b>Indicators</b>		<b>Target</b>
	N° of press releases disseminated		
	N° of brochures created		
	N° of copies of brochure disseminated		
	N° of newsletters created		
	N° of copies of newsletters disseminated		
	N° of dissemination events organised		
	N° of other events participated in		
Possible additional output indicators			
Result indicators	<b>Indicators</b>	<b>Target</b>	
	N° of articles/appearances in press and media		
	Estimated n° of participants in events		
	Average n° of visits per month on operation's website		
Possible additional result indicators			

**3.2.2 Component general description**

*Please describe the content of this component in further detail (e.g. issue tackled, proposed approach, nature of the planned activities). For further information on the components, please refer to the programme manual.*

Acronym:



### 3.2.3 Detailed work plan

Please describe as precisely as possible the activities planned per semester as well as the related outputs. Outputs should be quantified and in line with the information provided in sections 2.1.4 and 3.2.1 of the application (if no activities and outputs are planned in a semester, please indicate 'not applicable' in the relevant fields).

Acronym:

Activities  
Jan-Jun 2008

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Output(s)

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Activities  
Jul-Dec 2008

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Output(s)

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Activities  
Jan-Jun 2009

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Output(s)

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Activities  
Jul-Dec 2009

Output(s)

Activities  
Jan-Jun 2010

Output(s)

Activities  
Jul-Dec 2010

Output(s)

Acronym:

Activities  
Jan-Jun 2011

Output(s)

Activities  
Jul-Dec 2011

Output(s)

Activities  
Jan-Jun 2012

Output(s)

Acronym:

Activities  
Jul-Dec 2012

Output(s)

Activities  
Jan-Jun 2013

Output(s)

Activities  
Jul-Dec 2013

Output(s)

Acronym:

Acronym:

Activities  
Jan-Jun 2014

Output(s)

Activities  
Jul-Dec 2014

Output(s)

3.3 Component 3		Acronym:	
3.3.1 Component main features			
Title	Field depends on Type of intervention (cover sheet), please select		
Total eligible costs	0,00 €		
Responsible partner			
Planned results			
Output indicators	Indicators		
	Target		
	N° of interregional events (seminars, workshops, study visits, etc.) organised by the project to exchange experience		
	Total N° of participants in all these interregional events		
	Field depends on Type of intervention (cover sheet), please select		
Possible additional output indicators	N° of regional/local policies and instruments addressed in the field tackled by the operation		
Result indicators	Indicators		
	Target		
	N° of staff members with increased capacity (awareness / knowledge / skills) resulting from the exchange of experience at interregional events		
	Field depends on Type of intervention (cover sheet), please select		
	Field depends on Type of intervention (cover sheet), please select		
Possible additional result indicators	Field depends on Type of intervention (cover sheet), please select		
	N° of regional/local policies and instruments improved in the field tackled by the operation		

### 3.3.2 Component general description

*Please describe the content of this component in further detail (e.g. issue tackled, proposed approach, nature of the planned activities). For further information on the components, please refer to the programme manual.*

Acronym:

### 3.3.3 Detailed work plan

Please describe as precisely as possible the activities planned per semester as well as the related outputs. Outputs should be quantified and in line with the information provided in sections 2.1.4 and 3.3.1 of the application (if no activities and outputs are planned in a semester, please indicate 'not applicable' in the relevant fields).

Acronym:

Activities  
Jan-Jun 2008

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Output(s)

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Activities  
Jul-Dec 2008

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Output(s)

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Activities  
Jan-Jun 2009

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Output(s)

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Activities  
Jul-Dec 2009

Output(s)

Activities  
Jan-Jun 2010

Output(s)

Activities  
Jul-Dec 2010

Output(s)

Acronym:

Activities  
Jan-Jun 2011

Output(s)

Activities  
Jul-Dec 2011

Output(s)

Activities  
Jan-Jun 2012

Output(s)

Acronym:

Activities  
Jul-Dec 2012

Output(s)

Activities  
Jan-Jun 2013

Output(s)

Activities  
Jul-Dec 2013

Output(s)

Acronym:

Acronym:

Activities  
Jan-Jun 2014

Output(s)

Activities  
Jul-Dec 2014

Output(s)

### 3.4 Component 4

*As the fields below depend on the type of intervention selected, please choose this type on the cover page of the Application Form*

#### 3.4.1 Component main features

Title		
Total eligible costs	0,00 €	
Responsible partner		
Planned results		
Output indicators	Indicators	Target
Result indicators	Indicators	Target

Acronym:

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These fields depend on type of intervention, please select one.

*Please describe the content of this component in further detail (e.g. issues to be tackled, proposed approach, nature of the planned activities). For further information on the components, please refer to the programme manual.*

Acronym:

### 3.4.3 Detailed work plan

Please describe as precisely as possible the activities planned per semester as well as the related outputs. Outputs should be quantified and in line with the information provided in sections 2.1.4 and 3.3.1 of the application (if no activities and outputs are planned in a semester, please indicate 'not applicable' in the relevant fields).

Acronym:

Activities  
Jan-Jun 2008

--

Output(s)

--

Activities  
Jul-Dec 2008

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Output(s)

--

Activities  
Jan-Jun 2009

--

Output(s)

--

Acronym:

Activities  
Jul-Dec 2009

Output(s)

Activities  
Jan-Jun 2010

Output(s)

Activities  
Jul-Dec 2010

Output(s)



Activities  
Jan-Jun 2011

Output(s)

Activities  
Jul-Dec 2011

Output(s)

Activities  
Jan-Jun 2012

Output(s)

Acronym:

Activities  
Jul-Dec 2012

Output(s)

Activities  
Jan-Jun 2013

Output(s)

Activities  
Jul-Dec 2013

Output(s)

Acronym:

Acronym:

Activities  
Jan-Jun 2014

Output(s)

Activities  
Jul-Dec 2014

Output(s)

### 3.5 Component 5

*As the fields below depend on the type of intervention selected, please choose this type on the cover page of the Application Form*

#### 3.5.1 Component main features

Title		
Total eligible costs	0,00 €	
Responsible partner		
Planned results		
Output indicators	Indicators	Target
Result indicators	Indicators	Target

Acronym:

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These fields depend on type of intervention, please select one.

*Please describe the content of this component in further detail (e.g. issues tackled, proposed approach, nature of the planned activities). For further information on the components, please refer to the programme manual.*

Acronym:

### 3.5.3 Detailed work plan

*Please describe as precisely as possible the activities planned per semester as well as the related outputs. Outputs should be quantified and in line with the information provided in sections 2.1.4 and 3.5.1 of the application (if no activities and outputs are planned in a semester, please indicate 'not applicable' in the relevant fields).*

Acronym:

Activities Jan-Jun 2008	
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Output(s)	
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Activities Jul-Dec 2008	
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Output(s)	
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Activities Jan-Jun 2009	
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Output(s)	
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Activities  
Jul-Dec 2009

Output(s)

Activities  
Jan-Jun 2010

Output(s)

Activities  
Jul-Dec 2010

Output(s)

Acronym:

Activities  
Jan-Jun 2011

Output(s)

Activities  
Jul-Dec 2011

Output(s)

Activities  
Jan-Jun 2012

Output(s)

Acronym:



Activities  
Jul-Dec 2012

Output(s)

Activities  
Jan-Jun 2013

Output(s)

Activities  
Jul-Dec 2013

Output(s)

Acronym:

Acronym:

Activities  
Jan-Jun 2014

Output(s)

Activities  
Jul-Dec 2014

Output(s)

## Section 4: Budget

### 4.1 Budget overview by budget lines and components (in EUR)

Please provide a detailed budget by budget line and component for the partners from the EU-MS and Norway to be financed under INTERREG IVC. The amounts for the budget categories "External expertise and services" and "Equipment" have to be provided under Sections 4.3 and 4.4. Figures reported under these sections will automatically be transferred into the table below.

For further information concerning the definition of budget lines and components, please refer to the programme manual.

	Preparation activities	CP1	CP2	CP3	CP4	CP5	TOTAL per budget line	
		Management and coordination	Communication and dissemination	Field depends on Type of intervention (cover sheet), please select			EUR	%
Staff	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00 %
Administration	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00 %
Travel and accommodation	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00 %
External expertise and services (see 4.3)	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00 %
Equipment (see 4.4)	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00 %
Sub-projects					0,00	0,00	0,00	0,00 %
<b>TOTAL per CP</b>	<b>EUR</b>	0,00	0,00	0,00	0,00	0,00	0,00	100 %
	<b>%</b>	0,00 %	0,00 %	0,00 %	0,00 %	0,00 %	0,00 %	100 %

### 4.2 Payment forecast

Please provide in the table below the expected amounts to be paid and reported by semester.

	Jan-Jun 2008	Jul-Dec 2008	Jan-Jun 2009	Jul-Dec 2009	Jan-Jun 2010	Jul-Dec 2010	Jan-Jun 2011
EUR	0,00	0,00	0,00	0,00	0,00	0,00	0,00
%	0,00 %	0,00 %	0,00 %	0,00 %	0,00 %	0,00 %	0,00 %
	Jul-Dec 2011	Jan-Jun 2012	Jul-Dec 2012	Jan-Jun 2013	Jul-Dec 2013	Jan-Jun 2014	Jul-Dec 2014
EUR	0,00	0,00	0,00	0,00	0,00	0,00	0,00
%	0,00 %	0,00 %	0,00 %	0,00 %	0,00 %	0,00 %	0,00 %
<b>Total</b>	<b>0,00</b>						

Preparation costs to be added in first reporting period

**4.3 Specification of budget line 'External expertise and services'**

Acronym:

	Description of external expertise / services to be contracted. Please be as precise as possible on the nature of the expertise required (if necessary, two lines can be used for the description of the same cost).	Contracting partner N°	Partners N° with whom costs are to be shared (if applicable)	Amount (EUR)
Preparation				
Sub-total				0,00
Component 1				
Sub-total				0,00
Component 2				
Sub-total				0,00

Acronym:

Description of external expertise / services to be contracted. Please be as precise as possible on the nature of the expertise required (if necessary, two lines can be used for the description of the same cost).				Contracting partner N°	Partners N° with whom costs are to be shared (if applicable)	Amount (EUR)
Component 3						
Sub-total						0,00
Component 4						
Sub-total						0,00

Acronym:

	Description of external expertise / services to be contracted. Please be as precise as possible on the nature of the expertise required (if necessary, two lines can be used for the description of the same cost).	Contracting partner N°	Partners N° with whom costs are to be shared (if applicable)	Amount (EUR)
Component 5				
Sub-total				0,00
<b>Total</b>				<b>0,00</b>

**4.4 Specification of budget line 'Equipment'**

Acronym:

	Description of 'Equipment'. Please be as precise as possible on the nature of the equipment and number required.	Contracting partner N°	Amount (EUR)
Preparation			
Sub-total			0,00
Component 1			
Sub-total			0,00
Component 2			
Sub-total			0,00

Acronym:

Description of 'Equipment'. Please be as precise as possible on the nature of the equipment and number required.			Contracting partner N°	Amount (EUR)
Component 3				
Sub-total				0,00
Component 4				
Sub-total				0,00
Component 5				
Sub-total				0,00
Sub-total				0,00
<b>Total</b>				<b>0,00</b>



**Section 5: Partnership****Contact details of the Lead Partner**

Institution (original language)			
Institution (EN)			
Legal status			
Address			
Postal code			
Town			
Country			
NUTS Level 1 *			
NUTS Level 2 *			
NUTS Level 3 *			
Phone (office)		(mobile)	
Fax			
Email			
Website			
Contact person			
Independent financial controller	Please indicate the way you plan to carry out the first level control. Please refer to the country specific information section on the INTERREG IVC website for further details concerning the country specific requirements for first level control. If already known (and selection is not subject to public procurement), the contact details of the independent controller should be provided. Otherwise, just indicate the type of controller and procedure for selection.		

**Bank details**

Bank name			
Address			
Postal code			
Town			
Country			
IBAN			
SWIFT code			
Internal reference			
Holder of the account			

**Partner budget (in EUR)**

ERDF co-financing rate:	0%
Total amount:	0,00 €
ERDF Funding:	0,00 €
EU National Co-financing:	0,00 €

*Please describe the relevance of this partner in the proposed project: What are the partner's competences and experiences in the field tackled? How will the partner contribute to the content of the cooperation and benefit from it? What is the capacity of the partner to directly influence local / regional policies? In the case of a Norwegian Lead Partner, please justify the reason why this partner has to be the Lead Partner.*

Acronym:

*Please describe the previous experience of the partner in interregional cooperation and Structural Funds financed projects (if any).*

\* The postal address of the partner determines the selection of the NUTS levels.  
A list to all NUTS levels is available under [http://ec.europa.eu/eurostat/ramon/nuts/codelist\\_en.cfm?list=nuts](http://ec.europa.eu/eurostat/ramon/nuts/codelist_en.cfm?list=nuts)

**Contact details of partner 2**

Institution (original language)			
Institution (EN)			
Legal status			
Address			
Postal code			
Town			
Country			
NUTS Level 1			
NUTS Level 2			
NUTS Level 3			
Phone (office)		(mobile)	
Fax			
Email			
Website			
Contact person			
Independent financial controller	<p>Please indicate the way you plan to carry out the first level control. Please refer to the country specific information section on the INTERREG IVC website for further details concerning the country specific requirements for first level control. If already known (and selection is not subject to public procurement), the contact details of the independent controller should be provided. Otherwise, just indicate the type of controller and procedure for selection.</p>		

**Partner budget (in EUR)**

ERDF co-financing rate:	0%
<b>Total amount:</b>	0,00 €
ERDF Funding:	0,00 €
EU National Co-financing:	0,00 €

*Please describe the relevance of this partner in the proposed project: What are the partner's competences and experiences in the field tackled? What is the capacity of the partner to directly influence local / regional policies? How will the partner contribute to the content of the cooperation and benefit from it?*

Acronym:

*Please describe the previous experience of the partner in interregional cooperation and Structural Funds financed projects (if any).*

**Contact details of partner 3**

Institution (original language)			
Institution (EN)			
Legal status			
Address			
Postal code			
Town			
Country			
NUTS Level 1			
NUTS Level 2			
NUTS Level 3			
Phone (office)		(mobile)	
Fax			
Email			
Website			
Contact person			
Independent financial controller	<p>Please indicate the way you plan to carry out the first level control. Please refer to the country specific information section on the INTERREG IVC website for further details concerning the country specific requirements for first level control. If already known (and selection is not subject to public procurement), the contact details of the independent controller should be provided. Otherwise, just indicate the type of controller and procedure for selection.</p>		

**Partner budget (in EUR)**

ERDF co-financing rate:	0%
<b>Total amount:</b>	0,00 €
ERDF Funding:	0,00 €
EU National Co-financing:	0,00 €

*Please describe the relevance of this partner in the proposed project: What are the partner's competences and experiences in the field tackled? What is the capacity of the partner to directly influence local / regional policies? How will the partner contribute to the content of the cooperation and benefit from it?*

Acronym:

*Please describe the previous experience of the partner in interregional cooperation and Structural Funds financed projects (if any).*

**Contact details of partner 4**

Institution (original language)			
Institution (EN)			
Legal status			
Address			
Postal code			
Town			
Country			
NUTS Level 1			
NUTS Level 2			
NUTS Level 3			
Phone (office)		(mobile)	
Fax			
Email			
Website			
Contact person			
Independent financial controller	<p><i>Please indicate the way you plan to carry out the first level control. Please refer to the country specific information section on the INTERREG IVC website for further details concerning the country specific requirements for first level control. If already known (and selection is not subject to public procurement), the contact details of the independent controller should be provided. Otherwise, just indicate the type of controller and procedure for selection.</i></p>		

**Partner budget (in EUR)**

ERDF co-financing rate:	0%
Total amount:	0,00 €
ERDF Funding:	0,00 €
EU National Co-financing:	0,00 €

*Please describe the relevance of this partner in the proposed project: What are the partner's competences and experiences in the field tackled? What is the capacity of the partner to directly influence regional / local policies? How will the partner contribute to the content of the cooperation and benefit from it?*

Acronym:

*Please describe the previous experience of the partner in interregional cooperation and Structural Funds financed projects (if any).*



**Contact details of partner 5**

Institution (original language)			
Institution (EN)			
Legal status			
Address			
Postal code			
Town			
Country			
NUTS Level 1			
NUTS Level 2			
NUTS Level 3			
Phone (office)		(mobile)	
Fax			
Email			
Website			
Contact person			
Independent financial controller	<p><i>Please indicate the way you plan to carry out the first level control. Please refer to the country specific information section on the INTERREG IVC website for further details concerning the country specific requirements for first level control. If already known (and selection is not subject to public procurement), the contact details of the independent controller should be provided. Otherwise, just indicate the type of controller and procedure for selection.</i></p>		

**Partner budget (in EUR)**

ERDF co-financing rate:	0%
Total amount:	0,00 €
ERDF Funding:	0,00 €
EU National Co-financing:	0,00 €

*Please describe the relevance of this partner in the proposed project: What are the partner's competences and experiences in the field tackled? What is the capacity of the partner to directly influence regional / local policies? How will the partner contribute to the content of the cooperation and benefit from it?*

Acronym:

*Please describe the previous experience of the partner in interregional cooperation and Structural Funds financed projects (if any).*

**Contact details of partner 6**

Institution (original language)			
Institution (EN)			
Legal status			
Address			
Postal code			
Town			
Country			
NUTS Level 1			
NUTS Level 2			
NUTS Level 3			
Phone (office)		(mobile)	
Fax			
Email			
Website			
Contact person			
Independent financial controller	<p><i>Please indicate the way you plan to carry out the first level control. Please refer to the country specific information section on the INTERREG IVC website for further details concerning the country specific requirements for first level control. If already known (and selection is not subject to public procurement), the contact details of the independent controller should be provided. Otherwise, just indicate the type of controller and procedure for selection.</i></p>		

**Partner budget (in EUR)**

ERDF co-financing rate:	0%
Total amount:	0,00 €
ERDF Funding:	0,00 €
EU National Co-financing:	0,00 €

*Please describe the relevance of this partner in the proposed project: What are the partner's competences and experiences in the field tackled? What is the capacity of the partner to directly influence regional / local policies? How will the partner contribute to the content of the cooperation and benefit from it?*

Acronym:

*Please describe the previous experience of the partner in interregional cooperation and Structural Funds financed projects (if any).*

**Contact details of partner 7**

Institution (original language)			
Institution (EN)			
Legal status			
Address			
Postal code			
Town			
Country			
NUTS Level 1			
NUTS Level 2			
NUTS Level 3			
Phone (office)		(mobile)	
Fax			
Email			
Website			
Contact person			
Independent financial controller	<p>Please indicate the way you plan to carry out the first level control. Please refer to the country specific information section on the INTERREG IVC website for further details concerning the country specific requirements for first level control. If already known (and selection is not subject to public procurement), the contact details of the independent controller should be provided. Otherwise, just indicate the type of controller and procedure for selection.</p>		

**Partner budget (in EUR)**

ERDF co-financing rate:	0%
Total amount:	0,00 €
ERDF Funding:	0,00 €
EU National Co-financing:	0,00 €

*Please describe the relevance of this partner in the proposed project: What are the partner's competences and experiences in the field tackled? What is the capacity of the partner to directly influence regional / local policies? How will the partner contribute to the content of the cooperation and benefit from it?*

Acronym:

*Please describe the previous experience of the partner in interregional cooperation and Structural Funds financed projects (if any).*

**Contact details of partner 8**

Institution (original language)			
Institution (EN)			
Legal status			
Address			
Postal code			
Town			
Country			
NUTS Level 1			
NUTS Level 2			
NUTS Level 3			
Phone (office)		(mobile)	
Fax			
Email			
Website			
Contact person			
Independent financial controller	<p><i>Please indicate the way you plan to carry out the first level control. Please refer to the country specific information section on the INTERREG IVC website for further details concerning the country specific requirements for first level control. If already known (and selection is not subject to public procurement), the contact details of the independent controller should be provided. Otherwise, just indicate the type of controller and procedure for selection.</i></p>		

**Partner budget (in EUR)**

ERDF co-financing rate:	0%
Total amount:	0,00 €
ERDF Funding:	0,00 €
EU National Co-financing:	0,00 €

*Please describe the relevance of this partner in the proposed project: What are the partner's competences and experiences in the field tackled? What is the capacity of the partner to directly influence regional / local policies? How will the partner contribute to the content of the cooperation and benefit from it?*

Acronym:

*Please describe the previous experience of the partner in interregional cooperation and Structural Funds financed projects (if any).*



**Contact details of partner 9**

Institution (original language)			
Institution (EN)			
Legal status			
Address			
Postal code			
Town			
Country			
NUTS Level 1			
NUTS Level 2			
NUTS Level 3			
Phone (office)		(mobile)	
Fax			
Email			
Website			
Contact person			
Independent financial controller	<p>Please indicate the way you plan to carry out the first level control. Please refer to the country specific information section on the INTERREG IVC website for further details concerning the country specific requirements for first level control. If already known (and selection is not subject to public procurement), the contact details of the independent controller should be provided. Otherwise, just indicate the type of controller and procedure for selection.</p>		

**Partner budget (in EUR)**

ERDF co-financing rate:	0%
Total amount:	0,00 €
ERDF Funding:	0,00 €
EU National Co-financing:	0,00 €

*Please describe the relevance of this partner in the proposed project: What are the partner's competences and experiences in the field tackled? What is the capacity of the partner to directly influence regional / local policies? How will the partner contribute to the content of the cooperation and benefit from it?*

Acronym:

*Please describe the previous experience of the partner in interregional cooperation and Structural Funds financed projects (if any).*

**Contact details of partner 10**

Institution (original language)			
Institution (EN)			
Legal status			
Address			
Postal code			
Town			
Country			
NUTS Level 1			
NUTS Level 2			
NUTS Level 3			
Phone (office)		(mobile)	
Fax			
Email			
Website			
Contact person			
Independent financial controller	<p><i>Please indicate the way you plan to carry out the first level control. Please refer to the country specific information section on the INTERREG IVC website for further details concerning the country specific requirements for first level control. If already known (and selection is not subject to public procurement), the contact details of the independent controller should be provided. Otherwise, just indicate the type of controller and procedure for selection.</i></p>		

**Partner budget (in EUR)**

ERDF co-financing rate:	0%
Total amount:	0,00 €
ERDF Funding:	0,00 €
EU National Co-financing:	0,00 €

*Please describe the relevance of this partner in the proposed project: What are the partner's competences and experiences in the field tackled? What is the capacity of the partner to directly influence regional / local policies? How will the partner contribute to the content of the cooperation and benefit from it?*

Acronym:

*Please describe the previous experience of the partner in interregional cooperation and Structural Funds financed projects (if any).*

**Contact details of partner 11**

Institution (original language)			
Institution (EN)			
Legal status			
Address			
Postal code			
Town			
Country			
NUTS Level 1			
NUTS Level 2			
NUTS Level 3			
Phone (office)		(mobile)	
Fax			
Email			
Website			
Contact person			
Independent financial controller	<p><i>Please indicate the way you plan to carry out the first level control. Please refer to the country specific information section on the INTERREG IVC website for further details concerning the country specific requirements for first level control. If already known (and selection is not subject to public procurement), the contact details of the independent controller should be provided. Otherwise, just indicate the type of controller and procedure for selection.</i></p>		

**Partner budget (in EUR)**

ERDF co-financing rate:	0%
Total amount:	0,00 €
ERDF Funding:	0,00 €
EU National Co-financing:	0,00 €

*Please describe the relevance of this partner in the proposed project: What are the partner's competences and experiences in the field tackled? What is the capacity of the partner to directly influence regional / local policies? How will the partner contribute to the content of the cooperation and benefit from it?*

Acronym:

*Please describe the previous experience of the partner in interregional cooperation and Structural Funds financed projects (if any).*

**Contact details of partner 12**

Institution (original language)			
Institution (EN)			
Legal status			
Address			
Postal code			
Town			
Country			
NUTS Level 1			
NUTS Level 2			
NUTS Level 3			
Phone (office)		(mobile)	
Fax			
Email			
Website			
Contact person			
Independent financial controller	<p><i>Please indicate the way you plan to carry out the first level control. Please refer to the country specific information section on the INTERREG IVC website for further details concerning the country specific requirements for first level control. If already known (and selection is not subject to public procurement), the contact details of the independent controller should be provided. Otherwise, just indicate the type of controller and procedure for selection.</i></p>		

**Partner budget (in EUR)**

ERDF co-financing rate:	0%
Total amount:	0,00 €
ERDF Funding:	0,00 €
EU National Co-financing:	0,00 €

*Please describe the relevance of this partner in the proposed project: What are the partner's competences and experiences in the field tackled? What is the capacity of the partner to directly influence regional / local policies? How will the partner contribute to the content of the cooperation and benefit from it?*

Acronym:

*Please describe the previous experience of the partner in interregional cooperation and Structural Funds financed projects (if any).*



**Contact details of partner 13**

Institution (original language)			
Institution (EN)			
Legal status			
Address			
Postal code			
Town			
Country			
NUTS Level 1			
NUTS Level 2			
NUTS Level 3			
Phone (office)		(mobile)	
Fax			
Email			
Website			
Contact person			
Independent financial controller	<p><i>Please indicate the way you plan to carry out the first level control. Please refer to the country specific information section on the INTERREG IVC website for further details concerning the country specific requirements for first level control. If already known (and selection is not subject to public procurement), the contact details of the independent controller should be provided. Otherwise, just indicate the type of controller and procedure for selection.</i></p>		

Acronym:

**Partner budget (in EUR)**

ERDF co-financing rate:	0%
Total amount:	0,00 €
ERDF Funding:	0,00 €
EU National Co-financing:	0,00 €

*Please describe the relevance of this partner in the proposed project: What are the partner's competences and experiences in the field tackled? What is the capacity of the partner to directly influence regional / local policies? How will the partner contribute to the content of the cooperation and benefit from it?*

Acronym:

*Please describe the previous experience of the partner in interregional cooperation and Structural Funds financed projects (if any).*

**Contact details of partner 14**

Institution (original language)			
Institution (EN)			
Legal status			
Address			
Postal code			
Town			
Country			
NUTS Level 1			
NUTS Level 2			
NUTS Level 3			
Phone (office)		(mobile)	
Fax			
Email			
Website			
Contact person			
Independent financial controller	<p><i>Please indicate the way you plan to carry out the first level control. Please refer to the country specific information section on the INTERREG IVC website for further details concerning the country specific requirements for first level control. If already known (and selection is not subject to public procurement), the contact details of the independent controller should be provided. Otherwise, just indicate the type of controller and procedure for selection.</i></p>		

**Partner budget (in EUR)**

ERDF co-financing rate:	0%
Total amount:	0,00 €
ERDF Funding:	0,00 €
EU National Co-financing:	0,00 €

*Please describe the relevance of this partner in the proposed project: What are the partner's competences and experiences in the field tackled? What is the capacity of the partner to directly influence regional / local policies? How will the partner contribute to the content of the cooperation and benefit from it?*

Acronym:

*Please describe the previous experience of the partner in interregional cooperation and Structural Funds financed projects (if any).*

**Contact details of partner 15**

Institution (original language)			
Institution (EN)			
Legal status			
Address			
Postal code			
Town			
Country			
NUTS Level 1			
NUTS Level 2			
NUTS Level 3			
Phone (office)		(mobile)	
Fax			
Email			
Website			
Contact person			
Independent financial controller	<p><i>Please indicate the way you plan to carry out the first level control. Please refer to the country specific information section on the INTERREG IVC website for further details concerning the country specific requirements for first level control. If already known (and selection is not subject to public procurement), the contact details of the independent controller should be provided. Otherwise, just indicate the type of controller and procedure for selection.</i></p>		

**Partner budget (in EUR)**

ERDF co-financing rate:	0%
Total amount:	0,00 €
ERDF Funding:	0,00 €
EU National Co-financing:	0,00 €

*Please describe the relevance of this partner in the proposed project: What are the partner's competences and experiences in the field tackled? What is the capacity of the partner to directly influence regional / local policies? How will the partner contribute to the content of the cooperation and benefit from it?*

Acronym:

*Please describe the previous experience of the partner in interregional cooperation and Structural Funds financed projects (if any).*

**Contact details of partner 16**

Institution (original language)			
Institution (EN)			
Legal status			
Address			
Postal code			
Town			
Country			
NUTS Level 1			
NUTS Level 2			
NUTS Level 3			
Phone (office)		(mobile)	
Fax			
Email			
Website			
Contact person			
Independent financial controller	<p><i>Please indicate the way you plan to carry out the first level control. Please refer to the country specific information section on the INTERREG IVC website for further details concerning the country specific requirements for first level control. If already known (and selection is not subject to public procurement), the contact details of the independent controller should be provided. Otherwise, just indicate the type of controller and procedure for selection.</i></p>		

**Partner budget (in EUR)**

ERDF co-financing rate:	0%
Total amount:	0,00 €
ERDF Funding:	0,00 €
EU National Co-financing:	0,00 €

*Please describe the relevance of this partner in the proposed project: What are the partner's competences and experiences in the field tackled? What is the capacity of the partner to directly influence regional / local policies? How will the partner contribute to the content of the cooperation and benefit from it?*

Acronym:

*Please describe the previous experience of the partner in interregional cooperation and Structural Funds financed projects (if any).*



**Contact details of partner 17**

Institution (original language)			
Institution (EN)			
Legal status			
Address			
Postal code			
Town			
Country			
NUTS Level 1			
NUTS Level 2			
NUTS Level 3			
Phone (office)		(mobile)	
Fax			
Email			
Website			
Contact person			
Independent financial controller	<p><i>Please indicate the way you plan to carry out the first level control. Please refer to the country specific information section on the INTERREG IVC website for further details concerning the country specific requirements for first level control. If already known (and selection is not subject to public procurement), the contact details of the independent controller should be provided. Otherwise, just indicate the type of controller and procedure for selection.</i></p>		

**Partner budget (in EUR)**

ERDF co-financing rate:	0%
Total amount:	0,00 €
ERDF Funding:	0,00 €
EU National Co-financing:	0,00 €

*Please describe the relevance of this partner in the proposed project: What are the partner's competences and experiences in the field tackled? What is the capacity of the partner to directly influence regional / local policies? How will the partner contribute to the content of the cooperation and benefit from it?*

Acronym:

*Please describe the previous experience of the partner in interregional cooperation and Structural Funds financed projects (if any).*

**Contact details of partner 18**

Institution (original language)			
Institution (EN)			
Legal status			
Address			
Postal code			
Town			
Country			
NUTS Level 1			
NUTS Level 2			
NUTS Level 3			
Phone (office)		(mobile)	
Fax			
Email			
Website			
Contact person			
Independent financial controller	<p>Please indicate the way you plan to carry out the first level control. Please refer to the country specific information section on the INTERREG IVC website for further details concerning the country specific requirements for first level control. If already known (and selection is not subject to public procurement), the contact details of the independent controller should be provided. Otherwise, just indicate the type of controller and procedure for selection.</p>		

**Partner budget (in EUR)**

ERDF co-financing rate:	0%
Total amount:	0,00 €
ERDF Funding:	0,00 €
EU National Co-financing:	0,00 €

*Please describe the relevance of this partner in the proposed project: What are the partner's competences and experiences in the field tackled? What is the capacity of the partner to directly influence regional / local policies? How will the partner contribute to the content of the cooperation and benefit from it?*

Acronym:

*Please describe the previous experience of the partner in interregional cooperation and Structural Funds financed projects (if any).*

**Contact details of partner 19**

Institution (original language)			
Institution (EN)			
Legal status			
Address			
Postal code			
Town			
Country			
NUTS Level 1			
NUTS Level 2			
NUTS Level 3			
Phone (office)		(mobile)	
Fax			
Email			
Website			
Contact person			
Independent financial controller	<p><i>Please indicate the way you plan to carry out the first level control. Please refer to the country specific information section on the INTERREG IVC website for further details concerning the country specific requirements for first level control. If already known (and selection is not subject to public procurement), the contact details of the independent controller should be provided. Otherwise, just indicate the type of controller and procedure for selection.</i></p>		

**Partner budget (in EUR)**

ERDF co-financing rate:	0%
Total amount:	0,00 €
ERDF Funding:	0,00 €
EU National Co-financing:	0,00 €

*Please describe the relevance of this partner in the proposed project: What are the partner's competences and experiences in the field tackled? What is the capacity of the partner to directly influence regional / local policies? How will the partner contribute to the content of the cooperation and benefit from it?*

Acronym:

*Please describe the previous experience of the partner in interregional cooperation and Structural Funds financed projects (if any).*

**Contact details of partner 20**

Institution (original language)			
Institution (EN)			
Legal status			
Address			
Postal code			
Town			
Country			
NUTS Level 1			
NUTS Level 2			
NUTS Level 3			
Phone (office)		(mobile)	
Fax			
Email			
Website			
Contact person			
Independent financial controller	<p><i>Please indicate the way you plan to carry out the first level control. Please refer to the country specific information section on the INTERREG IVC website for further details concerning the country specific requirements for first level control. If already known (and selection is not subject to public procurement), the contact details of the independent controller should be provided. Otherwise, just indicate the type of controller and procedure for selection.</i></p>		

**Partner budget (in EUR)**

ERDF co-financing rate:	0%
Total amount:	0,00 €
ERDF Funding:	0,00 €
EU National Co-financing:	0,00 €

*Please describe the relevance of this partner in the proposed project: What are the partner's competences and experiences in the field tackled? What is the capacity of the partner to directly influence regional / local policies? How will the partner contribute to the content of the cooperation and benefit from it?*

Acronym:

*Please describe the previous experience of the partner in interregional cooperation and Structural Funds financed projects (if any).*



**Contact details of partner 21**

Institution (original language)			
Institution (EN)			
Legal status			
Address			
Postal code			
Town			
Country			
NUTS Level 1			
NUTS Level 2			
NUTS Level 3			
Phone (office)		(mobile)	
Fax			
Email			
Website			
Contact person			
Independent financial controller	<p>Please indicate the way you plan to carry out the first level control. Please refer to the country specific information section on the INTERREG IVC website for further details concerning the country specific requirements for first level control. If already known (and selection is not subject to public procurement), the contact details of the independent controller should be provided. Otherwise, just indicate the type of controller and procedure for selection.</p>		

**Partner budget (in EUR)**

ERDF co-financing rate:	0%
Total amount:	0,00 €
ERDF Funding:	0,00 €
EU National Co-financing:	0,00 €

*Please describe the relevance of this partner in the proposed project: What are the partner's competences and experiences in the field tackled? What is the capacity of the partner to directly influence regional / local policies? How will the partner contribute to the content of the cooperation and benefit from it?*

Acronym:

*Please describe the previous experience of the partner in interregional cooperation and Structural Funds financed projects (if any).*

**Contact details of partner 22**

Institution (original language)			
Institution (EN)			
Legal status			
Address			
Postal code			
Town			
Country			
NUTS Level 1			
NUTS Level 2			
NUTS Level 3			
Phone (office)		(mobile)	
Fax			
Email			
Website			
Contact person			
Independent financial controller	<p><i>Please indicate the way you plan to carry out the first level control. Please refer to the country specific information section on the INTERREG IVC website for further details concerning the country specific requirements for first level control. If already known (and selection is not subject to public procurement), the contact details of the independent controller should be provided. Otherwise, just indicate the type of controller and procedure for selection.</i></p>		

**Partner budget (in EUR)**

ERDF co-financing rate:	0%
Total amount:	0,00 €
ERDF Funding:	0,00 €
EU National Co-financing:	0,00 €

*Please describe the relevance of this partner in the proposed project: What are the partner's competences and experiences in the field tackled? What is the capacity of the partner to directly influence regional / local policies? How will the partner contribute to the content of the cooperation and benefit from it?*

Acronym:

*Please describe the previous experience of the partner in interregional cooperation and Structural Funds financed projects (if any).*

**Contact details of partner 23**

Institution (original language)			
Institution (EN)			
Legal status			
Address			
Postal code			
Town			
Country			
NUTS Level 1			
NUTS Level 2			
NUTS Level 3			
Phone (office)		(mobile)	
Fax			
Email			
Website			
Contact person			
Independent financial controller	<p><i>Please indicate the way you plan to carry out the first level control. Please refer to the country specific information section on the INTERREG IVC website for further details concerning the country specific requirements for first level control. If already known (and selection is not subject to public procurement), the contact details of the independent controller should be provided. Otherwise, just indicate the type of controller and procedure for selection.</i></p>		

**Partner budget (in EUR)**

ERDF co-financing rate:	0%
Total amount:	0,00 €
ERDF Funding:	0,00 €
EU National Co-financing:	0,00 €

*Please describe the relevance of this partner in the proposed project: What are the partner's competences and experiences in the field tackled? What is the capacity of the partner to directly influence regional / local policies? How will the partner contribute to the content of the cooperation and benefit from it?*

Acronym:

*Please describe the previous experience of the partner in interregional cooperation and Structural Funds financed projects (if any).*

**Contact details of partner 24**

Institution (original language)			
Institution (EN)			
Legal status			
Address			
Postal code			
Town			
Country			
NUTS Level 1			
NUTS Level 2			
NUTS Level 3			
Phone (office)		(mobile)	
Fax			
Email			
Website			
Contact person			
Independent financial controller	<p>Please indicate the way you plan to carry out the first level control. Please refer to the country specific information section on the INTERREG IVC website for further details concerning the country specific requirements for first level control. If already known (and selection is not subject to public procurement), the contact details of the independent controller should be provided. Otherwise, just indicate the type of controller and procedure for selection.</p>		

**Partner budget (in EUR)**

ERDF co-financing rate:	0%
Total amount:	0,00 €
ERDF Funding:	0,00 €
EU National Co-financing:	0,00 €

*Please describe the relevance of this partner in the proposed project: What are the partner's competences and experiences in the field tackled? What is the capacity of the partner to directly influence regional / local policies? How will the partner contribute to the content of the cooperation and benefit from it?*

Acronym:

*Please describe the previous experience of the partner in interregional cooperation and Structural Funds financed projects (if any).*



**Contact details of partner 25**

Institution (original language)			
Institution (EN)			
Legal status			
Address			
Postal code			
Town			
Country			
NUTS Level 1			
NUTS Level 2			
NUTS Level 3			
Phone (office)		(mobile)	
Fax			
Email			
Website			
Contact person			
Independent financial controller	<p><i>Please indicate the way you plan to carry out the first level control. Please refer to the country specific information section on the INTERREG IVC website for further details concerning the country specific requirements for first level control. If already known (and selection is not subject to public procurement), the contact details of the independent controller should be provided. Otherwise, just indicate the type of controller and procedure for selection.</i></p>		

**Partner budget (in EUR)**

ERDF co-financing rate:	0%
Total amount:	0,00 €
ERDF Funding:	0,00 €
EU National Co-financing:	0,00 €

*Please describe the relevance of this partner in the proposed project: What are the partner's competences and experiences in the field tackled? What is the capacity of the partner to directly influence regional / local policies? How will the partner contribute to the content of the cooperation and benefit from it?*

Acronym:

*Please describe the previous experience of the partner in interregional cooperation and Structural Funds financed projects (if any).*

**Contact details of partner 26**

Institution (original language)			
Institution (EN)			
Legal status			
Address			
Postal code			
Town			
Country			
NUTS Level 1			
NUTS Level 2			
NUTS Level 3			
Phone (office)		(mobile)	
Fax			
Email			
Website			
Contact person			
Independent financial controller	<p><i>Please indicate the way you plan to carry out the first level control. Please refer to the country specific information section on the INTERREG IVC website for further details concerning the country specific requirements for first level control. If already known (and selection is not subject to public procurement), the contact details of the independent controller should be provided. Otherwise, just indicate the type of controller and procedure for selection.</i></p>		

**Partner budget (in EUR)**

ERDF co-financing rate:	0%
Total amount:	0,00 €
ERDF Funding:	0,00 €
EU National Co-financing:	0,00 €

*Please describe the relevance of this partner in the proposed project: What are the partner's competences and experiences in the field tackled? What is the capacity of the partner to directly influence regional / local policies? How will the partner contribute to the content of the cooperation and benefit from it?*

Acronym:

*Please describe the previous experience of the partner in interregional cooperation and Structural Funds financed projects (if any).*

**Contact details of partner 27**

Institution (original language)			
Institution (EN)			
Legal status			
Address			
Postal code			
Town			
Country			
NUTS Level 1			
NUTS Level 2			
NUTS Level 3			
Phone (office)		(mobile)	
Fax			
Email			
Website			
Contact person			
Independent financial controller	<p><i>Please indicate the way you plan to carry out the first level control. Please refer to the country specific information section on the INTERREG IVC website for further details concerning the country specific requirements for first level control. If already known (and selection is not subject to public procurement), the contact details of the independent controller should be provided. Otherwise, just indicate the type of controller and procedure for selection.</i></p>		

**Partner budget (in EUR)**

ERDF co-financing rate:	0%
Total amount:	0,00 €
ERDF Funding:	0,00 €
EU National Co-financing:	0,00 €

*Please describe the relevance of this partner in the proposed project: What are the partner's competences and experiences in the field tackled? What is the capacity of the partner to directly influence regional / local policies? How will the partner contribute to the content of the cooperation and benefit from it?*

Acronym:

*Please describe the previous experience of the partner in interregional cooperation and Structural Funds financed projects (if any).*

**Contact details of partner 28**

Institution (original language)			
Institution (EN)			
Legal status			
Address			
Postal code			
Town			
Country			
NUTS Level 1			
NUTS Level 2			
NUTS Level 3			
Phone (office)		(mobile)	
Fax			
Email			
Website			
Contact person			
Independent financial controller	<p>Please indicate the way you plan to carry out the first level control. Please refer to the country specific information section on the INTERREG IVC website for further details concerning the country specific requirements for first level control. If already known (and selection is not subject to public procurement), the contact details of the independent controller should be provided. Otherwise, just indicate the type of controller and procedure for selection.</p>		

**Partner budget (in EUR)**

ERDF co-financing rate:	0%
Total amount:	0,00 €
ERDF Funding:	0,00 €
EU National Co-financing:	0,00 €

*Please describe the relevance of this partner in the proposed project: What are the partner's competences and experiences in the field tackled? What is the capacity of the partner to directly influence regional / local policies? How will the partner contribute to the content of the cooperation and benefit from it?*

Acronym:

*Please describe the previous experience of the partner in interregional cooperation and Structural Funds financed projects (if any).*



**Contact details of partner 29**

Institution (original language)			
Institution (EN)			
Legal status			
Address			
Postal code			
Town			
Country			
NUTS Level 1			
NUTS Level 2			
NUTS Level 3			
Phone (office)		(mobile)	
Fax			
Email			
Website			
Contact person			
Independent financial controller	<p><i>Please indicate the way you plan to carry out the first level control. Please refer to the country specific information section on the INTERREG IVC website for further details concerning the country specific requirements for first level control. If already known (and selection is not subject to public procurement), the contact details of the independent controller should be provided. Otherwise, just indicate the type of controller and procedure for selection.</i></p>		

**Partner budget (in EUR)**

ERDF co-financing rate:	0%
Total amount:	0,00 €
ERDF Funding:	0,00 €
EU National Co-financing:	0,00 €

*Please describe the relevance of this partner in the proposed project: What are the partner's competences and experiences in the field tackled? What is the capacity of the partner to directly influence regional / local policies? How will the partner contribute to the content of the cooperation and benefit from it?*

Acronym:

*Please describe the previous experience of the partner in interregional cooperation and Structural Funds financed projects (if any).*

**Contact details of partner 30**

Institution (original language)			
Institution (EN)			
Legal status			
Address			
Postal code			
Town			
Country			
NUTS Level 1			
NUTS Level 2			
NUTS Level 3			
Phone (office)		(mobile)	
Fax			
Email			
Website			
Contact person			
Independent financial controller	<p><i>Please indicate the way you plan to carry out the first level control. Please refer to the country specific information section on the INTERREG IVC website for further details concerning the country specific requirements for first level control. If already known (and selection is not subject to public procurement), the contact details of the independent controller should be provided. Otherwise, just indicate the type of controller and procedure for selection.</i></p>		

**Partner budget (in EUR)**

ERDF co-financing rate:	0%
Total amount:	0,00 €
ERDF Funding:	0,00 €
EU National Co-financing:	0,00 €

*Please describe the relevance of this partner in the proposed project: What are the partner's competences and experiences in the field tackled? What is the capacity of the partner to directly influence regional / local policies? How will the partner contribute to the content of the cooperation and benefit from it?*

Acronym:

*Please describe the previous experience of the partner in interregional cooperation and Structural Funds financed projects (if any).*

**Contact details of partner 31**

Institution (original language)			
Institution (EN)			
Legal status			
Address			
Postal code			
Town			
Country			
NUTS Level 1			
NUTS Level 2			
NUTS Level 3			
Phone (office)		(mobile)	
Fax			
Email			
Website			
Contact person			
Independent financial controller	<p>Please indicate the way you plan to carry out the first level control. Please refer to the country specific information section on the INTERREG IVC website for further details concerning the country specific requirements for first level control. If already known (and selection is not subject to public procurement), the contact details of the independent controller should be provided. Otherwise, just indicate the type of controller and procedure for selection.</p>		

**Partner budget (in EUR)**

ERDF co-financing rate:	0%
Total amount:	0,00 €
ERDF Funding:	0,00 €
EU National Co-financing:	0,00 €

*Please describe the relevance of this partner in the proposed project: What are the partner's competences and experiences in the field tackled? What is the capacity of the partner to directly influence regional / local policies? How will the partner contribute to the content of the cooperation and benefit from it?*

Acronym:

*Please describe the previous experience of the partner in interregional cooperation and Structural Funds financed projects (if any).*

**Contact details of partner 32**

Institution (original language)			
Institution (EN)			
Legal status			
Address			
Postal code			
Town			
Country			
NUTS Level 1			
NUTS Level 2			
NUTS Level 3			
Phone (office)		(mobile)	
Fax			
Email			
Website			
Contact person			
Independent financial controller	<p><i>Please indicate the way you plan to carry out the first level control. Please refer to the country specific information section on the INTERREG IVC website for further details concerning the country specific requirements for first level control. If already known (and selection is not subject to public procurement), the contact details of the independent controller should be provided. Otherwise, just indicate the type of controller and procedure for selection.</i></p>		

**Partner budget (in EUR)**

ERDF co-financing rate:	0%
Total amount:	0,00 €
ERDF Funding:	0,00 €
EU National Co-financing:	0,00 €

*Please describe the relevance of this partner in the proposed project: What are the partner's competences and experiences in the field tackled? What is the capacity of the partner to directly influence regional / local policies? How will the partner contribute to the content of the cooperation and benefit from it?*

Acronym:

*Please describe the previous experience of the partner in interregional cooperation and Structural Funds financed projects (if any).*



### Contact details of partner 33

Institution (original language)			
Institution (EN)			
Legal status			
Address			
Postal code			
Town			
Country			
NUTS Level 1			
NUTS Level 2			
NUTS Level 3			
Phone (office)		(mobile)	
Fax			
Email			
Website			
Contact person			
Independent financial controller	<p><i>Please indicate the way you plan to carry out the first level control. Please refer to the country specific information section on the INTERREG IVC website for further details concerning the country specific requirements for first level control. If already known (and selection is not subject to public procurement), the contact details of the independent controller should be provided. Otherwise, just indicate the type of controller and procedure for selection.</i></p>		

Acronym:

### Partner budget (in EUR)

ERDF co-financing rate:	0%
Total amount:	0,00 €
ERDF Funding:	0,00 €
EU National Co-financing:	0,00 €

*Please describe the relevance of this partner in the proposed project: What are the partner's competences and experiences in the field tackled? What is the capacity of the partner to directly influence regional / local policies? How will the partner contribute to the content of the cooperation and benefit from it?*

Acronym:

*Please describe the previous experience of the partner in interregional cooperation and Structural Funds financed projects (if any).*

**Contact details of partner 34**

Institution (original language)			
Institution (EN)			
Legal status			
Address			
Postal code			
Town			
Country			
NUTS Level 1			
NUTS Level 2			
NUTS Level 3			
Phone (office)		(mobile)	
Fax			
Email			
Website			
Contact person			
Independent financial controller	<p><i>Please indicate the way you plan to carry out the first level control. Please refer to the country specific information section on the INTERREG IVC website for further details concerning the country specific requirements for first level control. If already known (and selection is not subject to public procurement), the contact details of the independent controller should be provided. Otherwise, just indicate the type of controller and procedure for selection.</i></p>		

**Partner budget (in EUR)**

ERDF co-financing rate:	0%
Total amount:	0,00 €
ERDF Funding:	0,00 €
EU National Co-financing:	0,00 €

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Acronym:

*Please describe the previous experience of the partner in interregional cooperation and Structural Funds financed projects (if any).*

**Contact details of partner 35**

Institution (original language)			
Institution (EN)			
Legal status			
Address			
Postal code			
Town			
Country			
NUTS Level 1			
NUTS Level 2			
NUTS Level 3			
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**Contact details of partner 36**

Institution (original language)			
Institution (EN)			
Legal status			
Address			
Postal code			
Town			
Country			
NUTS Level 1			
NUTS Level 2			
NUTS Level 3			
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Institution (EN)			
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Total amount:	0,00 €
ERDF Funding:	0,00 €
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*Please describe the previous experience of the partner in interregional cooperation and Structural Funds financed projects (if any).*

**Contact details of partner 38**

Institution (original language)			
Institution (EN)			
Legal status			
Address			
Postal code			
Town			
Country			
NUTS Level 1			
NUTS Level 2			
NUTS Level 3			
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ERDF Funding:	0,00 €
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**Contact details of partner 39**

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Institution (EN)			
Legal status			
Address			
Postal code			
Town			
Country			
NUTS Level 1			
NUTS Level 2			
NUTS Level 3			
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Fax			
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Total amount:	0,00 €
ERDF Funding:	0,00 €
EU National Co-financing:	0,00 €

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Acronym:

*Please describe the previous experience of the partner in interregional cooperation and Structural Funds financed projects (if any).*

**Contact details of partner 40**

Institution (original language)			
Institution (EN)			
Legal status			
Address			
Postal code			
Town			
Country			
NUTS Level 1			
NUTS Level 2			
NUTS Level 3			
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Fax			
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Acronym:

*Please describe the previous experience of the partner in interregional cooperation and Structural Funds financed projects (if any).*



<If available to be printed on an official headed letter of the partner institution>

## **Co-financing Statement**

### **for Lead Partners and Partners of an INTERREG IVC project**

Acronym: <***insert acronym which must be identical to the application form, cover page***>

Title of the project: <***insert title which must be identical to the application form, cover page***>

In the event of approval of the above mentioned operation applying to the **INTERREG IVC programme**, we hereby certify that the

**<insert the name of partner institution in original language and/or the official English translation which must be identical to the application form, section 5>**,

listed as partner no <***insert number which must be identical to the application form, section 5***> in the Application Form,

commits itself to the operation, and confirms that EUR

**<in case of a partner applying for INTERREG IVC (ERDF/Norwegian) funding, insert national co-financing amount which must be identical to the application form/**

**in case of a partner NOT applying for INTERREG IVC (ERDF/Norwegian) funding, insert total amount which must be identical the application form, section 5>**

is intended to be provided to the project's budget.

In case of applying to INTERREG IVC (ERDF/Norwegian) funding, we furthermore confirm that no expenditure related to the above mentioned operation has been, is or will be funded by any other EU programme.

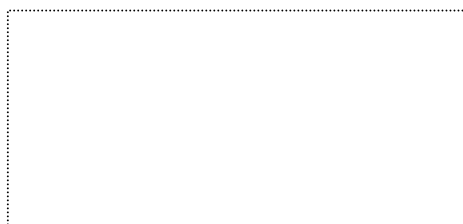
Finally, we declare that we will accept the obligations as a partner deriving from the Subsidy Contract, which will be signed by the Lead Partner of the operation.

.....  
**Signature (hand signed)**

.....  
**Date**

.....  
**Name of the Signatory**

.....  
**Title of the Signatory**



Stamp of Partner institution if available



# Programme Manual

27 October 2008



**European Union**

European Regional Development Fund

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## 0. Introduction

After summarising the programme's main features, this manual provides detailed information on the development, selection, implementation and closure of INTERREG IVC projects.

In terms of using this manual it is useful to note that while chapter 2 is specifically dedicated to project development, the information provided in the rest of the document is also crucial for the preparation of a good application. Similarly, the whole manual, and not only chapter 4, should provide relevant and useful information on project implementation. Applicants should therefore read the entire manual carefully.

**Certain recommendations are specified in the manual. If applicants do not follow these recommendations, they need to provide clearly justified reasons in the application form.**

The programme manual is part of an INTERREG IVC application pack, which also includes the following documents:

- An application form;
- Co-financing statement template;

The above documents can also be downloaded from the programme's website: [www.interreg4c.eu](http://www.interreg4c.eu)

## 1. General programme information

### 1.1. Main objectives of the programme

The INTERREG IVC programme is part of the European Territorial Cooperation Objective of the Structural Fund policies for the period 2007-2013.

The overall objective of the INTERREG IVC programme, with its focus on interregional cooperation, is to **improve the effectiveness of regional development policies** in the areas of innovation, the knowledge economy, the environment and risk prevention as well as to contribute to the economic modernisation and increased competitiveness of Europe.

The exchange, sharing and transfer of policy experience, knowledge and good practices will contribute to achieving this objective. By promoting Europe-wide cooperation, INTERREG IVC encourages regional and local authorities to view interregional cooperation as a means of enhancing their development through learning from the experiences of others. This way, the successful experiences gained in the different regions can spread throughout Europe.

#### Good practice

In the context of the INTERREG IVC programme, a **good practice** is defined as an initiative (e.g. methodologies, projects, processes, techniques) undertaken in one of the programme's thematic priorities which has already proved successful and which has the potential to be transferred to a different geographic area. Proved successful is where the good practice has already provided tangible and measurable results in achieving a specific objective.

An important result of INTERREG IVC projects will be the creation of added-value not only at partner level but also at European level. In other words, INTERREG IVC projects should strive for EU-wide relevance. For this reason, experiences and know-how generated through these projects should be relevant not only to the partners of the project but also to organisations outside the partnership. This should be reflected in the nature of the theme tackled by the project as well as in component 2 dedicated to 'Communication and Dissemination' (see section 2.2.1 for further information on the project's components).

### 1.2. Programme area

The eligible INTERREG IVC cooperation area covers the entire territory of the European Union with its 27 Member States, including insular and outermost areas. In addition, Norway and Switzerland are full members of the programme; therefore, the programme covers as well their territory and organisations from these countries are welcome to participate in it. Partners from other countries can participate at their own costs.

Being the only INTERREG programme open to all EU regions, it is highly recommended that the project partnership covers a wide geographical area stretching beyond traditional cross-border and trans-national cooperation areas. This wide geographical area of the partnership should contribute to enrich the exchange of experience and would therefore be considered with priority in the selection process.

### 1.3. Programme funding

The INTERREG IVC programme is financed by the European Regional Development Fund (ERDF). EUR 302 million is being made available to co-finance projects implemented by EU partners. Partners from Norway and Switzerland will be co-financed by national funds from the respective countries.

### 1.4. Programme priorities

The programme is organised around two thematic priorities related to the Lisbon and Gothenburg agendas. A certain number of sub-themes are defined for each of the priorities:

- Priority 1: Innovation and the knowledge economy
  - innovation, research and technological development;
  - entrepreneurship and SMEs;
  - the information society;

- employment, human capital and education.
- Priority 2: Environment and risk prevention
  - natural and technological risks; climate change;
  - water management;
  - waste prevention and management;
  - biodiversity and preservation of natural heritage; air quality;
  - energy and sustainable transport;
  - cultural heritage and landscape.

The INTERREG IVC programme supports projects that aim, through interregional exchange of experience at policy level, to improve regional and local policies addressing the above sub-themes. It is evident that these sub-themes are interlinked in many ways, within and even between the two Priorities. Therefore projects can propose a cross-sectoral and integrated approach where appropriate. However, **each project has still to select only one sub-theme and have a clear focus on a specific regional policy issue**. The integrated approach does not mean that one project can address several sub-themes at the same level. It should instead be reflected in the manner in which the project addresses the specific sub-theme. This would for instance be the case of a project focusing on cluster policies in the sector of renewable energy. Such a project would have a clear single focus on Priority 1 ('entrepreneurship and SMEs' sub-theme) but it would still have a link with Priority 2 ('energy and sustainable transport' sub-theme).

Examples of possible projects under each of the programme's priorities can be found in chapter 5 of the INTERREG IVC Operational Programme and in annex 1 of the present document.

#### Points of attention on INTERREG IVC priorities

- Innovation

Under the first sub-theme of Priority 1, the concept of 'innovation' is closely related to economic development issues, in particular research and technological development (issues that directly contribute to the competitiveness of a region). This is reflected in the examples of possible projects that can be found in annex 1 of the manual. The way innovation should be tackled in INTERREG IVC is also explained in the extract below from the "Council decision of October 2006 on Community strategic guidelines on cohesion" (2006/702/EC):

*"1.2 Guideline: Improving knowledge and innovation for growth:*

*The Community's aims of growth and job creation will require a structural shift in the economy towards knowledge-based activities. This calls for action on a number of fronts: to address low levels of Research and Technological Development (RTD), especially in the private sector; to promote innovation through new or improved products, processes and services which can withstand international competition; to increase regional and local capacities to generate and absorb new technologies (ICTs in particular) and to provide more support for risk-taking."*

- Culture, tourism

The above two topics have to be tackled with care under the INTERREG IVC programme. First, these topics have already been covered widely under different EU programmes and in particular INTERREG. In the programming period 2007-2013, other EU programmes (such as the CULTURE programme) are also directly dedicated to these topics. Any applications tackling one of these two topics would therefore need to clearly describe the added-value of the proposal compared to past or existing initiatives in that domain. Second, the topics of culture or tourism would need to be tackled in the framework of the Lisbon and Gothenburg agendas (e.g. strategies related to sustainable tourism) to demonstrate their relevance to INTERREG IVC. In other words, the development of cultural or tourism activities as such would not be relevant to the programme.

- Agriculture

As indicated in section 8.2 of the Operational Programme, 'the applicants will be asked especially to avoid overlaps between INTERREG IVC projects and similar projects in the other programmes like the EAFRD'. In any case, **topics directly related to agricultural issue will be considered as not**

**eligible** to the INTERREG IVC programme.

The above points of attention are even more important since the competition is extremely high under INTERREG IVC. The total ERDF subvention is comparable to that of INTERREG IIIC although two new Member States are involved and more importantly the co-financing rate is much higher. This means that, mechanically, the programme will be able to approve fewer projects and only the most relevant will have a chance to be supported.

## 1.5. Programme management

The management of this programme is based on the management structure applicable for a Structural Funds programme and is made up of:

- a **Managing Authority**,
- a **Certifying Authority**,
- an **Audit Authority**,
- a **Monitoring Committee**,
- a **Joint Technical Secretariat and four Information Points**
- **National Contact Points** (optional).

The characteristics, tasks and responsibilities of each of these bodies are described in the INTERREG IVC Operational Programme, section 6.1.

## 1.6. Programme related documents

- INTERREG IVC Operational Programme
- Communication from the Commission on Regions for Economic Change, COM(2006) 675 final of 8 November 2006

The above documents as well as the relevant European regulations are available for download on the programme's website ([www.interreg4c.eu](http://www.interreg4c.eu)).

It is recommended that potential applicants study the above documents carefully as they provide further information on the overall framework of the INTERREG IVC programme.

## 1.7. Cross border, transnational and interregional cooperation

Under the 2000-2006 programming period, INTERREG had three different strands: cross-border cooperation (strand A), transnational cooperation (strand B) and interregional cooperation (strand C). In the new programming period, the INTERREG Community Initiatives no longer exist as they have been 'mainstreamed' into the European Territorial Cooperation Objective. However, the distinction between cross-border, transnational and interregional cooperation still remains. It is important to briefly summarise the main differences between these three 'types' of cooperation for the following two reasons:

- The experience gained during the 2000-2006 programming period showed that it was often difficult for applicants to understand the distinction between the different INTERREG programmes and therefore to identify the most appropriate strand for their project.
- As a capitalisation programme, INTERREG IVC should contribute to building on the good practices developed under the different regional development programmes including the programmes dedicated to cross-border and transnational cooperation. As such, INTERREG IVC has a direct link with the other cooperation programmes.

The difference between interregional cooperation and the two other 'types' of cooperation does not only lie in their geographical coverage. In this respect it is true that **interregional cooperation is the only 'type' of cooperation where all EU regions are eligible**. By comparison, only the areas close to the border are eligible under the cross-border cooperation programmes and, under the transnational cooperation programmes, wider eligible areas are defined but they still do not allow cooperation at EU wide level.

In addition to their geographical coverage, it is important to note that the nature of the cooperation supported under these programmes also makes them fundamentally different from each other.

Cross-border programmes (the former A strand of INTERREG) aim to bring adjacent cross-border regions closer together through the development of joint projects. Under these programmes, concrete



and operational projects can be financed in a wide variety of themes ranging from culture to tourism (e.g. the organisation of cross-border festivals, the development of joint web portals in the tourism sector); and from economic development to transport (e.g. the organisation of joint business fairs, and the development and improvement of cross-border public transport connections).

Transnational programmes (the former B strand of INTERREG) were initially related to the implementation of the European Spatial Development Perspective (ESDP) and to the promotion of a better territorial integration within the European Union. Spatial planning therefore remains an important concept for the new generation of transnational cooperation programmes which often include priorities on topics such as 'transport', 'water management', or 'information society infrastructure'. The rationale behind this 'type' of cooperation explains why investment is often eligible as long as its transnational character is demonstrated. In general, the budgets of projects supported under transnational programmes are on average higher than those supported under other cooperation programmes. Flood risk management projects provide a good example of the added-value of transnational cooperation: a river does not stop at borders; flood management is therefore clearly an issue that cannot be tackled at the national or regional levels alone but requires intensive cooperation at the transnational level.

The approach behind interregional cooperation (strand C) is different from the above two 'types' of cooperation. As a 'capitalisation' programme, INTERREG IVC focuses on the identification, analysis and dissemination of good practices by public authorities, in order to improve the effectiveness of regional and local policies. Projects supported under this programme should demonstrate how they build on the stock of experiences gained under past or existing regional development programmes including Structural Funds programmes. **As such, this programme is not a pure 'implementation' or 'experimentation' programme. The core element in interregional cooperation is the exchange of experiences at policy level** and, compared to cross-border and transnational programmes, it supports 'soft' cooperation where investment is not recommended.

#### **Capitalisation**

In the context of the INTERREG IVC programme, **capitalisation** is defined as a process of collecting, analysing, disseminating and transferring good practices in a certain policy area with the objective of optimising the results achieved in this specific domain of regional policy. In particular, one of the expected results of these activities is the transfer of the good practices identified into the mainstream Structural Funds programmes (i.e. 'Convergence', 'Competitiveness and Employment' and other 'European Territorial Cooperation' programmes) in regions wishing to improve their policies.

## 2. Project Development

### 2.1. Types of intervention

The following types of intervention are supported by the INTERREG IVC programme:

- Regional Initiative Projects (Type 1),
- Capitalisation Projects including Fast Track Projects (Type 2).

#### 2.1.1. Regional Initiative Projects (Type 1)

##### - Definition

Regional Initiative Projects are ‘classic’ interregional cooperation projects comparable to those already supported under the INTERREG IIIC programme. They allow partners from the different EU Member States, Norway, Switzerland, and even from non EU countries<sup>1</sup> to work together on a shared regional policy issue, within the two thematic priorities of the programme. They should contribute directly to achieving the programme’s overall objective of improving the effectiveness of regional policies. The involvement of policy and decision makers is therefore an important element of their partnerships. Projects under this first type of intervention build on the experiences gained by the partners; experiences that will be enriched through interregional cooperation. Therefore, **regardless of their intensity of cooperation, all Regional Initiative Projects (including mini-programmes) must have a particular focus on the exchange of experience and on the identification, analysis and dissemination of good practices in the policy area tackled by the project.**

##### - Intensity of cooperation

Under this first type of intervention, different levels of intensity of cooperation are possible. The intensity of cooperation is defined by the nature of the activities proposed by a project:

- Basic intensity of cooperation: projects which propose ‘traditional networking activities’ such as the organisation of thematic seminars or the development of joint communication tools (newsletters, websites,).
- Medium intensity of cooperation: projects which propose, in addition to normal networking activities, more demanding work for instance related to pilot actions / development of new approaches.
- High intensity of cooperation: projects which propose the creation of a ‘mini-programme’ under which sub-projects will be supported. These ambitious cooperation projects are characterised by a high level of intensity of cooperation as they require for instance the setting up of joint decision making procedures to decide on the sub-projects.

#### **Mini-programmes**

As defined in section 4.4.1 of the INTERREG IVC Operational Programme, mini-programmes are “*projects with a limited number of partners developing a joint framework for interregional cooperation that will be implemented through a limited number of sub-projects that are developed via calls for proposals in the participating regions.*”

Deriving from this definition, a certain number of conditions apply to these projects:

##### Partnership requirements

- Because of the complexity of the approach, the number of partners must lie within a range from a minimum of three to a maximum of **eight** partners.
- It is highly recommended that only **public authorities** (not bodies governed by public law as defined in section 2.3.3) apply as main partners of the project (i.e. partners listed in the application form). Indeed, these bodies have a natural legitimacy in managing a mini-programme including selecting sub-projects and funding participants from their territory involved in them. Mini-programmes may however be supported by bodies governed by public law (as defined in section 2.3.3) in exceptional and duly justified cases. In order to precisely define the eligible area of the mini-programme’ call for proposals, organisations applying as

<sup>1</sup> Project partners outside the EU cannot receive ERDF funds from the programme

main partners should always directly represent a specific territory.

- The mini-programme should in principle be proposed by **regional** authorities themselves as the region often constitutes the relevant territorial level to implement such a project. But again, in duly justified cases, mini-programme can be proposed by public authorities at a lower level than the region (e.g. districts, metropolitan areas, cities).

The relevance and legitimacy of partners participating into a mini-programme must be highlighted and clearly described in section 5 of the application form ('Partnership').

#### Management requirements

The mini-programmes should, in principle, copy the programme implementation procedures established for INTERREG IVC. This means that, within each mini-programme, the procedures for sub-project selection, assessment, decision-making, contracting, reporting, payments, and monitoring must be established. Joint calls for proposals have to be published in the partner regions, following which applications are assessed and decisions on funding are taken by the project's steering group.

The INTERREG IVC Joint Technical Secretariat (JTS) has to be invited to the steering group meetings of each mini-programme. Costs for attending these meetings will be covered by the JTS.

The sub-projects selection criteria should be clearly specified in the application form. In any case, these criteria must respect the rules established at the programme level. In particular, each sub-project must involve participants from at least three countries, from which at least two participants must be from EU Member States and financed by the INTERREG IVC programme. Participants in the sub-projects must be located in the area represented by the main partners of the mini-programme. In addition, only public bodies or bodies governed by public law as defined in section 2.3.3 can be involved in these sub-projects. **A maximum of twelve sub-projects can be supported under each mini-programme.**

The implementation of the sub-projects has also to respect the financial and project management requirements set out by the INTERREG IVC programme.

It is recommended that the sub-projects are finalised in due time before closing the mini-programme. The time period required for closing the project may depend on the internal reporting and payment procedures.

#### Mini-programme's approach

In a mini-programme, component 3 is dedicated to the exchange of experience at the strategic level. Therefore, the main actors behind this component should be the main participating regions and not the participants in the sub-projects. This implies a more active and direct role of the regions in the exchange of experience as the regions themselves will have to develop specific activities at the strategic level. The aim is not only to go deeper in the identification and analysis of good practices but also to maximise the results achieved at the sub-projects' level, so that the results and lessons learnt at the level of each sub-project are not lost. Therefore, component 3 is the place where the main partners will consolidate these results in order to ensure that the sub-projects' achievements will have an impact not only on the policy of each participating region but also on the policies of other regional and local authorities in Europe ('European added-value' as defined in section 1.1 of the programme manual).

In comparison, activities under component 4 (and, if justified, under component 5) should be related to the development of the sub-projects. These sub-projects should be in line with the INTERREG IVC programme. In particular, they should have a particular focus on the exchange of experience and they should demonstrate how they will contribute to improving regional/local policies or instruments. Even if they are selected through open calls for proposals, an idea on the nature of the possible sub-projects should already be provided at the application stage.

During the assessment process, no preferences will be given to projects with a particular level of intensity of cooperation. In other words, projects with a higher intensity of cooperation will not be preferred to other projects, and good networking projects will always have a better chance of being approved than weak mini-programmes.

As a guide, the following table proposes a range of different possible levels of intensity of cooperation

Intensity of cooperation	Example of activities	Expected results
<b>Basic</b> Exchange and dissemination of experience	<ul style="list-style-type: none"> <li>- Thematic seminars,</li> <li>- Study visits</li> <li>- Exchanges of staff</li> <li>- Conferences</li> <li>- Web sites, newsletters, brochures</li> <li>- Production of good practice guides</li> </ul>	<ul style="list-style-type: none"> <li>- New knowledge and skills</li> <li>- Possible successful transfer of practices between partners</li> <li>- Possible improvement of regional / local policies and strategies</li> </ul>
<b>Medium</b> Exchange and dissemination of experience + transfer of practices / development of new approaches	In addition to 'example 1' activities: <ul style="list-style-type: none"> <li>- Pilot actions (for instance in the context of a transfer of practice)</li> <li>- Development of regional policy tools (methodologies, software)</li> </ul>	In addition to 'example 1' results: <ul style="list-style-type: none"> <li>- Successful transfer of practices between partners</li> <li>- Direct improvement of regional /local policies and strategies</li> </ul>
<b>High</b> Exchange and dissemination of experience + joint development of new approaches (mini-programme)	In addition to examples 1 and 2 activities: <ul style="list-style-type: none"> <li>- Development of sub-projects</li> </ul>	In addition to 'examples 1 and 2' results: <ul style="list-style-type: none"> <li>- Improvements of policies / strategies at the sub-projects' level</li> </ul>

**For the sake of clarity, it should also be noted that, under INTERREG IVC, activities related to the transfer of good practices or to the development of new approaches have to be limited to light pilot implementation. Large scale implementation cannot be financed under INTERREG IVC** as it is the purpose of the relevant regional or local funding programmes to support this type of activities. This also applies to the second type of intervention (see section 2.1.2) where the implementation of the transferred good practices is financed by the Structural Funds programme of the respective region and not by INTERREG IVC itself.

As described above, projects under the first type of intervention will not always result in the transfer of good practices or in the development of new tools and approaches. However, regardless of the intensity of cooperation, all Regional Initiative Projects will have to produce a certain number of tangible deliverables such as policy recommendations or good practice guides (see also section 2.2.1.4).

#### **Transfer of good practices**

Only a practice introduced by one partner and that has a concrete and measurable impact on another partner (for instance, through the initiation of a pilot project or through the adoption of a certain methodology by this other partner) can be considered as a transfer. The dissemination of good practices or the intention of a partner to adopt a new practice is not sufficient to consider the practice as transferred.

#### **- Number of partners involved**

The recommended number of partners is related to the level of intensity of cooperation. In general, the higher the level of intensity is, the lower the number of partners should be. For projects with a basic level of intensity of cooperation, it is recommended that the number of partners should be between a minimum of eight and a maximum of twenty. For projects with a medium intensity of cooperation, the partnership should ideally not exceed 10 to 15 partners. Exceptions to these recommendations are of course possible in justified cases.

Further information on the partnership is provided under section 2.3.

### - Duration

INTERREG IVC projects must clearly indicate their duration in the application form. The recommended duration for Regional Initiative Projects is 36 months. However, if justified, projects with a higher intensity of cooperation (such as the mini-programmes) may require a longer period of implementation and could last up to 48 months. Further information on the start date of projects is provided in section 4.1.3.

Since the programme must be finalised by the end of 2015, all activities within the projects must be completed and costs paid before the end of 2014.

### - ERDF contribution

The ERDF contribution to Regional Initiative Projects can be from EUR 500,000 to EUR 5 million. This contribution will depend not only on the number of partners involved but also on the level of intensity of cooperation proposed. Indeed, in general, activities carried out by projects with a basic level of intensity of cooperation will require a lower budget than activities such as the implementation of pilot experimentation or the development of sub-projects. The above recommendation is however quite broad and it should be noted that **the upper limit of the recommended ERDF contribution (i.e. EUR 5 million) should be requested only in exceptional cases** (e.g. mini programmes). **It is expected that the average ERDF budget of all the running IVC projects will be between EUR 1 and 2 million.**

## 2.1.2. Capitalisation Projects including Fast Track Projects (Type 2)

### - Definition

'Capitalisation Projects' are interregional cooperation projects which focus specifically on the transfer of regional development good practices into mainstream EU Structural Funds programmes (i.e. Convergence, Regional Competitiveness and Employment and other European Territorial Cooperation programmes) of the regions participating in the project or represented in the partnership. As such, projects submitted to this second type have already to be well aware of existing good practices in their field of cooperation. Potential partnerships interested in Capitalisation Projects must demonstrate that they have good results and transferable tools and approaches, as well as good management skills and knowledge of the theme in question. This knowledge could for instance be the result of a previous INTERREG IIC project. It could also be the result of an INTERREG IVC Regional Initiative Project. More generally, it could result from any successful policy experience at the European, national, regional or local levels. This existing know-how has in any case to be clearly demonstrated in the application form as it will constitute the basis for the transfer into mainstream programmes. One of the expected results of the Capitalisation Projects is, for each participating region, a concrete action plan specifying how the identified practices will be implemented under the mainstream programme of the region. This means that the implementation itself of the good practices has to be financed by the Structural Funds programmes of the respective region (e.g. after the project's lifetime) and not by INTERREG IVC itself.

#### **Action Plan**

An Action Plan is a strategic document that defines precisely how the good practices will actually be implemented under the Operational Programme of each region participating in a Capitalisation Project. In particular, it needs to include detailed information concerning:

- the good practices (e.g. methodologies, projects, processes, techniques) that have been selected for implementation in the region,
- the names and roles of the main stakeholders in the region that will need to be involved in the implementation process,
- the precise steps and actions that need to be undertaken to ensure successful implementation,
- the relevant indicators for implementation (including baseline and target values)
- details of the provisional mainstream funds allocated for the purpose of implementing the Action Plan.

This strategic document, which constitutes the final result of the Capitalisation Projects, is more than a simple statement of intent. In order to ensure its official and binding character, it should ideally be signed by the respective Managing Authority of the Structural Funds mainstream programme and relevant stakeholders in each of the participating regions. The Action Plan therefore reflects the political endorsement of each region. This is the reason why this strategic document is considered as a result and not as an output.

Capitalisation Projects address a regional policy issue of shared relevance to the partnership in line with the two thematic priorities of the programme. Because of this specific focus on transferring practices into mainstream programmes, **the involvement of the relevant bodies responsible for monitoring the Operational Programme in each of the participating regions (either the Managing Authority itself or the intermediate body designated to carry out some or all of the tasks of the Managing Authority) is a prerequisite for applying to the second type of intervention.** The way these policy and decision makers are to be involved in the project will have to be clearly described and demonstrated in the application form (in particular, in sections 2.2.2 - 'Involvement of the relevant policy makers' and 5 - 'Partnership'). In addition, other relevant regional and local bodies responsible for policy delivery should also be involved and will vary depending on the theme of the project. For instance, if the project tackles one of the sub-themes of Priority 1 ('Innovation and knowledge economy'), the participation of regional development agencies and other important regional economic development actors may be essential. The direct involvement of these 'deep delegations' (i.e. policy makers and bodies responsible for policy delivery) in each participating region is a core element of the Capitalisation Projects. Moreover, it is essential for this kind of project that the findings are disseminated widely beyond the partnership of the project.

Historically, one of the aims of interregional cooperation has been to build on the good policy experiences and practices generated by cross-border and transnational cooperation programmes. Therefore, under the Capitalisation Projects, the transfer of good practices is not limited to the Convergence and Competitiveness programmes but also includes the European Territorial Cooperation programmes. As an example, a successful practice developed under the 'South West Europe' transnational programme could be transferred, under this second type of intervention, into the 'Baltic Sea' transnational programme.

Finally, it should be noted that the term 'capitalisation' is generally understood as a wider concept comprising the collection, analysis, dissemination and possible transfer of good practices. This second type of intervention called "Capitalisation Project" focuses, however, on one specific aspect of capitalisation (i.e. 'the transfer'), since this is the expected result of the project activity (through the adoption of an Action Plan in each participating region).

#### **- Fast Track Projects**

Fast Track projects are Capitalisation Projects which benefit from additional expertise from the European Commission in order to contribute to the [Regions for Economic Change](#) initiative. The Commission will provide this additional expertise at its own costs

In order to earmark projects for additional assistance, the Commission will assess the Capitalisation Project applications according to a certain number of questions. These "assessment questions" can be consulted on the website: [www.interreg4c.eu](http://www.interreg4c.eu) or on the Regions for Economic Change website as indicated below:

[http://ec.europa.eu/regional\\_policy/cooperation/interregional/ecochange/themes\\_en.cfm?nmenu=3](http://ec.europa.eu/regional_policy/cooperation/interregional/ecochange/themes_en.cfm?nmenu=3)

**It should be stressed that there will not be specific applications to Fast Track Projects.** Applicants will have the choice of applying to only one of the two types of intervention (Regional Initiatives Projects or Capitalisation Projects). The approval of projects and their designation as Fast Track Projects will be the subject of separate and independent processes. However, the Monitoring Committee will know, when it decides on the approval of Capitalisation Projects, whether or not these projects have been labelled as Fast Track Projects by the Commission.

## Themes for Regions for Economic Change to be covered by INTERREG IVC

### I. Making Europe and its regions more attractive places to invest and work

- Increasing adaptability
- Improving air quality
- Moving to a low carbon economy
- Improving quality of water supply and treatment
- Moving to a recycling society
- Making healthy communities
- Improving monitoring of environment and security by and for the regions

### II. Improving knowledge and innovation for growth

- Improving the capacity of regions for research and innovation
- Bringing innovative ideas to the market more quickly
- Training and retaining researchers
- Helping to restructure regions most heavily dependent on traditional industries
- Bringing e-government to regions and businesses
- Better ICT connections between regions

### III. More and better jobs

- Improving qualifications for innovation
- Promoting entrepreneurship
- Meeting the demographic challenge
- Improving the adaptability of workers and enterprises
- Expanding and improving education and training systems
- Increasing employment of older workers

### IV. The territorial dimension of European cohesion policy

- Managing coastal zones
- Reaping the benefits of the sea
- Preventing and reducing floods
- Supporting the economic diversification of rural areas

#### - Number of Partners Involved

For Capitalisation Projects, there is no specific requirement in terms of the number of partners but there is a recommendation in terms of the number of countries represented in the project. It is recommended that a minimum of six and a maximum of ten countries are represented in the partnership. As Capitalisation Projects focus on the transfer of practices, they require a certain level of intensity of co-operation. In this context, the complexity of managing a wide partnership must not be underestimated. It is also important to ensure a sufficient budget is available to cover the expenses of the deep delegations needed to implement Fast Track Projects.

In order to cover the expenses of the deep delegations, it is highly recommended to include the organisations involved as partners in the application form. This allows them to receive ERDF funding. If they are not officially listed in the application form, it means that they either participate at their own costs or are involved and budgeted as “external experts” with the condition that their costs will be fully paid and thus definitively borne by one of the official partners.

Further information on the partnership is provided under section 2.3.

#### - Duration

The recommended duration for Capitalisation Projects is shorter than for the Regional Initiative Projects and should in general not exceed 24 months. This is because projects are less expected to work on the identification of good practices than to prepare the ground for the transfer of already identified practices straight away. Further information on the start date of the projects is provided in section 4.1.3.

Since the programme must be finalised by the end of 2015, all activities within the projects must be completed and costs paid before the end of 2014.

- ERDF contribution

The ERDF contribution to Capitalisation Projects can be from EUR 300,000 to EUR 3 million. This contribution will mainly be related to the number of partners involved in the project.

### 2.1.3. Summary of the main characteristics of the two types of intervention

The following table summarises the main characteristics of the two types of intervention.

	<b>Regional Initiative Projects (Type 1)</b>	<b>Capitalisation Projects (Type 2)</b>
<b>Purpose</b>	Exchange, dissemination and transfer of experience. Possible development of new approaches if based on the exchange of experience	Transfer of good practices into mainstream programmes
<b>Involvement of MA /intermediate body designated to carry out MA tasks</b>	Not required	Compulsory
<b>EC support</b>	No	Yes, for Fast Track Projects
<b>Recommended number of partners<sup>2</sup></b>	Depends in general on the intensity of cooperation proposed. Large partnerships are possible in light networking projects but a limited number of partners is recommended for projects with a higher intensity of cooperation.  In mini-programmes, the number of partners <b>must</b> not exceed 8.	No recommendation on number of partners involved but recommendation in terms of the number of countries represented in the project:  Minimum recommended number of countries represented: six  Maximum recommended number of countries represented: ten
<b>Recommended duration</b>	36 months  Mini-programmes: up to 48 months	24 months
<b>Recommended budget</b>	Min ERDF: EUR 500,000 Max ERDF: EUR 5 million <sup>3</sup>	Min ERDF: EUR 300,000 Max ERDF: EUR 3 million
<b>Beneficiaries</b>	Public authorities and bodies governed by public law (as defined in section 2.3.3)	Public authorities and bodies governed by public law (as defined in section 2.3.3)

<sup>2</sup> Further information on partnership is provided in section 2.3.

<sup>3</sup> The maximum recommended ERDF budget will be allocated only in exceptional cases (see section 2.1.1).



## 2.2. Project activities

### 2.2.1. Project components

Activities proposed by the INTERREG IVC projects have to be organised logically into a certain number of components which are described in the application form. The components have either an 'implementation-related' focus (e.g. 'Management and coordination', 'Communication and dissemination') or a 'content-related' focus (e.g. 'Exchange of experience'). In other words, it is not the location or the chronology of the activities that determines whether they belong to a certain component. Regional Initiative Projects can be sub-divided into a maximum of five components plus the component dedicated to the 'Preparation activities'. It is however recommended to limit as much as possible the number of components in order to facilitate the management of the project. A minimum of three components (that are already pre-defined) must in any case be filled in. Components 1 and 2 are dedicated to the 'implementation-related' activities (i.e. 'Management' and 'Communication'). As these activities apply to all INTERREG IVC projects, they are common to the two types of interventions. Component 3 focuses on the 'content-related' activities (i.e. 'Exchange of experiences') and is different according to the type of intervention selected. Examples of typical activities carried out under these components are provided in section 2.2.2.

The logic behind the planned activities and components has to be described in section 2.1.6 – 'Approach and methodology' of the application form.

#### 2.2.1.1. Component 'Preparation activities'

Successful projects approved by the Monitoring Committee can receive programme funding for their costs related to the preparation of an INTERREG IVC project. Costs declared in the component Preparation activities have to show a direct and demonstrable link to the development of the project.

Typical activities during the preparation phase of a project are the following:

- development of the project idea and partner search,
- meetings with project partners,
- completion of the application form,
- participation in INTERREG IVC Partner search forum, Lead Applicant seminar, individual consultation with members of the Joint Technical Secretariat (JTS) and/or with the Information Points.

The preparation costs must be further described in the application form and broken down into the same budget lines as the other components of the project. The activities must take place and the related costs must be incurred between 1 January 2007 and the date of submission of the application form to the programme. These costs must be paid out by the end of the first reporting period. They have to be reported in the first progress report. The eligible preparation costs are subject to a ceiling of EUR 30,000.

#### 2.2.1.2. Components 1 'Management and Coordination'

The first component is dedicated to management and coordination tasks. It deals with all the activities related to the administrative, legal and financial activities which are necessary to run an INTERREG IVC project. Further information on these tasks can be found in sections 2.3.4 and 4.2. It is recommended that the management and coordination costs represent a reasonable share of the total budget and, in general, they should not exceed 20% of this budget.

#### 2.2.1.3. Components 2 'Communication and Dissemination'

Component 2 is dedicated to Communication and Dissemination tasks. Activities carried out under this second component are aimed at disseminating the project's activities and achievements outside the project to the relevant stakeholders in Europe (e.g. policy makers at the local, regional, national and European levels). These tasks are particularly important in a capitalisation programme such as INTERREG IVC where the project results should not only benefit the partners directly involved in the projects but also benefit other possible interested local and regional authorities in Europe. Further details on communication and dissemination can be found in section 4.6.

#### 2.2.1.4. Component 3 'Exchange of experience'

The focus of component 3 depends on the choice of the type of intervention.

- Regional Initiative Projects (Type 1)

INTERREG IVC has a clear focus on the exchange of experience and in particular on the identification and analysis of good practices. Therefore, component 3 of the Regional Initiative Projects deals with the core element of the cooperation which is the "Exchange of experiences dedicated to the identification and analysis of good practices".

It is under this component that the good practices developed by the partners in the domain tackled by the project have to be identified and exchanged. The programme does not have any specific requirement regarding the way the exchange of experience should take place. It is up to each Regional Initiative Project to organise activities in this component in order to ensure an efficient exchange of experience amongst the partners (examples of activities dedicated to the exchange of experience are provided in section 2.2.2). However, in order to contribute to the capitalisation at the programme level, the Regional Initiative Projects have to ensure a proper record and follow up of these exchanges. In particular, at the end of the exchange process, the production of a concrete document such as a good practice guide, or a case study collection or a policy recommendations paper is required. This document should provide an attractive and comprehensive summary of the results of the exchange of policy experiences. For instance, it may provide detailed information on the relevant practices identified during the exchange of experiences as well as a description of the main lessons learnt from these practices. Ideally, this document should be of interest to any other public authorities in Europe dealing with the field tackled by the project.

There are numerous methodologies dedicated to the identification and reporting of regional / local development practices. The practices themselves can be of different natures (e.g. methodologies, projects, processes, techniques). The table in annex 2 provides the minimum information that is generally required to describe a practice. It is recommended that the projects take into consideration this basic data within the work carried out under component 3.

- Capitalisation Projects (Type 2)

As far as the second type of intervention is concerned, component 3 focuses on the core element of the Capitalisation Projects which is the "Exchange of experience dedicated to the transfer of good practices into the Structural Funds mainstream programmes".

Capitalisation Projects have to describe under this component the way each participating region will develop its action plan. As indicated in section 2.1.2, projects submitted under the second type of intervention have to already be well aware of existing good practices in their field of cooperation. This is the reason why, compared to Regional Initiative Projects, the focus of component 3 should not be on the identification of practices but on the way the participating regions will transfer the good practices already identified into their respective Structural Funds Operational Programme. It is up to each Capitalisation Project to define the activities needed to achieve this objective. The nature of these activities may be similar to those carried out under component 3 of the Regional Initiative Projects (e.g. seminars, workshops, study visits, staff exchanges).

#### 2.2.1.5. Components 4 and 5

- Regional Initiative Projects (Type 1)

As far as the first type of intervention is concerned, components 4 and 5 are not pre-defined and applicants are therefore free to use one or both of these components. As already indicated above, the higher the number of components is, the more difficult the project management becomes. If however components 4 or 5 are used, activities described there should complement but not overlap with the activities already planned in the three pre-defined components. Activities related to pilot experimentation, to the development of new approaches or to sub-projects' implementation should ideally be developed under these components.

- Capitalisation Projects (Type 2)

As the second type of intervention focuses on the transfer of regional development good practices into mainstream EU Structural Funds programmes, there will not be an opportunity for the Capitalisation Projects to add components to the three already pre-defined components. Therefore, all content related activities for Capitalisation Projects must be grouped under component 3.

### Section 3 of the application form

Section 3 of the application form is dedicated to the description of the components and includes the detailed work plan of each component. **Activities in this work plan have to be described as precisely as possible.** For instance, as far as events are concerned, details such as the date (months), duration (days), location (region), type of participants and thematic content should ideally be provided. This level of detail is expected for two main reasons. First, it allows a better understanding of the proposal and of the exact nature of the activities planned. For instance with pilot actions, it allows to check whether the programme's requirements are met (see section 2.2.3). Second, this information is necessary to allow a proper monitoring of the project's implementation in case the application is finally approved.

#### 2.2.2. List of indicative activities

Examples of activities that are characteristic of interregional cooperation are provided below. They are grouped according to core tasks that INTERREG IVC projects have to carry out:

##### - Management and co-ordination

- Finalisation and conclusion of the partnership agreement
- Preparation of progress reports
- Organisation of project's steering group meetings
- Monitoring and control of the incurred expenditure

##### - Communication:

- Publication and dissemination of joint leaflets / brochures / newsletters
- Organisation of joint launch and closing conferences
- Development of the project's web site
- Organisation of press conferences
- Dissemination of project outputs (good practice guides, policy recommendations, etc.)

##### - Exchange of experience:

- Organisation of joint thematic seminars / workshops / conferences
- Organisation of study / site visits
- Organisation of staff exchanges
- Organisation of joint interregional 'training' sessions
- Production of joint thematic surveys / studies
- Production of case studies / good practice guides / policy recommendations / strategic guidelines
- Development of action plans

As described under section 2.1.1, Regional Initiative Projects with a certain level of intensity of cooperation can propose more demanding work (activities eligible only under certain conditions as explained under section 2.2.3). In addition to the above listed examples, typical activities of these projects may include the following:

- Joint development of regional policy tools (methodologies, software, etc.)
- Joint implementation of pilot actions
- Joint implementation of sub-projects (within mini-programme)

This list is not exhaustive and other activities can also be supported by the programme provided that they directly contribute to the achievement of the programme's objectives, that they respect EU legislation in the fields of financial management and controls, and that they respect the funding principles laid down by the programme. These activities will also have to fulfil three core criteria as described in the following section.

### 2.2.3. Conditions to be respected for the proposed activities

It should be stressed that INTERREG IVC cannot be considered and used as a substitute programme for the Objective Convergence and Competitiveness programmes or for any other main programmes at the national, regional and local levels.

In other words, the activities proposed within INTERREG IVC and in particular those related to the development of new approaches and to pilot actions will have to respect the following three fundamental conditions:

#### - Relevance to the programme

All activities proposed within an INTERREG IVC project have to be in line with the overall objective of the programme and should clearly contribute to the improvement of the regional or local policies tackled by the project.

#### - Interregionality

Activities of 'pure' local character cannot be supported under INTERREG IVC. The interregional character of the activities has always to be demonstrated in the application form. This is obvious in activities such as the organisation of joint thematic seminars. For the development of new approaches or pilot actions, the interregional character is often more difficult to justify but it can be demonstrated in different ways.

For instance, the interregionality of pilot actions is clear when these actions are directly related to the transfer of practice from a region to another region.

Another example is the development of new approaches benefiting the whole partnership. Based on the exchange of experience, the partners of the project may realise that they have never tried a particular approach. In this situation, one partner may take the lead in testing this new approach on its territory with the close cooperation of the other partners. If these other partners are directly involved in the preparation, implementation and evaluation of this new approach, it can then be considered that this activity benefits the whole partnership. This is another case where the interregionality of the pilot actions is demonstrated.

#### - Additionality

The added-value of the proposed cooperation has to be clearly demonstrated. Indeed, the activities proposed to the INTERREG IVC programme have to be different from the normal and regular tasks of the partners involved in the project. In particular, the pilot actions have to represent additional activities that would not be carried out without the support of the INTERREG programme.

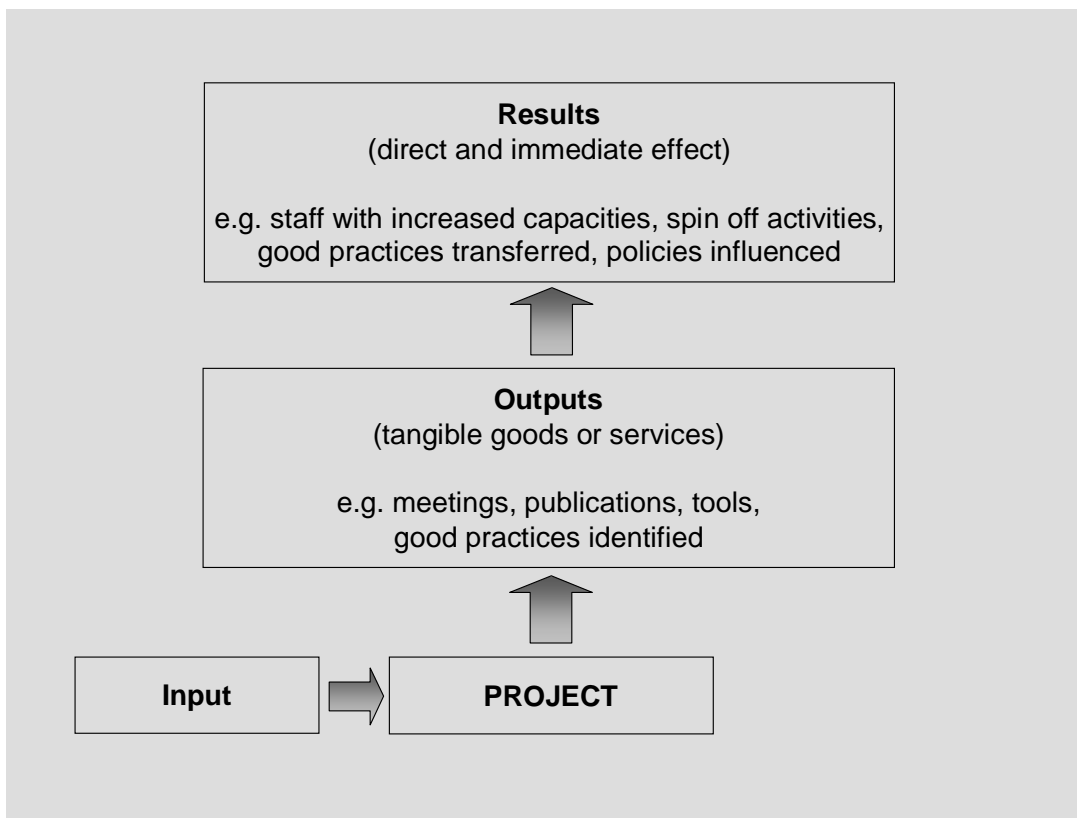
### 2.2.4. Monitoring of activities and projects' achievements

The evaluation of interregional cooperation programmes and projects is an important and challenging task. It is important because, during the implementation of the programme, the usefulness and efficiency of interregional cooperation will have to be clearly demonstrated. It is also challenging as, compared to other classic programmes of regional policy, the achievements of interregional cooperation are often less tangible. This is also the reason why the monitoring system focuses primarily on outputs and results, which are defined below. Impacts often occur after the end of the project and it will be up to each project to report if possible on this type of achievement.

#### 2.2.4.1. Definition of outputs and results

Outputs are the tangible deliverables of the project. They directly result from the activities carried out in the project. They report on what the main 'products' delivered by the project are. They do not lead to a qualitative judgment on the project's outcomes. In other words, it is not because the project organises a high number of workshops that it will necessarily be successful. Output indicators are typically measured in physical units such as the number of seminars, site visits, conferences, participants, publications, good practices identified, or policies addressed.

Results are direct and immediate effects resulting from the project and from the production of the outputs. They do not report on the what but on why the project is delivering the specific outputs. The organisation of interregional events, the identification and dissemination of good practices, the production of policy recommendations are only means to an end. These activities are carried out in order to achieve specific effects that the result indicators should be able to assess and measure in quantified terms. Therefore, compared to the outputs, they imply a qualitative value. They also have to be measured in physical units such as the number of staff with increased capacity, the number of good practices successfully transferred or the number of policies improved.



More detailed information on the evaluation of the Structural Funds can be found on the following link: [http://ec.europa.eu/regional\\_policy/sources/docoffic/working/sf2000\\_en.htm](http://ec.europa.eu/regional_policy/sources/docoffic/working/sf2000_en.htm)

**2.2.4.2. Project performance indicators**

**a/ Pre-defined indicators at programme level**

Annex 2 of the INTERREG IVC Operational Programme provides an overview of the programme's monitoring system. In order to ensure consistency in the programme's evaluation, each project is requested to fill in a certain number of pre-defined output and result indicators according to the type of intervention selected. These indicators are automatically inserted in the component section of the application form and applicants just have to estimate their target value. The approach proposed by each project has to be realistic and it is therefore recommended not to overestimate expectations regarding these indicators. Additional information on the meaning of each of these indicators can also be found in annex 3 of the present document.

<b>List of indicators pre-defined in the application form</b>	
1/ <u>Contribution to the programme's objectives</u>	
1.1/ <i>Objective:</i> Exchange of experience and improvement of capacities and knowledge of regional and local stakeholders in particular by matching less experienced regions with regions with more experience	
Output indicators	<ul style="list-style-type: none"> <li>No. of interregional events organised by projects to exchange experience</li> <li>Total No. of participants in all interregional events</li> </ul>
Result Indicators	<ul style="list-style-type: none"> <li>No. of staff members with increased capacity (awareness / knowledge / skills) resulting from the exchange of experience at interregional events</li> <li>No. of action plans developed by Objective 'Convergence' regions further to the lessons learnt from 'Objective Competitiveness' regions</li> </ul>
1.2/ <i>Objective:</i> Identification, sharing and transfer of good practices into regional policies and into EU Structural Funds mainstream programmes	

Output indicators	<ul style="list-style-type: none"> <li>No. of good practices identified by Regional Initiative Projects</li> <li>No. of good practices already identified and made available to regional and local actors involved in Capitalisation Projects</li> </ul>
Result indicators	<ul style="list-style-type: none"> <li>No. of good practices successfully transferred within Regional Initiative Projects (if applicable)</li> <li>No. of action plans developed under Capitalisation Projects</li> <li>Amount of mainstream funds (Cohesion/ERDF/ESF) dedicated to the implementation of good practices coming from Capitalisation Projects</li> </ul>
1.3/ <i>Objective</i> : Improvement of regional and local policies	
Output indicators	<ul style="list-style-type: none"> <li>No. of regional/local policies and instruments addressed in the field tackled by the project</li> </ul>
Result indicators	<ul style="list-style-type: none"> <li>No. of regional/local policies and instruments improved in the field tackled by the project</li> </ul>
2/ <u>General performance of projects</u>	
2.1/ Management and coordination	
Output indicator	<ul style="list-style-type: none"> <li>Average number of steering group meetings organised by projects per year</li> </ul>
2.2/ Dissemination	
Output indicators	<ul style="list-style-type: none"> <li>No. of press releases disseminated</li> <li>No. of brochures (no. of issues created, not no. of copies printed or disseminated)</li> <li>No. of copies of brochures disseminated</li> <li>No. of newsletters (no. of issues created, not no. of copies printed or disseminated)</li> <li>No. of copies of newsletters disseminated</li> <li>No. of dissemination events organised</li> <li>No. of other events participated in (with presentations/stands about the project activities)</li> </ul>
<u>Result indicators</u>	<ul style="list-style-type: none"> <li>No. of articles/appearances published in the press and in other media</li> <li>Estimated no. of participants in events (organised and participated in)</li> <li>Average no. of visits per month to a project's website</li> </ul>

Past experience of interregional cooperation projects has shown that projects with a basic level of intensity of cooperation could sometimes lead to concrete transfers of good practices amongst the partners. This is the reason why Regional Initiative Projects with a basic level of intensity of cooperation may still commit themselves to a limited number of transfers of good practices within component 3. This pre-defined result indicator remains however optional for projects applying under the first type of interventions.

As explained in section 2.2.1, in case the transfer implies more demanding activities such as pilot actions, the Regional Initiative Project will be characterised by a higher level of intensity of cooperation and this more demanding activities should in principle be organised outside component 3 (for instance in component 4).

#### **b/ Self-defined indicators**

In addition to the pre-defined indicators, each project has the opportunity to define its own output and result indicators. These 'self-defined' indicators have to be provided in the component section of the application form. Applicants have to make sure that the indicators they propose are meaningful and measurable. A clear distinction has also to be made between output and result indicators.

<b>Examples of self-defined indicators</b>		
<b>Example of projects</b>	<b>Output indicators</b>	<b>Result indicators</b>
On water management with a particular focus on flood prevention	<ul style="list-style-type: none"> <li>- Number of river basins addressed within the project</li> <li>- Number of comparative survey(s) on the number and characteristics of recent floods in the participating regions</li> <li>- Number of flood awareness campaigns that are analysed within the project</li> </ul>	<ul style="list-style-type: none"> <li>- Number of new projects dedicated to water management resulting from the exchange of experience</li> <li>- Number of new river basin management plans initiated through the cooperation</li> <li>- Number of new tools developed for flood awareness campaigns</li> </ul>
On the development of regional/ local 'e-government' services	<ul style="list-style-type: none"> <li>- Number of innovative e-government solutions identified in the participating regions</li> <li>- Number of joint events organised to raise awareness of local policy makers on the development of e-government</li> </ul>	<ul style="list-style-type: none"> <li>- Number of new e-government applications initiated through the cooperation</li> <li>- Number of local policy makers with increased capacity on 'e-government' issues</li> </ul>
A mini-programme on cluster management	<ul style="list-style-type: none"> <li>- Number of sub-projects supported</li> <li>- Number of participants involved in the sub-projects</li> <li>- Number of existing clusters in the participating regions</li> <li>- Number of businesses represented in these clusters</li> </ul>	<ul style="list-style-type: none"> <li>- Number of new links established between businesses, research institutes and public authorities</li> <li>- Number of additional businesses joining existing clusters thanks to the cooperation</li> <li>- Number of new clusters initiated through the cooperation</li> <li>- Number of new tools created to support cluster development (e.g. recruitment of a 'cluster manager', creation of new risk capital schemes available to SMEs)</li> </ul>

#### **2.2.4.3. Innovative character of the project's results**

Projects financed under the programme have to explain the innovative character of their expected results. It is clear that this notion of added-value is relative: what is common practice for large public authorities or in certain European context may be very innovative for smaller public authorities or in another type of context (and vice versa). Nevertheless, it is recommended that, before developing a project idea, applicants should at least check on the programmes' websites the kind of interregional cooperation projects that were already financed ([www.interreg3c.net](http://www.interreg3c.net)) or that are currently supported ([www.interreg4c.eu](http://www.interreg4c.eu)). Ideally, they should make sure that their own project and its expected achievements will be of added-value compared to these past or existing initiatives.

The issue of project's added-value is particularly important for INTERREG IIC follow-up projects, which need to clearly demonstrate how they would go beyond their past cooperation. This added-value can in particular be reflected in the following project's features:

- the proposed partnership,
- the theme tackled,
- the intensity of cooperation selected.

#### **2.2.4.4. Durability of the project's results**

One of the basic requirements of any public funded project is to demonstrate at the application stage that the planned results to be achieved within the project will not be lost at the end of the funding period. Therefore, the way applicants envisage the durability of their project's achievements has to be clearly explained in section 2 of the application form. In the context of INTERREG IVC, it should be noted that this notion of durability is closely related to the relevance itself of the project. If the relevance of a proposal is clear, it means in particular that the way the interregional exchange of experi-

ence will directly impact regional policies is demonstrated. This impact on policies and the integration of good practices into regional / local policies and strategies are therefore the best way to demonstrate the durability of the project's results in INTERREG IVC.

In terms of communication and dissemination, the programme has the two following requirements to ensure the availability of the project's outputs:

- each approved project has to develop its own website where core information on the project is available (e.g. objective, partners, activities, main outputs such as good practice guides). See also section 4.6.1 below;
- the **project's website (or at least the core outputs of the project) has to remain available for a minimum of five years after the closure of the project.** The costs for this measure, which should be relatively low, has to be fully borne by the partnership.

## 2.3. Partnership

### 2.3.1. Partnership composition

Projects have to involve partners **from at least three countries, from which at least two partners must be from EU Member States and financed by the INTERREG IVC programme.**

Besides this minimum requirement, which determines the eligibility of a project, the partnership should always, as a general rule, facilitate efficient implementation and reflect the objectives of the project. The complexity of a wide partnership must not be under-estimated and the number of partners involved in the project is closely related to the intensity of cooperation. The higher the level of intensity is, the lower the number of partners should be. Recommendations for the suitable number of partners by type of intervention can be found in section 2.1.

It should be further noted that the INTERREG IVC programme is the only INTERREG programme covering the whole Europe. **It is therefore highly recommended that partnerships cover a wide EU area** as this configuration allows partners to broaden their experience and to confront their practices with very different cultures and contexts. This issue is reflected in the fifth selection criterion dedicated to 'Quality of partnership' (see annex 4). In particular, the geographical coverage should in principle go much beyond the normal cross-border and transnational programme areas. It is likely that a partnership which is in essence mainly 'transnational' (e.g. most of the partners coming from an INTERREG IVB area with a few other 'external' partners only symbolically involved in the cooperation) would not be considered of added-value within INTERREG IVC. This is particularly true in this programming period where the article 21 the ERDF regulation No 1080/2006 allows, under certain conditions, that part of the funding (up to 20% of the ERDF contribution) of the cross-border and transnational cooperation programmes is spent outside their normal eligible geographical area. **The balanced geographical coverage should also be reflected in financial terms.** The budget allocation should in principle be balanced between countries, including between a group of geographically close countries and the other represented countries.

The quality of the partnership composition is also related to the **proportionate involvement of the different partners.** A balanced participation of the partners is recommended and is reflected at two levels. First, the involvement of the partners in the different project's activities and in the project's co-ordination has to be explained in as much detail as possible in the application form itself. Second, the proportionate involvement of the partners is also reflected through their financial contribution. It is clear that the budget of a partner has also to be in line with the level of costs in its specific country. But any major differences between the budget of the partners must be clearly justified in the application form.

Finally, matching less experienced regions with more advanced regions also represent one of the programme objectives and should be taken into consideration by project applicants when building up their partnership.



## 2.3.2. Partnership funding

### 2.3.2.1. Funding for partners from EU-Member States and from Norway

Under the INTERREG IVC programme, the eligible project activities are co-financed from the ERDF at either 75% or 85% depending on the Member State in which the partner is physically located (determined by its address). The other 25% or 15% have to be provided by the partners themselves. The source of the partners' own co-financing amount can be manifold. It can come from the partners' own budget, or from other public sources at central, regional or local levels.

It is not possible to receive an advance payment from the ERDF under the INTERREG IVC programme. This means that each project has to pre-finance its activities until it submits a statement of expenditure and claims funds from the programme for the activities carried out and paid in the past period. The programme then reimburses 75% or 85% of the total eligible expenditure declared by each partner – ensuring that 15% or 25% is always provided from other public sources. Project partners therefore need to set aside sufficient liquidity if they are to become involved in INTERREG IVC projects.

#### **Interregional Cooperation under Convergence and Competitiveness programmes**

According to the Council Regulation (EC) No 1083/2006 art. 37 §6 (b), some regions may have foreseen a priority on interregional cooperation within their regional Convergence or Competitiveness Operational Programme. In principle, these regions should develop projects with other regions that have included the same reference to interregional cooperation in their Operational Programme. For cooperation projects under Convergence or Competitiveness programmes, each will have its own contract with its own Managing Authority. As this offers significant coordination challenges across the partnership, this type of initiative should be dedicated to intensive cooperation projects with a limited number of regions.

It may occur that the above regions have to work with partners which do not have such a reference to interregional cooperation in their Operational Programme. In this case and in order to avoid additional complexity, it is strongly recommended that all the partners of the project apply to INTERREG IVC ensuring that no partner is in receipt of funding from its regional Convergence or Competitiveness Operational Programme.

In exceptional cases and if duly justified, some regions may use their regional funding to be involved in a project submitted to the INTERREG IVC programme. They would not receive any INTERREG IVC funding, but would instead finance their participation with the budget of their regional programme, which would be listed as "other funding" in the INTERREG IVC application. The following conditions will apply to these particular projects:

- the region funded by its Operational Programme cannot be the Lead Partner of the INTERREG IVC project. The Lead Partner bears all the administrative, financial and legal responsibility (see section 2.3.4) for the implementation of the project. This is the reason why the Lead Partner has to be a 'full' partner in the project.
- besides the partner(s) funded from the regional programme, the partnership has to involve at least two more partners which are from two other EU Member States and actually financed by the INTERREG IVC programme.
- at least three partners who are from two other EU Member States and funded under INTERREG IVC
- a partner has to be financed either under INTERREG IVC or under the regional programme, but not under both programmes at the same time. It should also be stressed that expenditure can only be financed from one funding source.
- the deadlines, approval and reporting procedures of the regional programmes will differ from the INTERREG IVC programme and thus make the management of the activities of partners under different funding mechanisms complex. This should be taken into consideration when the project is set up.

Partners from Norway are not eligible to receive ERDF, but can receive funding of 50% from pre-allocated national funds, which Norway makes available in the context of its direct participation in the INTERREG IVC programme.

Funding rate and source	Participating States (EU + Norway)
75 % ERDF	Austria, Belgium, Denmark, Finland, France, Germany, Ireland, Italy, Luxemburg, Netherlands, Spain, Sweden, UK
85% ERDF	Bulgaria, Czech Republic, Cyprus, Estonia, Greece, Hungary, Lithuania, Latvia, Malta, Poland, Portugal, Romania, Slovakia, Slovenia.
50% Norwegian funding	Norway

### 2.3.2.2. Funding for partners and activities outside the EU Member States

Partners coming from countries outside the EU territory can participate with their own funding.

Partners from Norway are eligible for Norwegian funding provided by the INTERREG IVC programme. Switzerland has also reserved some funding which is directly provided by the Cantons. Further information can be requested through the Swiss INTERREG National Contact Point.

In some cases it might be possible to obtain funding through other EU-instruments (such as ENPI<sup>4</sup> or IPA<sup>5</sup>) or through special national allocations. In case of co-financing from other EU instruments, the following has to be kept in mind:

- the financing provided by other instruments has to follow separate administration and monitoring, even if the project has been designed as a joint one.
- the approval deadlines and the administrative procedures of the different instruments vary and might not be in phase with the INTERREG IVC cycle. This should therefore be carefully considered by the partners when planning activities and budgeting costs.
- from the point of view of accountancy an item of expenditure can be allocated to only one programme. Actions budgeted and paid for by EU-partners and Norway and co-financed from the ERDF or the Norwegian allocation are reported to the INTERREG IVC programme. Other parts of the project budgeted and financed by other non-EU partners under other instruments, have to be monitored by the respective other management bodies.

Based on Article 21 of Regulation (EC) No 1080/2006, expenditure incurred in implementing parts of the projects outside the EU especially in countries eligible to receive IPA funds, can be co-financed if they are for the benefit of the project and do not exceed 10 % of the project's INTERREG IVC budget. The expenditure has to be budgeted, paid and borne by the EU or Norwegian partners. The related activity has to be explicitly mentioned and justified in the approved application.

Please note that travel costs for EU-partners travelling to places outside the EU do not fall under the 10% rule mentioned above, but are eligible as any other travel costs (provided that the related activity has been foreseen and justified in the application).

### 2.3.2.3. Co-financing statement

At the application stage, the INTERREG IVC programme requires proof that the Lead Partner and the partner's own co-financing amount has been secured and will be available for the project's implementation as laid out in the application form. This proof is delivered in the form of a co-financing statement. The co-financing statement is obligatory for EU and Norwegian Lead partners and partners as well as all other non-EU partners. It is a pre-requisite for a project to be eligible to the programme. It is therefore important to take this requirement into account early on in the preparation phase so that the co-financing statement is available at the latest before the closure of the call when the application has to

<sup>4</sup> The European Neighbourhood and Partnership Instrument for more information see: [http://ec.europa.eu/world/enp/funding\\_en.htm](http://ec.europa.eu/world/enp/funding_en.htm)

<sup>5</sup> IPA: Instrument for Pre-Accession Assistance, supports candidate and potential candidate countries for membership to the EU. For details see: [http://ec.europa.eu/enlargement/financial\\_assistance/ipa/index\\_en.htm](http://ec.europa.eu/enlargement/financial_assistance/ipa/index_en.htm).

be submitted to the JTS. The template for the co-financing statement is available with the application pack on the programme's website ([www.interreg4c.eu](http://www.interreg4c.eu)).

Further requirements for the co-financing statement are outlined in sections 3.3. and 3.4. of this Programme Manual.

### 2.3.3. Partner's legal status

In order to be eligible to ERDF or to the pre-allocated Norwegian funding, beneficiaries have to be public authorities and bodies whose expenditure is considered as public expenditure in accordance with Article 2 (5) of Regulation (EC) No 1083/2006. This applies especially to bodies acting in accordance with Directive 2004/18/EC. The relevant section reads as follows.

#### **Definition of body governed by public law**

*Body governed by public law according to Directive 2004/18/EC, Art. 1 means any body:*

- (a) established for the specific purpose of meeting needs in the general interest, not having an industrial or commercial character;*
- (b) having legal personality; and*
- (c) - financed, for the most part, by the State, regional or local authorities, or other bodies governed by public law;*
  - or subject to management supervision by those bodies;*
  - or having an administrative, managerial or supervisory board, more than half of whose members are appointed by the State, regional or local authorities, or by other bodies governed by public law.*

**Each Member State is responsible for confirming the legal status of partners located on its territory.** Therefore, in case of doubt about its status, the partner should contact its Member State representative directly. Member State contact details are available on the programme website ([www.interreg4c.eu](http://www.interreg4c.eu)).

The private sector (i.e. profit-making organisations or NGOs which do not fulfil the requirements mentioned above) can participate in projects at their own cost.

Furthermore and subject to procurement rules, the private sector can be sub-contracted by partners to provide services or to assist in the implementation of certain activities.

**Applications from national, regional or local authorities, or partnerships having at least a solid and relevant participation of regional and local authorities in them, will be considered with priority in the selection process. In order to maximise the impact of this programme on regional and local policies across the EU, applicants are strongly encouraged to include the relevant and competent public authorities in their projects.**

These rules reflect the specific objectives of the INTERREG IVC programme and the particular focus on the participation of regional and local authorities. Bodies governed by public law are also eligible but their relevance to INTERREG IVC has to be precisely defined in the application form, in particular in section 5 'Partnership'. Their link with regional / local authorities should be explained and their capacity to influence policies at the local and regional level has to be demonstrated.

INTERREG IVC projects can only involve contributing partners. It is not possible to participate with an "observer" status. It is also not possible to participate as a "sub-partner" and to receive ERDF funding through another partner organisation/umbrella organisation officially listed in the application form. Any organisation that contributes to the implementation of the project and receives programme funding has to be listed as a formal project partner. In all other cases, any form of participation in the project would be considered as sub-contracting by one of the formal partners and therefore requires the respect of national and European procurement rules and a full payment from the partner on the basis of a contract and invoices.

The only case where ERDF is allocated through another partner organisation is the mini-programme. The main partners of the mini-programme allocate funding to sub-project participants on the basis of calls for proposals. Their expenditure is then reported as the expenditure of the main partner on whose territory the sub-project participant is located (see section 2.1.1).

### 2.3.4. The Lead Partner

Each project must follow the so-called Lead Partner principle, which means that among the number of partners who carry out the project, one is appointed to act as Lead Partner and thus forms the link between the project and the JTS/MA. The Lead Partner takes on the responsibility for management, communication, implementation and co-ordination of activities among the involved partners. The Lead Partner:

- signs and submits the application form on behalf of the partnership and
- should the project be approved, signs a subsidy contract with the Managing Authority for the total amount of the subsidy
- is responsible for the division of tasks among the partners involved in the project and ensures that these tasks are subsequently fulfilled in compliance with the application form and subsidy contract
- ensures an efficient internal management and control system
- makes certain that the project reports timely and correctly to the JTS
- requests and receives payments of programme funding
- transfers programme funding to the partners without delay in compliance with the amounts reported in the progress report.

The full administrative and financial responsibility for the project therefore lies with the Lead Partner. The Lead Partner may only be from the EU-MS or in well justified exceptional cases may also be from Norway. At the present time, partners from Switzerland cannot take on the role of a Lead Partner.

In order to ensure the implementation of these tasks, the Lead Partner has to set up an efficient and reliable management and co-ordination system. For this purpose each project should appoint or sub-contract the following two positions for project management:

- a coordinator

The coordinator is responsible for the organisation of the project's work. The coordinator should be qualified in European project management as well as in the thematic priority of the project. The coordinator should be able to act as a driving force in the partnership and to mobilise the partners in order to achieve the objectives laid down in the application within the given time.

- a financial manager

The financial manager is responsible for the accounts, financial reporting, the internal handling of ERDF funds and national co-financing. The financial manager should work in close contract with the coordinator, the controllers and the partners in order to enable efficient financial management of the project. The financial manager should be familiar with accounting rules, international transactions, EU and national legislation for the management of ERDF, public procurement and financial control.

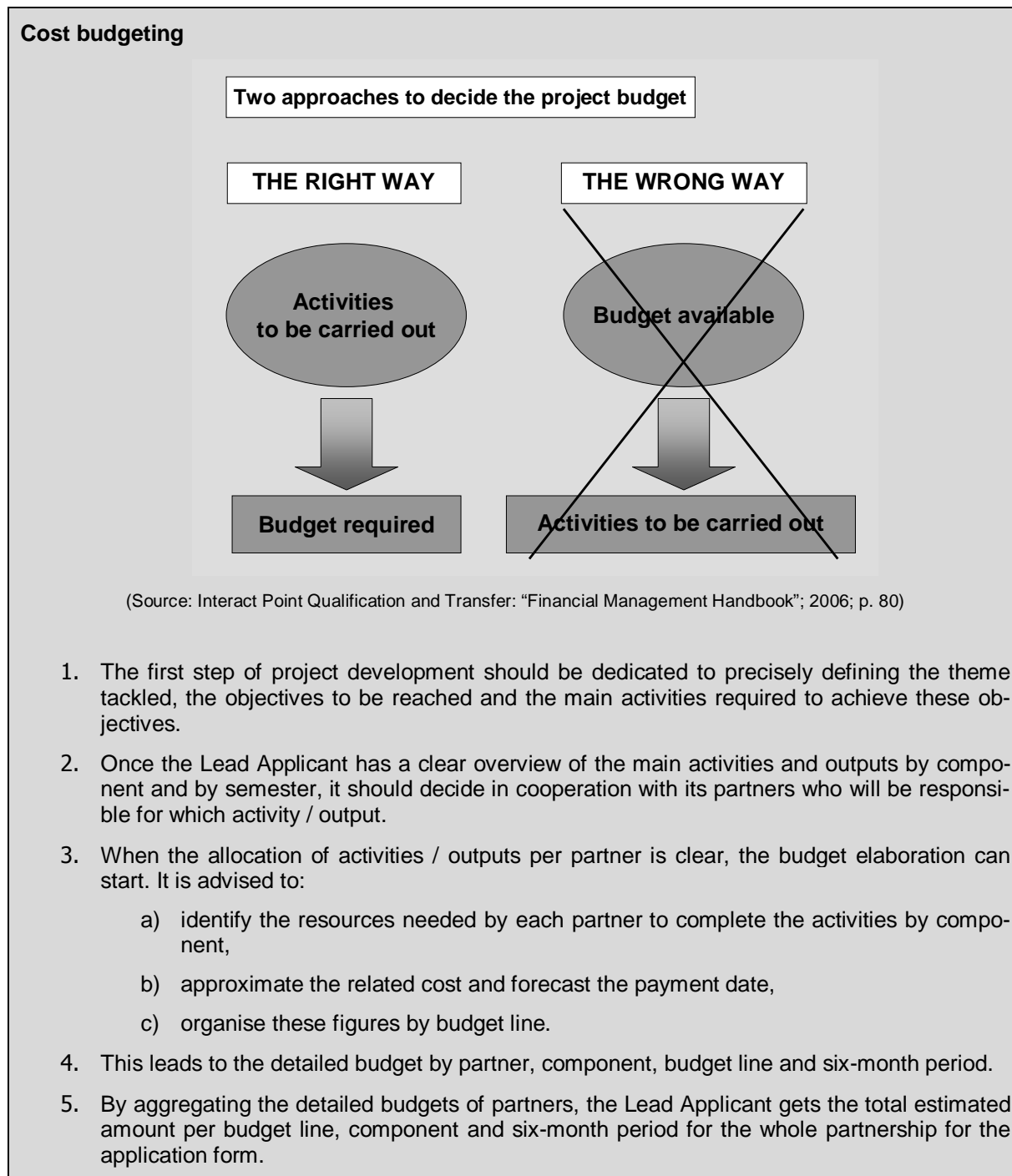
The coordinator and financial manager should be fluent in English which is used for all communications with the JTS and other bodies involved in programme management.

## 2.4. Details on budget and eligibility

It is important that projects consider financial issues from the very beginning. This approach requires the involvement of all partners in the preparatory work and planning meetings during the development phase of the project application. Time invested prior to the submission of the application results in strong partnerships with clear responsibilities and well-justified budget allocations. Good preparation is fundamental to ensuring a prompt start to the project's activities after approval, as well as smooth project implementation thereafter.

It is certainly useful to estimate the funds potentially available and to take into account the recommendations for a reasonable project budget by type of intervention provided in section 2.1. The overall budget should be reasonable compared to the activities planned, the project's duration and the number of partners involved. In particular, this implies that the detailed budget should always be prepared on the basis of the activities needed to meet the project's objectives and the resources required to carry out these activities within the time allowed.

The application form only requires a budget by budget line and component and a payment forecast for the whole partnership. However, the JTS strongly advises every project to develop a split by budget line, component and six-month period by partner as several countries will require these details for first level control purposes. In addition, it will then be easier for the Lead Partner to construct the budget for the whole partnership for the application form and to monitor partners' performance throughout the implementation phase.



### 2.4.1. Eligibility period

With the exception of preparation costs (see below), costs for the projects are eligible from the date of approval by the Monitoring Committee<sup>6</sup> to the end of the month quoted as “finalisation month” in the approved application. The Monitoring Committee is expected to be held within eight months after the end date of each call. Projects should then be ready to start implementation within two months following the date of approval by the Monitoring Committee.

In order to determine the end date of a project it is important to take into consideration that all payments have to be made before this date in order to be eligible (incl. payment for the financial control of the last progress report). **The project duration should therefore include two to three months after the end of the main project activities for the administrative project closure if one wants to be sure that all activities related to the preparation and control of the last progress report and the final report are eligible.**

According to Regulation (EC) 1083/2006 Article 56, the programme has to end on 31 December 2015. INTERREG IVC projects thus have to end by 31 December 2014 at the latest so that there is sufficient time for the submission and monitoring of the projects' last progress reports and for the JTS/MA (Managing Authority) to close the programme in 2015. Besides this regulatory limit, recommendations for a suitable project duration (between 24 and 36 months - and exceptionally 48 months - depending on the type of intervention) can be found in section 2.1.

Preparation costs can only be eligible for successful projects approved by the Monitoring Committee and if they were incurred between 1 January 2007 and the date on which the application form has been submitted. These costs must be paid out before they are reported in the first progress report. The eligible preparation costs are subject to a ceiling of EUR 30,000.

### 2.4.2. The budget lines

The budget table in the application form provides for a sub-division into the following budget lines:

- |  |   |  |
|--|---|--|
| <ul style="list-style-type: none"> <li>- staff</li> <li>- administration</li> <li>- travel and accommodation</li> <li>- equipment</li> </ul> | } | for the personnel employed by the partner institutions officially listed in the AF |
| <ul style="list-style-type: none"> <li>- external expertise and services</li> </ul>  |   | comprising experts' staff, administration + travel, equipment costs if applicable  |
| <ul style="list-style-type: none"> <li>- sub-projects</li> </ul>   |   | only possible in mini-programme  |

It is possible to share costs between the partners. However, **it is important to note that the procedure for sharing costs and reporting them should always be checked with the controllers of each individual partner concerned (who will certify these costs)**. Moreover, in the past, reporting shared costs has sometimes proved to be difficult. Some national auditors refused to accept the sharing of staff and administration costs. **It is therefore recommended to limit the shared costs to the costs falling within the scope of the budget line “external expertise and services”** (which can be more easily reported in a transparent way). Further information on reporting shared costs can be found in section 4.3.3.

Projects shall comply with public procurement requirements. Projects which cannot provide documentary proof of compliance with European, national and their own internal public procurement rules risk losing ERDF funding. For further details see section 2.4.2.5 (grey box).

<sup>6</sup> If a project is approved under conditions, the costs can still be eligible from the decision date of the Monitoring Committee (MC) provided that the project is finally approved later on. The implementation of the project activities in the period between MC approval and fulfilment of the conditions is thus undertaken at the project's own risk because it could theoretically happen that the project does not fulfil the conditions and thus is ultimately not approved.

### 2.4.2.1. Staff costs

The staff budget line involves personnel costs for the time that the partner organisations' staff spends on carrying out the project activities in accordance with the application form (full-time or a certain percentage of total working time).

The persons whose staff costs are budgeted and later on reported must be directly employed by the partner organisations officially listed in the application form (e.g. internal project coordinator, financial manager, financial controller; in compliance with country specific control requirements).

It is not possible to report any staff costs of personnel external to the official partner organisations in this budget category. If the project uses an external project coordinator, financial manager or external independent controller, the costs have to be specified, budgeted and reported under the budget line "External expertise and services".

#### Reporting staff costs

While for budgeting purposes it is possible to use average rates and estimates, the reporting of staff costs has to follow the following principles:

- the calculation has to be based on the actual salary rate (employee's gross salary + employer's charges in accordance with national legislation) of the individual employee who is actually involved in the project activities. The calculation excludes any administration overheads.
- if the member of staff works less than 100% of their actual working time for the project, the calculation must be based on the hourly rate resulting from the actual salary rate divided by the total number of hours worked by the staff member for the partner institution (as registered in institution's time recording system). This hourly rate is then multiplied by the number of hours actually worked on project activities.
- staff costs must be supported by documents that permit the identification of the employment relationship with the partner organisation (working contract), the real costs by employee (pay slips, payment proofs, calculation evidence for the determination of the staff time value/hourly rate), the overall working time (time recordings) and the time spent on carrying out activities in the context of the project (record of tasks, project specific time sheets<sup>7</sup>).

Staff costs are considered as a cash contribution (and not in-kind contribution) as they are actually paid by the partner institution.

Further details can also be found in the fact sheet on staff costs in annex 8a).

### 2.4.2.2. Administration costs

Administration costs may include cost items such as:

- stationery
- photocopying
- mailing
- telephone, fax and Internet
- heating, electricity
- office furniture, maintenance
- office rent
- other administration expenditure absolutely necessary for the successful completion of the project and clearly resulting from project implementation

These costs may be direct or indirect general costs. While direct general costs can be identified as belonging directly to the project, indirect general costs (overheads related to the project activities) are calculated on a pro-rata basis.

Administration costs linked to services provided by external experts must be included in the budget line "External expertise and services".

It is recommended that administration costs remain reasonable and do not exceed 25% of the staff costs.

<sup>7</sup> An example of a timesheet can be found on the programme's website.

### Reporting administration costs

Administration costs have to fulfil the following criteria: they

- have to be eligible according to national rules and European regulations (in particular Regulations (EC) no. 1083/2006 Art. 56; no. 1080/2006 Art. 7; no. 1828/2006 Art. 48 to 53);
- must be calculated on the basis of actual costs and capable of verification, i.e. based on factual elements in the accounting system which can be verified by an auditor. No lump sums, overall estimations or arbitrary keys are allowed!
- show a direct link to the project's activities;
- have not already been financed from other EU-funds;
- have not already been included in other budget lines or cost items.

In the case of indirect general costs (overheads related to the project's activities) this means that the calculation is done pro-rata on the basis of the actual costs according to a duly justified, fair and equitable method that should remain the same during the whole implementation period. This means that the costs are charged to the project to the extent that they represent a fair apportionment of the organisation's actual administration costs and have been necessary for the successful completion of the project.

The allocation of the organisation's eligible administration costs to the project could be done on the basis of the following keys (depending on which key best reflects the type of cost):

- the ratio "number of people working for the project / number of people working in the organisation or department" or
- the ratio "number of hours worked on the project / number of hours worked in total in the organisation or department"
- the ratio "surface used by the personnel working for the project/surface of the organisation or department"

The Regulation (EC) no. 1828/2006 Art. 52 also provides the possibility of using an average rate, which cannot exceed 25% of the costs which directly affect the level of the overhead (e.g. staff costs). This average rate should nevertheless be properly documented and periodically reviewed.

In any case, when it comes to reporting these costs, it has to be demonstrated that the administration costs reflect only costs which :

- were really borne by the organisation, and
- were necessary for project implementation.

If there have been problems with the reporting of administration costs in the past, it often resulted from partners trying to stretch the above-mentioned principles into grey areas. The reported administration costs have been artificially inflated through the inclusion of overhead cost categories which lacked a clear project link. **In case of doubt, it can only be advised to exclude the cost categories in question from the calculation to avoid problems later on.**

It is strongly recommended that the partner's agree the allocation key with their financial controller.

Further details can also be found in the fact sheet on administration costs in annex 8b).

#### 2.4.2.3. Travel and accommodation

This cost category refers to the travel and accommodation costs of employees of the partner institutions officially listed in the application form and relates to their participation in meetings, seminars, or conferences taking place within the EU. The trips are justified by the project's activities as foreseen in the application form. Trips to places outside the territory of the EU are possible if they are explicitly mentioned and justified in the application form.

Travel and accommodation costs should be budgeted taking account of the national and/or internal rules of the respective partner organisation for reporting these costs later on. As a general rule the most economic form of transport and accommodation has to be chosen. Daily allowances for travel and accommodation are possible as long as the allowance is actually paid by the partner body to the employee and this is in line with the national or institutional conditions set for this partner body.



Similarly to the “Staff” and “Administration” budget lines, the travel and accommodation budget is also reserved to the personnel employed by the partner organisations officially listed in the application form. The travel costs of any external experts participating in project activities and to be financed by the project have to be budgeted under “External expertise and services”.

#### 2.4.2.4. External expertise and services

The term “external expertise and services” is applied to expenses paid by the Partners on the basis of:

- contracts/agreement and
- invoices/request for reimbursement

to external service providers who carry out certain tasks for the project because the partners lack the resources to carry them out themselves. These might include, for example:

- external project coordination or financial management,
- external independent financial control (in compliance with country specific control requirements)
- website design and hosting,
- drafting, lay out, printing of promotion material such as newsletters,
- external event organisation,
- meeting room rental and catering,
- interpretation/translation,
- studies and surveys.

It may also include the cost of external speakers and external participants in project meetings and events if:

- the added-value of their participation and payment of their costs by the Partners can be clearly demonstrated and
- the cost will be definitively paid and borne by partners officially listed in the application form.

There are no fixed rates or ceilings established by the programme for budgeting and reporting external expertise and service costs. Normal market rates resulting from public procurement procedures apply.

#### **Public procurement**

Whenever a project purchases services, goods, equipment, etc. externally, public procurement rules must be adhered to, including European public procurement rules and the relevant national and internal rules of the Partner responsible for subcontracting. As the national rules result from a transposition of the EU directives on public procurement into national law, the rules may vary between the countries.

The fundamental principles of public procurement (transparency, non-discrimination and equal treatment and effective competition) also apply to purchases of services and goods below the EU-threshold values. The procurement requirements below and above the thresholds mainly differ with regards to the set of formal procedures that a sub-contracting body has to go through (e.g. requirements for publication of the tender documents, minimum duration of the publication). The adherence to public procurement procedures should be well documented. Documents such as public procurement notes, terms of reference, offers/quotes, order forms, and contracts have to be available for financial control and audit purposes.

Projects shall comply with public procurement requirements. Projects which cannot provide documentary proof of compliance with European, national and their own internal public procurement rules risk losing ERDF funding.

Further details can also be found in the fact sheet on public procurement in annex 8c).

It should be noted that the main beneficiaries of an INTERREG IVC project have to remain the partners themselves (i.e. the organisations listed in section 5 of the application form). Therefore, **it is strongly recommended that the budget dedicated to external expertise and services does not exceed 50% of the total budget**. In any case, the external expertise or service has to be justified and specified as precisely as possible in the application form. Obviously these costs also have to be clearly

in line with the activities described in the workplan (section 3 of the application form). In particular, the following elements should be described: the nature of the expertise or service (see examples in the list above), the partner responsible for sub-contracting, the budget, the partners with whom the costs are to be shared if applicable (for further information about reporting shared external expertise or service costs see section 4.3.3).

#### 2.4.2.5. Equipment

This budget line refers to the purchase of equipment necessary for the successful implementation of the project. In the context of INTERREG IVC, this category usually refers to IT equipment such as a computer or a printer necessary for project coordination and financial management purposes. These purchases have to respect public procurement rules. The most economic type of equipment should be chosen. The equipment features/functions should be in line with the actual context of use.

As the purchase of equipment cannot be a core element in an INTERREG IVC project, it should remain exceptional and, if they are necessary, it is highly recommended that these costs do not exceed 5% of the total costs.

##### Reporting equipment costs

Equipment items that have been initially planned in the application form can be reported:

- either as a single declaration at the time of purchasing the equipment, after receipt and payment
- or by depreciating the cost of the equipment, by applying national accounting regulations.

It has to be ensured that the items:

- have not already been financed by other subsidies (e.g. EU, national or regional) and
- have not already been depreciated
- are not already included as indirect costs in another category such as the administration budget line.

Generally, the purchase should be made well before the end of the project.

The amount for equipment has to reflect the actual use of these items in the context of the project. If it is not exclusively used for project purposes, only a share of the actual cost can be allocated to the project. This share has to be calculated according to a fair, justified and equitable method.

An inventory of the purchased items as well as the documentation of the method for reporting them (single declaration or depreciation, full or partial use for the project) has to be kept for accounting, control and audit purposes.

The equipment budget has to be specified as precisely as possible in the application form. In particular, the nature of the equipment to be purchased, the partner responsible for this purchase and the budget have to be provided.

#### 2.4.2.6. Sub-project funds

Sub-project funds have to be budgeted only in case of a project opting to work as a mini-programme. Under this budget line, the mini-programmes are asked to forecast the expenditure on sub-projects to be selected on the basis of an open call for proposals and a transparent assessment and selection procedure. The expenditure of the sub-project participants will then be reported under the budget line sub-project funds. It will be included in the expenditure of the main partner on whose territory the sub-project participant is located.

#### 2.4.3. Other eligibility considerations

When project managers prepare their budget, it is important to take into account the eligibility rules for ERDF funded expenditure defined in :

- Regulation (EC) No 1083/2006, Art. 56,
- Regulation (EC) No 1080/2006, Art. 7,
- Regulation (EC) No 1828/2006 Articles 48 to 53,
- the rules laid out in the programme manual and

- relevant national rules and requirements.

In this context, the following points should be highlighted:

**a) VAT**

VAT does not constitute eligible expenditure unless it is genuinely and definitively borne by the partner. VAT which is recoverable by whatever means cannot be considered as eligible even if it is not actually recovered by the partner.

**b) Financial Charges**

Charges for transnational financial transactions are eligible but interest on debt is not. Where the implementation of a project requires a separate account to be opened, the bank charges for opening and administering the account shall also be eligible. Fines, financial penalties foreign exchange losses are not eligible.

**c) In-kind contribution**

In the context of INTERREG IVC, contributions in-kind (e.g. through voluntary unpaid work) will not be considered as eligible expenditure.

Staff costs for personnel working in one of the partner institutions on the basis of an employment contract and receiving a regular salary do not count as in-kind contribution, but as a cash contribution, since staff costs are actually paid by the partner institution.

**d) Revenue**

If a project generates revenue for example through services, conference participation fees, sales of brochures or books, it must be deducted from eligible costs in full or pro-rata depending on whether it was generated entirely or only partly by the co-financed project. The ERDF funding is calculated on the basis of the total cost after deduction of any revenue.

**e) Expenditure already supported by other EU or other national or regional subsidies**

Expenditure which is already co-financed from another EU-funding source is not considered to be an eligible cost in the context of the INTERREG IVC project. If an expenditure item is already fully supported by another national or regional subsidy, it is also not considered eligible as it would result in double-financing. In the case of partial subsidy by national or regional sources, the cost can be considered as eligible only if the national or regional subsidy does not exceed the national co-financing share for that expenditure (15 or 25% depending on the Member State in which the partner is located). In this case, the national or regional funding institution should also be notified to ensure compatibility.

#### **2.4.4. The payment forecast**

Programmes need to know how much will be claimed and when for two purposes.

1. Every year on 30 April, the JTS has to provide the European Commission with a spending forecast.
2. The programme financial tables indicate the ERDF allocations per year, which have to be spent within a certain time frame or will otherwise be lost (decommitment rule). The projects' payment forecasts give information on the contribution each project will make towards meeting the financial targets each year. If sufficient ERDF commitments are made at an early stage of the programme and the projects report as forecasted, the programme should not have any major problems in meeting these targets.

**The Decommitment Rule (n+3/n+2)**

At the beginning of every year the Commission allocates a certain ERDF amount to the INTERREG IVC programme. For the allocations of the years 2007 to 2010, the ERDF amounts have to be spent within four years of the year when it is committed (n+3, where 'n' is the year of commitment)

For the allocations of the years 2011 to 2013, the ERDF amounts have to be spent within three years of the year when it is committed (n+2).

Any of these allocations which at the end of 3/2 years are not covered by programme expenditure will be lost. If this loss results from certain projects lagging behind their spending targets, the programme will be obliged to reduce the budget of these projects. Therefore, the payment forecast becomes part of the subsidy contract, which also includes provision that any amounts which are not reported in time and in full may be lost.

The first year of potential decommitment for the INTERREG IVC programme is 2010.

The spending forecasts should take into consideration the following elements:

- the reporting periods run from January to June and from July to December each year.
- the spending forecast should be an estimation of the actual payments to be done in a certain period. Therefore, it only partly reflects the activities taking place in a certain period. Indeed, if an activity is carried out close to the end of a reporting period, the related payment may only be possible in the following period and the costs should therefore be budgeted only in the following reporting period.

Projects will be monitored on the basis of the payment forecast. If the programme does not meet its annual spending target because some projects are lagging behind their spending forecast or do not report in full and in time, it is likely that these projects will lose funds. It is therefore important that projects:

- carefully prepare a realistic spending forecast,
- are ready to start project implementation very quickly after project approval
- monitor these aspects effectively during implementation and
- ensure regular, timely and full reporting.

### 3. Project application and selection

#### 3.1. Project ideas and partner search

INTERREG IVC provides the opportunity for institutions involved in regional policy to gain access to the experience of partners in other parts of Europe. Specific project ideas can be developed by regional and local authorities throughout Europe based on their specific responsibilities and interests. The search for partners should start at an early stage of the project's preparation phase in order to properly involve the possible partners in the preparation of the proposal. Early contacts between the future partners also contribute to building trust and confidence within the partnership, which can facilitate the future management of the project. As far as partner search and the development of project ideas are concerned, the programme provides two main tools to future applicants.

First, a Project Idea and Partner Search Database is available on the programme's website ([www.interreg4c.eu](http://www.interreg4c.eu)). All those who would like to publish their project idea and market it to future potential partners are welcome to submit this idea through a standard form. Similarly, bodies looking for interesting project ideas can search this database using key words.

Second, Partner Search Forums will be regularly organised at the programme level. At these forums, a certain number of facilities will be proposed to help participants to promote their project ideas or to find relevant partners according to the theme they are interested in. Details of these events will also be published on the INTERREG IVC web site.

The four Information Points based in Katowice, Lille, Rostock, and Valencia may also be able to facilitate partner search by identifying suitable partners in their area.

Information Point (IP)	Geographical area
Katowice (Poland)	Austria, Czech Republic, Hungary, Poland, Slovakia, Slovenia, Bulgaria, Romania
Lille (France)	Belgium, France, Ireland, Luxembourg, Netherlands, United Kingdom, Switzerland
Rostock (Germany)	Denmark, Estonia, Finland, Germany, Latvia, Lithuania, Sweden, Norway
Valencia (Spain)	Cyprus, Greece, Italy, Malta, Portugal, Spain

Member States are also strongly recommended to appoint National Contact Points for the INTERREG IVC programme. These contact points may provide additional assistance to project applicants.

#### 3.2. Preparing an application

As mentioned under section 3.1, the application should be developed in close cooperation with the future partners. The preparation of a good application can only be ensured after a careful study of the programme documents. In particular, the information provided in the programme manual is crucial for applicants. For instance, the description of the eligibility and quality criteria (see section 3.4) provides useful information on the programme requirements and on the way the applications are assessed.

Applications have to be completed in English as it is the working language of the programme. Applications submitted in another language will be considered ineligible.

The application form is an Excel document, which includes a number of automatic links and formulae. These features ensure that error messages appear in the form if it is not properly filled in. This will significantly reduce the risk of submitting ineligible applications. This also means that the protection on the Excel document must not be removed. Detailed instructions on how to fill in the application form are also provided in the application form itself.

Should further assistance be required on project development and application procedures, applicants should not hesitate to contact the Joint Technical Secretariat and the four Information Points by phone or email. In addition, individual consultations or workshops for applicants will be regularly organised.

All the relevant information for project development and applications including contact details for the JTS and for the Information Points is on line on the programme's website: [www.interreg4c.eu](http://www.interreg4c.eu)

### 3.3. Submitting an application

Applications are submitted to the programme through calls for proposals, which will be organised on a regular basis between 2007 and 2011. They can be submitted at any time between the launch date and the closing date of each call. The characteristics of each call have to be carefully checked by applicants on the programme's website.

The application form has to be submitted electronically by e-mail, as well as in an unbound hard copy with the original signature (not faxed, scanned or otherwise duplicated). The paper version of the application form has to be identical to the electronic version and must include the co-financing statements from all partners including the Lead partner. Applicants are advised not to send the electronic version before they are sure that there will be no further changes in the paper version.

The above documents have to be sent to the Joint Technical Secretariat at the latest by the deadline set by the call for proposals. This eligibility criterion will be checked through the date of the postal stamp on the envelope or through an equivalent proof of the date of sending to be provided with the sent documents.

Co-financing statements must be attached to the application for all partners including the Lead Partner. The original co-financing statements or at least faxed copies must be sent together with the printed and signed application form by mail. The name of the partner mentioned in this statement has to be identical to the institution name mentioned in the application form, section 5. The amount of national co-financing provided has to be **exactly the same amount** as indicated for the partner in section 5 of the application form. Lower amounts indicated would not ensure the required co-financing. Higher amounts provided would contradict the additionality rules as outlined in Article 15 of the Council Regulation (EC) No 1083/2006. They should if available be printed on headed letter paper of the institution. Finally, they must be dated, and signed by the relevant person within the institution and stamped if available. Only the standard form included in the application pack shall be used and the wording must not be amended. The template of the co-financing statement for partners from EU Member States and Norway as well as for non EU Member States is available on the programme's website.

### 3.4. Selection procedure

After submission, each application will be subject to a two-step selection procedure. At first, projects will be checked against the eligibility criteria in order to ensure that they fulfil the technical requirements of the programme. The eligibility assessment will be performed by the Joint Technical Secretariat.

Only projects that satisfy the eligibility criteria will be subject to quality assessment. The quality assessment is based on a scoring system and results in a ranked list of all the applications submitted. It will be carried out by the Joint Technical Secretariat with the assistance of external experts.

#### 3.4.1. Eligibility Criteria

**The eligibility assessment is a 'yes or no' process. This means that the eligibility assessment does not allow any flexibility in the way the criteria are applied.** For instance, as far as the national co-financing per partner is concerned, a difference of even EUR 1 between the amount indicated in the application form and the amount stated in the co-financing statement of one partner would automatically lead to the ineligibility of the whole application.

Each INTERREG IVC project has to answer 'yes' to the following eligibility criteria:

<b>Eligibility Criteria</b>
<ol style="list-style-type: none"> <li>1. Has the application form been submitted in due time in original and electronic versions, both versions being identical? Is a proof of sending provided (postal stamp or equivalent)?</li> <li>2. Is the application complete and include:           <ul style="list-style-type: none"> <li>- the application form (original)?</li> <li>- the co-financing statements for the lead partner and each partner (originals or faxed copies)?</li> </ul> </li> <li>3. Is the application form dated and hand signed and fully and properly filled in according to the instructions (no error messages appear in the document)?</li> <li>4. Are all co-financing statements signed and dated (if available they should also be stamped and printed on headed letter paper)? Is the name of the partner mentioned identical to the institution name mentioned in the application form? Is the sum stated in the statement identical to the "national co-financing" amount (or the "total amount" in case of partners not applying for INTERREG IVC co-financing) indicated in the application form? Is the standard form included in the application pack used and, besides the fields to be filled, have no amendments been made to the text?</li> <li>5. Is the project supported by partners from at least three countries, from which at least two partners are from EU Member States and are financed by the INTERREG IVC programme?</li> <li>6. For mini-programmes are a maximum of eight partners involved in the cooperation?</li> </ol>

### 3.4.2. Quality Criteria

The quality assessment will only apply to projects that have fulfilled all eligibility criteria. It will be based on the following selection criteria:

- Content-related criteria
  - Criterion 1 - Relevance of the proposal
  - Criterion 2 - Coherence of the proposal and quality of approach
  - Criterion 3 - Quality of results
- Implementation-related criteria
  - Criterion 4 - Quality of management
  - Criterion 5 - Quality of partnership
  - Criterion 6 - Budget and finance

In order to decide on a score per criterion, the assessors use the 'quality assessment guidelines' which can be found in annex 4 of the present document. **Applicants should have a careful look at these guidelines before preparing their application.**

### 3.4.3. The Decision-Making Process

After completion of the first step of the assessment, the Committee will be informed about the ineligible applications. The Lead Applicants of these ineligible applications will receive a notification letter specifying the unfulfilled eligibility criteria.

The JTS may be assisted by external experts to carry out the quality assessment of eligible projects. This quality assessment is based on the following scoring system.

5	excellent
4	good
3	adequate
2	poor
1	very poor
0	knock-out criterion

A score will be attributed to each quality criterion (except in case of knock-out criterion). This will result in an average score per project. Based on this average score, the JTS will produce a ranking list of all the eligible projects per type of intervention. Projects with a sufficient average score will be recommended for approval or recommended for approval under conditions. The remaining projects will not be recommended for approval.

Applications where a knock-out criterion is applied will not benefit from a full assessment. Only the reason(s) for knock-out will be developed and explained in the assessment results.

Final decisions on eligible projects will be made by the Monitoring Committee of the INTERREG IVC programme, based on the results of the quality assessment.

This decision will be notified to all Lead Applicants soon after the meeting of the Monitoring Committee. All the Lead Applicants of the non approved projects will receive a notification letter with a summary of the quality assessment results. They will therefore be informed about the reasons why their application failed. Similarly, all the Lead Partners of the approved projects will receive a letter from the Joint Technical Secretariat stating the decision of the Monitoring Committee as well as the total ERDF and possible Norwegian national funds approved. The decision may include certain conditions deriving from the results of the quality assessment. A precise deadline for fulfilling these conditions will be set in the notification letter. Only after these conditions are fulfilled can the subsidy contract be concluded.



## 4. Project implementation

### 4.1. Contracting

#### 4.1.1. Subsidy Contract

Should the project be selected for funding and fulfil the conditions set by the Monitoring Committee, a subsidy contract between the Managing Authority and the project's Lead Partner will be concluded. The subsidy contract shall determine the rights and responsibilities of the Lead Partner and the Managing Authority, the scope of activities to be carried out, terms of funding, requirements for reporting and financial controls, etc.

A model of the subsidy contract is available on the programme website ([www.interreg4c.eu](http://www.interreg4c.eu)).

#### 4.1.2. Partnership agreement

In order to secure the quality of the implementation of the project, as well as the satisfactory achievement of its goals, the Lead Partner and the partners have to conclude a partnership agreement. The partnership agreement allows the Lead Partner to extend the arrangements of the subsidy contract to the level of each partner. Such an agreement should include the following information:

- role and obligations of the individual partners in the partnership in project implementation
- budgetary principles (partner budget by budget line and component, payment forecast by six-month period, the arrangements for sharing external expertise and service costs in the partnership, budget reallocation)
- financial management provisions for accounting, reporting, financial control, receipt of ERDF payments,
- liability in case of failures in project delivery and project spending; provisions for changes in the work plan
- the partner's financial liability and provisions for the recovery of funds in case of amounts incorrectly reported and received by the partner
- information and publicity requirements
- resolution of conflicts in the partnership
- working language of the partnership

An example of a partnership agreement is available on the programme's web site ([www.interreg4c.eu](http://www.interreg4c.eu)).

It is recommended that the partnership agreement is prepared as early as possible and that the principles are agreed before the submission of the project's application. This helps to shorten the start-up phase of the project once it is approved and to ensure that the partners have a common understanding of the implications of participating in the project both in terms of activities and finances.

#### 4.1.3. Start date of a project

Projects should be ready to start implementation as soon as possible after the decision of INTERREG IVC Monitoring Committee and in any case within a maximum of two months from the date of this decision. The Monitoring Committee is expected to be held within eight months after the end of each call. This should be taken into consideration when setting up the start date in the application form. With the exception of Preparation costs, costs are eligible from the date of approval by the Monitoring Committee.

## 4.2. Monitoring and decision-making

Each project has to determine the necessary procedures for decision-making and coordination. In particular, a body (steering group) in charge of the strategic monitoring of the project has to be constituted. Adequate representation of the partners involved should be ensured when establishing the decision-making and monitoring mechanisms. Ideally, the steering group should be composed of representatives from all of the partners and should meet at least twice a year. The tasks of the steering group would normally include monitoring of the project and provision of guidance regarding its implementation, for example, reviewing and approving work plans and reports, agreeing on possible changes to the project. In the case of mini-programmes, the steering group shall also select sub-projects.

The steering group usually sets up and implements a monitoring and evaluation system in order to carry out its tasks. The progress towards the achievement of the project's objectives is assessed mainly through the output and result indicators (as described in section 2.2.4). The monitoring system can also cover the following issues:

- effectiveness and efficiency of implementation: is the project progressing in line with the initial time plan presented in the application form? Is the budget plan being implemented and are allocations per budget categories being observed? How do the project's achievements relate to the encountered expenditure (cost-benefits)?
- quality of the management and coordination: are management and coordination procedures efficient and are the resources used in this process sufficient?

In parallel to the steering group, other coordination bodies (e.g. task forces, advisory groups) may also be established to coordinate the day-to-day running of the project, to fulfil specific tasks or to carry out certain activities. It is however recommended that the coordination and management procedures remain as transparent and simple as possible.

## 4.3. Reporting

### 4.3.1. Deadlines

Project implementation is subdivided into six-month periods running from :

- January to June
- July to December.

For each six-month period, a progress report has to be submitted to the JTS. For this purpose the JTS sends out a pre-filled in form to the Lead Partner shortly before the end of each period. The progress report has to be returned to the JTS both electronically as well as in paper form within three months after the end of the reporting period i.e.

- on 1 October for the reporting period January to June
- on 1 April of the following year for the reporting period July to December.

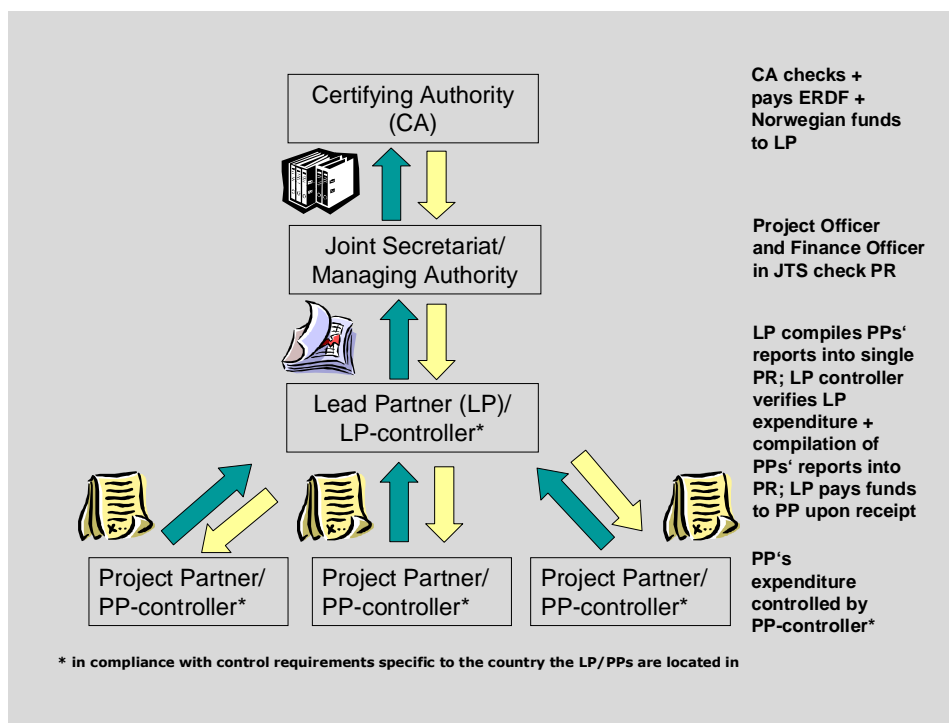
### 4.3.2. Procedure

The progress report includes both activity and financial information related to the project's implementation. It also comprises the controller's confirmation of expenditure. The paper version has to carry the signature and stamp of the Lead Partner and Lead Partner's controller.

The reporting procedure can be summarised as follows:

- a) Each partner sends a report to the Lead Partner within the deadlines agreed with the Lead Partner and ensures that their part of the reported activities and expenditure has been independently verified by a controller in compliance with the country specific requirements. .
- b) On the basis of the individual report, the Lead Partner compiles the joint progress report for the whole partnership.
- c) The Lead Partner's controller performs the checks on the Lead Partner's activities and expenditure as well as verifies that the information provided by the partners has been verified and confirmed by an independent body in compliance with the country specific control requirements and that the partner's information has been accurately reflected in the joint progress report.

- d) For the audit trail the Lead Partner retains the inputs to the progress report received from the partners.
- e) The Lead Partner submits the progress report to the JTS, which checks it and if necessary sends clarification requests to the Lead Partner. Once all points have been clarified, the progress report is approved.
- f) The Certifying Authority executes payment to the Lead Partner<sup>8</sup>.
- g) The Lead Partner transfers the funds to the partners.



#### 4.3.3. Accounting for project expenditure

Financial reporting from the Lead Partner to the JTS has to be made in EUR. For partners located outside the EURO-zone, the Lead Partner and the partners must agree on one option for converting national currency and this option should be used for the entire duration of the project. The possible options to choose from are the following:

- The market exchange rate of the day the invoice was paid is used.
- The market exchange rate of the last day of the reporting period is used.
- The average monthly exchange rate set by the Commission of the month the invoice was paid is used.
- The average monthly exchange rate set by the Commission of the last month of the reporting period is used. They are published on: <http://ec.europa.eu/budget/infoeuro/index.cfm?Language=en>.

The Lead Partner and the partners must ensure that all accounting documentation related to the project is available and filed separately, even if this leads to a dual treatment of accounts (for example if it is necessary to file accounting documents centrally). It is the Lead Partner's responsibility to ensure an adequate audit trail which implies that the Lead Partner has an overview of :

- who paid
- what was paid and
- who verified
- where the related documents are stored.

<sup>8</sup> within approximately 4 weeks after the approval of the progress report by the JTS

The Lead Partner must ensure that all partners store the documents related to the project in a safe and orderly manner for a minimum period of three years after the payment of the final balance by the European Commission to the INTERREG IVC programme. This balance will only be transferred in an as yet unspecified period of time after 2015 when the programme implementation is finalised. Other possibly longer statutory retention periods, as might be stated by national law, remain unaffected. The documents are archived either as originals or as certified copies on commonly used data media (in compliance with national regulations). If deemed appropriate the Lead Partner may ask for copies of accountancy documents from the partners.

### Accounting documents

The following list gives an overview of the documents that should be available for financial control and audit purposes and retained for a minimum period of three years after the payment of the final balance by the European Commission to the INTERREG IVC programme (N.B. This balance will only be transferred in an as yet unspecified period of time after 2015, when the programme implementation is finalised):

- approved application form
- subsidy contract, partnership agreement
- relevant project correspondence (financial and contractual)
- progress reports
- details on budget by partner, list of declared expenditure by partner<sup>9</sup>
- partners controllers' confirmations (and checklists/control reports)
- bank account statements proving the reception and the transfer of EU funds
- invoices
- bank account statements / proof of payment for each invoice
- method used by all partners outside the EURO-zone for converting national currency into EUR
- staff costs: calculation of hourly rates, information on actual annual working hours, labour contracts, payroll documents and time records of personnel working for the project
- list of subcontracts and copies of all contracts with external experts and/or service providers
- calculation of administrative costs, proof and records of costs included in overheads
- documents relating to public procurement, information and publicity
- public procurement notes, terms of reference, offers/quotes, order forms, contracts
- proofs for delivery of services and goods: studies, brochures, newsletters, minutes of meetings, translated letters, participant lists, travel tickets, etc.),
- record of assets, physical availability of equipment purchased in the context of the project.

A follow-up of the amounts of expenditure reported in the context of the project must exist in computerised form. It must be possible to clearly identify which expenditure has been allocated and reported in the context of the project and to exclude that expenditure is reported twice (in two different budget lines, reporting periods, projects/funding schemes). This clear identification is usually ensured through:

- the opening of a specific bank account for the project payments and/or
- the introduction of project specific cost-accounting codes to record project costs by budget line, component and payment date/reporting period in the accounting system and/or
- recording costs in expenditure lists by budget line, component and reporting period and/or
- noting the allocation (project title, cost share, budget line and component) on the invoices.

Expenditure can only be reported if the following principles are fulfilled:

- The calculation is based on actual costs.

<sup>9</sup> An example of a list of expenditure is provided on the programme's website [www.interreg4c.eu](http://www.interreg4c.eu).

- The costs are definitively borne by the partner body and would not have arisen without the project.
- The expenditure has actually been paid out. Expenditure is considered to be paid when the amount is debited from the partner institution's bank account. The payment is usually proven by the bank statements. The date when the invoice was issued, recorded or booked in the accounting system does not count as a payment date.
- The expenditure is directly linked to the project. Costs related to activities that are not described in the application form are generally ineligible.

(See also section 2.4. on budget lines and eligibility).

### Reporting shared costs

In many cases, partners decide to share costs within the partnership (e.g. external project coordination, conference organisation, room rental, catering, website design and hosting, thematic studies,...). With regards to financial reporting and control of shared costs, the following procedure has to be followed:

1. Each partner should check beforehand that their controllers agree with the foreseen shared costs.
2. One of the partners takes on the responsibility, on behalf of the partnership, for ordering and contracting in compliance with European, national and internal public procurement rules and for paying the expenditure on the basis of invoices or equivalent accounting documents.
3. After payment, the responsible partner asks the own controller to confirm the total amount of shared costs (100%).
4. Upon receipt of the controller's confirmation (see model confirmation form in annex 5c), the responsible partner sends a letter to the other partners with whom costs are shared. The letter
  - lists the total amount paid out by the responsible partner, each partner's share of the cost and the calculation method used to obtain the partners' shares.
  - is accompanied by
    - o the controller's confirmation for the total amount of the shared costs (100%) paid by the responsible partner
    - o a copy of the relevant documentation\* proving the eligibility and payment of the expenditure.

\* For example :

- for external expertise and service costs, copies of the public procurement documentation, the contract/agreement, the experts or service provider's invoice and a proof of payment (bank statement) for the amount paid by the partner to the expert or service provider should be provided to each partner sharing the cost.

- for staff costs, copies of the pay slips, information about time recording and copies of timesheets may be requested by each partner's controllers.

5. There are then two possible ways of reporting shared costs:
  - either the partners pay their shares of the cost to the responsible partner and after reimbursement include the expenditure (the related share) in their financial report, which is then validated by their controller. This option is the most transparent one.
  - or the responsible partner deducts the partners' national co-financing share for the common cost from the ERDF amount after receipt of the ERDF from the Paying Authority and before transfer to the partners. This is only possible if the partners agree with their controllers and the responsible partner that the expenditure is validated and reported by the partners and their controllers, although the partners have not yet paid their share to the responsible partner.
6. In both cases, it is the responsibility of each partner to include their share of the common costs in their own financial report and to obtain confirmation from their own controllers (who can accept the shared costs by basing their opinion on the responsible partner controller's confirmation). The JTS strongly recommends that the partners contact their controllers for further infor-

mation and agreement on the exact procedures and on the costs that can be shared.

7. Project partners who intend to share costs have to put down in the partnership agreement (or in any other formal written document) the type of costs to be shared, the partner responsible for contracting/ordering and the related payment and reporting procedure.

If partners consider using another method for reporting shared costs, they should always consult their controllers beforehand.

#### 4.3.4. First level control

Before submission to the JTS, each progress report has to be verified and confirmed by an independent controller according to the first level control system set up by each Member State. The main aim of the controls is to provide a guarantee for the Managing Authority, the Certifying Authority and, importantly, to the project itself that costs co-financed under the INTERREG IVC programme are accounted for and claimed in accordance with the legal and financial provisions of the subsidy contract (especially the approved application form, the INTERREG IVC programme rules, national rules and EC regulations). It ensures that problems are spotted and dealt with before they get too important.

##### 4.3.4.1. Designation of the first level controller

According to Article 16 of Regulation (EC) No. 1080/2006, it is the responsibility of each Member State to designate the controllers for verifying the legality and regularity of the expenditure declared by each Lead Partner/project partner participating in a project. In practice this means that each Lead Partner/project partner has to seek confirmation of the reported expenditure from a controller who is authorized by the Member State or Norway, on whose territory the respective Lead Partner/partner is located. The controllers have to be independent and qualified to carry out the control of project expenditure.

The controllers have to fulfil certain criteria in order to be considered independent. An internal controller, if admitted by the Member State or Norway, has to belong to a unit which is organisationally separated from the units dealing with project activities and finances. An external controller can only be considered independent if there are not any other contractual relationships with the project or partner organisation that could lead to a conflict of interest.

Concerning the qualification of both the external as well as the internal controller, the Lead Partner and the partners have to take into consideration that the task of controlling project expenditure co-financed under the Structural Funds and INTERREG goes far beyond checking the accounts: it also involves a judgment on the compliance with ERDF, national and programme rules. The controllers are therefore expected to have a profound knowledge of controlling project expenditure under the Structural Funds regulations as well as a good knowledge of English (considering that all programme documents and reports are in English). The country specific control requirements are binding and provide further conditions concerning the choice of first level controller.

In principle there are four general models:

1. centralised control at MS level through a public administrative body,
2. centralised control at MS level through a private audit firm,
3. decentralised control through controllers selected by the project partner from a central short list,
4. decentralised control through an internal or external controller selected by the project partner and approved at national level.

The detailed requirements per country can be found in the section "Country specific information" on the INTERREG IVC website.

##### 4.3.4.2. Role of the first level controller

The first level controllers' task is to verify that the expenditure reported by the Lead Partner/project partner in each progress report fulfils the following conditions:

- the costs are eligible,
- the conditions of the programme, approved application form and subsidy contract have been observed and followed,
- the invoices and payments are correctly recorded and sufficiently supported,

- the related activities, sub-contracted supplies and services are in progress or have been delivered or carried out
- the community rules have been respected especially with regard to information and publicity, public procurement, equal opportunities and protection of the environment.

The controller is responsible for the methods and techniques of the control in accordance with international and national audit standards. The controllers have to be familiar with the content of the following documents in order to be able to confirm the strict compliance with the provisions laid down in:

- the EU-regulations and directives, i.e. in particular with:
  - Regulation (EC) No. 1080/2006
  - Regulation (EC) No. 1083/2006
  - Regulation (EC) No. 1828/2006
  - Directive (EC) No. 2004/18/EC (on public procurement/the award of public works contracts, public supply contracts and public service contracts)
- further national rules and guidance (e.g. national public procurement rules).
- programme manual,
- application form,
- subsidy contract,
- partnership agreement

The programme provides three standard documents in order to guide the controllers during the control work, to ensure the application of the same quality standards on all levels and document the control steps properly:

- a standard control confirmation inside the joint progress report to be signed by the Lead Partner controller for the whole project (see annex 5a of the programme manual),
- a standard control confirmation (see annex 5b of the programme manual) accompanying the projects' internal financial report to be signed by each Project Partner controller (incl. the Lead Partner controller for the own expenditure) and to be submitted to the Lead Partner. A copy of the Partner control confirmations – without annexes - also has to be submitted via the Lead Partner to the JTS.
- a control report template with a checklist (see annex 6), which has to be filled in by each project partner's controller (incl. the Lead Partner controller for the Lead Partner's own expenditure) and remains with the project partner and project partner's controller if not explicitly requested by the Lead Partner.

These documents represent the minimum requirements for the controllers' checks.

The controllers have to take into consideration that when signing the control report for a certain reporting period, they are confirming the full amount of eligible expenditure. In order to have sufficient reassurance, the controllers are thus expected to check 100% of the expenditure. Only in very well justified cases, sampling is allowed and under the condition that the method, the scope and the results are fully documented and give sufficient evidence and reassurance for confirming the full expenditure.

The controllers also have to verify that the reported activities have taken place, the delivery of sub-contracted supplies, works and goods is in progress or has been completed. On-the-spot checks are therefore usually required in order to gain sufficient evidence and to be able to give a reasonable opinion on this matter.

#### **4.3.4.3. Specific role of the Lead Partner's first level controller**

The Lead Partner's controller has to confirm that

- based on his/her and the project partners' examination the reported expenditure for the whole partnership is correct from an accounting point of view, actually paid and eligible,
- the project expenditure is related to the project and the activities foreseen in the application form and corresponds to the delivery status of the Partner as described in the progress report,
- the figures in the progress report coming from the individual partners are correctly summed up,

- the input provided by the partners was confirmed by an independent controller in respect of the country specific control requirements.

On the one hand, the Lead Partner's controller thus has to check the Lead Partner's own direct expenditure. On the other hand, the Lead Partner controller is also asked to formulate an opinion on the other Project Partners' expenditure. This opinion can be based on the input provided by the Project Partners if the Partner control confirmation has been signed off by the Project Partner controller in compliance with the country specific control requirements.

#### 4.3.4.4. Timing of first level control

The Lead Partner has to ensure that project expenditure can be reported within three months after the end of the reporting period so that the progress report can be submitted to the JTS on 1 April / 1 October each year at the latest. In order to ensure timely submission, the controls on Project Partner and Lead Partner level have to be scheduled carefully according to the submission deadlines. In this context it has to be taken into consideration that

- expenditure has to be reported regularly, i.e. in the reporting period where it arose<sup>10</sup>,
- the Project Partner's controller can only carry out the control after receipt of the complete set of documents from the Partners
- some Project Partner's controllers have fixed time limits for carrying out the control which have to be respected when the documentation is submitted (and for potential clarifications)
- the Lead Partner's controller can only carry out the work after having received the signed and stamped control documents from the Partners reporting expenditure
- the progress reports have to be submitted within 3 months after the end of each reporting period to the JTS and the internal reporting process thus has to be adapted to this deadline.

#### 4.3.4.5. Control costs

Control costs are considered to be eligible costs. Internal independent control should be included under the budget line 'staff'; external independent control in the budget line 'external expertise and services'. It is therefore advised to foresee a budget for these controls depending on the control arrangements applicable in the relevant Member State/Norway for each of the Project Partners.

It is important to note that control costs (as any other costs of the project) which are paid after the end of the finalisation month as indicated in the approved application form will not be eligible and will therefore have to be borne by the partnership. If one wants to include the control costs as eligible costs in the project, Partners are advised to foresee sufficient time within the official project duration for the administrative closure of the project so that the controller can carry out the control as much as possible before the end date of the project and the related invoice(s) can still be paid within the eligible project period (see also 2.4.1 'Eligibility Period').

## 4.4. Changes in project implementation

According to the subsidy contract, the Lead Partner is obliged to request approval from the Managing Authority if the partnership, the activities, the duration or the budget of the project change. The Joint Technical Secretariat is responsible for the practical administration of changes to running projects.

All minor changes (e.g. change in contact information, rescheduling of activities, small budget deviation) can be reported as 'deviations' to the JTS through the six-month progress report.

Any major changes related to partnership (e.g. drop out or replacement of partners), to activities (e.g. extension of duration) and to budget should as much as possible be avoided. However, when duly justified, these changes may be approved by the Managing Authority or the Monitoring Committee through a 'request for changes' procedure.

As a basic rule, Lead Partners should inform the JTS as soon as they are aware of a possible major change in their project.

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<sup>10</sup> except in duly justified cases



**'Request for changes' procedure**

For all major changes, a 'Request for Change' Form has to be filled in. In this form, Lead Partners are asked to briefly describe the requested change and provide a justification. In addition, a revised version of the application form (with updates in the respective parts) has to be attached. For this purpose a special version of the original application form has to be used.

In the case where a new partner replaces a dropout partner, a co-financing statement from the new partner has to be attached as well.

Depending on the extent of the changes, a decision will be taken either by the MA or through the written procedure by the INTERREG IVC Monitoring Committee. The change enters into force only when the official notification is sent to the Lead Partner.

Specific flexibility rules exist for the budget modifications. The budget in the application form should of course be as precise as possible. However, as projects are not static entities, changes may become necessary during project implementation. It is therefore important to know that the INTERREG IVC programme provides the following rules for budget reallocations which allow some budget flexibility:

"Changes in budget lines, component budgets and partner budgets are allowed as long as the maximum amount of ERDF and Norwegian funding awarded remains the same.

- a) Without prior notification of the Managing Authority (MA), the Lead Partner is entitled to exceed the budget lines, the component budgets and the budgets of partners, as stated in the approved application. The excess spending is limited to a maximum of EUR 20,000 or if more, up to 10 % of the original amount.
- b) Only once during the project period, the LP is entitled to reallocate the budget between budget lines, components and partners up to 20% of the total costs as stated in the approved application; such reallocation requires an application to the JTS/MA. It will enter into force only after approval by the JTS/MA."

It is important to note that the payment forecast (see section 2.4.4.) cannot be modified.

**Flexibility rules - Examples:**a) EUR 20 000 /10 % flexibility rule

Budget line	Original amount in the approved application form	Maximum possible spending on this line	pos-over-on	Explanation
Administration costs	EUR 50,000	EUR 20,000		As 10 % of the original amount (i.e. EUR 5,000) is smaller than 20,000 this budget line can be exceeded by a maximum of EUR 20,000.
Staff costs	EUR 500,000	EUR 50,000		As 10 % of the original budget (i.e. EUR 50,000) is higher than 20,000, this budget line can be exceeded by EUR 50,000

In conclusion,

- if the original amount in the application form (at the level of the overall budget of the project) is lower than EUR 200,000, it can be exceeded by a maximum of EUR 20,000;
- if the original amount in the application form is higher than EUR 200,000, it can be exceeded by a maximum of 10 %.

b) 20 % budget reallocation

If the project needs to deviate from the original budget by more than what is allowed by the EUR 20 000 /10% flexibility rule, then the Lead Partner should ask for a budget reallocation.

In the case of a budget reallocation, the shifts allowed to increase components, budget lines and partners budgets (using the underspending of other budget lines/components/partners) are of a maximum of 20 % of the total budget of the project, **for each change**.

Example :

Components	Original amount in the approved application form	New amount after the budget reallocation	Explanation
Component 1	EUR 250,000	EUR 410,000	This component can be increased by a maximum of EUR 160,000.
Component 2	EUR 500,000	EUR 310,000	Component underspent which allows reallocation to other components.
Component 3	EUR 50,000	EUR 80,000	This component can be increased by a maximum of EUR 160,000.
Total	EUR 800,000	EUR 800,000	

In this example, a maximum of EUR 160 000 can be shifted to partners' budgets, budget lines and components in the request for budget reallocation, as long as the maximum amount of ERDF and Norwegian funding awarded is not exceeded.

The reallocated budget can again be subject to deviations within the limits of the flexibility rule described under section a).

## 4.5. Second level audit / Sample checks on projects

Every year between 2008 and 2015, sample checks on projects will be carried out to verify that projects have correctly declared expenditure in the progress reports. These checks will be done under the responsibility of the Audit Authority assisted by a Group of Auditors with one representative from each participating country. The actual checks will be sub-contracted and carried out by an outside audit firm. The purpose of these checks is to detect mistakes in the accounting records at the level of individual projects and on that basis to obtain an overall picture of whether the management and control procedures and documents set up at programme level are being applied and that they allow the prevention and correction of potential weaknesses and errors.

Should the project be selected for a sample check, it is incumbent on both the Lead Partner and on the other Partners to cooperate with the auditing bodies, present any documentary evidence or information deemed necessary to assist with the evaluation of the accounting documents as well as to give access to business premises.

Besides the sample checks explained above, other responsible programme bodies such as the European Commission's audit services, the European Court of Auditors, national bodies, JTS/Managing Authority, Certifying Authority may carry out audits to check the quality of the project implementation and in particular its financial management regarding compliance with EU and national rules. Projects may be selected for checking even after the project has ended. That is why it is important to ensure good documentation and safe storage of all project documents at least until 2020.

## 4.6. Publicity and information requirements

In accordance with the greater emphasis put on communication and dissemination of results, not only at EU level but also at programme level, project partners are required to dedicate sufficient time to information and publicity throughout the lifetime of their project, and beyond. In order to increase the impact of a given project, the benefits and results should be clearly visible – not only to the project partners themselves but also to external stakeholders, e.g. the European Commission, other national, regional or local actors.

### 4.6.1. Communication plan

To this end, project partners are strongly advised to appoint one person responsible for creating and implementing a **communication plan** for the life of the project (see box below). This person would ensure the coherence of communication activities, and be the liaison between the project partners and the Communication Officer of the JTS.

#### **Developing a communication plan**

While not every project will have a communication professional, it is still possible to devise a communication plan. Answering the following questions will help you identify the key elements:

#### **Who do you want to reach?**

Listing the target publics of your project is the first step in developing effective communication. Examples include: national/regional policy –makers; specialist actors in this field (national or European); general public.

#### **What do you want to say?**

Define a message for each target group identified above. The message to communicate to policy-makers (e.g. change regional policy to take project results on board) differs from the message to the general public (e.g. showing how results impact on the daily lives of the general public).

#### **How should you say it?**

What means should be used to vehicle a particular message to a given target group. Decisions such as whether a brochure, conference, or press release is the best way to reach your target public. The resulting outputs decided here will determine what outputs are submitted in the application form (see section 2.2.4 for more details on outputs).

#### **Did it work?**

It is important to put tools in place to measure the impact of the different communication outputs and to potentially improve its effectiveness. This will enable project partners propose effective results indicators and to measure them throughout the project lifetime (see section 2.2.4 for more details on results).

The communication activities listed as examples in section 2.2.2 above should not be taken as a complete and exhaustive list of possibilities. Depending on the project's target audience, the means of communication should be adapted, as described in the box above.

It is considered essential for every project however to implement a project website that presents at least the objectives of the project, the partners involved, and – as the project progresses – the project results. Partners are strongly advised to take this into consideration in component 2. Please see section 5 on project closure for website archiving requirements.

#### **4.6.2. Publicity measures**

No matter what support chosen to communicate on a project, there are minimum requirements for publicising the European co-financing and the programme that facilitates the funding. Partners will find here specific guidelines on how to meet these requirements. Beyond the purely regulatory nature of information and publicity measures, they are also important in creating awareness of a project's activities and results, and in helping other regions to potentially capitalise on these results.

##### **4.6.2.1. Legal basis**

All projects must comply with the publicity and information requirements laid down in the Commission Regulation (EC) No 1828/2006 (Articles 8 and 9) of 8 December 2006 and in the subsidy contract signed between the lead partner and the managing authority (Article 7). The regulation and the subsidy contract template can be downloaded from the programme's website.

##### **4.6.2.2. Publicity rules**

The use of the INTERREG IVC logo and EU emblem is compulsory on all communication materials and tools produced by the co-financed project. It is also necessary to indicate on all communication materials a reference to the contribution of the ERDF and the programme. This could be for example the phrase "co-financed by the European Regional Development Fund and made possible by the INTERREG IVC programme". Where the EC regulation 1828/2006 speaks of a statement by the managing authority, please note that this statement is integrated into the programme logo: "Regions of Europe sharing solutions". Annex 7 provides complete technical details of the various logos and their use on various supports. This should be implemented with great care to respect the size, colour and other dimensions specified.

The elements as described in Annex 7 can be downloaded from the INTERREG IVC website in high-definition vectorial format for printing use (EPS format). JPEG, GIF or other low-definition formats should only be used for electronic versions of documents.

It is up to the project partners to ensure they have the latest version of the publicity guidelines and ensure they are followed. The project undertakes to send three copies of all publicity material to the JTS/MA, who are authorised to use this material in promoting the programme.

## 5. Project closure

With regards to project closure, it is important to be aware of the following points:

- End date for the eligibility of expenditure: all activities must be finalised and the related expenditure paid out (including payment for the financial control of the last progress report) before the end of the month stated as the finalisation month in the application form in order to be eligible.
- Last progress report: as for all other reporting periods, projects also have to submit an audited progress report for the last reporting period. This last progress report has to be submitted within three months following the end date of the project.
- Final report: after finalisation of the project a final report must be submitted to the JTS. This report must provide information about the outputs, results and possible impacts of the project. It has to be submitted within three months after the end date of the project. A model form of the final report will be published on the programme's website.
- Information and publicity requirements (see also section 4.4): the rules laid down in Regulation (EC) 1828/2006 Articles 8 and 9 on information and publicity must be respected for all products produced with the assistance from INTERREG IVC, including after the closure of the project.
- Archiving of documents: The Lead Partner is at all times obliged to retain for audit purposes all files, documents and data about the project on standard data storage media in a safe and orderly manner at least until 31 December 2020. Other possibly longer statutory retention periods, as might be stated by national law, remain unaffected. Project partners are also requested to maintain their project website accessible online for five years following the end of the project. The Lead Partner should bear this cost, which is not eligible for ERDF co-financing.

## Annexes

### Annex 1: Examples of INTERREG IVC projects<sup>11</sup>

#### Examples of projects under Priority 1 'Innovation and the knowledge economy'

##### ▪ Innovation, Research & Technological Development

Exchange of experience and knowledge, transfer and further development of policies dedicated to:

- *supporting activities and organisations involved in research and development*
- *supporting the research and innovation infrastructure, for example, science parks, innovation centres, incubators or support to clusters*
- *strengthening creative interaction in the knowledge - businesses - public sector triangle*
- *optimising / enhancing eco-innovation and the use of new environmentally sound technologies and management approaches such as public procurement for environmentally sound products and services*
- *helping to restructure regions most heavily dependent on traditional industries*
- *improving the capacity of regions for research and innovation*
- *bringing innovative ideas to the market more quickly*

##### ▪ Entrepreneurship and SMEs

Exchange of experience and knowledge, transfer and further development of policies dedicated to:

- *promoting entrepreneurship and business creation, especially in knowledge-based, innovation driven sectors.*
- *supporting regional business support structures and approaches to assisting SMEs*
- *developing financial assistance to SMEs and development of non-grant instruments (such as loans, risk capital, etc.)*
- *strengthening the economic profiles of regions sharing an interest in a specific economic sector and reinforcing the global competitiveness of the sector*
- *supporting regional business clusters*
- *supporting and promoting certain specific groups e.g. young or female entrepreneurs*
- *supporting the economic diversification of rural areas*
- *enabling enterprises to internationalise and increase their competitiveness*
- *supporting eco-innovations and the use of environmental management systems in SMEs*

##### ▪ Information Society

Exchange of experience and knowledge, transfer and further development of policies dedicated to:

- *developing ICT-based public services to increase the productivity and competitiveness of businesses and entrepreneurs*
- *promoting the development and use of ICT-based services and products (for example in public services such as e-government and e-health, bringing e-government to regions and businesses)*
- *enhancing the participation of the public in the information society, e.g. programmes for improving computer skills*

<sup>11</sup> Based on Point 5 of the INTERREG IVC Operational Programme

- *establishing better ICT connections between regions*

- **Employment, Human Capital and Education**

Exchange of experience and knowledge, transfer and further development of policies dedicated to:

- *improving qualifications for innovation*
- *safeguarding and creating new employment opportunities in innovation and knowledge-based jobs and adapting local and regional employment policies to major socio-economic changes, notably globalisation and demographic change*
- *training and retention of researchers*
- *setting up or improving local employment development (LED) initiatives*
- *supporting capacity building and knowledge transfer for staff involved in business development and support*
- *increasing investment in R&D related human capital*
- *enhancing the labour market participation of discriminated groups such as women and older workers*
- *improving the adaptability of workers and enterprises, promoting a healthy workforce in healthy workplaces and expanding and improving education and training systems*

#### Examples of possible projects under Priority 2 'Environment and risk prevention'

- **Natural and technological risks, climate change**

Exchange of experience and knowledge, transfer and further development of policies dedicated to:

- *improving the monitoring of environmental risks*
- *supporting awareness-raising and emergency planning for populations located in very sensitive areas, such as heavily built-up river basins, or other areas prone to flooding or seismic activity, etc.*
- *dealing with air pollution, managing and communicating on associated risks*
- *developing or coordinating existing observatories for a better understanding of natural hazards*
- *development of strategies for minimising relevant natural and technological risks*
- *developing tools and action plans and carrying out awareness-raising and capacity building actions in order to more effectively respond at all levels to all relevant natural and technological risks*
- *the transportation of dangerous goods and identifying relevant actions to inform the relevant groups*
- *developing appropriate coordinated spatial planning measures in geographically sensitive areas*
- *developing measures to deal with and raise awareness of climate change and the promotion of adaptation and mitigation policies*
- *developing strategies for preventing and reducing floods*

- **Water management**

Exchange of experience and knowledge, transfer and further development of policies dedicated to:

- *improving the quality of the water supply and water treatment, including cooperation in the field of water management*
- *supporting integrated, sustainable and participatory approaches to the management of inland and marine waters, including waterway infrastructures*
- *developing an ecosystems based approach to the sustainable management of the seas, the*

*management of coastal zones; reaping of the benefits of the sea.*

- *adapting to the effects of climate change which are relevant to the area of water management*

▪ **Waste prevention and management**

Exchange of experience and knowledge, transfer and further development of policies dedicated to:

- *moving to a recycling society*
- *enhancing waste management methods and policies – developing practical guides for integrated local waste management*
- *developing innovative solutions for waste disposal as part of sustainable regional waste management systems*
- *re-using landfill and waste-disposal sites*

▪ **Biodiversity and preservation of natural heritage, air quality**

Exchange of experience and knowledge, transfer and further development of policies dedicated to:

- *ensuring the overall ecological coherence and robustness of the actions (especially within the Natura 2000 network)*
- *developing management mechanisms (including management plans where necessary) related to sites designated as special areas of conservation*
- *promoting species or habitat action plans that set management priorities for Natura 2000 species across their entire natural range in the EU*
- *ensuring the overall coherence of the Natura 2000 network*
- *improving air quality*

▪ **Energy and sustainable transport**

Exchange of experience and knowledge, transfer and further development of policies dedicated to:

- *moving to a low carbon economy, including providing information to industrial customers, service providers and citizens on issues such as ‘how to reduce energy consumption’*
- *transferring knowledge concerning long-term targeted energy efficiency campaigns, including efficiency in buildings, notably public buildings*
- *exchanging and transferring knowledge on mechanisms to stimulate investment in the production of renewable energy and in energy efficiency projects*
- *adopting environmentally sustainable strategies in the transport sector*
- *promoting low-consumption vehicles and new propulsion technologies to reduce emissions*
- *promoting the use of improved collective and non-motorised modes of transport in conjunction with mobility management schemes*
- *improving information systems for better traffic management and for improving the monitoring of travel data*

▪ **Cultural heritage and landscape**

Exchange of experience and knowledge, transfer and further development of policies dedicated to:

- *protecting and enhancing cultural heritage and landscapes*
- *development of innovative approaches to soil protection and to the rehabilitation of contaminated land and brown field sites*
- *supporting risk management in the field of cultural heritage and cultural landscapes (both rural and urban contexts)*
- *supporting the development of tourism with a particular focus on integrating sustainability aspects*



### Annex 2: Proposed framework for reporting identified practices

	Section	Indication of content
1	<b>Title of the practice</b>	
2	<b>Precise theme/issue tackled by the practice</b>	
3	<b>Objectives of the practice</b>	
4	<b>Location</b>	<ul style="list-style-type: none"> <li>- Country</li> <li>- Region or District or Metropolitan Area or Municipality</li> </ul>
5	<b>Detailed description of the practice</b>	<ul style="list-style-type: none"> <li>- Origin</li> <li>- Timescale</li> <li>- Bodies involved / implementation</li> <li>- Process and detailed content of the practice</li> <li>- Legal framework</li> <li>- Financial framework</li> </ul>
6	<b>Evaluation</b>	<ul style="list-style-type: none"> <li>- Possible demonstrated results (e.g. through indicators)</li> <li>- Possible success factors</li> <li>- Difficulties encountered</li> </ul>
7	<b>Lessons learnt from the practice</b>	
8	<b>Contact information</b>	
9	<b>Other possible interesting information</b>	<ul style="list-style-type: none"> <li>- Website</li> <li>- Various documents (reports, presentations, etc.)</li> </ul>

### Annex 3: Additional information on the 'pre-defined' indicators

This annex provides additional information for each pre-defined indicator in the application form. The two following recommendations have to be taken into consideration in the context of project's evaluation:

- during the project development phase, applicants need to be realistic when estimating the target value of these indicators (to be over ambitious is not a criterion of quality),
- during the implementation phase when all Lead Partners have to report regularly on these indicators, only indicators where a precise and clear justification is provided should be filled in. As this information will be used to assess the programme's achievements, lead partners will have to be very careful and accurate when estimating each indicator. It will also be their role to gather and check this data from all partners involved in the project.

#### 1/ Contribution to the programme's objectives

**1.1/ Exchange of experience and improvement of capacities and knowledge of regional and local stakeholders in particular by matching less experienced regions with regions with more experience**

*Output indicators:*

- **The number of interregional events organised by projects to exchange experience**

This indicator measures the number of interregional events organised by the project with the specific aim of exchanging experiences among partners. The word 'events' should be taken in a broad sense as it covers diverse activities such as workshops, seminars, conferences, study trips, staff exchanges, etc. The steering group meetings of the project can be considered under this indicator only if they are partly dedicated to exchanging experiences.

- **Total number of participants in all interregional events**

This indicator monitors the total number of participants involved in the interregional events dedicated to exchanging experiences. The figure under this indicator represents the basic sum of the number of participants in each event (even if the same persons are represented in different events).

*Result Indicator:*

- **The no. of staff members with increased capacity (awareness / knowledge / skills) resulting from the exchange of experience at interregional events**

This indicator aims to estimate the number of staff members whose capacity has increased thanks to the exchange of experience. Compared to the previous indicator ('Total number of participants'), projects should take into consideration the two following elements when estimating this indicator. First, the logic behind this indicator is to think in terms of 'individuals'. In other words, the same person participating in different events should be counted only once under this indicator. This is not the case under the previous indicator where the total number of participants at each event just needs to be added (even if it is the same persons that participate in the events). Second, only the persons very actively involved in the project should be considered under this indicator and not a person participating occasionally in the events. This is the reason why only staff members of the partners should be considered here. The figure under this indicator should therefore be reasonable compared to the total number of partners involved in the project.

- **The number of action plans developed by Objective ‘Convergence’ regions further to the lessons learnt from ‘Objective Competitiveness’ regions**

This indicator only applies to the ‘Capitalisation Projects’. Its aim is to contribute to the assessment of the success of matching ‘less experienced regions with regions with more experience’. The core output of a Capitalisation Project is an action plan for each participating region. This action plan will precisely define the way the practices will be implemented in the Operational Programme of the region in question (see section 2.1.2 of the programme manual). In this context, this indicator measures the number of action plans produced by the ‘Convergence Regions’, which includes the transfer of good practices from the ‘Competitiveness and Employment Regions’.

**1.2/ Identification, sharing and transfer of good practices into regional policies and into EU Structural Funds mainstream programmes**

*Output indicators:*

- **The number of good practices identified by Regional Initiative Projects**

This indicator only applies to the ‘Regional Initiative Projects’. It measures the number of good practices identified during the exchange of experience activities carried out under component 3.

- **The number of good practices already identified and made available to regional and local actors involved in Capitalisation Projects**

This indicator only applies to the second type of intervention. It is an estimation of the number of good practices that are made available by the partners involved in Capitalisation Projects and that are therefore ready to be transferred within the project.

*Result indicators:*

- **The number of good practices successfully transferred within Regional Initiative Projects**

This indicator only applies to the ‘Regional Initiative Projects’. From all the practices identified within a Regional Initiative Project, some may be partly or entirely transferred between the partners of the project. The above indicator aims to estimate the number of identified practices that have actually been transferred within the project. Only a practice introduced by one partner and that has a concrete and measurable impact on another partner (for instance, through the initiation of a pilot project or through the adoption of a certain methodology by this other partner) should be considered under this indicator. In other words, the intention of the partner to implement the practice is not sufficient. Finally, it should be noted that this indicator monitors the number of practices transferred and not the number of transfers. It means that, if the one and the same practice is transferred to three different partners, the figure ‘one’ and not ‘three’ should be reported.

- **The number of action plans developed under Capitalisation Projects**

This indicator only applies to the ‘Capitalisation Projects’. As described above for the last indicator of Objective 1.1, action plans are a core element of Capitalisation Projects as they will lead to the implementation of the practices in the regions. They represent the final deliverables of the project. In principle, each region participating in a Capitalisation Project should produce its own action plan. Therefore, the figure reported under this indicator should in theory be identical to the number of regions represented in the Capitalisation Project.

- **The amount of mainstream funds (Cohesion/ERDF/ESF) dedicated to the implementation of good practices coming from Capitalisation Projects**

This indicator only applies to the ‘Capitalisation Projects’. Its aim is to contribute to the assessment of the success of the Capitalisation Projects. As described in section 2.1.2, the action plan developed by each region involved in a Capitalisation Project has to include information on the amount of mainstream funds from the regional Operational Programme that will be dedicated to the implementation of the good practices. This is the amount estimated under this indicator.

### 1.3/ Improvement of regional and local policies

*Output indicators:*

- **The number of regional/local policies and instruments addressed in the field tackled by the project**

Given the programme's overall objectives, all INTERREG IVC projects are necessarily related to a certain number of regional/local policies or instruments<sup>12</sup>. The aim of this output indicator is to monitor the number of policies/instruments addressed by each project. For instance, if a project focuses on the way several regions are trying to encourage entrepreneurship in their territory; it can be considered that the economic development policy of each of the participating regions is addressed through the project. By being involved in a IVC project, the policy of each partner's area in the domain tackled by the project is necessarily addressed. Other policies/instruments at the local, regional national or EU levels may also be addressed by INTERREG IVC projects. These policies/instruments have to be in a policy area in line with the sub-themes listed under the two programme priorities.

*Result indicators:*

- **The number of regional/local policies and instruments improved in the field tackled by the project**

Ideally, all the INTERREG IVC projects should contribute to improve the regional/local policies or instruments they address. This improvement can take different forms. In some cases, it will be a policy document that is modified to take into consideration some of the lessons learnt within the cooperation project. In other cases, it will be the transfer of an approach that influences the way the policy/instrument is implemented.

## **2/ General performance of projects**

### 2.1/ Management and coordination

*Output indicator*

- **The average number of steering group meetings organised by projects per year**

In each project, a decision making body is created in order to ensure the efficient and smooth strategic management of the project. This body is called 'steering group' at the programme level but some projects may give a different name to this committee. Depending on the characteristics of the projects, the steering group meets either once or twice a year. This indicator measures the frequency of these meetings.

### 2.2/ Communication and Dissemination

*Output indicators:*

- **The number of press releases disseminated**

A press release is a public relations announcement issued to the news media and other targeted publications with the aim of drawing media attention to a specific activity of the project (e.g. a kick-off meeting, a dissemination conference). This indicator measures the number of such announcements during the implementation of the project.

<sup>12</sup> In the INTERREG IVC context, "instrument" is considered as any financial tool or strategic programme established to implement a part of a regional or local policy

- **The number of brochures** (no. of issues created, not no. of copies printed or disseminated)

This indicator measures the quantity of the project's brochures (or leaflets) created by the Lead Partner or by the project partners. It is related, firstly, to the number of editions created and not to the number of copies disseminated. Secondly, it should concern only the brochures dedicated to the project itself.

- **The number of copies of brochures disseminated**

This indicator measures the number of the project's brochures (as defined above) that are actually distributed during events or sent electronically or by post in order to promote the project.

- **The number of newsletters** (no. of issues produced, not the no. of copies printed or disseminated)

This indicator measures the quantity of project newsletters created by the Lead Partner or by the project partners. As for the brochures, this indicator focuses on the number of editions created and not on the number of copies disseminated and it is related only to the newsletters of the project itself. If an article on the project is published in the newsletter of one of the partners, it should not be considered under this indicator but under the first result indicator described below (i.e. 'number of articles/appearances published in the press and in other media').

- **The number of copies of newsletters disseminated**

This indicator measures the number of project newsletters (as defined above) that are actually distributed during events or sent electronically or by post in order to promote the project.

- **The number of dissemination events organised**

This indicator measures the number of events dedicated to the promotion and dissemination of the project. It can for instance take the form of a kick-off meeting or a closing conference. To be considered under this indicator, these events should first be organised by the project itself (Lead Partner or other partners). Second, it has to be entirely or partly dedicated to the dissemination of information on the project to an audience which is different from the partners already involved in the project.

- **The number of other events participated in** (with presentations/stands about the project's activities)

This indicator measures the number of events in which the project is promoted. To be considered under this indicator, the event should not be organised by the project. For instance, it can be an event organised at the local, regional, national or European level in which the Lead Partner is invited to take part. In addition, only events where the project is actively presented (through a presentation or through a stand) can be reported under this indicator. In other words, it cannot be an event where the Lead Partner or another partners of the project are involved as 'passive' participants.

*Result indicators:*

- **The number of articles/appearances published in the press and in other media**

The aim of this indicator is to contribute to the assessment of the success of the communication activities by monitoring the press and media coverage of the project (articles dedicated to the project as well as any project appearance on web sites, radio, television, etc).

- **The estimated number of participants in events** (organised and participated in)

This indicator estimates the number of participants not only in the dissemination events organised by the project but also in the other events in which the project was actively promoted (see output indicators above). It is also considered as a result indicator as it gives an estimation of the size of the audience which has benefited from information on the project.

- **The average number of visits per month on project's website**

The aim of this indicator is to contribute to the assessment of the success of the project's website by monitoring its average number of visits per month. It should be noted that this indicator focuses on the number of visits and not on the number of 'hits'. A hit is recorded every time a web browser requests a file (e.g. image, text, banner) from the web site. As a web page is constituted of different files, the number of 'hits' is therefore not an accurate indication of traffic to a website. A visit, on the other hand, is recorded every time someone looks at a page of the project's website, regardless of how many files (hits) have to be downloaded as part of that process.

### Annex 4: Quality assessment guidelines

<b>Criterion 1 - Relevance of the proposal</b>	
<b>Sub category</b>	<b>Indicative questions</b>
Relevance of the theme tackled	<p>Is the theme tackled clearly in line with the Lisbon / Gothenburg agendas? It is clearly in line with one of the programme's sub-themes?</p> <p>Is this theme obviously related to regional development and/or EU Structural Funds policies? Is it clearly in line with the competences of regional and local authorities?</p> <p>Is the theme of clear European added-value? Can this theme be considered of general interest in the context of EU regional policy?</p>
Relevance of the proposed approach	<p>Is the theme of the project clearly tackled at policy level?</p> <p>Has the project a clear focus on the exchange of experience and does it clearly build on the partners' experience? Is the exchange of experience at the policy level at the heart of the proposed co-operation?</p> <p>Does the project demonstrate clearly how it will contribute to the programme's objectives and in particular to the improvement of regional / local policies and instruments?</p> <p>Is the proposed approach clearly interregional?</p> <p>Is the proposed cooperation win-win?</p>

<b>Criterion 2 - Coherence of the proposal and quality of methodology</b>	
<b>Sub category</b>	<b>Indicative questions (and source in application form)</b>
Clarity of the project's rationale	<p>Is the issue tackled clearly stated? Is this issue focused enough? (2.1.2)</p> <p>Are the objectives and sub-objectives of the project clearly described? (2.1.3)</p> <p>Are planned effects (outputs, results) clearly defined? (2.1.4, 2.1.7, 3)</p>
Coherence of the proposed methodology	<p>Are the following elements logically inter-related: issue tackled objectives and planned effects? (2.1.2, 2.1.3, 2.1.4, 2.1.7, 3)</p> <p>Can the expected results be achieved through the proposed methodology and planned activities? (2.1.4, 2.1.6, 2.1.7, 3)</p> <p>Is the overall proposed methodology realistic and consistent? Are the Components logically inter-related? It is clear that the activities do not overlap between the Components? Are activities logically inter-linked? Is their sequencing logical? Is the selected intensity of cooperation in line with the proposed activities? (2.1.5, 2.1.6, 2.1.7, 3)</p> <p>For <u>Capitalisation Projects</u>, is the focus clearly on the transfer of identified good practices into Structural Funds mainstream programmes? (2.1.3, 3)</p>

<b>Criterion 2 - Coherence of the proposal and quality of methodology</b>	
Quality of the work plan (components)	<p>Are the planned activities and outputs described in enough detail in the project's work plan? (3)</p> <p>For each semester of the work plan, is the description of the outputs in line with the description of the activities?</p>
Consistency of the project with EU horizontal policies	Is the project in line with the two EU horizontal policies (equal opportunities and environmental sustainability)? (2.2.3)

<b>Criterion 3 - Quality of results</b>	
<b>Sub category</b>	<b>Indicative questions (and source in application form)</b>
Tangibility of the results	Are the expected results (and outputs) concrete? Are they clearly specified and precisely quantified? Are they realistic? (2.1.4, 2.1.7, 3)
Visibility of the results	<p>Will the expected results be disseminated to other interested stakeholders in Europe? Are sufficient publicity measures planned for this? (2.1.4, 2.1.7, 3.2)</p> <p>Are the communication activities clearly defined under Component 2? For instance, is the target group of these activities specified? Are these activities well integrated in the overall work plan?</p>
Relevance of the results	<p>Does the project demonstrate a capacity to improve the regional policies and instruments? Will the expected results have a direct influence on the local / regional policies of the regions represented in the partnership? Are the decision makers from the participating regions directly involved in the project? (2.1.1, 2.1.2, 2.1.3, 2.1.4, 3, 5)</p> <p>Are the expected results of European relevance? Would they be applicable and replicable in other European regions? (2.1.4, 2.1.7, 3)</p> <p>For <u>Capitalisation Projects</u>, is an Action Plan per participating region expected? (2.1.4, 2.1.7, 3)</p>
Added-value of the results	<p>Are the expected results innovative in the context of INTERREG IVC? Are they clearly different from the results already achieved in other running or past projects? (2.1.4, 2.1.7, 3)</p> <p>For follow-up projects, is the added-value clearly demonstrated through the partnership and/or the theme tackled and/or the intensity of cooperation selected? (2.1.2, 2.1.3, 2.1.5, 5)</p>
Durability of the results	Are there realistic provisions to ensure the durability of the operation's results? If not, is a justification provided? (2.1.8)

<b>Criterion 4 - Quality of management</b>	
<b>Sub category</b>	<b>Indicative questions (and source in application form)</b>
Clarity of project coordination and management structures and procedures	<p>Are the procedures for decision-making, monitoring and evaluation (strategic level) explained? Are they clear, transparent and fair? Are all partners involved in the decision making process? If not, is it justified in the application form? (2.3.3, 2.3.4)</p> <p>Are the procedures for day-to-day management and coordination explained? Are they satisfactory? (2.3.1, 3)</p> <p>Are the procedures for administrative and financial management clearly explained? Are the procedures for first level control clearly described? Are they in line with country specific rules? (2.3.2, 3, 5)</p> <p>If a sharing of tasks is envisaged within the partnership, is this division clear and logical? If no division of tasks is envisaged, is it justified in the application form? (2.3, 3, 5)</p>
Quality of Component 1	<p>Are the activities of Component 1 clearly and precisely defined? (3)</p> <p>Are these activities in line and coherent with the description provided in Section 2.3 of the Application Form? (2.3, 3)</p>
Experience of the Lead Partner and partners in similar programmes and projects	<p>Does the Lead Partner have an experience in managing similar projects? (5)</p> <p>Do the other partners have an experience of similar projects? (5)</p>

<b>Criterion 5 - Quality of partnership</b>	
<b>Sub category</b>	<b>Indicative questions (and source in application form)</b>
Coherence between the objectives of the project and partnership	<p>Is the issue tackled of interest to all partners? Will all the partners benefit from the operation? (2.1, 2.2.1, 2.3, 2.3, 3)</p> <p>Are the appropriate partners involved to solve the issue tackled? Are the involved partners in a position to influence their regional / local policies and strategies? (5)</p> <p>Is the number of partners involved in line with the intensity of co-operation and with the programme's recommendations? If not, is it justified in the application form or through the project's rationale? (2.1.5, 3, 5)</p> <p>For <u>Capitalisation projects</u>, are the relevant policy makers (e.g. Managing Authorities and other relevant stakeholders of the participating regions) clearly involved in the cooperation? (2.2.2, 5)</p>
Proportionate involvement of all partners in developing project idea, preparing application, implementing and co-financing operation	<p>Do all partners seem to have been involved in developing the project? (2.1.1)</p> <p>Does the involvement of all partners seem proportionate? If not, is it justified in the Application Form or through the project's rationale? (2.3.4, 3, 5)</p> <p>Is the financial contribution between the partners balanced and realistic? In case of unbalanced situation, is it justified in the application form? (3, 5)</p>



<b>Criterion 5 - Quality of partnership</b>	
Wide geographical coverage	<p>Does the partnership cover a wide EU area (in particular beyond the normal cross-border and transnational programmes area)? In case the geographical coverage is limited, is it justified in the application form or through the project's rationale? (5)</p> <p>Is the budget allocation balanced between countries (including between a group of geographically close countries and the other represented countries)? If not, it is justified in the application form?</p>
Good mix of regions with different levels of experiences	Is the partnership a mix between well experienced and less experienced partners in the field tackled by the project? If not, is it justified in the application form or through the project's rationale? (5)

<b>Criterion 6 – Budget and finance</b>	
<b>Sub category</b>	<b>Indicative questions (and source in Application Form)</b>
Value for money	<p>Is the overall budget reasonable compared with the planned activities / outputs and project's duration? Is the overall budget reasonable compared with the number of partners involved? (1.4, 4.1, 3, 5)</p> <p>Is the value for money demonstrated in the context of INTERREG IVC?</p> <p>Is the budget allocated to management and coordination tasks (component 1) reasonable (i.e. below 20% of the overall budget)? (4.1)</p> <p>Is the budget allocated to administration costs reasonable (i.e. below 25% of the staff costs). If not, is this justified ? (4.1)</p> <p>Is the budget share dedicated to 'external expertise and services' reasonable (i.e. is it below 50% of the total budget)? If not, is it justified in the application form?</p> <p>Is the budget allocated to equipment reasonable (i.e. below 5 % of the total budget)? If not, is this justified? (4.1)</p>

<b>Criterion 6 – Budget and finance</b>	
Consistency of the budget	<p>Do the financial arrangements reflect the planned activities? Are the costs by budget lines and Components coherent and in line with these activities? (3, 4.1)</p> <p>Is the payment forecast coherent and realistic? Does it reflect the planned activities? (4.2, 3)</p> <p>Are the 'External expertise costs and services' precisely and clearly described? Is the level and nature of these costs justified and in line with the planned activities? Are their additionality and interregionality clearly justified? Is there a risk that public procurement rules will not be respected (e.g. the name of the company is mentioned)? (4.3)</p> <p>If equipment costs (e.g. IT equipment) are budgeted, are they clearly described? Is the level and nature of these costs justified? Are they benefiting the partnership? (4.4)</p> <p>If activities are organised outside the EU, is the location of these activities clearly specified (i.e. country or town concerned)? Are these activities taking place outside the EU relevant and justified? Is there a risk that the costs paid by the EU partners for these activities exceed 10% of the total project's budget?</p>



**Annex 5a): INTERREG IVC Lead Partner control confirmation***- Extract from progress report template -**[to be signed by the Lead Partner controller inside the progress report  
which is submitted to the JTS]*

Based on our and the project partner controllers' examination, we confirm the following:

1. For this report the total paid and confirmed expenditure amounts to EUR .
2. The rules listed in the subsidy contract have been observed, including, but not limited to rules governing the eligibility of expenditure (Article 56 of Regulation (EC) No 1083/2006, Article 7 of Regulation (EC) No 1080/2006, Article 48 to 53 of Regulation (EC) No 1828/2006, relevant national and internal regulations of the partners and rules laid down in the latest version of the INTERREG IVC programme manual).
3. The costs reported in this report refer to activities paid from the date of approval by the Monitoring Committee to the end of the reporting period. Costs reported under the component 'preparation activities' were incurred between 1 January 2007 and the date on which the first version of the application form approved by the Monitoring Committee has been submitted. They were paid out by the end date of the first reporting period.
4. Receipts and payments are accurately recorded in the project's accounting system, expenditure in another currency other than the Euro was correctly converted, assets are properly recorded and amounts are correctly reflected in demands for payment. Any revenues generated were deducted from the eligible expenditure. The necessary audit trail exists for all activities, providing evidence in the form of contracts, invoices and payment records. In case of staff costs, administration costs, the necessary evidence exists in a form of timesheets, listings of costs or formula descriptions and cost calculations.
5. Services, supplies and works have been procured on the basis of proper call for tenders in compliance with European, national, internal or other relevant rules, sound controls have been exerted over the opening of the tenders and all tenders have been fully evaluated before the final decision has been made on the service provider, supplier or works contractor.
6. Progress made has been fully and fairly reflected in the report. There is evidence that the reported activities have taken place, delivery of services and goods, and works are in progress or have been completed. The expenditure exclusively refers to activities listed in the latest approved version of the application form and completed at the latest by the end of the approved finalisation month .
7. The partners have complied with Community rules and policies including publicity, information, equal opportunities, protection of environment, state aid, competition and public procurement.
8. All inputs for the progress report received from the partners were confirmed by an authorised controller in respect of the country specific control requirements as announced on the INTERREG IVC website (in respect of Article 16 of Regulation (EC) No 1080/2006). The partner control confirmations for the expenditure reported by each partner in this report were provided by the project partners and signed by the authorized controllers.
9. The project's activities have started and are implemented in accordance with the stipulations of Article 6 (1) of the subsidy contract.

I hereby confirm that I / the company is independent from the project's activities and financial management and authorized to carry out the control in the EU-Member State/Norway on whose territory the Lead Partner is located.

Place, \_\_\_\_\_ Date, \_\_\_\_\_ Official stamp<sup>13</sup> \_\_\_\_\_

Name, \_\_\_\_\_ Signature of the controller, \_\_\_\_\_

<sup>13</sup> If according to internal procedures, a stamp is not used, please state it.

### Annex 5b): INTERREG IVC partner control confirmation

Name of the partner:

Name of the project:

Reporting period that the costs refer to:

*[The confirmation has to be accompanied by a financial report indicating the name of the project, project partner, the reporting period, the amount per budget line and component.<sup>14</sup> The confirmation has to be signed by each project partner controller in the partnership (incl. the Lead Partner controller for the Lead Partner's own expenditure) and sent to the Lead Partner for each progress report. A copy of the partner control confirmations (without annexes) also has to be submitted to the JTS via the Lead Partner<sup>15</sup>]*

Based on our examination, we confirm the following:

1. For this report the total paid and confirmed expenditure amounts to EUR .<sup>16</sup>
2. The rules listed in the subsidy contract have been observed, including, but not limited to rules governing the eligibility of expenditure (Article 56 of Regulation (EC) No 1083/2006, Article 7 of Regulation (EC) No 1080/2006, Article 48 to 53 of Regulation (EC) No 1828/2006, relevant national and internal regulations of the Partner and rules laid down in the latest version of the INTERREG IVC programme manual).
3. The costs reported in this report refer to activities paid from the date of approval by the Monitoring Committee to the end of the reporting period. Costs reported under the component 'preparation activities' were incurred between 1 January 2007 and the date on which the first version of the application form approved by the Monitoring Committee has been submitted. They were paid out by the end date of the first reporting period.
4. Receipts and payments are accurately recorded in the project's accounting system, expenditure in another currency other than the Euro was correctly converted, assets are properly recorded and amounts are correctly reflected in demands for payment. Any revenues generated were deducted from the eligible expenditure. The necessary audit trail exists for all activities, providing evidence in the form of contracts, invoices and payment records. In case of staff costs, administration costs, the necessary evidence exists in a form of timesheets, listings of costs or formula descriptions and cost calculations.
5. Services, supplies and works have been procured on the basis of proper call for tenders in compliance with European, national, internal or other relevant rules, sound controls have been exerted over the opening of the tenders and all tenders have been fully evaluated before the final decision has been made on service provider, supplier or works contractor
6. Progress made has been fully and fairly reflected in the report. There is evidence that the reported activities have taken place, delivery of services and goods, and works are in progress or have been completed. The expenditure exclusively refers to activities listed in the latest approved version of the application form and completed at the latest by the end of the approved finalisation month.
7. The partner has complied with Community rules and policies including publicity, information, equal opportunities, protection of environment, state aid, competition and public procurement.
8. The control work has been documented in a control report (incl. a control checklist), which is based on the INTERREG IVC template serving as minimum requirements.

I hereby confirm that I / the company is independent from the project's activities and financial management and authorized to carry out the control in respect of the control requirements valid in the EU-Member State/Norway on whose territory the partner is located.

<sup>14</sup> The confirmation includes the partner's share of common costs in case the partnership decided to share certain expenditures.

<sup>15</sup> For partners from countries with a decentralised first level control system with a MS approbation body, the partner confirmation has to be accompanied for the first progress report by the first level control Approbation Certificate issued by the MS approbation body.

<sup>16</sup> The partners and the Lead Partners have to make sure that the amount of reported expenditure indicated for the partner in the progress report and the amounts indicated in the partner control confirmation correspond.

Place, \_\_\_\_\_

Date, \_\_\_\_\_

Name, \_\_\_\_\_

Signature of the controller, \_\_\_\_\_

Official stamp<sup>17</sup>



<sup>17</sup> If according to internal procedures, a stamp is not used, please state it.

**Annex 5c): INTERREG IVC control confirmation for shared costs of the partner responsible for contracting and paying these costs**

Name of the partner responsible for contracting and paying:

Name of the project:

Reporting period during which the shared costs were paid:

*[The confirmation has to be accompanied by a financial report of shared costs indicating the name of the project, project partner, the reporting period, the amount of shared costs per budget line and component. The confirmation has to be signed by the controller of the partner responsible for the shared costs. It is then sent to each partner participating in the shared costs together with the request for reimbursement. It is the partners' basis for including their share of the common costs in their own financial report and to obtain confirmation from their own controllers (who can accept the shared costs by basing their opinion on the responsible partner controllers' confirmation).*

Based on our examination, we confirm the following:

1. For this report of shared costs the total paid and confirmed expenditure amounts to EUR .
2. The rules listed in the subsidy contract have been observed, including, but not limited to rules governing the eligibility of expenditure (Article 56 of Regulation (EC) No 1083/2006, Article 7 of Regulation (EC) No 1080/2006, Article 48 to 53 of Regulation (EC) No 1828/2006, relevant national and internal regulations of the Partner and rules laid down in the latest version of the INTERREG IVC programme manual).
3. The shared costs reported in this report refer to activities paid from the date of approval by the Monitoring Committee to the end of the reporting period. Costs reported under the component 'preparation activities' were incurred between 1 January 2007 and the date on which the first version of the application form approved by the Monitoring Committee has been submitted. They were paid out by the end date of the first reporting period.
4. Receipts and payments are accurately recorded in the project's accounting system, expenditure in another currency other than the Euro was correctly converted, assets are properly recorded and amounts are correctly reflected in demands for payment. Any revenues generated were deducted from the eligible expenditure. The necessary audit trail exists for all activities, providing evidence in the form of contracts, invoices and payment records. In case of staff costs, administration costs, the necessary evidence exists in a form of timesheets, listings of costs or formula descriptions and cost calculations.
5. Services, supplies and works have been procured on the basis of proper call for tenders in compliance with European, national, internal or other relevant rules, sound controls have been exerted over the opening of the tenders and all tenders have been fully evaluated before the final decision has been made on service provider, supplier or works contractor
6. Progress made has been fully and fairly reflected in the report of shared costs. There is evidence that the reported activities have taken place, delivery of services and goods, and works are in progress or have been completed. The shared expenditure exclusively refers to activities listed in the latest approved version of the application form and completed at the latest by the end of the approved finalisation month. The shared expenditure is in line with the partnership agreement (or any other written agreement on this matter by the partners).
7. The responsible partner has complied with Community rules and policies including publicity, information, equal opportunities, protection of environment, state aid, competition and public procurement.
8. The control work has been documented in a control report (incl. a control checklist), which is based on the INTERREG IVC template serving as minimum requirements.

I hereby confirm that I / the company is independent from the project's activities and financial management and authorized to carry out the control in respect of the control requirements valid in the EU-Member State/Norway on whose territory the responsible partner is located.

Place, \_\_\_\_\_

Date, \_\_\_\_\_

Name, \_\_\_\_\_

Signature of the controller, \_\_\_\_\_

Official stamp<sup>18</sup>



<sup>18</sup> \_\_\_\_\_  
<sup>18</sup> If according to internal procedures, a stamp is not used, please state it.

**Annex 6: INTERREG IVC Control Report (incl. Control Checklist)**

*[to be filled in by each project partner's Controller (incl. the Lead Partner controller for the Lead Partner's own expenditure) and remains with the project partner controller if not explicitly requested by the Lead Partner]*

*By signing the "INTERREG IVC partner Control Confirmation" the controller is confirming having verified all requested items and declares the proper use of funds. This statement is based on proper checks, which are documented in a control report (incl. a control checklist). The controller's report is useful for the controller's as well as the Partners and is also part of the project documentation/audit trail.*

*A control report has to be filled in by each partner controller. It is also filled in by the Lead Partner controller for the Lead Partner's own expenditure on the one hand, and for the checks carried out on the input provided by the partners on the other hand (see section Lead Partner specific checks in the control checklist below).*

*The report serves only as an internal document of the project and it shouldn't be sent to the Joint Technical Secretariat, except if specifically requested. It remains with the project partner and project partner controller if it is not explicitly requested by the Lead Partner. We recommend using this template. Otherwise the control report should contain at least the elements mentioned in the following:*

**Project**

Name of the project	
Acronym	
Index	
Name of the LP organisation + country	
Project Duration	
Reporting period	

**Project partner to be checked**

Name of the contact person	
Division/Unit/Department + Organisation	
Address	
Telephone number / Fax	
e-mail	
Function in the project	<input type="checkbox"/> Lead Partner <input type="checkbox"/> Project Partner

**Authorized project partner controller**

Name	
Job title	
Division/Unit/Department + Organisation	
Address	
Telephone number / Fax	
e-mail	



**Control Information**

<p>Methodology</p>	<p><i>A short description of the methodology used for the checks:</i></p> <ul style="list-style-type: none"> <li>- <i>percentage of expenditure checked (usually 100%, in case of sampling the justification must be provided and type of expenditure checked on a sampling basis, the size of the sample, the selection criteria of the documents tested has to be indicated)</i></li> <li>- <i>overview of the control procedure carried</i></li> <li>- <i>nature of the documents/evidence checked</i></li> <li>- <i>place of check (desk check or on-the-spot check)</i></li> </ul>
<p>Amount declared by partner to the Controller</p>	
<p>Amount accepted and confirmed by the controller</p>	
<p>General observations / reservations concerning the current control period</p> <p>Treatment given to these observations / reservations.</p> <p>Conclusions</p>	<p><i>A clear specification of the observations/reservations, if any, expressed about the eligibility of some expenses</i></p> <p><i>A clear conclusion whether the system in place can be considered as reliable and reasonable assurance could be provided about whether the cost statement is free of material misstatement.</i></p> <p><i>The conclusion takes into consideration the control findings documented in detail in the control checklist. It also describes the measures implemented to solve the errors detected and it eventually provides recommendations to avoid the repetition of the same typology of anomalies in the future.</i></p> <p><i>If any findings/issues are still open from the previous report, the implementation of follow-up measures should be described in this section and conclusions on their effectiveness, be drawn.</i></p>
<p>Any recommendations/issues to be followed-up in the next progress report</p>	

Place, \_\_\_\_\_

Date, \_\_\_\_\_

Name, \_\_\_\_\_

Signature of the controller, \_\_\_\_\_

Official stamp<sup>19</sup>

<sup>19</sup> If according to internal procedures, a stamp is not used, please state it.

**Control Checklist**

Control question	yes	no	N/A	Comments/Follow-up
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**1. Partner status**

Is the partner a public authority or a body governed by public law?				
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**2. Partner funding**

<p>In case that the national co-financing does not come from the partner's own resources but from another funding source such as the national, regional or local level, please indicate the national funding source(s) and check the following:</p> <p>Has the funding for the previous report been made available and the total national co-financing amount contributed by the Partner not been exceeded?</p>				
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**3. Accounting**

Are specific accounts kept for the project or have other methods like specific cost centres in the accounting system been established which allow to identify the costs allocated to the project and to provide a computerised list of declared expenditure?				
Are the amounts paid accurately recorded in the accounting system?				
<p>Has each reported expenditure been supported by an invoice or an accounting document of equivalent probative value?</p> <p>Are the documents complete and accurate in content as well as in accounting terms?</p>				
Has each reported expenditure been supported by a payment proof (usually bank statement/bank transfer confirmations/cash receipts)?				
Can the amount of the reported expenditure be entirely reconciled with the sup-				

porting documents provided?				
<b>Control question</b>	<b>yes</b>	<b>no</b>	<b>N/A</b>	<b>Comments/Follow-up</b>

**4. Expenditure by budget line, component and Partner**

Have the costs been correctly allocated to the budget lines and components?				
Has the partner’s budget by budget line and component (as fixed in the partnership agreement and within the limit of the total partner budget indicated in the application form) been respected? If not, has the excess spending been approved by the LP?				

**5. Eligibility period**

Is the expenditure related to services contracted, and paid - between the date of approval of the project by the Monitoring Committee and - by the end of the reporting period in question (for the last report, it is the end of the finalisation month indicated in the application form)?  For info: it is important to check also the date of delivery of the services (see also relevant control question under point 15 – last question).				
For preparation costs: Is the expenditure related to services contracted and delivered - after 1 January 2007 - by the date that the first version of the application form approved by the Monitoring Committee was submitted to the MA/JTS?  Has the expenditure been paid by the end of the first reporting period?				

Control question	yes	no	N/A	Comments/Follow-up
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**6. Staff expenditure**

Is the expenditure only related to employees of the organisation officially listed in the application form?				
Is the calculation based on the actual salary costs (employees' gross salary + employer's contributions)?				
<p>If a staff member works less than 100% of the actual working time for the project:</p> <ul style="list-style-type: none"> <li>- Is the calculation based on an hourly rate resulting from the actual salary rate divided by the total number of hours worked by the staff member (as registered in the institution's time recording system)?</li> <li>- Has the hourly rate afterwards been multiplied by the number of hours actually worked on the project activities?</li> </ul>				
Are the staff costs supported by documents such as the working contract, pay-slips, payment proofs, calculation evidence for the determination of the staff time/hourly rate, time recordings, project specific timesheets?				

Control question	yes	no	N/A	Comments/Follow-up
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**7. Administration expenditure**

Were the administration costs actually borne by the Partner organisation?				
<p>Do all the administration costs fulfil the following conditions?</p> <p>They</p> <ul style="list-style-type: none"> <li>- are eligible according to national rules and European regulations (in particular Regulations (EC) no. 1083/2006 Art. 56; no. 1080/2006 Art. 7; no. 1828/2006 Art. 48 to 53);</li> <li>- have been calculated on the basis of actual costs and capable of verification, i.e. based on factual elements in the accounting system which can be verified by an auditor. <u>No lump sums, overall estimations or arbitrary keys are allowed!</u></li> <li>- were calculated on a pro-rata basis of the actual costs according to a duly justified, fair and equitable method (in case of indirect administration costs such as overheads)</li> <li>- show a direct link to the project's activities;</li> <li>- have not already been included in other budget lines or cost items.</li> </ul> <p>For info: as for all other expenditure items, it also has to be checked for the (direct + indirect) administration costs that they have not already been financed from other EU-funds (see also relevant control question under point 15).</p>				

Control question	yes	no	N/A	Comments/Follow-up
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### 8. Travel and accommodation

Were the travel and accommodation costs reported in respect of the national or internal rules of the respective partner organisation?				
Were the trips that these costs refer to justified by the project's activities as foreseen in the application form?				
Were the trips limited to the territory of the EU? In case of trips outside the territory of the EU, were they explicitly mentioned and justified in the approved application?				
Do the travel and accommodation costs exclusively result from trips undertaken by staff employed by the partner institution?				

### 9. Equipment

Have the purchased equipment items been initially planned in the application form? If this is not the case, is there a written agreement of these costs from the LP and JTS?				
Have the equipment costs been reported by using one of the following methods: - by a single declaration at the time of purchasing the equipment, after receipt and payment or - by depreciating the cost of the equipment, by applying national accounting regulations?				
Is it ensured that the items - have not already been fully depreciated - are not already included as indirect costs in another category such as the administration budget line?				

Control question	yes	no	N/A	Comments/Follow-up
<b>9. Equipment (continuation from previous page)</b>				
<p>Does the equipment purchase also fulfil the following criteria?</p> <ul style="list-style-type: none"> <li>- The purchase has been made well before the end of the project. If not, is the late purchase still justified? Or have the costs been depreciated and only the share corresponding to the remaining project period been reported?</li> <li>- The amount for equipment reflects the actual use of these items in the context of the project. If it is not exclusively used for project purposes, only a share of the actual cost is allocated to the project. This share is calculated according to a fair, justified and equitable method.</li> <li>- An inventory of the purchased items as well as the documentation of the method for reporting them (single declaration or depreciation, full or partial use for the project) has been kept for accounting, control and audit purposes.</li> </ul>				
<p>For info: as for all other expenditure items, it also has to be checked for the equipment that it has not already been financed from other EU-funds (see also relevant control question under point 15).</p>				
<p>For info: As for all other expenditure items, it is important to check if the equipment was purchased in compliance with public procurement rules (see also relevant control question under point 16).</p>				

Control question	yes	no	N/A	Comments/Follow-up
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**10. External expertise and services**

Are the following documents available to justify external expertise and services' expenses paid by the partner: - contracts/agreements and - invoices/request for reimbursement?				
Is the expenditure related to items foreseen under this budget line in the specifications provided in the application form?				
For info: As for all other expenditure items, it has to be checked if the external expertise and services were contracted in compliance with public procurement rules (see relevant control question under point 16).				

**11. Sub-project funds**

Does the amount reported under this budget line result from the expenditure of sub-projects that were selected on the basis of an open call for proposals by the mini-programmes?				
Were the sub-project funds reported under the right project partner, on whose territory the sub-project participant is located?				



Control question	yes	no	N/A	Comments/Follow-up
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### 12. Exchange rate

<p>Has one of the following options for converting national currency into EUR been used:</p> <ul style="list-style-type: none"> <li>- The market exchange rate of the day the invoice was paid is used.</li> <li>- The market exchange rate of the last day of the reporting period is used.</li> <li>- The average monthly exchange rate set by the Commission of the month the invoice was paid is used.</li> <li>- The average monthly exchange rate set by the Commission of the last month of the reporting period is used. They are published on: <a href="http://ec.europa.eu/budget/infocore/index.cfm?Language=en">http://ec.europa.eu/budget/infocore/index.cfm?Language=en</a>.</li> </ul> <p>Is the used option the one agreed with the LP for the whole partnership and the same as in the previous reporting period?</p>				
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### 13. Shared costs

Are costs declared in compliance with the procedure provided in the programme manual (chapter 4.3.3 grey box on 'reporting shared costs')?				
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### 14. Activities outside the EU

<p>If activities outside the EU have been financed, is it ensured that they</p> <ul style="list-style-type: none"> <li>- do not exceed 10% of the INTERREG IVC budget,</li> <li>- have been budgeted paid and borne by the EU or Norwegian Partner and</li> <li>- are mentioned and justified in the approved application?</li> </ul> <p>Note: Travel &amp; Accommodation costs for EU Partners to countries outside the EU Member States, do not fall under the 10% rule – Art. 21 (3) 1080/2006</p>				
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Control question	yes	no	N/A	Comments/Follow-up
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### 15. Other eligibility considerations

Is the expenditure eligible according to EU-regulations, programme rules, national and internal rules of the Partner?				
Has refundable VAT been deducted?				
Is it ensured that - fines, - financial penalties, - foreign exchange losses are <u>not</u> included in the report?				
Are financial charges limited to transnational financial transactions or do they result from opening and administering a separate bank account?				
Have any in-kind contributions been excluded as they are considered to be ineligible under INTERREG IVC?				
Has any revenue been deducted from the total reported eligible costs (ie. before the calculation of the ERDF/Norwegian funding)?				
Was it confirmed that the expenditure has not already been supported by any other funding (EU, regional, local or other)? Are there mechanisms in place to avoid double-financing?				
Is there evidence that the reported activities have taken place, the delivery of services, goods and works are in progress or have been completed?  For info: If the evidence was not obtained through an on-the-spot check, it is important to indicate in the comment section, how sufficient assurance was				

<p>gained instead.</p> <p>In case of the payment of contractual advances treated as actual eligible expenditure: Has the service, good or work been delivered at the latest by the end of the finalisation month as quoted in the application form?</p> <p>For info: Payment of contractual advances is defined as payments on account relating to the execution of works or services for the project in accordance with normal commercial law and practice on the basis of contracts entered into by a final beneficiary or final recipient, and which are supported by receipted invoices (eg. payment for a travel ticket or advance payment for a consultant carrying out a study).</p>				
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Control question	yes	no	N/A	Comments/Follow-up
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**16. Compliance with Community rules**

Does the project comply with the EU 'horizontal objectives' of the promotion of equality and the protection of the environment?				
Have Community rules on state aid been respected?				
Have the information and publicity requirements of the EU and the programme been respected?				
<p>Have works, goods and services been contracted/purchased in compliance with relevant provisions such as the European and national/internal or other applicable public procurement rules?</p> <p>Is the public procurement procedure well documented and documents such as procurement note, terms of reference, offers/quotes, order forms and contracts available?</p> <p>Have the principles of transparency, non-discrimination equal treatment and effective competition been complied with (also for items below the EU-thresholds)?</p>				

Control question	yes	no	N/A	Comments/Follow-up
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**17. LP specific checks** (only to be filled by Lead Partner controller)

Did the Lead Partner forward the correct ERDF/Norwegian funding for the previous report to the project partner and this without any delays				
Has the financial input provided by the partners been correctly entered into the joint progress report (by budget line, component and partner) and correctly added up?				
Has the project's overall budget by budget line, component and partner been respected (within the limits of the flexibility rules stipulated in the subsidy contract)?				
Has the total ERDF budget been respected?				
Was the amount declared by the partners confirmed by an independent controller in respect of the country specific control requirements?				

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## Annex 7: Publicity requirement specifications

This factsheet details the use of EU emblem and INTERREG IVC logo in all your communications.

### 1. VISUAL ELEMENTS

The following is a technical description of the information and publicity elements to be respected.

#### A. INTERREG IVC logo



This is the official and only version of the INTERREG IVC logo.

It is available in electronic formats such as Adobe Illustrator eps to import directly into your print documents, or in jpeg for electronic-only versions. No other format is acceptable.

The logo, as a key component of the successful identity of INTERREG IVC, represents its core values and mission.

This logo has a contemporary typeface, combined with a symbol which by its nature signifies dissemination of experience amongst European Regions and by this treatment, reflects the energy and variety of these Regions.

The letters and shape of the INTERREG IVC logo have been specifically created to achieve an appropriate relationship, character and personality and therefore must be respected, and not recreated.

#### Size:



No maximum size is set, providing the logo placement is respectful of the exclusion zone:



Where the logo will be under 40mm width, the 'no slogan' version should be used.

The minimum size of the logo should not be smaller than 20mm width.

**Colour:**

The colour palette for the logo is strictly defined:

<p><b>Colour palette</b></p> <p>The INTERREG IVC colour palette consists of six unique colours.</p> <p>Do not create extra colours.</p> <p>All graphics should be made from this series of colours.</p> <p>Do NOT use a printout of this page as an accurate guide to the palette colours.</p> <p>Use professional swatches and proofing solutions such as Pantone, Cromalin, EFIPrint, etc.</p>						
	<b>FONT BLUE</b>	<b>YELLOW</b>	<b>ORANGE</b>	<b>RED</b>	<b>GREEN</b>	<b>BLUE</b>
	<b>Pantone</b>					
	PMS 281	PMS 108	PMS 130	PMS 165	PMS 334	PMS 3015
	<b>CMYB Offset printing</b>					
	C 100 M 79 Y 00 B 38	C 00 M 10 Y 100 B 00	C 00 M 50 Y 100 B 00	C 00 M 100 Y 70 B 00	C 100 M 00 Y 70 B 00	C 100 M 50 Y 00 B 00
	<b>CMYB Word processing *</b>					
	C 95 M 78 Y 13 B 35	C 01 M 08 Y 92 B 01	C 00 M 48 Y 94 B 01	C 01 M 95 Y 67 B 00	C 82 M 05 Y 66 B 00	C 89 M 50 Y 03 B 04
	<b>RGB</b>					
	R 00 G 49 B 110	R 255 G 220 B 00	R 242 G 148 B 00	R 225 G 00 B 58	R 00 G 148 B 108	R 00 G 106 B 178
<b>WEB hexadecimal</b>						
#00316d	#ffdc00	#f29400	#e2003b	#00946c	#006ab2	
<b>Greyscale **</b>						
Black 100	Black 20	Black 40	Black 60	Black 80	Black 60	

**Do not use this print-out as an accurate guide to colours – please ensure the specific palettes are followed.**

**INTERREG IVC layout and spelling**

The programme name INTERREG IVC shall always be presented in capital letters, with Roman numerals as shown here.

**INTERREG IVC graphic identity guidelines**

In addition to the elements described here, receivers of subsidy are bound to respect the INTERREG IVC Graphic Identity Guidelines, the most recent version of which should be requested from the Joint Technical Secretariat.

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**Logo use:**

Logos should be used under the following conditions:



**Master logo / white background**

This must be preferred to any other option when the technical specifications enable its use. This includes electronic and printed documents.

**One-colour logo in Font Blue**

When all colours are not available for printing, do not print a logo that would have less colours than the original. Use the logo in FONT BLUE, if available. If not available, use Black version

**Logo/dark background version**

To be used in specific and rare cases (e.g on black conference bags).



**Greyscale:** where no colour process is available, but high quality printing possible

**Black and white:** where no colour process is available, and low quality rendering (fax, signage, photocopy)

**Black and white reversed:** where no colour process is available, and low quality on dark background

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## B. EU emblem

In addition to the INTERREG IVC logo, subsidy receivers are also required to show the support of the EU, in particular the ERDF.

### **The emblem of the European Union**



The colour of rectangle is PANTONE Blue, the colour of the stars is PANTONE Yellow

The proportion of the emblem and the layout of stars cannot be changed from the description in Annex I of Commission regulation (EC) No 1828/2006

### **Reference to the European Regional Development Fund**

A statement such as 'co-financed by the European Regional Development Fund' shall accompany the emblem of the EU



Co-Financed by  
European Regional  
Development Fund

### **EU graphic identity guidelines**

- Download:
  - ➔ [http://europa.eu/abc/symbols/emblem/download\\_en.htm](http://europa.eu/abc/symbols/emblem/download_en.htm)
- Graphical elements (colour, size, layout etc)
  - ➔ [http://europa.eu/abc/symbols/emblem/graphics1\\_en.htm](http://europa.eu/abc/symbols/emblem/graphics1_en.htm)

### C. Statements of financial support

Reference must be made, in **all information produced by a project**, to the financial support received from the relevant fund, in this case the European Regional Development fund. Reference must also be made to the programme allocating the funds – INTERREG IVC.

- Clear notice of EU co-financing shall be made on any document related to the project – including attendance certificates. This should take the form of a statement to the effect: **“Co-financed by the ERDF”**.
  - Clear reference to INTERREG IVC programme shall be made on any document related to the project. This should take the form of a statement to the effect: **“Made possible by the INTERREG IVC Programme”**.
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## **2. USE OF ELEMENTS BY SUPPORT**

The following list details how the above publicity elements must be used for each activity.

### **2.1. Publications**

- e.g. brochures, leaflets, press releases, event invitations, best practice guides (list non-exhaustive)

Requirements:

- All elements as described in Section 1 above must appear on the **front page** and in a prominent position of all printed publications.

### **2.2. Websites, Electronic information and audio-visual material**

Requirements:

- All elements as described in Section 1 above must appear at least on the home page and in a prominent position
- Hyperlink to INTERREG IVC website: <http://www.interreg4c.eu>
- Hyperlink to DG Regio website: [http://ec.europa.eu/regional\\_policy/index\\_en.htm](http://ec.europa.eu/regional_policy/index_en.htm)
- on websites, a short description of INTERREG IVC programme

### **2.3. Conferences, events, exhibitions**

Requirements:

- EU flag displayed in meeting rooms, conferences etc
- EU flag emblem and INTERREG IVC logo on all supports and documents as detailed in Section 1 above.

For any queries, to receive guidance or feedback on use of logos etc. please do not hesitate to contact:

Nuala MORGAN  
Communication Officer – INTERREG IVC  
[Nuala.morgan@interreg4c.eu](mailto:Nuala.morgan@interreg4c.eu)  
+33 (0)328 144 103

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## **Annex 8: Fact sheets on financial matters**

The following three factsheets on

- a) Staff costs
- b) Administration costs and
- c) Public procurement

give some practical advice on recurring issues in the financial management of projects.

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## Annex 8a) Fact Sheet on staff costs



The information provided here gives some practical advice on recurring issues in the financial management of projects. It does not of course substitute the INTERREG IVC Programme Manual or any EC or national regulation or the advice of the first level controller.

### What the manual says:

“Staff costs involves personnel costs for the time that the partner organizations’ staff spends on carrying out the project activities in accordance with the application form (full-time or a certain percentage of total working time). The persons whose staff costs are budgeted and later on reported must be directly employed by the partner organizations officially listed in the application form (e.g. internal project coordinator, financial manager, financial controller in compliance with country specific control requirements). [...] Staff costs are considered as a cash contribution (and not in-kind contribution) as they are actually paid by the partner institution.”

**INTERREG IVC Programme Manual, Section 2.4.2.1 Staff costs**

Common errors:	The right way:
<ul style="list-style-type: none"> <li>● Staff costs calculations are <b>wrongly based on contractual working hours and not on actual working hours.</b></li> </ul>	 <p>If the member of <b>staff works</b> for the project <b>less than 100%</b> of the actual working time, the calculation must be based on the hourly rate resulting from the actual salary rate divided by the total <b>number of hours actually worked</b> by the staff member for the partner institution (as registered in the institution’s time recording system, where the actual number of registered hours worked might be higher than the contractual number of working hours)! This hourly rate is then multiplied by the number of hours actually worked on project activities.</p>
<ul style="list-style-type: none"> <li>● Staff cost calculations are <b>based on lump sums</b> (one single hourly rate is applied to all staff involved in the project). As this method does not take into consideration the differences in staff salaries, it will lead to deviations concerning the real staff costs and cannot be applied in the INTERREG IVC context.</li> </ul>	 <p>The calculation has to be <b>based on the actual salary rate</b> (employee’s gross salary + employer’s charges in accordance with national legislation) of the individual employee who is actually involved in the project activities! The calculation has to exclude any administration overheads.</p>
<ul style="list-style-type: none"> <li>● Staff costs are <b>calculated without</b> providing required project <b>time records (time sheets)</b>. The share of staff costs allocated to the project is not traceable.</li> </ul>	 <p>Staff costs must be <b>supported by documents</b> that permit the identification of the employment relationship with the partner organisation (working contract), the real costs by employee (working contract, pay slips, payment proofs, calculation evidence for the determination of the staff time value/hourly rate), the overall working time (time recordings) and <b>the time spent on carrying out activities in the context of the project</b> (record of tasks, <b>project specific time sheets</b>).</p> <p>An example of a timesheet is provided on the INTERREG IVC website.</p>

<ul style="list-style-type: none"> <li>● Staff costs <b>include the expenditure for external experts / sub-contractors.</b></li> </ul>	 <p>It is not possible to report any staff costs of personnel external to the official partner organisations in this budget category. Only costs for employees who are <u>directly employed</u> by the partner organisations (officially listed in the application form) can be reported as staff costs. Staff members are on the organisation's payroll and are paid on the basis of a working contract and salary sheets. If the project uses an external project coordinator, financial manager or external independent controller, the <b>costs</b> have to be specified, budgeted and <b>reported</b> under the budget line "<b>External expertise and services</b>"! These external costs are paid on the basis of a service contract and an invoice.</p>
<ul style="list-style-type: none"> <li>● Methods used in other European or national funding programmes are applied in order to report staff costs under INTERREG IVC.</li> </ul>	 <p>Differences between the rules valid in different programmes might exist resulting from different funding objectives and legal bases. It is important to distinguish between the rules applicable in other programmes and the ones specific to INTERREG IVC.</p>

<p><b><u>Useful references:</u></b></p> <ul style="list-style-type: none"> <li>○ INTERREG IVC Programme Manual (i.e. Section 2.4.2.1 Staff costs);</li> <li>○ Annex 5 of the Programme Manual, INTERREG IVC control report, Checklist question n°6 Staff expenditure</li> <li>○ An example of a timesheet can be found on the programme's website (<a href="http://www.interreg4c.eu">www.interreg4c.eu</a>)</li> </ul>
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## Annex 8b) Fact Sheet on administration costs





The information provided here gives some practical advice on recurring issues in the financial management of projects. It does not of course substitute the INTERREG IVC Programme Manual or any EC or national regulation or the advice of the first level controller.

### What the manual says:

“Administration costs may include cost items such as **stationery, photocopying, telephone, fax and internet, heating electricity, office furniture, maintenance, office rent**. Administration costs may be direct or indirect costs. Direct administration costs belong directly to the project while indirect administration costs (overheads related to the project activities) are calculated on a pro-rata base.

**INTERREG IVC Programme Manual, Section 2.4.2.2 Administration costs**

Common errors:	The right way:
<u>Calculation &amp; Documentation</u>	
<ul style="list-style-type: none"> <li>● Administration costs are <b>not</b> based on <b>real costs</b>, but on lump sums. No invoices, no paid out expenditure are traceable, as a single fixed amount is applied (e.g. 10% of the partner's budget).</li> </ul>	 <p>Administration <b>costs must be calculated on the basis of actual costs and capable of verification</b>. For both direct and indirect costs, it must be possible for an auditor to verify the respective expenditure on a basis of invoices and expenditure born directly by the project institution!</p>
<ul style="list-style-type: none"> <li>● The <b>method for calculating</b> the administration costs <b>is not traceable</b> (e.g. the percentage of office rent / heating costs / telephone costs allocated to the project is not clear).</li> </ul>	 <p>All <b>calculations</b> must be <b>properly documented</b> and self-explanatory!</p> <p>The allocation of the organisation's eligible administration costs to the project could be done e.g. on the basis of the following keys (depending on which key best reflects the type of cost):</p> <ul style="list-style-type: none"> <li>● the ratio “number of people working for the project / number of people working in the organisation or department” or</li> <li>● the ratio “number of hours worked on the project / number of hours worked in total in the organisation or department” or</li> <li>● the ratio “surface used by the personnel working for the project/surface of the organisation or department”.</li> </ul> <p><b>DO NOT USE LUMP SUMS, OVERALL ESTIMATIONS OR ARBITRARY KEYS!</b></p>
<u>Ineligible items</u>	
<ul style="list-style-type: none"> <li>● Administration costs include <b>non-project related costs</b>, e.g. a project includes in the administration costs (partially) the costs for the construction or maintenance of a car park or the installation of an office alarm system, although these items have no direct link to the project and are not directly necessary for the implementation of the project.</li> </ul>	 <p>All administration costs (direct or indirect) reported <b>must have a direct link to the project</b> and must be <b>absolutely necessary</b> for the implementation of the project (such as the cost items listed in the programme manual and above)!</p> <p>Do not artificially inflate the administration cost budget through the inclusion of overhead cost categories which lack a clear project link. In case of doubt it can only be advised to exclude the cost categories in question from the calculation to avoid problems later on.</p>

<ul style="list-style-type: none"> <li>● Some administration costs are in general ineligible: <b>general legal consultancy fees, notarial fees, costs of technical and financial experts, accountancy and general audit costs</b> when they lack a direct link to the project.</li> </ul>	 <p>Certain administration costs which <b>are in general not eligible can be reported and are eligible</b> if they are directly linked to the project, e.g. the audit of the project (see Regulation (EC) No 1828/2006 Article 49 c).</p>
<p><u>In-equitable calculation method</u></p>	
<ul style="list-style-type: none"> <li>● Administration costs are reported twice. Once as direct administration costs with 100% (i.e. total telephone costs for an employee working exclusively for the project) and as indirect costs (overheads) (i.e. x% of the total institution's telephone costs (overhead costs related to the project's activities)). This <b>double funding</b> is of course not eligible.</li> </ul>	 <p>The calculation of indirect administration costs should be done on the basis of the <b>actual costs</b> according to a <b>duly justified, fair and equitable method</b> that should remain the same during the whole implementation period and cannot include the already directly reported administration costs!</p>
<ul style="list-style-type: none"> <li>● Applying an unreasonable pro rata base, e.g. 80% of staff costs are reported as administration costs.</li> </ul>	 <p>It is clearly stated in the programme manual that the calculation of administration costs has to be according to a <b>duly justified, fair and equitable method!</b></p>
<ul style="list-style-type: none"> <li>● Methods used in other European or national funding programmes (eg. declaration on the basis of a lump sum / flat rate) are applied in order to report administration costs under INTERREG IVC.</li> </ul>	 <p>It is important to distinguish between the rules applicable in other programmes and the ones specific to INTERREG IVC. Differences might exist resulting from different funding objectives and legal bases. In INTERREG IVC, the calculation of indirect administration costs can only be done on the basis of the <b>actual costs</b> according to a <b>duly justified, fair and equitable method!</b> The allocation key must be verifiable.</p>

**Useful references:**

- INTERREG IVC Programme Manual (i.e. Section 2.4.2.2 Administration costs);
- Annex 5 of the Programme Manual, INTERREG IVC control report, Checklist question n°7. Administration expenditure, n°15 Other eligibility considerations
- Regulation (EC) no. 1828/2006; Regulation (EC) no. 1080/2006; Regulation (EC) no. 1083/2006






## Annex 8c) Fact Sheet on public procurement

The information provided here gives some practical advice on recurring issues in the financial management of projects. It does not of course substitute the INTERREG IVC Programme Manual or any EC or national regulation or the advice of the first level controller.

### What the manual says:

“Projects shall comply with public procurement requirements. Projects which cannot provide documentary proof of compliance with European, national and their own internal public procurement rules risk losing ERDF funding.”

**INTERREG IVC Programme Manual, Section 2.4.2.5 External Expertise and services**

Common errors:	The right way:
<ul style="list-style-type: none"> <li>Some partners award contracts or purchase goods <b>without competition, because they think it's not necessary below European thresholds.</b></li> </ul>	 <p><b>Even below European thresholds, European public procurement principles</b> (transparency, equal treatment and non-discrimination), <b>national and internal rules</b> still need to be applied. It is thus usually still necessary to go for a tender. The formality and publicity may vary depending on the value of the contract.</p>
<ul style="list-style-type: none"> <li>Some organisations believe that they do not have to comply with public procurement rules because they are not public authorities.</li> </ul>	 <p><b>Not only public authorities but also “bodies governed by public law” shall comply with European public procurement rules.</b> In fact, the definition of “bodies governed by public law” comes from a European directive on public procurement!</p>
<ul style="list-style-type: none"> <li>The internal public procurement rules applicable in the partners' organisations are not properly documented.</li> </ul>	 <p>Below EU and national thresholds, <b>specific public procurement rules set and applied internally by the organisation must be documented and available for first level control and audits.</b></p>
<ul style="list-style-type: none"> <li>A public procurement procedure is followed but is not documented.</li> </ul>	 <p><b>Keep a record of every step of the public procurement procedure</b> (publicity, correspondence with candidates, offers, award of contract...) so that the relevant documentation is available for first level control and audit purposes.</p>
<ul style="list-style-type: none"> <li>Some project activities are delegated by a partner to another organisation who they are used to working with, but this without following any public procurement procedure.</li> </ul>	 <p><b>Any delegation of project activities to another organisation has to be done in line with public procurement rules.</b> See also points 1, 3 and 4.</p> <p>Remember that sub-partners are not allowed under INTERREG IVC. Therefore costs of organisations not listed in the application form are not eligible (unless they have been contracted as service providers in line with public procurement rules).</p> <p>Note that costs shall be paid on the basis of a contract and invoices and have to be reported under the budget line “external expertise”.</p>



- 
- Some organisations award a contract to a company without following any public procurement procedure on the basis that it is the only company able to perform the contract (according to the contracting partner ...).



**Only where the contract can OBJECTIVELY be awarded to a particular company (for technical or artistic reasons or for reasons connected with the protection of exclusive rights - which is very rare!), can there be an exception to public procurement rules. In such cases, ❶ the facts demonstrating that there is objectively only one company able to perform the contract, ❷ the rules applicable, and ❸ the procedure followed shall be clearly documented. See also point 4 and European, national and internal public procurement rules.**

**Useful references:**

- Section 2.4.2.5 of the INTERREG IVC Programme Manual
- Annex 5 of the Programme Manual, INTERREG IVC control report, Checklist question n° 16 (Compliance with Community rules)
- EU website on Public Procurement:  
[http://ec.europa.eu/internal\\_market/publicprocurement/index\\_en.htm](http://ec.europa.eu/internal_market/publicprocurement/index_en.htm)

**Commission guidance:** Commission interpretative communication on the Community law applicable to contract awards not fully subject to the provisions of the Public Procurement Directives (24/07/2006) ([http://ec.europa.eu/internal\\_market/publicprocurement/key-docs\\_en.htm](http://ec.europa.eu/internal_market/publicprocurement/key-docs_en.htm))

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## 2<sup>ND</sup> CALL FOR PROPOSALS

### 27 October 2008– 30 January 2009

#### 1. INTRODUCTION

Authorities and stakeholders at local and regional level have a vital role to play in the achievement of the EU's strategies for growth, jobs and sustainable development. The exchange, sharing and transfer of policy experience, knowledge and good practices will contribute to the success of this objective.

The INTERREG IVC Programme is part of the European Territorial Cooperation Objective of the Structural Fund policies for the period 2007-2013. It aims, by means of interregional cooperation, to **improve the effectiveness of regional development policies** and contribute to economic modernisation and increased competitiveness of Europe, by:

- enabling local and regional actors across the EU to exchange their experiences and knowledge;
- matching regions less experienced in a certain policy field with more advanced regions;
- ensuring the transfer of good practices into Structural Funds mainstream programmes.

The INTERREG IVC Programme is financed through the European Regional Development Fund (ERDF), whose principles and regulations are laid down in Council Regulation N° 1083/2006 (General Regulation), Council and Parliament Regulation N° 1080/2006 (ERDF Regulation) and Commission Regulation N° 1828/2006 (Implementation Regulation). The principles and regulations for projects developed within the Programme are laid down in the Operational Programme, which was officially approved by the European Commission on 11<sup>th</sup> September 2007.

#### 2. PRIORITIES AND TYPES OF INTERVENTION

The INTERREG IVC Programme is divided into two thematic priorities related to the EU strategy for growth and sustainable development known as the Lisbon and Gothenburg strategies.

Applicants are invited to submit their project application under one of the sub-themes listed below.

<b>Priority 1 - Innovation and the Knowledge Economy</b>	<b>Priority 2 - Environment and Risk Prevention</b>
- Innovation, Research & Technology Development	- Natural & Technological Risks (incl. climate change)
- Entrepreneurship and SMEs	- Water Management
- Information Society	- Waste Prevention and Management
- Employment, Human Resources and Education	- Biodiversity and Natural Heritage (incl. air quality)
	- Energy and Sustainable Transport
	- Cultural Heritage and Landscape

The following types of intervention are supported by the INTERREG IVC Programme:

- Regional Initiative Projects,
- Capitalisation Projects including Fast Track Projects.

Detailed descriptions of the types of interventions are provided in section 2.1 of the programme manual. Both types of interventions are open for the second call for proposals.

### **3. WHO CAN APPLY?**

The eligible INTERREG IVC cooperation area covers the whole territory of the European Union with its 27 Member States, including insular and outermost areas. In addition, Norway and Switzerland are full members of the Programme and organisations from these countries are welcome to participate in it. Partners from other countries can participate at their own costs.

Only public authorities and bodies governed by public law are eligible. According to Directive 2004/18/EC, Article 1, a body governed by public law means any body:

- (a) Established for the specific purpose of meeting needs in the general interest, not having an industrial or commercial character;
- (b) Having legal personality; and
- (c) - Financed, for the most part, by the State, regional or local authorities, or other bodies governed by public law;  
- Or subject to management supervision by those bodies;  
- Or having an administrative, managerial or supervisory.

As indicated in the Operational Programme and programme manual, applications from national, regional or local authorities, or partnerships having at least a solid and relevant participation of regional and local authorities in them, will be considered with priority in the selection process. In order to maximise the impact of this programme on regional and local policies across the EU, applicants are strongly encouraged to include the relevant and competent public authorities in their operations.

Only “official partners” (those listed in the Application Form, also called “contributing partners”) can incur costs and receive ERDF. It is therefore not possible to participate with an “observer” or “sub-partner” status.

### **4. LEAD PARTNER PRINCIPLE**

Each project has to appoint a Lead Partner who makes the link between the project and the Joint Technical Secretariat (JTS)/ Managing Authority (MA). The Lead Partner takes over the full responsibility for management, communication, implementation and co-ordination of activities among the involved partners. The Lead Partner also bears legal responsibility and liability for the whole partnership.

In order to ensure these tasks, the Lead Partner has to appoint:

- a coordinator, who is responsible for the organisation of the project’s work;
- a financial manager, who is in charge the accounts, financial reporting, and the internal handling of ERDF funds and national co-financing.

### **5. FUNDING AVAILABLE AND CO-FINANCING RATE**

Over the period 2007-2013, €302 million has been made available to co-finance projects implemented by EU partners. Partners from Norway and Switzerland are not eligible to receive ERDF but can receive co-financing from their respective national funds. Swiss partners should refer to the Cantons in order to know more about the availability of these funds.

A total of EUR 69.5 million was allocated in the first call for proposals in 2008. As no specific budget is allocated for the second call, the following remaining funds are available:

<b>Priority 1</b>	<b>ERDF</b>	<b>EUR 136.9 million</b>
	<b>Norwegian funding</b>	<b>EUR 1.6 million</b>
<b>Priority 2:</b>	<b>ERDF</b>	<b>EUR 95.6 million</b>
	<b>Norwegian funding</b>	<b>EUR 1.0 million</b>

Even if no specific budget allocation is decided for this second call, it should be noted that the programme aims to organise several calls for proposals. It is therefore not the intention of the Monitoring Committee to allocate all of the remaining funds during the second call. Final decision on budget allocation remains in the hands of the Monitoring Committee and would in any case depend on the overall quality of the submitted applications.

Under the INTERREG IVC Programme, the eligible project activities are co-financed from the ERDF at either 75% or 85% depending on the Member State.

Co-financing rate	Participating States (EU + Norway)
75% ERDF	Austria, Belgium, Denmark, Finland, France, Germany, Ireland, Italy, Luxembourg, Netherlands, Spain, Sweden, United Kingdom
85% ERDF	Bulgaria, Czech Republic, Cyprus, Estonia, Greece, Hungary, Latvia, Lithuania, Malta, Poland, Portugal, Romania, Slovakia, Slovenia
50% National Funds	Norway

## **6. NEW FEATURES OF THE SECOND CALL**

Based on the experience of the first call for proposals, a certain number of changes were introduced for the second call in the application pack.

The programme manual has been revised. The updated version provides the applicants with additional information and/or clarifications on certain programme features (e.g. mini-programme requirements, innovative character and durability of project's results, partnership's composition, financial recommendations). These clarifications are all based on the experience gained from the first call for proposals. Applicants are clearly invited to carefully read this manual before applying to the programme.

The application form has also been slightly amended. Apart from improved instructions, the main change is related to an additional section dedicated to the innovative character of the expected results.

Finally, the following simplifications have been introduced:

- there is only one single template for the co-financing statement,
- the project time plan is no longer required.

The application pack is available under 'Application' on the INTERREG IVC website: [www.interreg4c.eu](http://www.interreg4c.eu)

## **7. PROJECT APPLICATIONS**

INTERREG IVC provides the opportunity for institutions involved in regional policy to gain access to the experience of partners in other parts of Europe. Project partners who would like to submit an application must fill in an application form in English, as it is the working language of the programme. Applications submitted in another language will be considered ineligible.

The application form consists of an Excel document, which includes a number of automatic links and formulae. These features ensure that error messages appear in the form if it is not properly filled in. Detailed instructions on how to fill in the application form are also provided in the application form itself. All the relevant information is available on the programme's website: [www.interreg4c.eu](http://www.interreg4c.eu)

The Application Form has to be submitted electronically by e-mail to:

[application@interreg4c.eu](mailto:application@interreg4c.eu)

at the latest by the **30<sup>th</sup> January 2009**. Similarly the original hard copy hand signed, stamped (if available) and dated (as per postal stamp or equivalent proof) has to be sent at the latest by the same date to the following address only:

**INTERREG IVC 2nd call  
INTERREG IVC JTS  
Les Arcuriales - Entrée D - 5e étage  
45 rue de Tournai  
59000 LILLE  
FRANCE**

The original paper version of the application form must also include the co-financing statements from the Lead partner and all partners (in originals or in faxed copies).

Further requirements are outlined in section 3.4.1 (eligibility criteria) of the programme manual.

## **8. PROJECT SELECTION**

All applications will be subject to a two-step assessment procedure. Projects will initially be checked against seven eligibility criteria (see section 3.4.1 of the programme manual). **The eligibility assessment is a 'yes or no' process. This means that the eligibility assessment does not allow any flexibility in the way the criteria are applied.** Only applications that pass this eligibility step will be subject to quality assessment according to six selection criteria.

Based on the results of the quality assessment, final decisions are made by the Monitoring Committee of the programme, which is made up of representatives from both national and regional authorities within the participating states. They are communicated to all Lead partners via a notification letter. The Monitoring Committee is expected to be held within eight months after the end of the call.

## **9. TECHNICAL ASSISTANCE**

A core JTS has been set up in Lille to support the Nord-Pas de Calais Region, Managing Authority of the programme. The JTS is in charge of the overall implementation of the programme (development, assessment, monitoring, auditing). The JTS works closely with four Information Points located across Europe. They provide assistance to applicants and organise events to promote the programme. They also support the network of national and regional contact points. Depending on their location (see table on the next page), applicants should be in contact with their respective Information Points.

<b>Information Point</b>	<b>Geographical area</b>
North (Rostock, Germany)	Denmark, Estonia, Finland, Germany, Latvia, Lithuania, Sweden, Norway
East (Katowice, Poland)	Austria, Bulgaria, Czech Republic, Hungary, Poland, Romania, Slovakia, Slovenia
South (Valencia, Spain)	Cyprus, Greece, Italy, Malta, Portugal, Spain
West (Lille, France)	Belgium, France, Ireland, Luxembourg, Netherlands, United Kingdom, Switzerland

The contact details of the Information Points are indicated below:

- Rostock (Germany): [IP-North@interreg4c.eu](mailto:IP-North@interreg4c.eu)
- Katowice (Poland): [IP-East@interreg4c.eu](mailto:IP-East@interreg4c.eu)
- Valencia (Spain): [IP-South@interreg4c.eu](mailto:IP-South@interreg4c.eu)
- Lille (France): [IP-West@interreg4c.eu](mailto:IP-West@interreg4c.eu)

## **10. FURTHER INFORMATION**

A comprehensive description of the programme's strategies and priorities, together with a socio-economic analysis of Europe are included in the INTERREG IVC Operational Programme.

Further guidance for project applicants is provided in the programme manual which is available on the programme website. All official documents and contact details of the programme JTS and the Information Points are also available for download on this programme website:

**[www.interreg4c.eu](http://www.interreg4c.eu)**

## **Annexe 06: Rules of Procedure**

## **Rules of Procedure of the INTERREG IVC Monitoring Committee**

### **Preamble**

The 27 EU Member States (MS), Norway and Switzerland,

on the basis of

- Council Regulations (EC) No 1083/2006 of 11 July 2006, Regulation (EC) No 1080/2006 of the European Parliament and of the Council of 5 July 2006;

and

- the INTERREG IVC Operational Programme (OP), approved by the European Commission (EC) on 11 September 2007 (Decision number CCI 2007 CB 16 3 PO 046)
- in agreement with the Région Nord–Pas de Calais (F), as Managing Authority (MA) of the programme,

decide to establish a joint Monitoring Committee (hereinafter referred to as "MC") for the implementation of the INTERREG IVC Operational Programme (OP).

### **§ 1 Tasks**

- 1) In accordance with Article 65 of Council Regulation (EC) No 1083/2006, the MC shall satisfy itself as to the effectiveness and quality of the implementation of the operational programme, in accordance with the following provisions:
  - a) it shall consider and approve the criteria for selecting the projects financed within six months of the approval of the operational programme and approve any revision of those criteria in accordance with programming needs;
  - b) it shall periodically review progress made towards achieving the specific targets of the operational programme on the basis of documents submitted by the Managing Authority;
  - c) it shall examine the results of implementation, particularly the achievement of the targets set for each priority axis and the evaluations referred to in Article 48(3) of Council Regulation (EC) No 1083/2006;
  - d) it shall consider and approve the annual and final reports on implementation referred to in Article 67 of Council Regulation (EC) No 1083/2006;
  - e) it shall be informed of the annual control report, or of the part of the report referring to the operational programme concerned, and of any relevant comments the Commission may make after examining that report or relating to that part of the report;



- f) it may propose to the Managing Authority any revision or examination of the operational programme likely to make the attainment of the Funds' objectives referred to in Article 3 of Council Regulation (EC) No 1083/2006 or to improve its management, including its financial management;
- g) it shall consider and approve any proposal to amend the content of the Commission decision on the contribution from the Funds.
- h) it shall decide on the launch of calls for proposals and the approach chosen for the project application process (e.g. one-step or two-step approach);
- i) it shall approve all individual project applications under both types of interventions on the basis of the assessment of projects and decide on the use of the available EU Structural Funds;
- j) it shall decide how the evaluation during the programming period (Article 47 of Regulation (EC) 1083/2006 ) shall be carried out;
- k) it shall examine the results of evaluations carried out during the programming period;
- l) it shall decide on the implementation of the Technical Assistance;
- m) it shall agree on the publicity and information tasks mentioned in Chapter II Section 1 of the Commission Regulation (EC) N° 1828/2006;
- n) it shall harmonise procedures with the actions for interregional cooperation under the Convergence and Competitiveness objectives;
- o) it shall liaise with other relevant Community programmes;
- p) it shall approve the work plan of the Joint Technical Secretariat;
- q) it shall examine and approve the manuals prepared by the Managing Authority/Joint Technical Secretariat.

## **§ 2**

### **Composition**

1. The Monitoring Committee is made up of:
  - a) up to three representatives per country (EU 27, Norway, Switzerland). These representatives should come from both national and regional levels of the States represented to ensure efficiency and broad representation, in coherence with their administrative system and institutional organisation.
  - b) representatives of the European Commission, the Committee of the Regions (CoR), the Managing Authority, the Joint Technical Secretariat and, where necessary, the Certifying Authority and the Audit Authority in an advisory capacity.
2. The Chair shall have the right to invite guests and/or experts to the MC meetings. She/He shall inform the MC members before the meeting.

### § 3 Chairmanship and Meetings

1. The MC Chair and a Vice-Chair shall be appointed for half a year by the respective Member States as follows:

Year/Semester		Chair	Vice-Chair
2007	1 <sup>st</sup> semester	Germany	Portugal
	2 <sup>nd</sup> semester	Portugal	Slovenia
2008	1 <sup>st</sup> semester	Slovenia	France
	2 <sup>nd</sup> semester	France	Czech Republic
2009	1 <sup>st</sup> semester	Czech Republic	Sweden
	2 <sup>nd</sup> semester	Sweden	Spain
2010	1 <sup>st</sup> semester	Spain	Belgium
	2 <sup>nd</sup> semester	Belgium	Hungary
2011	1 <sup>st</sup> semester	Hungary	Poland
	2 <sup>nd</sup> semester	Poland	Denmark
2012	1 <sup>st</sup> semester	Denmark	Cyprus
	2 <sup>nd</sup> semester	Cyprus	Ireland
2013	1 <sup>st</sup> semester	Ireland	Lithuania
	2 <sup>nd</sup> semester	Lithuania	Greece
2014	1 <sup>st</sup> semester	Greece	Italy
	2 <sup>nd</sup> semester	Italy	Latvia
2015	1 <sup>st</sup> semester	Latvia	Luxembourg
	2 <sup>nd</sup> semester	Luxembourg	Netherlands

2. The Chair shall:

- convene the MC at least once a year or at the written request of one or more of its members in agreement with the Task Force as mentioned in § 5;
- draw up a provisional agenda with reference to the specific tasks of the MC, which shall be sent together with other necessary documents to the members of the MC and their deputies at least 15 working days in advance. The invitation shall be sent 30 working days prior to the meeting if possible;
- chair the meetings, e.g. declare the opening and closing of each meeting, direct the discussion, accord the right to speak, put questions to the vote, announce the decisions, rule on points of order, and pursuant to these rules of procedure, have control of the proceedings;
- be responsible for the proper functioning of the MC.

3. In preparing the meetings, the Chair shall co-operate closely with the Vice-Chair.

4. The meetings of the MC shall, unless otherwise decided by the Committee, be hosted in the country chairing the Committee. At the request of the hosting country, the JTS shall also

assist with practical arrangements for meetings.

5. On behalf of the Chair, the JTS shall send the decision notes to the MC for comments within 15 working days following the meeting. If no objections are raised within 10 working days of receipt of the minutes, they are considered as approved. If objections are raised, the JTS shall revise the minutes accordingly, agree on a final version in consultation with the Chair and send it to the MC.

#### **§ 4 Decision-Making**

1. Each country has in principle one vote. In justified cases and with agreement of the Chair votes may be delegated to other countries. The corresponding mandate must be communicated by e-mail to the Secretariat and to the Chair.
2. At any meeting of the MC, votes of at least two-thirds of the programme area Partner States shall constitute a quorum.
3. Decisions on issues related to programme management and implementation are made in principle by consensus. In case a consensus cannot be reached, and the decision cannot be postponed, the Chair may propose that decisions should be then made on the basis of a five-sixths majority. In case four or more members of the committee object, consensus will still apply.
4. Decisions on projects to be financed require a two-thirds majority. Any Member State can reject the participation of partners on their territory for whatever reason without rejecting the whole project proposal. Approved project proposals in which one or more partners are rejected will be requested to find suitable replacements. The new partners will have to be approved by the Member States in which the partners are located.
5. In cases where the required majority is not reached the Chair decides with a clear justification whether the motion is postponed once or defeated.
6. If a decision needs to be taken before the next MC meeting the Chair can initiate a decision-making process in writing. In this case the Chair shall send the draft decision to all members of the MC by e-mail with copy to the MA and the JTS. Delegations of the participating states shall have 15 working days from dispatch of the proposal to respond in writing.
7. If a sufficient number of written objections to the procedure or to the draft decision are raised, the matter shall be placed on the agenda of the next meeting of the MC. Delegations of the participating states can withdraw their objection at any time. If the majority does not object by the specified time, the proposal is considered as approved.
8. The MS, Norway and Switzerland can propose amendments or editorial changes in the documents sent by written procedure. In consultation with the Chair the remarks proposed should be incorporated as long as they neither change the content's meaning nor have a negative impact on the Partner States' rights. In any other case either a new written procedure shall be initiated or the matter shall be placed on the agenda of the next meeting of the MC.
9. After the fifteen working days time limit has expired, the JTS shall immediately inform all members on whether the decision is deemed to be taken or what objections have been raised.

## **§ 5 Task Force**

The Monitoring Committee may be assisted by a Task Force composed of the previous, present and future Chairs of the Monitoring Committee (the Troika), the Commission and the Managing Authority, assisted by the Joint Technical Secretariat. The Chair may invite other participants to take part in the Task Force meetings if necessary. The Monitoring Committee will be informed about the meetings and the results of the Task Force. The Task Force can make proposals to the Monitoring Committee on issues related to programme implementation. The Task Force has no decisions rights.

## **§ 6 Impartiality**

With regard to the tasks of the MC laid down in § 1 it shall be ensured that any assessment and/or decision of the MC will be free from bias and must not be influenced by partial interest of any of the individual members of this committee. In case of partial interest the respective Member of the MC has to inform the Chair at the beginning of the meeting. The particular representative will be excluded from the item concerned.

## **§ 7 Managing Authority and Joint Technical Secretariat**

1. The MC will be supported by the INTERREG IVC JTS under the responsibility of the MA. In particular the JTS is responsible for the preparation of all documentation relating to MC meetings.
2. The MC can be contacted through the Secretariat:

INTERREG IVC JTS  
Les Arcuriales – Entrée D - 5<sup>e</sup> Etage  
45 rue de Tournai  
59000 Lille  
France  
Phone: +33 3 28144100  
Fax: +33 3 28144109  
E-mail: [info@interreg4c.eu](mailto:info@interreg4c.eu)

## **§ 8 Working language**

Working language of the MC shall be English. This rule also applies for the official documents of the MC.

## **§ 9 Revision**

After their adoption, the Rules of Procedure may be amended by consensus.

## **Annexe 07: Subsidy contract**

## Subsidy Contract/Contrat de Subvention

for the implementation of the  
INTERREG IVC project

pour la mise en œuvre du  
projet INTERREG IVC

µprojectReferenceµ µprojectTitleµ  
(µprojectAcronymµ)

The following contract between

Le contrat ci-dessous conclu entre

**Conseil Régional Nord-Pas de Calais**  
**Hôtel de Région, 151, avenue du Président Hoover, 59555 LILLE Cedex, France**

acting as Managing Authority of the European Territorial Cooperation programme INTERREG IVC, hereinafter referred to as MA (assisted by the INTERREG IVC Joint Technical Secretariat, hereinafter referred to as JTS) and

agissant en tant qu'Autorité de gestion du programme européen de coopération territoriale INTERREG IVC, ci-après dénommée AG (assistée par le Secrétariat technique conjoint INTERREG IVC, ci-après dénommé STC), et

µpartnerInstEngl1µ with its office at  
µpartnerAddress1µ  
µpartnerPostalCode1µ  
µpartnerTown1µ  
µpartnerCountry1µ

µpartnerInstEngl1µ ayant son siège à  
µpartnerAddress1µ  
µpartnerPostalCode1µ  
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µpartnerCountry1µ

acting as Lead Beneficiary as referred to in article 20 of Regulation (EC) No 1080/2006 and hereinafter referred to as **Lead Partner (LP)**, .

agissant en tant que Bénéficiaire chef de file comme décrit à l'Article 20 du règlement N°1080/2006 et ci-après dénommé **Chef de file (CF)**,

is concluded on the basis of

est conclu sur la base de ce qui suit :

- the EU Regulations laying down provisions on the Structural Funds, in particular Council Regulation (EC) No 1083/2006 of 11 July 2006 (OJ L 210, 31.7.2006, p. 25), as last amended by Regulation (EC) No 1989/2006 of 21 December 2006 (OJ L 411, 30.12.2006, p. 6), Regulation (EC) No 1080/2006 of the European Parliament and of the Council of 5 July 2006 (OJ L 210, 31.7.2006, p. 1), Commission Regulation (EC) No 1828/2006 of 8 December 2006 (OJ L 371, 27.12.2006, p. 1), No 643/2000 of 28 March 2000 (OJ L 78, 29.03.2000, p. 4);

- les règlements européens portant dispositions sur les Fonds structurels, et en particulier le règlement (CE) N°1083/2006 du Conseil du 11 juillet 2006 (JO L 210, 31.7.2006, p. 25) tel qu'amendé en dernier lieu par le règlement (CE) N° 1989/2006 du 21 décembre 2006 (JO L 411, 30.12.2006, p. 6), le règlement (CE) N° 1080/2006 du Parlement européen et du Conseil du 5 juillet 2006 (JO L 210, 31.7.2006, p. 1), le règlement (CE) N° 1828/2006 de la Commission du 8 décembre 2006 (JO L 371, 27.12.2006, p. 1), et le règlement N° 643/2000 du 28 mars 2000 (JO L 78, 29.03.2000, p. 4) ;



- the EU legislation laying down provisions on public procurement, in particular Directive 2004/17/EC of the European Parliament and of the Council of 31 March 2004 (OJ L 134, 30.4.2004, p. 1–113), as last amended by Council Directive 2006/97/EC of 20 November 2006 (OJ L 363, 20.12.2006, p. 107–128), Directive 2004/18/EC of the European Parliament and of the Council of 31 March 2004 (OJ L 134, 30.4.2004, p. 114–240) as last amended by Council Directive 2006/97/EC of 20 November 2006 (OJ L 363, 20.12.2006, p. 107–128), Commission Regulation (EC) No 1564/2005 of 7 September 2005 (OJ L 257, 1.10.2005, p. 1–126), as last amended by Commission Regulation (EC) No 1792/2006 of 23 October 2006 (OJ L 362, 20.12.2006, p. 1–66), Commission Directive 2005/51/EC of 7 September 2005 (OJ L 257, 1.10.2005, p. 127–128), Council Directive 92/13/EEC of 25 February 1992 (OJ L 76, 23.3.1992, p. 14–20) as last amended by Council Directive 2006/97/EC of 20 November 2006 (OJ L 363, 20.12.2006, p. 107–128), Council Directive 89/665/EEC of 21 December 1989 (OJ L 395, 30.12.1989, p. 33–35) as last amended by Council Directive 92/50/EEC of 18 June 1992, OJ L 209, 24.7.1992, p. 1–24.
- la réglementation communautaire portant dispositions sur les marchés publics, et en particulier la Directive 2004/17/CE du Parlement européen et du Conseil du 31 mars 2004 (JO L 134, 30.4.2004, p. 1–113) telle qu'amendée en dernier lieu par la Directive 2006/97/CE du Conseil du 20 novembre 2006 (JO L 363, 20.12.2006, p. 107–128), la Directive 2004/18/CE du Parlement européen et du Conseil du 31 mars 2004 (JO L 134, 30.4.2004, p. 114–240) telle qu'amendée en dernier lieu par la Directive 2006/97/CE du Conseil du 20 novembre 2006 (OJ L 363, 20.12.2006, p. 107–128), le règlement (CE) N°1564/2005 de la Commission du 7 septembre 2005 (JO L 257, 1.10.2005, p. 1–126), telle qu'amendée en dernier lieu par le règlement (CE) N°1792/2006 de la Commission du 23 octobre 2006 (JO L 362, 20.12.2006, p. 1–66), la Directive 2005/51/CE de la Commission du 7 septembre 2005 (JO L 257, 1.10.2005, p. 127–128), la Directive 92/13/CEE du Conseil du 25 février 1992 (JO L 76, 23.3.1992, p. 14–20) telle qu'amendée en dernier lieu par la Directive 2006/97/CE du Conseil du 20 novembre 2006 (JO L 363, 20.12.2006, p. 107–128), la Directive 89/665/CEE du Conseil du 21 décembre 1989 (JO L 395, 30.12.1989, p. 33–35) telle qu'amendée en dernier lieu par la Directive 92/50/CEE du Conseil du 18 juin 1992, JO L 209, 24.7.1992, p. 1–24.
- the European Territorial Cooperation Operational Programme INTERREG IVC (Document No CCI 2007 CB 16 3 PO 046), approved by the European Commission on 11 September 2007
- le programme opérationnel européen de coopération territoriale INTERREG IVC (Document N°CCI 2007 CB 16 3 PO 046), approuvé par la Commission européenne le 11 septembre 2007
- the agreement between the EU Member States, Norway and Switzerland, the Managing Authority (Nord-Pas de Calais Regional Council) and the Certifying Authority (Caisse des Dépôts et Consignations) on the implementation of the INTERREG IVC programme.
- l'accord entre les États membres de l'UE, la Norvège et la Suisse, l'Autorité de gestion (Conseil Régional Nord-Pas de Calais) et l'Autorité de certification (Caisse des Dépôts et Consignations) sur la mise en œuvre du programme INTERREG IVC
- Programme-specific guidance laid down in the programme manual including the control guidelines as approved by the Monitoring Committee (hereinafter referred to as MC).
- l'orientation spécifique au programme définie dans le manuel du programme comprenant les lignes directrices de contrôle approuvé par le Comité de suivi (ci-après dénommé CS).

**Article 1  
Award of subsidy**

1. In accordance with the decision of the MC of the programme, hereinafter referred to as MC, dated  $\mu\text{meetingDate}\mu$ , and the amendments as referred to in Article 2(2)(b) of this contract, an earmarked subsidy is awarded to the LP for the project  $\mu\text{projectReference}\mu$ ,  $\mu\text{projectTitle}\mu$  from funds of the European Territorial Cooperation programme INTERREG IVC.

Approved European Regional Development Fund (ERDF) contribution/ Contribution Fonds European de développement régional (FEDER) approuvée:

EUR  
 $\mu\text{projectERDFFund}\mu$

Approved Norwegian funding/ Financement national norvégien approuvé:

EUR  
 $\mu\text{projectNorwegianFund}\mu$

**Maximum amount of funding awarded  
Montant maximum du financement accordé:**

**EUR  
 $\mu\text{projectTotalFund}\mu$**

**Approved INTERREG IVC (ERDF) budget of the project /  
Budget (FEDER) INTERREG IVC du projet approuvé:**

**EUR  
 $\mu\text{projectIVCBudget}\mu$**

Average grant rate of the funding (ERDF + Norwegian Funding/Taux d'octroi moyen du financement):

$\mu\text{projectcoFinRate}\mu$  %

2. The grant rate of the funding is understood as being the percentage rate which results from dividing the funding awarded from the programme (ERDF funding + Norwegian funding) by the INTERREG IVC budget of the project (ERDF funding + national cofinancing by EU Member States + Norwegian funding + Norwegian national cofinancing).

2. Le taux d'octroi désigne le pourcentage obtenu en divisant le financement octroyé par le programme (financement FEDER + financement norvégien) par le budget INTERREG IVC du projet (financement FEDER + cofinancement national par les États membres de l'UE + financement norvégien + cofinancement national norvégien).

The grant rate can change in the course of the implementation of the project. However the maximum amount of approved ERDF contribution and the maximum amount of approved Norwegian funding cannot be exceeded.

Le taux d'octroi peut varier au cours de la mise en œuvre du projet. Cependant, le montant maximal approuvé de contribution FEDER et le montant maximal approuvé de financement norvégien ne peut pas être dépassé.

3. Based on Article 53 of Regulation (EC) No 1083/2006 and on Chapter 7.4 of the IVC Operational Programme, the grant rate for the project is up to 85% of the eligible expenditure for partners of the following EU Member States: Bulgaria, Czech Republic, Cyprus, Estonia, Greece,

3. Sur la base de l'Article 53 du règlement (CE) N° 1083/2006 et du Chapitre 7.4 du programme opérationnel IVC, le taux d'octroi pour le projet peut atteindre 85% des dépenses éligibles pour les partenaires des États membres de l'UE suivants : Bulgarie, Chypre, Estonie,



Hungary, Lithuania, Latvia, Malta, Poland, Portugal, Romania, Slovakia and Slovenia.

Grèce, Hongrie, Lettonie, Lituanie, Malte, Pologne, Portugal, République tchèque, Roumanie, Slovaquie et Slovénie.

The grant rate for the project is up to 75% of the eligible expenditure for partners of the following EU Member States: Austria, Belgium, Denmark, Finland, France, Germany, Ireland, Italy, Luxemburg, Netherlands, Spain, Sweden, UK.

Le taux d'octroi pour le projet peut atteindre 75% des dépenses éligibles pour les partenaires des États membres de l'UE suivants : Allemagne, Autriche, Belgique, Danemark, Espagne, Finlande, France, Irlande, Italie, Luxembourg, Pays-Bas, Royaume-Uni, Suède.

For partners from Norway, the grant rate is 50%.

Pour les partenaires établis en Norvège, le taux d'octroi est de 50%.

4. Disbursement of the subsidy is subject to the condition that the European Commission and, if Norwegian partners are participating in the project, the Kingdom of Norway make the funds available to the extent described above.
  5. If the European Commission and/or the Kingdom of Norway fail to make the funds available, the MA is entitled to terminate this contract and any claim by the LP against the MA for whatever reason is excluded.
  6. Disbursement of the subsidy is subject to the condition that this subsidy contract is signed by all parties to this contract.
4. Le paiement de la subvention est soumis à la condition que la Commission européenne et, si des partenaires norvégiens participent au projet, le Royaume de Norvège, versent effectivement les fonds décrits ci-dessus.
  5. Si la Commission européenne et/ou le Royaume de Norvège ne versent pas les fonds, l'AG aura le droit de résilier le présent contrat, et toute réclamation du CF à l'encontre de l'AG pour quelque motif que ce soit sera exclue.
  6. Le paiement de la subvention est soumis à la condition que le présent contrat de subvention soit signé par toutes les parties au présent contrat.

## **Article 2**

### **Object of use, eligibility of expenditure, reallocation**

1. The subsidy is awarded exclusively to the project as it is described in the latest version of the Application Form approved by the MC. The approval decision including its annexes forms an integral part of this contract.

Expenditure, which qualifies for a subsidy pursuant to Article 1(1), exclusively consists of eligible expenditure as listed in the latest approved version of the Application Form. The eligibility of expenditure for ERDF and Norwegian funding are regulated in Article 56 of Regulation (EC) No 1083/2006, in Article 7 of Regulation (EC) No 1080/2006, in Article 48 to 53 of Regulation (EC) No 1828/2006, national regulations and rules laid down in the latest version of the INTERREG IVC

## **Article 2**

### **Objet de l'utilisation, éligibilité des dépenses, réaffectation**

1. La subvention est octroyée exclusivement au projet telle qu'elle est décrite dans la plus récente version du formulaire de candidature approuvé par le CS. La décision d'approbation et ses annexes font partie intégrante du présent contrat.

Les dépenses qui peuvent faire l'objet d'une subvention en vertu de l'Article 1(1) sont exclusivement les dépenses éligibles qui sont mentionnées dans la plus récente version du formulaire de candidature. L'éligibilité des dépenses à un financement FEDER ou norvégien est régie par l'Article 56 du règlement (CE) N° 1083/2006, par l'Article 7 du règlement (CE) N° 1080/2006, par les Articles 48 à 53 du règlement (CE) N° 1828/2006, par la réglementation nationale et par les règles stipulées dans la

Programme Manual. In case of contradictions between the rules mentioned above, the stricter rule applies.

Activities and related expenditure for the project are eligible if they are carried out and paid from  $\mu$ meetingDate $\mu$  (date of approval by the MC) to the end of the month quoted as "finalisation month" in the latest approved version of the Application Form. Preparation costs can only be eligible if they were incurred on or after 1 January 2007 and before the date on which the first Application Form has been submitted. These costs must be paid out by the end of the first reporting period.

2. Changes in budget lines, component budgets and partner budgets are allowed as long as the maximum amount of ERDF and Norwegian funding awarded as stipulated in Article 1(1) is not exceeded.

a) Without prior notification of the MA, the LP is entitled to exceed the budget lines, the component budgets and the budgets of partners, as stated in the latest approved version of the Application Form. The excess spending is limited to a maximum of EUR 20,000, or 10% of the original amount in the respective budget line, component or partner budget, whichever is greater.

b) Only once during the project period and in duly justified cases, the LP is entitled to reallocate the budget between budget lines, components and partners up to 20 % of the total budget as stated in the latest approved version of the Application Form; such reallocation requires a request for approval from the MA. It will enter into force only after approval by the MA/JTS.

### Article 3

version la plus récente du Manuel du Programme INTERREG IVC. En cas de contradiction entre les règles mentionnées ci-dessus, les règles les plus strictes s'appliquent.

Les activités et les dépenses correspondantes pour le projet sont éligibles si elles ont été effectuées et payées à partir de la date du  $\mu$ meetingDate $\mu$  (date de leur approbation par le CS) et jusqu'à la fin du mois désigné comme "mois de finalisation" dans la plus récente version approuvée du formulaire de candidature. Les coûts de préparation ne sont éligibles que s'ils ont été encourus entre le 1<sup>er</sup> janvier 2007 inclus et avant la date à laquelle le premier formulaire de candidature a été soumis. Ces coûts doivent être payés au plus tard à la fin de la première période d'avancement.

2. Des modifications dans les lignes budgétaires, les budgets des composantes et les budgets des partenaires sont autorisées à condition de ne pas dépasser le montant maximal de financement FEDER et norvégien octroyé, comme stipulé à l'Article 1(1).

a) Sans notification préalable à l'AG, le CF a le droit de dépasser les lignes budgétaires, les budgets des composantes et les budgets des partenaires mentionnés dans la plus récente version approuvée du formulaire de candidature. Le dépassement budgétaire est limité à un montant maximal de 20 000 euros, ou 10% du montant initial de la ligne budgétaire, du budget de composante ou du budget de partenaire correspondant, selon celui qui est le plus élevé.

b) A une seule reprise pendant la durée du projet et dans des cas dûment justifiés, le CF aura le droit de réaffecter le budget entre des lignes budgétaires, des composantes et des partenaires, jusqu'à 20% du budget total mentionné dans la plus récente version approuvée du formulaire de candidature ; une telle réaffectation doit faire l'objet d'une demande d'autorisation auprès de l'AG. Elle n'entrera en vigueur qu'après avoir été approuvée par l'AG/le STC.

### Article 3

## Request for payments

1. The LP may only request payments by providing proof of progress of the project as described in the latest approved version of the Application Form, in particular as described in the individual components of the latest approved version of the Application Form. Therefore the LP has to present progress reports, consisting of an activity report and a financial report, to the MA/JTS. The MA/JTS will provide reporting forms which must be used by the LP. Instructions as laid down in the reporting forms, in the latest version of the Programme documents must be observed.
2. Twice a year progress reports shall be submitted by the LP to the MA/JTS. These reports shall be submitted by 1 October for the reporting period of January to June and by 1 April of the following year for the reporting period of July to December. The progress report shall be submitted in both electronic and paper form to the JTS. The paper version is duly signed and stamped by the LP and the LP's controller.
3. The LP and LP's controller shall, in compliance with Regulation (EC) No 1080/2006, Article 20 (1) d, ensure that expenditure of its partners has been independently verified and confirmed in accordance with their Member State control requirements, as indicated on the INTERREG IVC website.
4. In addition, all progress report shall be accompanied by the partners' individual controller's confirmations.
5. Preparation costs as defined in section 2 of the latest version of the INTERREG IVC programme manual shall be reported in the first progress report of the project.
6. Based on the fact that payments by the European Commission will only be made in accordance with the corresponding

## Demandes de paiements

1. Le CF ne peut demander des paiements qu'en fournissant des preuves de l'avancement du projet telle qu'elle est décrite dans la plus récente version approuvée du formulaire de candidature, en particulier comme elle est décrite dans les composantes individuelles de la plus récente version approuvée du formulaire de candidature. Par conséquent, le CF doit soumettre à l'AG/au STC des rapports d'étape, composés d'un rapport d'activité et d'un rapport financier. L'AG/le STC fourniront des formulaires de rapport qui devront être utilisés par le CF. Les consignes figurant dans les formulaires de rapport, dans la plus récente version des documents du programme, devront être respectées.
2. Deux fois par an, le CF devra soumettre les rapports d'étape à l'AG/au CF. Ces rapports devront être soumis au plus tard le 1<sup>er</sup> octobre pour la période allant de janvier à juin et au plus tard le 1<sup>er</sup> avril de l'année suivante pour la période allant de juillet à décembre. Le rapport d'étape doit être soumis au STC sous format électronique et sous format papier. La version papier doit être dûment signée et tamponnée par le CF et par le contrôleur du CF.
3. Le CF et le contrôleur du CF doivent, conformément au règlement (CE) N° 1080/2006, Article 20 (1) d, s'assurer que les dépenses des partenaires ont été vérifiées et confirmées de manière indépendante en conformité avec les exigences de contrôle de leur État membre, comme indiqué sur le site internet INTERREG IVC.
4. De plus, les rapports d'étape devront être accompagnés des attestations de chacun des contrôleurs des partenaires.
5. Les coûts de préparation, tels que définis dans la section 2 de la plus récente version du manuel du programme INTERREG IVC, doivent être déclarés dans le premier rapport d'étape concernant le projet.
6. Compte tenu du fait que les paiements effectués par la Commission européenne ne le seront que par rapport aux

budget commitments (Title VII in conjunction with Articles 75(1) to 76(2) of Regulation (EC) No 1083/2006), the LP must request the payments as indicated in the following table:

engagements budgétaires correspondants (Titre VII combiné aux Articles 75(1) et 76(2) du règlement (CE) N° 1083/2006), le CF doit faire ses demandes de paiement en conformité avec le tableau ci-dessous :

<b>Year: reporting deadline Année : période de rapport</b>	<b>Expected total eligible expenditure to be reported Dépenses totales éligibles prévues à inclure dans le rapport</b>	<b>Expected funds (ERDF + Norwegian funding) to be claimed* Fonds attendus (FEDER + financement norvégien) à demander*</b>
2008	$\mu$ costsYear2008 $\mu$ EUR	$\mu$ fundsYear2008 $\mu$ EUR
2009	$\mu$ costsYear2009 $\mu$ EUR	$\mu$ fundsYear2009 $\mu$ EUR
2010	$\mu$ costsYear2010 $\mu$ EUR	$\mu$ fundsYear2010 $\mu$ EUR
2011	$\mu$ costsYear2011 $\mu$ EUR	$\mu$ fundsYear2011 $\mu$ EUR
2012	$\mu$ costsYear2012 $\mu$ EUR	$\mu$ fundsYear2012 $\mu$ EUR
2013	$\mu$ costsYear2013 $\mu$ EUR	$\mu$ fundsYear2013 $\mu$ EUR
2014	$\mu$ costsYear2014 $\mu$ EUR	$\mu$ fundsYear2014 $\mu$ EUR

\* based on an average grant rate of  $\mu$ projectcoFinRate $\mu$  %

\* sur la base d'un taux d'octroi moyen de  $\mu$ projectcoFinRate $\mu$  %

Payments not requested in time and in full as indicated in the payment forecast above may be lost.

Les paiements qui n'auront pas été demandés en temps et en heure par rapport aux prévisions de paiement ci-dessus pourront être perdus.

7. The funds will be disbursed in Euro (EUR; €) only and transferred to an account indicated by the LP without delay. Any exchange rate risk will be borne by the LP.

7. Les fonds seront payés uniquement en euros (EUR, ou €) et transférés sans délai sur un compte indiqué par le CF. Tout risque du taux de change sera supporté par le CF.

#### **Article 4 Project partnership**

Partners are listed in the latest approved version of the application form. Only expenditure paid and borne by organisations listed as partners in the approved latest version of the application form are eligible for ERDF and Norwegian funding. The only exception concerns the expenditure of participants in sub-projects of mini-programme which will be included in the expenditure of

#### **Article 4 Partenariat du projet**

Les partenaires sont énumérés dans la plus récente version approuvée du formulaire de candidature. Seules les dépenses payées et encourues par les institutions figurant dans la liste des partenaires qui se trouve dans la plus récente version approuvée du formulaire de candidature sont éligibles à un financement FEDER et norvégien. La seule exception concerne les dépenses de participants à des

the main partner on whose territory the sub-project participant is located.

In accordance to Article 20 of Regulation (EC) No 1080/2006 the partnership shall be governed by a partnership agreement signed by all partners.

#### **Article 5 Representation of partners, liability**

1. The LP shall, in compliance with Article 20(1) of Regulation (EC) No 1080/2006 for each project:
  - a) be responsible for ensuring the implementation of the entire project
  - b) be responsible for transferring the ERDF and Norwegian funding to the partners participating in the project as soon as possible after receiving the payment from the Certifying Authority.
2. The LP guarantees that it is entitled to represent all partners participating in the project and that it will establish with the partners the division of the mutual responsibilities in the form of a partnership agreement. The LP guarantees furthermore that it has complied with all requirements under the law which applies to the LP and to its partners and that all necessary approvals have been obtained.
3. The LP is liable towards the MA for ensuring that all of its partners have a legal status that is in line with the definition given in the INTERREG IVC Operational Programme and in the latest version of the Programme Manual. Moreover the LP is liable towards the MA for ensuring that its partners fulfil their obligations under this contract. The LP is also liable towards the MA for infringements of obligations under this contract by its partners in the same way as for its own conduct.
4. If the MA demands repayment of subsidy funds in accordance with this contract (Article 8), the LP is liable towards the MA for the total amount of the subsidy.

sous-projets d'un mini-programme, qui seront incluses dans les dépenses du partenaire principal sur le territoire duquel le participant au sous-projet est basé.

Conformément à l'Article 20 du règlement (CE) N° 1080/2006, le partenariat doit être régi par un accord de partenariat signé par tous les partenaires.

#### **Article 5 Représentation des partenaires, responsabilité**

1. Pour chaque opération, le CF a la responsabilité, conformément à l'Article 20(1) du règlement (CE) N°1080/2006 :
  - a) de s'assurer de la mise en œuvre de l'intégralité du projet ;
  - b) de transférer les fonds FEDER et norvégiens aux partenaires participant au projet le plus rapidement possible après avoir reçu le paiement de la part de l'Autorité de certification.
2. Le CF garantit qu'il a le droit de représenter tous les partenaires qui participent au projet et qu'il effectuera avec les partenaires au projet une répartition des responsabilités mutuelles sous la forme d'un Accord de partenariat. Le CF garantit en outre qu'il s'est conformé à toutes les exigences de la réglementation qui s'applique au CF et à ses partenaires et que toutes les autorisations requises ont été obtenues.
3. Le CF est responsable vis-à-vis de l'AG de s'assurer que tous ses partenaires ont un statut juridique conforme à la définition qui se trouve dans le programme opérationnel INTERREG IVC et dans la plus récente version du Manuel du Programme. De plus, le CF est responsable vis-à-vis de l'AG de s'assurer que ses partenaires remplissent leurs obligations découlant du présent contrat. Le CF est également responsable vis-à-vis de l'AG des manquements aux obligations découlant du présent contrat de la part de ses partenaires tout comme de sa part.
4. Si l'AG exige un remboursement des subventions en vertu du présent contrat (Article 8), le CF est responsable vis-à-vis de l'AG pour le montant total de la subvention.

**Article 6**  
**Additional obligations**

In addition to the obligations of the LP as already stated the LP undertakes:

1. to implement the project according to the description in the latest approved version of the Application Form by the MC. The project activities may start on the date of approval by the MC.
2. to inform the MA/JTS immediately if costs are reduced, or one of the disbursement conditions ceases to be fulfilled, or circumstances arise which entitle the MA/JTS to reduce payment or to demand repayment of the subsidy wholly or in part;
3. to inform the MA/JTS through the six monthly progress reports on changes in the contact information, the rescheduling of activities and on budget deviations as regulated in Article 2 (2a);
4. to request approval from the MA if there are changes to: the partnership; the actions as described in the individual components in the latest approved version of the Application Form; or, in cases not regulated in Article 2(2), the budget of the project on which this contract is based;
5. to comply with the regulations referred to in the preamble to this contract as well as with relevant national legislation.
6. to invite the MA/JTS in case of a mini-programme to their Steering Group meetings as an observer. Minutes of these meetings have to be sent to the MA/JTS.
7. to ensure that the partners report expenditure checked and confirmed according to their Member State control requirements.

**Article 7**

**Article 6**  
**Obligations supplémentaires**

En plus des obligations du CF mentionnées ci-dessus, le CF s'engage :

1. à mettre en œuvre le projet conformément à la description qui se trouve dans la plus récente version du formulaire de candidature approuvée par le CS. Les activités du projet peuvent démarrer à compter de la date d'approbation par le CS.
2. à informer immédiatement l'AG/le STC si les coûts sont réduits ou si l'une des conditions de paiement cesse d'être remplie, ou si des circonstances qui donnent le droit à l'AG/au STC de diminuer le paiement ou d'exiger un remboursement partiel ou total de la subvention se produisent.
3. à informer l'AG/le STC, par le biais des rapports d'étape semestriels, des changements concernant les données de contact, la reprogrammation d'activités et les écarts budgétaires visés à l'Article 2 (2a) ;
4. à demander l'approbation de l'AG lorsque des changements sont apportés : au partenariat ; aux actions telles qu'elles ont été décrites dans les composantes individuelles qui se trouvent dans la plus récente version approuvée du formulaire de candidature ; ou, dans les cas non prévus par l'Article 2(2), au budget du projet sur lequel est basé le présent contrat.
5. à respecter la réglementation mentionnée dans le préambule du présent contrat ainsi que la législation nationale pertinente.
6. dans le cas d'un mini-programme, à inviter l'AG/le STC, en tant qu'observateur, aux réunions du Groupe de pilotage. Les comptes rendus de ces réunions devront être envoyés à l'AG/au STC.
7. à s'assurer que les partenaires fournissent des dépenses vérifiées et confirmées conformément aux exigences de contrôle de leur État membre.

**Article 7**

## Publicity

1. Unless the MA requests otherwise, any information and publicity measures aimed at beneficiaries, potential beneficiaries and the public must specify that the project has received a subsidy from the programme funds as defined in Article 1(1) within the framework of the European Territorial Cooperation programme INTERREG IVC. Provisions of Regulation (EC) No 1828/2006 of 27 December 2006, Chapter II, Section 1 (in particular articles 8 and 9) relating to information and publicity measures concerning assistance from the Structural Funds and the MA/JTS' guidelines as provided in the latest version of the programme manual and on the website must be observed.
2. Furthermore, it must be clearly stated that the project has been co-financed by ERDF through the INTERREG IVC programme in addition to using the European flag and programme logo and slogan.
3. Any notice or publication by the project, in whatever form and on or by whatever medium, including the Internet, must specify that it reflects the author's views and that the MA is not liable for any use that may be made of the information contained therein.
4. The MA/JTS shall be authorised to publish, in whatever form and on or by whatever medium, including the Internet, the following information:
  - the name of the LP and its partners,
  - the purpose of the subsidy,
  - the amount granted and the proportion of the total cost of the project accounted for by the funding,
  - the geographical location of the project,
  - progress reports including the final report,
  - whether and how the project has previously been publicised.
5. The project undertakes to send three (3) copies of any publicity and information

## Publicité

1. A moins que l'AG n'en décide autrement, toutes les mesures d'information et de publicité visant des bénéficiaires, des bénéficiaires potentiels et le grand public doivent indiquer que le projet a reçu une subvention des fonds du programme tels que définis à l'Article 1(1) dans le cadre du programme européen de coopération territoriale INTERREG IVC. Les dispositions du règlement (CE) N° 1828/2006 du 27 décembre 2006, Chapitre II, Section 1 (et en particulier les Articles 8 et 9) relatives aux mesures d'information et de publicité concernant l'assistance des fonds structurels et les lignes directrices de l'AG/du STC qui se trouvent dans la plus récente version du manuel du programme et sur le site internet doivent être respectées.
2. En outre, il doit être clairement indiqué que le projet a été cofinancé par le FEDER dans le cadre du programme INTERREG IVC, en plus de l'utilisation du drapeau européen et du logo et du slogan du programme.
3. Tout avis ou publication en lien avec le projet, sous quelque forme et par quelque moyen que ce soit, y compris l'Internet, doit indiquer qu'il/elle reflète l'opinion de l'auteur et que l'AG n'est pas responsable d'une quelconque utilisation qui pourrait être faite des informations qu'il/elle contient.
4. L'AG/le STC est autorisé à publier, sous quelque forme et par quelque moyen que ce soit, y compris l'Internet, les informations suivantes :
  - le nom du CF et de ses partenaires,
  - l'objectif de la subvention,
  - le montant octroyé et pourcentage du coût total du projet couvert par le financement,
  - l'emplacement géographique du projet,
  - rapports d'étape, y compris le rapport final,
  - si le projet a fait l'objet d'une publicité antérieure et sous quelle forme.
5. L'opération s'engage à envoyer au STC trois (3) exemplaires de tout matériel

material produced to the JTS. The project furthermore authorises the JTS, MA and the European Commission to use this material to showcase how the subsidy is used.

6. Any information, media appearance, or other publicity of the project shall be communicated to the JTS for potential website updates or showcases.
7. The project shall ensure that at least one member of the JTS will be invited to present the programme during the project's Final Conference or other closing event.
8. Projects are requested to appoint a permanent contact for information and publicity purposes.

#### **Article 8 Right of termination**

1. In addition to the right of termination as laid down in Article 1(5) the MA is entitled, in whole or in part, to terminate this contract and to demand repayment of subsidy, if
  - a) the LP has obtained the subsidy through false or incomplete statements; or
  - b) the project has not been or cannot be fully implemented by achieving the planned outputs and results, or it has not been or cannot be implemented in due time; or
  - c) the LP has failed to countersign this subsidy contract, or to submit required reports or proofs, or to supply necessary information, provided that the LP has received a written reminder setting an adequate deadline and explicitly specifying the legal consequences of a failure to comply with requirements, and has failed to comply with this deadline; or
  - d) the LP has failed to immediately report events delaying or preventing the implementation of the project funded, or any circumstances leading to its

publicitaire et d'information réalisé. En outre, le projet autorise le STC, l'AG et la Commission européenne à utiliser ce matériel pour montrer comment la subvention est utilisée.

6. Toute information, toute apparition dans les médias ou toute publicité du projet doit être communiquée au STC pour des éventuelles mises à jour des sites Internet ou des vitrines.
7. L'opération doit s'assurer qu'au moins un membre du STC est invité à présenter le programme à l'occasion de la Conférence finale du projet ou de tout autre événement de clôture.
8. Les projets doivent nommer une personne de contact permanente pour les questions d'information et de publicité.

#### **Article 8 Droit de résiliation**

1. En plus du droit de résiliation défini à l'Article 1(5), l'AG a le droit, en totalité ou en partie, de résilier le présent contrat et d'exiger le remboursement de la subvention, si :
  - a) le CF a obtenu la subvention grâce à des déclarations fausses ou incomplètes ; ou
  - b) le projet n'a pas été entièrement mis en œuvre, ou ne peut pas l'être, en obtenant les résultats et les livrables prévus, ou elle n'a pas été ou ne peut pas être mise en œuvre en temps et en heure ; ou
  - c) le CF n'a pas signé le présent contrat de subvention, ou n'a pas soumis les preuves ou rapports requis, ou n'a pas fourni les informations requises, à condition que le CF ait reçu un rappel écrit fixant une date butoir appropriée et précisant de manière explicite les conséquences juridiques d'un non-respect des exigences, et qu'il n'ait pas respecté cette date butoir ; ou
  - d) le CF n'a pas signalé immédiatement les événements retardant ou empêchant la mise en œuvre du projet financé, ou toute circonstance



modification; or

entraînant sa modification ; ou

e) the LP has impeded or prevented the auditing (Article 9); or

e) le CF a entravé ou empêché l'audit (Article 9) ; ou

f) the subsidy awarded has been partially or entirely misapplied for purposes other than those agreed upon; or

f) la subvention octroyée a été partiellement ou totalement détournée pour des buts autres que ceux convenus ; ou

g) insolvency proceedings are instituted against the assets of the LP or insolvency proceedings are dismissed due to lack of assets for cost recovery, provided that this appears to prevent or risk the implementation of the programme objectives, or the LP closes down; or

g) des procédures d'insolvabilité sont ouvertes à l'encontre des actifs du CF ou des procédures d'insolvabilité sont rejetées du fait d'un manque d'actifs par rapport aux montants à recouvrer, à condition que cela semble empêcher ou mettre en danger la mise en œuvre des objectifs du programme, ou si le CF ferme ; ou

h) subject to the provisions of Article 10(2) and (3) - the LP wholly or partly sells, leases or lets the project to a third party; or

h) sous réserve des dispositions de l'Article 10(2) et (3) – le CF vend, cède ou loue tout ou partie du projet à un tiers ; ou

i) it has become impossible to verify that the final progress report is correct and thus the eligibility of the project for INTERREG IVC funding; or

i) il est devenu impossible de vérifier que le rapport d'étape final est correct, et donc de contrôler l'éligibilité du projet à un financement par le fonds INTERREG IVC ; ou

j) the LP has failed to fulfil any other conditions or requirements for assistance stipulated in this contract and the provisions it is based on, notably if these conditions or requirements are meant to guarantee the successful implementation of the programme objectives.

j) le CF n'a pas rempli toute autre condition ou exigence en matière d'assistance stipulée dans le présent contrat et les dispositions sur lesquelles il se base, notamment si ces conditions ou exigences ont pour but de garantir la réussite de la mise en œuvre des objectifs du programme.

2. If the MA exercises its right of termination, the LP is obliged to transfer the requested repayment of funds to the MA. The repayment of funds is due within one month following the date of the letter by which the MA asserts the repayment claim; the due date will be stated explicitly in the order for recovery.

2. Si l'AG exerce son droit de résiliation, le CF sera obligé de transférer à l'AG le remboursement des fonds demandé. Le remboursement des fonds doit être effectué dans le mois qui suit la date de la lettre dans laquelle l'AG demande le remboursement ; la date butoir sera explicitement indiquée dans la demande de remboursement.

3. If the MA exercises its right of termination, the LP is only entitled to offset undisputed claims against the MA.

3. Si l'AG exerce son droit de résiliation, le CF n'aura le droit de déduire que les montants non contestés par l'AG.

4. If the MA exercises its right of termination, the amount repayable shall be subject to interest, starting on the day the payment

4. Si l'AG exerce son droit de résiliation, le montant remboursable sera productif d'intérêts qui courront du jour où le

was made and ending on the date of actual repayment. The interest rate will be determined in accordance with Regulation (EC) No 1083/2006, Article 102.

5. If any of the circumstances indicated in Article 8(1) occurs before the full amount of subsidy has been paid to the LP, payments may be discontinued and there shall be no claims to payment of the remaining amount.
6. Any further legal claims shall remain unaffected by the above provisions.

paiement a été effectué à la date du remboursement effectif. Le taux d'intérêt sera déterminé conformément à l'Article 102 du règlement (CE) N° 1083/2006.

5. Si l'une quelconque des circonstances indiquées à l'Article 8(1) se produit avant que l'intégralité du montant n'ait été payée au CF, les paiements pourront être interrompus et il ne pourra pas y avoir de demandes de paiement pour le montant restant.
6. Toute autre revendication juridique ne sera pas affectée par les dispositions ci-dessus.

### **Article 9**

#### **Audit rights, evaluation of the project**

1. The responsible auditing bodies of the EU (notably the European Court of Auditors) and, within their responsibility, the auditing bodies of the participating EU Member States and the Kingdom of Norway or other national public auditing bodies as well as the MA/JTS/CA/AA are entitled to audit the proper use of funds by the LP or by its partners or arrange for such an audit to be carried out by authorised persons.
2. The LP and its partners will produce all documents required for the audit, provide necessary information and give access to their business premises. The LP and its partners are at all times obliged to retain for audit purposes all files, documents and data about the project on customary data storage media in a safe and orderly manner for a minimum period of three years after the payment of the final balance by the European Commission to the INTERREG IVC programme. This balance will only be transferred in an as yet unspecified period of time after 2015, when the programme implementation is finalised. This period shall be interrupted either in the case of legal proceedings or at the duly motivated request of the Commission. Other possibly longer statutory retention periods, as might be stated by national law, remain unaffected.

### **Article 9**

#### **Droits d'audit, évaluation du projet**

1. Les organismes d'audit européens responsables (notamment la Cour des comptes européenne) et, pour ce qui relève de leur compétence, les organismes d'audit des États membres de l'UE participants et du Royaume de Norvège ou tout autre organisme d'audit national public ainsi que le STC, l'AG, l'AC et l'AA ont le droit d'auditer la bonne utilisation des fonds par le CF ou ses partenaires, ou de faire en sorte qu'un tel audit soit effectué par des personnes autorisées.
2. Le CF et ses partenaires devront produire tous les documents requis par l'audit, fournir les informations nécessaires et donner accès à leurs locaux. Pour les besoins des audits, le CF et ses partenaires ont l'obligation de conserver de manière permanente tous les fichiers, documents et données relatifs au projet, sur des supports de stockage de données habituels et d'une manière sûre et ordonnée, pendant une période minimale de trois années après le paiement du solde final par la Commission européenne au programme INTERREG IVC. Ce solde ne sera transféré qu'au bout d'une durée non encore définie après 2015, lorsque la mise en œuvre du programme aura été finalisée. Cette période sera interrompue soit en cas de procédures juridiques, soit sur demande expresse dûment motivée de la part de la Commission. Cette disposition n'affecte pas les éventuelles autres durées de conservation légale plus longues

spécifiées par une réglementation nationale.

3. According to Article 48 of Regulation (EC) No 1083/2006 the LP undertakes to provide independent experts or bodies carrying out project evaluation with any document or information necessary to assist the evaluation.
4. The LP is obliged to guarantee that both the LP and all of its partners fulfil the duties stipulated above.
3. Conformément à l'Article 48 du règlement (CE) N° 1083/2006, le CF s'engage à fournir aux organismes ou experts indépendants chargés de l'évaluation des projets du programme tous les documents ou informations requis pour permettre une telle évaluation.
4. Le CF est obligé de garantir que le CF et tous ses partenaires satisfont aux obligations susmentionnées.

#### **Article 10 Assignment, legal succession**

1. The MA is entitled at any time to assign its rights under this contract. In case of assignment the MA will inform the LP without delay.
2. The LP is allowed to assign its duties and rights under this contract only after prior written consent of the MA and the MC.
3. In case of legal succession, e.g. where the LP changes its legal form, the LP is obliged to transfer all duties under this contract to the legal successor. The LP shall notify the MA about any change beforehand.

#### **Article 11 Concluding provisions**

1. All correspondence with the MA/JTS under this contract must be in the English language and has to be sent to the following address:

**INTERREG IVC  
Joint Technical Secretariat  
Les Arcuriales –  
Entrée D, 5ème étage  
45 rue de Tournai  
59800 Lille  
France**

2. If any provision in this contract should be wholly or partly ineffective, the parties to

#### **Article 10 Cession, succession légale**

1. L'AG a le droit de céder à tout moment ses droits aux termes du présent contrat. En cas de cession, l'AG informera sans délai le CF.
2. Le CF ne peut céder ses droits et devoirs découlant du présent contrat qu'après y avoir été autorisé par écrit par l'AG et le CS.
3. En cas de succession légale, par exemple, si le CF modifie sa forme juridique, le CF est obligé de transférer tous ses devoirs découlant du présent contrat au successeur légal. Le CF devra au préalable informer l'AG de toute modification.

#### **Article 11 Dispositions conclusives**

1. Toute correspondance avec l'AG/le STC entrant dans le cadre du présent contrat doit être adressée en anglais à l'adresse suivante :

**INTERREG IVC  
Secrétariat technique conjoint  
Les Arcuriales –  
Entrée D, 5ème étage  
45, rue de Tournai  
59800 Lille  
France**

2. Si une quelconque partie du présent contrat devait s'avérer partiellement ou

this contract undertake to replace the ineffective provision by an effective provision which comes as close as possible to the purpose of the ineffective provision.

3. Amendments and supplements to this contract must be in written form.

**Article 12**  
**Applicable law - Disputes**

1. This contract is governed by French law.
2. Any dispute between the parties which could not be resolved amicably concerning their contractual relationship and, more specifically, the interpretation, performance and termination of this contract, shall be referred to the Administrative Tribunal of Lille (Tribunal administratif de Lille) which shall have exclusive jurisdiction.
3. According to French law No 94-665 of 4 August 1994, a French version of the contract shall also be provided. The English and French versions of the present contract shall be deemed authentic. The contracting parties will be able to avail of both versions.

**Article 13**  
**Signatures**

This Subsidy Contract is issued in three copies. Each copy must be countersigned by the LP. To be considered valid, two copies of this subsidy contract shall be returned to the JTS, and one copy shall be kept by the LP.

.....  
(Place + Date)

.....  
(Name(s) Signer(s) Lead Partner)

.....  
(Signature + Stamp, if available)

totalement inapplicable, les parties au présent contrat s'engagent à remplacer la disposition inapplicable par une disposition applicable qui sera la plus proche possible de l'objectif de la disposition inapplicable.

3. Les amendements et ajouts au présent contrat doivent être formulés par écrit.

**Article 12**  
**Droit applicable - Litiges**

1. Le présent contrat est régi par le droit français.
2. Tout litige entre les parties qui ne pourrait être résolu à l'amiable concernant leurs rapports contractuels et, plus précisément, l'interprétation, l'exécution et la résiliation du présent contrat, sera porté devant le Tribunal administratif de Lille, qui aura compétence exclusive.
3. Conformément à la loi française N°94-665 du 4 août 1994, une version française du contrat doit également être réalisée. Les versions anglaise et française du présent contrat font foi. Les parties contractantes pourront se prévaloir des deux versions.

**Article 13**  
**Signatures**

Le présent Contrat de subvention est réalisé en trois exemplaires. Chaque exemplaire doit être signé par le CF. Pour qu'il soit considéré comme valable, deux exemplaires du présent contrat de subvention doivent être envoyés au STC, et un exemplaire conservé par le CF.

.....  
(Place + Date)

.....  
(Name(s) Signer(s) MA)

.....  
(Signature + Stamp)

## **Annexe 08: Partnership Agreement**



## Model Agreement between Lead Partners and partners of an INTERREG IVC project (Partnership Agreement)<sup>1</sup>

Having regard to

Council Regulation (EC) No 1080/2006 of 5 July 2006, Article 20 (1) (a) laying down general provisions on the European Regional Development Fund, the European Social Fund and the Cohesion Fund,

the Programme Manual, Section 4.1.2 “The Partnership Agreement”, whereupon partners in an project funded under INTERREG IVC have to conclude an agreement concerning their mutual financial and legal responsibilities, including the functions and responsibilities of the Lead Partner,

the Subsidy Contract signed between the Managing Authority and the Lead Partner, Section 4

for the implementation of the INTERREG IVC project ..... [index and title of the project], approved by the INTERREG IVC Monitoring Committee - on ..... [date] in ..... [place] the following agreement shall be made between the following partners:

### LEAD PARTNER

1. [Name & Address]

Represented by:

Approved Lead Partner budget: € \_\_\_\_\_

Amount of co-financing (*if applicable*) : € \_\_\_\_\_

### PROJECT PARTNERS

2. [Name & Address]

Represented by:

Approved partner budget: € \_\_\_\_\_

Amount of co-financing (*if applicable*): € \_\_\_\_\_

<sup>1</sup> This document serves as an example only. It must be negotiated between partners and tailored to the partnership's individual needs. There is no guarantee and no liability for completeness, correctness, up-to-dateness and full compatibility with EU and national law.

3. [Name & Address]

Represented by:

Approved partner budget: € \_\_\_\_\_

Amount of co-financing (*if applicable*): € \_\_\_\_\_

4. [Name & Address]

Represented by:

Approved partner budget: € \_\_\_\_\_

Amount of co-financing (*if applicable*): € \_\_\_\_\_

[Please add partners if needed]

*Article 1*  
**Subject of the agreement**

1. Subject of this agreement is the organisation of a partnership in order to implement the INTERREG IVC project ..... [index and title of the project] as indicated in the annexes. The annexes comprise.
  - the latest version of the application form approved by the INTERREG IVC Monitoring Committee including enclosures (Annex I),
  - the Subsidy Contract between the Managing Authority of the "INTERREG IVC" Operational Programme and the Lead Partner dated ..... [date] (Annex II),
  - Budget by budget line, by component and by partner (Annex III),
2. The annexes - including all provisions they are based on and refer to - are considered to be an integral part of this agreement.
3. This agreement will enter into force from ..... [date of approval decision made by the Monitoring Committee] onward.

*Article 2*  
**Partners to the agreement**

1. The Lead Partner is responsible for the management, communication, implementation and co-ordination of activities among the related partners as it is described in the Programme Manual Section 2.3.4 "The Lead Partner", and in the Subsidy Contract Article 5. "Representation of partners, liability"

2. Project partners are the organisations responsible for carrying out specific project activities in the manner and scope as indicated in the approved application form.
3. To be eligible as project partner under INTERREG IVC, the partner has to have a legal status that is in line with the definition given in the INTERREG IVC Operational Programme and in the latest version of the Programme Manual Section 2.3.3.

### *Article 3* **Obligations**

#### *General provisions*

1. The Lead Partner and the partners commit themselves in doing everything in their power to support the implementation of the project as defined in § 1 in compliance with EU, national legislation and the Subsidy Contract.

#### *Obligation and duties of the Lead Partner*

The Lead Partner shall fulfil all obligations arising from the Subsidy Contract and the approved application.

- the Lead Partner shall appoint a coordinator qualified in European project management and who shall accept the operational responsibility for the implementation of the overall project and
- appoint a Financial Manager responsible for the accounts, financial reporting, the internal handling of ERDF/NORWEGIAN funds and national co-financing
- start and implement the project according to the descriptions of individual components approved by the Monitoring Committee
- draw up and present progress reports twice a year comprising activity reports and audited financial reports to the Joint Technical Secretariat of the "INTERREG IVC" programme, as well as the final report as it is defined in the Subsidy Contract
- request and receive payments from the Managing Authority / Certifying Authority of the "INTERREG IVC" programme
- transfer in compliance with the amounts reported in the progress report the devoted part for each partner as soon as they have received payment from the Managing / Certifying Authority
- ensure an efficient internal management and control system i.e.:
  - a) manage and verify appropriate expenditures of the subsidy awarded
  - b) carry out the project's overall accounting
  - c) communicate with the INTERREG IVC programme bodies, particularly – the Managing Authority/Joint Technical Secretariat, Certifying Authority and Audit Authority



- d) react promptly to any request by the bodies implementing the "INTERREG IVC" programme
  - e) notify its partners immediately of any event that could lead to a temporary or final discontinuation or any other deviation of the project
- retain at all times for audit purposes all files, documents and data about the part of the project for which it is responsible on customary data storage media in a safe and orderly manner for a minimum period of 3 years after the payment of the final balance by the European Commission to the Interreg IVC programme. This balance will only be transferred in an as yet unspecified period of time after 2015; other possibly longer statutory retention periods, as might be stated by national law, shall remain unaffected
  - conserve all documents required for the audit, provide necessary information and give access to its business premises
  - provide the independent assessors carrying out the INTERREG IVC project programme evaluation any document or information necessary to assist with the evaluation

*Obligations and duties of the partners*

Each partner shall accept the following duties and obligations:

- appoint a Project Leader for the parts of the project for which it is responsible and give the Project Leader the authority to represent the partner in the project
- implement the part of the project for which it is responsible in due time according to the descriptions of individual components (Application Form, Annex 3) approved by the Monitoring Committee
- support the Lead Partner in drawing up progress reports and the final report by providing the required data on time. In particular all partners shall submit twice a year a financial report of their expenditures on [DATE] and [DATE] in respect of the Lead Partner's obligation to submit the progress report to the JTS on 1 October and 1 April
- notify the Lead Partner immediately of any event that could lead to a temporary or final discontinuation or any other deviation of the project
- produce all documents required for audit purposes, especially provide necessary information and give access to its business premises to all relevant authorised audit bodies
- retain at all times for audit purposes all files, documents and data about the part of the project for which it is responsible on customary data storage media in a safe and orderly manner for a minimum period of 3 years after the payment of the final balance by the European Commission to the Interreg IVC programme. This balance will only be transferred in an as yet unspecified period of time after 2015, Other possibly longer statutory retention periods, as might be stated by national law, shall remain unaffected
- provide the independent assessors carrying out the INTERREG IVC project evaluation with any document or information necessary to assist with the evaluation

- respect all rules and obligations laid down in the Subsidy Contract and the co-financing statement each partner has signed for the application
- react promptly to any request by the INTERREG IVC programme bodies - the Managing Authority/Joint Technical Secretariat, Certifying Authority and Audit Authority

#### *Article 4* **Liability**

1. Each partner, including the Lead Partner, shall be liable to the other partners and shall indemnify and hold harmless such other partners for and against any liabilities, damages and costs resulting from the non-compliance of its duties and obligations as set forth in this agreement and its annexes.
2. No party shall be held liable for not complying with obligations ensuing from this agreement in case of *force majeure*. In such a case, the partner involved must announce this immediately in writing to the other partners of the project.

#### *Article 5* **Budget details and Payment Forecast by Partner**

##### *Budgetary and financial management, accounting principles*

1. The Lead Partner is the sole responsible party to the INTERREG IVC Managing Authority and Monitoring Committee for the budgetary and financial management of the project. The Lead Partner shall be responsible for the realisation and the transfer of payment claims to its partners as well as for an application for reallocation between budget components by the partner as defined in the Subsidy Contract Section 2.2. For each financial report, following the payment of programme funds to the Lead Partner, the Lead partner shall transfer immediately the sums assigned to each partner. No deduction, retention or further specific charge shall be made.
2. The Lead Partner must ensure the correctness of the accounting and financial reports and documents drawn up by the partners. The Lead Partner may request further information, documentation and evidence from the partners to that effect.
3. Each partner shall be held responsible for its budget up to the amount as to which the partner participates in the project and pledges to release its part of the co-funding.
4. The project partners commit themselves to respect the budget by budget line and component and payment forecast by partner according to the table in Annex III of this Agreement.
5. Each partner commits to keeping separate accounting system solely used for the project as defined in § 1. The accounts shall provide for registration in Euros (EUR; €) of total expenses (expenditure) and of the return (income) related to the project.

Accounting reports or other documents, including copies of all background documentation (invoices, documents related to tender, bank statements, etc.) shall be submitted to the Lead Partner or to the body appointed to that effect, in accordance with the schedule and require-

ments stipulated by the Lead Partner. In accordance with Article 4 of the Subsidy Contract, only expenditure paid and borne by organisations listed as partners in the approved latest version of the Application Form are eligible to ERDF and Norwegian co-financing. The only exception concerns the expenditure of participants in sub-projects of mini-programme which will be included in the expenditure of the main partner on whose territory the sub-project participant is located.

For partners located outside the EURO-zone, the Lead Partner and the partners agree on the following option for the conversion of project expenditure in accordance with the 4.3.3. of the Programme Manual:

*[Choose one of the following option for the whole partnership:*

- *The market exchange rate of the day the invoice was paid is used.*
- *The market exchange rate of the last day of the reporting period is used.*
- *The average monthly exchange rate set by the Commission of the month the invoice was paid is used.*
- *The average monthly exchange rate set by the Commission of the last month of the reporting period is used. They are published on:*  
<http://ec.europa.eu/budget/inforeuro/index.cfm?Language=en>. ]

6. In default of evidence or in the event of non-fulfilment of the rules concerning eligibility of expenditure, the Lead Partner shall ask the partners to redraft the submitted financial documents. In case of repeated non-fulfilment, the Lead Partner shall be entitled to deny the expenditure declared by a partner. In that case, the Lead Partner is obliged to inform the partner concerned on the denial of the expenditure declared and the motivation thereto; also, the Managing Authority/Joint Technical Secretariat of the "INTERREG IVC" programme shall be informed.

#### 7. Common Costs *[optional]*

In case partners decide to share costs within the partnership, the following procedure will be applied (in accordance with 4.3.3 of the Programme Manual and national requirements):

*[Description of procedure]*

#### *Article 6*

#### **Modification of the work plan and budget reallocation**

1. Before applying for reallocation of total costs as stated in the approved application form from one budget line, component and/or partner to another in accordance with the Subsidy Contract section 2.2, as stated in the approved application form, the Lead Partner shall obtain the approval of its partners. The Lead Partner may set up a deadline for the partners for the approval of these modifications so that beyond the given deadline if no communication received, the modification is considered to be approved by the partners.
2. Any request for amendment of the Subsidy Contract presented by the Lead Partner to the Managing Authority / Joint Technical Secretariat of the "INTERREG IVC" programme shall be authorised by the partners of the project beforehand.

*Article 7*  
**Reports**

1. Each partner commits to providing the Lead Partner with the information needed to draw up progress reports and other specific documents required by the Managing Authority / Joint Technical Secretariat of the "INTERREG IVC" or other bodies implementing the programme. The reporting periods as laid down in the Subsidy Contract, the reporting deadlines as agreed with the Lead partner as well as instructions in the reporting forms shall be observed.
2. The Lead partner shall systematically send each partner copies of the progress reports submitted to the Managing Authority / Joint Technical Secretariat of the "INTERREG IVC" programme and keep the partners informed on a regular basis of all relevant communication with the bodies implementing the programme.
3. The partners are obliged to have their reports to the Lead Partner certified by a controller in compliance with the country specific control requirements as indicated on the INTERREG IVC website. The partners have to submit their report including the control confirmation to the Lead partner.

*Article 8*  
**Information and publicity measures**

1. The Lead Partner and the partners will implement jointly a communication and dissemination plan that ensures adequate promotion of the project and its results towards potential beneficiaries, project stakeholders and the general public.
2. Any information and publicity measures aimed at beneficiaries, potential beneficiaries and the public must specify that the project has received a subsidy from the programme funds as defined in Article 1(1) within the framework of the INTERREG IVC programme. Provisions of Commission Regulation (EC) No 1828/2006 of 27 December 2006, Section II, Section 1 (in particular articles 8 and 9) relating to information and publicity measures concerning assistance from the Structural Funds and the Managing Authority / Joint Technical Secretariat guidelines as provided in the latest version of the programme manual and on the website must be observed.
3. Furthermore, it must be clearly stated that the project has been co-financed by ERDF/Norwegian Fund through the INTERREG IVC Programme in addition to using the European flag and programme logo and slogan.
4. The partners agree that the Managing Authority / Joint Technical Secretariat shall be authorised in the framework of the "INTERREG IVC" programme to publish in whatever form and by whatever media, including the internet, the following information:
  - the name of the Lead Partner and its partners
  - the purpose of the subsidy
  - the amount granted and the proportion of the total cost of the project accounted for by the funding
  - the geographical location of the project

- progress reports including the final report
  - whether and how the project has previously been publicised
5. The partners agree to send three (3) copies of any publicity and information material produced to the Joint Technical Secretariat. The partners furthermore authorise the Joint Technical Secretariat, Managing Authority and the European Commission to use this material to showcase how the subsidy is used.
  6. The partners agree that any information, media appearance, or other publicity of the project shall be communicated to the Joint Technical Secretariat for potential website updates or showcases.
  7. The partners shall ensure that at least one member of the Joint Technical Secretariat will be invited to present the programme during the project's final conference or other closing event.
  8. The partners shall endeavour to appoint a permanent contact for information and publicity purposes.

*Article 9*  
**Confidentiality**

1. Although the nature of the implementation of the project is public, part of the information exchanged in the context of its implementation between the programme bodies - partners and the Lead Partner; the Lead Partner and the Managing Authority/Monitoring Committee/Audit Authority can be confidential. Only documents and other elements explicitly provided with the statement "confidential" shall be regarded as such.
2. The Lead Partner and the partners commit to taking measures to ensure that all staff members carrying out the work respect the confidential nature of this information, and do not disseminate it, pass it on to third parties or use it without prior written consent of the Lead Partner and the partner institution that provided the information.

*Article 10*  
**Cooperation with third parties, delegation and outsourcing**

1. In the event of cooperation with third parties, of the delegation of part of the activities or of outsourcing, the partners shall remain the sole responsible parties to the Lead Partner and through the latter to the bodies implementing the programme concerning compliance with their obligations by virtue of the conditions set forth in this agreement including its annexes.
2. The Lead Partner shall be informed by the partners about the subject and party of any contract concluded with a third party.
3. For the outsourcing of activities co-financed under INTERREG IVC, the Lead Partner and the partners shall comply with the European and national public procurement rules.

*Article 11*

**Assignment, legal succession**

1. Neither the Lead Partner nor the partners are allowed to assign their duties and rights under this agreement without the prior consent of the other parties to this agreement.

The parties to this agreement are aware of the provisions of the Subsidy Contract whereupon the Lead Partner is allowed to assign its duties and rights as laid down in the Subsidy Contract only after prior written consent of the Managing Authority and the Monitoring Committee of the "INTERREG IVC" programme.

2. In the case of legal succession, the Lead Partner or the partner concerned is obliged to transfer all duties under this agreement to the legal successor.

*Article 12*

**Non-fulfilment of obligations or delay**

1. Each partner is obliged to promptly inform the Lead Partner and to provide the latter with all necessary details should there be events that could jeopardise the implementation of the project.
2. Should one of the partners be in default, the Lead Partner shall admonish the respective partner to comply within a reasonable period of time, a maximum of one month. The Lead Partner shall make any effort to contact the partners in resolving the difficulties including seeking the assistance of the Joint Technical Secretariat / the Managing Authority of the "INTERREG IVC" programme.
3. Should the non-fulfilment of obligations continue, the Lead Partner may decide to exclude the partner concerned from the project, with approval of the "INTERREG IVC" Programme bodies. The Joint Technical Secretariat / the Managing Authority of the "INTERREG IVC" programme shall be informed immediately if the Lead Partner intends to exclude a partner from the project.
4. The excluded partner is obliged to refund to the Lead Partner any programme funds received which it cannot prove on the day of exclusion that they were used for the implementation of the project according to the rules of eligibility of expenditure.
5. In case of non-fulfilment of a partner's obligation having financial consequences for the funding of the project as a whole, the Lead Partner may demand compensation to cover the sum involved.

*Article 13*

**Demand for repayment by the Managing Authority**

1. Should the Managing Authority of the "INTERREG IVC" programme in accordance with the provisions of the Subsidy Contract section 8, demand repayment of subsidy already transferred, each partner is obliged to transfer its portion of the repayment amount to the Lead Partner. The Lead Partner shall, without delay, submit the letter by which the Managing Authority has asserted the repayment claim and notify each partner of the amount repayable. The repayment amount is due within two weeks following the notification by the Lead Part-

ner. In case the amount repayable shall be subject to interest, the interest rate will be determined in accordance with the provisions of the Subsidy Contract 8.4. and would be applied to each partner.

#### *Article 14*

### **Disputes between partners**

1. In case of any disputes among themselves, the project partners are obliged to work towards an amicable settlement. Disputes will be referred to the Steering Group of the project.
2. In the case amicable settlement is not possible the dispute will be finally decided in accordance with the jurisdiction of the country where the Lead Partner is located.

#### *Article 15*

### **Lapse of time**

1. Legal proceedings concerning any issue ensuing from this agreement may not be lodged before the courts more than three years after the claim was constituted.

#### *Article 16*

### **Concluding Provisions**

#### *1. Working languages*

The working language of this Partnership shall be English.

#### *2. Nullity*

If any provision in this agreement should be fully or partly ineffective, the parties to this agreement undertake to replace the ineffective provision by an effective provision which comes as close as possible to the purpose of the original provision.

#### *3. Amendment of the agreement*

This agreement shall only be amended in writing by means of an amendment to that effect signed by all parties involved.

Modifications to the project (e.g. concerning activities, time schedule or budget) that have been approved by the Managing Authority can be carried out without amending the agreement.

#### *4. Domicile*

Any change of domicile as indicated in the Application Form (Annex I.), shall be notified to the Lead Partner by registered mail, within 15 days following the change of address.

Concluded at ..... [Date, place]

**Lead Partner**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Partner 1**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Partner 2**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Partner 3**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Partner 4**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Partner 5**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Annexes:

Annex I. – Application Form

Annex II. – Subsidy Contract

*Annex III. – Budget table by partners and Components*



## Annexe 09: Report on running projects



## Changes in running projects

Acronym	Index	Type of change	Description of the change	Financial implications	Date of approval
<b>B3 Regions</b>	0224C1	Partnership	Replacement of partner 4 (Broadband Foundation Hungary – HU) with the National Communications Authority – HU	The budget was reallocated to the partner taking over.	09/07/2008
			Withdrawal of partner 8 (Municipality of Blagoevgrad – BG) and reallocation of its activities to partner 7 (iCentres Association – BG).	Part of the budget was reallocated to the partner taking over. The rest went back to the programme.	12/11/2008
<b>CERAMICA</b>	0138R1	Partnership	Replacement of partner 5 (Pomelaj, cooperative for rural development z.o.o.- SI) with the Municipality Velika Polana – SI.	The budget was reallocated to the partner taking over.	28/11/2008
<b>CREATIVE METROPOLES</b>	0271R1	Partnership	Replacement of partner 11 (International Design Centre Berlin – DE) with the Senate Department for Economics, Technology and Women's Issues – DE.	The budget was reallocated to the partner taking over.	01/12/2008
<b>EUROPROC</b>	0111R1	Partnership	Replacement of partners 5 (Chamber of Commerce and Industry of Romania - RO) with the Bucharest-Ilfov Regional Development Agency – RO.	The budget was reallocated to the partner taking over.	21/11/2008
			Replacement of partner 8 (Chamber of Commerce and Industry in Moravia-Silesia - CZ) with the Regional Development Agency Ostrava - CZ.	The budget was reallocated to the partner taking over.	

Acronym	Index	Type of change	Description of the change	Financial implications	Date of approval
<b>FUTURE FOREST</b>	0098R1	Partnership	Integration of the Association for Education of Sabinov – SK to support partner 7 (Slovak Environmental Agency – SK).	Part of the budget of partner 7 was reallocated to the new partner	10/12/2008
<b>ICHNOS PLUS</b>	0415C1	Partnership	Withdrawal of partner 5 (Office of the Provincial Government of Lower Austria – AT)	The budget was reduced accordingly.	04/08/2008
<b>NANO4M</b>	0326R1	Partnership	Replacement of partner 5 (MST.factory Dortmund - DE) with the Dortmund Technology Center Management Ltd – DE.	The budget was reallocated to the partner taking over.	10/12/2008
<b>POWER</b>	0376R1	Partnership	Replacement of partner 7 (Region Emilia-Romagna – IT) with the Environmental Protection Agency of Emilia-Romagna Region – IT.	The budget was reallocated to the partner taking over.	16/12/2008
<b>POWER</b>	0376R1	Partnership	Replacement of partner 7 (Region Emilia-Romagna – IT) with the Environmental Protection Agency of Emilia-Romagna Region – IT.	The budget was reallocated to the partner taking over.	16/12/2008
<b>REGIOCLIMA</b>	0192R1	Partnership	Replacement of partner 4 (Institute of Baltic Studies – EE) with the Estonian Marine Institute, University of Tartu – EE.	Part of the budget was reallocated to the partners taking over. The rest went back to the programme.	19/11/2008

## Annexe 10: Summary approved projects

## INTERREG IVC Projects approved by theme

### Projects approved under INTERREG IVC first call for proposals

Year of approval: 2008

Sub Theme	Acronym	Project title	Lead Partner	Contact Person	Type of Intervention	ERDF requested	Total budget requested	Summary of Project Description
<b>PRIORITY 1: INNOVATION AND THE KNOWLEDGE ECONOMY</b>								
Employment, human capital and education	PEOPLE	INNOVATION FOR SOCIETAL CHANGE	Government of Andalusia. Ministry for the Equality and Social Welfare	Miguel Presencio Fernández	1: Regional Initiative Project	EUR 2 942 936,00	EUR 3 856 320,00	This mini-programme's overall objective is to improve policy responses to demographic and societal change, such as ageing population, new family structures, immigration and emergence of new and vulnerable social groups. The project involves 7 regions from 7 different EU member states.
Employment, human capital and education	Gender4Growth	Gender4Growth	Region Ile-de-France	Vincent Callies	1: Regional Initiative Project	EUR 1 317 116,15	EUR 1 689 094,20	The project seeks to exchange experience on 2 major issues: growth and gender equity. The project objective is to update partner's economic policies with enough consideration to gender issues. Sub-goals will be to identify the appropriate economic policies that integrate full contribution of gender, make adequate supports available on them, initiate their transfer to partners, and develop enough targeted communication so as to provide higher level decision-making influence that will ease adoption of adequate measures. The partnership consists of 8 partners coming from 7 countries.
Employment, human capital and education	IES	Implementing Employment Service	Regional Labour Agency of Sardinia	Luca Spissu	1: Regional Initiative Project	EUR 1 313 188,74	EUR 1 931 197,18	The IES project's main goal is to improve the efficacy of implementing Employment Policies at regional level, supporting the accomplishment of the Employment Local Strategies and increasing the quality of the Employment Policies in Europe. This challenge will be tackled by a total of 10 partners from 6 European countries and Switzerland, who will contribute to improve the quality and the implementation of their own regional policies.
Employment, human capital and education	ESF6 CIA	Capitalising Innovative Approaches towards Demographic Change	Aufbauwerk Region Leipzig GmbH	Silvana Rückert	2: Capitalisation Project	EUR 1 124 016,00	EUR 1 445 248,00	Best practices on tackling demographic change – notably a falling birth rate and increasing life span – are the subject of this project, capitalising on experiences gained under the Innovative Actions programme (article 6 – demographic change). The eleven partners, representing eight countries, will benefit from the various experiences of each partner. This project will benefit from Fast Track assistance from the EC.
Entrepreneurship and SMEs	Creative Growth	Creative Growth	Östsam Regional Development Council	Anna Jacobson	1: Regional Initiative Project	EUR 1 479 267,20	EUR 1 921 108,00	The aim of the Creative Growth project is to contribute to European competitiveness and accelerate regional economic growth through the development of the creative sector as a new business sector. By mainstreaming new knowledge and good practices into the policy making process, the project will influence policy development on regional and local level. The partnership consists of 11 partners from 9 EU countries.
Entrepreneurship and SMEs	CASTLE	CASTLE - Cooperation Among SMEs Toward Logistic Excellence	Institute for Transport and Logistics Foundation	Rino Rosini	1: Regional Initiative Project	EUR 1 804 250,00	EUR 2 275 000,00	The project's overall objective is to improve local and regional policies in logistics for SMEs through the exchange of experience and the transfer of these experiences into the strategies of the participating regions. The 10 partners come from 8 European countries.
Entrepreneurship and SMEs	NEEBOR	Networking for Enterprises in the Eastern External Border Regions	Észak-Alföld Regional Development Agency	Eszter Balázsy	1: Regional Initiative Project	EUR 1 106 530,90	EUR 1 336 703,65	The project has grown out from the Network of Eastern External Border Regions linking former non-EU countries from Central and Eastern Europe that share common challenges and seek joint solutions. The partnership of the project includes the regional authorities/bodies in 10 regions from 8 European countries and is oriented to Priority 1 of the programme - Innovation and knowledge economy. What binds the partners is the confidence that cross border business cooperation with non-European neighbouring countries, as well as better structures of access to knowledge and access to finance for SMEs in peripheral areas are the core elements of successful SME development and innovation policies. The partners will address these issues through exchange of experience in the development of key strategies for SME innovation, preparation of joint methodologies and policy recommendation aimed at deepening the relations among the external border regions and upgrading their networking capacity.
Entrepreneurship and SMEs	CITIES	Creative Industries in Traditional Intercultural Spaces	Klaipeda City Municipality Administration	Elona Jurkeviciene	1: Regional Initiative Project	EUR 1 369 207,19	EUR 1 714 100,00	The CITIES project tackles the improvement of regional and local policies concerned with the promotion and support of creative and cultural industries. The overall benchmarking analysis of the creative and cultural industries in 9 countries, the 12 partners will identify successful approaches and methods.
Entrepreneurship and SMEs	EuroPROC	EU Regional Cooperation for SMEs access to Public Procurement	Consortium for the Trade Promotion of Catalonia (COPCA)	María Orobitg	1: Regional Initiative Project	EUR 1 198 516,51	EUR 1 513 780,10	The overall objective of the EuroPROC project is to increase the competitiveness of EU regions and SMEs when participating in EU tendering systems. Key points will be to fill the existing gap among the different EU regions involved, contributing to the catching up process in Central and Eastern Europe. This will be done through a balanced partnership of 11 partners coming from 10 EU member states.

### INTERREG IVC Projects approved by theme

Sub Theme	Acronym	Project title	Lead Partner	Contact Person	Type of Intervention	ERDF requested	Total budget requested	Summary of Project Description
Entrepreneurship and SMEs	SEE	Sharing Experience Europe - policy innovation design	Design Wales - UWIC	Gisele Raulik Murphy	1: Regional Initiative Project	EUR 1 198 682,66	EUR 1 577 024,41	The SEE project will share information on policies that have been successful in using design to boost innovation, entrepreneurship, sustainability or economic development. The project has a partnership of 11 organisations, which targets SMEs and their lack of resources for implementing design practice and innovation into their business.
Entrepreneurship and SMEs	PASE	Public policies And Social Enterprises	Marche Region	Mauro Terzoni	1: Regional Initiative Project	EUR 1 408 923,00	EUR 1 834 412,00	The overall objective of the project is to enforce the effectiveness of the regional public policies in promoting and supporting social entrepreneurship as an asset for local economic development and territorial competitiveness. In this project interregional cooperation is promoted among 9 partners coming from 7 different EU member states.
Entrepreneurship and SMEs	CLUSNET	Clusters & Cities Network	Greater Lyon	Per Justesen	1: Regional Initiative Project	EUR 1 369 845,40	EUR 1 816 260,00	The objective of the project is to improve the effectiveness of cluster support policies in larger European city-regions. Through the analysis of cluster policies in large European city-regions the partnership of 12 bodies will produce policy recommendations targeting each partner city on how to strengthen their cluster support policies. The project will also facilitate the creation of links between clusters from partner's cities in order to improve criteria of critical mass and cluster competitiveness.
Entrepreneurship and SMEs	CREATIVE METROPOLES	Public Policies and Instruments in Support of Creative Industries	Riga City Council	Diāna Čivle, Head of the Department of Culture	1: Regional Initiative Project	EUR 1 717 928,60	EUR 2 442 176,00	By exchanging experience and good practices, the CREATIVE METROPOLES project aims to strengthen the capacity and effectiveness of public support to unlock and support the economic potential of the creative economy. The project will address the following policy fields: structure of public support for creative industries; business capacity and internationalisation of creative industries, space and creative city districts; funding for creative businesses; and demand for creative industry products and services. The partnership of the project is constituted by municipalities and development agencies of 11 metropolitan cities of Europe.
Entrepreneurship and SMEs	MITKE	Managing the Industrial Territory in the Knowledge Era	SPRILUR S.A	Mikel Oregi, Juan Domingo Olabari	1: Regional Initiative Project	EUR 1 480 943,13	EUR 1 925 799,89	MITKE focuses on providing a platform and mechanisms for collection, exchange and transfer of experiences and views among the partner regions in order to find and test better solutions and tools for intervention and thus contribute to an improved management of Business Areas and Industrial Parks (BAIPs) across Europe. MITKE pays special attention to matching less experienced regions with the ones with more experience as it reflected in the consortium.
Entrepreneurship and SMEs	ICHNOS PLUS	Innovation and CHange: Network of One-stop Shops for Business - PLUS	ANCITEL SARDINIA	Pier Paolo Falco	2: Capitalisation Project	EUR 909 322,25	EUR 1 124 747,00	ICHNOS PLUS aims to roll-out the models of one-stop shops for businesses developed under the INTERREG IIIC project (ICHNOS) to mainstream regional programmes. Through this, they aim to improve entrepreneurship policies by simplifying red tape for business start-ups. The seven partners, from seven different countries, are dedicated to implementing the models developed in their own region.
Innovation, research and technology development	ERIK ACTION	ERIK ACTION - Upgrading the innovation capacity of existing firms	Regional Government of Tuscany	Simone Sorbi	2: Capitalisation Project	EUR 1 464 640,00	EUR 1 893 784,00	Improving the effectiveness of regional innovation support services is the objective of this Italian-led project, leading to an upgrade in the innovation capacity of businesses. Building on four years of networking experience within the ERIK network (DG REGIO's Innovative Actions programme), the project partners aim to transfer the good practices already identified in the Erik database into regional mainstream programmes. The eleven partners in this project represent 10 countries, all of whom have identified innovation as a key priority in regional development. The project will therefore produce 11 regional action plans to ensure the successful transfer of these practices into regional policy. This project will benefit from Fast Track assistance from the EC.
Innovation, research and technology development	MINI EUROPE	Mainstreaming INnovative Instruments for SME development in Europe	Province of Flevoland	Bob Pels & Joan Algra	1: Regional Initiative Project	EUR 1 556 420,25	EUR 1 991 639,00	The project aims to exchange and develop regional policies in SME development, focussing on the main themes of promoting entrepreneurship and providing infrastructure for innovation to SMEs. In particular it will address the issues of increasing involvement of under-represented groups in entrepreneurship and developing regional financial infrastructures to support regional entrepreneurs. The MINI EUROPE partnership combines the experience of 8 regions.
Innovation, research and technology development	CLIQ	Creating Local Innovation through a Quadruple Helix	City of Jyväskylä	Laura Ahonen	1: Regional Initiative Project	EUR 1 492 107,85	EUR 1 951 637,00	CLIQ focuses on the role of local authorities in medium sized cities in driving innovation, highlighting the importance of local quadruple helix partnerships to bring together universities, business, civil society and local authorities. The CLIQ partnership includes 17 partners from 11 EU countries.
Innovation, research and technology development	I4W	Innovation for Welfare	CIDEM - Centre for Innovation and Business Development	Mariona Sanz	1: Regional Initiative Project	EUR 3 732 570,90	EUR 4 804 754,00	The objective of the I4W project is to improve the effectiveness of regional development policies that stimulate technology-driven innovation in the field of health and safety. The project involves partners representing 6 regions across Europe, who want to forge new coalitions between business, knowledge institutes and public welfare organisations to stimulate the uptake of these innovations.

### INTERREG IVC Projects approved by theme

Sub Theme	Acronym	Project title	Lead Partner	Contact Person	Type of Intervention	ERDF requested	Total budget requested	Summary of Project Description
Innovation, research and technology development	RAPIDE	REGIONAL ACTION PLANS for INNOVATION DEVELOPMENT AND ENTERPRISE	South West of England Regional Development Agency	Maria Ioannou	2: Capitalisation Project	EUR 1 430 473,71	EUR 1 810 099,37	This project deals with the role of the public sector in stimulating innovation in regions, in particular helping mainly small businesses bring innovative products to market more quickly. By focusing on the good practices already identified in partner regions, gathered under the various national and European development programmes, the partners aim to develop robust, workable Action plans that each Region will implement. Thirteen partners from eleven Member States will thus stimulate innovation in regions, increase economic growth and therefore contribute directly to the EU agenda for Innovation and Knowledge economy. This project will benefit from Fast Track assistance from the EC.
Innovation, research and technology development	NANO4M	Nanotechnology for Market	Regional Development Agency of Asturias	Paz Palacio	1: Regional Initiative Project	EUR 1 384 419,00	EUR 1 845 892,00	NANO4M aims at improving strategies and building networks to design nanotechnology for market. In this project 11 partners from 4 countries tackle the challenges identified in relation to the functioning of the regional innovation systems. The partners wish to improve the regions' innovation infrastructure, strengthen interregional collaboration, improve the efficiency of regional innovation policies as well as to shorten the gap between R&D and market testing innovation processes.
the Information Society	B3 Regions	Regions for Better Broadband connection	Piedmont Region	Roberto Moriondo	2: Capitalisation Project	EUR 2 826 181,94	EUR 3 495 380,69	This project tackles a key theme for the development of the knowledge economy: implementing broadband connections in remote or disadvantaged areas. Based on the analysis that only about 60% of businesses and households in the remote and rural areas of the EU15 had access to broadband in 2005, compared with over 90% of urban areas, the project aims to transfer existing good practices in this domain to regions involved. Based on a partnership of 17 bodies representing eight countries, this project will contribute to the economic modernisation and increased competitiveness of Europe. This project will benefit from Fast Track assistance from the EC.
the Information Society	DC	DIGITAL CITIES: A network for rapid and sustainable ICT regional adoption	Municipality of Trikala	Odiseas Raptis	1: Regional Initiative Project	EUR 1 498 500,00	EUR 1 810 000,00	The main objective of the Digital Cities (DC) project is to tackle the very low rate of ICT (Information Communication Technologies) penetration at local level by providing the organizational structures, strategies/policies and tools (called altogether DC model) for enabling the rapid and sustainable adoption of ICT at local level and the development of digital cities in a broad European level. The general objectives of the DC project include the development and evaluation of the DC Model and the establishment of an open, sustainable cooperation/coordination Network for sharing knowledge, exchanging best practices/experiences and developing synergies among local authorities. The final outcome of the project is aimed to be a new organizational structure that will manage and evolve the project results, making them widely available through information services and providing consultation and training programs, all through a feasible and viable business model.
the Information Society	EVITA	Exchange, Valorisation and Transfer of regional best policy measures for SME support on IT and e-business Adoption.	Greek Research and Technology Network (GRNET)	Hatzakis Ilias	1: Regional Initiative Project	EUR 1 386 976,80	EUR 1 703 110,00	EVITA builds on a number of recognized good practices developed under different regional and interregional development programs, in order to improve the effectiveness of regional development policies in the area of the access of SMEs, to knowledge, e-business practices and the global economy, in regions with low ICT and e-business uptake. The partnership involves 10 partners from 8 EU countries.
the Information Society	PIKE	Promoting Innovation and the Knowledge Economy	ERNACT EEIG	Rocio Rubio Centeno	2: Capitalisation Project	EUR 1 284 668,87	EUR 1 665 523,00	Building on the experiences shared under the INTERREG IIIC-funded project BRISE, this project seeks to stimulate the successful uptake of Information Society policies at regional level, particularly in the area of broadband and internet access, and eGovernment practices. This project will benefit from Fast Track assistance from the EC.
<b>PRIORITY 2: ENVIRONMENT AND RISK PREVENTION</b>								
Biodiversity and preservation of natural heritage (including air quality)	COMMONS	Common Land for sustainable management	Corsica Region Environment Office	Charles Antoine Pasqualini	1: Regional Initiative Project	EUR 1 168 561,00	EUR 1 615 240,00	The project intends to reassess the value of the uncultivated common lands - forest based common lands to distinguish from rural common lands – as an instrument for preserving natural resources and valorise natural products in order to both preserve the natural heritage and to reduce depopulation. The partnership is composed of 10 partners who will exchange their experiences in order to improve local policies.

### INTERREG IVC Projects approved by theme

Sub Theme	Acronym	Project title	Lead Partner	Contact Person	Type of Intervention	ERDF requested	Total budget requested	Summary of Project Description
Biodiversity and preservation of natural heritage (including air quality)	CITEAIR II	Common Information to European Air	Airparif	Karine Leger	1: Regional Initiative Project	EUR 1 517 395,45	EUR 1 986 697,00	This project builds on the CITEAIR project which was funded under the INTERREG IIIC programme. The main achievement of this project was the development, testing and application of good practices to collect and deliver information on air quality in a comparable and easy understandable way to inform the public and facilitate exchange of experience between air quality managers. The aim of CITEAIR II is "To jointly identify, test and transfer a set of good practices through the exchange of experiences and to improve the effectiveness of regional development policies in the area of air quality protection, sustainable transport and reduction of greenhouse gas emissions". The extended partnership includes 11 partners.
Cultural heritage and landscape	CeRamiCa	Ceramics and CRafts Industries' Increased Cooperation	Municipality of Hódmezővásárhely	Mr Imre Csáki	1: Regional Initiative Project	EUR 1 760 682,30	EUR 2 117 734,00	CeRamiCa is the result of a long cooperation between the Hungarian Municipality of Hódmezővásárhely and eleven other cities from 6 EU countries, having a common cultural heritage background and facing the same difficulties. The cooperation is based on the eagerness to preserve and promote the ceramic and small crafts sector in Europe through exchange of positive experience. The objectives of CeRamiCa define it as a Priority 2 action, clearly addressing the issue of promoting cultural assets as potential for the economic development of partner regions. The project partners will be involved in activities leading to the elaboration of local and regional development strategy recommendations and instruments to support and boost the ceramics and small crafts sector in the partner regions. The transfer of best practices will provide a unique opportunity to learn from each others' experiences, acquire new methodologies, processes or techniques which can help in the development of new products, opening up to new markets, identifying effective marketing and training tools and, potentially, creating new jobs and enterprises.
Cultural heritage and landscape	PRESERVE	Peer Reviews for Sustainable Eco-Regions via Europe	Assembly of European Regions	Céline Dawans	1: Regional Initiative Project	EUR 1 222 160,23	EUR 1 589 281,22	The aim of the project is to improve the effectiveness of regional development policies, specifically focusing upon cultural heritage and landscape policies as endogenous factors of economic development. The French lead partnership gathers 14 regional and local representatives from 11 different countries in order to exchange experience and discuss the difficulties the partners faced when implementing cultural heritage and landscape policies.
Energy and sustainable transport	MORE4NRG	MORE4NRG	Province of Flevoland	Henk Kuiper	1: Regional Initiative Project	EUR 1 032 084,05	EUR 1 326 559,00	The objective of the project is to strengthen the delivery of regional strategies for renewable energy sources and energy efficiency by exchanging best practices on sustainable energy policies and jointly developing an integrated monitoring tool for measuring the effect of regional sustainable energy strategies. The partnership builds on the experience of 11 regions of the EU.
Energy and sustainable transport	FLIPPER	Flexible Transport Services and ICT platform for Eco-Mobility in urban and rural European areas	SRM – Networks and Mobility (Public Transport Authority Bologna)	Dora Ramazzotti	1: Regional Initiative Project	EUR 2 093 025,00	EUR 2 696 700,00	The FLIPPER proposal addresses a key factor of eco-sustainable and competitive development and social cohesion of European areas and Regions, through the investigation, experience exchange, good practices transferring and profitable co-operation on FTS in relation to mobility in cities, rural areas and small towns. By capitalising on real results, experiences and good practices gained in previous EU site applications and EU Projects (IV-V-VI FP and Regional Cooperation) FLIPPER aims at establishing a Knowledge Transfer Network among different EU areas and Authorities in the domain of FTS. Moreover FLIPPER objective is to achieve capability-building environmental, sustainable and innovative solutions in the Public Transport domain by evaluating the viability and real impacts and by gathering the good practices identified at site level.
Energy and sustainable transport	MMOVE	Mobility Management oVer Europe: Changing Mobility Patterns	Municipality of Reggio Emilia	RAFFAELLO TUPPUTI	1: Regional Initiative Project	EUR 1 438 007,60	EUR 1 859 321,23	MMOVE supports interregional exchange on sustainable mobility policies for medium sized European cities. The project involves 11 partners from 8 EU countries and aims to influence regional authority policy-making by providing mobility management solutions which will help small and medium sized cities make best use of their mobility infrastructure and services.
Energy and sustainable transport	SUGAR	Sustainable Urban Goods Logistics Achieved by Regional and local policies	Emilia-Romagna Region	F. Saverio Di Ciommo	1: Regional Initiative Project	EUR 2 884 348,75	EUR 3 641 565,00	SUGAR focuses on addressing the problem of inefficient and ineffective management of urban freight distribution, a critical component of the overall urban transport system and a primary source of vehicle pollutant emissions. To accomplish this, SUGAR promotes the exchange, discussion and transfer of policy experience, knowledge and good practices in the field of urban freight management, with regards to policy and planning levers between and among advanced and less experienced sites. SUGAR bases its approach on the study of EU good practices for the development of tools to support policy making.



### INTERREG IVC Projects approved by theme

Sub Theme	Acronym	Project title	Lead Partner	Contact Person	Type of Intervention	ERDF requested	Total budget requested	Summary of Project Description
Energy and sustainable transport	CAPRICE	Capital regions integrating collective transport for increased energy efficiency	Public Transport Authority of Berlin-Brandenburg	Juergen Ross	1: Regional Initiative Project	EUR 885 467,95	EUR 1 110 367,95	The goal of CAPRICE is to exchange experiences and to identify and promote good practice in the field of organisation of a sustainable and energy efficient integrated public transport in Capital regions and other regions with dense population. The project comprises a network of actors from 5 European Capital regions who are responsible for public transport.
Energy and sustainable transport	PIMMS TRANSFER	Transferring Actions in Sustainable mobility For European Regions	London Borough of Bromley	Emma Owen	1: Regional Initiative Project	EUR 2 823 234,19	EUR 3 567 748,57	The project build on the "transfer methodology" developed under INTERREG IIIC which identified the Critical Success Factors behind best practice case studies in mobility management. PIMMS TRANSFER aims to stimulate modal shift towards more sustainable forms of transport by increasing the implementation of high quality mobility management techniques and policies in European regions and to extend, deepen and promote best practice in mobility management. The partnership is composed of 15 partners coming from 15 countries.
Energy and sustainable transport	POWER	POWER	South East England Development Agency	Kathy Vuillaume	1: Regional Initiative Project	EUR 4 432 604,80	EUR 5 789 856,00	The POWER mini programme will explore ways to move towards a low carbon economy at regional level, in particular by re-formulating regional development strategies and policy instruments and identifying effective forms of sub-regional action which also contribute to regional competitiveness. The seven participating regions will work toward achieving long-term policy objectives of fossil free Europe, Kyoto Protocols, Energy targets by 2020, renewed Sustainable Development Strategy by developing appropriate road-maps, finding the best path together in response to these future challenges.
Natural and technological risks (including climate change)	FUTUREforest	FUTUREforest - Woodlands for Climate Change	Ministry of Rural Development, Environment and Consumer Protection	Dr. Michael-Egidius Luthardt	1: Regional Initiative Project	EUR 1 492 182,92	EUR 1 900 000,00	The project aims to ensure that future European forests continue to deliver multiple benefits and to leave future generations forests that are well adapted and resilient to natural risks, including effects of climate change. The partnership consists of three regional public forestry authorities and four national public forestry authorities from seven EU Member States.
Natural and technological risks (including climate change)	GRaBS	Green and Blue Space Adaptation for Urban Areas and Eco Towns	Town and Country Planning Association	Gideon Amos	1: Regional Initiative Project	EUR 2 430 198,75	EUR 3 182 929,00	The Green and Blue Space Adaptation for Urban Areas and Eco Towns (GRaBS) project aims to improve the regional decision and policy making process in relation to the planning and development of new and existing urban areas in nine EU member states in the content of climate change. GRaBS partnership gathers 14 partners coming from 8 countries.
Natural and technological risks (including climate change)	REGIOCLIMA	Regional cooperation towards adaptation to climate change	Larnaca District Development Agency	Eleftherios Loizou	1: Regional Initiative Project	EUR 1 621 793,50	EUR 1 999 970,00	The REGIOCLIMA project aims at enhancing cooperation among selected EU regions to facilitate the elaboration of climate change adaptation strategies and to implement policy guidelines. The overall objective of the project is to assist societies to adapt to the new climate conditions both by minimising the risk of damage and exploiting the new opportunities arising from a changing climate. The partnership consists of 8 partners from 8 different countries.
Natural and technological risks (including climate change)	RSC	Regions for Sustainable Change	The Regional Environmental Center for Central and Eastern Europe	Ms. Beata Wiszniewska; Regional Director for the new member states	1: Regional Initiative Project	EUR 1 661 380,72	EUR 2 099 980,64	The Regions for Sustainable Change (RSC) project is a partnership of 12 bodies from 8 countries helmed by the Regional Environment Center For Central and Eastern Europe (Hungary). Development of the potential of regional development programmes and stimulating mitigation and adaptation to climate change is the subject of the RSC action. Building upon the experience of the previous INTERREG III C programme the partners will direct their actions to integrating climate change issues into regional policies and practices in order to deliver sustainable socio-economic development for the partner regions. The RSC project will address this issue by analysing current regional practices, developing benchmarks, criteria, and indicators for regions, as well as preparing a methodological handbook instructing regions how to integrate climate change issues into regional development plans, how to move towards low carbon economy and use the environment as an economic driver. The action will also offer partners the chance to carry out pilot actions, such as the preparation of a carbon footprint of regional development programmes.
Natural and technological risks (including climate change)	PRoMpt	Proactive Human Response to Wildfires Breakout: Measure and Prepare for it	Region Western Greece	Stefanos Michos	1: Regional Initiative Project	EUR 1 244 847,80	EUR 1 517 423,30	The aim of the suggested project is to exchange experiences and good practices in order to improve regional policies for coping with fires right after their outbreak in very sensitive areas, like the forest ones. Since regional policies in terms of environmental protection and risk prevention constitute a vital issue towards the accomplishment of the Gothenburg Strategy, local and regional authorities in EU need to further work towards a more close and effective cooperation on such issues. This project, based on previously related activities focused on risk management, intends to move further and deal with exchange of experiences and good practices on methods, action plans or even tools, addressing the forest fires danger and crisis management right after the outbreak of a fire, and in particular, a wild one.

## Annexe 11: Target indicators by projects

### Target indicators by projects

		Output Indicator								Result Indicators									
Index	Acronym	No. of regional / local policies and instruments addressed		No. of interregional events organised by operations to exchange experience		No. of good practices identified by Regional Initiative Projects (Type 1)		No. of good practices already identified and made available to regional and local actors involved in Capitalisation, including Fast Track Projects (Type 2)		No. of regional / local policies and instruments improved or developed		No. of staff members with increased capacity (awareness / knowledge / skills) resulting from the exchange of experience at interregional events		No. of good practices successfully transferred within Regional Initiative Projects (Type 1)		No. of action plans developed under Capitalisation, including Fast Track Projects (Type 2)		Amount of mainstream funds (Cohesion / ERDF / ESF) dedicated to the implementation of good practices coming from Capitalisation, including Fast Track EUProjects (Type 2) (in MEUR)	
		target	achieved	target	achieved	target	achieved	target	achieved	target	achieved	target	achieved	target	achieved	target	achieved	target	achieved
0003R1	Creative Growth	11		25		35				8		33		20					
0004R1	MINI EUROPE	8		37	1	32	8			8		50	8	16					
0006R1	MORE4NRG	11		10		24				11		50	12	10					
0018R1	CASTLE	10		14		30				10		42		10					
0045R1	NEEBOR	10		11		30				3		50		10					
0055C1	ERIK ACTION	11		26				16		11		55				11		60,0	
0081R1	CITIES	10		14		15				10		70		10					
0086R1	CLIQ	17		14		50				10		45		10					
0098R1	FUTUREforest	8		14		14				5		24		7					
0108R1	GRaBS	12		39	1	15				11		50		11					
0111R1	EuroPROC	10		18		15				10		45		11					
0117R1	SEE	11	11	5		20				5		33		3					
0120R1	I4W	6		27	1	12				6		68	11	6					
0126R1	FLIPPER	11		18		26				4		33		26					
0138R1	CeRamiCa	12		72		24				36		120		24					
0147R1	MMOVE	11		12		30				11		22		3					
0154R1	SUGAR	17		32		30				17		51		8					
0180R1	PRESERVE	13		10		6				6		75		6					
0192R1	REGIOCLIMA	8		8		16				8		65		8					
0216R1	PEOPLE	14		14	1	18	2			14		150		15					
0224C1	B3 Regions	12		13				8		15		50				13		36,0	
0226R1	EVITA	10	3	12	1	20	3			5		60	20	8					
0230C1	RAPIDE	12	12	9	1			13	13	12		26	27			12		120,0	
0259R1	PASE	9		15		15				9		36		5					
0264R1	Gender4Growth	16		12		16				8		75		16					
0266R1	DC	8		16		6				6		20		6					
0271R1	CREATIVE METROPOLES	10		26		55				10		33		11					
0279R1	MITKE	11		8		30				6		33		6					
0291R1	CLUSNET	12		9		50				10		40		10					
0301R1	RSC	5		17		50				5		50		5					
0317R1	CAPRICE	5		14		25				5		20		3					
0323R1	PIMMS TRANSFER	28		95		114				21		48		42					

### Target indicators by projects

		Output Indicator								Result Indicators									
Index	Acronym	No. of regional / local policies and instruments addressed		No. of interregional events organised by operations to exchange experience		No. of good practices identified by Regional Initiative Projects (Type 1)		No. of good practices already identified and made available to regional and local actors involved in Capitalisation, including Fast Track Projects (Type 2)		No. of regional / local policies and instruments improved or developed		No. of staff members with increased capacity (awareness / knowledge / skills) resulting from the exchange of experience at interregional events		No. of good practices successfully transferred within Regional Initiative Projects (Type 1)		No. of action plans developed under Capitalisation, including Fast Track Projects (Type 2)		Amount of mainstream funds (Cohesion / ERDF / ESF) dedicated to the implementation of good practices coming from Capitalisation, including Fast Track EUProjects (Type 2) (in MEUR)	
		target	achieved	target	achieved	target	achieved	target	achieved	target	achieved	target	achieved	target	achieved	target	achieved	target	achieved
0326R1	NANO4M	7		5	1	8				4		20	19	3					
0330C1	PIKE	9		10	1			4	4	9		30				9		4,5	
0340R1	COMMONS	10		10		10				8		20		4					
0355R1	PRoMPt	7		13		18				6		55		6					
0376R1	POWER	7		6		20				5		150		18					
0405R1	IES	5		45		8				5		60		8					
0408R1	CITEAIR II	18		10		15				12		15		3					
0415C1	ICHNOS PLUS	6		11				5		6		30				6		1,5	
0427C1	ESF6 CIA	8	1	13	1			7	13	8		50	26			8		5,5	
<b>Total</b>		<b>436</b>	<b>27</b>	<b>789</b>	<b>9</b>	<b>902</b>	<b>13</b>	<b>53</b>	<b>30</b>	<b>379</b>		<b>2 052</b>	<b>123</b>	<b>368</b>		<b>59</b>		<b>227,5</b>	
<b>Programme Target</b>		<b>750</b>	<b>750</b>	<b>1 400</b>	<b>1 400</b>	<b>2 400</b>	<b>2 400</b>	<b>250</b>	<b>250</b>	<b>150</b>	<b>150</b>	<b>2 800</b>	<b>2 800</b>	<b>200</b>	<b>200</b>	<b>500</b>	<b>500</b>	<b>2 500</b>	<b>2 500</b>
<b>in % of Programme Target</b>		<b>58%</b>	<b>4%</b>	<b>56%</b>	<b>1%</b>	<b>38%</b>	<b>1%</b>	<b>21%</b>	<b>12%</b>	<b>253%</b>	<b>0%</b>	<b>73%</b>	<b>4%</b>	<b>184%</b>	<b>0%</b>	<b>12%</b>	<b>0%</b>	<b>9%</b>	<b>0%</b>

## Annexe 12: Publicity flyer



## Programme objective

The overall objective of the INTERREG IVC Programme is to **improve the effectiveness of regional development policies and instruments** in the areas of innovation & the knowledge economy, and environment & risk prevention, in order to contribute to the economic modernisation and increased competitiveness of Europe. This objective will be achieved through the exchange, sharing and transfer of policy experience, knowledge and good practices.

The INTERREG IVC Programme is an exchange and capitalisation programme which is fundamentally different from cross-border (A) and transnational (B) cooperation programmes. In particular it is not primarily dedicated to implementation or to experimentation but to the **exchange of experience at policy level**.

## Programme priorities

The INTERREG IVC programme priorities are closely linked to the focus at EU level on sustainable growth, innovation and employment, known as the renewed Lisbon Strategy:

### ***Innovation & the knowledge economy***

- innovation, research and technological development;
- entrepreneurship and SMEs;
- the information society;
- employment, human capital and education.

### ***Environment & risk prevention***

- natural and technological risks; climate change;
- water management;
- waste prevention & management;
- biodiversity and preservation of natural heritage; air quality;
- energy and sustainable transport;
- cultural heritage and landscape.

## Contact information

[www.interreg4c.eu](http://www.interreg4c.eu) • [info@interreg4c.eu](mailto:info@interreg4c.eu) • +33 328 144 100

Four Information Points, coordinated by the Joint Technical Secretariat, assist potential applicants develop their proposals, depending on the location of the lead applicant.

**Information Point North** (Rostock, Germany):  
Denmark, Estonia, Finland, Germany, Latvia,  
Lithuania, Sweden, and Norway  
[IP-North@interreg4c.eu](mailto:IP-North@interreg4c.eu)  
Tel: +49 381 45484 5292

**Information Point East** (Katowice, Poland):  
Austria, Czech Republic, Hungary, Poland,  
Slovakia, Slovenia, Bulgaria and Romania  
[IP-East@interreg4c.eu](mailto:IP-East@interreg4c.eu)  
Tel: +48 32 205 32 30

**Information Point West** (Lille, France):  
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[IP-West@interreg4c.eu](mailto:IP-West@interreg4c.eu)  
Tel: +33 328 144 104

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Cyprus, Greece, Italy, Malta, Portugal and Spain  
[IP-South@interreg4c.eu](mailto:IP-South@interreg4c.eu)  
Tel: +34 96 315 33 19



January 2009

The INTERREG IVC programme is part of the European Territorial Cooperation objective of the Cohesion Policy for the period 2007-2013. It is financed by the European Regional Development Fund.



**INTERREG IVC Joint Technical Secretariat**, Région Nord-Pas de Calais,  
Les Arcuriales, Entrée D - 5<sup>ème</sup> étage, 45 rue de Tournai, 59000 Lille (France)



# INTERREG IVC

## Interregional Cooperation 2007-2013



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 The boundaries and names shown and the designations used on this map do not imply official endorsement or acceptance by INTERREG IVC  
 1. Serbia: Including Kosovo, under the auspices of the United Nations, pursuant to UN Security Council Resolution 1244 of 10 June 1999  
 2. FYROM: Former Yugoslav Republic of Macedonia

### Who can apply?

National, regional and local public authorities, and in justified cases, bodies governed by public law\*.

\*Please refer to the programme manual for a definition of “bodies governed by public law”.

### Funding available

The programme has a budget of up to €321 million from the European Regional Development Fund (ERDF).

€302 million ERDF is available for project funding, of which €71.2 million has already been allocated to projects approved in the first call for proposals.

Norwegian national funding: €2.64 million.

Additional national funding is available for Swiss partners – contact the Swiss National Contact Point for further details.

### Programme co-financing rate

<b>85% (ERDF)</b>	<b>For partners from Bulgaria, Czech Republic, Cyprus, Estonia, Greece, Hungary, Lithuania, Latvia, Malta, Poland, Portugal, Romania, Slovakia, and Slovenia.</b>
<b>75% (ERDF)</b>	<b>For partners from Austria, Belgium, Denmark, Finland, France, Germany, Ireland, Italy, Luxembourg, Netherlands, Spain, Sweden, and UK.</b>
<b>50% (Norwegian national funding)</b>	<b>For partners from Norway.</b>



### Types of interventions

Two types of action are possible under INTERREG IVC

#### Regional Initiative Projects

- these are cooperation projects between partners on a shared regional policy issue within the thematic priorities of the programme.
- the intensity of Regional Initiative Projects varies from networking to intensive joint development of policy instruments and mini-programmes (i.e. projects including subprojects).
- regardless of this intensity, all Regional Initiative Projects must have a particular focus on the exchange of experience.

#### Capitalisation Projects

- these are cooperation projects dedicated to the transfer of good practices into the EU Structural Funds mainstream programmes of the participating regions.
- they build on **existing** good practices, involve policy makers, and develop an ‘Action Plan’.
- Some of the Capitalisation Projects will be labelled ‘Fast Track Projects’ and benefit from additional expertise from the European Commission as part of the Regions for Economic Change initiative.

## Annexe 13: IEPF - Francophonie







NUMÉRO 77 – 4<sup>e</sup> TRIMESTRE 2007

# Coopération décentralisée et développement durable



Institut de l'énergie et de l'environnement  
de la Francophonie  
IEEP



ORGANISATION  
INTERNATIONALE DE  
la francophonie

**Numéro 77**  
**4<sup>e</sup> trimestre 2007**

La revue *Liaison Énergie-Francophonie* est publiée trimestriellement par l'Institut de l'énergie et de l'environnement de la Francophonie (IEEP).

*L'IEEP est un organe subsidiaire de l'Organisation internationale de la Francophonie.*

56, rue Saint-Pierre, 3<sup>e</sup> étage  
 Québec G1K 4A1 Canada  
 Téléphone: 1 (418) 692-5727  
 Télécopie: 1 (418) 692-5644  
 Courriel: iepf@iepf.org  
 Site Internet: www.iepf.org

**Directrice de la publication:**  
 Fatmata DIA Touré

**Rédacteur en chef invité:**  
 Roman Danec

**Comité éditorial interne:**

Faouzia Abdoulhalik  
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**Rubrique *Pour en savoir plus*:**  
 Marjse Labriet

**Édition et réalisation graphique:**

Communications Science-Im pact

**Tirage:**

3 200 exemplaires

**Dépôt légal:**

Bibliothèque et Archives nationales du Québec  
 Bibliothèque et Archives du Canada

ISSN 0840-7827

Les textes et les opinions n'engagent que leurs auteurs. Les appellations, les limites, figurant sur les cartes de LEEF n'impliquent de la part de l'Institut de l'énergie et de l'environnement de la Francophonie aucun jugement quant au statut juridique ou autre d'un territoire quelconque, ni la reconnaissance ou l'acceptation d'une limite particulière.

**Prix de l'abonnement annuel (4 numéros):**

40\$ CAD

Poste-publications – Convention N° 40034719

Imprimé au Canada

Le prochain numéro de *Liaison Énergie-Francophonie* (n° 78, 1<sup>er</sup> trimestre 2008) aura pour thème *20<sup>e</sup> anniversaire de LEEF*



50%

Imprimé avec des encres végétales sur du papier dépourvu d'acide et de chlore et contenant 30% de matières recyclées dont 15% de matières post-consommation.

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# Contenu, bilan et perspectives du programme INTERREG IVC

La coopération décentralisée « européenne » est très souvent dénommée INTERREG, ou coopération territoriale (européenne). La distinction entre la coopération de proximité, dite transfrontalière, la coopération transnationale pour les projets qui nécessitent une aire de coopération plus vaste, et enfin la coopération « à distance », encore dénommée « interrégionale », n'est pas toujours aisée. L'article qui suit permet de mieux comprendre ces distinctions et s'attache, plus particulièrement, à expliquer les enjeux, bilan et perspectives de la coopération interrégionale, aujourd'hui gérée pour l'ensemble de l'Europe, au sein d'un programme unique, INTERREG IVC, par le Conseil Régional Nord – Pas de Calais, à Lille (France).

La coopération décentralisée comprend en France trois volets distincts :

- la coopération au développement, notamment avec l'Afrique francophone, mais également avec d'autres contrées, en Asie (Vietnam, par exemple), ou en Europe centrale ou en Amérique latine ;
- la coopération avec des Collectivités et Régions d'États dont le PIB est voisin de celui de la France, et ce, dans toutes les contrées du monde (Japon, États-Unis, Canada, par exemple) ;
- enfin, cas particulier de la précédente catégorie, la coopération entre les Régions et Villes d'Europe.

Cette forme de coopération vaut d'être distinguée car elle bénéficie de financements massifs de l'Union européenne. Quelque 78 programmes sont ainsi gérés sous l'appellation « INTERREG » et soutenus par plus de 8,5 milliards d'euros :

- 53 de ces programmes sont qualifiés de « transfrontaliers » – ou INTERREG IVA (cas de la coopération franco-belge, ou austro-hongroise, par exemple) ; il s'y ajoute 11 programmes assez similaires aux frontières de l'Union (Pologne – Ukraine, par exemple) ; ces programmes ont pour vocation de favoriser la coopération de proximité entre États (intelligence territoriale dans les domaines de l'économie, de l'éducation, de l'environnement, du transport, de l'aménagement, de la culture et du tourisme, notamment) ;
- 13 programmes, qualifiés de « transnationaux », financent des coopérations dans le cadre d'aires géographiques associant plusieurs États, afin de traiter ensemble des problèmes qui ne peuvent être réglés au niveau transfrontalier (inondations, pollutions à longue distance, corridors de transports, économie, grands projets...):



Michel LAMBLIN

Michel LAMBLIN dirige depuis 2002, pour le compte des 27 États de l'UE (+ la Norvège et la Suisse) le programme européen de coopération interrégionale INTERREG IVC. Ingénieur et gestionnaire d'entreprise, M. Lamblin est également spécialiste des questions d'aménagement du territoire, notamment européen. Il fut chargé de 1993 à 1996 de la mise en œuvre de la Directive européenne sur l'Ozone troposphérique à la Direction générale de l'Environnement de la Commission européenne. Enfin, il fut le gérant du GEIE EUROREGION de 2000 à 2002.

[michel.lamblin@interreg4.net](mailto:michel.lamblin@interreg4.net)

- un programme, enfin, soutient financièrement les projets de coopération portant sur des échanges et transferts de bonnes pratiques de politiques et programmes publics : ce programme a pour nom « INTERREG IVC » ; il finance la coopération à distance ; il est aussi appelé « coopération inter-régionale » et n'exige aucune continuité géographique entre les collectivités coopérantes, à la différence des coopérations transfrontalière et transnationale. Il s'y ajoute trois programmes cousins : URBACT pour la coopération entre réseaux urbains ; IORATE (pour Observatoire de la Recherche sur l'Aménagement du Territoire Européen), et INTERACT, programme de soutien méthodologique aux 78 programmes INTERREG.

### **Coopération et gouvernance : la notion d'« Autorité de gestion »**

L'ensemble des programmes INTERREG est financé par plus de 8,5 milliards d'euros. On comprendra sans peine qu'il est donc nécessaire de les appareiller de solides structures de gestion : Autorité de certification (AC), Autorité d'audit (AA) et Autorité de gestion (AG). L'Autorité de gestion (et le Secrétariat technique conjoint qu'elle met en place avec les États concernés) est le principal organe du programme ; elle incarne ce programme (rôle de communication) et en porte la responsabilité, en termes de régularité et d'efficacité, sous mandat des États qu'elle sert. Dans le cas de INTERREG IVC, l'AG est la Région Nord – Pas de Calais.

Géographiquement située à la croisée des flux de l'Europe du Nord-Ouest, la Région Nord – Pas de Calais a toujours fait montre d'une grande ouverture aux autres, et ce, bien au-delà de ses frontières : dès 1980, notamment avec la Région de Saint-Louis du Sénégal et les Régions du sud de la Pologne sous la présidence de Noël Joseph ; avec près de 5 millions d'euros par an, elle amplifie, à compter de 1992, les coopérations décentralisées existantes sous celle de Marie-Christine Blandin, et y ajoute, d'une part, des accords avec la Région de Kayes au Mali, dès que le Président Alpha Oumar Konaré prend les rênes de la République du Mali, ainsi qu'avec le Centre – Vietnam (Hué, DaNang, QuangNam) et, d'autre part, un solide suivi méthodologique (accords dotés d'objectifs, de moyens, d'indicateurs, etc.) s'appuyant sur des bureaux ouverts dans chacune de ces contrées lointaines. À compter de 1998, ces coopérations se poursuivent, en s'étroffant d'accords

que le Président de la Région Michel Delebarre conclut avec le Québec. Depuis 2002, sous la conduite de son Président Daniel Percheron, cette coopération s'ouvre enfin à Madagascar (Région de Analanjirofo) et au Maroc (Région de Doukkala – Abda).

Mais c'est depuis 2001, notamment, que se développe de façon remarquable la coopération territoriale européenne, avec la prise de fonction d'Autorité de gestion de la coopération transnationale pour l'Europe du Nord-Ouest, et en 2002 de celle de la coopération interrégionale INTERREG III C pour l'Ouest de l'Europe. C'est cette dernière forme de coopération qui permet, en septembre 2007, à la Région Nord – Pas de Calais de prendre, à Lille, la responsabilité de cette coopération interrégionale pour l'Union européenne (27 États), ainsi que pour la Norvège et la Suisse. Quatre « Points d'information », situés à Rostock, Katowice, Valencia et Lille, complètent le dispositif et assurent la dissémination du programme dans le Nord, l'Est, le Sud et l'Ouest de l'Europe.

Deux autres acteurs français majeurs assurent aux côtés de la Région la gestion du programme INTERREG IVC : la Caisse des Dépôts et Concessions, pour ce qui relève de la certification et des paiements relatifs aux projets IVC, et la Commission interministérielle de coordination des contrôles portant sur les actions cofinancées par les fonds structurels (CICC-FS), présidée par Jean-Pierre Jochum, Inspecteur Général des Finances. Le trio AG/AC/AA assure la gestion solide du programme, en coopération étroite avec la Délégation Interministérielle à l'aménagement et à la compétitivité des territoires (DIACT), ex-DATAR.

### **Bilan de INTERREG III C**

Les thématiques traitées sous le programme d'INTERREG III C concernaient le domaine de l'énergie sous plusieurs angles : environnement, énergie et ressources naturelles, transport, recherche et technologie. 22% des projets III C ont précisément porté sur le thème de l'environnement, de la prévention des risques, de l'énergie et des ressources naturelles.

Si de 2000 à 2006 la stratégie de l'Union européenne en matière de politique régionale se décline dans tous les domaines de l'action publique territoriale (économie, aménagement, transport, environnement, culture, patrimoine...), le sommet des Chefs d'États de l'UE, en mars 2005, a conduit l'UE à concentrer son

action sur deux priorités pour la période 2007-2013 : l'innovation et la société de la connaissance, d'une part, l'environnement et la prévention des risques, d'autre part.

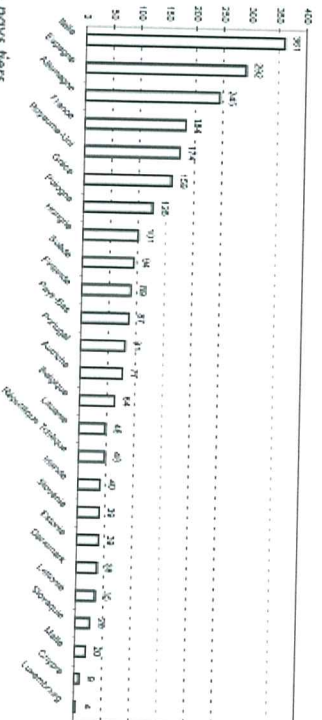
Comme l'indique le tableau ci-dessous, on peut observer que plus de 2 600 collectivités ont participé à 264 projets de coopération interrégionale de

2002 à 2006, et ce, en tous domaines. Comme le rappelle Michel Delebarre, Président du Comité des Régions : « INTERREG IVC... est un formidable vivier d'expériences. C'est le laboratoire de l'Europe, à l'image du département « recherche-développement » d'un grand groupe industriel. On peut y puiser à l'infini de bonnes idées, pour redonner du souffle à nos politiques. »



### INTERREG IVC faits et chiffres (Septembre 2005)

■ Nombre de partenaires par Etat Membre de l'UE



## Descriptif du programme INTERREG IVC (2007-2013)

Ces nouvelles priorités se déclinent plus précisément en :

*Innovation et économie de la connaissance (177 MEUR)*

- a. Recherche, technologie et développement
- b. Société de l'information
- c. Entrepreneuriat, PME et développement du secteur économique
- d. Emploi, ressources humaines et éducation

*Environnement et prévention des risques (125 MEUR)*

- a. Énergie et Transport durable (dont la qualité de l'air)
- b. Biodiversité et préservation du patrimoine naturel
- c. Risques naturels et technologiques (dont le changement climatique)
- d. Gestion de l'eau et des déchets
- e. Patrimoine culturel

Deux types d'intervention sont proposés aux Régions et Villes désireuses de se lancer dans pareille coopération :

- Les Projets d'initiative régionale, qui ont une « intensité » de coopération pouvant aller du simple réseau (débutant) au mini-programme entre régions se connaissant bien et souhaitant financer elles-mêmes des projets entre leurs acteurs ;
- Les Projets de capitalisation, qui mobilisent un peu moins de partenaires et visent au transfert de bonnes pratiques (politiques et programmes publics) dans les programmes régionaux financés par l'UE (aussi qualifiés de « mainstream »).

### Enjeux de la coopération interrégionale

L'ambition d'un programme tel que INTERREG IVC, doté de 321 millions d'euros, est d'avoir un effet de levier le plus important possible sur l'ensemble des fonds de la politique régionale. En effet, les programmes financés par l'UE dans chaque Région européenne pour leur propre développement régional, qu'ils soient catalogués « convergence » (PIB inférieur à 75% de la moyenne communautaire)

ou « compétitivité » (PIB supérieur à 75%), sont dotés dans leur ensemble (pour toutes les Régions d'Europe) de 300 milliards d'euros. Si les bonnes pratiques identifiées dans le cadre d'INTERREG IVC dans les domaines de l'innovation et de l'environnement peuvent permettre à certaines régions ou villes de bénéficier des succès (et aussi des échecs !) d'autres collectivités territoriales ayant déjà expérimenté telle ou telle politique ou programme, autant en profiter, et ainsi, avec un effet de levier de un pour mille (300 millions/300 milliards), améliorer l'efficacité de l'ensemble de la politique régionale de l'UE.

Tels sont les enjeux de la coopération interrégionale !

### Énergie, développement durable et coopération

Pour vivre, se mouvoir et se développer, toute forme d'organisation humaine a besoin d'énergie. Toutes les formes d'énergie ont leurs avantages et leurs inconvénients, même si les énergies dites renouvelables ont des inconvénients (prix apparent, emprise au sol, bruit) moins « graves » que leurs pendant fossiles (pollution, radiations). Il est toutefois très important de rappeler qu'il existe toujours d'énormes gisements d'économies d'énergie, et ce, à confort ou service rendu égal. Certes, l'isolation, la régulation, la programmation dans le domaine du chauffage, la modération au volant ou tous les processus « intelligents » dans l'industrie sont moins visibles ou démonstratifs que des organes de production (usine électrique, extraction d'énergie fossile ou énergies renouvelables). De ce fait, ce sont souvent ces modes de production nouveaux ou améliorés qu'on retient quand on parle de progrès ou d'avenir dans le domaine de l'énergie.

N'oublions pas les simples économies d'énergie ou de matières premières. Moins visibles, moins « brillantes », elles sont également souvent beaucoup moins chères à mettre en œuvre. Et les « mégawatts » que d'une certaine manière elles fournissent sont d'un temps de retour sans égal. Des projets INTERREG IIC tels que RUSE (comme *Redirecting Urban areas development towards Sustainable Energy*) développé par Énergie-Cités (Besançon) ou des réseaux de Régions tels que la FEDARENE (Bruxelles) mettent à disposition de nombreux exemples très aisément transférables en ce domaine.



## Autres clés pour une coopération durable

« Quelle chance de favoriser la rencontre des Régions d'Europe autour de l'innovation et de l'échange de bonnes pratiques ! Nous croyons en cette Europe des solidarités chère à Robert Schuman, reposant sur la rencontre, le partenariat, la recherche de réponses communes. » Ainsi s'exprimait récemment

Martine Fillenl, Vice-Présidente de la Région Nord

– Pas de Calais, dans un éditorial de la publication finale d'INTERREG IVC Ouest. Il est en effet important que les contrées d'Europe ne limitent pas leurs rencontres au seul niveau des Chefs d'États et des gouvernements. La majorité des politiques publiques sont conduites à des niveaux infra-étatiques, et des programmes tels qu'INTERREG IVC permettent ce bouillonnement des idées entre praticiens de politiques de développement local.

Après tout, qu'est ce que le monde sinon la vision que chacun en a. N'y aurait-il donc pas autant de « mondes » qu'il y a d'individus ? Et chacun dans ce concert peut dès lors apporter son lot d'innovations. Nous partageons souvent les mêmes problèmes : le fait d'avoir à les affronter dans des contextes économiques, juridiques, fiscaux, climatiques, administratifs, linguistiques et culturels différents nous amène à produire des réponses ou solutions d'une extrême diversité. Il nous faut échanger cette richesse !

## Conclusion

Comme le rappelle Philippe Suinen, Représentant personnel de la Ministre-Présidente de la Communauté française de Belgique auprès de l'Organisation internationale de la Francophonie, à propos de l'adoption par l'UNESCO d'une convention sur la promotion et la protection de la diversité des expressions culturelles : « la diversité est enfin considérée comme « un patrimoine commun de l'humanité » et sa défense « comme un impératif éthique, inséparable du respect de la dignité de la personne ». Et s'il peut paraître paradoxal que soit

### Les participants aux opérations

d'INTERREG IVC (des milliers d'agents du secteur public) trouveront dans la mise en œuvre de leurs projets l'opportunité de confronter leur diversité culturelle.

comme le permettrait également INTERREG IVC, il n'en reste pas moins que les participants aux opérations d'INTERREG IVC (des milliers d'agents du secteur public) trouveront dans la mise en œuvre de leurs projets l'opportunité de confronter leur diversité culturelle. Ajoutons que c'est cette diversité même qui leur permettra d'être innovants et d'adopter de meilleures pratiques publiques, ou d'en transférer à d'autres, tant la diversité culturelle est gage d'innovation en tous domaines.

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