

# Interreg VA Italy - Croatia CBC Programme 2014-2020

## Project start & implementation

Marin Miletic | Joint Secretariat Project Manager

AdSWiM – Kick off meeting

09/04/2019

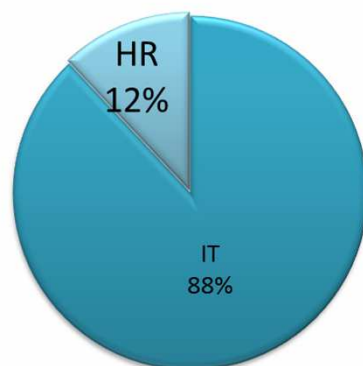
# PROGRAMME AREA

## KEY FIGURES

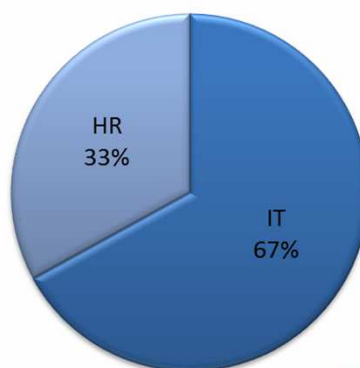
- ✓ 2 Member States
- ✓ 12,5 million citizens
- ✓ 25 Italian provinces (NUTS III) and 8 Croatian counties
- ✓ Eligible programme area + Assimilated partners
- ✓ 948 km of maritime border
- ✓ 85.562 km<sup>2</sup> surface of eligible area
- ✓ English as Programme official language



Population area distribution



Surface area distribution



# ITALY-CROATIA STATE OF THE ART STANDARD Projects

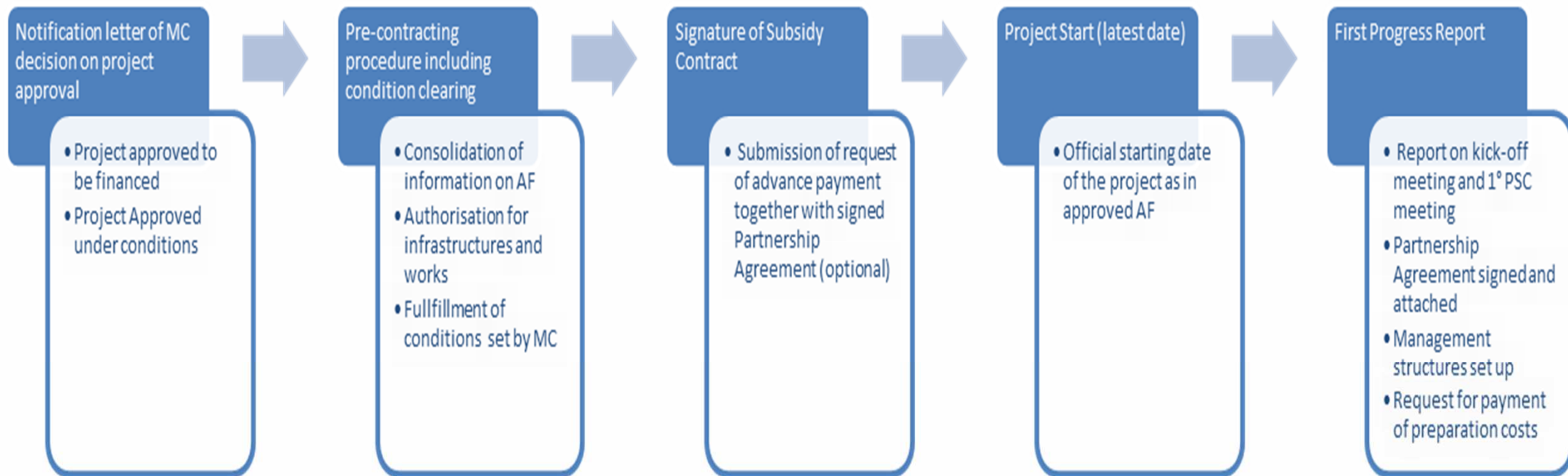
- ✓ Approved projects have gone through the Condition Clearing procedure
- ✓ Subsidy Contracts between MA and LP are expected to be signed in **early 2019**
- ✓ Partnership Agreement between LP and PPs to be signed after Subsidy Contract
- ✓ Factsheet n. 6 "Project Implementation" will be the main reference during the project implementation
- ✓ LPs Seminar expected beginning April 2019

# PROJECT IMPLEMENTATION

## PROJECT START

1. **Pre-contracting phase:** consolidation of information included in the Application Form (AF), the handing to the Managing Authority (MA) of the documents needed to sign the Subsidy Contract, the fulfillment of the conditions for funding set by the Monitoring Committee (MC)
2. **Signature of the Subsidy Contract** between the MA and the LP
3. **Project start:** signature of the Partnership Agreement, the organization of the Kick-off meeting, the setting up of the management structures (especially LP management team and Project Steering Committee)
4. **Submission of the first Progress Report (30/06/2019):** it has some mandatory attachments (Partnership Agreement signed, supporting documents of the kick-off meeting organized and proof of the setting up of the Management Structures)

# PROJECT IMPLEMENTATION - START



# PROJECT IMPLEMENTATION - Management

## Project Management Team

minimum functions: Project Manager, Finance Manager; Communication Manager

## Project Steering Committee (PSC)

mandatory structure that shall hold meetings at least once per reporting period, in which each partner has to be represented and should actively take part in the decision making process.

Main tasks of the PSC are:

- ✓ Monitoring and validation of project contents
- ✓ Monitoring of project finances: this includes monitoring the project budget, budget flexibility and project spending
- ✓ Monitoring of project communication
- ✓ Review of the management performance and of the quality of progress reporting towards the Programme bodies
- ✓ Monitoring and management of deviations

## Risk Management

identifying, assessing and dealing with risks

## Project internal communication

To ensure effective exchange and coordination among PPs

# PROJECT IMPLEMENTATION - Management

Factsheets N. 6 «Project Implementation» provides useful information on:

- ✓ Public procurement
- ✓ State Aid
- ✓ Branding rules
- ✓ Horizontal principles
- ✓ Revenues
- ✓ Expenditure outside the Programme Area
- ✓ Non-eligible expenditure



# PROJECT IMPLEMENTATION

## FINANCIAL MANAGEMENT - GENERAL ELIGIBILITY REQUIREMENTS

Programme rules on eligibility of expenditures are developed based on the **EC Delegated Regulation No. 481/2014 → Specific rules on eligibility of expenditure for cooperation programmes** and, in addition to that Delegated Regulation, are also in line with the relevant EU Regulations in particular Regulation (EC) No. 1301/2013 (ERDF Regulation), Regulation (EC) No. 1303/2013 (CPR) and Regulation 1299/2013 (ETC Regulation).

In order to be considered eligible expenditures have to fulfill, among others, the following general criteria:

- ✓ Expenditure are related to the preparation and implementation of the **project as approved** by the Monitoring Committee, are **essential** for the achievement of the agreed project activities and would not be incurred if the project is not carried out;
- ✓ Expenditure must comply with the **principle of efficiency, effectiveness and economy**;
- ✓ Expenditure are incurred and paid by the **beneficiaries** indicated in the AF during the **eligibility period** of the project (See Time-wise eligibility of expenditure in FS n.6 for Preparation costs; Implementation costs and Closure costs);
- ✓ Expenditure relate to activities that have not been 100% financed from other financial instruments (**double-funding is excluded**);
- ✓ Expenditure are **supported by invoices or other documents with probative value** directly attributable to a certain beneficiary with the exception of the costs calculated as flat rates and lump sums;
- ✓ Expenditure are in line with **eligibility rules** on EU, programme and national eligibility rules. The relevant **procurement rules** have been observed, if applicable;

.....Expenditure have been **validated by an authorised First Level Controller!**



# IMPLEMENTATION – Financial Management

## Budget Lines

1. Preparation costs
2. Staff costs
3. Office and administration
4. Travel and accommodation
5. External expertise and services
6. Equipment
7. Small scale infrastructure and construction works

For all Budget Lines, the following key info are provided:

- ✓ Definition
- ✓ Form of reimbursement
- ✓ Reporting requirements
- ✓ Audit trail
- ✓ Examples

## STAFF EMPLOYED BY THE BENEFICIARY

### Gross employment costs

Salary payments fixed in employment document or by law

Any other costs directly linked to salary payments (employment taxes and social security) IF fixed in employment doc or by law, in accordance with legislation and standard practices and not recoverable.

# IMPLEMENTATION - Staff

## REAL COSTS

- Full time
- Part-time with fixed % of time per month
- Part-time with flexible no. hours per month
  - (a) Monthly working time OR
  - (b) Simplified cost option of 1720h
- Hourly basis

# IMPLEMENTATION – Office and administration

**FLAT 15%**

Operating and administrative expenses of the day-to-day operations occurred by the beneficiary and necessary for the implementation of the project

Exhaustive list defined in Del. Reg. 481/2014 and in FS no. 3

Automatically calculated as 15% of eligible direct staff costs



**EXAMPLE**

Eligible reported staff costs  
€36,000  
Flat rate for office and administration 15%  
Eligible reported office and administrative expenditure: €36,000 \* 15% = €5,400

# IMPLEMENTATION – Travel and accomodation

**Staff of  
beneficiary  
travelling  
for project  
purposes**

**Exhaustive list defined in Del. Reg.  
481/2014 and in FS no. 3:**

- Travel costs**
- Cost of meals**
- Accomodation costs**
- Visa costs**
- Daily allowances**

# IMPLEMENTATION – External expertise and services

**Services and expertise provided by a public or private body or a natural person outside the beneficiary organization**

**Costs paid on the basis of contracts or written agreements and against invoices or requests for reimbursement**

**Exhaustive list defined in Del. Reg. 481/2014 and in FS no. 3**

**Public procurement rules**

**EU + National + Programme + Internal rules > the stricter applies**

**Programme rule: bid-at-three > 5.000€ excl. VAT; adequacy of costs < 5.000€**

# IMPLEMENTATION – Equipment

**Equipment purchased, rented or leased by a beneficiary other than those covered by the BL Office and administration**

**Equipment for general (office) use**

**Thematic equipment**

**Exhaustive list defined in Del. Reg. 481/2014 and in FS no. 3**

- In case of new thematic equipment exclusively used for project purposes the full cost of new equipment is eligible otherwise pro-rata
- Equipment for general (office) use already in possession of the beneficiary organisation is NOT eligible
- New equipment for general (office) must be purchased within 6 months of the project duration (depreciation)



# IMPLEMENTATION — Small scale infrastructure and construction works

## Small scale infrastr. & construction works

Small scale Infrastructure and construction works may either refer to an object (e.g. a building) that will be set up ex-novo or to the adaptation of an already existing infrastructure

List of eligible small scale Infrastructure and construction works expenditures (in line with exhaustive list defined in Annex II of the Directive 2014/24/EU) in Factsheet no. 3

Where the total public support for a project carrying out infrastructure and/or construction works exceeds EUR 500.000, it is obligatory to establish temporary billboards during their implementation. No later than three months after completion of the infrastructure, projects have to put up a permanent plaque or billboard.

Where the total public support for a project with infrastructure or construction measures does not exceed EUR 500.000, at least one poster (minimum size A3) has to be placed on the infrastructure or construction, or (if not possible) at a place nearby readily visible to the public.

# IMPLEMENTATION – Project Changes

Modifications of the partnership

major modification

Budget modifications

minor or major modification

Modifications of the workplan

minor or major modification

Extension of the project duration

only once and in justified cases

# PROJECT IMPLEMENTATION

Decision by MC is needed

## MAJOR MODIFICATIONS

Partnership	Budget	Workplan	Extension of the project duration
Withdrawal with replacement by new PP	Increase > 20% In any budget line In any WP	Project approach/objectives/results	Exception to the general rule
Withdrawal with replacement by existing PP(s) Withdrawal with no replacement	Reallocation of funds among PPs/LP	Activities/deliverables/outputs/target Indicators State aid relevance of activities	Max 6 months In any case: S+ max 21 months S max 36 months Closure by 31/12/2023
Anytime	only once in the 2 <sup>nd</sup> half of project, 2-3 months before end date	in the 2 <sup>nd</sup> half of project, 2-3 months before end date	in the 2 <sup>nd</sup> half of project, 2-3 months before end date
Approval by the MC	Approval by the MC	Approval by the MC	Approval by the MC

# PROJECT IMPLEMENTATION - REPORTING

Report is due on a **6-monthly-basis**, as specified in Subsidy Contract / Partnership Agreement

Follows the **LP principle**, as the LP is in charge of collecting and checking the reports prepared by its PPs and verified by First Level Controllers

Deadline for submission of Progress Report is 3 months after the end of reporting period. Project internal framework for reporting (e.g. deadline for delivering project reports to FLC and to LP) to be agreed within each project.

# PROJECT IMPLEMENTATION - REPORTING

LP Report  
PP1 Report  
PP2 Report  
PP3 Report  
.....

LP FLC  
PP1 FLC  
PP2 FLC  
PP3 FLC  
.....

Completion of  
PROGRESS  
REPORT by LP and  
Submission via SIU

Check of  
PROGRESS  
REPORT by JS,  
integrations and  
confirmation

Submission of  
APPLICATION FOR  
REIMBURSEMENT  
via SIU

Certification and  
Payment  
by CA/MA

# PROJECT IMPLEMENTATION - COMMUNICATION

## PROJECT COMMUNICATION

AVAILABLE ON THE PROGRAMME WEBSITE [WWW.ITALY-CROATIA.EU](http://WWW.ITALY-CROATIA.EU) (Section: Project implementation documents)

- ✓ Programme **Communication strategy**
- ✓ **Factsheet n. 8 “Project Communication”** where information related to the projects’ communication approach is provided
- ✓ Programme **logo** and the Programme **Brand Manual**
- ✓ Project Brand Manual

Moreover, each “Standard” project will be provided with its own **Communication kit material**:

- ✓ Logos (in different versions);
- ✓ Posters, Plaque/Billboards;
- ✓ Office models (word, excel, ppt)
- ✓ Cover pages for reports, minutes, press kits
- ✓ Layouts for project meetings invitations

# PROJECT IMPLEMENTATION - COMMUNICATION

## PROJECT COMMUNICATION

Per each approved project one overall project communication manager must be appointed internally to the partnership (usually the LP or another PPs' representative in charge for the overall WP2 coordination).

Please:

- ✓ Verify the eligible/non-eligible expenditures and minimum activities that the Programme is expecting from projects

➡ **Factsheet 8** ([http://www.italy-croatia.eu/sites/default/files/20180719\\_Factsheet\\_8\\_Communication.pdf](http://www.italy-croatia.eu/sites/default/files/20180719_Factsheet_8_Communication.pdf))

- ✓ Verify the minimum project visibility elements and requirements on how/where the project logos and ERDF quote should be placed on the promotional materials

➡ **Project Brand Manual** ([http://www.italy-croatia.eu/sites/default/files/Project\\_Brand\\_Manual\\_10042018.pdf](http://www.italy-croatia.eu/sites/default/files/Project_Brand_Manual_10042018.pdf))

- ✓ The official logos that the Projects must use are those that the Programme have prepared for them.

- ✓ The logos can be anticipated to the projects according to their request.



# PROJECT IMPLEMENTATION - COMMUNICATION

## PROJECT COMMUNICATION

Projects should publish their project events announcements and project news on the Programme website. Before the new website carrying project web-sections is ready, project events/agendas/news/articles/pictures should be published using the received template and sending the template to the Programme communication officers (*Tea Ivanisevic* - [tea.ivanisevic@regione.veneto.it](mailto:tea.ivanisevic@regione.veneto.it)).

It is mandatory that each beneficiary informs the public about the support obtained from the Funds by providing on the beneficiary's website (where such a website exists) a short description of the operation, proportionate to the level of support, including its aims and results, and highlighting the financial support from the Union. During the 1st Progress Report, the project communication manager should include the screenshots of this news published on the partners' institutional websites from all the project partners.

Each approved project should communicate: **Name, Surname and the E-mail** of only 1 person appointed as web-content manager on behalf of the project. According to the internal project agreements the person in charge may be the LP or the overall Project Communication Manager, or another third party.

# PROJECT IMPLEMENTATION - COMMUNICATION

NEWS / EVENTS
Title
<i>Max. 30 characters</i>
Tags
<i>Example: innovation, clusters, R&amp;D, smart specialization, policy, maritime, ToR, selection, vacancy etc...</i>
Body
<i>Max. 1500 characters (spaces included)</i>
Image (if any)
<i>Files must be less than 800 pixel. You can send them in separate attachment as file types: png gif jpg jpeg</i>

# PROJECT IMPLEMENTATION - RECOMMENDATION

## GENERAL RECOMMENDATIONS

### RESPECT FOR THE LP PRINCIPLE

one institution is appointed as LP acting as project interface with the Programme (MA/JS).  
The LP is also the contractual counterpart of the Programme (signing the Subsidy Contract with the MA)

### COLLABORATION WITH PROGRAMME BODIES

LP shall address the assigned Project Manager in case of issues / doubts / deviations during implementation, try to anticipate problems and address them timely and effectively

### LP/PP OBLIGATIONS

Keep in mind your obligations (described in FS3 and Subsidy Contract/ Partnership Agreement) and respect deadlines

# CONTACT US

## Joint Secretariat and Managing Authority

Veneto Region  
Area for Human Capital, Culture and  
Programming of EU Funds  
Directorate for Joint Programming  
Italy-Croatia Managing Authority

Dorsoduro, 3494/A - 30123 Venezia, Italy

+39 041 279 1720

[js.italy-croatia@regione.veneto.it](mailto:js.italy-croatia@regione.veneto.it)

[italia.croazia@pec.regione.veneto.it](mailto:italia.croazia@pec.regione.veneto.it)

[www.italy-croatia.eu](http://www.italy-croatia.eu)

## Joint Secretariat Branch Offices

ZADAR & DUBROVNIK

Agency for Regional Development of the Republic of Croatia  
Directorate for General Affairs

Glagoljaška 14, 23 000 Zadar, Croatia

+385 23 316 336

+385 23 250 920

Branitelja Dubrovnika 41, 20 000 Dubrovnik, Croatia

+385 20 834 308

[js.it-hr.branch-offices@arr.hr](mailto:js.it-hr.branch-offices@arr.hr)