
Final reporting

- lessons learned, important points and the smooth process

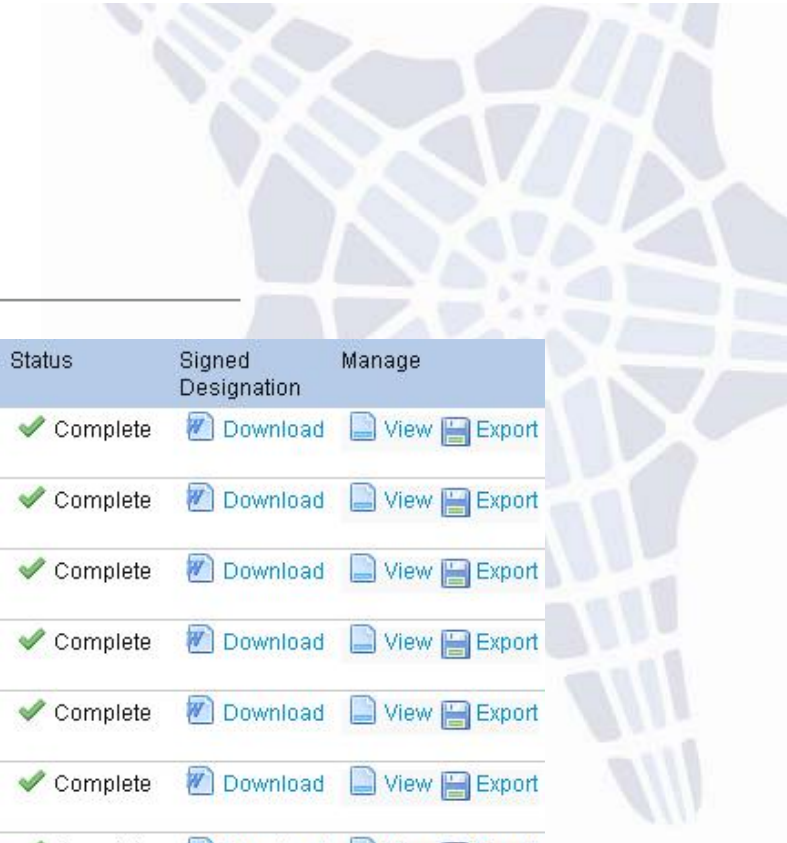
FLC seminar








































Agenda

- First Level Control (FLC) designation
- Appendix 6
- Appendix 8
- Appendix 9
- On-the-spot verification
- Reporting on activities
- The Online Monitoring System (OMS)
- Communication

FLC designation

- Remember to make sure that all beneficiaries have a designated FLC.
- The designation should be marked as "complete" in the OMS.



Status	Signed Designation	Manage
✓ Complete	 Download	 View  Export
✓ Complete	 Download	 View  Export
✓ Complete	 Download	 View  Export
✓ Complete	 Download	 View  Export
✓ Complete	 Download	 View  Export
✓ Complete	 Download	 View  Export
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✓ Complete	 Download	 View  Export
✓ Complete	 Download	 View  Export
✓ Complete	 Download	 View  Export
✓ Complete	 Download	 View  Export
✓ Complete	 Download	 View  Export

Appendix 6

1. Amount from column 13 of appendix 9
2. Accepted amount if adjusted for ineligible findings
3. Comment on the findings, if any
4. Especially remember the statement about hourly rate calculation
5. Replace XXX with relevant country
6. Insert the data of the finance report (submission date)

Appendix 6

Control information and summary

Accumulated amount declared by beneficiaries (including Lead Beneficiary) to the project controller	1
Amount accepted by the project controller	2
Specify the amount of expenditure found ineligible and the reasons.	3
General observations / reservations concerning the current control period Treatment given to these observations / reservations. Follow up on issues from previous claims.	4
Any recommendations/issues to be followed-up in the next progress report	

I, _____, have carried out the control required and that this checklist has been filled in in accordance with the Manual for 1st level control in the Interreg I/B North Sea Region Programme and in accordance with XXX (country) laws as listed in appendix 11 to the Manual. This statement is part of the control statement in section 10 of the finance report dated XX.XX.XXXX(date).

Place, _____ Date, _____

Name, _____ Signature of the controller, _____

Official stamp¹

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

Appendix 6

7. Further in this section;

- Comment on whether any second level control findings have been deducted or not (self-correction).
- Response to any follow up questions addressed to your FLC in the latest payment cover letter (PCL)
- Areas identified internally.

Appendix 6

Control information and summary

Accumulated amount declared by beneficiaries (including Lead Beneficiary) to the project controller	
Amount accepted by the project controller	
Specify the amount of expenditure found ineligible and the reasons.	<i>A clear specification of the observations/reservations, if any, expressed about the eligibility of some expenses.</i>
General observations / reservations concerning the current control period Treatment given to these observations / reservations. Follow up on issues from previous claims.	<i>Describe the measures implemented to solve the errors detected and recommendations to avoid the repetition of the same type of anomalies in the future.</i> <i>If any findings 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>
Any recommendations/issues to be followed-up in the next progress report	

I confirm that I have carried out the control required and that this checklist has been filled in in accordance with the Manual for 1st level control in the Interreg I/VB North Sea Region Programme and in accordance with XXX (country) laws as listed in appendix 11 to the Manual. This checklist is part of the control statement in section 10 of the finance report dated XX.XX.XXXX(date).

Place, _____

Date, _____

Name, _____

Signature of the controller, _____

Official stamp¹

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

Appendix 8

4. Funding													
For beneficiaries not using EUROS as national currency, please add currency shortsign below. (The report needs to be in EUROS!)	a) ERDF Grant	b) Co- and Matchfunding as per (see 3b entry),					of which		Paid outside NSR				Equivalent to EUROS in differing national currencies
	1	ERDF received	eligible Public	eligible Private	in-eligible	total	Flat Overhead	Sub partners	Within BSR, NWE, NPP	Inside EU, outside BSR, NWE, NPP	paid outside EU	Land purchase	
Beneficiary, Country, Currency	EURO	2	EURO	EURO	EURO	EURO	EURO	EURO	EURO	EURO	EURO	EURO	EURO
1 Lead Beneficiary													
2													
3													
Total	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

4.1 Funding (Preparation Costs)			
Beneficiary and country	a) TOTAL PREPARATION COSTS	b) ERDF	c) OWN CONTRIBUTION
1 Lead Beneficiary		4	
2			
3			
Total	0,00	0,00	0,00

Make sure that:

1. The ERDF and ERDF/eq grant is correctly reflected
2. "ERDF recieved" illustrates the situation after the final payment to the project has been made
3. Amounts paid outside the programme area have been cleared and are listed correctly
4. Table 4.1 reflects all claimed preparation costs

Appendix 8

8. Bank details, date and signature of Lead Beneficiary
Bank account holder: _____
Full address: _____
Bank name: _____
Full address: _____
Bank registration code: _____
SWIFT: _____
Bank account number: _____
IBAN: _____
Internal reference: _____

1. Remember to fill in the latest verified account informations

Appendix 9

Accumulated overview of controlled realised expenditure for the whole partnership, [Project], [Reporting Round]

Organisation	Country	1. External experts and consultants	2. Temporary staff	3. Permanent staff	4. Travel and accommodation	5. Meetings, conferences, seminars	6. General costs	Of which flat overhead based	7. Promotion and publications	8. Material investments	Of which land purchase	9. Control Costs	10. Other	11. Irrecoverable VAT	12. (-) Revenue	13. Total eligible expenditure	13a. outside NSR but within BSR, NPP, NWE (max 20%)
1			2					3		4		5					

6
7

When controlling appendix 9 please remember to ensure;

1. A correct split between main partners and sub-partners
2. In accordance with the statement from appendix 6, that all staff costs are trustfully calculated
3. That no flat-rate has been applied under the budget line for general costs
4. That material investments have been approved in the latest application form
5. No direct control costs are reported by Swedish beneficiaries
6. Ineligible findings are reflected
7. Preparation costs (claimed and received) are reflected

Appendix 8a

On-the-spot verification

Summary information about on-the-spot verifications					
Project:					
Beneficiary/sub-partner	Country	1st level controller details	Amount of expenditure declared to the controller	On-the-spot verifications of individual operations cf. Article 13.2b (1828/2006)	
				No.	Date of on-the-spot verification
1		2		3	

Remember;

1. to list all beneficiaries
 - a) Also sub-partners
 - b) UK beneficiaries at all times
 - c) Swedish beneficiaries are optional
2. The details of the controller (only viewable after designation)
3. The amount verified

Errors in the OMS

- If errors or inconsistencies are discovered in the OMS, please address the issue as soon as possible to either the secretariat or via the help form in the system.

Request for change

- Request for final change to the application form (content and finance), at the latest with the final report
 - But; the sooner the better

Reporting on activities

- Make sure to answer all questions
- Make sure to follow up on any Steering Committee conditions you recieved upon approval
- Make sure to take into account any approved content changes and report on the final outcome

Reporting on activities

- Indicators – If any deviations from targets, please justify
- Please follow the link to questionnaire from INTERACT
 - Logon details will be provided by JTS
- Enclosures

Communication - why bother?

***If a tree falls in a
forrest and it isn't
communicated...
– did it really
happen?***

- Obligation to show how public funds are used
- Project results only meaningful when communicated
- Share learnings with project community and create project legacy
- Disseminate results to wider audience so new ideas can be generated

Checklist: Communication

Project section: Ensures that all information remains available for Commission auditors after project closure and closure of websites

1. Update list of results
 2. Upload all good and relevant photos
 3. Upload all relevant documents
-
- ✓ Submit any videos or other material produced
 - ✓ Provide additional input for newsletter and results tool



Simplified procedure for 2014 – 2020!

Tap into the North Sea audience

Large North Sea audience of project developers, knowledge institutions, private companies and local, regional, national and EU policy makers:

- Website/ project section: 3,492 active users the past month
- Newsletter: 1000 readers
- Social media interest, eg:
 - LinkedIn: 1,300 followers
 - YouTube: 7,000 views
- Results tool (online soon)

Thousands of followers on social media ready to share your story with a wider audience



We tell the good stories - if we know them

NSRP PROJECTS

Here you can see the list of IVB projects or search for a specific project. There are currently 60 projects under the 2007-2013 Programme.



The North Sea Region Programme 2007-2013 works with cutting edge policy areas in regional development through transnational projects.

A principal aim of the Programme is to expand the scope of territorial cooperation and focus on high quality projects in innovation, the environment, accessibility, and sustainable and competitive communities.

The 2007-2013 Programme connects regions from seven countries around the North Sea, incorporating policy level planning and the long lasting and tangible effects of projects. These are the foundations of the future transnational projects, which will create added value to partner regions and beyond.



PROJECTS

Aquarius
NSBWO - North Sea
Ballast Water
Opportunity project

CLWAT



PROGRAMME VIDEOS



- Regular contact from press and local, regional, national and EU policy makers regarding good examples of project work
- We are happy to share your stories, but cannot do it without your input

Links

- **Guidance note on final reporting**
 - http://www.northsearegion.eu/files/user/File/IVB%20Document%20Library/Manual_First_Level_Control/Final_Reports_IVB_Guidance_Note_Final_Aug_2013.pdf
- **First level control manual**
 - http://www.northsearegion.eu/files/user/File/IVB%20Document%20Library/Manual_First_Level_Control/Manual%20on%20First%20Level%20Control.pdf
- **Hourly rate calculation**
 - http://www.northsearegion.eu/files/user/File/IVB%20Document%20Library/Manual_First_Level_Control/Hourly_rate_calculation.pdf
- **On-the-spot verification**
 - http://www.northsearegion.eu/files/user/File/IVB%20Document%20Library/Manual_First_Level_Control/On_the_spot_verifications_-_Guidance.pdf