Interreg Baltic Sea Region

Co-funded by the European Union

The Lead Partner Seminar of Core Projects Day 2

Berlin | 16 November 2023

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Abbreviation quiz
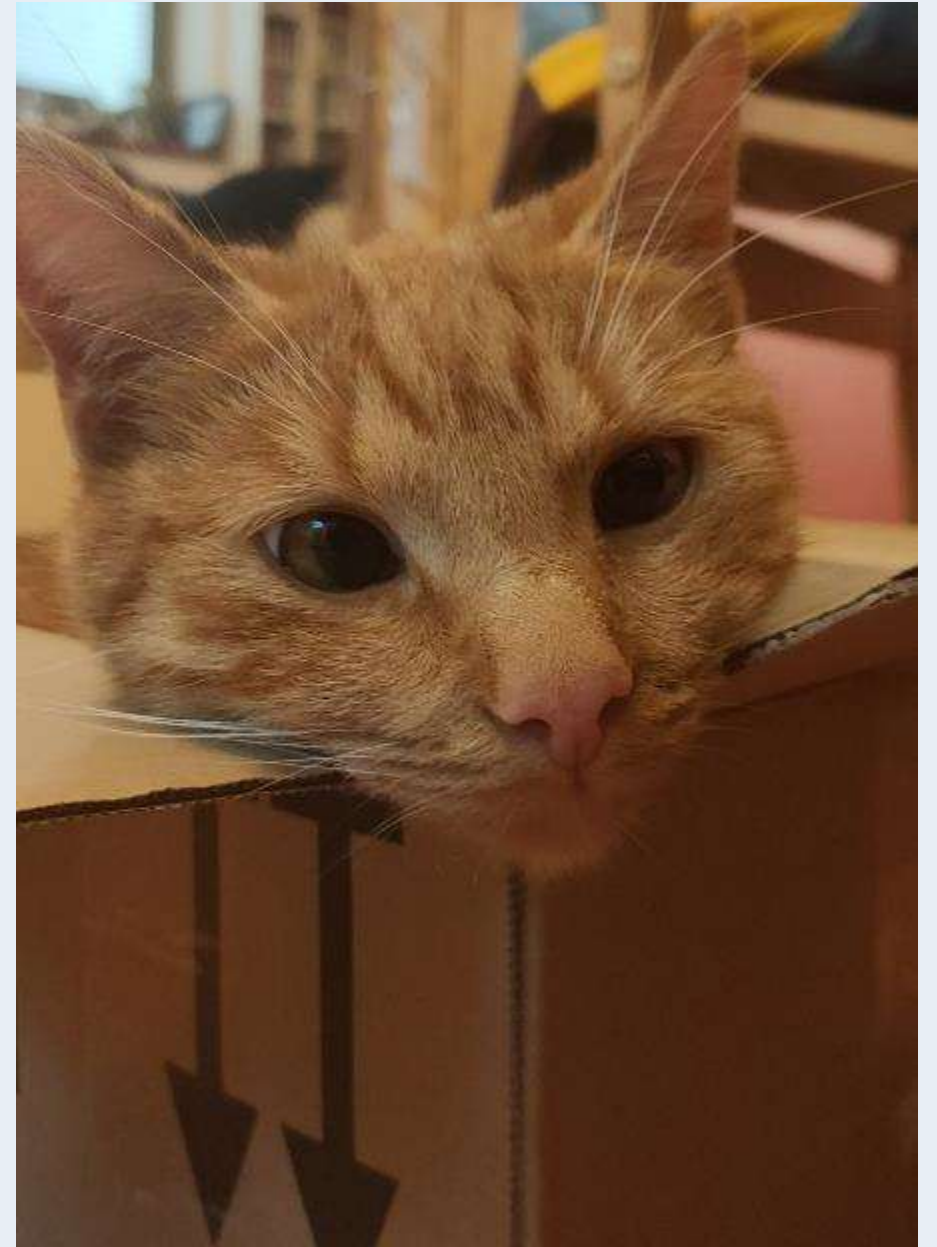
a) **EFRR** - Evropský fond pro regionální rozvoj
b) **FESR** - Fondo europeo di sviluppo regionale
c) **FEDR** - Fondul european de dezvoltare regională

Why will my colleagues talk about **CATs** today?

What means PPR

in Interreg Baltic Sea Region Programme context?

Agenda - day 2

9:00 – 9:10	Welcome back
9:10 – 10:45	Practical aspects of reporting - part I
10:45 – 11:15	Coffee break
11:15 – 12:50	Practical aspects of reporting - part II
12:50 – 13:00	Wrap-up and final conclusions

Where are we at?

BAMOS+

Technical aspects of reporting

Eligibility

Audit and control

Further responsibilities

BAMOS+

Electronic data exchange system

Documents & **administers project life cycle**, e.g.

- ✓ Application
- ✓ Reporting
- ✓ Certification of costs
- ✓ Project changes
- ✓ Communication between lead partner (LP)
  & Managing Authority/Joint Secretariat (MA/JS)

BAMOS+

User roles

Project level

✓ Users access project data via the **Dashboard**

Partner level

✓ Users access partner report data via '**Partners**'

Special users

✓ National controllers

✓ Designation authorities

BAMOS+

User rights

For defined sections

✓ Read / Read+Write / Read+Write+Submit

✓ Observe the Terms & Conditions of BAMOS+

⇨ submit right only for employee duly authorised to represent the lead partner organisation in relation to the project

Dashboard

Main access point to project data

- ✓ Application
- ✓ Documents (incl. subsidy contract)
- ✓ Contact & bank information
- ✓ State aid
- ✓ Progress report
- ✓ Clarifications (e.g. for project changes)

Dashboard

Only accessible for project users

Our recommendation

- ✓ Provide partners with read rights on project level so that they can access project data

Dashboard of BAMOS+

| Interreg | Dashboard | Partners | My Projects | Messaging Centre | BAMOSwiki | Help desk | | | |

Project: VaK_Core_PPR   Index No.: R11.15.0-VaK-0114   Project No.:

IT's done by **GECKO**

General Information [Guide]

Title	Version	Last Update		
Application Form *	3	vaclav.kaplan@eu.baltic.net 19/12/2022 16:30		▼
Documents		vaclav.kaplan@eu.baltic.net 30/08/2022 08:48	1 document submitted	
Contact & Bank information	2	vaclav.kaplan@eu.baltic.net 27/09/2022 16:53	Submitted	
State Aid		JS 19/10/2022 11:58		

Project reporting ⓘ

Title	Version	Last Update	
Reporting periods			
Partner report management			
Progress Report 1 *	1	JS 25/08/2022 18:10	Deadline 31/08/2022

Other Clarifications ⓘ

Title	Category	Version	Last Update	
Subsidy Contract	Subsidy contract	0	JS 07/09/2022 10:31	Finalized (Approved)

Project Messages   (6 new messages)

Message Details	Receive Date
System Automatic BAMOS message: New version of application	19/12/2022 16:27
System Application form submitted	22/09/2022 13:44
System Automatic BAMOS message: New clarification	07/09/2022 10:31
System Automatic BAMOS message: New version of progress report	25/08/2022 18:10

Controller

No controllers found.

Project Users

Modify Users

Email Address	Role	Status
vaclav.kaplan@eu.baltic.net	Read + Write + Submit	Active

Dashboard of BAMOS+

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Dashboard of BAMOS+

Interreg
Baltic Sea Region

Dashboard   Partners   My Projects   Messaging Centre   BAMOSwiki   Help desk

Project: VaK_Core_PPR   Index No.: R11.15.0-VaK-0114   Project No.:

IT's done by **GECKO**

General Information

Title		Update		
		altic.net		▼
	net	1 document submitted	
		Submitted	

General information:
Documents
➪ **incl. partnership agreement, subsidy contract**

Partner

| Progress Report 1 * | | JS 25/08/2022 1 | |

Other Clarifications ⓘ

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Project Users   👥 Modify Users

Email Address	Role	Status
vaclav.kaplan@eu.baltic.net	Read + Write + Submit	Active

| 17

Documents – upload by LP

Copies of partnership agreement, …

Documents – upload by MA/JS

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Copies of **subsidy contract/de-minimis award letters/...**

Attachments to the application	Other documents of the project	Documents of the MA/JS

Contracts

Contract

Sent out on	05/10/2022	Received on	20/10/2022	Date of last signature	24/10/2022

⬇ Download

Communication with MA/JS
via BAMOS+ Messaging Centre

Dashboard of BAMOS+

Interreg
Baltic Sea Region

Dashboard   Partners   My Projects   Messaging Centre   BAMOSwiki   Help desk

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Project Users   👥 Modify Users

Email Address	Role	Status
vaclav.kaplan@eu.baltic.net	Read + Write + Submit	Active

Dashboard of BAMOS+

Messaging Centre:
⇨ Messages from/to MA/JS (LP only)

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Messaging Centre

o   Messages between the **LP** and **MA/JS**

o   **System** messages

o   Accessible for LPs only (user rights: Read + Write + Submit)

o   **Sorting**: Archive, favourite, tags…

o   Attachments: **max. 10 MB** file size each, number of attachments not limited

Where are we at?

BAMOS+

Technical aspects of reporting

Eligibility

Audit and control

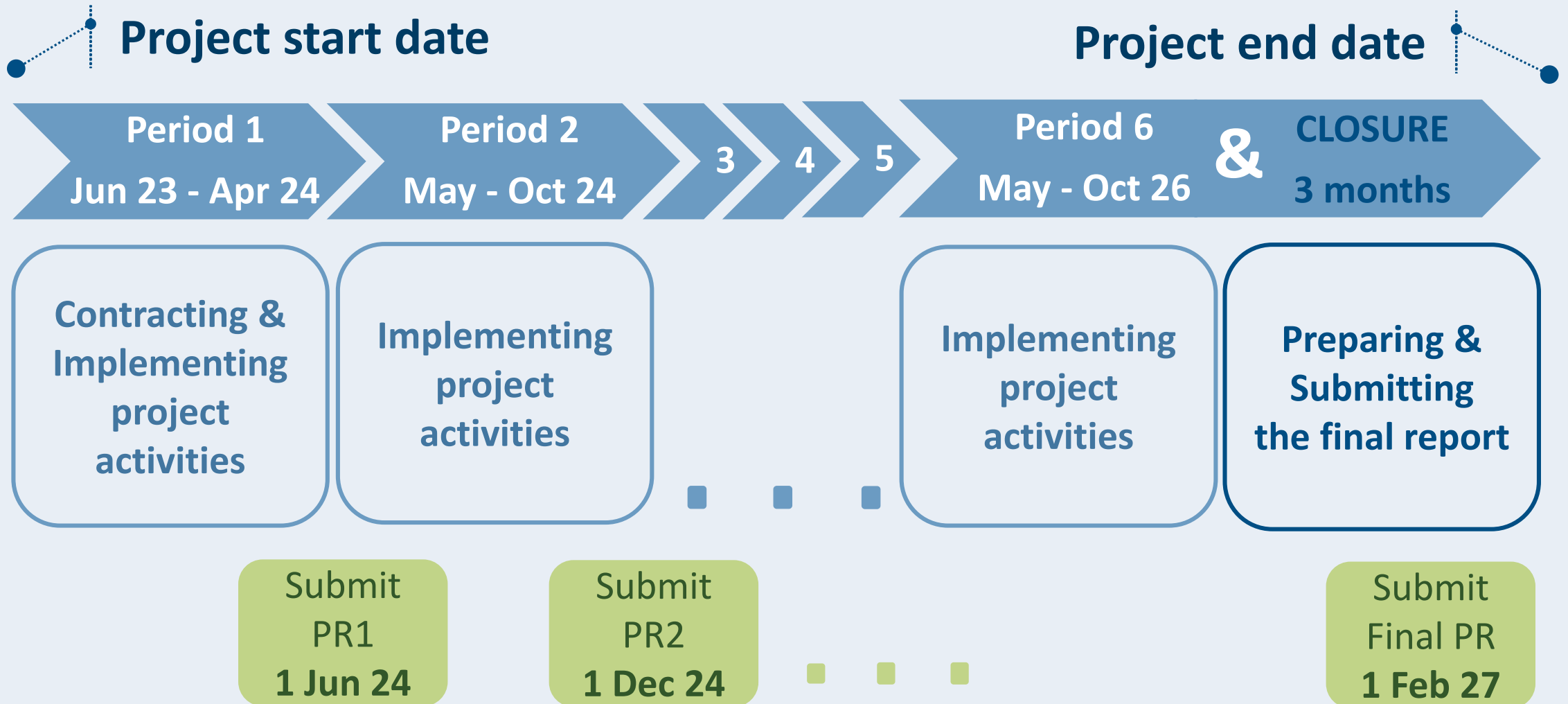Further responsibilities

Copyright: butti_s

Reporting in core projects

o **Reporting principles**

o **Reporting in BAMOS+**

  ✓ Partner report

  ✓ Progress report

o **Documentation:**
Report of hours and employment confirmation

o **Payment**

Reporting principles

Reporting periods

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Project start date

Project end date

Period 1
Jun 23 - Apr 24

Period 2
May - Oct 24

3

4

5

Period 6
May - Oct 26

&

CLOSURE
3 months

Contracting & Implementing project activities

Implementing project activities

Implementing project activities

Preparing & Submitting the final report

Submit
PR1
1 Jun 24

Submit
PR2
1 Dec 24

Submit
Final PR
1 Feb 27

Interreg
Baltic Sea Region

Dashboard   Partners   My Projects   Messaging Centre   BAMOSwiki   Help desk

Project: VaK_Core_PPR   Index No.: R11.15.0-VaK-0114   Project No.:

IT's done by **GECKO**

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Title	Version	Last Update	
Application Form *		u.baltic.net	▼
Documents		1 document submitted	
Contact		ubmitted	
State			

Project reporting

Title
Reporting periods
Partner report management
rogress Report 1 *

Deadli
31/08/20

Other Clarifications ⓘ

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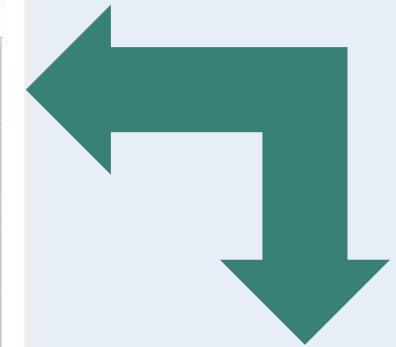| Message Details	Receive Date
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No controllers found.

Project Users   Modify Users

	Role	Status
net	Read + Write + Submit	Active

Contractual deadlines for progress reports

Reporting periods overview `Guide`

Progress report	Period from	Period to	Contractual deadline
Period 1	21/06/2023	30/04/2024	01/06/2024
Period 2	01/05/2024	31/10/2024	01/12/2024
Period 3	01/11/2024	30/04/2025	01/06/2025
Period 4	01/05/2025	31/10/2025	01/12/2025
Period 5	01/11/2025	30/04/2026	01/06/2026
Period 6	01/05/2026	31/01/2027	01/02/2027

Compare with actual deadline on Dashboard

⟹ **Actual deadline**

Reporting in BAMOS+

BAMOS+

Reporting

Entire process covered by BAMOS+

- ✓ Partner reports
- ✓ Certification of expenditure
- ✓ Progress reports

Available after conclusion of the subsidy contract

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© PantherMedia Stockagency/feedough

Report management

To be done by the lead partner!

1. **Generate** partner report **templates**
2. **Create users** for each project partner
3. **Import/Remove partner reports** to/from the progress report
4. **Complete** and **submit** the **progress report** to the MA/JS

Report management

To be done by the lead partner!

1. **Generate** partner report (PPR) **templates**
2. **Create users** for each project partner
3. **Import/Remove partner reports** to/from the progress report
4. **Complete** and **submit** the **progress report** to the MA/JS

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1. Generate PPR templates

(Project) Partner report   (= PPR)

A. Activities	B. SCOs CAT1-3	C. Real costs CAT4-6

Submit A.+B.   **Submit C.**

BAMOS+

1. Generate PPR templates

Partner report management

✓ PPR can be generated **at any time**

✓ Only **one PPR** at the same time

✓ Part C can be created only after part A+B

1. Generate PPR templates

Recommendations

✓ Set **clear deadlines** for partners

✓ If possible, use **part C only once a year**
⇨ Accelerate payment!

Partner report management

Generate PPR | Import PPR | Remove PPR

Generate partner reports

Partner no. and name	Generate part A. Activities and B. SCOs of the partner report \n + Generate Partner Reports	Generate part C. Real costs (RC) of the partner report \n + Generate Partner Reports
PP1 PP1 name English	ℹ	✓
PP2 PP2 name English	☐	ℹ
PP3 PP3 name English	✓	ℹ

Partner has already an open partner report

Either partner does not have any open report for Activities and SCOs or it has already an open partner report for real cost section

Report management

To be done by the lead partner!

1. **Generate** partner report **templates**

2. **Create users** for each project partner

3. **Import/Remove partner reports** to/from the progress report

4. **Complete** and **submit** the **progress report** to the MA/JS

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2. Create partner users

Lead partner obligations

Users with read + write + submit rights on project level

✓ are automatically added as Lead partner user to each PP

✓ create further partner users

⇨ Read

⇨ Read + write

⇨ Read + write + submit

2. Create partner users

Partner obligations

Users with read + write + submit rights on partner level

✓ create further partner users

✓ observe the Terms & Conditions of BAMOS+

⇨ employed by partner organisation, and

⇨ duly authorised to represent partner organisation in relation to the project

Interreg Baltic Sea Region

Dashb... Projects   Messaging Centre   BAMOSwiki   Help desk

Project: VaK

IT's done by **GECKO**

board   Partners   My Pro

Ge...

Index No.: R11.15.0-VaK-0114   Project No.:

...nation **Guide**

	Version	Last Update	
Cont...			itted
State Aid	3	vaclav.kaplan@e... 19/12/202...	

Project report...

Title	Version	Last Update	
Reporting periods			
Partner report management			
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System ...tic BAMOS message: New version of progress report	25/08/2022 18:10

No controllers found.

Project Users   👥 Modify Users

Email Address	Role	Status
vaclav.kaplan@eu.baltic.net	Read + Write + Submit	Active

Section Partners

Project Partner Reports for Partner PP1 name Eng				Modify Partner Users
Report no.	Version	Last Update	Status	
PPR 1 A+B	1	vaclav.kaplan@eu.baltic.net 25/08/2022 18:11	Open	

Partner Users		
Email Address	Role	Status
vaclav.kaplan@eu.baltic.net	Lead Partner*	Active

- **List of existing users, incl. the lead partner users**

- **Press 'Modify Partner Users' for adding/editing of users**

Report management

To be done by the lead partner!

1. **Generate** partner report **templates**
2. **Create users** for each project partner
3. **Import/Remove partner reports** to/from the progress report
4. **Complete** and **submit** the **progress report** to the MA/JS

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3. Import/Remove PPR

Lead partner responsibilities

- ✓ **Import** partner reports

- ✓ **Check** the entries

- ✓ **Remove** partner reports, if needed

  - ⇨ Partner report must be imported before removal

  - ⇨ Partners can continue working on them and submit them again

Partner report management

Generate PPR	Import PPR	Remove PPR

Import partner reports (PPR) into the active progress report (PR) Guide

Active progress report: PR1 version 1

Partner no. and name	Report no. and type	Import the partner report and include its data into the active progress report **+ Import**
PP1 asdfasd	PPR1 A (Activities) + B (SCOs)	✓

Partner report management

Generate PPR | Import PPR | **Remove PPR**

Remove partner report (PPR) from the active progress report (PR) Guide

Active progress report: PR1 version 1

Partner no. and name	Report no. and type	Remove PPRs data from the active PR and send the PPR back to the partner for further editing ✖ Remove
PP1 LP eng name	PPR0 C (RC)	☐
PP2 PP2 eng name	PPR0 A (Activities) + B (SCOs)	✓

Report management

To be done by the lead partner!

1. **Generate** partner report **templates**

2. **Create users** for each project partner

3. **Import/Remove partner reports** to/from the progress report

4. **Complete** and **submit** the **progress report** to the MA/JS

4. Complete & submit the progress report

✓ Complete **activity part**

✓ Double-check **financial part**

⇨ Amounts from PPR imported (no manual entries)

✓ **Submit the progress report by the deadline**

⇨ No national control (on project level)

How to complete the partner report

(Project) Partner report (= PPR)

A. Activities

B. SCOs CAT1-3

C. Real costs CAT4-6

Submit A.+B.

Submit C.

BAMOS+

Partner report A.+B.

- ✓ Complete **activity part**

- ✓ **Copy staff data** from the report of hours

- ✓ Complete bank information

- ✓ **Submit**

Auto-calculations

No national control of part A+B (SCOs)

BAMOS+: Section Partners

Section Partners

Project Partner Reports for Partner PP1 name Eng				
Report no.	Version	Last Update	Status	
PPR 1 A+B	1	vaclav.kaplan@eu.baltic.net 25/08/2022 18:11	Open	

Partner Users			Modify Partner Users
Email Address	Role	Status	
vaclav.kaplan@eu.baltic.net	Lead Partner*	Active	

- **Open partner reports**

- **Editing by project partners only**

Partner report A.+B.

✔ 0. Intro   ✔ A. Activities   ✔ B. CAT1   ✔ B. Corrections   ✔ B. Submission A+B

Section 0. Intro

o   Confirmation that contact and other partner data are up-to-date

o   Confirmation that partnership agreement was signed

o   Information about the auto-conversion from the national currency

Partner report

Section 0. Introduction

Exchange rate (indicative until the date of the first submission) **Guide**

Currency	DKK
Month of submission	09/2022
Exchange rate (EUR/ national currency)	1 EUR = 7.43760 DKK (Danish krone)

auto conversion from national currency

Partner report A.+B.

Section A. Activity report

o Progress in work packages and groups of activities

o On partner level
⇨ Justification of reported costs

o Upon agreement with the lead partner
⇨ Input to the activity part of the progress report

Partner report A.+B.

Section B. CAT1 – Staff costs

o   List of expenditure of CAT1 Staff costs

o   **Copy data** from section 4 of the Report of hours

o   Validation: Max. number of hours exceeded

o   Upload **signed Report of hours & Employment confirmation**
    ⇨ External PDF document with scanned or electronic signature

o   **Automatic calculation** of eligible expenditure in national currency and EUR

Partner report

- **Staff costs**

Copy data from the report of hours (section 4)

Workload (incl. tasks and contracts outside the project)		No. of months for which staff costs are reported	Max. no. of hours	No. of hours worked for the project acc. to report of hours	No. of hours worked in total (all contracts)	Declared amount		Report of hours		
Working time/week [hours]	Share of full-load [%] (full-time employee = 100%)					DKK	€			
40.00	100.00 %	12.00	1,720.00	1,720.00	700.00	643,28	86,4	☁	☁	✖
40.00	50.00 %	12.00	860.00	700.00	215.00	261,80	35,1	☁	☁	✖
		24.00		2,420.00	915.00	905,08	121,			

Partner report A.+B.

✔ 0. Intro ✔ A. Activities ✔ B. CAT1 ✔ B. Corrections ✔ B. Submission A+B

Section B. List of corrections

o Corrections concerning the previous version or previous partner report
⇨ Current version can be corrected directly in B. CAT1

o Only deductions
⇨ Amounts not reported yet shall be added in B. CAT1

Partner report A.+B.

Section B. Submission of part A. Activities & part B. SCOs

o Automatic calculation of CAT2 and CAT3

o Automatic deduction of corrections

o Partner confirmation

o Bank information (for the lead partner)

o Submit

o In version 1: Deleting of PPR possible (all data lost)

Partner report

Submission of the part A. Activities and part B. SCOs of the Partner report

Submit   **Delete**

Summary reported SCOs amounts per cost category [all amounts in €]

Cost Category	CAT 1 - Staff	CAT 2 - Office & Administration	CAT 3 - Travel & Accomodation	Total
Amount reported [€]	1,002.10	150.31	150.31	1,302.72
Corrections [€]	0.00	0.00	0.00	0.00
Amount declared to lead partner [€]	1,002.10	150.31	150.31	1,302.72

Partner report C.

- ✓ Complete **list of expenditure**

- ✓ Collect all **supporting documents**

- ✓ Add data about large contracts/investments

- ✓ **Submit**

National control of part C (real costs) in BAMOS+

Partner report C.

| ! C. CAT4-5 | ✔ C. Large contracts | ✔ C. Investments | ✔ C. Corrections | C. Submission | C. Control |

Section C. List of expenditure CAT4, CAT5, CAT6

o Select the relevant cost category for each item:

- CAT4 – External expertise & services
- CAT5 – Equipment
- CAT6 – Infrastructure & works

o Fill in all required data

o Eligibility rules incl. public procurement to be observed

Partner report C.

Section C. List of expenditure CAT4/CAT5 /CAT6

List of expenditure CAT 4 – External expertise & services / CAT 5 – Equipment / CAT6 – Infrastructure & works `Guide`

Cost category	Item no.	Investment no.	Contract value is above EU threshold	Notice publication no. (TED)	Lot no.	Internal reference no.	Invoice no. `Guide`	Invoice date	Date of payment	Group of expenditure
CAT6	PP2-CAT6-002	I2.1_1	☐		Please Select	2333	786378	27/01/2023	31/01/2023	Building mater
						4 / 100 characters	6 / 100 characters			

Specification of the invoice	Official name of the contractor	GoA `Guide`	Total value of the invoice [EUR]	Declared amount [EUR]	of it VAT [EUR]	Declared amount [€]	Purchase of land
Building material for pilot 3 contruction	Bob the builder Ltd	2.1	7,586.00	7,896.00	786.00	7,896.00	☐
41 / 100 characters	19 / 100 characters	Select GoAs					✕

Partner report C.

| ✔ C. CAT4-5 | ❗ C. Large contracts | ✔ C. Investments | ✔ C. Corrections | C. Submission | C. Control |

Section C. Large contracts

o   Only for **contracts above EU thresholds**

o   If used for such contracts: List of **sub-contractors above EUR 50,000**

Partner report C.

✔ C. CAT4-5 | ✔ C. Large contracts | ❗ C. Investments | ✔ C. Corrections | C. Submission | C. Control

Section C. Investments overview

o Only if expenditure related to investments are reported

o **Description and location** of investments

o **Location ownership** and **investment ownership**

Partner report C.

✔ C. CAT4-5 | ✔ C. Large contracts | ✔ C. Investments | ✔ C. Corrections | C. Submission | C. Control

Section C. List of corrections

o Corrections amounts to be **deducted (-) or added (+)**

o **Current or previous report**

o Identified by partner, controller, MA/JS …

Partner report C.

| ✔ C. CAT4-5 | ✔ C. Large contracts | ✔ C. Investments | ✔ C. Corrections | C. Submission | C. Control |

Section C. Submission

o **Summary** of expenditure per cost category

o Automatic deduction of corrections

o **Partner confirmation**

o **Submit**
⇨ **Partner report „locked" and submitted to national controller**

o In version 1: Deleting of PPR possible (all data lost)

Partner report C.

| ✔ C. CAT4-5 | ✔ C. Large contracts | ✔ C. Investments | ✔ C. Corrections | C. Submission | C. Control |

Section C. Control

o Section to be filled in by the **national controller**

o Checklist, report, certification

o Controller can:

⇨ **Certify** – PPR is sent to the lead partner (PPR management/Import)
⇨ **Reject** – PPR is sent back to the project partner for adjustments

Documentation of staff costs:
Report of hours
Employment confirmation

Which documents are needed?

✓ **CAT1: Report of hours and employment confirmation**
(on request: Employment contract)

Report of hours and Employment confirmation

Technical start

o Not in BAMOS+ but offline

o **Adobe Reader** 10 or higher

o Download the form (the newest version)

o Save on your computer before opening

o Do not open in browser or other PDF viewer

o Interactive form

o One report of hours and employment confirmation
per person + per reporting period

Report of hours and employment confirmation

Report of hours

REPORT OF HOURS AND EMPLOYMENT CONFIRMATION

Version 2.0 of 4th July 2023

1. **IDENTIFICATION**

o One document for one staff member

o Identify the project, project partner, and the staff member

1. IDENTIFICATION

1.1	Partner report no.:	*select*		
1.2	Project no. and short name:	*select*	*1–999*	*max. 20 characters*
1.3	Project partner no. and name:		*1–99*	*max. 250 characters*
1.4	Address:	*max. 250 characters*		
1.5	Postcode & town:	*max. 250 characters*		
1.6	Country:	*select*		
1.7	Employee first name:	*max. 250 characters*		
1.8	Employee last name:	*max. 250 characters*		
1.9	Employee position/job title:	*max. 250 characters*		

Report of hours

2.1   Staff reporting period: from October 2022 to March 2023

o   Automatically displayed

o   Based on the actual registered time in section 2.3

o   Might differ from the reporting period

👎   Double reporting must be avoided!

2.2   Description of project-related tasks carried out during the reporting period:

👍

1. Participation in project meetings (Lead Partner Seminar, 4 project consortium meetings including Kick off meeting).
2. Preparation of the kick off meeting (selection of the venue, content).
3. Preparation of the document named "Partner guide" (roles and responsibilities of Partners, internal procedures, communication in the partnership).
4. Reviewing the literature and preparation of the methodology for business models (GoA 1.2).
5. Monitoring of the project implementation (contact with parters, providing guidance, spending analysis, planning the upcoming Seminar).

○   Describe project related task of the given staff member

○   Current reporting period

○   Justification of the reported hours

2. REPORT OF HOURS

2.1   Staff reporting period: from January 2022 to December 2022

2.2   Description of project-related tasks carried out during the reporting period:

> 1. Participation in project meetings (Lead Partner Seminar, 4 project consortium meetings including Kick off meeting).
> 2. Preparation of the kick off meeting (selection of the venue, content).
> 3. Preparation of the document named "Partner guide" (roles and responsibilities of Partners, internal procedures, communication in the partnership).
> 4. Reviewing the literature and preparation of the methodology for business models (GoA 1.2).
> 5. Monitoring of the project implementation (contact with parters, providing guidance, spending analysis, planning the upcoming Seminar).

Report of hours

2.3   Registration of the working time:

- Simplified timesheets

- Indicate actual working hours per day (productive working time)

- Differentiate between project-related and other working time

- **Report of hours to be signed by**: employee + employee manager/supervisor

2.3   Registration of the working time:

2.3.1   Month: October ▼   2.3.2   Year: 2022 ▼

Date		Worked on the project		Other acitivities		Total working time	
		hours	minutes	hours	minutes	hours	minutes
1	October	04	00	00	00	04	00
2	October	02	00	02	00	04	00
3	October	00	00	04	00	04	00
4	October	02	30	01	30	04	00
5	October	03	30	00	30	04	00
29	October	00	00	00	00	00	00
30	October	00	00	00	00	00	00
31	October	00	00	00	00	00	00
Total: (hours / minutes)		32	00	48	00	80	00
Total: (hours - decimal format)		32,00		48,00		80,00	

Add month   Delete month

Employment confirmation

3.4   Number of working hours for full-time employees of the organisation

o   Usual working time of any full-time employee (national/internal rules)

*e.g. **40 hours** per week*

3.5   Contractual working hours

o   The contractual working time of the given staff member

*e.g. **20 hours** per week*

3.6   Workload

o   Automatically calculated

o   The workload share in %

*e.g. 20 / 40 hours per week = **50%***

Basis for calculation of the max. number of hours

3. EMPLOYMENT CONFIRMATION

3.1	Employee first name:	Jan
3.2	Employee last name:	Santa
3.3	Employee position/job title:	Project manager

3.4 Number of working hours for full-time employees of the organisation: **40.00 hours per week**

> **Guidance:**
> Please insert the maximum number of working hours per week for a full-time employee in your institution, according to the internal/country rules.

3.5 Contractual working hours: **20.00 hours per week**

> **Guidance:**
> Please insert the weekly workload of the employee according to the employment contract, expressed in hours.
>
> **Please note, in this field, you should not consider the involvement of an employee for the project but the full-time/part-time employment working time according to the contract.**

3.6   Workload: 50 %

3.7   The employment is concluded on the basis of:

an employment contract resulting from the relevant national labour law.

3.8   Tasks/roles of the employee related to the project implementation:

The main tasks/roles/responsibilities resulting from the job description:
1. Management of the project finances
a. preparation of the partner and progress reports,
b. contact with project partners, Managing Authority, and other Institutions,
c. creation, and maintenance of the budget tracking system (procedures)
d. monitoring of the spending plan,
e. participation in meetings,
f. division of tasks in the project and supervision over their implementation,
g. analyzing situations that may have a significant influence on the course of the project (e.g. changes, delays, etc)
2. Coordination of work related to tasks resulting from a Group of activities X.X
3. Input to the project communication strategy (social media)

Employment confirmation

3.8   Tasks/roles of the employee related to the project implementation:

- Employee's job description

- Whole project period
  (Compare: field 2.2. = only the current period)

- **Employment confirmation to be signed by**:
  employer representative

Report of hours and Employment confirmation

4. SUMMARY OF DATA FOR THE PARTNER REPORT IN BAMOS+:

o Data relevant for BAMOS+ summarised in section 4.

BAMOS+
Partner report (PPR), Section B. CAT1

4. SUMMARY OF DATA FOR THE PARTNER REPORT IN BAMOS+:

First name	Last name	Position		Workload (incl. tasks and contracts outside the project)		No. of months for which staff costs are reported	Max. no. of hours	No. of hours worked for the project acc. the report of hours	No. of hours worked in total (all contracts)
				Working time/ week (hours)	Share of full-load (%) (full-time amployee = 100%)				
Jan	Santa	Project manager		20	50 %	6	430,00	135,00	445,00

BAMOS+
Partner report (PPR),
Section B. CAT1

Payment

Payment

Reibursement principle

⇨ **No advance payments**

⇨ **Preparation costs** paid after signature of the subsidy contract

⇨ **Progress reports** paid after report approval by MA/JS

Payment process
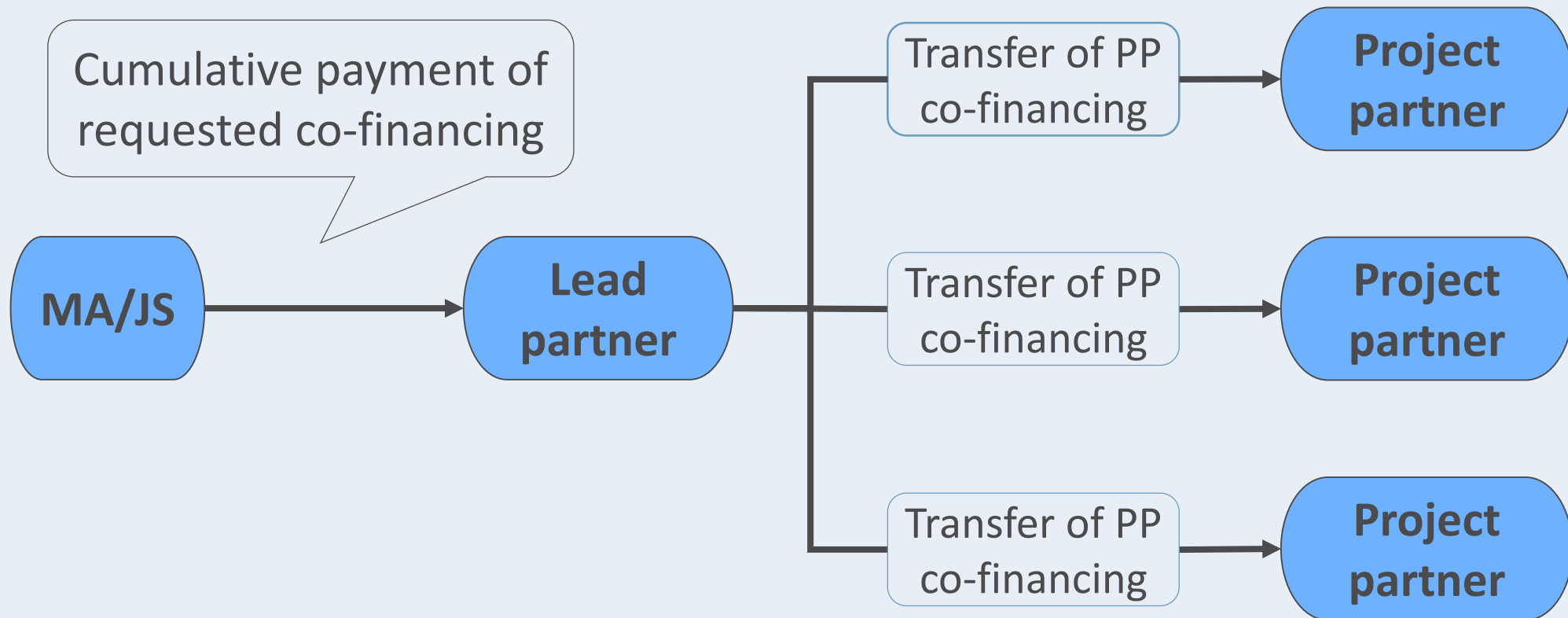
Where are we at?

BAMOS+

Technical aspects of reporting

Eligibility

Audit and control

Further responsibilities

Eligibility

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Eligibility

- o   Remember the general rules

- o   Eligibility per cost category

- o   Procurement rules

- o   Activities outside the Programme area

Remember the general rules

Hierarchy of rules

EU rules

Programme document

Subsidy contract, Programme Manual, BAMOS+

National rules

Local or regional rules

Institutional rules
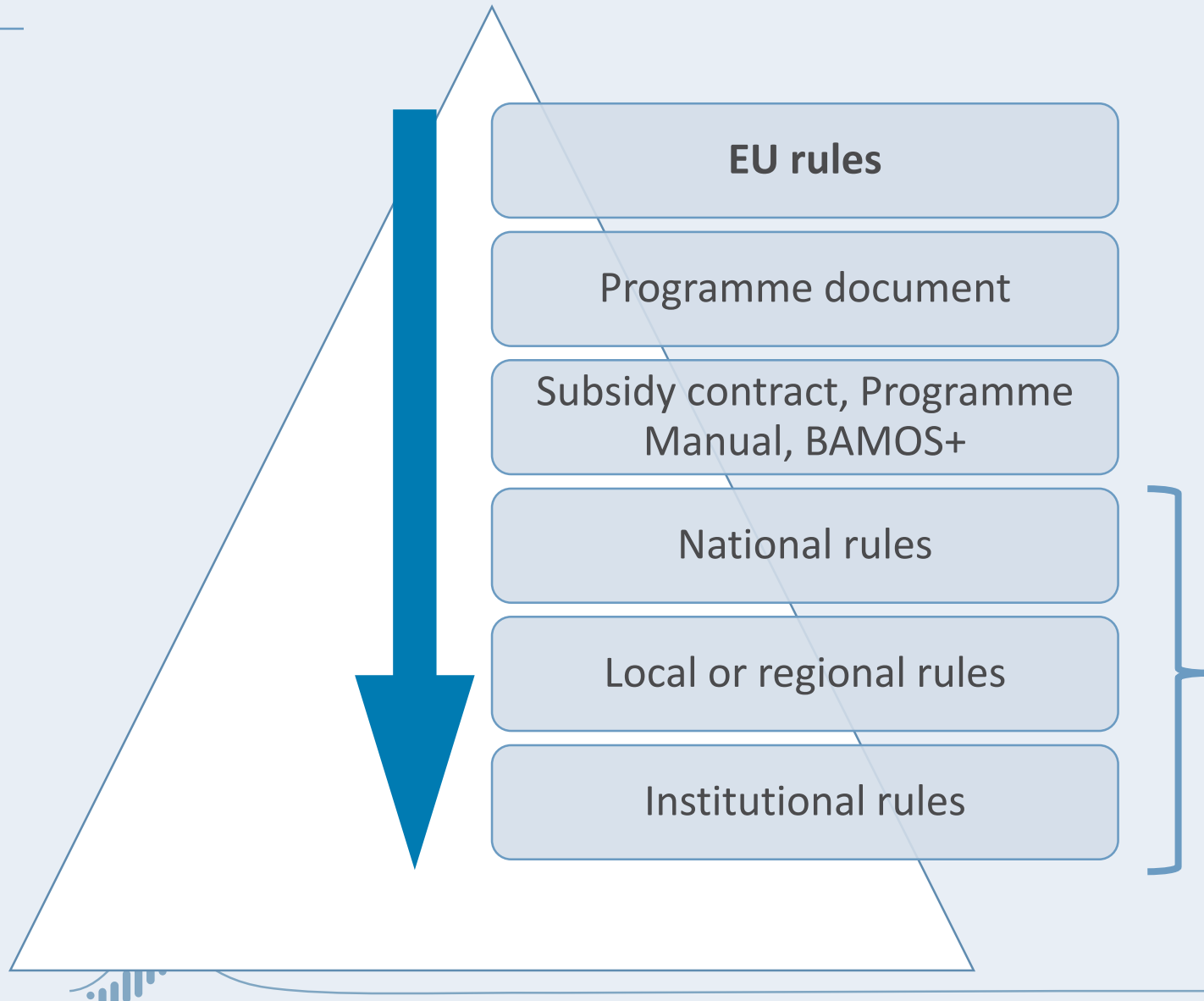
Apply only if a specific issue is not regulated by the rules above

Remember the general rules

o Expenditure is essential for the project's implementation

o Sound financial management

o Each partner has its own budget that can be used only by the given partner (no cost sharing)

o No combination with other EU funds (no double funding)

o No service/supply/work contract

  …with own employees

  …with partner itself (e.g. internal invoices)

  …with other project partners

o No gifts and awards

o No unpaid voluntary work

Partnership agreement

- Use the template valid for the Programme 2021-2027

    ✓ https://interreg-baltic.eu/toolkit/contracts/

    ✓ Progress report 1 is paid only if the partner who reports costs signed partnership agreement with the lead partner

Value added tax (VAT)

- For project partners receiving State aid under the General Block Exemption Regulation (GBER)
  - ✖ Recoverable VAT is not eligible

- For other partners:
  - ✔ If the total project budget is below EUR 5,000,000 (including VAT):
    All VAT is eligible
  - ✖ If the total project budget is at least EUR 5,000,000 (including VAT):
    Recoverable VAT is not eligible

Eligibility per cost category

Project budget

CAT 0	Preparation costs
CAT 1	Staff costs
CAT 2	Office and administration
CAT 3	Travel and accommodation

Simplified Costs Options

CAT 4	External service
CAT 5	Equipment
CAT 6	Infrastructure and works

Real Costs

Simplified cost options (SCOs) manuscript

o **Over or under-compensation** of a project partner's expenditure is a **natural consequence** resulting from the application **of SCOs**.

o Project partners **do not** have to **return over-compensation** to the MA/JS.

o The MA/JS will **not balance** any **under-compensation**.

o Project partners do **not** have to **provide** any **documents** to prove the costs actually spent under the **flat rate** or **lump sum**.

CAT 0 – Preparation costs

Conditions for reimbursement

- **Project applied** in the application

- **Project did not receive other EU funds** for the development of this project application

- **Subsidy contract** is signed

CORE PROJECTS - Lump sum EUR 24,000 / **EUR 19,200** Programme co-financing

CAT 1 – Staff costs

Conditions for reimbursement

Interreg
Baltic Sea Region

Co-funded by
the European Union

- Employee working under an **employment contract or equivalent**

- Max **1,720 hours** per full-time employee per calendar year (limit for all IBSR projects)

- **Pro- rata of 1,720 hours** for employees working part-time and reporting periods shorter than 12 months

- **Pre-defined hourly rate** per country regardless of position

- **Productive hours –** actually worked for the project (no holidays, sick leave, parental leave, etc.)

- **SMEs** can declare the working hours of their **owners not receiving a salary** as staff costs

Report of hours and employment confirmation

- MA/JS template only!

- www.interreg-baltic.eu/toolkit/reporting

- One per employee/reporting period

- Upload to partner report in BAMOS+

Employment contract (or equivalent)

- Kept in the project partner's premises

- To be delivered on request

Please pay attention to

o Missing signatures or one person signs it all

o E-signed files without metadata

o Inconsistent data
(partner report / report of hours)

o Workload

o Manual corrections of eligible hours in the
Report of Hours

o Insufficient task description

Flat rate – 15 % of eligible staff costs

- Automatic calculation based on certified staff costs.

- No supporting documents.

- No national control.

Office rent and supplies

Charges

Security

IT Systems

Communication costs (phone, fax)

Maintenance utilities

Archives
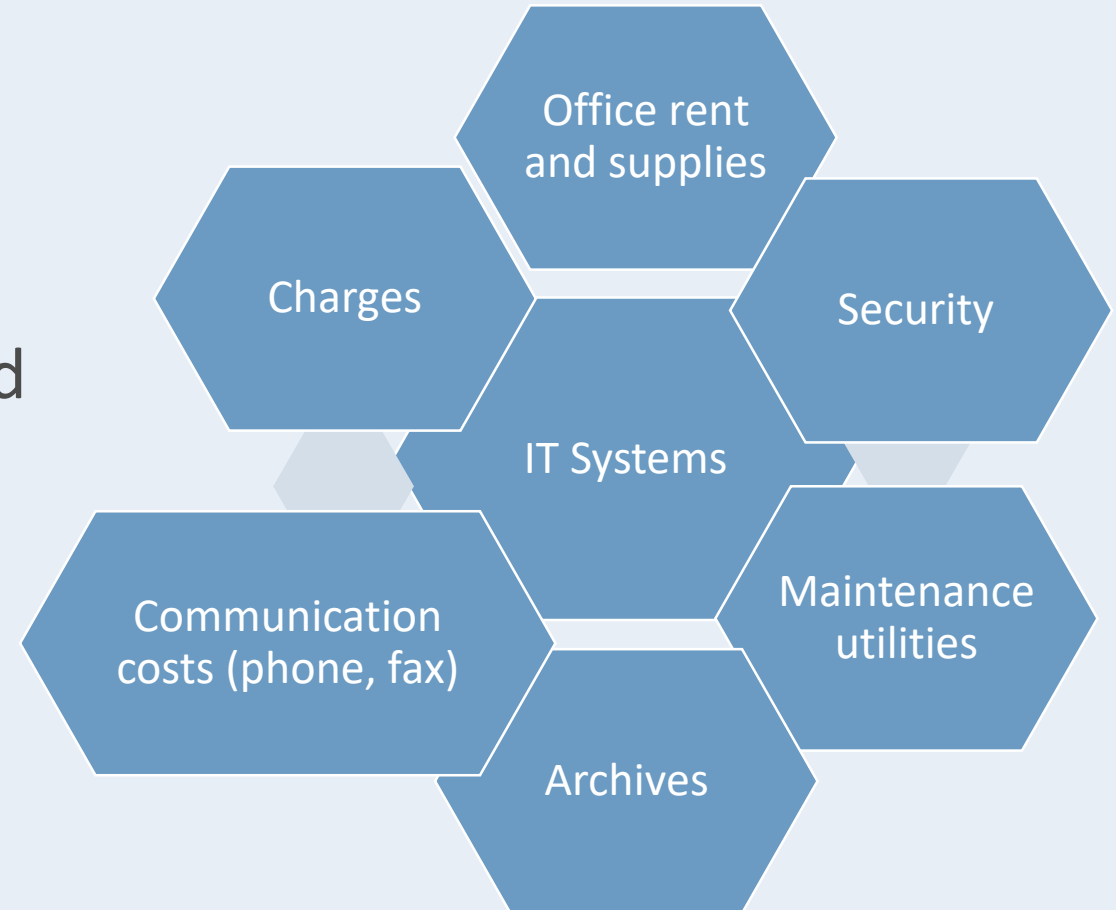
Flat rate – 15 % of eligible staff costs

- Project partner's own employees only

- Automatic calculation based on certified staff costs

- No proof of costs actually spent

- No national control

- Existence of this cost category (travelling took place)
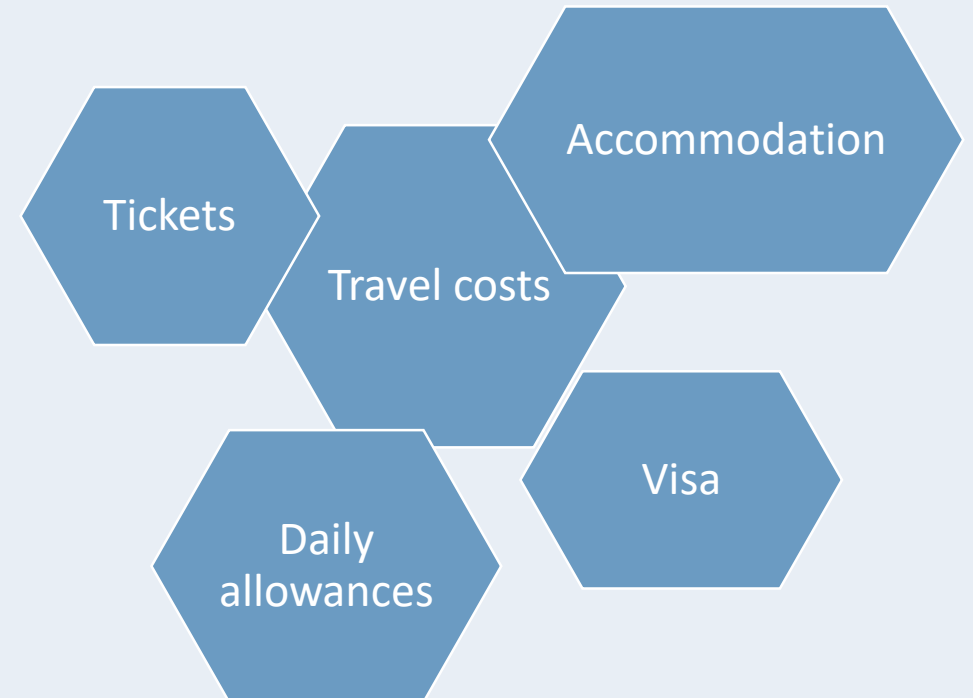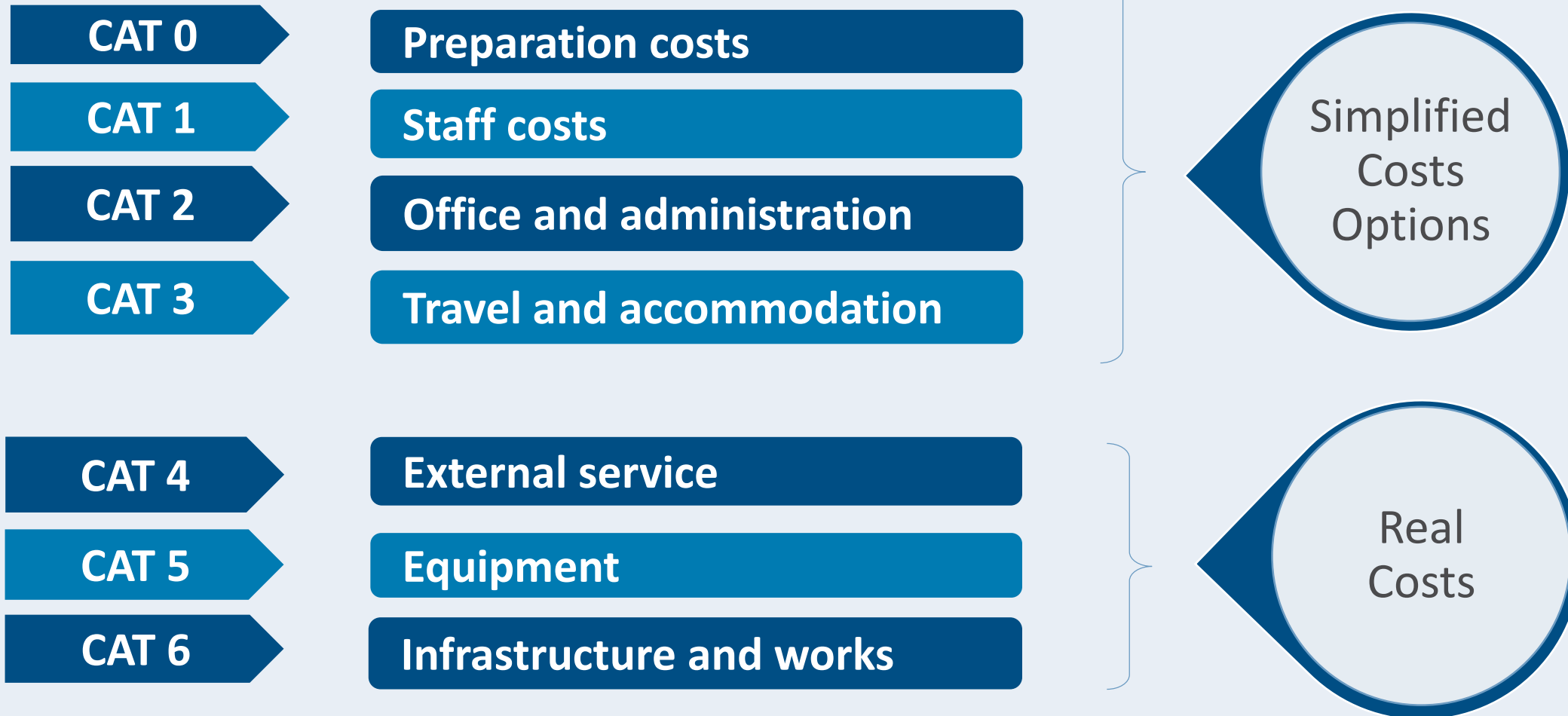
Tickets

Travel costs

Accommodation

Visa

Daily allowances

Project budget

CAT 0 — **Preparation costs**

CAT 1 — **Staff costs**

CAT 2 — **Office and administration**

CAT 3 — **Travel and accommodation**

Simplified Costs Options

CAT 4 — **External service**

CAT 5 — **Equipment**

CAT 6 — **Infrastructure and works**

Real Costs

Real costs – verification by a national controller

Documentation:
- ✓ procurement documentation,
- ✓ service contract,
- ✓ Invoices (or equivalent),
- ✓ proof of delivery of services,
- ✓ payment proof,
- ✓ separate accounting code.

Translations

Verification costs

Promotion communication

Studies or surveys

Development of the Systems

Financial management

External experts travel

Real costs – verification by a national controller

Documentation:

- ✓ procurement documentation,
- ✓ service contract,
- ✓ invoices (or equivalent),
- ✓ proof of delivery,
- ✓ payment proof,
- ✓ separate accounting code.
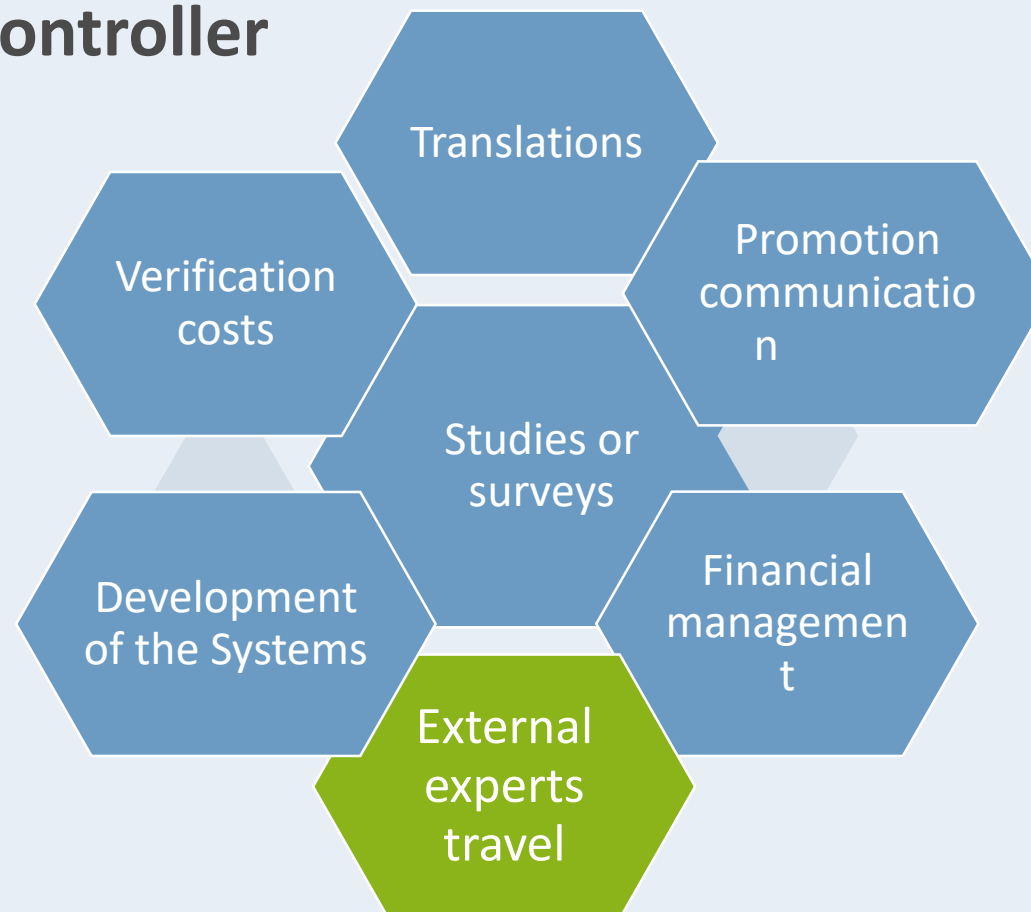
Laboratory equipment

Office equipment

IT Hardware and software

Furniture and fittings

Tools or devices

Consumables
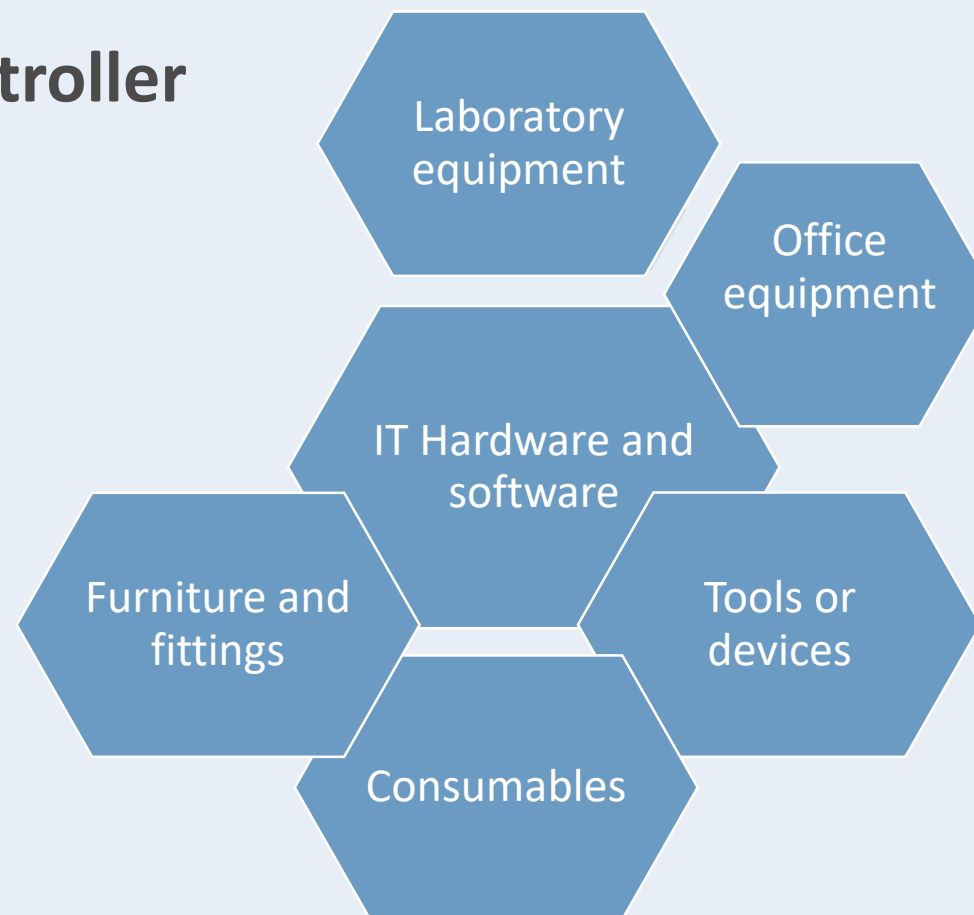
Full costs, depreciation, rental, lease

- Purchase of **high value items** with the intention of using it for a **short period of time** should be notified to the MA/JS in advance.

- The MA/JS together with the partner evaluates if the principles of **efficiency, economy and effectiveness** are being met.

Second-hand equipment

- **No assistance** has been received for the original purchase of that equipment **from the EU funds**.

- The **price does not exceed** the generally accepted **price on the market** in question.

- Has the **technical characteristics** necessary for the operation and complies with all applicable **norms and standards**.

Productive investment

- Investments in fixed capital or immaterial assets **for enterprises**, which are to be used for the **production of goods and services**. In this way, the investments contribute to gross capital formation and employment.

- Only eligible if it is **included** in the latest valid version of the **application form** as approved by the MA/JS.

- Subject of **durability requirements.**

Real costs – verification by national controller

Documentation:

- ✓ procurement documentation,
- ✓ service contract,
- ✓ invoices,
- ✓ proof of delivery,
- ✓ payment proof,
- ✓ separate accounting code.
- ✓ documents specifying the ownership of land or buildings.

CAT 6

Infrastructure and works

Interreg
Baltic Sea Region

Co-funded by
the European Union

- Subject of **durability requirements**.

- **Ownership** or a **long term** binding **agreement**.

- Only eligible if it is **included** in the latest valid version of the **application form** as approved by the MA/JS.

- The purchase of **land cannot exceed**:

  – **10%** of the total eligible expenditure of the **investment** in infrastructure and works concerned,

  – **15%** - for **derelict sites** and for those formerly in **industrial use** which comprise buildings.

RESPONSIBILITIES OF LP/PP

Compulsory requirements set by the EU and national legislation:

- environmental impact assessments,

- building permission,

- feasibility studies, etc.

Assessment of the climate adaptation (resilience).

- Expected lifespan of investment - at least 5 years.

- Commission Notice – Technical guidance on the climate proofing of infrastructure in the period 2021-2027
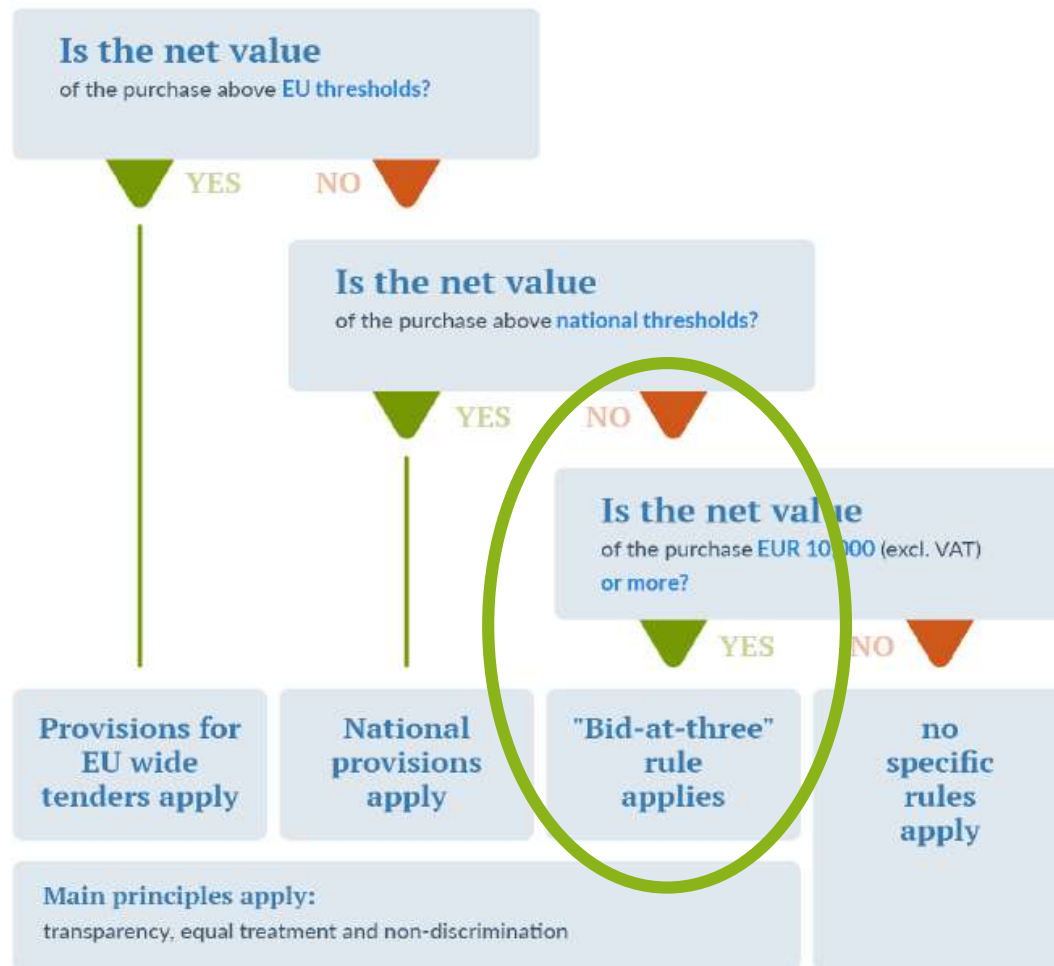
Procurement rules

Procurement rules

o Same principles for all:
- ✓ Transparency
- ✓ Non-discrimination
- ✓ Equal treatment

- ✓ **Thoroughly document the procedure and decision-making process**

o Relevant for:
- ✓ All project partners
- ✓ Real cost categories

Public procurement rules. Decision-making scheme.

Is the net value of the purchase above **EU thresholds?**
- YES
- NO

Is the net value of the purchase above national thresholds?
- YES
- NO

Is the net value of the purchase EUR 10 000 (excl. VAT) or more?
- YES
- NO

Provisions for EU wide tenders apply

National provisions apply

"Bid-at-three" rule applies

no specific rules apply

Main principles apply:
transparency, equal treatment and non-discrimination

○ **Special Attention to Private Partners**

○ Guide, recommendations for procurement (project toolkit on Programme website)

Special types of purchase

o **In-house' contracting -** public authority contracting another organisation which is fully owned and/or controlled by the awarding authority.

o **Framework contracts -** project partners can use services from existing framework contracts for the project's purposes, provided that these services comply with the relevant procurement rules.
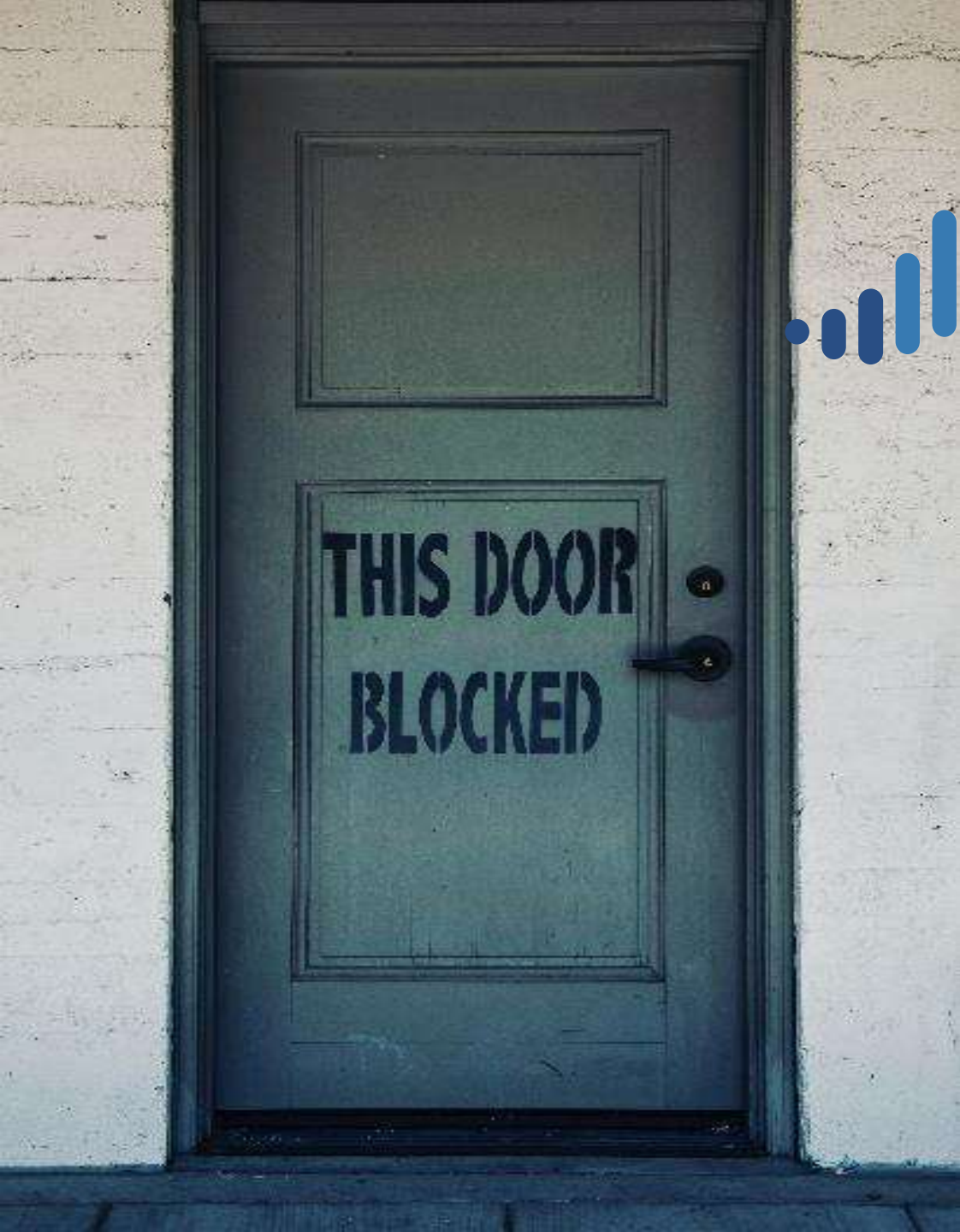
When procuring avoid:

○ Conflict of interest

○ Contracting project partners

○ Artificial splitting of contracts

○ Cost sharing

Points of attention / good practices

○ Examples

Activities outside the Programme Area

Activities outside the Programme Area

General principles

- The activity **contributes** to the objective of the Programme.

- The activity is **essential** for implementation of the project.

- The activity is **not** investment in infrastructure and works or productive investments.

EU Member States
non-EU States

Norway
Sweden
Finland
Estonia
Latvia
Lithuania
Denmark
Poland
Germany

Activities outside the Programme Area

Location

○ For activities having **non-material** character (e.g. testing tools for SME) - the **location of the partner** that incurred the costs;

○ For **event** related activities (organisation of events, accommodation, etc.) - the **location of the event**;

○ For **travel** and accommodation - the travel **destination**.

Activities outside the Programme Area

Activities outside the Programme area and/or European Union:

- **Notification** of MA/JS via BAMOS+ **before** the activity takes place.

- MA/JS prior **approval/rejection**

Activities outside the Programme area but within the European Union and Norway:

- Prior approval of MA/JS is **not required**

EU Member States
non-EU States

Where are we at?

BAMOS+

Technical aspects of reporting

Eligibility

Audit and control

Further responsibilities

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Audit and control

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Audit and control

- o   What is audit and control

- o   How to get started

- o   How does the control work

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What is audit and control

o The **control** refers to "**ex-ante checks" of each project partner** carried out by
  - MA/JS (on simplified cost options)
  - controllers (on real costs).

o The **audit** refers to "**ex-post checks" of selected project partners** carried out by
  - auditors (on all costs).

o What is **checked** – all **project-related expenditure of the given project partner**
  - documentation and accounting
  - delivery of equipment, investment, and deliverables & outputs
  - soudness of expenditure
  - compliance with Community, Programme and national regulations (e.g. public procurement)
  - Terms and conditions of SCOs

How to get started – control systems

MA/JS

- Verification of **SCOs**

- **All project partners**

- MA/JS officer allocated to each project

Centralised control system

- Verification of **real costs**

- Project partners from **EE, FI incl. AX, LV, PL and SE**

- Controllers allocated to each project partner by the country

Decentralised control system

- Verification of **real costs**

- Project partners from **DK, DE, LT and NO**

- PP selects its controller from the market according to national criteria

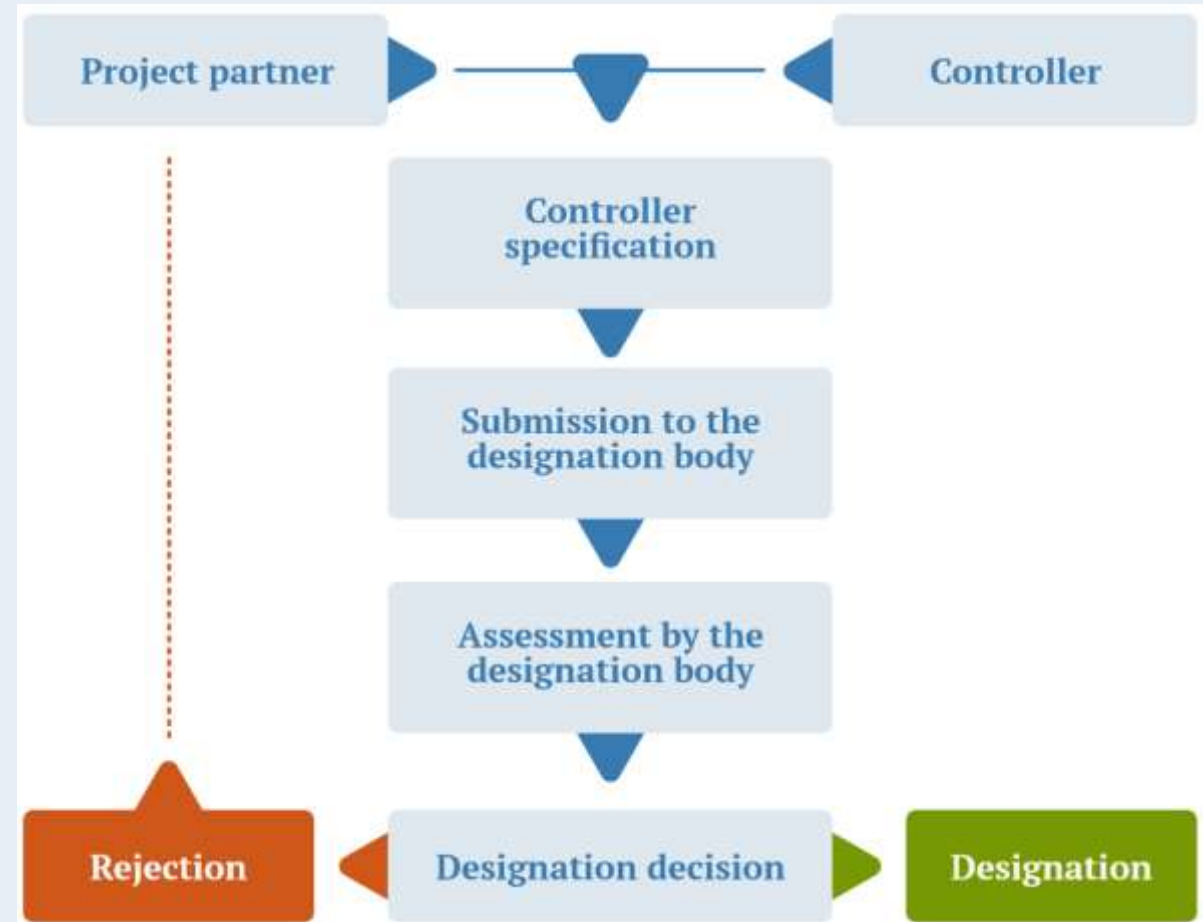**Website for information: www.interreg-baltic.eu/toolkit/control/**

How to get started – designation of controller

Centralised control system

- **Contact details** on the website
- Each partner **informs the controller**
- Ask for additional **requirements**

Decentralised control system

Designated controllers in BAMOS+

How does the control work – real costs

Where are we at?

BAMOS+

Technical aspects of reporting

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Further responsibilities

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Further responsibilities

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Further responsibilities

- o   Ownership of deliverables and outputs

- o   Durability of investments

- o   Availability of documents

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Ownership of deliverables and outputs

Deliverables & outputs

- Project partners are the owners incl. intellectual property rights (IPR)

- Publicly accessible in a usable format

- In case of confidential information covered by IPR, please contact the MA/JS

Durability requirements

For each investment in infrastructure and/or productive investments the partner must not make:

- a **cessation or transfer** of a productive activity outside the NUTS level 2 region in which it received support;

- a **change in ownership** of an item of infrastructure which gives to a firm or a public body an undue advantage;

- a **substantial change** affecting the investment's nature, objectives or implementation conditions which would result in undermining its original objectives.

Within five years of the final payment to the project.

Availability of documents

Retention period:

All project partners have to keep **all supporting documents** relating to the project for a **five-years period** from 31 December of the year in which the MA/JS made the last payment to the lead partner.

Example:

The MA/JS made the last payment on **12 March 2026**.

The retention period starts on **31 December 2026** and ends on **31 December 2031**.

Closure letter from MA/JS

Availability of documents

Retention period for State Aid partners:

o **General Block Exemption Regulation** (GBER) - **10 years** from
  the date on which the last aid was granted.
  (date of signature of the subsidy contract or addendum)

o **De minimis** - **10 fiscal years** from the date on which the aid
  was granted.
  (date of the de-minimis award letter)

Availability of documents

Examples:

- Subsidy contract, partnership agreement, partner declarations

- Employment contracts, reports of hours and employment confirmations, etc.

- Invoices, payment proofs, procurement documentation, etc.

- Minutes of project partner meetings, important e-mail communication with project partners or the MA/JS, etc.

Availability of documents

How to store documents?

○ In the form of **originals** or on commonly accepted **data carriers**.

○ **Copies have to conform with the original**. The conformity has to be certified. It has to ensure that the versions held comply with the national legal requirements and can be relied on for audit and control purposes.

○ If documents are retained **electronically**, internationally accepted **security standards** must be met.

Stay in touch!

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