Agenda

9h30 – 10h00   **Welcome and introduction from Joint Secretariat**
Presentation of the Programme bodies and architecture
Overview of ongoing thematic projects and presentation of Governance projects

10h00 – 10h25   **Implementing my project**
Project management roles and principles
Precontracting phase, Contracting process, Project start-up

10h25 – 11h00   **Introduction to the Reporting process**
Partner reporting, Project reporting, Daily Monitoring

10' break

11h10 – 12h00   **Focus on finance**
Financial flow, National Control
Key aspects of the declaration of expenditure and eligibility of costs

12h00 – 12h20   **Communication and the different tools available**
Presentation of the tools provided by the Programme: websites, Basecamp, dashboard, etc.
Branding and guidelines (logos, posters)
Communication objectives and activities
Communication monitoring

12h20 – 12h30   **Conclusion and reminder on next steps**

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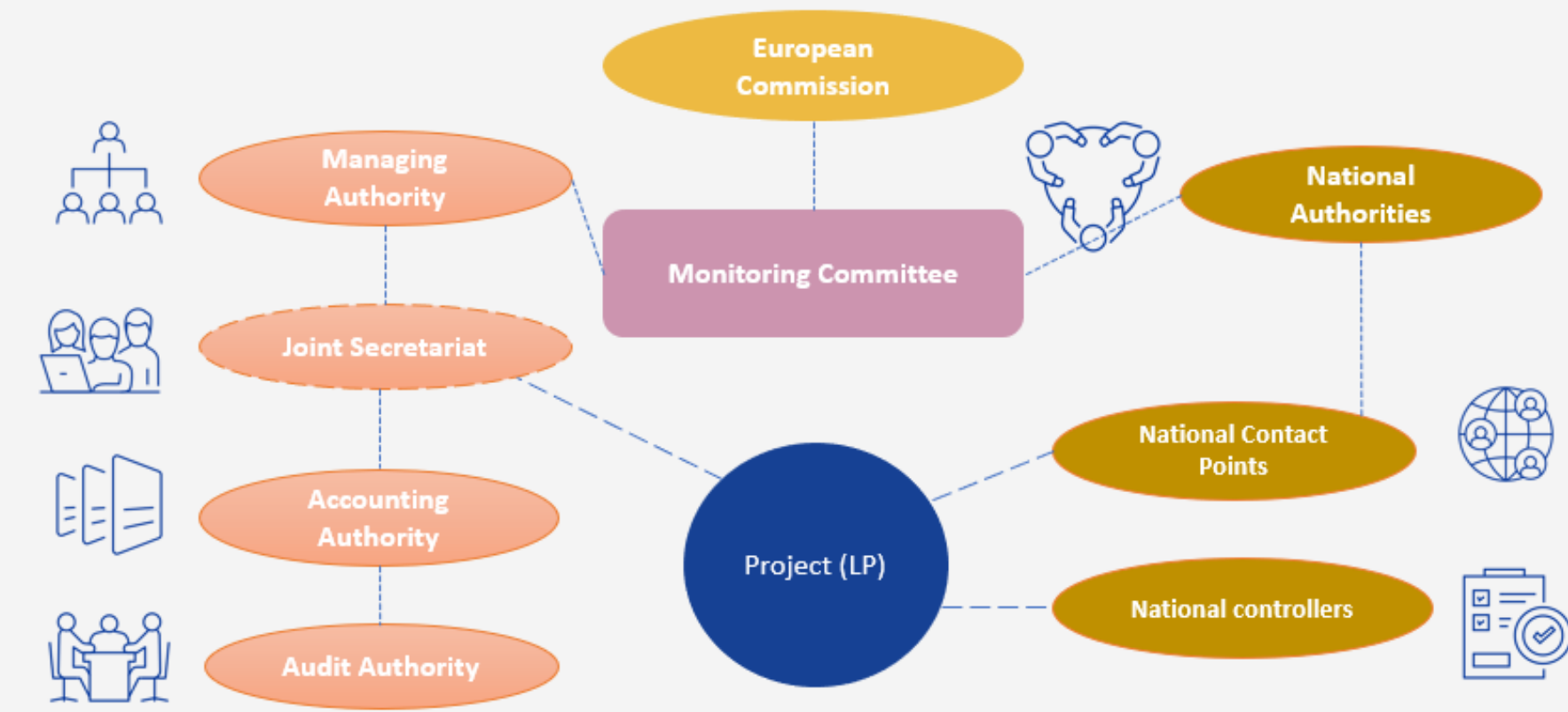Euro-MED

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Introduction

Presentation of the Programme bodies and architecture
Presentation of Governance projects
Overview of ongoing thematic projects
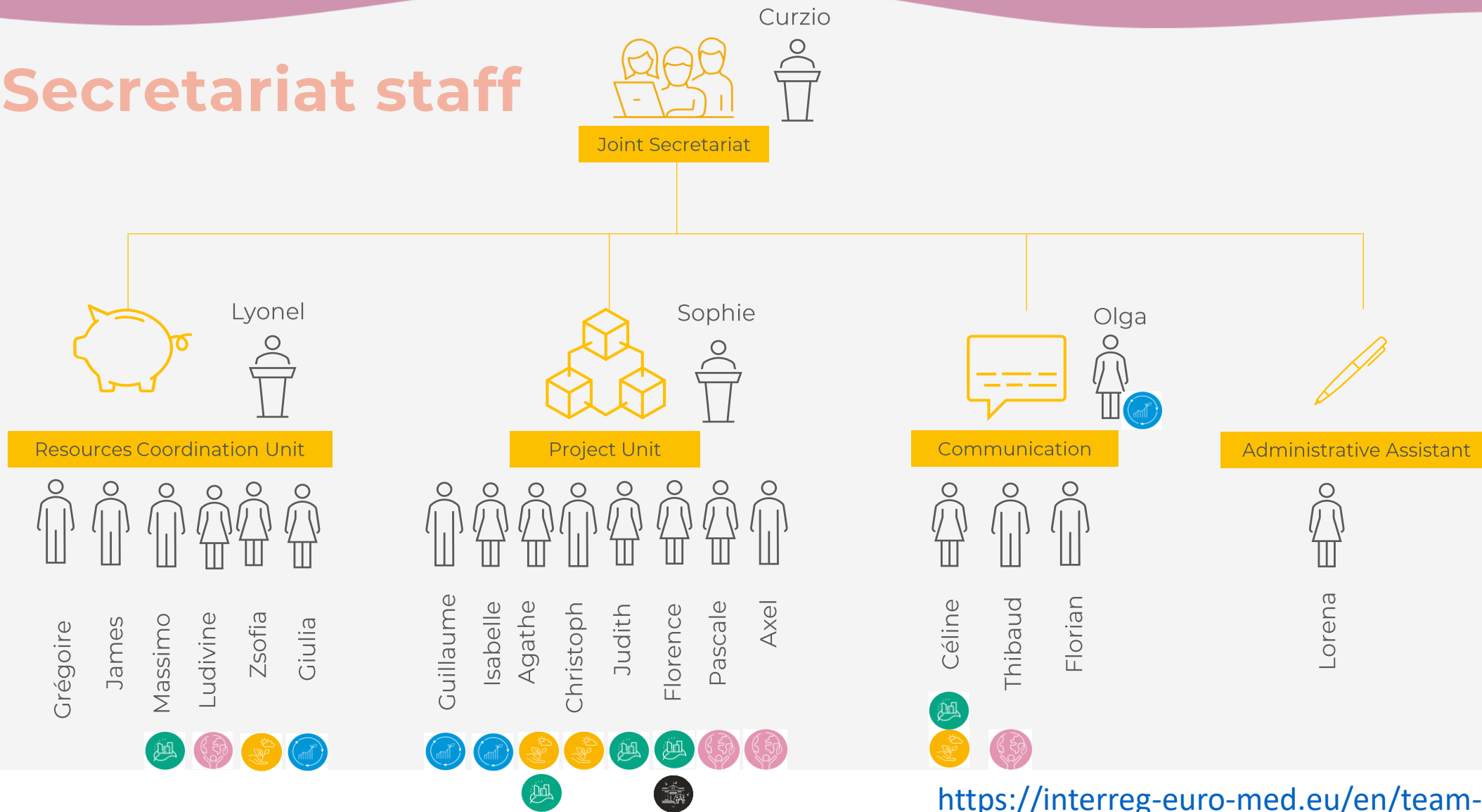
Programme Bodies

Joint Secretariat staff

Curzio

Joint Secretariat

Lyonel

Resources Coordination Unit

Grégoire
James
Massimo
Ludivine
Zsofia
Giulia

Sophie

Project Unit

Guillaume
Isabelle
Agathe
Christoph
Judith
Florence
Pascale
Axel

Olga

Communication

Céline
Thibaud
Florian

Administrative Assistant

Lorena

https://interreg-euro-med.eu/en/team-js/

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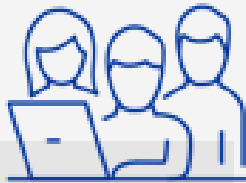
JS Team Presentation
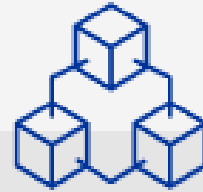
JS Coordinator

Monitoring Committee

Communication and IT Unit
- Events
- Website
- Jems
- Basecamp

Euro-MED4Governance group

Project Unit

First contact for projects (LPs)

- Project contracting
- Project monitoring
- Project Steering committee
- Project report assessment and validation

Euro-MED4Governance group

2 PO Responsible for 1 mission

Resource Coordination Unit

- Financial monitoring
- Payment orders
- Recoveries
- 2nd level Audit coordination
- Support to the National controllers

programme@interreg-euro-med.eu

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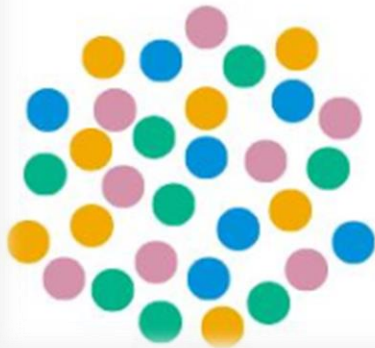
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Programme Architecture

THE Interreg Euro-MED PROGRAMME

Supports and funds

THEMATIC PROJECTS

Produce results on the field

+/- 150 projects in 2021-2027 divided into 4 missions

GOVERNANCE PROJECTS

Amplify results of each mission

8 projects (2/each mission)

1 thematic community project animates each mission.

1 institutional dialogue project turns each mission's results into policy-making.

Coordinate with

MEDITERRANEAN AND EUROPEAN STAKEHOLDERS

Programmes: Interreg & more

Strategies and Initiatives

European Commission

Interreg Euro-MED

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8 Governance Projects (started Jan. 2023)

4 Thematic Community

- Community4Innovation
- Community4Nature
- Community4LivingAreas
- Community4Tourism

The Thematic Community projects aim to build a community among thematic projects and facilitate resource transfers to stakeholders, focusing on technical and strategic content

4 Institutional Dialogue

- Dialogue4Innovation
- Dialogue4Nature
- Dialogue4LivingAreas
- Dialogue4Tourism

The Institutional Dialogue projects aim to amplify the transfer of policies by fostering focused dialogue among policymakers and their stakeholders, focusing on policy improvement and transformation

Euro-MED4Gov – Communities of Practice & main events

	Innovative Sustainable Economy	Natural Heritage	Green Living Areas	Sustainable Tourism
CoP TWG / Clusters	Focus areas: - **Marine Resources** - **Agri-food systems** - **Industrial Transition** - **Resource Valorisation** *online TWG every 3 months*	"Amplification Room" with **Clusters** (e.g. Wetland or MPA) and **TWG** (*2x/year*) - **area based conservation** - **climate change adatpation/ mitigation** - **socioeconomic value of biodiversity** - **ecosystem restoration and NbS**	5 TWGs: - **Green & Resilient territorial Planning** - **Green Community Engagement** - **Green Energy Systems** - **Green Mobility** - **Financing Green Transition** *3 per year (1 in person / 2 virtual)*	TWGs + Med Clusters: - **Innovation & Technology capacities** - **Circular Economy** - **Climate Change adaptation** - **Nature & Biodiversity**
Events 2025	- **ISE CoP: Sarajevo 2-4 Apr 25** - MED Innovation Days - MED innovation Camps	- **Annual joint meeting Athens 1/2/3 July 25** - Institutional Dialogue event Barcelona 26/27 Nov.	- **Barcelona 28th and 29th of May 2025** - EU Sustainable Energy Week (10-12 June) - EU week of cities and regions	- Online welcoming meeting: 16 may **Annual meeting Albania, 1-2 Oct** - Meeting Network of Sustainable Tourism Observatories (Brussels, May 2025)

Euro-MED4Gov – Examples of activities

	Innovative Sustainable Economy	Natural Heritage	Green Living Areas	Sustainable Tourism
Community Engagement "External community"	**ISEC Hub** 4 pillars (Connect, Learn, Share, Collaborate)	Annual Institutionnal Dialogue	Institutional Policy Dialogue **Policy Hub**	**Join The Med Platform** "Cross Network Alliance"
Policy Transfer / Capacity Building	Transformative Innovation Policy Labs Mentoring & Twinning Programmes MED innovation Camps	Summer School: 2 online webinars per year **Policy papers**	Territorial transfering antennas Policy Hub	Sustainable Tourism Policy Labs Driving Tourism Transition panels
Other (Coordination Tool / Cooperation monitoring system / Observatory…)	ESPON MedCoopNet	Customer Relation Management tool	**ETU Initiative (Ecosystemic Transition unit)**: set of tools/guidelines to support local plans and strategies	**NSTO Hub** (Network of Sustainable Tourism Observatories Hub)

Euro-MED4Gov – Partners and contacts

Innovative Sustainable Economy	Natural Heritage	Green Living Areas	Sustainable Tourism
## Community4Innovation	## Community4Nature	## Community4LivingAreas	## Community4Tourism
Balmes University Foundation - UVIC-UCC (ES) *contact: Maria Caldero Pascual (maria.caldero@uvic.cat)* REVOLVE (SP) Dynamic Vision - DVISION (EL) Center for Energy, Environment and Resources - CENER 21 (BA) Association of Cities and Regions for Sustainable Resource Management - ACR+ (BE) University of Siena - UNISI (IT) Mediterranean Information Office for Environment, Culture and Sustainable Development - MIO-ECSDE (EL) Business and Innovation Sea Cluster – Toulon Var Technology (FR) - PMM-TVT Waste Agency of Catalonia - MEDWAVES (ES) Green Synergy Cluster - GSC (BG)	**National Inter-University Consortium for Marine Sciences - CoNISMa (IT)** *contact: Caterina Pratico (pratico@conisma.it)* National Technical University of Athens - NTUA (EL) National Agency of Natural Resources - AKBN (AL) Research Centre for Ecology and Forestry Applications - CREAF (ES) National Institute of Biology - NIB (SI) Association of Parks in Bulgaria - APB (BG) IrRADIARE, Ltd - IrRA (PT) Ministry of Agriculture, Rural Development and Environment - DoE (CY) French Biodiversity Office - OFB (FR)	**Scientific Research Centre Bistra Ptuj (SL)** *contact: Danilo Čeh (danilo.ceh@bistra.si)* Euro-Mediterranean Economists Association (ES) MedCities Association (ES) ENVIRONMENT PARK – Science and Technology Park for environment (IT) North-West Croatia Regional Energy Agency (HR) National Association of the Municipalities in the Republic of Bulgaria (BG) Regional Center for Development and Cooperation (AL)	**Barcelona Provincial Council - DIBA (ES)** *contact: Jose Francisco RODRIGUEZ LOPEZ (rodriguezlj@diba.cat)* - University of Thessaly-Special Account for Research Grants - UTH (EL) - Adriatic Ionian Euroregion - AIE (HR) - Conference of Peripheral Maritime Regions - CRPM (FR) - Network of European Regions for Competitive and Sustainable Tourism - NECSTouR (BE) - Mediterranean Universities Union - UNIMED (IT) - Plan Bleu for Mediterranean environment and development - Plan Bleu (FR) - University of Tirana - UT (AL)
## Dialogue4Innovation	## Dialogue4Nature	## Dialogue4LivingAreas	## Dialogue4Tourism
Emilia-Romagna Region (IT) *contact: Alessandro Daraio / (Alessandro.Daraio@Regione.Emilia-Romagna.it)* Ministry of Regional Development and EU Funds (HR) Adriatic Ionian Euroregion (HR) Waste Agency of Catalonia (ES) Generalitat de Catalunya (ES) Directorate for European Integration of the Council of Ministers of Bosnia and Herzegovina (BiH) Open Space Ltd. (BG) ADEME – Agency for Ecological Transition (FR) Conference of Peripheral Maritime Regions of Europe (FR)	**Region of Crete - RoC (EL)** *contact: Vasiliki Madoulka (vmadoulka@crete.gov.gr)* International Union for Conservation of Nature and Natural Resources - IUCN-MED (ES) Plan Bleu for Mediterranean Environment and Development - Plan Bleu (FR) MedCities (ES) Marine Institute - MI (HR) Ministry of Ecology, Spatial Planning and Urbanism - MESPU (MN) Autonomous Region of Sardinia - RAS (IT)	**Nice Côte d'Azur Metropolis / Euromed Cities Network - NCAM/ECN (FR)** *contact: Bernard Massabo (bernard.massabo@nicecotedazur.org)* Catalonia Institute for Energy Research - IREC (ES) University of Patras - Upatras (EL) Polis Network - POLIS (BE) North-West Croatia Regional Energy Agency - REGEA (HR) Regional Agency for Infrastructure Development, Building Renovation and Energy of Liguria - IRE (IT) Larnaca and Famagusta Districts Development Agency - ANETEL (CY) Lisboa E-Nova – Energy and Environment Agency of Lisbon - LEN (PT) Albanian Agency for Energy Efficiency - AEE (AL)	**El legado andalusi Andalusian Public Foundation - ELA FPA (ES)** *contact: Julia Saiz Pardo (julia.saizpardo@juntadeandalucia.es)* National Tourism Organisation of Montenegro - NTOMNE (MN) European Public Law Organisation - EPLO -(EL) Provence Alpes Côte d'Azur Region - REGSUD (FR) Region of Lazio - REGLAZ (IT) Institute of Agriculture and Tourism - IPTPO (HR) Ministry of Transport Communication and Works, Republic of Cyprus - MTCW (CY) Municipality of Varna - MV (BG) Association of the Mediterranean Chambers of Commerce and Industry – ASCAME (ES) Greening the Islands – GTI (IT)

Compulsory activities: Coordination with Governance Projects

At least …

- F2F meetings
- Joint events
- Training material
  Interreg Euro-MED Academy
  (interreg-euro-med-academy.eu)

+

1 video of project presentation *(coordination through the JS)*

Institutional Dialogue Projects

Thematic Projects

Thematic Community Projects
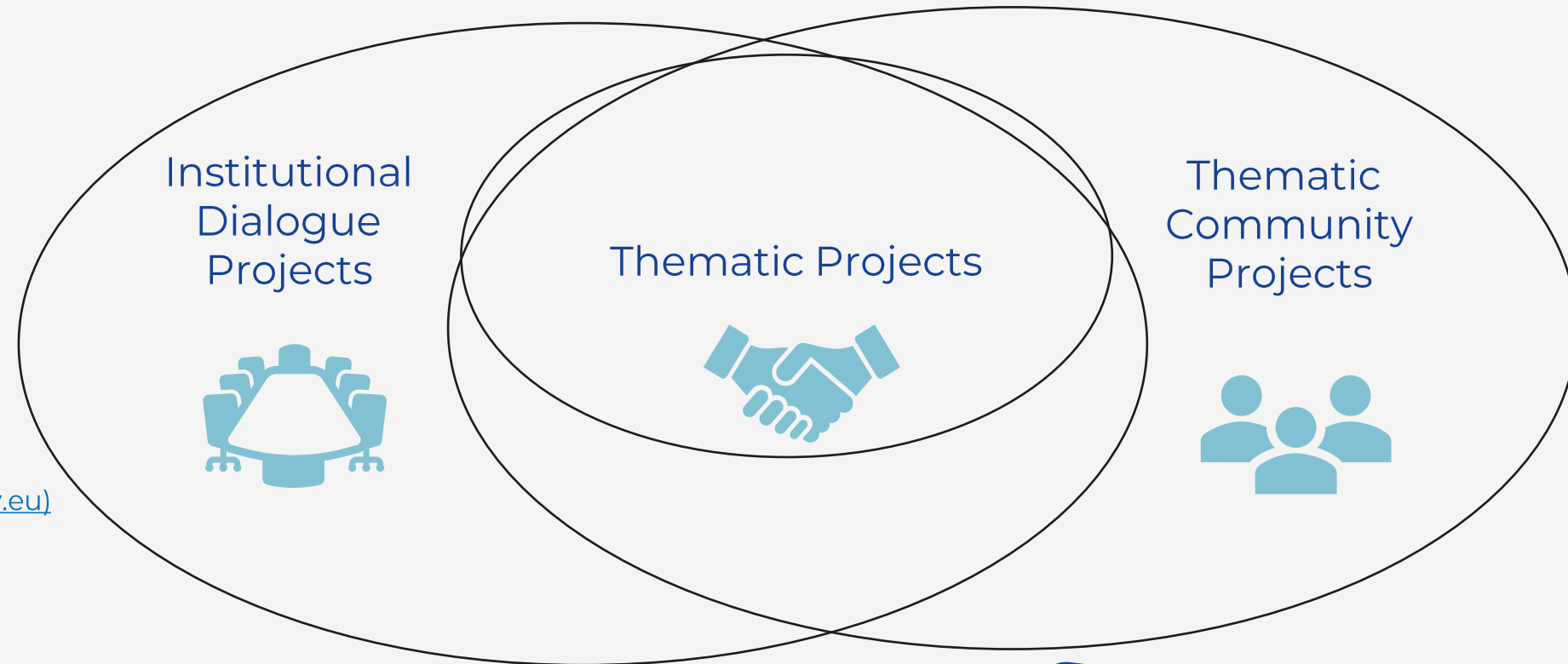
Reference documents:
Programme Manual
Terms of Reference

From call 02 to call 04

2nd call : Thematic projects

56 projects selected
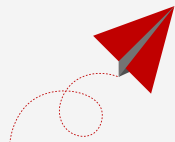
8 study   **40 Test**   **8 Transfer**

14
SO1.1: 8
SO2.6: 6

13
SO 2.4: 6
SO2.7: 7

19
SO 2.4: 19

10
SO1.1: 4
SO2.4: 3
SO2.6: 2
SO2.7: 1

2nd + 4th call : Thematic projects

79 projects selected
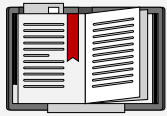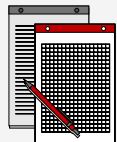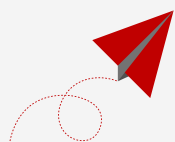
8 study   **57 Test**   **14 Transfer**

19
SO1.1: 12
SO2.6: 7

16
SO 2.4:8
SO2.7: 8

24
SO 2.4: 24

20
SO1.1: 4
SO2.4: 6
SO2.6: 3
SO2.7: 7

79 ongoing Thematic projects

Innovative Sustainable economy

2B-Blue
AZA4ICE
BLUE ECOSYSTEM
CARBON FARMING
MED
CircleMED
Clepsydra
eWAsTER
GREENSMARTMED
OliveOilMedNet
ProcuraMED
REPper
REVIVE
SPOWIND
VERDEinMED

AquaBioNets
BIOSTARS
CirBioWaste
SOLE MED
Reconnect

Natural heritage

ARTEMIS
CARBON 4 SOIL QUALITY
COASTRUST
FRED
Germ of Life
GreenList4MMPAs
LocAll4Flood
MedSeaRise
MPA4Change
StrategyMedFor
TREASURE
WE GO COOP
Wetland4Change

INCORE-MED
MIRAMAR
RENFORCE

Green Living Areas

Streets for Citizens
ArtMED
BauNOW
BAUHAUS4MED
CO2 PACMAN
E-MED
EnerCmed
GARDEN
GREENMO
INFIRE
LOGREENER
MED COLOURS
NUDGES
ProLIGHTmed
RECinMED
ReMED
RENEWPORT
RuralMED Mobility
URWAN

Green B-LEAF
HEATSAFE
RE-ACT Schools
RealUrbanGreen
UrbanGreenLeap

Sustainable Tourism

COOL NOONS
HERIT ADAPT
LIBECCIO
MAST
MedDiet Go
MED-GIAHS
MED-Routes
NaTour4CChange
SMITour
TOURISMO

AQUAMAN
DarkSkyTour
ECO-SEAROUTES
GreenSET
INSPIRE
MED4REGEN
PortCREW
RECIRCLE MED
Regenera4MED
TO CARE MED

Innovative sustainable economy mission: 19 projects

12 under S.O.1.1 Research & Innovation
7 under S.O. 2.6 Circular economy

Marine resources	**Resources valorisation**	**Industrial Transition**	**Agri-food systems**
2B-BLUE Blue Ecosystem SpoWind AZA4Ice AquaBioNets Reconnect	eWAsTER VERDEinMED REPper CIrBioWaste	GreenSmartMed CircleMED ProcuraMED Revive BIOSTARS Sole MED	Clepsydra OliveOilMedNet Carbon Farming Med

Mission Innovative Sustainable economy

Marine Ressources

2B-BLUE aims at developing and turning **Blue Biotechnologies** solutions into practices and S3 through demonstration sites and strategic alliance.

Blue Ecosystem aims at supporting **Blue Economy sectors** ecosystem and territorial innovations through an acceleration process and a co-creation approach.

SpoWind aims at supporting **wind marine energy** stakeholders in the decision-making through the development of a marine spatial planning WebGIS tool.

AZA4Ice aims at implementing an ecosystem spatial planning approach embedded with circular practices and production systems in **aquaculture.**

AquaBioNets aims to (Biodegradable aquaculture nets)

Reconnect aims to foster collaboration and to integrate SMEs into symbiotic ecosystems by enhancing the reuse of **waste from Fishery and Aquaculture sectors** through innovation services and deep tech solution to recover residues into high-value bio-based ingredients.

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Call 04 projects

Mission Innovative Sustainable economy

Agri-Food systems

Clepsydra aims at testing a smart system for monitoring and interpreting **aquifers** hydrogeological data with a focus on agriculture.

OliveOilMedNet aims at improving improve the **olive oil** sector through the identification and certification of quality, the development of a network and of green cultivation solutions.

Carbon Farming Med aims at implementing **carbon farming** as a new green business model and at providing tools to facilitate the carbon credits' market adoption.

Mission Innovative Sustainable economy

Resources valorisation

eWAsTER aims to promote policies and new innovative eco-business models for a better **electronic waste** management.

VERDEinMED aims at the implementation of circular business models in the **textile sector** to favor policy and behavioral change..

REPper intends to support SMEs in the **repair economy**, increase skills, and pursue the circular transition by overcoming the existing barriers.

CIrBioWaste aims to (innovative and sustainable bio-waste management and circular bio-economy in the Mediterranean area)

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Mission Innovative Sustainable economy

Industrial Transition

GreenSmartMed targets the cooperation of the 4helix stakeholders in the **green manufacturing** sector through contribution to S3 and an integrated methodology for SMEs.

CircleMED aims at accelerating **circular economy in territories** through promotion, test of solutions for SMEs and the creation of territorial hubs.

ProcuraMED aims to upscale and transfer the tools, strategies and network developed in the framework of **Green Procurement.**

Revive targets the creation of **internal territories** new **ecosystem** through innovative Community Cooperatives and a set of digital services

BIOSTARS aims at (Systemic circular bioeconomy solutions to support start-up and social driven innovation in rural areas)

Sole MED aims to establish a transnational Open Lab Network to boost **Open Innovation, business opportunities, and training models** for young entrepreneur focusing on bioeconomy.

Natural Heritage mission: 16 projects

8 under S.O.2.4 Climate change
8 under S.O. 2.7 Nature & Biodiversity protection

Risk Management & Resilience	Coastal / sea environment	Wetlands	Climate Change adaptation

Wetland4Change
WE GO COOP

MPA4Change
MIRAMAR

LocAll4Flood
MedSeaRise
FRED
Germ of Life
TREASURE
RENFORCE

ARTEMIS
COASTRUST
GreenList4MMPAs
INCORE-MED

Carbon removal	Forests

CARBON 4 SOIL
QUALITY

StrategyMedFor

Mission Natural heritage

Risk management and resilience

LocAll4Flood: the flash **flood** risk prevention & resilience through an Integrated Multi-stakeholder Governance Mode

MedSeaRise tackles the adaptation to Mediterranean **sea level rise**

FRED intends to contribute to climate change adaptation by monitoring, disaster risk prevention and mitigation in the **wildfire** segment.

Germ of Life: Digital **drought Risk Management** enabling drought mitigation and adaptation strategies for the restoration of the ecosystem equilibrium in Mediterranean European Countries

TREASURE proposes to test novel **environmental quality measures** in and around Euro-MED **ports**

RENFORCE wants to contribute to increase **resilience of forests** to climate change effects and thus to prevent biotic and abiotic **hazards.**

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Call 04 projects

Mission Natural heritage

Climate change adaptation

MPA4Change – plans to enhance **Marine Protected Areas as nature based solutions for adaptation to climate change**: from local actions to Mediterranean basin strategy

MIRAMAR addresses the monitoring of **cumulative impacts** to guide **mitigation and restoration** actions in the Mediterranean Region

Mediterranean Forests

StrategyMedFor : Strategy for the **Sustainable Management** of Mediterranean Forests

Wetlands

WE GO COOP intends to improve **wetland governance** through a community of practice

Wetland4Change: Wetlands-based **solutions for climate change** adaptation, risk prevention and mitigation

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Mission Natural heritage

Coastal/ Sea Environment

ARTEMIS is dedicated to the restoration of **seagrass** through Innovative **ecosystem-service based solutions.**

COASTRUST tackles shared **stewardship** for Mediterranean Coasts

GreenList4MMPAs wants to adapt the **IUCN Green List Standard** to the Mediterranean Marine Protected Areas

INCORE-MED addresses the inclusive **Coastal Resilience** in the Euro-Med

Carbon removal

CARBON 4 SOIL QUALITY: **Capturing and Storing Atmospheric CO2** for the improvement of soil quality

Mission Green Living Areas

Mobility : active, electric, mobility as a service, public transport, logistic

ArtMED aims to facilitate the implementation of **sustainable public transport** in sparsely populated areas by providing Public Transport Authorities with a planning tool assessing the local impact of **autonomous mobility on demand**.

E-MED aims to facilitate **energy transition in the public transport** through the developing and testing of 11 public transport efficiency solutions for authorities and operators.

RuralMED Mobility aims at facilitating the uptake of **sustainable mobility in rural areas** by improving their electric vehicle infrastructure.

GREENMO aims at studying the development of **mobility hubs** in the MED area.

GARDEN aims at supporting energy transition of **logistics for food supply** and management of bio-waste, packaging, and used containers in Mediterranean cities

MED COLOURS aims at developing efficient **urban freight** solutions.

Street for Citizens aims at developing **active mobility** in a participatory approach through tactical urbanism.

Mission Green Living Areas

Energy: Carbon neutral territories and sustainable energy planning, Renewable energy territories and communities, Public lighting

RENEWPORT aims at developing **renewable energy** solutions in port areas.

NUDGES aims at studying the integration of "**nudging**" strategies into the urban climate change mitigation and adaptation policies.

ProLIGHTmed aims at improving the energy efficiency of **public lighting** in small Mediterranean cities.

EnerCmed aims at promoting **Renewable Energy Communities** coupled with Nature Based Solutions in marginalized neighborhoods.

RECinMED aims at developing **renewable energy communities**.

HEATSAFE addresses climate change adaptation and aims at creating **climate shelters**.

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Call 04 projects

Mission Green Living Areas

Nature Based Solutions & Water management

URWAN aims at demonstrating the interest of multifunctional NBS for **water treatment** (rain/grey/black)

RE-ACT-Schools, aims at greening schoolyards for fighting **heat island effect**, supporting biodiversity, improving rainwater management and well being of users.

UrbanGreenLeap, aims at simplifying the design process of communities' solution and **green and blue infrastructure** (GBI) in small and medium size cities.

RealUrbanGreen, aims to set up and test a transdisciplinary and participatory approach for the design and management of **urban green spaces**.

Green B-LEAF, aims at increasing local rural communities capacities to face climate change by empowering communities through the development of **green participatory budgeting**.

Call 04 projects

Mission Green Living Areas

Urban planning and finance

ReMED aims at developing tools to support local authorities in integrating **adaptation** in their planning strategies.

INFIRE will focus on planning and financing **mitigation and adaptation** projects in territories.

BauNOW aims at improving the planning and implementing **capacities** of public and private stakeholders for financing measures supporting the **Green Just Transition**.

LOGREENER aims at upscaling a toolbox already developed to support local authorities in planning **sustainable energy local action plans**.

CO2 PACMAN aims to support Mediterranean islands in their transition to **climate neutrality**.

BAUHAUS4MED aims at promoting citizens engagement in the frame of a **New European Bauhaus** approach.

Sustainable Tourism mission: 20 projects

4 under S.O.1.1 Research & Innovation ; 6 under S.O. 2.4 Climate change
3 under S.O. 2.6 Circular economy ; 7 under S.O. 2.7 Nature & biodiversity protection

Innovation & technology capacitities	Climate change adaptation	Circular Economy	Nature & Biodiversity
LIBECCIO MedDiet Go SMITour TOURISMO	COOL NOONS HERIT ADAPT NaTour4CChange MED4REGEN AQUAMAN Regenera4MED	MAST MEDROUTES RECIRCLE MED GreenSET	MED-GIAHS INSPIRE TO CARE MED DarkSkyTour PortCREW ECO-SEAROUTES

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Mission Sustainable Tourism

Innovation and technology capacities

LIBECCIO establishes a **tourism innovation platform** composed by 4Helix actors and equipped with a destination management system based on sustainability indicators and Big Data analytics.

MedDiet Go intends to promote **Mediterranean diet** as a tourist attraction for rural areas through the extension of the international multistakeholder Med Diet Euro-Cluster.

SMITour promotes **Smart Industrial Tourism** with a strategy for transforming old industrial and manufacturing areas into touristic sites that propose immersive experiences.

TOURISMO supports **tourist flow management** by upgrading and testing a platform for authorities and tourists with information on tourist density, trajectories, and behaviours.

Mission Sustainable Tourism

Circular Economy

MAST intends to **support accommodation facilities** with a self-assessment APP and a protocol to adopt sustainable management systems in accordance with the ISO 21401:2018 standard.

MED-Routes tackles the unsustainable tourism model (seasonality, overcrowding, use of natural resources...) by proposing **eco-itineraries** that integrate circular economy into **Cultural Routes**.

GreenSET empowers business support organizations (BSOs) with tools and certification, to help **SMEs moving to circular economy**.

RECIRCLE MED combines a **circular tourism** assessment tools with a **blue economy** action plan and transfers it to Mediterranean coastal destinations.

Call 04 projects

Mission Sustainable Tourism

Climate change adaptation

COOL NOONS tackles **urban tourism during the hot hours** by proposing and testing solutions (vegetation, water features, etc.) to cope with rising summer temperatures.

HERIT-ADAPT intends to develop and test a sustainable tourism model to increase the **adaptation and mitigation capacity** of natural and cultural heritage assets.

NATOUR4CCHANGE provides **coastal tourism** policy makers and destinations with strategies and action plans with nature-based approaches to mitigate and adapt to climate change.

AQUAMAN supports the valorization of **non-conventional water sources**, decrease of water demand and optimization of the water distribution systems to mitigate water scarcity.

MED4REGEN brings cultural institutions together with tourism organizations, to search for a **cultural change** and develop the **sustainability values** of tourists.

Regenera4MED develops and extends a **regenerative tourism** model to enhance climate change adaptation thanks to a 5-Helix Multistakeholder governance methodology.

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Call 04 projects

Mission Sustainable Tourism

Nature and biodiversity

MED-GIAHS aims at promoting **sustainable agricultural tourism** and increasing rural communities' resilience with a joint strategy for the creation of a network of Med GIAHS sites.

DarkSkyTour promotes **astro tourism**, focused on the observation of the celestial objects on a clear sky, as a sustainable tourism alternative.

ECO-SEAROUTES develops itineraries **connecting ports with hinterland territories** to reduce tourist pressure on coastal destinations.

INSPIRE develops new products and services for integrating **agrobiodiversity values** in the tourism sector

PortCREW promotes itineraries and services to guide port tourists towards **alternative inland destinations** with natural and cultural assets.

TO CARE MED optimizes and transfers to **ecotourism destinations** the Tourism **Carrying Capacity** Limit tool

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Call 04 projects

Share of LP & PP per region on approved projects

Project Partners
- 1 - 3
- 3 - 5
- 5 - 10
- 10 - 20
- 20 - 30
- 30 - 40

Lead Partners
- 1 - 3
- 3 - 5
- 5 - 10
- 10 - 20
- 20 - 30
- 30 - 40
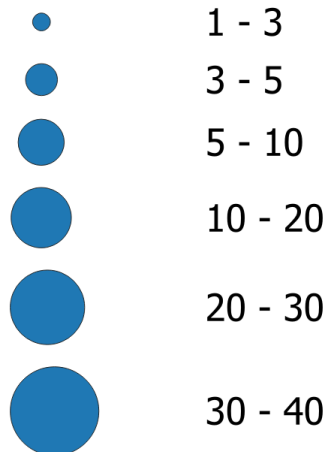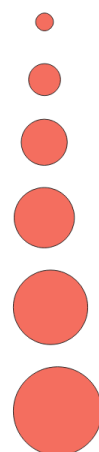
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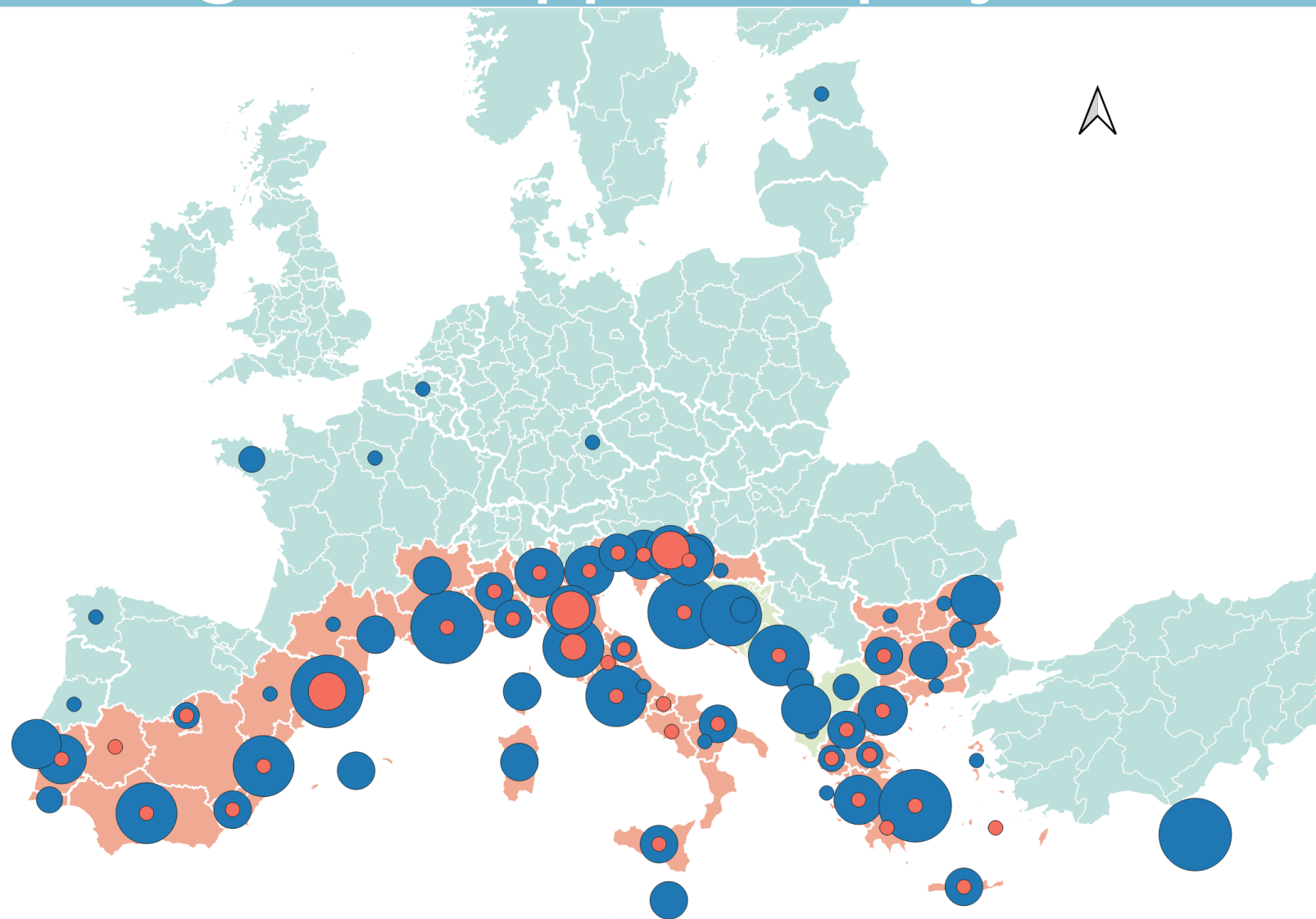
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Any question ?

Implementing my project

Project management roles and principles
Precontracting phase, Contracting process, Project start-up

Starting my project
In a nutshell

Pre-contracting checkgrid validated
Excel document

Application Form consolidated
Jems tool

New documents uploaded
Jems tool

Contractual documents signed
Pdf format

Preparation costs paid
Automatic payment

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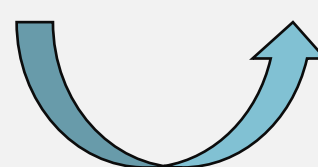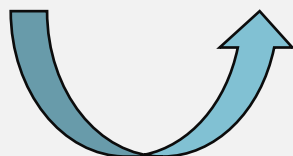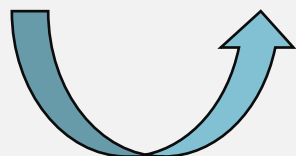
Project management team
Who are they?

Lead Partner
- **project coordinator**- thematic coordination and mobilising the partnership
- **financial manager -** financial monitoring and management of the project budget

Project partner
- project coordinator responsibility
- **contribution** to project activities and reports toward the LP

NA

NCP

National Controller

Other key profiles
- **communication officer –** project communication activities, collaboration with the thematic community
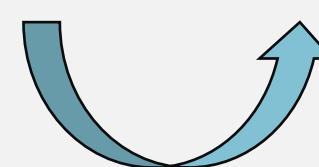- **coordinator for result amplification -** actively participate in the activities of the thematic community, ensure transferability of project productions , RAS within the PPs
- **coordinator for carbon footprint -** strategy for the reduction of the project's carbon footprint, ensures that project activities are designed to minimize emissions;, use of the calculation tool,
- **Data Controller and Data Protection Officer –** legal obligation

MA

JS

Article 26 of Interreg Regulation

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Project management
Key principles

- **Coordination**
- Cooperation
- **Joint** development & implementation
- **Co-decision** and **consensus/agreement** among the partnership
- **Effective and Smooth** communication flow:
  - within the partnership
  - with your Project Officer !!!

- **Legibility** of actions and transparency
- **Tracability** (of activities, costs, etc…)
- **Prevention of conflict of interests** (RoP, external contracts awards, selection of third beneficiaries, etc…)
- **Fight against fraud** :
  - Programme commitment to Zero Tolerance
  - Whistle-blowing mechanisms
  - Whistleblowers protection
  - Project contractual documents
  - Partners awareness
  - Use of EDES and ARACHNE
  - « appropriate scepticism »

Project management
Key documents

- Consolidated **Application Form** + annexes for each PP

- **Subsidy Contract** signed by the LP and the MA + addendum

- **Partnership Agreement** signed by the LP and each PP + updated versions

- **Payment claims** validated by the LP on Jems + Control report and certificates

- **Project reports**

- Steering Committee **Rules of procedures** and Minutes/decisions

- Project **material** and **key productions**

- **Audit trail** related to costs + Task assignment templates

Still have some doubts?

- Programme Manual

- Call Terms of Reference

- Guidelines for controller designation and control work

- Guidance on reporting process

- Basecamp User Manual

- WordPress User Manual

- Brandbook

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Project management
Key tools

JEMS - Monitoring tool

- Workflows : application, contracting, reporting, project modification

- Support request to send to support@interreg-euro-med.eu

- Guidelines on the Programme website (NC/NA, PPs)

BASECAMP - Cooperative work tool

- Support the daily work of partnership and JS

WEBSITE of the Programme (interreg-euro-med.eu)

- List of contacts, Programme Manual, Guidelines, Templates, FAQ

CARBON FOOTPRINT calculator (carbonfootprint.interreg-euro-med.eu)

- Support the monitoring of the carbon footprint of the projects

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Project management
LP duties

Operating an efficient and reliable **management** and **coordination** system including administrative and financial management

- efficient and participative decision-making process - **Steering Committee**

- ensuring the respect of the **sound financial management principle in the whole partnership**

- ensuring the respect of European and National legislation and **EU principles during and after the implementation of the project**

- monitoring the **financial performance** of the project and managing the **decommitment risk**

- report all irregularity detected and operating an **anti-fraud system** in the project

- respect the **deadlines** of the reporting process

- check all expenditure's compliance to the project before their declaration to the JS

- **consult and inform the JS** in case of modification of the project

Subsidy contract

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Project management

What should I not miss as LP?

- Clear objectives

- Mutual responsibility: Joint development & implementation

- **Get informed and inform!**

- Establish effective procedures for :

  - Coordination & decision-making

  - Financial management-reporting

- Clear and defined roles and responsibilities

- Contribute to Results Amplification Strategy

- Cooperate with Governance Projects

Be available and reactive!!!

Project management
Project Partners duties

Operating an efficient and reliable **management** system including administrative and financial management

- participate in the decision making
- respect the **sound financial management principle**
- follow European and National legislation and **EU principles during and after the implementation of the project**
- notify the reception of funds
- hold a **separate accounting system**
- provide information to LP on activities and expenditures
- keep an adequate **audit trail**
- report all irregularity detected
- respect the **deadlines** of the reporting process
- **consult and inform the LP** in case of modification of the activities
- **be responsive** to all control

Partnership Agreement

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A cooperation project/Programme as a mindset !

Let's start!

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Precontracting phase

- **Fulfillment of conditions** determined by the Monitoring Committee

- **Consolidation (clean-up) of the Application Form** (key deliverables, indicators, budget adjustment, partner details, bank details, missing data on investments, clarification on potential state aid...)

- **Provision of updated/additional documentation** (partner declaration, international organisation declaration, partners outside the Programme area, statement of capacity and compliance with the principles for investment, assessment of expected impact of climate change...)

Working tools :
- precontracting checkgrid
- Jems

Precontracting phase

LP must upload Key documents

category

D.3 Overview budget / period

E - Project lump sums and unit costs

E.1 - Project lump sums

Application annexes

Check & Submit

Assessment & Decision

Modification

Shared folder

Export

Project privileges
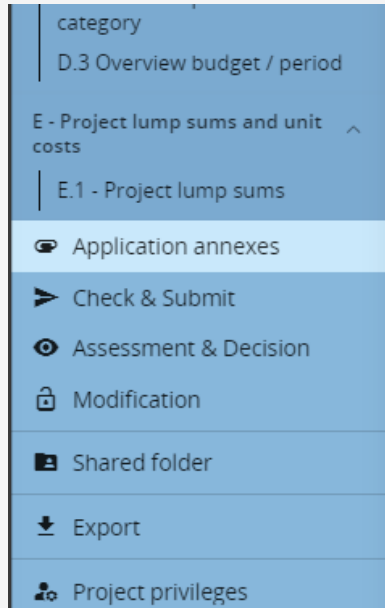
Updated PPs declarations
Additional APs declarations

Updated de minimis declarations

Investment documentation (1 section / investment)

Contracting

Contract monitoring

Contracts and key dates

Project managers

Project reporting schedule

Partner details

Financial information Form signed (Partner+Bank)

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Precontracting phase

LP must grant « privileges »

- 👁 Application annexes
- 👁 Assessment & Decision
- 🔒 Modification
- 📖 Shared folder
- ⬇ Exports for AF (and other)
- 👥 Project privileges
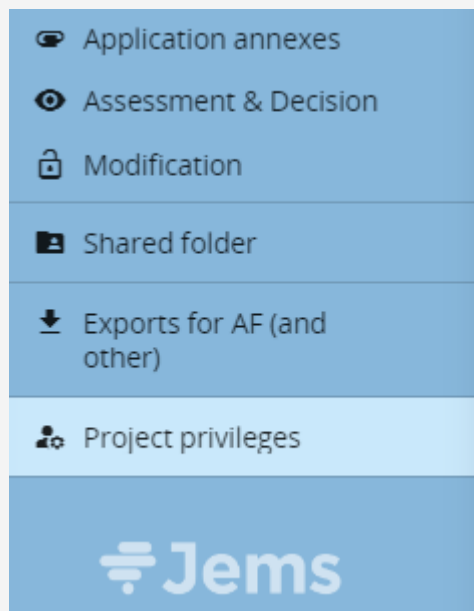
≠Jems

Application Form users / Project managers ⓘ

*Jems username
leadpartner.user@jems.eu

👁 view | ✏ edit | ⚙ manage   🗑

PP2 PP Test1   TEST ROMA

*Jems username
leadpartner.user@jems.eu

👁 view | ✏ edit   🔵 🛡 Sensitive data   🗑

*Jems username
PP2@jems.com

👁 view | ✏ edit   🔵 🛡 Sensitive data   🗑

Contracting phase
Signature of contractual documents

1. **Partnership Agreement** : between LP and project partners
   - one page per partner
   - signed either by hand (wet ink) or electronically
   - must be uploaded by the LP on Jems

2. **Subsidy Contract** : between the LP and the Programme
   - in case of Electronic signature (with Adobe sign only): the JS sends it to the LP (no obligation for the LP to have a digital signature)
   - in case of wet ink signature : must be sent signed (in duplicate) to the JS by regular post
   - will be uploaded by the JS on Jems

Originals to be kept by the LP

Project start up

Preparation costs payment

- No payment request needed. Automatically paid upon signature of the subsidy contract by both parties
- Total of 37.000 € project (*29.600€ of Interreg Funds*)

Selection of Controller *Art. 74(1a) Reg (EU) 1060/2021 and 45(3) Reg (EU) 1059/2021*

- **Centralised system :** Designated by National Authority. Partners must contact their NA to know their Controllers.
- **Decentralised system** : Partners must contact their National Authority **as soon as possible** to know how to designate and approve their Controllers.

Project Steering Committee

- 1st SC within 3 months after project start
- Upload the minutes on Basecamp

Any question ?

Reporting procedure
Tools and key's documents overview

Activity and financial reporting

- Partner Report
- Activity and Financial Reporting
- National Control Report and Certificate
- Submission of the Reporting Package
- JS Monitoring Coherence Check
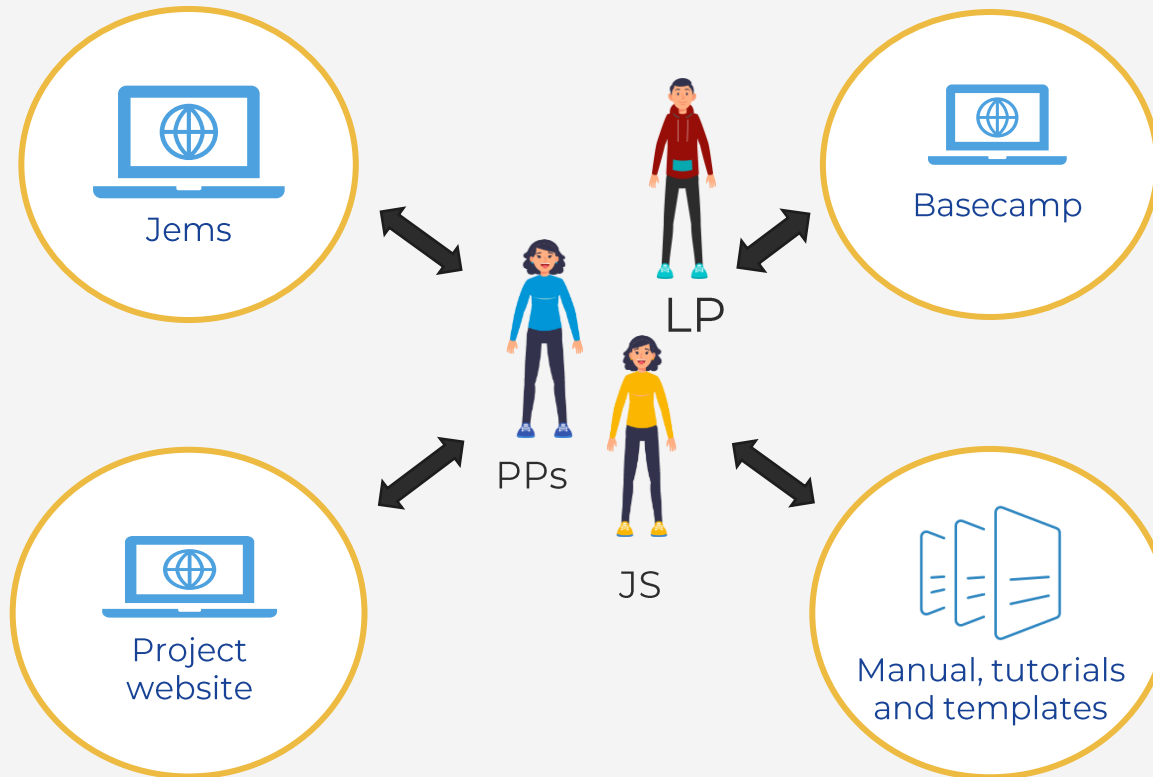
Daily monitoring

- Project exchanges
- Monitoring deliverables
- Main project management documents
- Carbon footprint reports
- Working documents
- Project interactions

Communication

- Validated key deliverables
- News, events, forms...
- Online questionnaire

Guidance and standards

- Reporting procedures
- Ad-hoc tutorials
- Reporting on communication data
- Other specific JS requests

Jems

Basecamp

LP

PPs

JS

Project website

Manual, tutorials and templates

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Project Reporting Schedule

Example: 33-months project

Jems

In this section, the reporting schedule is defined. For the period, in case the report covers more than one period, please indicate the period in which the report shall be delivered.

Project start date (DD/MM/YYYY)
01/04/2025

Project end date, calculated automatically (DD/MM/YYYY)
31/12/2027

Project duration in months
33

Contracting
- Contract monitoring
- Contracts and key dates 🔒
- Project managers 🔒
- Project reporting schedule 🔒

Partner details
- LP1 🔒
- PP2 🔒
- PP3 🔒
- PP4 🔒
- PP5 🔒
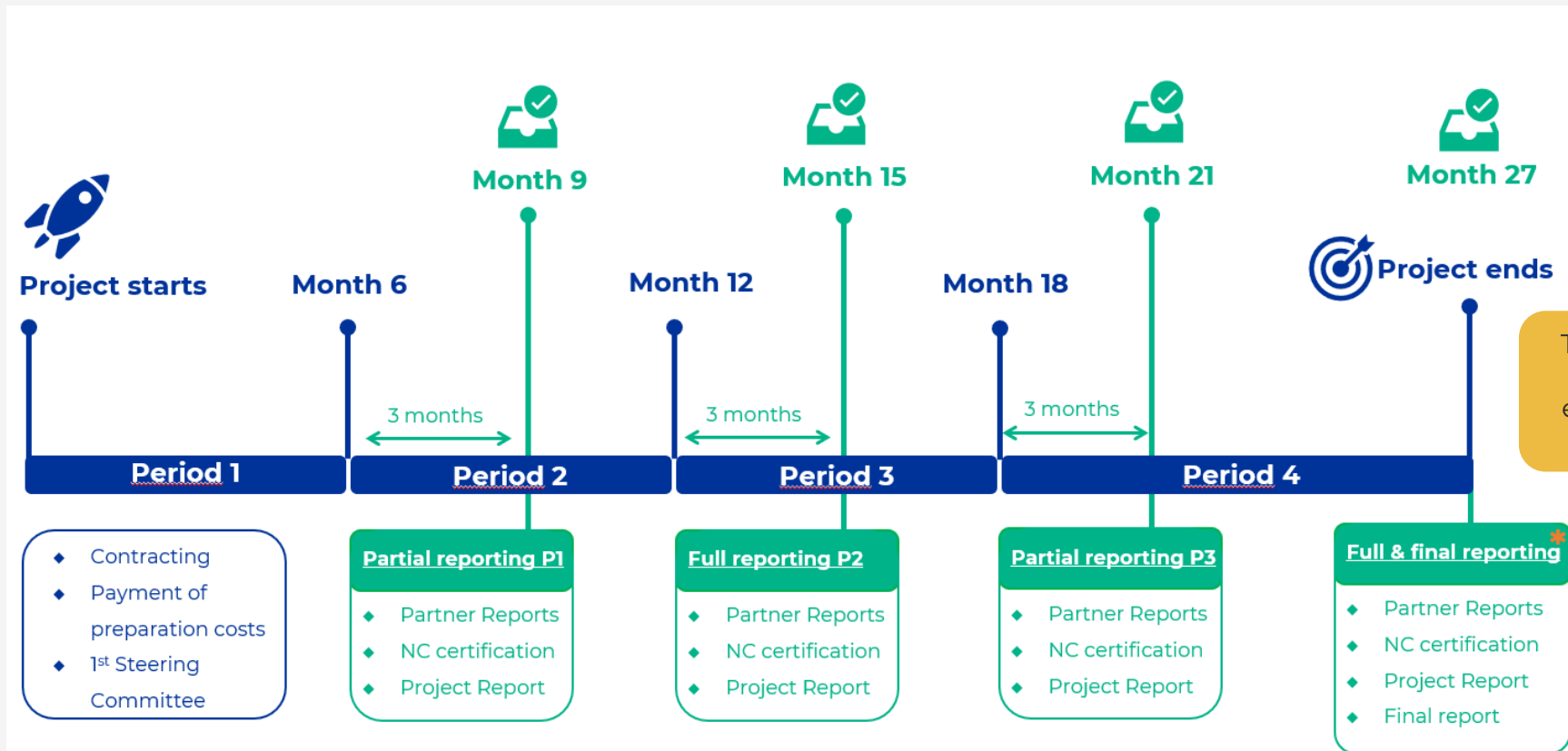- PP6 🔒
- PP7 🔒
- PP8 🔒
- PP9 🔒
- PP10 🔒

Application form

Project version
(current) ✓ V. 1.0

A - Project identification

ID	Type of report			Period	Date	Final report	Comment	Linked reports
1	📄 Only Content	💼 Only Finance	📄💼 Both	Period 1, month 1 - 6, 01/04/2025 - 3	31/12/2025 📅	Yes **No**	Partial reporting	
2	📄 Only Content	💼 Only Finance	**📄💼 Both**	Period 2, month 7 - 12, 01/10/2025 -	30/6/2026 📅	Yes **No**	Full reporting	
3	📄 Only Content	💼 Only Finance	📄💼 Both	Period 3, month 13 - 18, 01/04/2026	31/12/2026 📅	Yes **No**	Partial reporting	
4	📄 Only Content	💼 Only Finance	**📄💼 Both**	Period 4, month 19 - 24, 01/10/2026	30/6/2027 📅	Yes **No**	Full reporting	
5	📄 Only Content	💼 Only Finance	**📄💼 Both**	Period 6, month 31 - 33, 01/10/2027	31/12/2027 📅	**Yes** No	Final and full reporting	

Reporting Process
Who does What ?

Jems

Jems

Jems

1

Each partner

- enters activities and expenditures on JEMS dedicated section by submitting the **Partner Report**

Compulsory for all PPs claiming costs during the reporting period

2

National Control

- Starts the **CONTROL WORK** on JEMS (verification of expenditures, activities, supporting documents, etc)
- Validates the expenditures and fill-in the **Control Checklist** (and external contract checklist if needed) in JEMS
- Generates the **Control Certificate and Report**

3

National Level*

- For partners coming from some Member States (**Spain only**), the expenditures certified by NC must be validated at national level through the submission of the MS checklist before their inclusion in a project payment claim.

4

Lead Partner

- gathers all the NC's certificates and produce the reporting package (payment claim + project report) on JEMS
- submits to the JS within the deadlines mentioned in the Subsidy Contract

5

Joint Secretariat

- leads **recommandations** or **Financial corrections**
- verifies the project's reporting package,
- address to the LP in case of doubts
- prepares the **MA Payment Order**

6

Managing Authority

- performs an additional control and ensures the precision of the payment claim
- validates the MA Payment Order
- transfers the MA Payment Order to the Accounting Authority

Accounting Authority

- Receives the payment order from MA
- sends the effective reimbursement of expenditures directly to the PP bank's account indicated on Jems
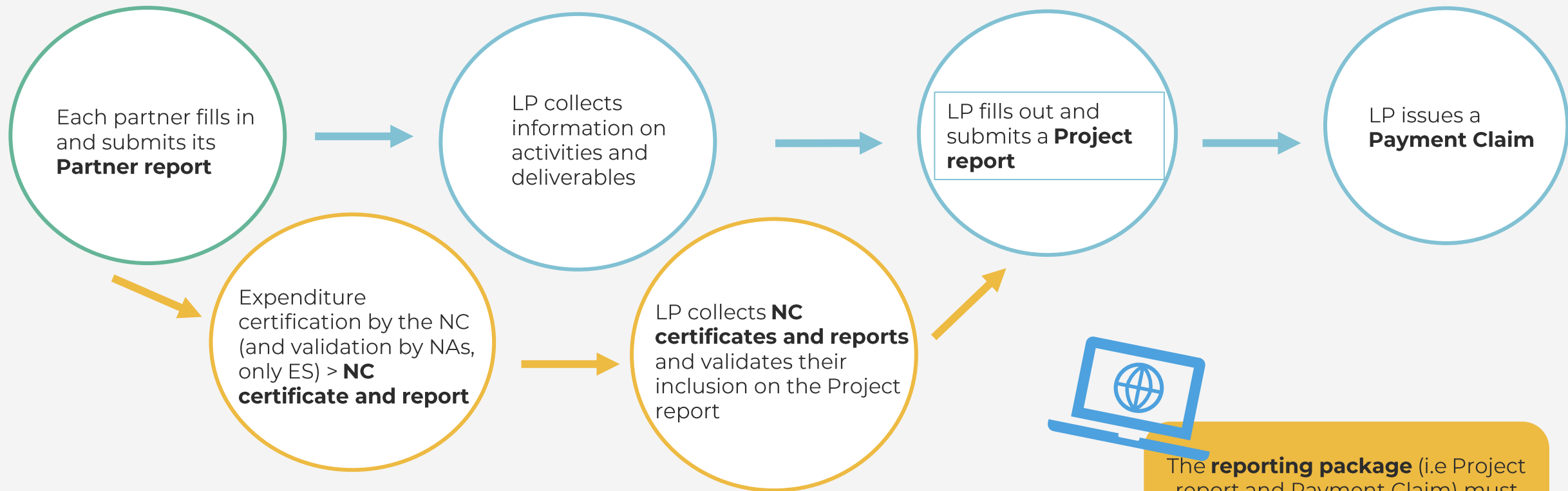
Reporting procedure:
general overview

Finalised versions of the key deliverables are uploaded on **Jems** by the LP during **full report only** ➡️ The JS validates the Key deliverables. Following a **peer review** by governance projects, key deliverables and outputs are published on the **Programme library**.

Each partner fills in and submits its **Partner report**

LP collects information on activities and deliverables

LP fills out and submits a **Project report**

LP issues a **Payment Claim**

Expenditure certification by the NC (and validation by NAs, only ES) > **NC certificate and report**

LP collects **NC certificates and reports** and validates their inclusion on the Project report

The **reporting package** (i.e Project report and Payment Claim) must be submitted to the JS approval on time!!!

Reporting Process
Partial and full Reporting

After each reporting period:

- **Each partner** claiming costs (including the LP) must submit in **Jems**:

    - **At least 1 partner report**

    - **1 National Control Certificate(s) and report** (+ National Validation where needed)

The **Lead Partner** must submit in Jems a **REPORTING PACKAGE** composed of

- 1 **project report** :

    - **Partial reporting** (after periods **1, 3, 5**....) > **partial version** of the project report

    - **Full reporting** > **full version** of the project report

- 1 **payment claim**

- A **report on ineligible expenditures,** if relevant

- The **PPs "control package",** **(all documents related to the National certification of PPs expenditures).**

Reporting Package

Project report: Partial and Full reporting

PARTIAL REPORTING	FULL REPORTING
Project report Identification	Project report Identification
	Work plan progress
	Project results and horizontal principles
List of partner certificates	List of partner certificates
Project report annexes	Project report annexes
Financial Overview	Financial Overview
> Submit	> Submit

Role and responsibility in the Reporting process

Project partners must:

- ✓ Comply with the terms of the subsidy contract and partnership agreement
- ✓ Ensure that a **National Controller (NC) is designated** as soon as possible after project approval
- ✓ **Implement activities** according to the consolidated AF
- ✓ **Submit on-time activities and costs** (partner report) **to the NC** + supporting documentation via JEMS (planning to be agreed with the LP and respective NC)
- ✓ Ensure that the **complete documentation** is made available on time to the LP (signed version of the certificate + checklist duly completed)

Lead partner

Role and responsibility in the Reporting process

Payment Claim statement from the LP

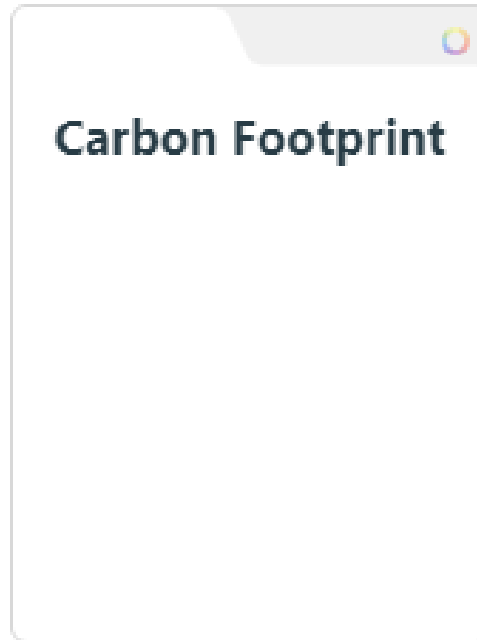Before submitting the Project Report LP MUST ensure that:

- the expenditure reported by all partners **result from implementing the project** **(> list of expenditure)**

- **National Validation from Spain** is available **(> national validation)**

- **a tangible system to prevent double-funding and to identify project expenditures exists** for each Project Partner and is described in the control checklist(s) **(> NC checklists)**

- the **cumulated certified amount** for each Project Partner is less or equal to the available budget

- **no anomalie have been detected** among expenditure and activities > the report on ineligible costs must be attached to the payment claim

- the signed version of the Control Report and Certificate is available for each PP
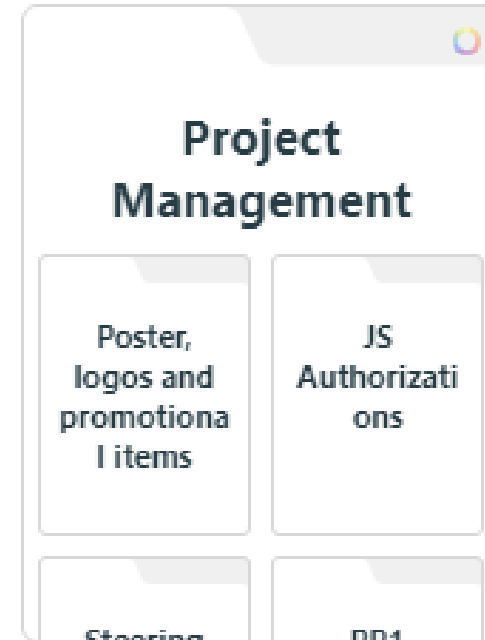
Project daily monitoring
Standard folders on Basecamp

Key productions

WP1

Carbon Footprint

Project Management

Poster, logos and promotional items

JS Authorizations

Steering

PP1

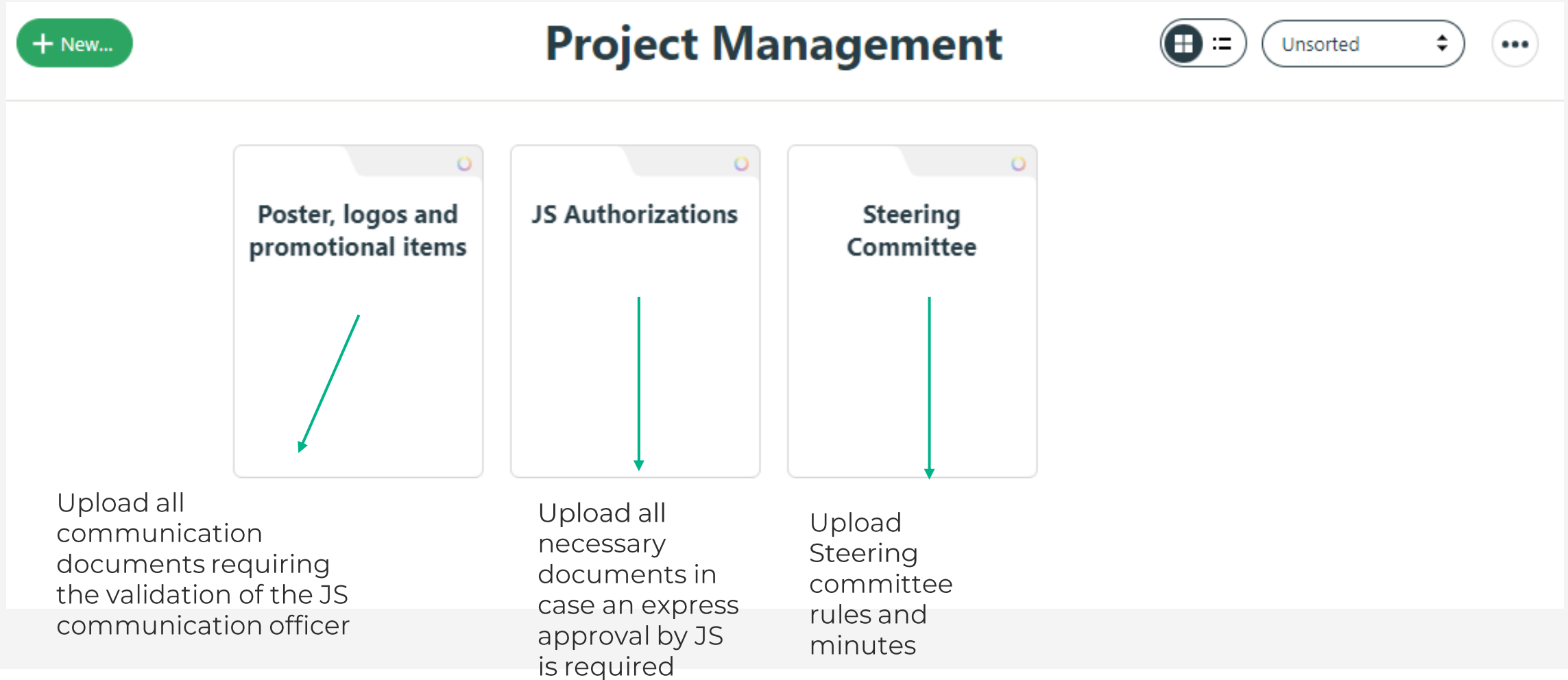Optional for exchange with the JS prior to a full reporting

As carbon footprint report must be delivered at each reporting

Documents related to the project management

Project daily monitoring
Standard folders on Basecamp

+ New...

Project Management

Unsorted

Poster, logos and promotional items

JS Authorizations

Steering Committee

Upload all communication documents requiring the validation of the JS communication officer

Upload all necessary documents in case an express approval by JS is required

Upload Steering committee rules and minutes

JS authorizations

Two dedicated forms online – NB : you have to logged in

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Search…   EN | FR

WHO WE ARE   WHAT WE DO   WHERE WE WORK   GET INVOLVED   OUR CAPITALISATION APPROACH   **DOCUMENTS & TOOLS**   NEWS & EVENTS

REFERENCE DOCUMENTS   TOOLS   TRAINING CENTER   MEDIA KIT   FAQ   HELPDESK

COSTS REPORTING   ˅

AMENDING MY PROJECT

§ **Request for modification of an approved project**

- Partnership composition
- Budget (applicable at partner and/or project level)
- Modification or addition of project activities, with an impact on investments, key productions, or equipment
- Extension of project duration
- Administrative information

§ **Request for an express approval of the JS**

- Travel outside of the Programme area and outside of the EU
- Activities outside the Programme cooperation area and outside the EU
- New activity (not impacting key productions, equipment or investments)
- Non – monetary awards for competition winners
- General branding / Promotional items (goodies)
- Logos aiming to become a label or brand

The express approval by the JS is necessary for related expenditures to be eligible

The necessary document to support the request must be uploaded in basecamp

Project daily monitoring

... communication activities

Data on communication activities to be provided once a year by means of an online form to be completed (**link provided by the JS**).

... carbon footprint

- All reporting: all PPs provide on basecamp the report generated by the online tool
- Only full reporting: project analysis with evolution of project emissions and follow-up measures

Project working community
Other basecamp folders

The mission basecamp folder gathers all thematic projects from the mission + the 2 governance projects. Information is shared on project progress, workshops, community events

A dedicated seminar on reporting

Save the date !

Thursday 18th of September morning : dedicated seminar on reporting will take place

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Any question ?

Coffee Break

Project Financial
Flow overview

Each partner

Interreg fund €

Partner report

Accounting Authority

National Controller

MA Payment order

Control report and certificate

Managing Authority/Joint Secretariat

Lead Partner

Reporting Package (PR+PCs)

Spain:
The national control system has 2 levels

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Exception: Preparation cost payment
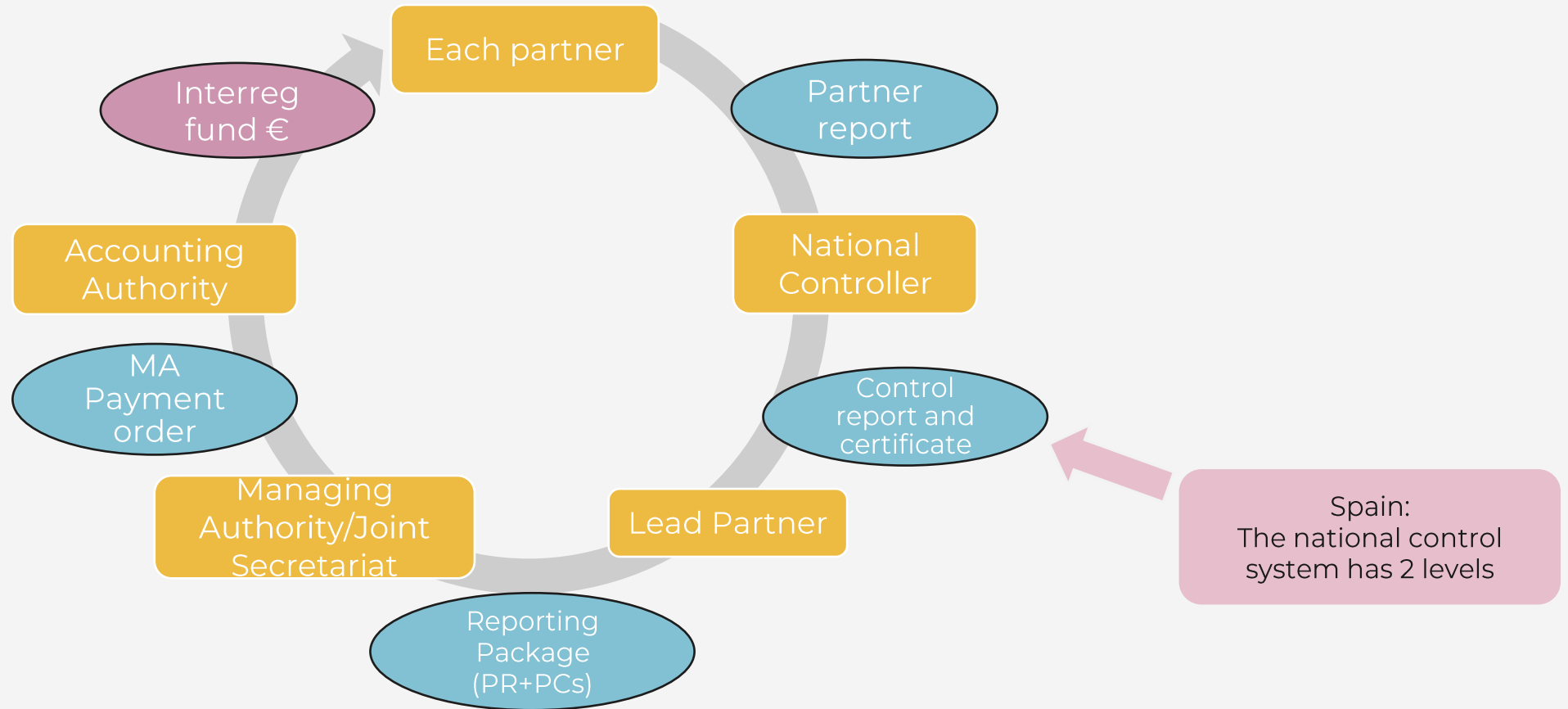
NATIONAL CONTROL SYSTEMS

CENTRALISED SYSTEM	DECENTRALISED SYSTEM
Albania	Cyprus
Bosnia and Herzegovina	France
Bulgaria	Italy
Croatia	Malta
Greece	Portugal
Montenegro	Spain**
North Macedonia	
Slovenia	
Bulgaria	

** In Spain expenditure certified by NC must also be validated at national level to be included in a project Payment Claim

National Controller
NC's Designation process

CENTRALISED SYSTEM

Public Controller	Independent Controller

- The designated controller and any possible reviewer or certificate signatory, creates an account on **Jems**

- The NA notifies the JS of the complete list of controllers and reviewers by email

- The JS activates the Controller profile on Jems

- The National Authority in charge of controllers assigns the controllers' profiles to the relevant project partner on Jems

DECENTRALISED SYSTEM

Controller proposed by PP and approved by NA	Short List

- PP applies to the NA for NC designation

- NA validates the NC

- NA validates the NC and fills-in the on-line form on the Programme website

- NC and any possible Reviewer create an account on JEMS

- Upon receipt of the form by the NA, the JS activates the NC profile on Jems

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Each controller must be assigned individually to all projects for which he/she has been proposed and designated for by NA/JS

**Article 74 CPR
Article 46 (3) ETC**

Types of control

The verification of expenditure carried out by the NC can be done through two different types of controls:

- ***Administrative verifications (i.e. desk-based verifications)***
most frequent method of implementing controls, the desk-based control or "administrative verification" is implemented by the NC from its headquarters and is based on documents and material provided by the project partners whose expenditure is being controlled

- ***On-the-spot verifications (OTS)***
It allows to check the existence and delivery of goods and services as well as the accuracy of the management system put in place in each partner structure and the existence of accounting documents forming the audit trail. It is **mandatory in case of projects involving investments** !

A specific section of the checklist dedicated to OTS visits

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National controller
Role and duties

NC must:

- check the compliance with the **Programme's and national eligibility rules**

- verify and **validate** partner's expenditures included in a partner report

- Detect and report fraud and irregularity

- complete the checklist(s) and generate the **Control Report and certificate**

- Control Work must be tracked in **Jems**

- Good knowledge of controlling project expenditure under the **Structural Funds Regulations**

> Timeline (including validation from Spain for concerned PPs) : LP must submit the RP 3

months after the end of the reporting period

Information on each National Control System is available in the Programme's website

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THE CONTROL PROCESS in details

On-the spot check **mandatory** for Investment

No paper version needed

Partners submit the information

Controllers verify (administrative/on the spot)

LPs check and gather the information

Information to the NC on activities and related costs
> PP report created and completed on Jems

Costs certified or parked
> Control checklist created and completed on Jems

Control **Finalised** on Jems
> Control Certificate and Report signed and uploaded on Jems

Concerned PP and the LP are notified
> Project report created and completed one JEMS
> Project payment claim generated on Jems and uploaded

National validation from Spain signed and uploaded on Jems

Controller may ask clarification/supporting docs to PPs

Deadlines for project reporting set up in **JEMS > *Project Reporting Schedule's section***

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National controller

The overall control work is performed in Jems

[Joint Electronic Monitoring system](#)
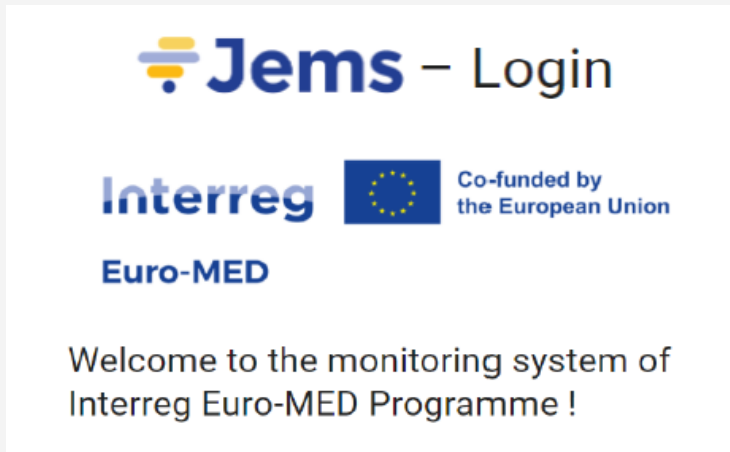
Access granted by the NA/NCAA/JS
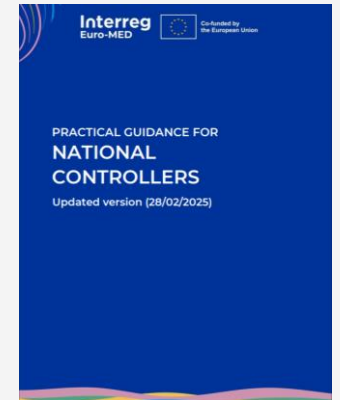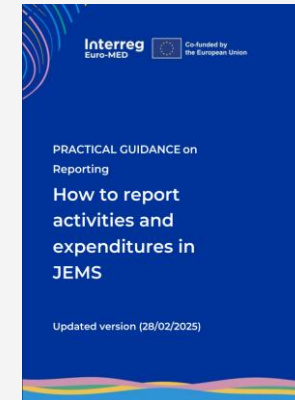
LPs and PPs must ensure:

That a controller is designated by the relevant NA for the project from CALL04

That the Controller is assigned on Jems to the project for which he/she has been proposed and designated for by NA/JS

To provide the most update information to the NC concerning the implementation of the project (last consolidated AF) !

Declaration of expenditure
Eligibility period

Eligibility period for implementation costs starts from the date of the approval of the project by the Programme:

Call 4 (Thematic Projects) : **01.04.2025**

Expenditure, whether related to the implementation of the project **or to closure activities,** must be **incurred** and **paid** by the project End date

Thematic Projects (Test, Projects, 33 month) : **31.12.2027**

Thematic Projects (Transfer Projects, 27 months): **30.06.2027**

Any expenditure paid after project end date, whatever the nature of the activity concerned, **is ineligible**!

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Eligibility of Expenditure: Hierarchy of Rules

National Controllers must verify and certify that partners expenditure are eligible according to:

EU rules

- Regulation (EU) n° 2021/1060 (Common Provisions Regulation - CPR)
- Regulation (EU) n° 2021/1058 (ERDF Regulation)
- Regulation (EU) n° 2021/1059 (Interreg Regulation)
- Regulation (EU) n° 2021/1529 (IPA III Regulation)

Exhaustive list of non-eligible costs on the Manual

Interreg Euro-MED Programme's eligibility rules

- Additional rules on the eligibility of expenditure are set out in the **Programme Manual.**

National eligibility Rules

National eligibility rules apply to issues not covered by the above-mentioned EU or Programme eligibility rules and must be checked, prior to the execution of the expenditure, with the relevant National Authority.

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Forms of reimbursement 1/2

No advance payment !!!

- **Reimbursement** based on **paid expenditures confirmed as eligible** by the NC
  - *Exception 1: SCO -* Preparation cost 'lump sum', by the JS, upon signature of the Subsidy Contract, **no action needed by the PP, LP**
  - *Exception 2: SCO -* Cost categories 'flat rate', automatically calculated, **not subject to any control**

Payment

➢ made directly to each PP bank account (one bank account per partner!)

➢ 80 days after submission of the **complete Reporting Package** to the JS.

> ## Real Costs

- **Expenditures incurred and paid directly by a co-financed partner**
- Expenditure **justified** by means of **invoices** or any other equivalent accounting document and referenced in an accounting system
- Expenditure that corresponds to effective works, services or supplies

> ## Simplified Cost Options

- **Lump sum for preparation costs** Total amount **37.000 €**

This lump sum is fixed and compulsory for all projects and is paid once the Subsidy Contract will be signed.

- **Flat rate for office and administration**

15% of eligible staff costs, mandatory for all partners.

- **Flat rate for travel and accommodation**

The flat rate for the calculation of travel expenditure varies according to the country in which the project partner is based
· 15% Partner from EU Member State
· 22% Partner from IPA State

Eligibility of Expenditure: cost categories

6 cost categories – exhaustive list of eligible costs on the regulation

CC1 - Staff costs (fixed percentage of monthly working time dedicated to the project
CC2 - Office and administrative costs (flat rate automatically calculated)
CC3 - Travel and accommodation costs (flat rate automatically calculated OR in justified cases, real costs)
CC4 - External expertise and services costs
CC5 - Equipment costs
CC6 - Infrastructure and works

BEWARE!
- **CC1:** Updated Staff Task ASSIGNMENT template – SAME PERCENTAGE for at least the full reporting period (6 months) > partner details on Jems + Established in advance "estimation".
- **CC3:** the method must be the same for all projects a PP is participating to

If among the direct staff costs all or part is deemed ineligible, the determined amount of CC2 and CC3 will automatically be recalculated and reduced accordingly!

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Declaration of expenditures

(CC1) STAFF COST

Eligible costs : limited to **the payment of gross salaries** fixed in an employment document and **other costs directly linked to salary payments** of the staff employed by the beneficiary for implementing the project

REAL COST ➡ No **separate working time registration system** (e.g. timesheets).

ONE METHOD: fixed monthly percentage

for each staff member = *monthly working time spent on the project expressed in percentage*

- Fixed percentage to be determined in advance

- **'Staff Task Assignment Template'** (STAT) : MANDATORY template, to be completed and **uploaded in Jems in the partner details section**

- New STATs **only necessary in case of change** of the %

- The applied percentage should AT LEAST cover ONE full reporting period

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Declaration of expenditures
(CC2) OFFICE AND ADMINISTRATION

Eligible cost : operating and administrative indirect expenses of the project partner that are necessary for the implementation of the project (Adobe licence ex)

- Mandatory for all project partners and fixed at 15% of staff cost
- **Simplified Cost Option** foreseen by Art. 54 b) CPR (EU) 1060/2021
- Costs are **automatically calculated by Jems** on the basis of eligible staff costs
- **The controller does not need to check if expenditures are incurred and paid**

The controller verifies that no expenditure covered by this category is declared as REAL COST!

If among the direct staff costs all or part is deemed ineligible, the determined amount of administrative and office costs will automatically be recalculated and reduced accordingly!

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Declaration of expenditures
(CC3) TRAVEL AND ACCOMODATION

Eligible costs Expenses of the project partner institution staff for missions essential to the project implementation

The eligible expenditure under this cost category are (exhaustive list):

- Travel costs (e.g. tickets, travel and car insurance, car mileage, toll and parking fees)

- Costs of meals

- Accommodation costs

- Visa costs

- Per diem (daily allowances)

- Travel and accommodation costs for **external experts** must be claimed under the cc external expertise and services !

Any item of expenditure above listed already covered by a daily allowance should not be claimed or reimbursed in addition to the daily allowance
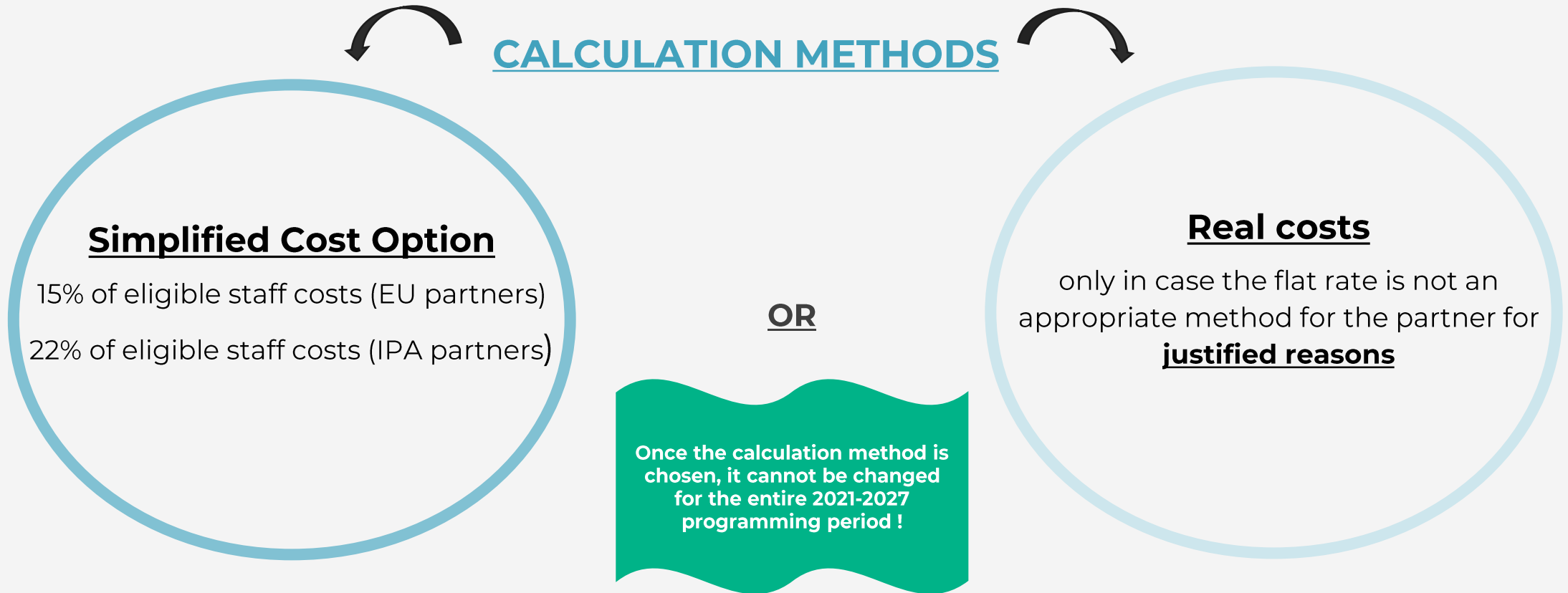
Point of attention

✓ Outside of the Programme cooperation area but in an EU State, *JS must be informed*

✓ Outside of the Programme cooperation area AND EU, *must be indicated in the approved Application Form and expressly accepted by the JS*

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Declaration of expenditures
(CC3) TRAVEL AND ACCOMODATION

CALCULATION METHODS

Simplified Cost Option

15% of eligible staff costs (EU partners)

22% of eligible staff costs (IPA partners)

OR

Real costs

only in case the flat rate is not an appropriate method for the partner for **justified reasons**

Once the calculation method is chosen, it cannot be changed for the entire 2021-2027 programming period !

Declaration of expenditures
(CC3) TRAVEL AND ACCOMODATION

Simplified Cost Option Interreg Regulation art. 41 (5)

Flat rate SCO

Real costs

- No audit trail needed!

- Automatically calculated and reimbursed

- Huge reduction of the control effort and speed up of verifications at all levels

- Time better used by PPs and LP to focus on the project activities, and an accurate reporting

- **If among the direct staff costs all or part is deemed ineligible, the determined amount of administrative and office costs will automatically be recalculated and reduced accordingly!**

- **Complete audit trail** needed, as for 2014-2020 period !

- National threshold to be respected

- Cost-effectiveness + link to the project

- Jems entering: **1 expenditure item: 1 person's expenditures/ 1 mission**

EC requirement: Each PP must document that at least 1 trip per Project has been held

Travel outside the cooperation area and EU, express approval of the JS is needed!

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Declaration of expenditures
(CC4) EXTERNAL EXPERTISE AND SERVICES COSTS

Eligible costs: Expertise and Services provided by a public or private entity, or by a natural person not declared as staff of the partner organization

- Cost related to the **National Control**

- Travel and accommodation *(costs for external experts, speakers, chairpersons of meetings and service providers)*

- The costs of external expertise and services shall be paid on the basis of contracts or written agreements of equivalent value and must be uploaded in Jems > external contract

- Costs related to installation, maintenance of your pilot should be linked to the investment and the statement of capacity template must be signed by partners

Full compliance with:

- EU, Programme and national procurement rules
- The principles of transparency, non-discrimination and equal treatment

Point of attention!

for expertise and external services of activities **outside the cooperation area** and **outside EU**

> *the express approval from JS is needed !*

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Declaration of expenditures
(CC5) EQUIPMENT

Eligible costs: Equipment **purchased, rented or leased** by the beneficiary that is not already covered by the cost category "office and administrative costs" and **necessary for the delivery of project activities and used for investment**

- PPs should foresee the costs on a **pro-rata basis** or according to a **depreciation plan**
- Any equipment to be used for project management must be reasonably **purchased at the beginning of the project**
- **in line with the staff effort** planned and project activities

> Include fixed investment in equipment or equipment as part of an infrastructure investment, in those cases:

- exclusively used for the project,
- eligible up to the 100% of the acquisition price
- indicated in the AF section Investment and budget

Point of attention!

Equipment located and operated outside the Programme Cooperation Area and the EU

> **the express approval of the JS is needed**

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Declaration of expenditure
(CC6) INFRASTRUCTURE AND WORK

Eligible costs in this category are the costs of infrastructure and work necessary for the delivery of project objective in the framework of a pilot activity.

- **Cost of infrastructure and work only eligible as a part of an investment and <u>approved in the latest version of the AF</u>**

- Costs of equipment as part of an infrastructure investment are eligible under CC5

- Costs of services and external experts are eligible under CC4 if it is not part of the construction contract

- **<u>The cost can be 100 % eligible</u>**

Point of attention !
Infrastructure located and operated outside the cooperation area
are
<u>NOT ELEGIBLE !</u>

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Focus on investment

Thematic > only for test projects

All infrastructure, technical and IT equipment development, materials and related services for the deployment of the **PILOT ACTION**, which are necessary for the delivery of project objective, **are considered as investment**

- **Eligible costs categories** regarding investments: **CC4, CC5, CC6**

- Investment is eligible **only if it is in the approved consolidated AF**

- Cost of fixed investment in equipment and investment in infrastructure considered as Investment

- Investment refer to the output of the project which **remain in use after the completion of the project**

- Durability requirements

Programme rule:
On the spot verification by your National Controller is **mandatory !**

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Focus on outsourcing contracts

No Programme threshold or rule for contract award

Information on Jems as soon as a contract is signed with an external provider (+ related checklist)

- The eligibility of costs is subject to:

  - **full compliance with EU, and national* procurement rules (**including institutional regulations if stricter).

  - Entities not subject to public procurement must comply with **principles** on which procurement standards are based i.e competitive tendering, transparency, nondiscrimination and equal treatment, best value for money, lowest price,

To avoid any loss of funds, and in case of control, project partners must therefore be able **to prove** that the award of contracts complies with aforementioned principles and, when applicable, public procurement rules.

* provisions of the financing agreement concluded between relevant IPA country, European Commission and the Managing Authority

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FOCUS on external contracts

No threshold

Outsourcing contracts

must be in compliance with the Programme principles and National public procurement rules to guarantee the eligibility of the expenses incurred.

For each external contract,
a corresponding external contract must be created by PP in Jems

For each new contract,

an **External contract checklist**

must be completed by the NC

Contractor data

linked to the expenditure item

External expertise and services costs should not exceed 50% of the partner total eligible budget

Let's Sum-up !
Express Approval from the JS

Specific Cost Category' activities	DOCUMENTS MUST BE STORED on BASECAMP
Travel and accommodation costs (CC3)	**Any activity taking place outside the Programme cooperation area and outside the EU, is** <u>only</u> **eligible if foreseen in the AF or expressly accepted by the JS.**
External expertise and service costs (CC4)	Any **expertise and service** concerning activities located outside the Programme cooperation area and outside the EU <u>are</u> **eligible only if they are expressly accepted by the JS**
Equipment costs (CC5)	Any **equipment** located and operating outside the Programme cooperation area can be deemed eligible **only if expressly accepted by the JS considering the related activity and the impact on the Interreg Euro-MED area**
Investment	Each **investment** is expressly validated by the JS and must be included in the consolidated application form
Project logos/Goodies /promotional items	**Goodies and Promotional items** or logos aiming to become a label or brand can be developed in very specific and exceptional cases and shall be expressly accepted by the JS

The proof of the validation MUST be kept by the LP and PPs as part of the project audit trail

(Template under development)

Value Added Tax (VAT) Eligibility

According to [Article 64 of Regulation (EU) No 2021/1060 (CPR)](#) Value Added Tax (VAT) is non eligible, except:

- for operations the total cost of which is below **EUR 5 000 000** (including VAT)

- for operations the total cost of which is at least **EUR 5 000 000** (including VAT) where it is non-recoverable under national VAT legislation

In the framework of Interreg Euro-MED, VAT is always eligible as part of project expenditure for all projects with a total cost of less than EUR 5 000 000 (VAT included), **except for:**
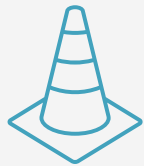
Project Partner with an aid granted under **GBER Art 20** cannot, **under any circumstances**, report value added tax (VAT) if it is refundable under their applicable national tax law

Decommitment risk

Programme level (Article 105 of Regulation (EU) No 1060/2021):

- *The Commission shall **decommit any amount** which has **not been used** for pre-financing [...] or for which a payment application has not been submitted [...] by 31 December of the third calendar year following the year of the budget commitments*

Project level (Article 2.9 of the Subsidy Contract):

- If the project **financial absorption is not on track** with the defined schedule or a partner **fails to respect the contractual arrangements** corrective measures may be put in place.

  JS may propose to the Monitoring Committee to reduce the amount granted!

  Based on table D.3 section in the AF

Irregularities

An "irregularity" is an ineligible amount (certified by the controller, verified by the MA and)

detected after having been declared to the EC by the Accounting Authority

As a result of any *level of controls*
Cases stated in art 12.1 of the *Subsidy Contract*

Unduly paid amount > notified to the Programme by email via a dedicated template and is corrected in Jems by the JS through a specific workflow

- ➢ In case of ongoing project, withdraw of the irregular amount from a pending payment (**compensation**)
- ➢ in case of closed projects, via a formal **Recovery procedure**

*As far as an irregularity is related to **staff cost category**, the corresponding* **flat rate(s) (CC2 and CC3) is/are automatically corrected** by the system

Programme Manual
Art. 8 Subsidy Contract
Art. 7 Partnership Agreement

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An irregularity impact the project total available budget Cf. Manual

Any question ?

Welcome to Interreg Euro-MED!

now that your project has been approved,

it is time to think about communication ☺

Do you already have a **communication officer** for your project?

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What do we expect?

- 1 Communication strategy
- Communication materials compliant with the EU and Programme rules
- 1 poster on each PP premise
- 1 project description on each PP website
- 1 project presentation video
- 1 website (provided by the Programme) to be completed
- 1 communication report per year
- 1 media kit

Materials

The Programme provides for each project:

- 1 website

- Basecamp tool

- 1 logo (in all different versions)

- 1 poster template

Overview of the main tools

Monitoring

Application, reports, key deliverables

Jems

Communication

News, events, forms

Project website

Collaboration

Tasks, schedules, files

Basecamp

Your project website

The Programme provides each project with a website.

- Wordpress CMS

- Delivered by the 18/04

- User manual and checklist provided

- Go live once compulsory items are checked by the JS

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Your project Basecamp

The Programme provides each project with a Basecamp group.

- Online collaborative tool, simple & intuitive.
- One project = One Basecamp
- All partners can have a Basecamp Account
- The first Basecamp accounts are created by the JS
- The LP will receive an activation link
- Later, the LP can request the creation or deletion of an account on Basecamp through an online form

Communication and tools

Branding

Project Logotypes

Branding and guidelines

Logos are provided by the programme in all available versions (colour, black, white, standard, horizontal, for print and web).

Together with the logos, a **brand book with guidelines** for correct use is provided.

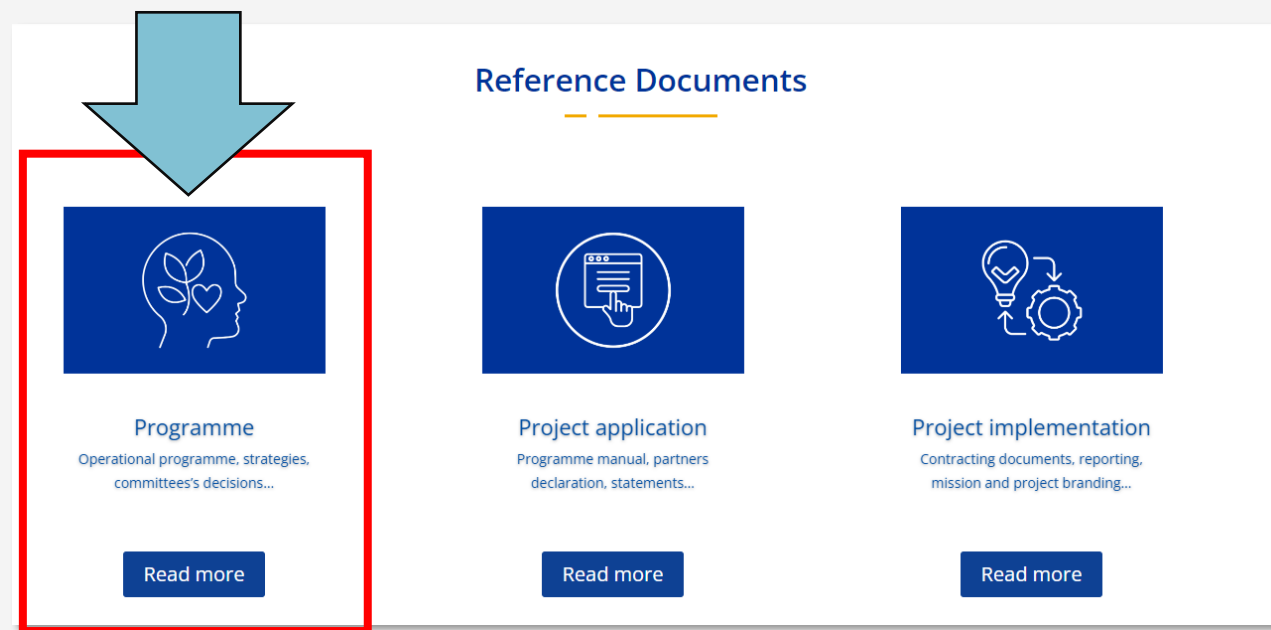*All materials will be available on the Programme website.*

What if you need the project logo right away?

You may exceptionally use **the Programme logo.**

You can download it from the site together with the brandbook.

→ Documents & Tools

Reference Documents

Programme
Operational programme, strategies, committees's decisions...

Read more

Project application
Programme manual, partners declaration, statements...

Read more

Project implementation
Contracting documents, reporting, mission and project branding...

Read more

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Poster template

A **poster template** is available on the Programme website:

Where to use the project logo?

On all communication materials!

- printed publications: reports, brochures, newsletters, studies, articles, etc.;
- audio-visual: videos, audio podcasts;
- digital or electronic materials (websites, videos, podcast, etc.);
- events (e.g. PPT presentations, agenda, conference material);
- stationary and office materials;
- promotional goodies.

When not possible (e.g.: scientific & press articles) explicitly mention the contribution from the Programme & the EU co-financing.

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How to use the project logo?

The logo must be **clearly visible**
(must stand out well on the background).

No distortion or modification of the logo provided by the Programme is allowed.

What if there is another logo?

When other logos are published alongside the programme logo, as in the case of a partnership, make sure that the **Union emblem** shall have at least the same size, in height, as the biggest of the other logos. ==**EU rules !**==

Promotional items (goodies)

- **MUST** be expressly **accepted by the JS** and branded with the **project logo**.

- **Necessary** to reach one of the defined target groups and objectives.

- **Eco-friendly**

TIPS

- Please **read** very carefully the **brand book** explaining how partners should use the project logo.

- For any doubts, **ask the JS**

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How to measure your communication results?

Once a year, the JS sends **a link to a form** to request communication data from the projects, particularly on events and social networks.

Communication and tools

Next steps

Useful links

→ [Documents & Tools](#)

→ [Projects Brandbook](#)

→ [Programme Manual](#)

→ [Programme Communication strategy](#)

→ [Programme Results Amplification strategy](#)