

**Interreg**  
**Euro-MED**



Co-funded by  
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# Lead Partner Seminar Call Euro-MED05

September 18<sup>th</sup>, 2025  
Online meeting

# Agenda

9h30 – 09h40	<b>Welcome and introduction from Joint Secretariat</b> <i>Presentation of the Programme bodies and architecture</i>
9h40 – 10h15	<b>Presentation of each Mission scope and Activities</b>
10h15 – 10h30	<b>Implementing my project</b> <i>Project management roles and principles</i> <i>Precontracting phase, Contracting process, Project start-up</i>
<b>10' break</b> 10h30 – 11h00	<b>Introduction to the Reporting process</b> <i>Partner reporting, Project reporting, Daily Monitoring</i>
11h10 – 12h00	<b>Focus on finance</b> <i>Financial flow, National Control</i> <i>Key aspects of the declaration of expenditure and eligibility of costs</i>
12h00 – 12h20	<b>Communication and the different tools available</b> <i>Presentation of the tools provided by the Programme: websites, Basecamp, dashboard, etc.</i> <i>Branding and guidelines (logos, posters)</i> <i>Communication objectives and activities</i> <i>Communication monitoring</i>
12h20 – 12h30	<b>Conclusion and reminder on next steps</b>



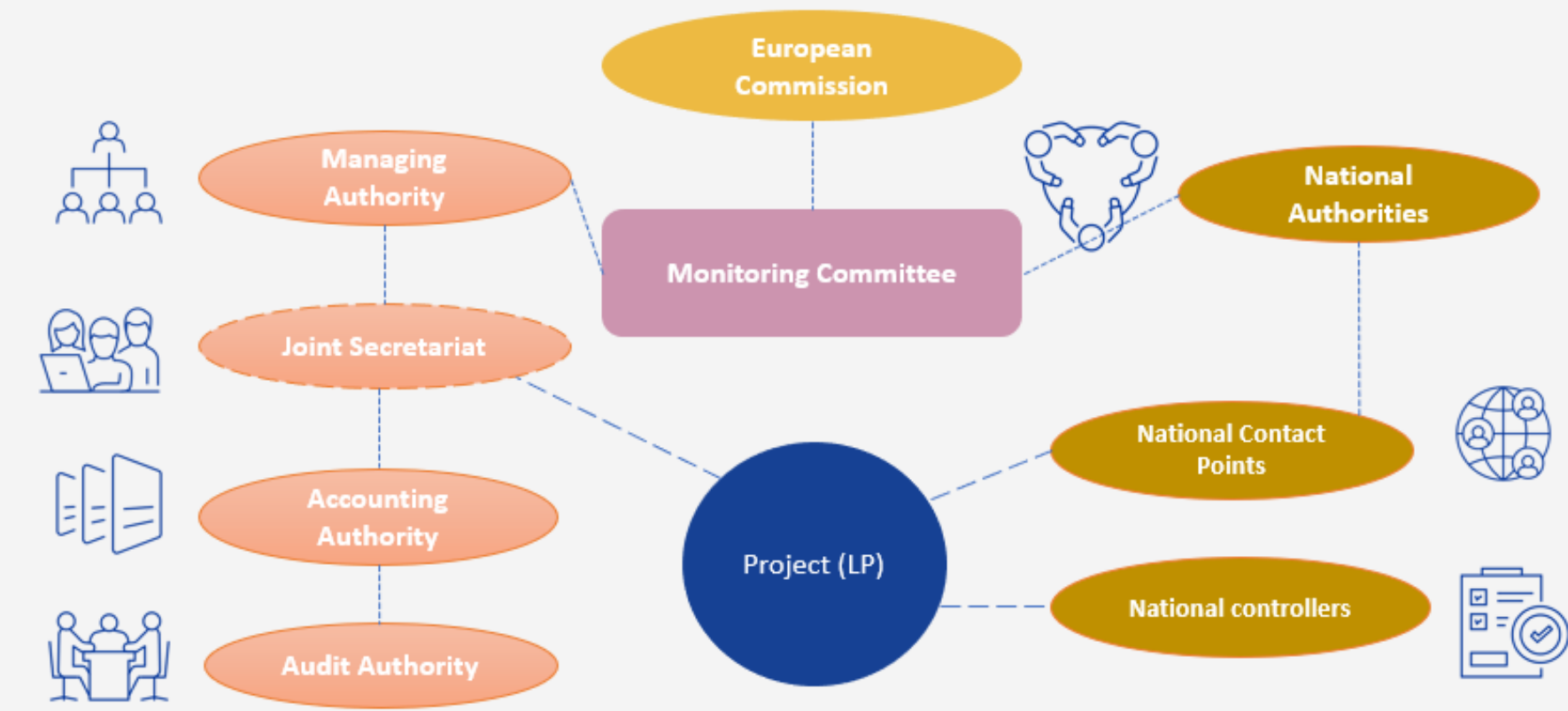
# Introduction

*Presentation of the Programme bodies and architecture*

*Presentation of Governance projects*

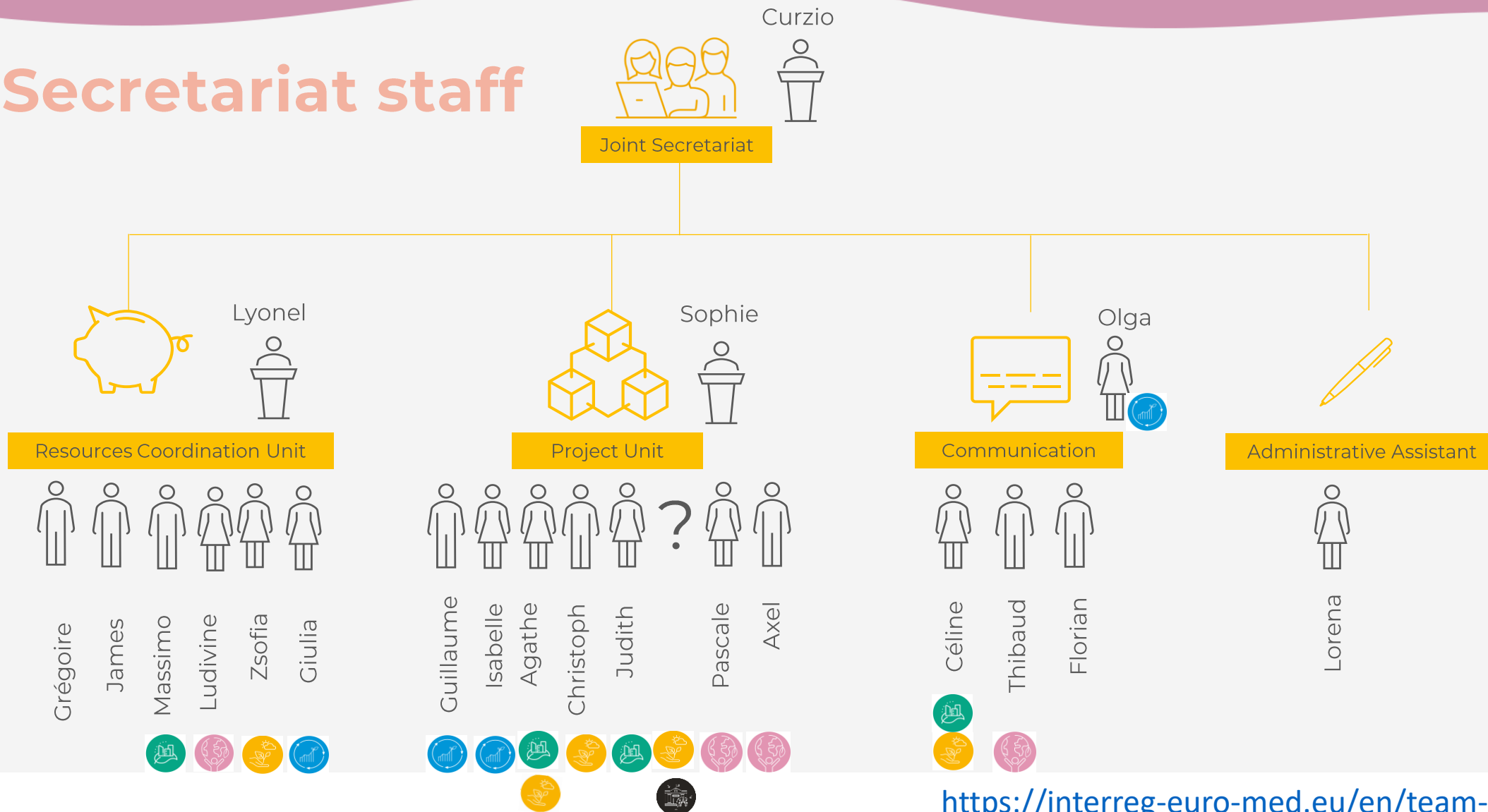
*Overview of ongoing thematic projects*

# Programme Bodies





# Joint Secretariat staff



# 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

# Update on Programme implementation

## 8 Governance Projects

Calls 01 & 03

7-year projects - Started Jan. 2023

Community4Innovation		Dialogue4Innovation
Community4Nature		Dialogue4Nature
Community4LivingAreas		Dialogue4LivingAreas
Community4Tourism		Dialogue4Tourism

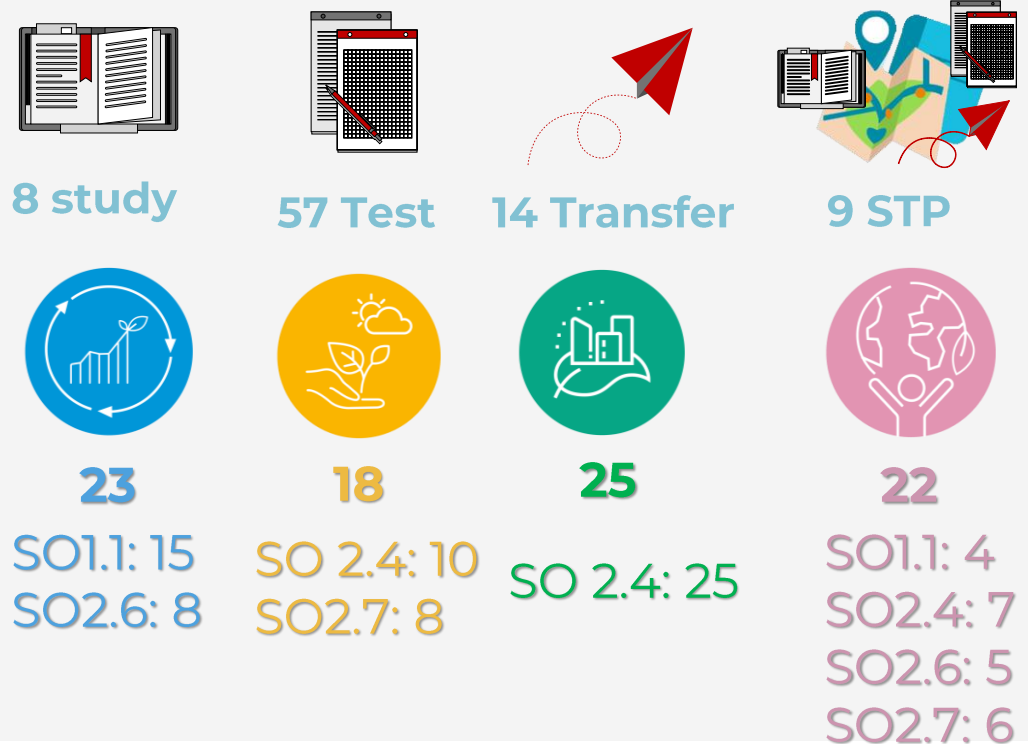
## 88 Thematic projects

Calls 02 + 04 + 05

56 projects Call 02 - Started Jan. 2024

23 projects Call 04 – Started April 2025

9 projects Call 05 – Starting Sept. 2025



# 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*

# Compulsory activities: Coordination with Governance Projects

## At least ...



F2F meetings



Joint events

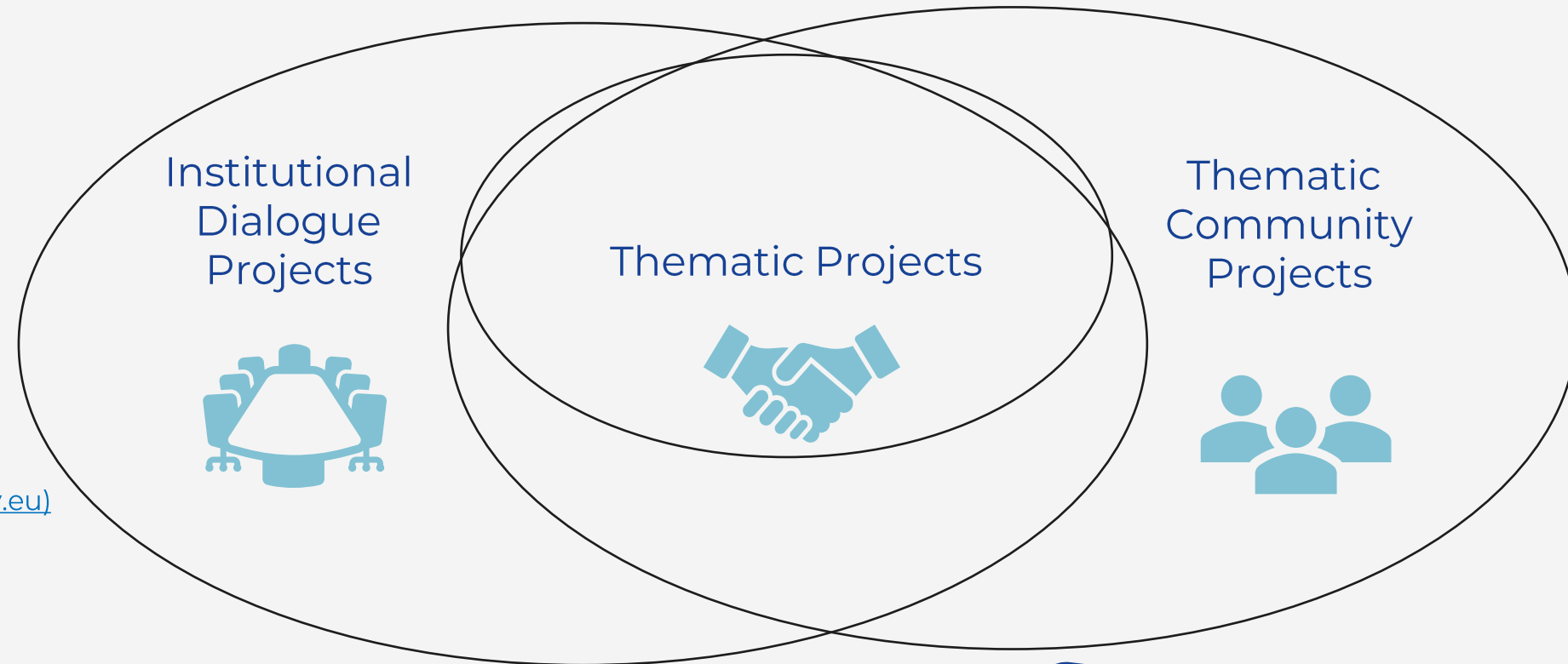


Training material

[Interreg Euro-MED Academy  
\(interreg-euro-med-academy.eu\)](https://interreg-euro-med-academy.eu)



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



**Reference documents:**  
Programme Manual  
Terms of Reference

# 88 ongoing Thematic projects

## Innovative Sustainable economy



**CALL02**  
2B-Blue  
AZA4ICE  
BLUE ECOSYSTEM  
CARBON FARMING  
MED  
CircleMED  
Clepsydra  
eWAsTER  
GREENSMARTMED  
OliveOilMedNet  
ProcuraMED  
REPPER  
REVIVE  
SPOWIND  
VERDEinMED

**CALL04**  
AquaBioNets  
BIOSTARS  
CirBioWaste  
SOLE MED  
Reconnect

**CALL05**  
EcoMedIslands  
IDRON  
SHARE-MedWATER  
Watervill

## Natural heritage



**CALL02**  
ARTEMIS  
CARBON 4 SOIL QUALITY  
COASTRUST  
FRED  
Germ of Life  
GreenList4MMPAs  
LocAll4Flood  
MedSeaRise  
MPA4Change  
StrategyMedFor  
TREASURE  
WE GO COOP  
Wetland4Change

**CALL04**  
INCORE-MED  
MIRAMAR  
RENFORCE

**CALL05**  
RedeeM  
Wat[H]ER

## Green Living Areas



**CALL02**  
ArtMED  
BauNOW  
BAUHAUS4MED  
CO2 PACMAN  
E-MED  
EnerCmed  
GARDEN  
GREENMO  
INFIRE  
LOGREENER  
MED COLOURS  
NUDGES  
ProLIGHTmed  
RECinMED  
ReMED  
RENEWPORT  
RuralMED Mobility  
Streets for Citizens  
URWAN

**CALL04**  
Green B-LEAF  
HEATSAFE  
RE-ACT Schools  
RealUrbanGreen  
UrbanGreenLeap

**CALL05**  
MED H2

## Sustainable Tourism



**CALL02**  
COOL NOONS  
HERIT ADAPT  
LIBECCIO  
MAST  
MedDiet Go  
MED-GIAHS  
MED-Routes  
NaTour4CChange  
SMITour  
TOURISMO

**CALL05**  
Loop Zone  
WATERISE

**CALL04**  
AQUAMAN  
DarkSkyTour  
ECO-SEAROUTES  
GreenSET  
INSPIRE  
MED4REGEN  
PortCREW  
RECIRCLE MED  
Regenera4MED  
TO CARE MED



# Innovative sustainable economy mission: 23 projects

15 under S.O.1.1 Research & Innovation

8 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  
ClrBioWaste  
EcoMedIslands  
SHARE-MedWATER

GreenSmartMed  
CircleMED  
ProcuraMED  
Revive  
BIOSTARS  
Sole MED  
WATERVILL

Clepsydra  
OliveOilMedNet  
Carbon Farming Med  
IDRON







# Natural Heritage mission: 16 projects

10 under S.O.2.4 Climate change

8 under S.O. 2.7 Nature & Biodiversity protection

## Risk Management & Resilience

LocAll4Flood  
MedSeaRise  
FRED  
Germ of Life  
TREASURE  
RENFORCE  
Wat[H]ER

## Coastal / sea environment

ARTEMIS  
COASTRUST  
GreenList4MMPAs  
INCORE-MED

## Wetlands

Wetland4Change  
WE GO COOP

## Carbon removal

CARBON 4 SOIL  
QUALITY

## Climate Change adaptation

MPA4Change  
MIRAMAR  
RedeeM

## Forests

StrategyMedFor







# Green Living Areas mission

## 25 projects under S.O.2.4 Climate Change

### Mobility

ArtMED  
E-MED  
GREENMO  
GARDEN  
RuralMED Mobility  
MED COLOURS  
Street for Citizens

### Energy

RENEWPORT  
NUDGES  
ProLIGHTmed  
EnerCmed  
RECinMED  
HEATSAFE

### Urban planning & finance

ReMED  
INFIRE  
BauNOW  
LOGREENER  
CO2 PACMAN  
BAUHAUS4MED

### Nature Based solutions & Water management

URWAN  
RE-ACT-Schools  
UrbanGreenLeap  
RealUrbanGreen  
Green B-LEAF  
MED H2





# Sustainable Tourism mission: 20 projects

4 under S.O.1.1 Research & Innovation ; 7 under S.O. 2.4 Climate change

5 under S.O. 2.6 Circular economy ; 6 under S.O. 2.7 Nature & biodiversity protection

**Innovation &  
technology capacities**

**Climate change  
adaptation**

**Circular Economy**

**Nature &  
Biodiversity**

LIBECCIO  
MedDiet Go  
SMITour  
TOURISMO

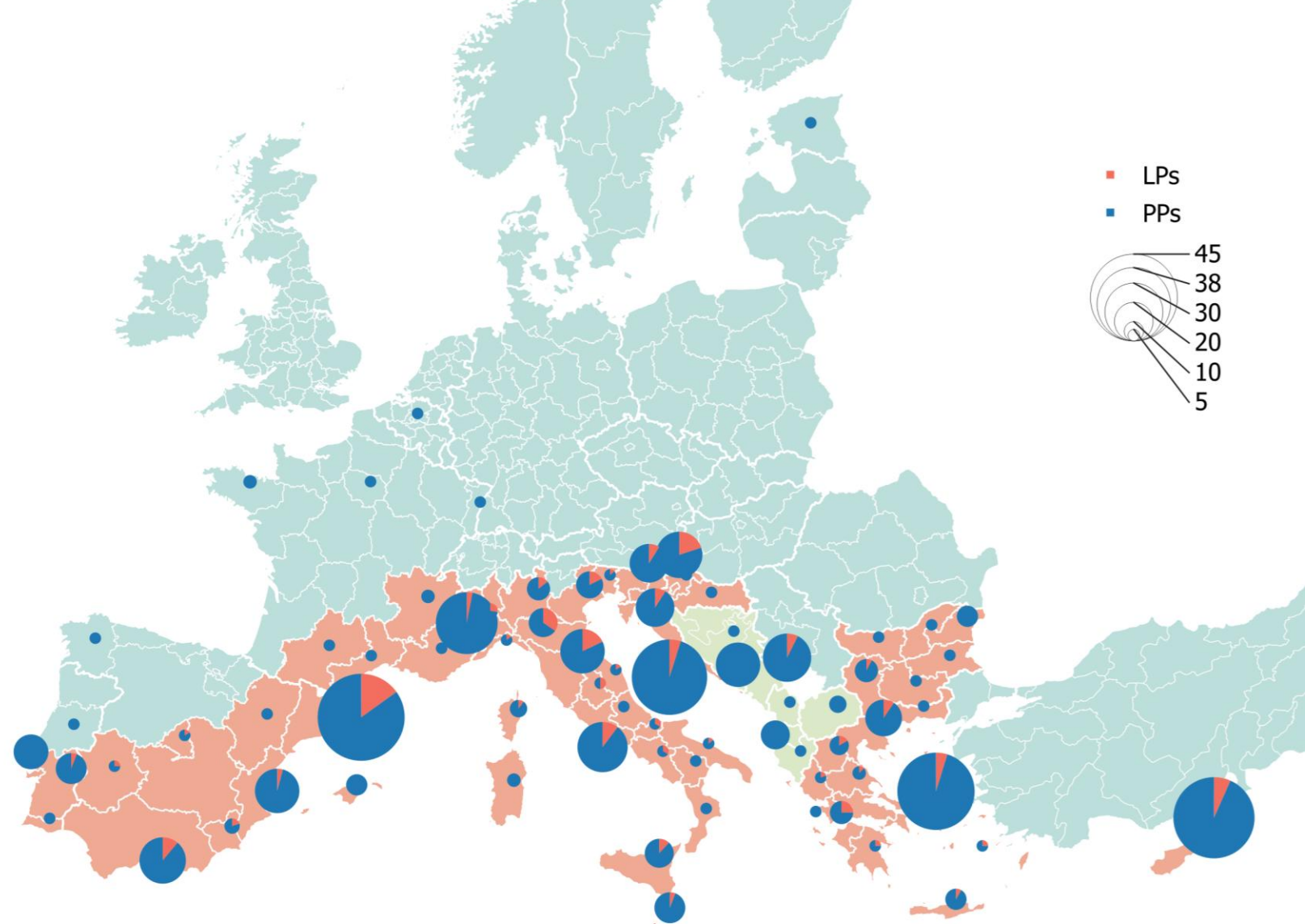
COOL NOONS  
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MEDROUTES  
RECIRCLE MED  
GreenSET  
Loop Zone

MED-GIAHS  
INSPIRE  
TO CARE MED  
DarkSkyTour  
PortCREW  
ECO-SEAROUTES



# LPs and PPs per region in the 5 Calls



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# Presentation of each Mission scope and activities

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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



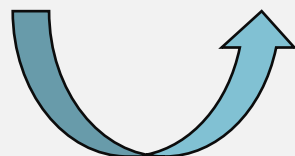
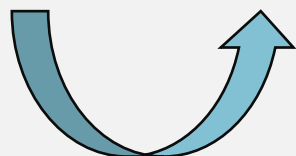
**New  
documents  
uploaded**  
Jems tool



**Contractual  
documents  
signed**  
Pdf format



**Preparation  
costs paid**  
Automatic payment



# 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



# 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*

# 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



# 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

# 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 »

**ALERT**



# 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

# Project management

## Key tools

### JEMS - Monitoring tool

- Workflows : application, contracting, reporting, project modification
- Support request to send to [support@interreg-euro-med.eu](mailto:support@interreg-euro-med.eu)
- Guidelines on the Programme website (NC/NA, PPs)



Tools provided  
by the  
Programme

### BASECAMP - Cooperative work tool

- Support the daily work of partnership and JS

### WEBSITE of the Programme ([interreg-euro-med.eu](http://interreg-euro-med.eu))

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

### CARBON FOOTPRINT calculator ([carbonfootprint.interreg-euro-med.eu](http://carbonfootprint.interreg-euro-med.eu))

- Support the monitoring of the carbon footprint of the projects

# A cooperation project/Programme as a mindset !



**Let's start!**

# Precontracting phase

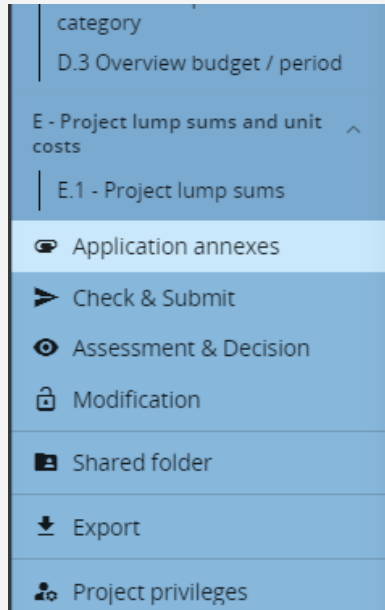
- **Fulfillment of conditions** determined by the Monitoring Committee
- **Consolidation (clean-up) of the Application Form** (key deliverables, indicators, budget adjustment, partner details, bank details, missing data on investments, clarification on potential state aid...)
- **Provision of updated/additional 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



Updated PPs declarations  
Additional APs declarations

Updated de minimis declarations

Investment documentation (1 section / investment)

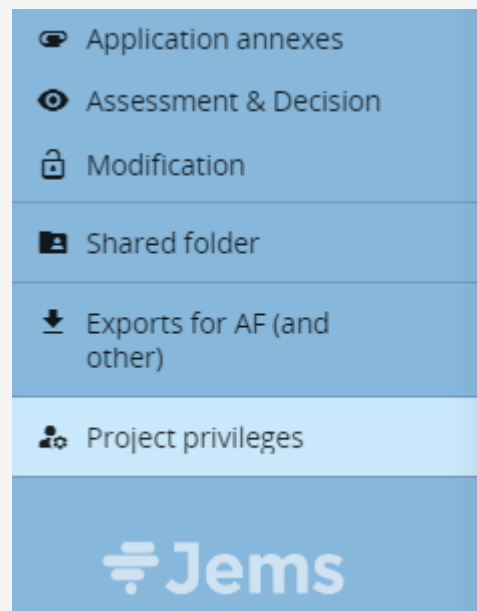


"Bank Account File (BAF)" filled in and signed



# Precontracting phase

LP must grant « privileges »



Application Form users / Project managers ⓘ

* Jems username leadpartner.user@jems.eu	<a href="#">view</a> <a href="#">edit</a> <a href="#">manage</a>	
---------------------------------------------	------------------------------------------------------------------	--

PP2 PP Test1 TEST ROMA

* Jems username leadpartner.user@jems.eu	<a href="#">view</a> <a href="#">edit</a>	<input checked="" type="checkbox"/> Sensitive data	
* Jems username PP2@jems.com	<a href="#">view</a> <a href="#">edit</a>	<input checked="" type="checkbox"/> 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

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**Any question ?**

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# Introduction to the Reporting process

Partner reporting, Project reporting, Daily Monitoring

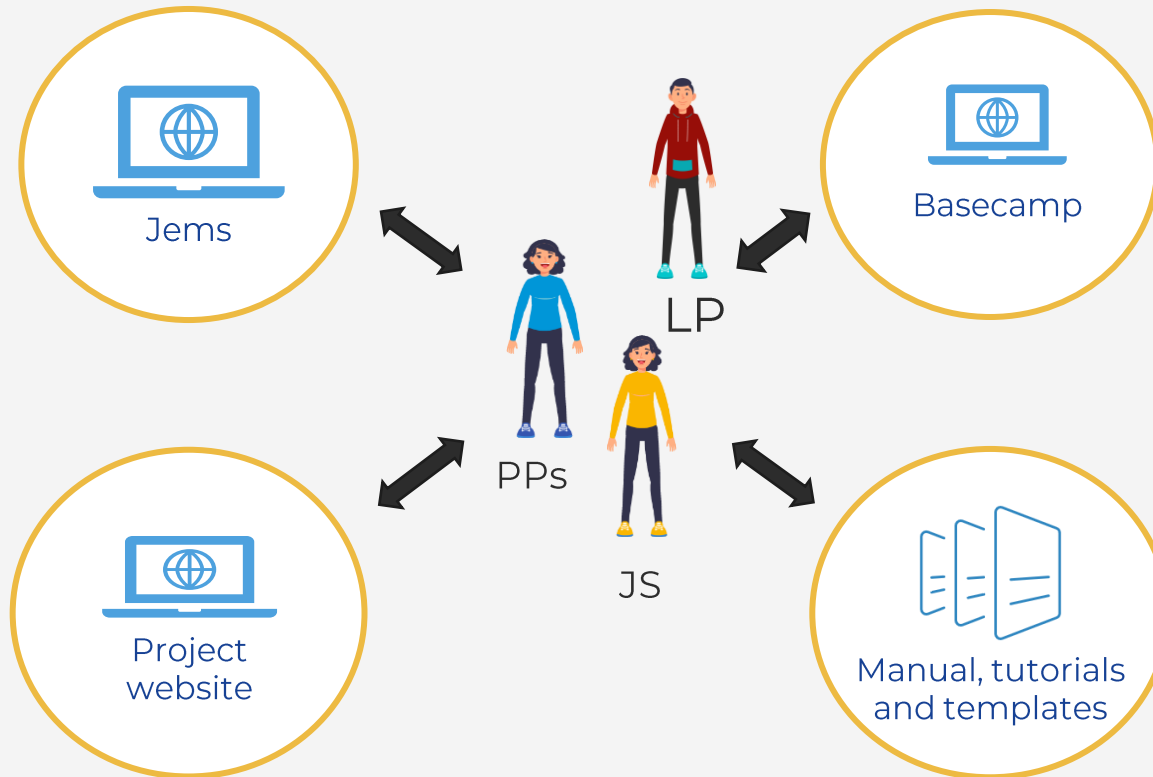
# Reporting procedure

## Tools and key's documents overview

**Manual :**  
Section II. E Project  
reporting and Joint  
Secretariat monitoring

### 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

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

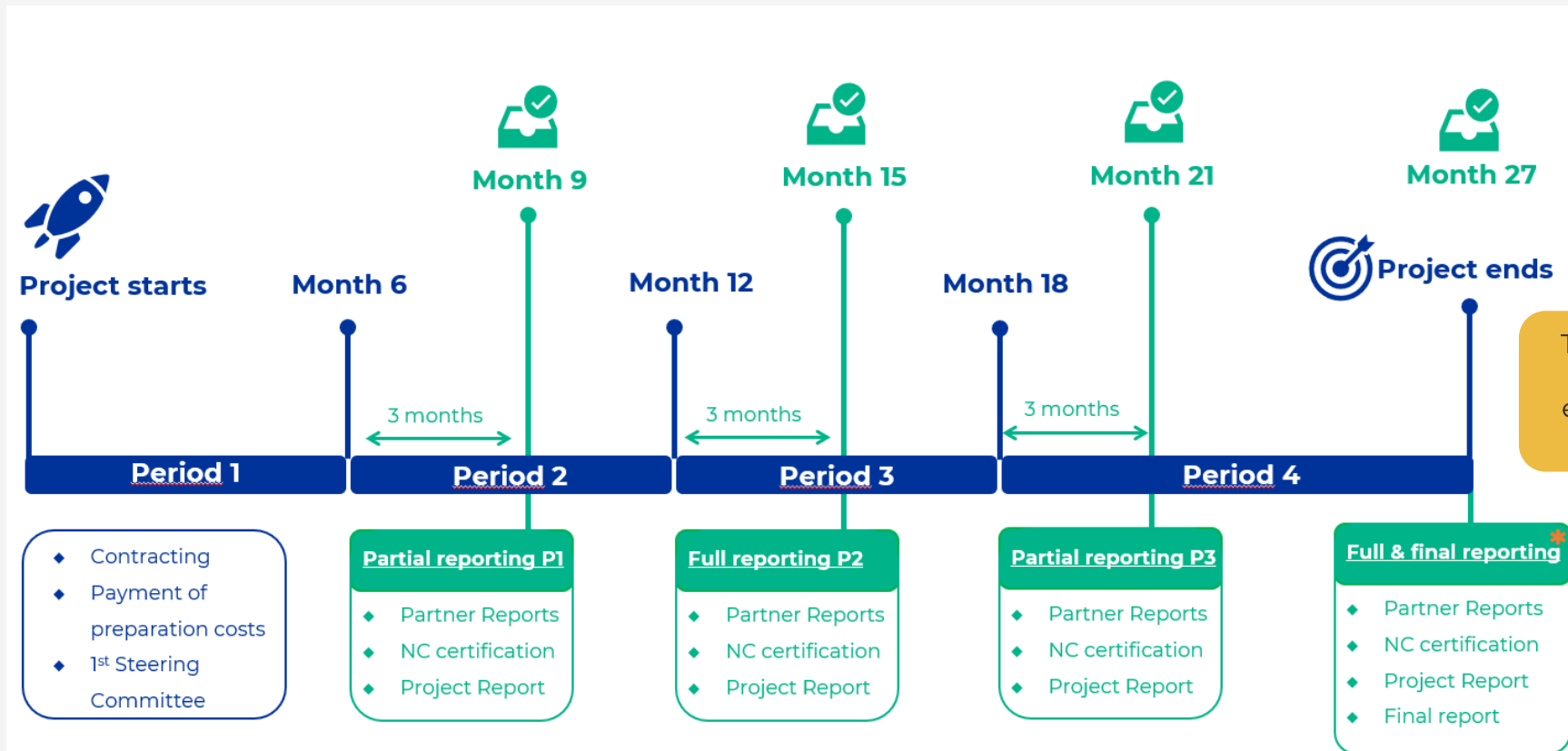
### Guidance and standards

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

# Project Reporting timeline

Project implementation (example: 27 months project)

Monitoring meetings:  
to be defined depending  
on level of risk



The end date is the final  
date of expenditure  
eligibility and full report  
submission

\* No additional delay will be allowed



# Project Reporting Schedule

Project overview

Contracting

Contract monitoring

Contracts and key dates

Project managers

Project reporting schedule

Partner details

LP1

PP2

PP3

PP4

PP5

PP6

PP7

PP8

PP9

PP1

Application form

Project version

(current) V. 4.0

A - Project identification

A - Project identification

A - Project overview tables

B - Project partners

Partners overview

LP1

PP2

PP3

PP4

Dashboard / Applications / XXXXXXXXXX / Project reporting schedule

Contracting

Project reporting schedule

Jems



## Project reporting deadlines

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)  
01/09/2025

Project end date, calculated automatically (DD/MM/YYYY)  
31/05/2029

Project duration in months  
45

ID	Type of report	Period	Date	Final report	Comment
1	<div><div>Only Content</div><div>Only Finance</div><div>Both</div></div>	* Period Period 1, month 1 - 6, 01/09/2025 - 28/02/2026	* Date 31/5/2026	<div><div>Yes</div><div>No</div></div>	Partial report
2	<div><div>Only Content</div><div>Only Finance</div><div>Both</div></div>	* Period Period 2, month 7 - 12, 01/03/2026 - 31/08/2026	* Date 30/11/2026	<div><div>Yes</div><div>No</div></div>	Full report
3	<div><div>Only Content</div><div>Only Finance</div><div>Both</div></div>	* Period Period 3, month 13 - 18, 01/09/2026 - 28/02/2027	* Date 31/5/2027	<div><div>Yes</div><div>No</div></div>	Partial report
4	<div><div>Only Content</div><div>Only Finance</div><div>Both</div></div>	* Period Period 4, month 19 - 24, 01/03/2027 - 31/08/2027	* Date 30/11/2027	<div><div>Yes</div><div>No</div></div>	Full report
5	<div><div>Only Content</div><div>Only Finance</div><div>Both</div></div>	* Period Period 5, month 25 - 30, 01/09/2027 - 29/02/2028	* Date 31/5/2028	<div><div>Yes</div><div>No</div></div>	Partial report
6	<div><div>Only Content</div><div>Only Finance</div><div>Both</div></div>	* Period Period 6, month 31 - 36, 01/03/2028 - 31/08/2028	* Date 30/11/2028	<div><div>Yes</div><div>No</div></div>	Full report
7	<div><div>Only Content</div><div>Only Finance</div><div>Both</div></div>	* Period Period 8, month 43 - 45, 01/03/2029 - 31/05/2029	* Date 31/5/2029	<div><div>Yes</div><div>No</div></div>	Full and final report

# Reporting Process

## Who does What ?



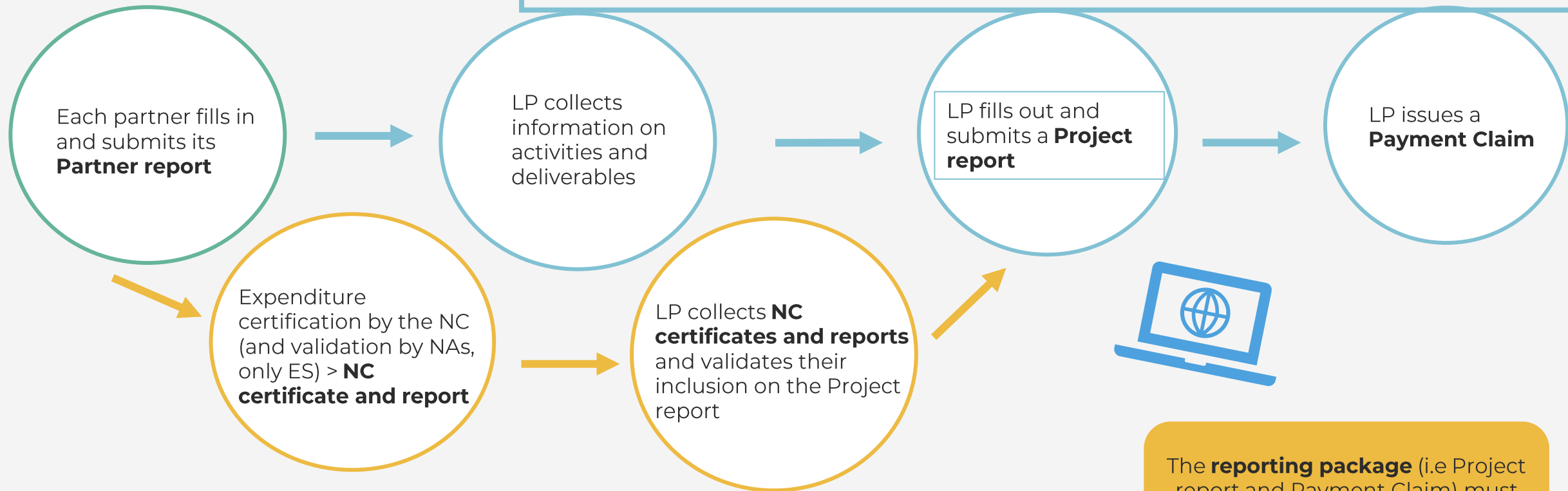
# Reporting procedure:

## 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 can be published on the **Programme library**.  
The peer review can be made **during the project lifetime** ; usually through basecamp (check with your mission community project)



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

# Project partner

## 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:

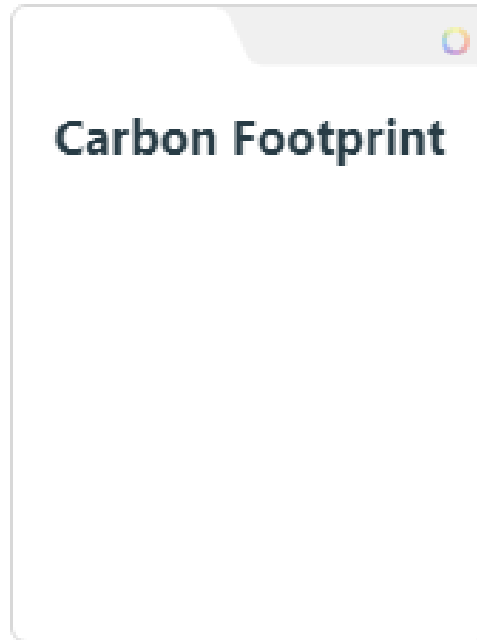
- the expenditure reported by all partners **result from implementing the project** (> list of expenditure)
- **National Validation from Spain** is available (> national validation )
- **a tangible system to prevent double-funding and to identify project expenditures exists** for each Project Partner 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 anomaly has 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

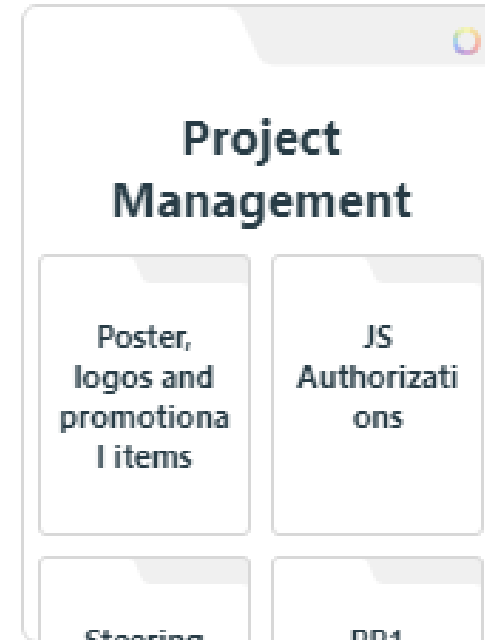
## Standard folders on Basecamp



Optional for exchange with the JS prior to a full reporting



A carbon footprint report must be delivered at each reporting

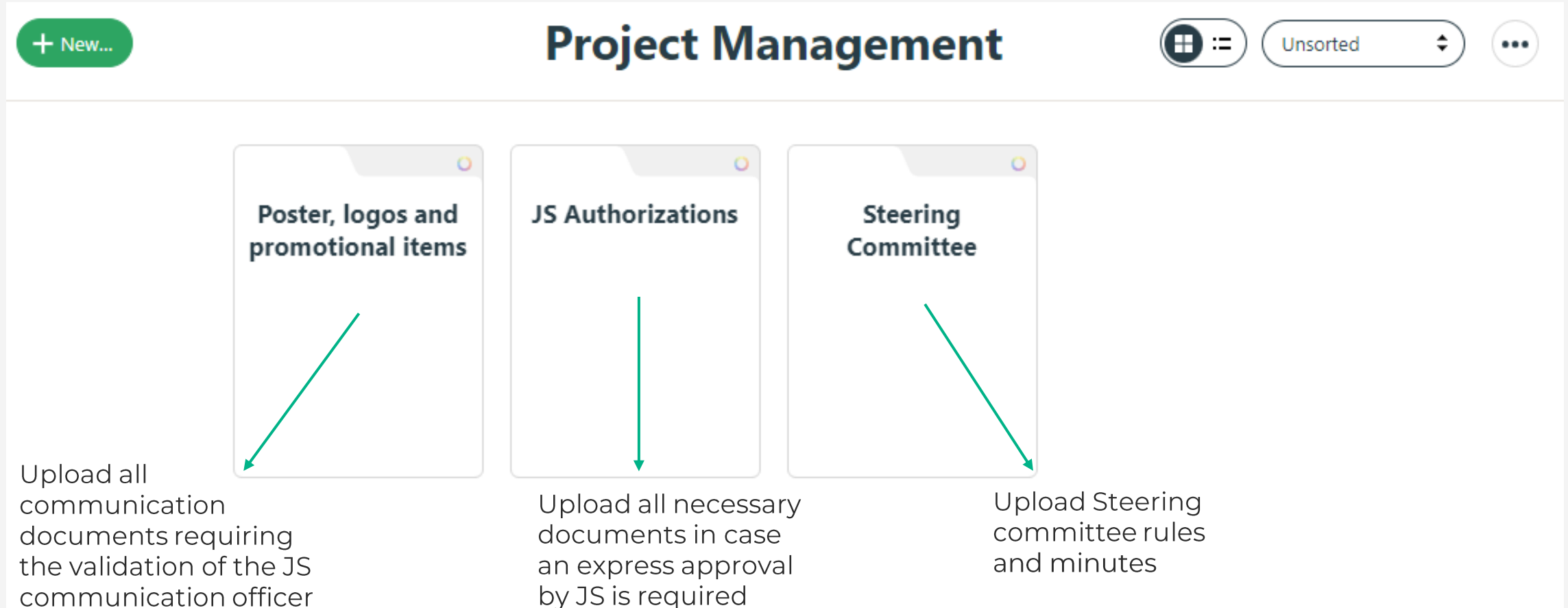


Documents related to the project management



# Project daily monitoring

## Standard folders on Basecamp



# JS authorizations

Two dedicated forms online – NB : you have to be 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

## Reporting on...

### ... 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

Example for the green living area community

Home

Lineup

Pings

Hey!

Activity

My Stuff

Find

MISSION - Green living areas

No updates yet

ATASAAASACAMARAGASASAPCAPAAPATAPAGAIMALASASAN+ 9 just following

Message Board

CO2 PACMAN - 1st Newsletter

Dear all, We are pleased to share with you the 1st

Opportunity: Observer Cities for Urban Mobility Project

Conclusions: GLA Online Thematic Working Groups focusing on policy

See you soon !

Dear colleagues, dear friends. This is a quick

Registration for the 2nd gathering of the GLA Community is now open!

Docs & Files

Deliverables for Peer review

Green Living Areas 1st Institutional Dialogue 2024

Resources from Governance projects

Green Living Areas Thematic Working Groups

Governance projects workplan

Green Living Areas Thematic Community Kick-off event

Campfire

Chat casually with your team, ask questions, and share news without ceremony.

Start chatting

Schedule

WED, MAY 28

Green Living Areas Thematic Community Event/ save the date

8:30am onward

THU, MAY 29

Green Living Areas Thematic Community Event/ save the date

Until 3:00pm

Card Table

Move cards across columns in a Kanban-like tool for process-oriented workflows.

Create a card table

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

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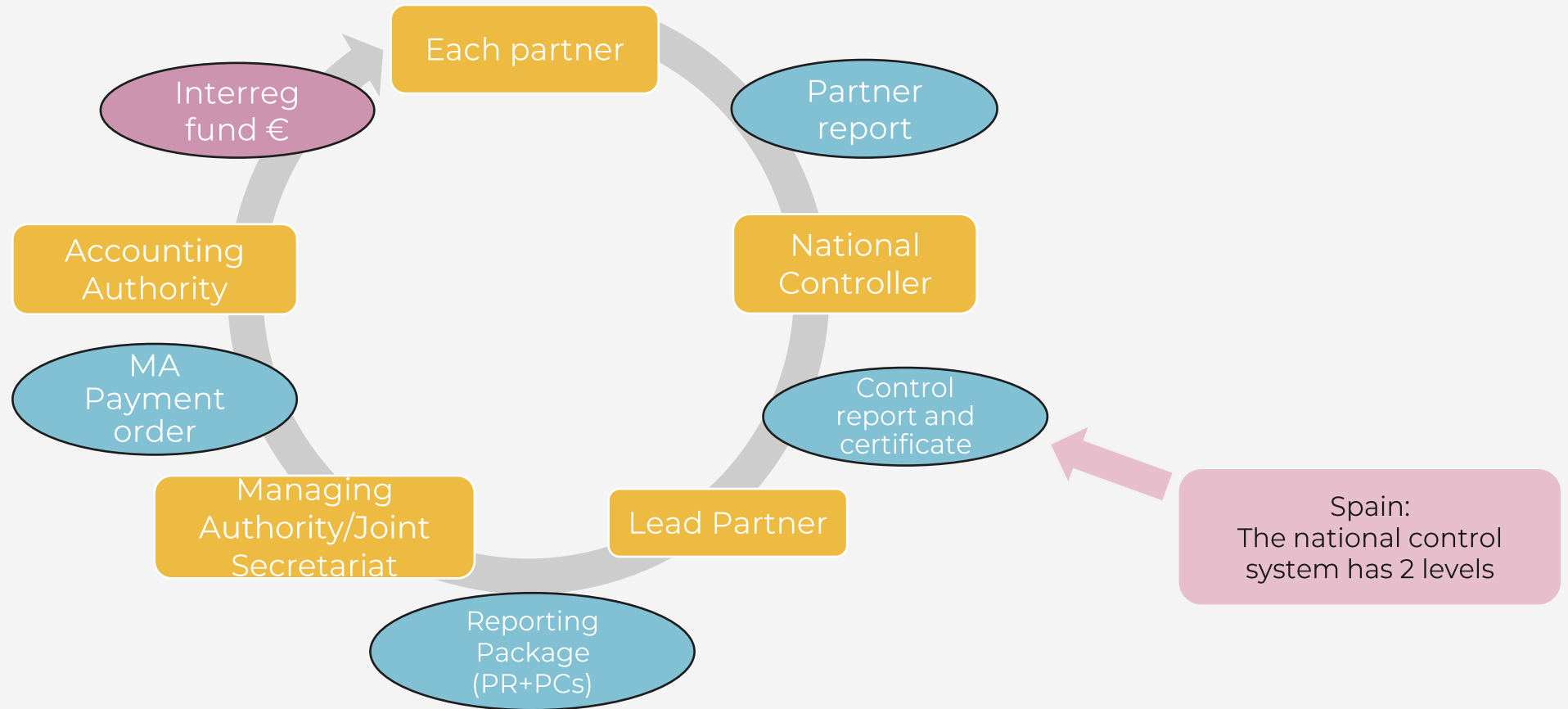
**Any question ?**



# Focus on Finances

Financial flow, National Control's System  
and key aspects of declaration of expenditure and  
eligibility of costs

# Flow overview



# NATIONAL CONTROL SYSTEMS

1	CENTRALISED SYSTEM	DECENTRALISED SYSTEM	2
	Albania	Cyprus	
	Bosnia and Herzegovina	France	
	Bulgaria	Italy	
	Croatia	Malta	
	Greece	Portugal	
	Montenegro	Spain**	
	Republic of North Macedonia		
	Slovenia		

\*\* 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

**NC's Key compétences:**

- ✓ Independent
- ✓ Qualified
- ✓ Good knowledge of EN/FR

1

### CENTRALISED SYSTEM

Public Controller

Independent  
Controller

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

2

### 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

- Art.74 CPR  
- Art. 46 (3) ETC

- Each controller must be assigned individually to all projects for which they have been proposed and designated by **NA/JS** > **DO NOT WASTE TIME**
- Maintaining the same **National Controller** throughout the project is strongly recommended by the Programme

# National controller

## 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

# 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 the National validation by the relevant Spanish PPs) : LP must submit the Reporting Package 3 months after the end of the Reporting period!

Information on each National Control System

is available in the Programme's website

<https://interreg-euro-med.eu/en/national-controllers/>

# The CONTROL PROCESS Flow in details

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



Partners **submit**  
the Partner Report  
in Jems

Controllers **verify**  
(administrative/on  
the spot)

LPs **check and  
gather** the  
information (all

No paper  
version  
needed !

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

**NC's** validates  
expenditure and  
complete any  
eventual  
**Checklist &  
generate the  
Control Certificate  
and Report in Jems**

Control Work (**Control  
Certificate and  
Report signed**) is  
**Finalised** on Jems  
> and uploaded on  
Jems

**LP** is notified of **PRs > Reporting  
Package and payment claim upload  
in Jems**

Controller may ask  
clarification/supporting docs to  
PPs

**National  
validation from  
Spain** signed and  
uploaded on Jems

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

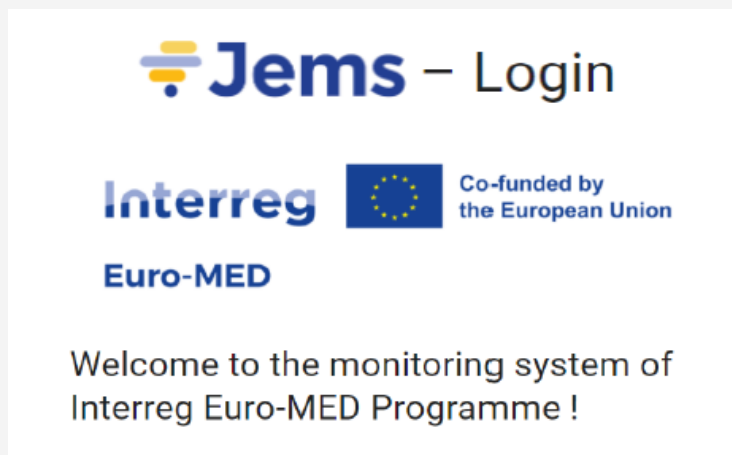
# National controller

*The overall control work is performed in Jems*

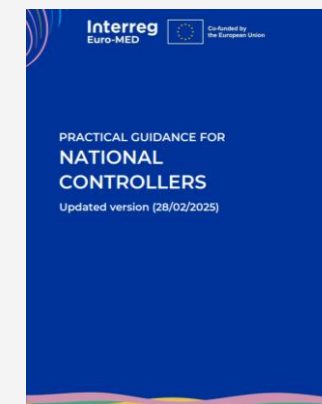
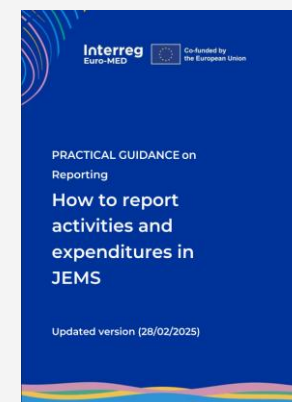
[Joint Electronic Monitoring system](#)

HOW?

PRACTICAL GUIDES :  
STEP BY STEP



Access granted by the NA/NCAA/JS



LPs and PPs must ensure:



That a controller is designated by the relevant NA for the project form **CALL 05**



That the Controller is assigned on Jems to the project for which they have been proposed and designated by NA/JS



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

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# Declaration of expenditures

# Declaration of expenditure

## Eligibility period

### Jems Contracting section:

- project starting date
- eligibility of expenditures starting date

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

Call 5 (Thematic Strategic Territorial Projects): 24.06.2025

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

**Strategic Territorial Projects** ( Thematic, 45 months) : **31.05.2029**



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

# 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)

## 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.

Exhaustive list of non-eligible costs on the Programme Manual  
+  
-> III. A- Eligibility of expenditures  
-> Section i. Hierarchy of rules on eligibility of expenditure



## 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.

# Forms of reimbursement 2/3

**ALERT**

To be reimbursed by the **Accounting Authority**, the **LEAD PARTNER** must ensure that, at the very start of the project all **Project PARTNERS** have completed the **Partner Details Section** in Jems, including:

1. **Ultimate Beneficial Owner(s)** : Private entities (e.g. NGOs, companies, associations) may be asked for beneficial owner details by the Commission's Validation Service. Public bodies are usually exempt.
2. **Bank details**: enter all necessary information relates to the account

*"Following EC recommendations on transparency, fraud prevention and anti-money laundering, all Interreg Euro-MED reimbursements must be made to one **single bank account per partner**, declared in Jems, even if participating in multiple projects (Reg (EU) 2021/1059 Art.51(1)).*

1. **Document Location**: Indicates the person in charge for the document stored for any eventual audit trail
2. **Attachment section**:
  - **Already PP ?** Upload the **Financial Identification Form (FIF)** duly signed and stamped by both Partner and the Bank (previously used in other projects)
  - **NEW PP ?** Upload the **Bank Account Form (BAF)** duly signed and stamped by both Partner and the Bank (available [here](#))

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

## ➤ 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

Exhaustive list of eligible costs in the Manual + audit trail + examples

- 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 must be maintained** for at least the full reporting period (6 months) > partner details on Jems + Established in advance “estimation”.
- CC3:** the method must be applied consistently across all projects in which a partner organization participates.

**If all or part of the direct staff costs is deemed ineligible, the amounts allocated to CC2 and CC3 will automatically be recalculated and reduced accordingly!**

# 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

**Reference:**  
Art. 39 Reg 1059/2021  
Art. 55 (2) Reg 1060/2021  
Programme Manual

**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*

- **‘Staff Task Assignment Template’ (STAT)** is a **MANDATORY** document and must be fill in with the **name, surname/fixed percentage** (determined in advance) which must be the same for the overall reporting period (6 months) 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

# Declaration of expenditures

## (CC2) OFFICE AND ADMINISTRATION

**Reference:**  
Art. 40 Reg. 1059/2021  
Art. 54 (b) Reg 1060/2021  
Programme Manual

**Eligible cost :** operating and administrative indirect expenses of the project partner that are necessary for the implementation of the project (e.g. IT Systems / Adobe licence, office rent.. )

- 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!**

# Declaration of expenditures

## (CC3) TRAVEL AND ACCOMODATION

**Eligible costs** > Expenses incurred by the staff of the project partner institution for essential missions directly linked to the implementation of the project

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

- Travel costs (expenses such as tickets, travel and car insurance, car mileage, tolls 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 !

### 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

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

# Declaration of expenditures

## (CC3) TRAVEL AND ACCOMODATION

**Simplified Cost  
Option** Interreg  
Regulation art. 41 (5)

### Flat rate

sco

- 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!

### Real costs

- 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**

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



# 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, service providers, Associated Partners and Target Audiences for their participation in events if mentioned in the Application Form*)
- The costs of external expertise and services shall be paid based on 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

**Reference :**  
Art 42 Reg 1059/2021  
Programme Manual

### Point of attention!

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

**> the express approval from JS is needed !**

# Declaration of expenditures

## (CC5) EQUIPMENT

**Reference :**  
Art 43 Reg 1059/2021  
Programme Manual

**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** considering the duration of the use of the equipment in the project activities
- 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**

# 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.

**Reference :**  
Art 44 Reg 1059/2021  
Programme Manual

- **Cost of infrastructure and work only eligible as a part of an investment and approved in the latest version of the AF**
- 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
- **The cost can be 100 % eligible**

### **Point of attention !**

Infrastructure located and operated outside the cooperation are **NOT ELEGIBLE !**

# Focus on investment

Investment can affect

**3 different cost categories and must be approved by the JS in the consolidated AF**

- CC4 external expertise and service costs
- CC5 Equipment costs
- CC6 Cost for infrastructure and works

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**

- 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

**On-the-spot  
check is  
mandatory !**

# Focus on outsourcing contracts

**Fraud  
prevention**

**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,

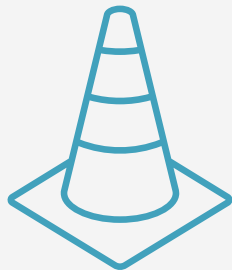
To avoid any loss of funds, and in case of control, project partners must therefore be able **to prove** that the award of contracts complies with aforementioned principles and, when applicable, public procurement rules.

# Value Added Tax (VAT) Eligibility

According to [Article 64 of Regulation \(EU\) No 2021/1060 \(CPR\)](#) Value Added Tax (VAT) is eligible by the Programme only in 2 cases:

1. for operations the total cost of which is below **EUR 5 000 000** (including VAT)
2. 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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**Any question ?**



# Communication and tools

- General framework
- Online tools
- Branding
- Next steps



# Welcome to Interreg Euro-MED!

now that your project has been approved,  
it is time to think about communication 😊

On 2<sup>nd</sup> October →  
Meeting dedicated  
to Communication



# What do we expect?

- 1 **Communication strategy**
- All project 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 and updated
- 1 communication **report** per year
- 1 **media kit (on project website)**

# Materials

The Programme provides for each project:

- 1 website
- Basecamp tool (1 Project Group)
- 1 logo (in all different versions)
- 1 poster template
- Guidelines for video / strategy / billboards / website ...



# Communication and tools

Online tools

# Your project website

The Programme provides each project with a website.

- **Wordpress** CMS
  - Delivered on the **15 September**
  - User **manual**, youtube **tutorials** and **checklist** provided
  - Go live once compulsory items are checked by the JS
- Website must be **ready and submitted for validation** to the JS by **15 November**.
- *More details will be shared during Communication Meeting on October 2nd*



# Your project website

The Programme provides each project with a website.

What is the objective?

- **Harmonise all websites** of the Programme;
- **Facilitate the navigation** from a website to another for all stakeholders of the programme and outside;
- **Ensure** the presence of the **main features**;
- Ensure **compliance** with the EC and Programme **publicity rules**;
- Offer project **technical tools**.



ARTEMIS

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Search...



EN



HOME

WHAT WE ACHIEVE

WHAT WE DO

OUR STORY

EVENTS

NEWS ▾



in



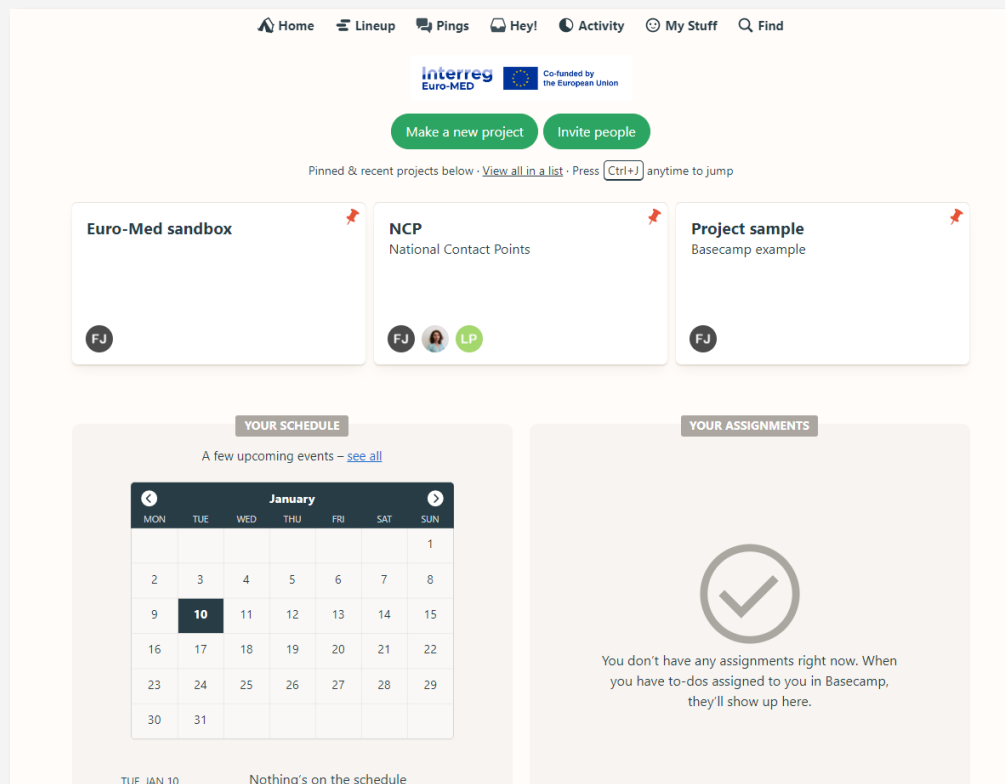
INTERREG EURO-MED - ARTEMIS

# 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 *(all PP can send the request, but if not listed on JEMS, JS will ask confirmation to LP)*

# Basecamp



## Features

- Chat (private and collective),
- Message board
- File storage
- Shared calendar
- Tasks management
- And more...

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# Communication and tools

| Branding

# Materials

The Programme provides for each project:

- **1 logo**
- **1 poster template**

Each project can develop its own visual identity complying with the **Programme brand book** (e.g. word and ppt template, event agenda, social media post...).

- No PPT or letterhead template provided
- No Newsletter tool provided

# Mission colours and icons

 <p>CMJN 89 / 18 / 0 / 0 RVB 0 / 145 / 218 HEX #0091DA PANTONE 2192 C</p>				<b>MISSION 1 :</b> STRENGTHENING AN INNOVATIVE SUSTAINABLE ECONOMY <i>RENFORCER L'ÉCONOMIE DURABLE INNOVANTE</i>
 <p>CMJN 0 / 32 / 100 / 0 RVB 242 / 169 / 0 HEX #F2A900 PANTONE 130 C</p>				<b>MISSION 2 :</b> PROTECTING, RESTORING AND VALORISING NATURAL HERITAGE <i>PROTÉGER, RESTAURER ET VALORISER LE PATRIMOINE NATUREL</i>
 <p>CMJN 84 / 0 / 59 / 0 RVB 0 / 179 / 136 HEX #00B388 PANTONE 399 C</p>				<b>MISSION 3 :</b> PROMOTING GREEN LIVING AREAS <i>PROMOUVOIR LES BASSINS DE VIE VERTS</i>
 <p>CMJN 4 / 51 / 7 / 6 RVB 213 / 146 / 170 HEX #D592AA PANTONE 507 C</p>				<b>MISSION 4 :</b> ENHANCING SUSTAINABLE TOURISM <i>AMÉLIORER LE TOURISME DURABLE</i>

# Programme Font

## Montserrat

extralight | extralight italic | light italic | regular  
regular italic | medium | medium italic | semibold  
semi bold italic | bold | bold italic

A B C D E F G H  
I J K L M N O P Q  
R S T U V W X Y Z  
a b c d e f g h i j k l m  
n o p q r s t u v w x y z  
0 1 2 3 4 5 6 7 8 9

Name etur audaest, qui nones utemo  
*Name etco ur audsdaest, qui nones*  
uteeoles imasdfionet mossitatur sam  
*explale voles imaionet mossitature*  
custiuntio quixx uyut labor acestium  
*custiuntio quixx uyut labor acestium*  
eaquisit, corrovisel dusandisqui com  
*eaquisit, des corrovisel dusandisqui*  
com venimusatenn consequae sam  
*ibustibus veconsequ ibusciatius qui*

## Open Sans

light | light italic | regular | regular italic | medium |  
medium italic | semibold semi bold italic | bold | bold  
italic | extra bold | extra bold italic | black | black italic

A B C D E F G H  
I J K L M N O P Q  
R S T U V W X Y Z  
a b c d e f g h i j k l m  
n o p q r s t u v w x y z  
0 1 2 3 4 5 6 7 8 9

Name etur audaest, qui noacesnes utemo  
*Name etco uimasdior audsdaest, qui nones*  
uteeoles imasdfionet mossitatur sam  
*explale voles imaionet mossitature cus*  
tiuntio quixx uyut labor acestium cus  
*tiuntio quixx uyut labor acestium eaqui-*  
*sit corrnimusaovisel dusandisqui com*  
*eaquisi con des corrovisel dusandisqui*  
*cvenimusd atenn consequae sam ibu*  
*stibus vec sam ionsequ ibusciatius qui*



# The Programme logo



# Project Logotypes

**Interreg**  
Euro-MED



Co-funded by  
the European Union

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**Project name**  
2nd line



**Project**  
**name**

**Interreg**  
Euro-MED



Co-funded by  
the European Union

**Interreg**  
Euro-MED



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the European Union

# 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);
- stationery and office materials;
- promotional goodies.

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

# 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 logos have been uploaded on Basecamp and email sent to LP on 5/09.*
- *Branding rules explained in detail during Communication Meeting on October 2<sup>nd</sup>.*



## 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 !**



# Poster template

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



# How to use the project logo?

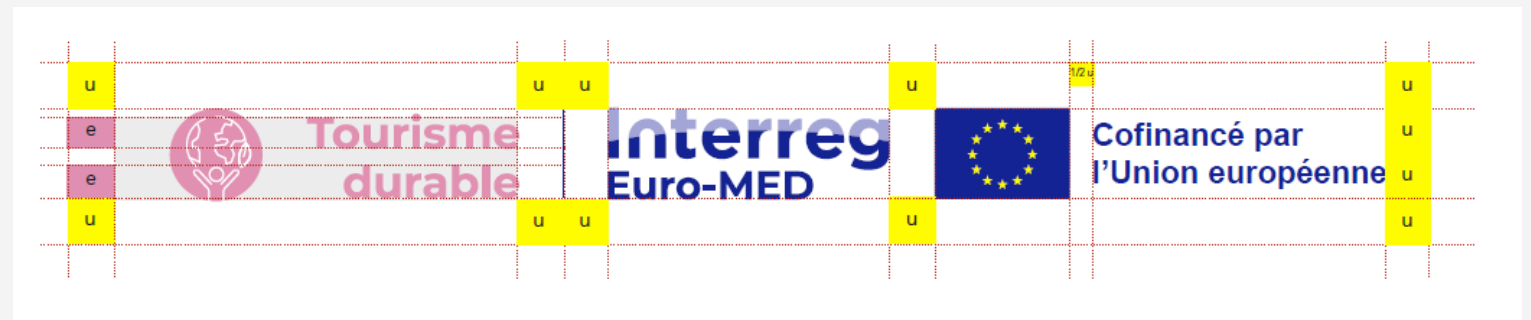
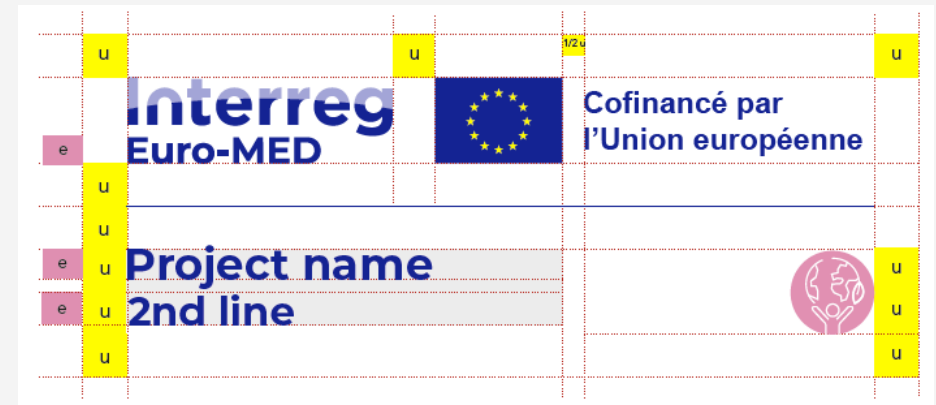
The logo must be **clearly visible**  
(*must stand out well on the background*).

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



# How to use the project logo?

It must always have a **space around it** (the size of the yellow box) and a **minimum size** (The minimum height of the EU emblem must be 1 cm).





# Social Network

1



2



1



2



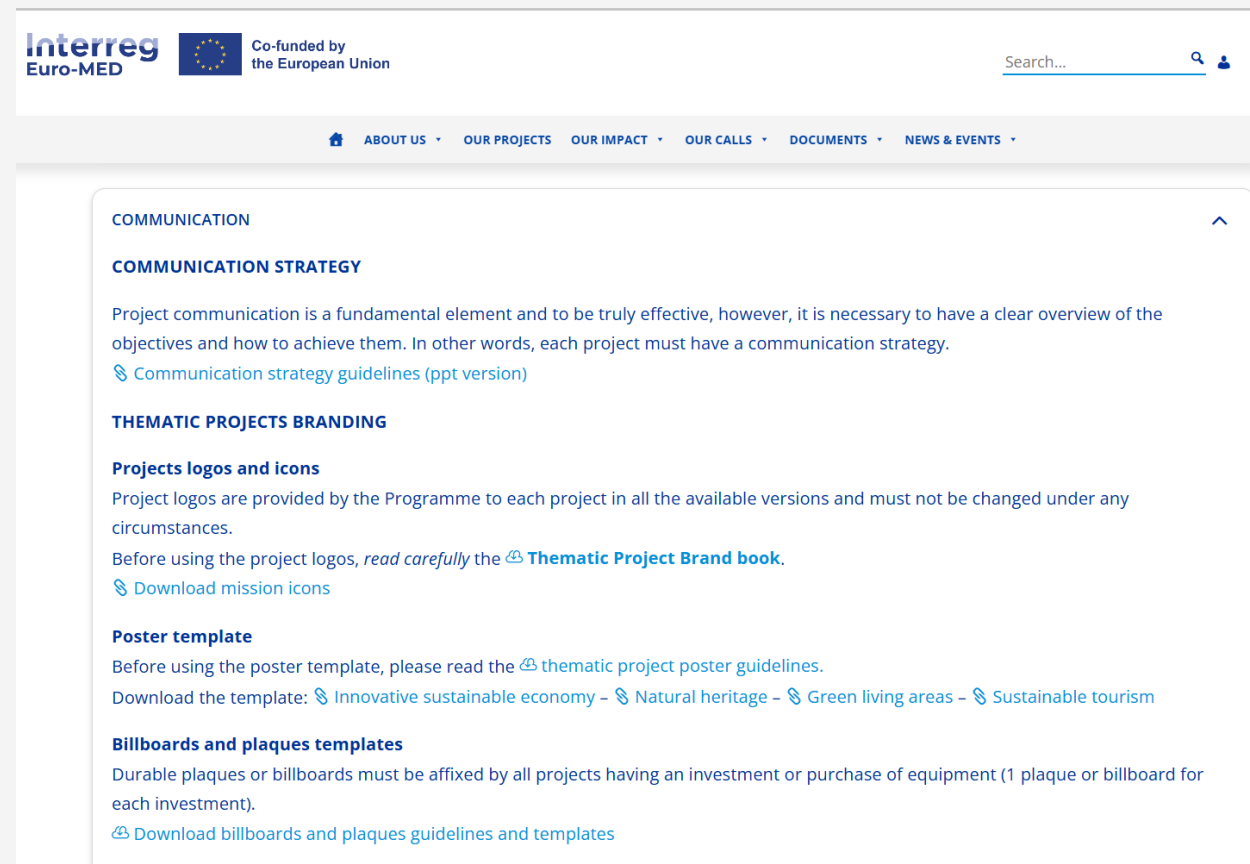
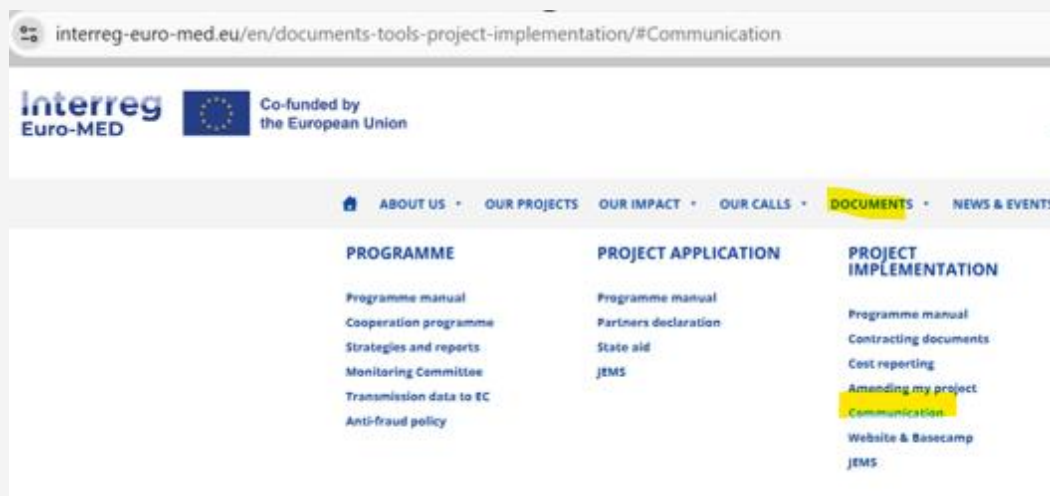
2



2



# Communication materials



## 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**
- Please read very carefully the **brand book** explaining how partners should use the project logo.
- For any doubts, **ask the JS**

→ [interreg-euro-med.eu/en/express-approval/](https://interreg-euro-med.eu/en/express-approval/)  
(you have to be logged in on the Programme website)



# Communication and tools

| Monitoring

# 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

# Next steps



# Useful links

- [Documents & Tools](#)
- [Projects Brandbook](#)
- [Programme Manual](#)
- [Programme Communication strategy](#)
- [Programme Results Amplification strategy](#)



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**THANK YOU!**  
**MERCI!**