



# Financial Managers Seminar

Leiden, 18-19 October 2010

## Introduction:

Programme Financing, Legal framework, Eligibility of expenditure, Eligibility period, Reporting procedure, Reporting flow



# I. Programme Financing (1/2)

Projects are financed through a reimbursement mechanism

1. Projects pay all expenditure
2. Projects claim the reimbursement of costs from the Programme
  - expenditures are to be certified by national First Level Financial Controllers

No advance payments to projects or applicants are possible

# I. Programme Financing (2/2)

The eligible expenditure of the eligible applicants will be financed **100%**

- Preparation costs (from pre-announcement until the submission of the proposal)
- Implementation costs (from MC decision until the end of project implementation)

## II. Legal Framework (1/2)

### Programme specific

#### EC Regulations

- Council Regulation (EC) No 1083/2006 (Council Regulation (EC) No 1341/2008)
- Regulation (EC) No 1080/2006 (Regulation (EC) No 397/2009)
- Commission Regulation (EC) No 1828/2006

#### Programme rules

- Operational Programme Document
- Programme Manual
- Agreement between the Member/Partner States-MA

## II. Legal Framework (2/2)

### Project specific

- Subsidy Contract, including annexes such as:
  - Approved application form and its annexes
  - Resubmitted application form (if relevant)
  - Annex III (if relevant)
  - Project specification (if relevant)
  - Partnership Agreement

### Other general legal references

- **Community rules** : in particular in the field of competition, protection of the environment, equal opportunities between men and women, public procurement
- **National rules**: National rules applicable to the Lead/Project Partners

## III. Eligibility of Expenditure (1/1)

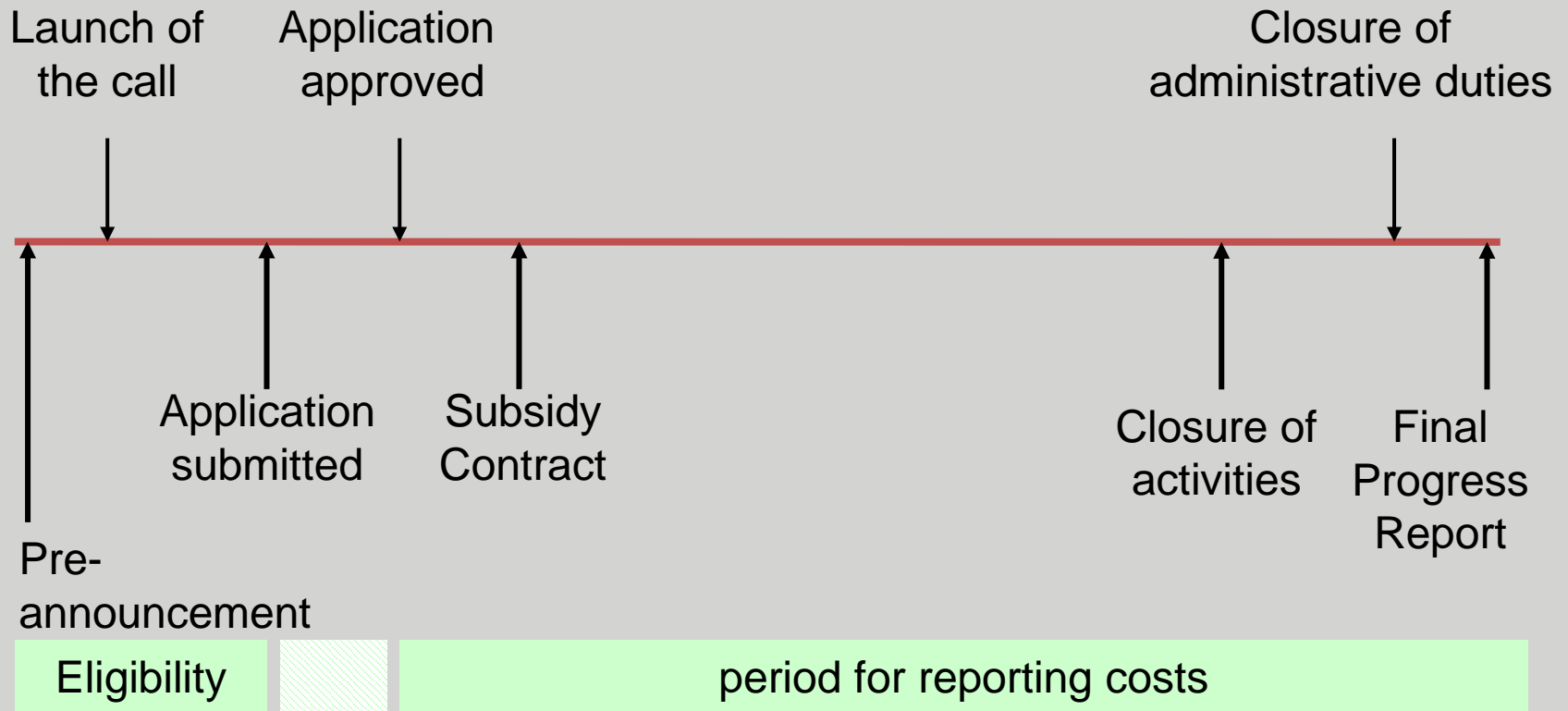
Cost must comply with the legal framework

Costs are eligible for funding if they comply with all the following requirements:

- Are incurred (paid out)
- Are incurred by the partners
- Are directly linked to the project implementation
- Are incurred and accounted in compliance with the legal framework
- Are correctly reported within the approved budget lines
- Are incurred within the eligibility period

# IV. Eligibility Period (1/1)

For approved projects **preparation costs** are eligible from pre-announcement of the call until submission of AF



## V. Reporting Forms (1/2)

The following documents will be sent by ESPON CU to the Lead Partner:

- **Partner Progress Report** (s)(protected excel file)
  
- **Activity Progress Report** (word document)
  - To be completed by Lead Partner and all Project Partners
  - To be certified by the first level controller
  - To be sent to the Lead Partner
  - To be sent within **two months** from the end date of the reporting period



## V. Reporting Forms (2/2)

### -Project Progress Report (protected excel file)

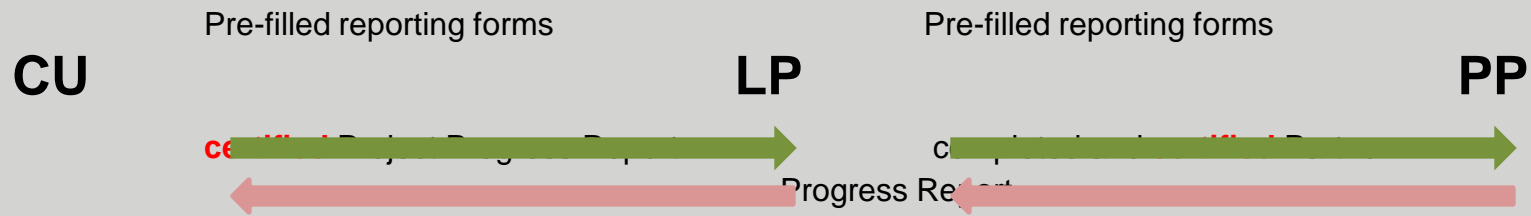
- To be completed by Lead Partner only
- To be certified by the first level controller of the Lead Partner
- To be sent to the ESPON CU
- To be sent within **four months** from the end date of the reporting period

An overall **Project Activity Progress Report** is to be filled in by the Lead Partner on the basis of the information provided by each single Project Partner in their own Activity Progress Reports.

## VI. First Level Financial Control

- What
- How
- When

# VI. Reporting flow



Every documents sent to the ESPON CU has to be:

- **Certified** by a first level controller
- **Originals**
- **Signed and stamp**